



# INSPIRE TALENTS

We welcome apples of all kinds  
from every corner.



## LEADERSHIP

KMU, the maker of  
Guidance for hepatitis  
C treatment.



## HUMANISM

KMU, the value  
guardian of medical  
humanities.



## MULTITALENT

KMU, the best interdisciplinary  
medical academy in the  
Asia Pacific.



# 2021 International Students Orientation

## Academic Year 109

Office of Global Affairs  
2021.05.12

# Outline

1. Introduction
2. Must-do
3. How to apply ARC
4. How to apply post office account
5. How to apply work permit
6. How to apply National Health Insurance
7. Monthly stipend check
8. Notice of rental contract
9. Cultural Events



高雄醫學大學  
KAOHSIUNG MEDICAL UNIVERSITY

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Good Day,

Greetings from Office of Global Affairs.

Having a nice and memorable university life is primarily everyone's goal and I can assure that you are at the right place.

KMU will be your second home for the upcoming years, which would hopefully transform you into an energetic young professional ready to contribute towards self-development, family, community service your country and last but not the least in making the world a better place for everyone.

Success in life is a matter of making the right choices and taking risks at the same time.

We look forward to seeing you in the campus!

Cheers to you all brilliant minds.

Best regards,  
OGA



## Team member



**Associate Vice President for Global Affairs, KMU**  
**Director of Student Exchange Division, OGA**

Robin Kuo

Associate Professor ,  
Department of Occupational Therapy

## Staffs of Student Exchange Division

**Vivian**



**Sally**



**Sansan&Debbie**



高雄醫學大學  
KAOSHIUNG MEDICAL UNIVERSITY

# Must-do

## 學生須達成的事項



# Must-do

1	Submit soft copy of ARC to OGA at the beginning of every semester
2	Sign on the “authorization for emergency treatment” at the first semester.
3	Apply for NHI after staying for 6 months
4	Renew your contact information(cell phone, email address) to OGA if you change it.
5	Report to OGA in advance if you plan to go abroad. (you might loose the scholarship recipient status if you disobey this process)



# How to Apply ARC 居留證申請



# ARC線上申請方式-online applying

## ARC renewal:

A foreign national shall apply for an extension within **30 days before** his/her period of residency **expires** if they have to continue their visiting or residency in Taiwan.

Before the period of residency expires, if an applicant is unable to obtain an ARC by application for modification of reasons for residency, he/she shall be required to exit within a specified period.



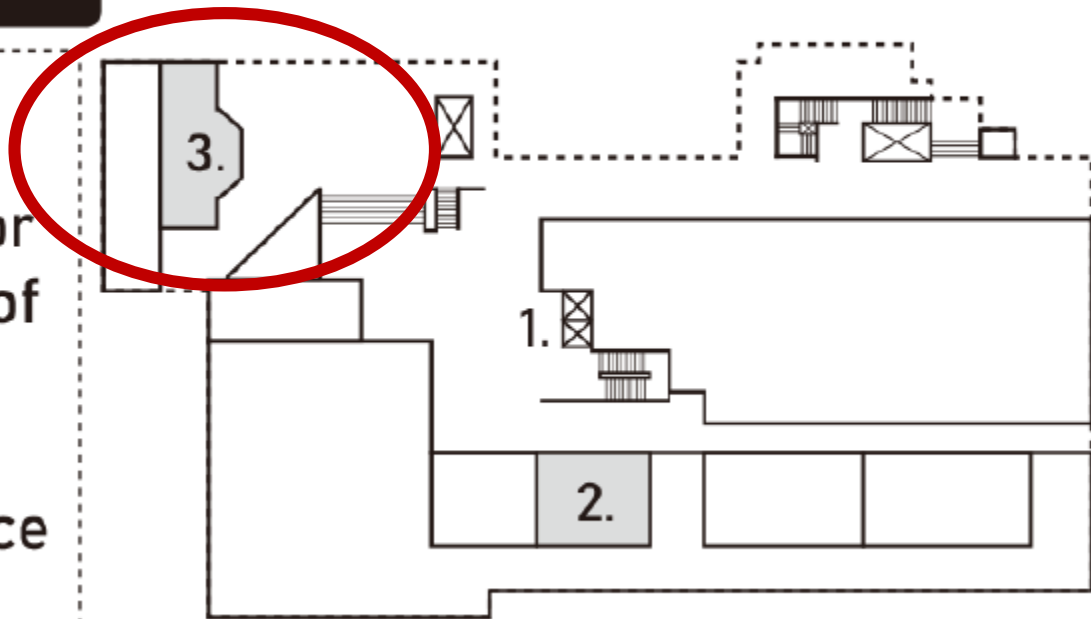
# How to Apply Post Office Account 郵局帳戶申請

# 郵局帳戶申請-Post Office Account

- Location: 1F, Chi-Shih Building(濟世大樓一樓)

## Chi-Shih Building 1F

1. Stairs  
& Elevator
2. Division of  
Health  
Service
3. Post Office



# 郵局帳戶申請-Post Office Account

Apply in person

- Required documents:
  1. Application form  
(fill the form at the counter)
  2. Copy\_of\_passport
  3. Copy of ARC
  4. Personal Stamp (Seal)
- Fees: NT100.
- Working days: 7 working days



Where can I get the seal?

Name of Store : 易泰行

Address : No.169, Jilin St., Sanmin Dist.,  
Kaohsiung City (Takes 10 mins by walk)

**\*\*The words on stamp must in Chinese.**

# 郵局帳戶申請-Post Office Account

- 取得郵局儲金簿後，需於7天內將封面影印並以email寄給承辦人。  
-Please email the soft copy of account book to  
Debbie([debbiejuan@kmu.edu.tw](mailto:debbiejuan@kmu.edu.tw)) within 7 days after receiving it.



# How to Apply Work Permit 工作證申請



# 工作證申請-Work Permit (online only)

- Applying method : online only
- Required documents:
  1. Application form  
(線上填寫-fill in online)
  2. Copy of passport(info page)
  3. Copy of ARC (both sides )
  4. 學生證(須至教務處蓋註冊證明)-Student ID card(must have registration stamp)
- Fees: NT100.
- Working days: 7~10 working days
- **Valid date:**最多六個月，且效期不會超過ARC的有效期限-no more than 6 months, and will go with the expiration date of ARC.

# 線上申請工作證-Work permit

Step 1:

Go to the post office and pay for NTD 100.

- 請將以下資訊填寫至劃撥單上-Transaction account details:  
(Show the picture below to the officer of post office, they will guide you to fill it.)
- 請保留收據以便線上申請工作證- Keep the receipt for online application.

98-04-43-04 郵政劃撥儲金存款單										
收款帳號	19058848				金額	100				
通訊欄 (限與本次存款有關事項)					收款戶名	勞動部勞動力發展署聘僱許可收入專戶				
					寄款人	<input checked="" type="checkbox"/> 他人存款 <input type="checkbox"/> 本戶存款				
					姓名	Kaohsiung Medical University				
					地址	[ ] [ ] [ ] - [ ] [ ]				
					電話	07-3121101 # 2383				
					主管					
					郵政劃撥儲金存款收據					
					收款帳號戶名					
					存款金額					
					電腦紀錄					
					經辦局收款章戳					

虛線內僅供機器印錄用請勿填寫



# 線上申請工作證-Work permit

STEP 3: Click < **Work Permit for Foreign Students** >  
(The **BLUE** button)





# How to apply National Health Insurance

## 健保卡申請



# 健保卡申請-National Health Insurance Applying (NHI)

- Qualifications:

1. 抵台滿六個月後-After arriving in Taiwan for more than 6 months.

(滿六個月前可以申請團體保險-you can apply for group insurance for the first 6 months)

此六個月內出境紀錄只有一次，且該次出境總共不超過30天-Entry and exit records on your passport (6 months of continuous residence in Taiwan / with one trip abroad not exceeding 30 days)

**\*\*備註(Notice): 若不符合上述規定，則下次申請資格將自最近一次入境日起算-If you couldn't meets the qualification, then you should wait for another 6 months.**

- Required documents:

1. Soft copy of ARC (both sides )

2. 2吋彩色照片1張-One 2"x 2" colored photo( front head and shoulder, taken within six months, image resolution more than 500x500 pixels).

3. Send the required documents to Debbie.

- Fees: NT826 per month不需申請費，但每月需繳826元健保費

- Working days: 7~10 working days

# 健保卡申請(日期計算範例)-NHI Applying (Example)

- 入境紀錄(Entry record)

2019/09/01 entry

2019/09/05 departure

2019/09/10 entry

2019/09/15 departure

2019/09/20 entry

→didn't qualify with one trip abroad

→the counting for 6 months will be start at **9/20**

- 入境紀錄(Entry record)

2019/09/01 entry

2019/09/05 departure

2019/10/5 entry

→didn't qualify with **going abroad not exceeding 30 days**

→ the counting for 6 months will start at 10/5

# Guide for Monthly stipend of KMU

## KMU獎助學金說明



# KMU獎助學金說明

## -Guide for Monthly stipend of KMU

- This scholarship should **be applied by year**, and reviewed by the Committee of International Academic Communication. On the limits of controlled budgets, and approved by the president, the stipend shall be allocated to all approved and qualified recipients.



# KMU獎助學金說明

## -Guide for Monthly stipend of KMU

- Eligibility:

(1) The aforementioned international student herein refers to the student with any nationality of foreign countries apart from nationality of the Republic of China, not including overseas Chinese student, Mainland China's student or exchange student.

(2) Applicants for this scholarship shall not receive stipend from other Taiwan scholarships. Application shall be made on condition that the applicant's eligibility is not fully qualified for other Taiwan scholarships or no such scholarships offered in their home countries.

(3) The applicants shall meet the criteria:

- All credits gained with no F mark from the previous academic year.
- Grade of conduct shall be above 80.
- Undergraduate Students must have an average score of 70 or above in the previous academic year. Graduate and PhD Students must have an average score of 80 or above in the previous academic year.

# KMU獎助學金說明

## -Guide for Monthly stipend of KMU

- Should a grant holder have one of the following acts committed, the grant to this student should be terminated or cancelled:
- (1) After a grant holder has completed registration, if this student **does not come to KMU**, except winter and summer holidays, to attend classes or has unexcused absence from class every month in excess of **one-third of monthly classes**, and if such act is checked and verified to be true, the grant for the month that the student has the aforesaid act shall be **terminated**.

# KMU獎助學金說明

## -Guide for Monthly stipend of KMU

- (2) Should a grant holder **violates the laws** of the Republic of China, achieves Major Demerit during the studying period, suspends his/her studies or is expelled from KMU, the grant to this student should be cancelled. Should a grant holder, upon registration for each semester, **fail to produce Alien Resident Certificate (ARC)** to certify the studying reason for his/her stay in Taiwan before the deadline specified by KMU, the grant to this student should be cancelled. Should a grant holder of dual nationality obtain no approval from KMU or also be a grant holder of other university in Taiwan, the grant to this student should be cancelled.



# Monthly stipend check

## 獎學金入帳查詢



# Monthly stipend check

## -網站路徑(relative resource online)

<https://wac.kmu.edu.tw/>

高雄醫學大學 校務資訊系統

Kaohsiung Medical University Information Service

入校戴口罩・防疫由你罩

~開學了，請記得備足口罩哦!!

Please prepare enough face masks for upcoming semester

遠端協助



學生

Student Service

畢業生(校友)

樂齡

行政人員

教職員

開放查詢



職員快速簽到

計畫人員

代理登入

資訊服務

圖書資訊處

07-3121101 #2184

[db@kmu.edu.tw](mailto:db@kmu.edu.tw)

忘記密碼? Forgot your password?

系統管理 Management

連絡電話 TEL

電子郵件 EMAIL



高雄醫學大學  
KAOSIUNG MEDICAL UNIVERSITY

# Monthly stipend check

## -網站路徑(relative resource online)



高雄醫學大學  
校務資訊系統

### 學生登入

帳號：學號 (不加U)  
密碼：預設為身分證字號前 6 碼  
首字英文小寫 + 前 5 碼數字

[回首頁](#) [忘記密碼](#) [登入](#)

遠端協助 [聯絡我們](#)

 信箱：db@kmu.edu.tw  
分機：#2184  
網站：OLIS DB

# Monthly stipend check

## -網站路徑(relative resource online)

總務	
借場地、報修、領件	出納、車管、畢業服
<a href="#">D.5.01 場地借用</a>	<a href="#">D.6.01 銀行帳號維護</a>
<a href="#">D.5.12 各學期場地開放時段查詢</a>	<a href="#">D.6.04 付款資料查詢</a>
<a href="#">Q.2.07 場地出借查詢</a>	<a href="#">D.6.02 繳費單列印</a>
<a href="#">D.5.03 修繕通知維護</a>	<a href="#">D.5.04 汽機車停車位申請及列印</a>
<a href="#">D.5.06 場地臨時借用(需經至教務處執行)</a>	<a href="#">D.5.05 學生畢業服租借</a>
<a href="#">D.5.13 學生個人 [領件通知] 查詢</a>	
圖書館	
圖書館場地借用	圖書館場地借用2
<a href="#">D.L.1.01 研究小間場地借用作業</a>	<a href="#">D.L.3.01 多媒體資訊室借用作業</a>
<a href="#">D.L.1.02 研究小間場地借用查詢</a>	<a href="#">D.L.3.02 多媒體資訊室借用查詢</a>
<a href="#">D.L.4.01 討論室場地借用作業</a>	
<a href="#">D.L.4.02 討論室場地借用查詢</a>	
教發中心	
教學助理(TA)系統	兼任助教系統
<a href="#">D.M.00 修改E-mail及電話</a>	<a href="#">D.M.00 修改E-mail及電話</a>
<a href="#">D.M.02 工作記錄表I-主權</a>	<a href="#">D.M.02 工作記錄表I-主權</a>
<a href="#">D.M.03 工作記錄表II-工時明細</a>	<a href="#">D.M.04 兼任助教工作記錄表II-工時明細</a>
<a href="#">D.M.05 輔導教學維護</a>	<a href="#">D.M.05 輔導教學維護</a>
<a href="#">D.M.06 教學成果紀錄表</a>	<a href="#">D.M.06 教學成果紀錄表</a>
<a href="#">D.M.07 自代課表</a>	<a href="#">D.M.07 自代課表</a>

# Monthly stipend check

## -網站路徑(relative resource online)

資訊系統首頁>>D.學生資訊系統>>D.6.出納資訊>>D.6.04.付款資料查詢?

回到學生導覽 NEW

付款方式

付款日期起迄

查詢

1080801 ~ 1081131

◀首筆 ◀◀上頁 ◀上筆 ▶下筆 ▶▶下頁 ▶末筆 ✕取消 🔍搜尋 🔍取消搜尋 ◀跳至

使用資訊: ( )

目前>>1, 共4筆

1~3, 每頁3筆

1	事由	10810月臨時工[薪資]
	存入金額	\$2,756
	付款日期	108/11/25
	帳號/支票	700-0021-01015850406903
	傳票號碼	108110742
	備註	(主持人 陳桂敏) (有任何疑問請依傳票向請購單位查詢)
2	事由	10809月臨時工[薪資]
	存入金額	\$2,756
	付款日期	108/10/25
	帳號/支票	700-0021-01015850406903
	傳票號碼	108100130
	備註	(主持人 陳桂敏) (有任何疑問請依傳票向請購單位查詢)
3	事由	10808月學務處工讀生[薪資]
	存入金額	\$5,006
	付款日期	108/09/25
	帳號/支票	700-0021-01015850406903
	傳票號碼	108090435
	備註	(主持人 陳桂敏) (有任何疑問請依傳票向請購單位查詢)



# Notice of rental contract

## 租賃合約注意事項



# 租賃合約注意事項

## Notice of rental contract

- 每一份合約只由一人填寫-One single rental contract for single student.
- 合約應包含以下內容-Must Included:
  1. 全名(Name)
  2. 學生學號(Student ID)
  3. ARC證號(ARC number)
  4. 合約效期(Valid Date)
  5. 每月租金(rent per month)
  6. 承租者與房東之簽名(signature for both landlord and student)
  7. 承租者與房東之聯絡方式(contact information for both landlord and student)

# 租賃合約注意事項

## Notice of rental contract

- Have the stamp on each corrected blank.
- It's better to make a new contract than add new valid date on the old contract.





# 租賃合約注意事項

## Notice of rental contract

Review right of contract 契約審閱權

The Contract has been review by Lessee on \_\_\_\_ D \_\_\_\_ M \_\_\_\_ Y for \_\_\_\_ days

(Contract review duration needs three days at least)

本契約於中華民國\_\_\_\_年\_\_\_\_月\_\_\_\_日經承租人攜回審閱\_\_\_\_日(契約審閱期間至少三日)

Signature and seal of Lessee 承租人簽章:

Signature and seal of Lessor 出租人簽章:

### Kaohsiung Medical University Tenancy Agreement 高雄醫學大學 房屋租賃契約書

# 租賃合約注意事項

## Notice of rental contract

This Tenancy Agreement (the "Agreement") is made between \_\_\_\_\_  
(the "Landlord") and \_\_\_\_\_ (the "Tenant").

Whereas, ☐ the house owner as well as ☐ sublessor, who shall present the certificate that the original owner agrees to sublease. The Tenant intends to lease from the Landlord the "Premises" (defined herein below) and the Landlord agrees to lease to the Tenant the "Premises" in accordance and under the terms and conditions set forth herein. NOW, THEREFORE, the parties hereby agree as follows:

立契約書人承租人，出租人【為☐所有權人☐轉租人(應提示經原所有權人同意轉租之證明文件)】茲為房屋租賃事宜，雙方同意本契約條款如下：

### Article 1 第一條

**Premises: House Nameplate** 房屋租賃標的

1. House Indication 房屋標示

(1) Door Plate: County (city) Village (Township, Town and District) Street (Road)

Section Lane Alley Number Floor (based on the Section, Small Section and Lot

Number) 門牌 \_\_\_\_\_ 路(市) \_\_\_\_\_ 鄉(鎮、市、區) \_\_\_\_\_ 街(路) \_\_\_\_\_ 段 \_\_\_\_\_ 巷

\_\_\_\_\_ 弄 \_\_\_\_\_ 號 \_\_\_\_\_ 樓。

(2) Scope of Tenancy 租賃範圍

(a) ☐ The whole ☐ part of the house; The Floor ☐ with \_\_\_\_\_ rooms \_\_\_\_\_ for No. \_\_\_\_\_ Room  
房屋 ☐ 全部 ☐ 部分：第 \_\_\_\_\_ 層 ☐ 房間 \_\_\_\_\_ 間 ☐ 第 \_\_\_\_\_ 室。

(b) Parking space 車位：

Category and number of parking space 車位種類及編號： \_\_\_\_\_

(3) Rental ancillary equipment 租賃附屬設備：

In addition to enclosing the auxiliary equipment list, please refer the details of Leasing Premises Current Status Confirmation. 詳如後附房屋租賃標的現況確認書。

### Article 2 Term of Agreement 第二條 租賃期間

The term of the Contract shall be commenced on

DD/MM/YYYY \_\_\_\_\_ and expired on DD/MM/YYYY \_\_\_\_\_

租賃期間自民國 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日起至民國 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日止。

### Article 3 Rental and Payment 第三條 租金約定及支付

The Tenant shall pay for the rental of NTD (the same as follows) \_\_\_\_\_ and pay for \_\_\_\_\_ months of rentals for each period. Besides, the Tenant shall be due and payable before

DD/MM monthly without postpone and deny by any reasons. The Landlord shall not ask for adjustment of rentals at will. Payment method of rental: ☐ by cash ☐ by transfer: Bank:

Account Name: \_\_\_\_\_, Account number: \_\_\_\_\_

☐ Others: \_\_\_\_\_, 承租人每月租金為新臺幣 \_\_\_\_\_ 元整。

每期應繳納 \_\_\_\_\_ 個月租金，並於每 \_\_\_\_\_ 月 \_\_\_\_\_ 期 \_\_\_\_\_ 日前支付，不得藉任何理由拖延或拒絕；

出租人亦不得任意要求調整租金。租金支付方式：☐ 現金繳付 ☐ 轉帳繳付：金融機構：

\_\_\_\_\_，戶名： \_\_\_\_\_，帳號： \_\_\_\_\_

☐ 其他： \_\_\_\_\_。

### Article 4 Deposit and Return 第四條 擔保金(押金)約定及返還

KMU Model Tenancy Agreement - New version of  
KMU.docx



# 租賃合約注意事項

## Notice of rental contract

**Attachments 附件**

☐ Copy of building ownership certificate 建物所有權狀影本  
☐ Copy of occupation permit 使用執照影本  
☐ Copies of ID card of both parties. 雙方身分證影本

**Contractor/Landlord 立契約書人:**

Name/Title 姓名(名稱): \_\_\_\_\_ Signature & Seal 簽章  
ID card Number 統一編號: \_\_\_\_\_  
Domicile 戶籍地址: \_\_\_\_\_  
Mailing address 通訊地址: \_\_\_\_\_ Tel 聯絡電話: \_\_\_\_\_  
Person in charge 負責人: \_\_\_\_\_ Signature & Seal 簽章  
ID card number 統一編號: \_\_\_\_\_  
E-mail 電子郵件信箱: \_\_\_\_\_

**Tenant 承租人:**

Name/Title 姓名(名稱): \_\_\_\_\_ Signature & Seal 簽章  
ID card number 統一編號: \_\_\_\_\_  
Domicile 戶籍地址: \_\_\_\_\_  
Mailing address 通訊地址: \_\_\_\_\_  
Tel 聯絡電話: \_\_\_\_\_  
E-mail 電子郵件信箱: \_\_\_\_\_

**Guarantor 保證人:**

Name/Title 姓名(名稱): \_\_\_\_\_ Signature & Seal (簽章)  
ID card number 統一編號: \_\_\_\_\_  
Domicile 戶籍地址: \_\_\_\_\_  
Mailing Address 通訊地址: \_\_\_\_\_  
Tel 聯絡電話: \_\_\_\_\_  
E-mail 電子郵件信箱: \_\_\_\_\_

DD/MM/YYYY 中華民國 年 月 日

# Cultural events

## Festival:

### Chinese New Year



### Dragon Boat Festival



### Mid-Autumn Festival





# Cultural events

## Trip:

Cultural exploring trip



## Cultural Salon Series:

11/11-Gold memory of Myanmar

11/13-Diwali Festival



More events coming up!

Please stay tuned!!

Contact us if you want to share your culture!!!

# Useful link

1. OGA website:



2. Facebook:Foreign students@KMU 外籍生在高醫





# INSPIRE TALENTS

We welcome apples of all kinds  
from every corner.



## LEADERSHIP

KMU, the maker of  
Guidance for hepatitis  
C treatment.



## HUMANISM

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guardian of medical  
humanities.



## MULTITALENT

KMU, the best interdisciplinary  
medical academy in the  
Asia Pacific.



# Contact

## Office of Global Affairs

### Division of Student Exchange

Debbie #2855

[debbiejuan@kmu.edu.tw](mailto:debbiejuan@kmu.edu.tw)

Sally #2857

[sallyiean@kmu.edu.tw](mailto:sallyiean@kmu.edu.tw)

Vivian #2856

[1057002@kmu.edu.tw](mailto:1057002@kmu.edu.tw)

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