



淡江大學外國學生新生註冊及入學須知

親愛的新生們，歡迎來到淡江大學。

請同學於 **2025 年 9 月 8 日起 (9:00~12:00)** 到 **T1001 辦理實體報到**

● 報到流程：

請於 8 月 1 日止於淡江大學新生學歷證件上傳系統(<http://sinfo.ais.tku.edu.tw/DocUpload>)上傳以下學歷證件彩色電子檔：

(一)經中華民國駐外館處驗證之國外學歷證件(驗證章戳需為正本)；如原學歷證件非中文或英文者，另繳交中或英譯本並加蓋原始認證章戳。

(二)經中華民國駐外館處驗證之國外學歷歷年成績證明正本(驗證章戳需為正本)；如成績證明非中文或英文者，另繳交中或英譯本並加蓋原始認證章戳。

※持大陸地區學歷者，依「大陸地區學歷採認辦法」繳交相關學歷證明文件。

※香港澳門學歷請依「香港澳門學歷檢覈及採認辦法」繳交相關學歷證明文件。

※持馬來西亞學歷者，本校接受經駐外館處或馬來西亞留臺校友會聯合總會認證章戳。

※就讀中文學程者須提供至少 A2 或以上之 TOCFL 華語測驗證書。

(三)護照正本。

(四)3 個月內 2 吋正面脫帽半身照片。

● 境輔組應繳資料：

1. 2 吋正面脫帽半身照片 **2 張**
2. 居留證**影本**；臺灣簽證**影本**
3. 護照**影本**
4. 外籍生資訊表(填寫完畢)
5. 緊急事件授權同意書
6. 淡江大學境外學生保險與健保投保須知
7. 個人資料同意書

* 如果你是**臺灣獎學金**學生請再準備以下文件：

1. 臺灣獎學金證明書**正本與影本**(外交部或教育部)
2. 本人的郵局帳戶簿**影本**
3. TOCFL B1 證書(若未曾於華語中心研習華語且為英語專班之學生，可免)

- 外國學生新生入學須知將於 6 月中旬公告於國際暨兩岸事務處網頁上，請於網頁上查詢。

國際暨兩岸事務處網址：<http://www.oieie.tku.edu.tw/>

【國際暨兩岸事務處首頁】 → 【境外新生入學須知】 → 【外籍生】

- 【境外新生入學須知】網頁內將會公告：選課、學費、宿舍、新生講習、體檢、臺灣獎學金、全民健康保險及簽證問題、銀行、交通、團體接機服務等相關注意事項。
- 學校行事曆網址：http://www.acad.tku.edu.tw/app/super_pages.php?ID=OAA201
- 校園地圖：<http://www.tku.edu.tw/road.asp>



Registration Instructions and Admission information for International Students

Welcome to Tamkang University!

The Physical Registration Day is on September 8th 2025 (9:00~12:00) at T1001 office.

● Registration process:

The online registration period starts on August 1st, 2025 for the Tamkang University Academic Certificate Upload System for New Students (<http://sinfo.ais.tku.edu.tw/DocUpload>) and follow the instructions to upload the following documents (color scan of the original) that are required for registration:

1. The applicant's highest education diploma authenticated with the official stamp by the Taiwan's overseas embassies or representative offices. Please attach the Chinese or English version with the official stamp if the original diploma is not in English or Chinese.

※Applicants of the academic credentials from Mainland China shall follow the Regulations Governing the Accreditation of Schools in Mainland China to submit the original documents; The academic credentials from Hong Kong or Macao shall be subject to the Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao. Academic credentials from Malaysia are required to be verified with official stamps by the Taiwan's overseas office or the Federation of Alumni of Taiwan Universities in Malaysia.

2. Passport.

3. Passport-size bust photos within the last 3 months.

● Required Documents for the International and Mainland Student Guidance Section:

1. 2-inch, half-body passport photos 2 pcs.

2. ARC **copy**; Taiwan visa **copy**. (If you have ARC, please provide ARC copy.)

3. Passport **copy**.

4. Personal Information Form. (Filled-in)

5. TKU Authorization for Emergency Treatment.

6. TKU International Student Insurance and NHI Insurance Information.

7. TKU Consent to Provide Personal Data.

※ If you are a Taiwan scholarship student, please also bring the following documents:

1. **Taiwan Scholarship Certificate (MOFA or MOE) and a copy.**

2. Post office account book **copy**. (Under your name)

3. Optional: The TOCFL certificate copy. (The certificate is necessary for students who have studied in any Chinese language center in Taiwan, or is going to study non-English taught course in TKU.)

- **Foreign Freshmen Admission information will post at Office of International and Cross-Strait Affairs website during **middle of June, 2025**. Please check it on webpage.**

Office of International and Cross-Strait Affairs website: <http://www.oieie.tku.edu.tw/>

【Office of International and Cross-Strait Affair】 → 【Freshmen Admission Information】 → 【Foreign Students】

- **【Freshmen Admission Information】 will be included: *Course Selection, Tuition, Dormitory, Orientation, Medical checkup, Taiwan scholarship, National health insurance and Visa, Bank issue, Transportation, Group Airport Pickup* etc.**
- **Academic Calendar:** http://english.tku.edu.tw/StudyinTKU_ImportantInformation.asp
- **Campus Map:** http://english.tku.edu.tw/Campus_maptoTKU.asp#

淡江大學個人資料公務使用同意書

本同意書說明淡江大學國際暨兩岸事務處境外生輔導組（以下簡稱本組）將如何處理本組所蒐集到的個人資料。

當您勾選「我同意」並簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容及其後修改變更規定後，方得使用本服務，但若您已接受本服務，視為您已取得法定代理人之同意，並遵守以下所有規範。

一、基本資料之蒐集、更新及保管

1. 本組蒐集您的個人資料在中華民國「個人資料保護法」與相關法令之規範下，依據本校【隱私權政策聲明】，蒐集、處理及利用您的個人資料。
2. 本組因執行業務所蒐集您的個人資料包括姓名、原屬機構、護照號碼、身份證字號/居留證號/統一編號、生日、國籍、聯絡方式(電話、E-Mail)等，請於申請時提供您本人正確、最新及完整的個人資料。若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將損失相關權益。
3. 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
(1)請求查詢或閱覽。(2)製給複製本。(3)請求補充或更正。(4)請求停止蒐集、處理及利用。
(5)請求刪除。

但因本組執行職務或業務所必須者，本處得拒絕之。

若您因行使上述權利，而導致權益受損時，本處將不負相關賠償責任。

二、蒐集個人資料之目的

1. 本組為執行輔導業務之相關作業所需。
2. 當您的個人資料使用方式與當初本組蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本處提供個人資料，但您可能因此喪失您的權益。
3. 本組利用您的個人資料期間為即日起 10 年內，利用地區為台灣地區。

三、基本資料之保密

您的個人資料受到本校【隱私權政策聲明】之保護及規範。本處如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本組將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

四、同意書之效力

1. 當您勾選「我同意」並簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容，您如違反下列條款時，本組得隨時終止對您所提供之所有權益或服務。
2. 本組保留隨時修改本同意書規範之權利，本組將於修改規範時，於本組網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請勿繼續接受本服務。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。
3. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，均不構成本同意條款以外之任何保證。

五、準據法與管轄法院

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理。

我已閱讀並接受上述同意書內容

當事人簽名

(請親簽)

年 月 日

TKU Consent to Provide Personal Data

This consent letter (this "Consent") sets forth how Office of International and Cross-Strait Affairs, International and Mainland Student Guidance Section, Tamkang University

("OICSA, IMSGS, TKU") will process the personal data collected hereunder.

By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed, understood, and agreed to the terms of this Consent and its amendments. If you are under the age of 20, you cannot use the service until your legal guardian has reviewed, understood, and agreed to the terms of this Consent and its amendments. Nevertheless, you will be deemed to have obtained your legal guardian's consent and agreed to comply with the following terms if you have used the service.

A. Collection, Updating, and Custody of Personal Data

1. OICSA, IMSGS, TKU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and other relevant laws and regulations as well as TKU's Privacy Policy.
2. To practice our duty, we need to collect the personal data, including your name, institution, passport, ARC ID, date of birth, nationality, and contact information (phone numbers or email) from you. You are asked to provide the most correct, updated, and completed personal data when you fill out the application. Your rights and interests may be affected if you provide OICSA, IMSGS, TKU with false, outdated, partial, or misleading personal data.
3. You may exercise the following rights as regards your personal data in accordance with the Personal Data Protection Act: (a) inquire or review your personal data; (b) ask for duplicates of your personal data; (c) ask to supplement or correct your personal data; (d) ask to stop collecting, processing or using your personal data; and (e) ask to delete your personal data.
OICSA, IMSGS, TKU may refuse your request(s) in order to perform its duties or conduct its business.
OICSA, IMSGS, TKU will not compensate any loss or damage you may sustain from the exercise of such rights.

B. Purposes of Collecting Personal Data

1. In order to process international and mainland students through TKU, OICSA, IMSGS, personal information must first be submitted.
2. OICSA, IMSGS, TKU will ask for your written consent in advance if your personal data needs to be used for any other purpose. You may refuse to provide your personal data, but you may lose your rights or interests accordingly.
3. OICSA, IMSGS, TKU may use your personal data in Taiwan for a period of 10 years commencing from now on the date of submitting your application.

C. Protection of Personal Data

Your personal data is protected by TKU's Privacy Policy. Please review the Privacy Policy for its full text. If OICSA, IMSGS, TKU violates the Personal Data Protection Act or your personal data is stolen, divulged, modified, or damaged owing to any natural disasters, extraordinary event or circumstance beyond its control, OICSA, IMSGS, TKU will notify you by telephone, mail or e-mail, or post the notification at our website, whichever TKU deems appropriate, after conducting necessary investigations.

D. Effect of Consent

1. By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed, and understood, and agreed to all the terms of this Consent. If you breach any terms of this Consent, OICSA, IMSGS, TKU may terminate all the rights and services given to you whenever it deems necessary.
2. OICSA, IMSGS, TKU reserves the right to amend this Consent at any time. OICSA, IMSGS, TKU will post the amendments at its website and will not send a separate notification to you. Do not keep using the service if you object to the amendments. If you continue using the service, you will be deemed to have agreed to be bound by the amendments.
3. Unless otherwise expressly provided herein, no suggestion or information, neither in written format or orally delivered, that you may obtain in connection with this Consent.

E. Governing Law and Jurisdiction

This Consent shall be construed and interpreted in accordance with the laws of the Republic of China.

I have reviewed and accept the terms of this Consent

Signature _____ Date: _____
(hand-written signature is necessary) (YYYY/MM/DD)

淡江大學境外學生保險與健保投保須知

依據「外國學生來臺就學辦法」第 22 條中規定：外國學生註冊時，新生應檢附已投保自入境當日起至少六個月效期之醫療及傷害保險，在校生應檢附我國全民健康保險等相關保險證明文件。

前項保險證明如為國外所核發者，應經駐外館處驗證。

為保障學生在校在台安全，未符合投保全民健康保險前，您必須被持續強制參加本校提供之「境外學生醫療保險」，保費共計新台幣 3,000 元（6 個月），此費用將在學費單內一併收取。

外籍學生來台就學者，擁有居留證後並在臺居留滿六個月，指進入臺灣地區居留後，連續居住達六個月或曾出境一次未逾三十日，其實際居住期間扣除出境日數後，併計達六個月後，需在其就讀之學校或居住地區公所辦理參加全民健保。

另外，外籍人士可依附於有工作的配偶或直系血親，請至其配偶或直系血親的投保單位，以眷屬身分補辦理投保。

全民健康保險係屬強制性保險，凡符合投保條件的民眾均應依規定參加全民健康保險。若不依規定參加保險，處新台幣三千元以上一萬五千元以下的罰鍰，並追溯合於投保條件之日起補辦投保；於罰鍰及保險費未繳清前，暫不予保險給付。上述罰鍰，經書面通知限期繳納，屆期仍未繳納者，移送強制執行。

■ 本人已詳細閱讀以上告知事項，如有問題將自行負責。

淡江大學境外學生保險與健保投保須知

簽名：_____

學號：_____

日期：_____年_____月_____日

TKU International Student Insurance and NHI Insurance Information

Following article 22 of 'International Students Undertaking Studies in Taiwan'. At the time of registration a new international student shall present proof of a medical and injury insurance policy which is valid for at least 6 months from the date the student enters Taiwan. Current student shall present written proof that they have joined Taiwan's the National Health Insurance Plan. The abovementioned written proof of insurance issued in foreign country shall be verified by the 'Overseas Agencies'.

Before you qualify to Taiwan's the National Health Insurance, we are obligated to help students join the International student medical insurance provided by TKU University. The six months fee is NTD3,000.(This fee will be included within tuition payment.

The international student who, after entering Taiwan and gaining an ARC, has stayed in Taiwan for six consecutive months, or exited Taiwan once for less than 30 days, with their actual period of stay amounting to six months after deducting the number of days that he or she has been away from Taiwan, may apply for NHI through their university or the local district office.

Foreign students with relatives who qualify as an insured person under the NHI program can enroll in NHI as dependents. (e.g.: With parents living outside Taiwan but grandparents living in Taiwan, the student may enroll as a dependent of the grandparents.)

The National Health Insurance Program is mandatory; anyone who qualifies for the Program must enroll. Any qualified person who doesn't enroll is subject to a fine of NT\$3,000 to NT\$15,000. In addition, this person is required to pay the full premiums starting from the date he or she should have been enrolled. No benefits will be offered before the premiums are paid in full. If fined, a notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement.

■I have carefully read and fully understand all the above information and take full responsibility for any problems.

TKU International Student Insurance and NHI Insurance Information

Signature : _____

Student ID number : _____

Date : _____

淡江大學境外生資訊表(外籍學位生)

Tamkang University Foreign Students Information Form

- Pictures * 4
- ARC copy
- Passport copy
- Taiwan visa copy
- Emergency authorization
- Medical insurance proof
- TKU Consent to Provide Personal Data

- Scholarship Certificate
- Post account book copy

- I already have the NHI card
- NHI card copy

- 教育部獎學金 (Ministry of Education Scholarship)
- 外交部獎學金 (MOFA Scholarship)

個人資料 / PERSONAL INFORMATION

學號 / Student ID :		就讀系所 / Department :			
中文姓名 Chinese Name					照片/PHOTO
英文姓名 English Name as passport (Capital Letters)	(Surname)		(Given Name)		
出生日期 Date Of Birth	(YYYY) / (MM) / (DD)	性別 Sex	<input type="checkbox"/> 男 / Male <input type="checkbox"/> 女 / Female		
E-MAIL					
國籍 Nationality			居留證號碼 ARC Number		
護照號碼 Passport Number			護照發照地點 Passport Issue Place		

在台資訊 / INFORMATION IN TAIWAN

電話 TEL	(H)	住址 Address	1. <input type="checkbox"/> 松濤女宿 / Sung-tao dorms 2. <input type="checkbox"/> 淡江學園 / Tamkang Dormitory 3. <input type="checkbox"/> 蘭陽宿舍 / Lanyang Dormitory 4. <input type="checkbox"/> 其他 / Others: (ADD)		
	(M)				

在地資訊 / INFORMATION IN YOUR COUNTRY

電話 TEL	(H)	住址 Address			
	(M)				

※ 緊急聯絡人資訊 / EMERGENCY CONTACT INFORMATION-your country

姓名 Name	電話 TEL	(H) (M)	與本人關係 Relationship		<input type="checkbox"/> 在臺灣 In Taiwan <input type="checkbox"/> 國外 Not in Taiwan
姓名 Name	電話 TEL	(H) (M)	與本人關係 Relationship		<input type="checkbox"/> 在臺灣 In Taiwan <input type="checkbox"/> 國外 Not in Taiwan

淡江大學緊急醫療授權書

TKU Authorization for Emergency Medical Treatment

I, _____(name of parent/guardian) understand that in the case of emergency of my child, _____(name), Tamkang University will try to notify me or the person I have listed below as an emergency contact.

本人_____ (父母或監護人之姓名)，已瞭解如本人之子女 (姓名) _____ 遭遇緊急危險時，淡江大學將會試圖緊急通知本人或本人於本授權書中所指定之下列緊急聯絡人。

In case of a medical emergency concerning my child, at a time when I or my listed emergency contact, for any reason, cannot be reached, I hereby grant with full power to Tamkang University and its employees to act on my or my child's behalf the following treatments:

本人子女如需接受緊急醫療通知，基於任何原因致本人或本人所指定之緊急聯絡人無法接獲該通知時，本人在此謹全權授予淡江大學及其受雇人代表本人及本人子女為下列行為：

- 1.Administer first aid; 提供第一時間之救助。
- 2 Authorize a medical doctor to examine or treat my child; 授權醫生對本人子女為檢查及醫療行為。
- 3.Arrange for the transportation of my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment is normally administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic; 安排本人子女之運送(不論利用救護車或其他交通工具)，以前往適宜施行緊急醫療之場所，包括醫院之急診室、醫生之診療室或診所，但不以上述場所為限。
- 4 Sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.於醫療機構中為獲得相關醫療或手術，得簽署任何經醫療機關判斷後，所要求出具之相關文件。

I hereby agree to accept the financial responsibilities for any cost thus incurred in the treatment of any illness, accident. I further agree that in the process of seeking or providing such treatment, neither nor its employees shall be liable, de facto or de jure, for any complications that may arise thereof.

本人在此並同意負擔所有因治療意外或傷病所生之相關費用。本人亦同意於尋求或提供上述醫療行為之過程中，不論淡江大學或其受雇人皆無須負擔任何因處理前開相關事務，所可能引起之事實上或法律上之責任。

The following persons are appointed as my/our child's Emergency Contact (if I/we cannot be reached):

如無法聯絡本人時，本人所指定本人子女之緊急聯絡人如下(以住在台灣為佳，可寫1位)：

1. Name 姓名 _____

Cell Phone Numbers 行動電話 _____

Home Phone Numbers 住所電話 _____

Office Phone Numbers 公司電話 _____

2. Name 姓名 _____

Cell Phone Numbers 行動電話 _____

Home Phone Numbers 住所電話 _____

Office Phone Numbers 公司電話 _____

Signature of Parent/Guardian _____ Date _____ MM/DD/YY

立書人(即父母或監護人簽名) _____ 立書日 年 月 日

Cell Phone Numbers 行動電話 _____

Home Phone Numbers 住所電話 _____

Office Phone Numbers 公司電話 _____

The authorization comes into force upon legally-binding signature. Please complete this form and submit it along with all other application documents on the day of registration.

This information will be kept confidential in the possession of the university. Should the need arise, this information may be given to the proper medical authorities.

簽名後即具法律效力。請貴子弟於註冊時繳回，以釐清責任歸屬。

本資訊將由淡江大學所持有並加以保密，然必要時得提供予相關醫療機構使用。

AUOX-Q03-001-FM006-02