China Medical University
International Student Handbook







Table of Contents

1. Contact Information of CMU Administrative Offices
2. Contact Information of Government Agencies
3. Buildings & Maps of 3 Campuses in CMU
4. Shuttle Bus Schedule
5. Photo Format for All Kinds of ID
6. ARC - Application & Extension
7. ARC – Overstaying, Change of Address or Reissuance due to Lost or Damage
8. ARC Transition for Transferring, Continuing Your Studies or Job Seeking after Graduation
9. Guidelines for Downloading the Certificate of Enrollment
10. Foreign Student Insurances
11. Work permit
12. Scholarships
13. Information on CMU payment
14. Post office / Huanan Bank near CMU
15. Some useful instructions of CMU system

Contact Information of CMU Administrative Offices

Office of Global Affairs, China Medical University

Dean of Global Affairs: Professor Liang-Yo Yang

Associate Dean of Global Affairs: Professor Ching-Ju Lin

Director, International Education Center: Professor Ching-Ju Lin

Project Coordinator: Wan-Ling Liao, Joy Lin, and Gina Chang

Contact

International Education Center (previously International Student Center, ISC)

Email: wangling.liao@cmu.edu.tw or isc@mail.cmu.edu.tw

LINE: add the official account of International Education Center with the ID "@tap0419v"

Facebook: https://www.facebook.com/cmutwoga/ (for posting announcements only)

Taichung – Shuinan Campus (11F of Excellence Building)

Tel.: 04-22053366 # 1613, # 1629, or # 1631

Add.: No. 100, Sec. 1, Jingmao Rd., Beitun Dist., Taichung City 406040, Taiwan R.O.C.

Office of Academic Affairs

Email: adm06@mail.cmu.edu.tw

Website: https://adm06.cmu.edu.tw/page/42

Graduate Academic Affairs Division

Email: adm07@mail.cmu.edu.tw

Website: https://gsa.cmu.edu.tw/

Yunlin – Beigang Campus

Office of Student Affairs

Tel.: 05-7833039 # 1105

Add.: No. 123-1, Xinde Rd., Beigang Township, Yunlin County 651012, Taiwan (R.O.C.)

Campus Guard (24-hour contact)

Taichung: 04-22022205

Beigang: 05-7832020

Contact Information of Government Agencies

National Immigration Agency (For ARC)

Taichung First Service Center

Tel.: 04-2472-5103

Fax: 04-2472-5017

Add.: 1F., No.22, Wenxin S. 3rd Rd., Nantun Dist., Taichung City, Taiwan

Service Hour: Monday - Friday, 8:00-17:00 (No lunch break).

Other Service Centers in Taiwan

https://www.immigration.gov.tw/5475/5478/141386/127061/127076/

Ministry of Foreign Affairs (For VISA and Documents Authentication after you graduate from CMU)

Central Taiwan Office

Tel.: 04- 22510799

Fax: 04- 22510700

Add.: No. 503, Section 2, Liming Rd, Taichung City 408205, Taiwan

Service Hour: Monday – Friday, 08:30 - 17:00

Buildings & Maps of 3 Campuses in CMU



Excellence Building

B2 – Prayer Room
4F – Information Center, Computer Room, Printing Service
7F – Library
8F – Department Offices
10 & 11F – Administrative Offices



Innovation & Research Building

Labs and Professors' Offices

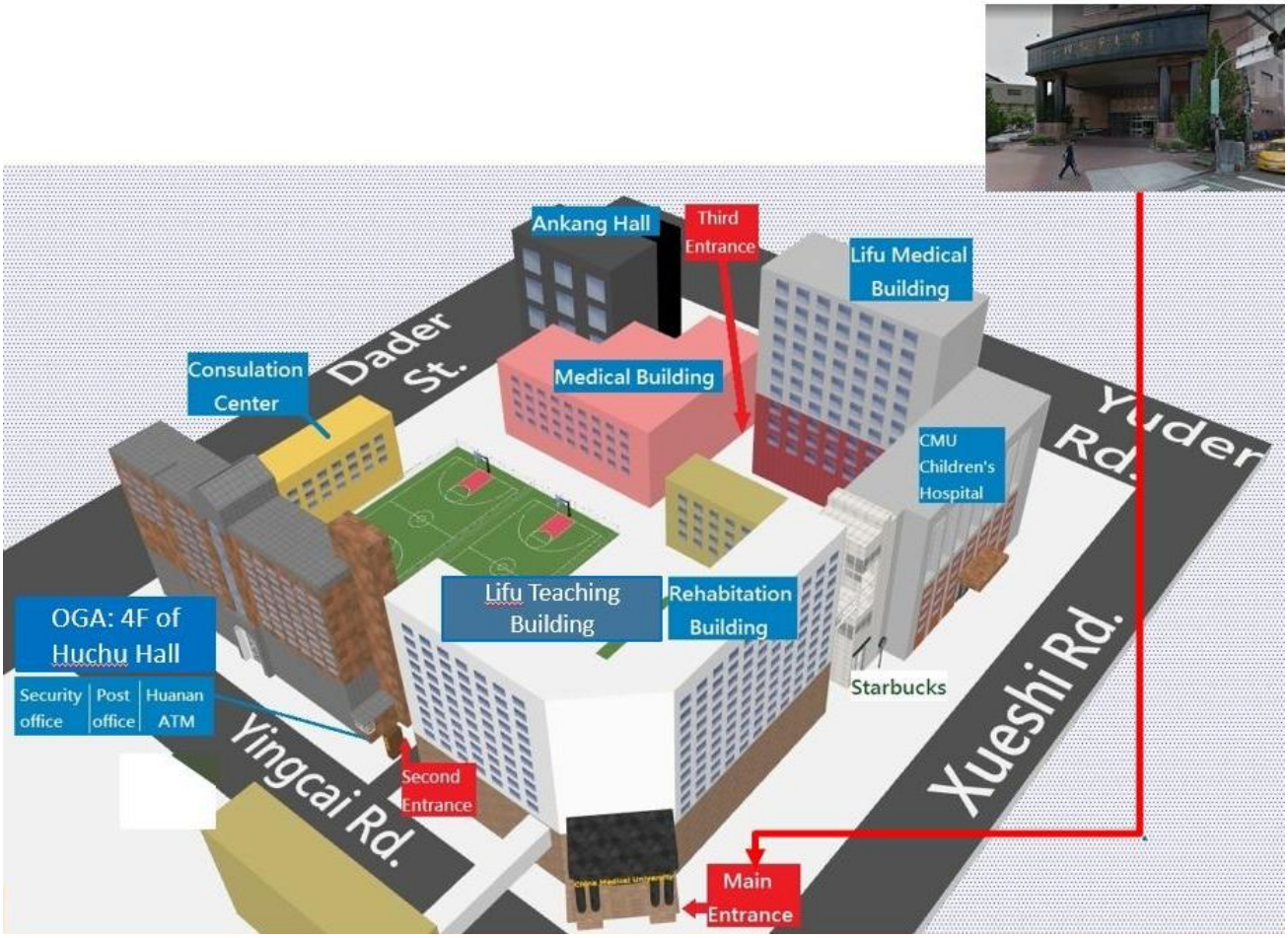


Solicitude Building (Also called Care Building)

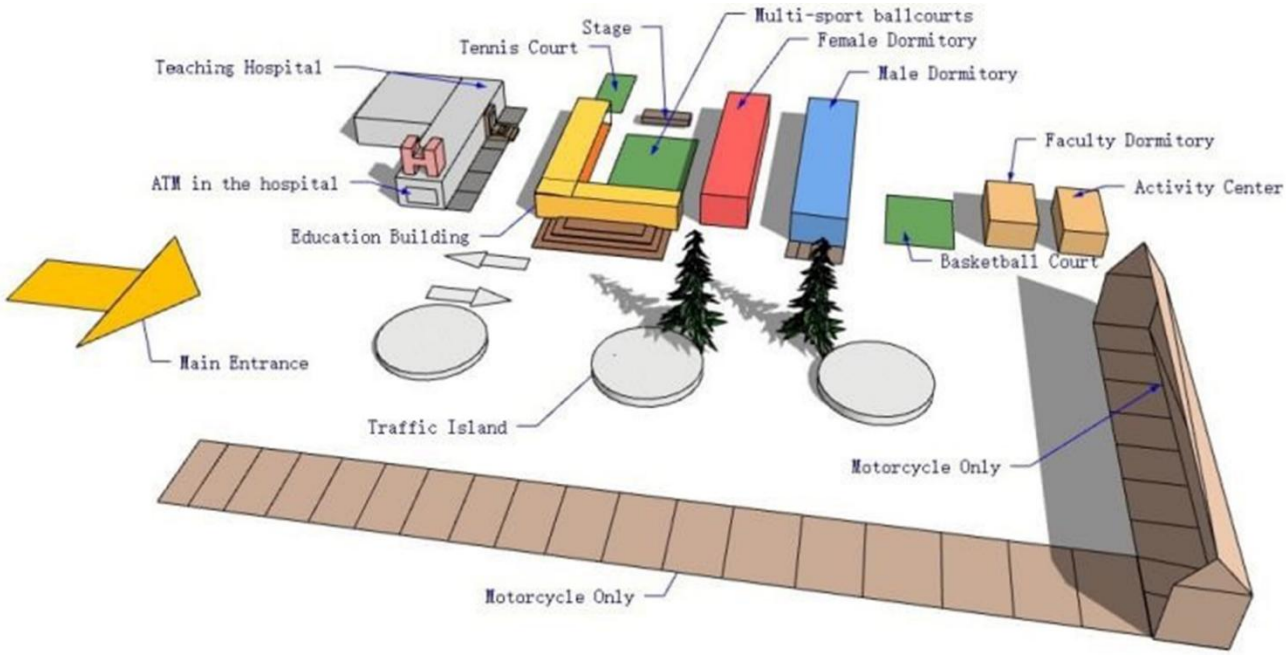
B1 – Office of Student Affairs, Cafeteria
1F – Health Center
3F – Study Room
4~13F - Dormitory

☆ Buildings in Shuinan Campus

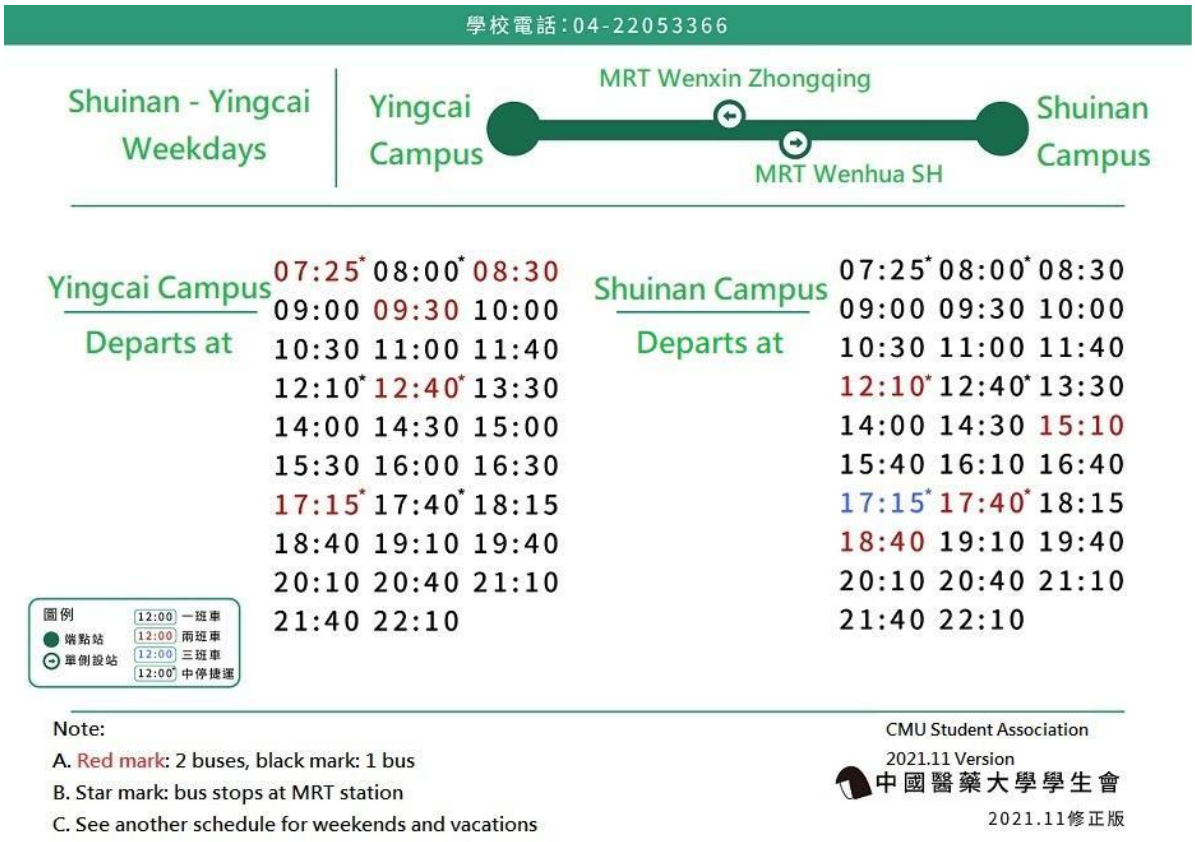
☆ Map of Yingcai Campus



☆ Map of Beigang Campus



Shuttle Bus Schedule





學校電話：04-22053366

Taichung - Beigang



Yingcai Campus Departs at

06:40 08:10 10:40 13:10

Shuinan Campus Departs at

06:55 08:35 11:05 13:35 15:05 15:35 (Tuesday only)

CMUH Departs at

14:40 15:10 (Tuesday only)

Note:
A. Please apply in advance via CMU portal before taking the bus to Beigang.
B. Red ones would stop at Huwei, while the rest head to Beigang directly.
C. Black ones are suspended during summer & winter vacation.
D. Those with bottomlines depart as usual in Saturdays while the rest don't in weekend & Holidays.

中國醫藥大學學生會
CMU Student Association

學校電話：04-22053366

Beigang - Taichung



Beigang Campus Departs at

10:40 12:00 12:15 13:20 15:30 17:35 (Only Saturday)

Note:
A. Please apply in advance via CMU portal before taking the bus.
B. Red ones would stop at Huwei, while the rest head to Taichung directly.
C. Black ones are suspended during summer & winter vacation.
D. Except the one marked with Saturday, the rest don't depart in weekend & Holidays.

中國醫藥大學學生會
CMU Student Association

Photo Format for All Kinds of ID

Reminder: Always 2-inch size with the white background



ARC - Application & Extension

- **ARC (Alien Resident Permit) – First time application**

For international students, the ARC serves as the temporary ID card which can prove your resident status in Taiwan. It is a very important document and we advise you to take good care of it and be aware of its expiry!

Moreover, whether you have entered Taiwan with Resident Visa or obtained Resident Visa within Taiwan, please remember to apply for the ARC at your local office of National Immigration Agency, within 30 days upon arrival or of the issuance of your resident visa.

To apply ARC online: https://coa.immigration.gov.tw/coa-frontend/student/entry

**☆ Documents for ARC application☆ (digital files ONLY)

A. Colored 2-inch photo (white background only)

B. Colored Certificate of enrollment (see instructions below to download the proof of enrollment)

C. Colored Passport

D. Colored Resident VISA

E. The Entry Stamp on your Passport

F. Certificate of accommodation (rental contract, or the utility bill that shows the address where you currently stay)

G. Payment after approval: NT$1,000 (One-year valid), NT$2,000 (Two-Year valid), NT$3,000 (Three-Year valid) + service fee. For Ministry of Education or Ministry of Foreign Affairs Taiwan Scholarship Recipients, they can choose to apply for the validation in accordance with the duration of the scholarship when applying with the certificate of Taiwan Scholarship.

- **ARC – Extension**

**☆ Documents for ARC extension☆ (digital files ONLY)

A. Colored 2-inch photo (white background only)

B. Colored Certificate of enrollment (see instructions below to download the proof of enrollment)

C. Colored Passport

D. Colored Copy of ARC (both sides)

E. New rental contract if you move to a new place

F. Payment after approval: NT$1,000 (One-year valid) + service fee

Working days required for NIA's review: 7-10 working days (not including weekends / national holidays or if supplementary document / information modification is requested)
Note: You can apply for ARC extension 3 months before its expiry, please apply in advance.

Collection your new ARC card

Please bring your old one (if you have) and the receipt downloaded from NIA application system.

- If you would like ISC personnel to collect your ARC card from NIA (we collect the card once a week or every other week), please choose "collect in person" and "Taichung First Service Center" when applying.
- If you prefer to collect the card by yourself, please send us the photo (front and back) of your card to update its validity in the CMU system after collection.

ARC – Overstaying, Change of Address or Reissuance due to Lost or Damage

- **ARC - Fine of overstaying**

Online extension is not possible if you overstay, please go to the immigration agency to pay the fine and extend your ARC in person.

Days of Overstaying	**Amount of penalty**
1~10 days	NT$ 10,000
11~30 days (You will be asked to leave Taiwan if the overstay exceed 30 days)	NT$ 20,000
31~60 days	NT$ 30,000
61~90 days	NT$ 40,000
Over 91 days	NT$ 50,000

- **ARC - Change of address**

Please update your new address within 30 days of the change

Times of violation	**Amount of penalty**
First-time violator	NT$ 2,000
Second-time violator	NT$ 5,000
Third-time violator	NT$ 10,000

If you are not the person who signs the rental contract, you can also provide the utility bill that shows the address of your current residence as the proof of accommodation.

Important Reminder

Your ARC is closely related to your passport and National Health Insurance (NHI)

If your ARC expires, your NHI will be invalid.

If your passport expires, your ARC will be invalid.

Therefore, please make sure to pay for registration fee (you need to pay for the insurance fee even having tuition waiver) before the deadline of each semester (to apply for your certificate of enrollment) so that you can extend your ARC.

- **Reissuance for loss of ARC**

A. Colored 2-inch photo (white background only)

B. Colored Passport

C. Statement

D. Payment after approval: NT$ 500

10 working days required (not including weekends / national holidays or if supplementary document / information modifications are requested).

ARC Transition for Transferring, Continuing Your Studies or Job Seeking after Graduation

- Transfer to another university or continue your studies in Master / Ph.D. program:

Please ask the personnel from the new university about ARC transition; you may also apply from the NIA system by yourself.

- ARC extension after graduation

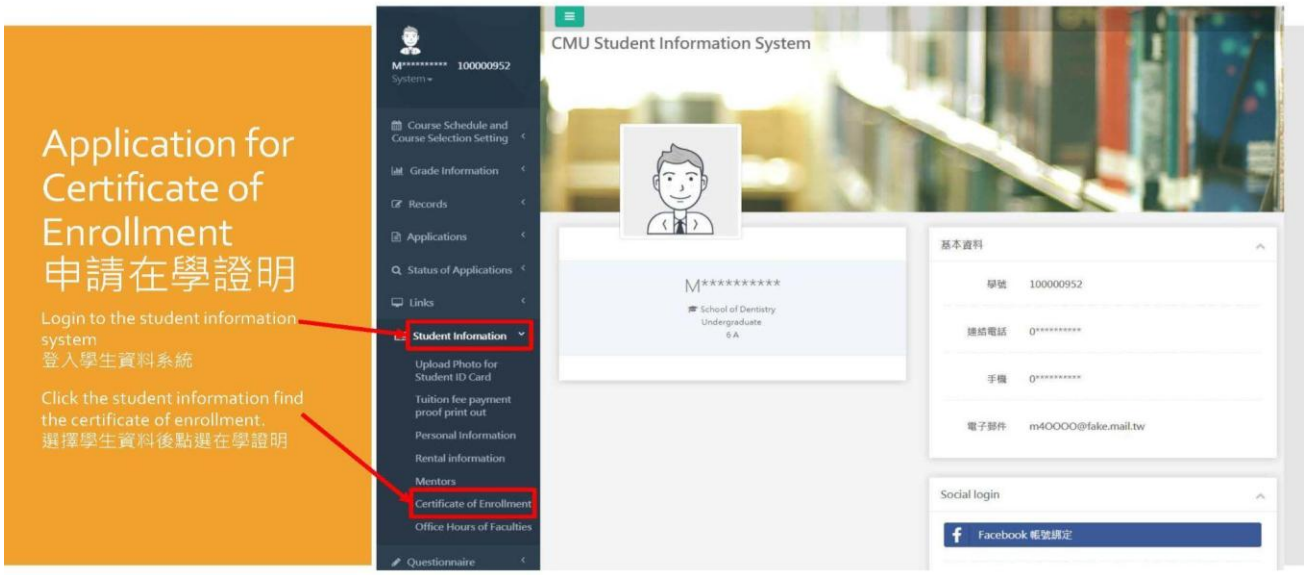
Bring:

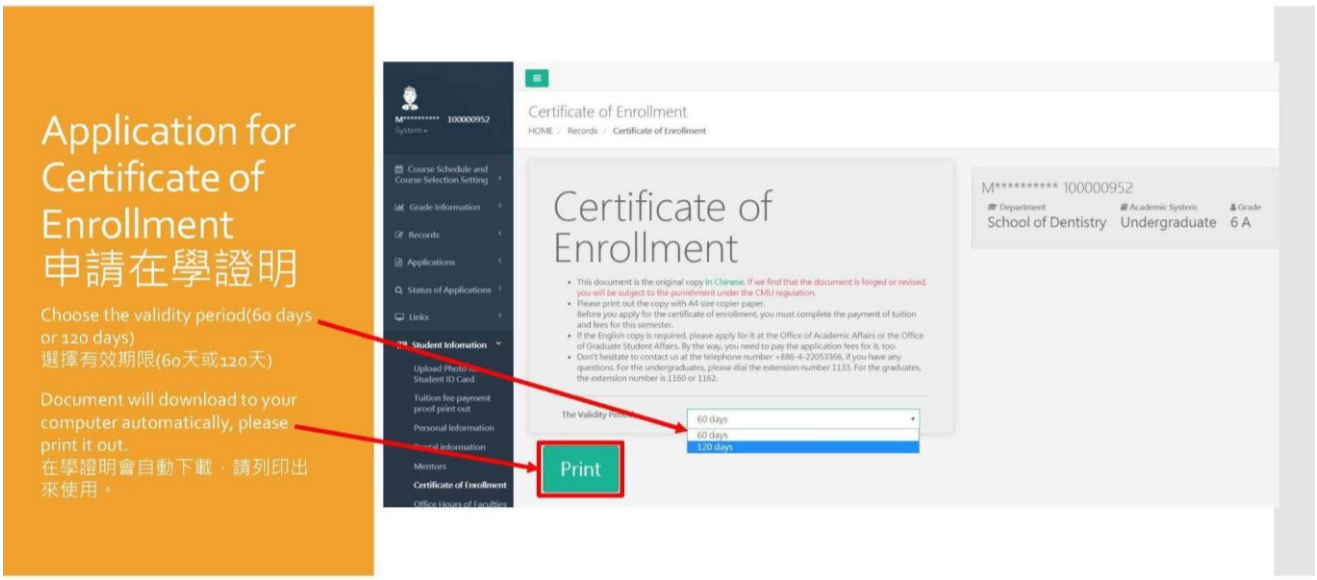
A. Passport
B. Your Current ARC
C. 2-inch photo (white background only)
D. Diploma
E. New rental contract if you move to another place

   And go to NIA to apply in person.

   The ARC could be extended to 1 year for twice and the total extension is up to 2 years.

Guidelines for Downloading the Certificate of Enrollment





Foreign Student Insurances:

- Student Group insurance (all students are required to register)

  NT$ 245 for one semester.

  *For hospitalization and accident ONLY

  Required documents for reimbursement:

  a. Application form

  b. The receipt of the payment (original copy)

  c. Certificate of diagnosis (original copy, in Chinese)

  d. Copy of bank account

  e. Copy of ARC

  f. Car accident report from the police officer (if any)

- Shin Kong Life Insurance for International Students

  Coverage is available starting from September for the Fall Semester or March for the Spring Semester, depending on the student's enrollment period.

  Important: Since the commercial insurance does not cover the first month of the semester, students arriving in Taiwan in August for the Fall Semester or February for the Spring Semester are required to arrange insurance from their home country for that initial month.

  NT$ 435 per month.

  *For sickness and accident

  Required documents for reimbursement:

  a. Application form (will be provided in ISC)

  b. The receipt of the payment (original copy)

  c. Certificate of Diagnosis (original copy, in Chinese)

  d. Copy of bank account (PDF file can be exported via the banking app.)

  e. Copy of ARC

f. Car accident report from the police officer (if any)

- National Health Insurance (NHI)

  Eligibility: Students must have resided in Taiwan for 6 consecutive months and can only leave Taiwan once within 30 days.

  If you leave Taiwan, the eligibility will be postponed or canceled.

  NT$ 826 per month (For each semester, it is 826 x 6 months= NT$ 4,956)

  After ARC is issued, NHI administration/Immigration will check your departure/entry record. We will apply for your NHI card when you are eligible. If you are not eligible to NHI after 6 months, you will continue to be covered by Shin Kong Life Insurance.

  Effective resident date

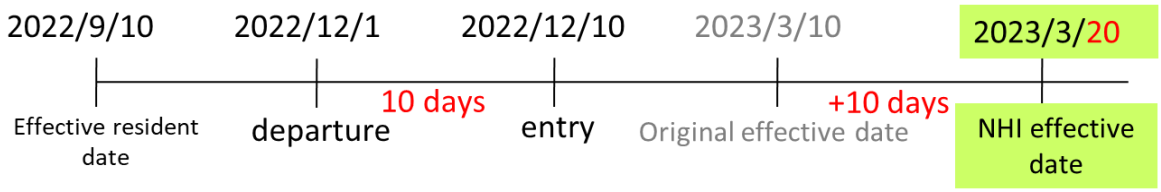
  Came to Taiwan with Resident visa: arrival date

  Came to Taiwan with Visitor visa: Resident visa issue date

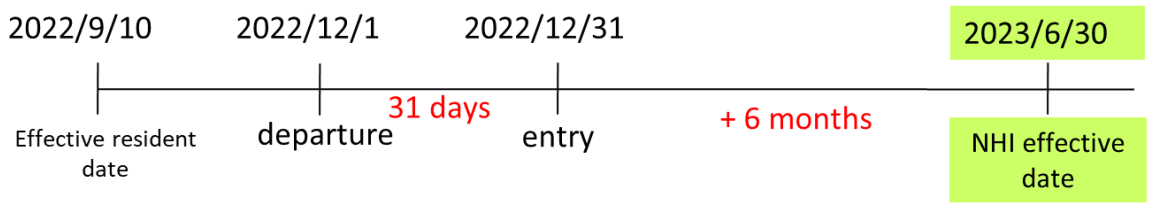
☆☆☆ If you leave Taiwan in the first 6 months:

Situation 1: Departure for once, under 30 days

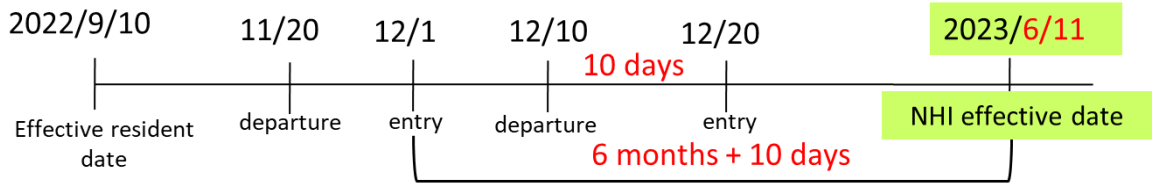
→ the number of your leaving days will delay the effective date



Situation 2: Departure for once, above 30 days



Situation 3: Departure for more than once, below 30 days



Work permit:

Can I work in Taiwan?

- Yes, if you have a valid work permit and conduct work less than 20 hours per week (Weekly working hours are not limited to 20 hours during summer / winter vacation).

How can I apply for a work permit?

- Online application: https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage
- Fees: NT$ 100 (pay at post office or ATM and keep the remittance)
- Complete the online application and send it out.
- Required documents: digital files only:

  a. Colored Student ID card (front and back)

  b. Colored Passport

  c. Colored ARC (front and back)

  d. Remittance receipt

  e. The enrollment certificate (must be uploaded to the file of "others")
- More information: https://cmucia.cmu.edu.tw/english/s_work.html
- Please email your work permit to isc@mail.cmu.edu.tw after you receive it.

Scholarships

Scholarships from Taiwan government

Taiwan Scholarship from the Ministry of Education (MOE)

Tuition waiver: Up to NT$ 40,000 each semester

Monthly living allowance: NT$ 15,000 or NT$ 20,000.

A Taiwan Scholarship may be held for 4 years for undergraduate programs, 2 years for master's degree programs, and 4 years for doctorate programs.

Scholarship applications must be submitted to a Republic of China (ROC, Taiwan, NOT China, NOT PROC, People's Republic of China) overseas mission and applicants must apply separately to a university in Taiwan for admission.

More information: https://english.moe.gov.tw/cp-24-16833-23C09-1.html

Taiwan Scholarship from the Ministry of Foreign Affairs (MOFA)

Monthly stipend:

1. 1-year pre-degree of Language Enrichment Program: NT$ 28,000
2. Degree programs: NT$ 33,000.

Recipients are responsible for all expenses during their stay in Taiwan. MOFA will not provide any other subsidies. MOFA will, however, provide recipients with one-way, economy-class plane tickets for direct flights to and from Taiwan.

More information: https://en.mofa.gov.tw/cp.aspx?n=1325

Scholarships from the Office of Global Affairs, CMU

CMU Admission Scholarship (Regulations applicable to students admitted after Fall, 2023)

Requirements	1. Full-time students. 2. Not received and are not currently receiving Taiwan Scholarships (provided either by the MOST, the MOFA or the MOE) or Indonesia RISTEKDIKTI Scholarship.

	3. Ph.D. students must submit a certificate of English proficiency with IELTS score 6.0 (or above), or equivalent level of English proficiency tests.
Content of the Scholarship	**Ph.D.** 1. Tuition waiver for the 1st – 4th academic years 2. A monthly stipend of NT$ 20,000 up for 11 months. **Master** Tuition waiver for the 1st academic year.

You will be automatically eligible if meeting the above requirements, there is no need to apply by yourself.

International Student Scholarship

Requirements	1. Complete 1 semester study at CMU; 2. GPA > 3.7 for postgraduate students, GPA >3.0 for undergraduate students; behavior Grade > 80; 3. No Demerit records.
Application period	First month after courses start, eligible applicants will receive an email of notification.
Content of the Scholarship	A termly Stipend of NT$ 10,000~50,000 for 70 foreign students (including undergraduate and graduate students).

Scholarships from the Graduate Academic Affairs Division, CMU

Outstanding Scholarship for PhD Students

Requirements	1. The 1st -year doctoral students. 2. Must be a full-time student and already have an advisor.
Application period	In the beginning of September
Content of the Scholarship	A monthly stipend of NT$ 40,000 for 3 years.

Whetstone Scholarship for PhD Students

Requirements	1. The 2nd to 5th -year doctoral students. 2. Must be a full-time student.
Application period	In the beginning of September
Content of the Scholarship	A monthly stipend of NT$ 10,000 for 1 year

You may find the application form of Outstanding and Whetstone Scholarship in section D: https://gsa.cmu.edu.tw/?q=zh-hant/node/52

Graduate Student Assistantship Stipend

Requirements	1. The 1st - and 2nd -year master's students. 2. The 1st - to 5th -year doctoral students. 3. Must be a full-time student and has paid the tuition.
Content of the Stipend	A monthly stipend of NT$ 1,000~NT$ 2,000 for each semester (the amount is based on the program and budget of the year)

Notes on Application:

The Graduate Student Assistantship Stipend can be applied once per semester. Please complete the application within the first two weeks of the semester. Applicants shall log in to the "Student Information System" and fill out the survey of student status each semester.

The Stipend will be issued after your student status has been verified by your advisor, the director of your department, and the Graduate Education Council.

Please note, the requirements and content of the scholarships/stipend are subject to updated announcements from the offices in charge.

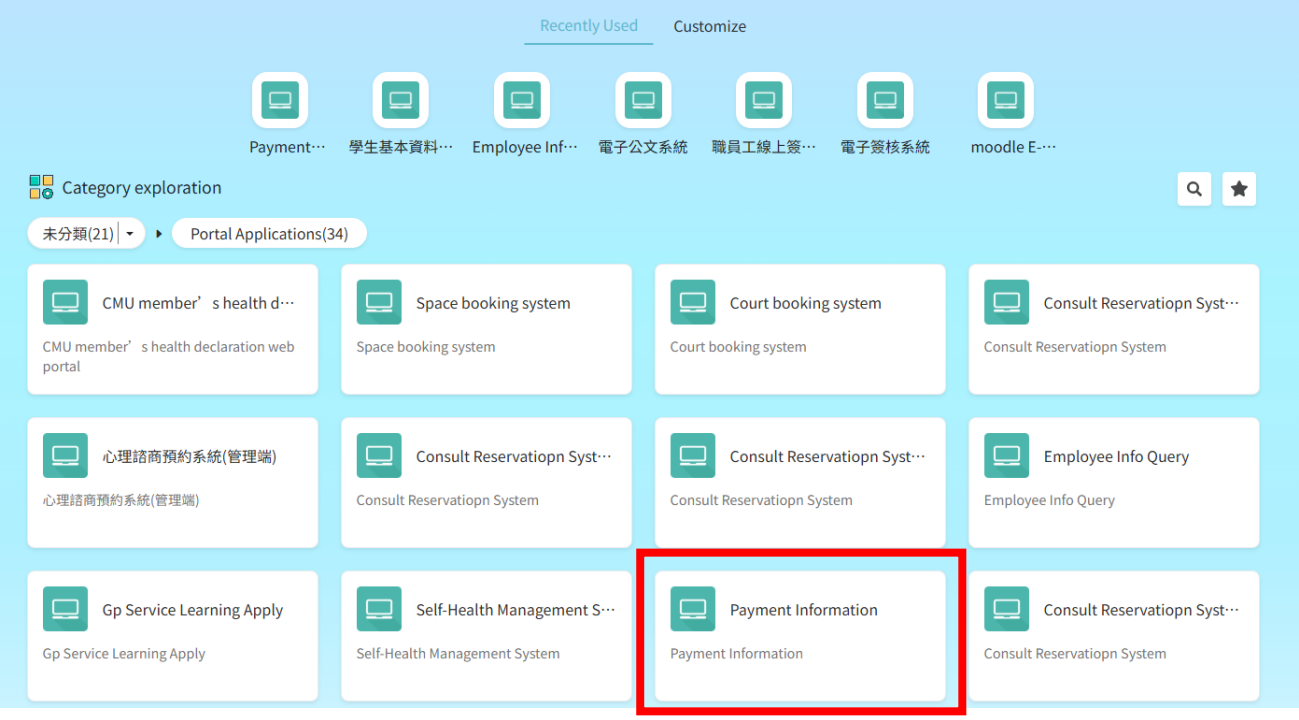
Scholarship from the Office of Student Affairs, CMU

Academic Scholarship

Requirements	Scholarship will be given automatically to the best qualified students based on the academic performance, thus no need to apply.
Content of the Stipend	Termly scholarship: PhD - NT$ 12,000 Master – NT$ 10,000 Bachelor – NT$ 5,000 ~ NT$ 7,000

Information on CMU payment

Route: CMU portal → More Applications → Portal Applications → Payment Information



Besides checking your email, you can usually find a machine to update your bank balance above or next to the ATM (must be the same bank of your account).





Insert your passbook and the machine will update automatically.

Post office / Huanan Bank near CMU

Post Offices near CMU

Taichung - Shuinan Campus

- Shuinan Branch: No. 1, Siping Rd., Beitun Dist.
- Fengchia Branch: No. 268, Sec. 2, Henan Rd., Xitun Dist.

Taichung - Yingcai Campus

- Jianxing Branch: No. 190, Jianxing Rd., North Dist.
- Wuquan Branch: No. 311, Wuquan Rd., North Dist.

Yunlin - Beigang Campus

- No. 54, Wenhua Rd., Beigang Township

Huanan Bank near CMU

Taichung - Shuinan Campus

- Shuinan Branch: No. 81, Sec. 4, Wenxin Rd., Beitun Dist.

Taichung - Yingcai Campus

- North Taichung Branch: No. 338, Wuquan Rd., North Dist.
- Taichung Branch: No. 174, Minquan Rd., Central Dist.

Campus Service of Huanan Bank

Taichung - Shuinan Campus

- 12:40-13:00 on Tuesday & Thursday, 10F of Excellence Building (bank staffs would be at the Office of General Affairs counter, and will leave earlier if no one coming).

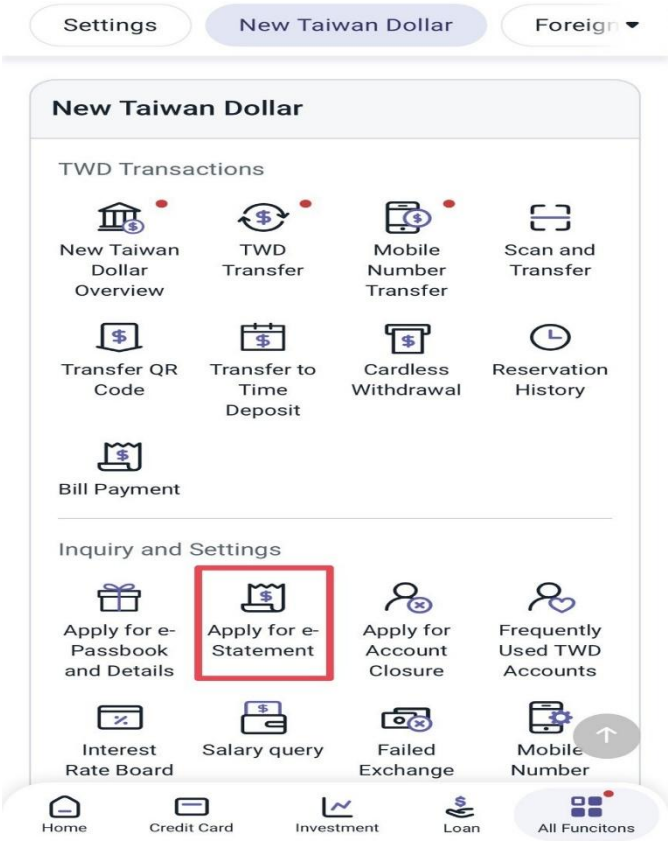
You can open the account during the campus service, but will take 1 week or more to receive your passbook. Thus, it is strongly suggested to go to the bank and open the account directly, and you will receive the passbook at the same day.

Items to prepare for opening the bank account:

1. Original and copy of your passport;
2. Original and copy of your ARC;
3. Stamp of your Chinese name (should also be the same on your ARC if you have); otherwise, you will be asked to sign instead;
4. NT$ 1,000 to be saved into the newly opened account.

To update your bank account in CMU system, please take a photo of your passbook cover (the one having your account no.) to the Office of Global Affairs.

We recommend that you apply for an e-statement/e-billing service through the banking app after you open your bank account. Please refer to the picture below for your reference.



Some useful instructions of CMU system

Taking a Leave online

For taking a leave online, please go to CMU Portal

https://portal.cmu.edu.tw/index.do?thetime=1701677156966





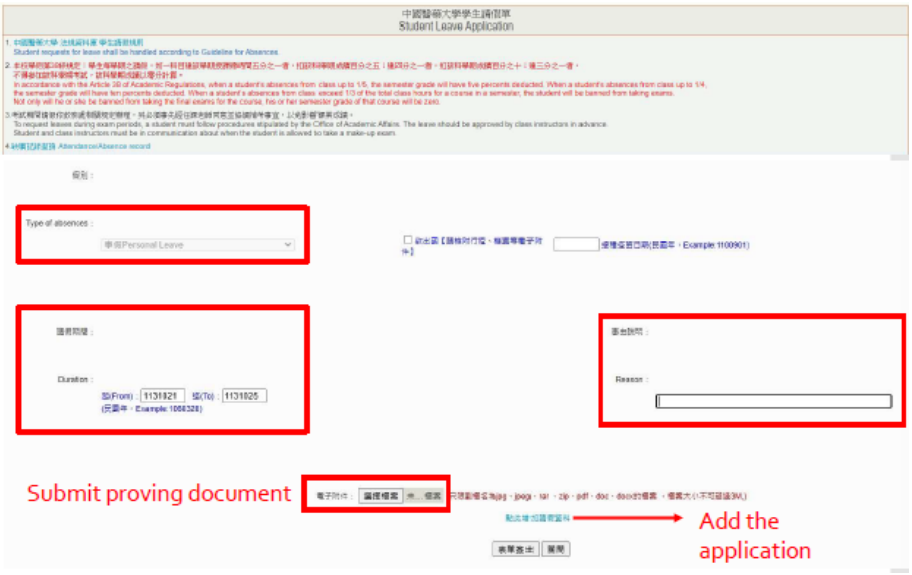
Click to fill in the form
點選並填寫請假單



Choose the type of absence
選擇假別

Fill in the duration with Republic Era (current year minus 1911) and the reason
填入請假日期(民國年, 並說明理由

Attach the supporting information (if any)
夾帶副檔以佐證請假申請(視請假別而定)

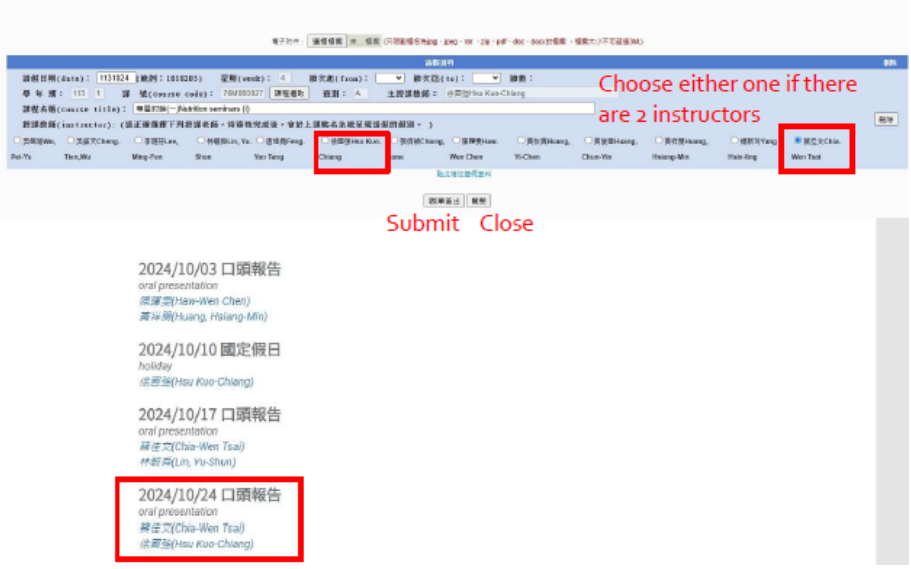


選擇要請假的科目
(Select the course you would like to take a leave)

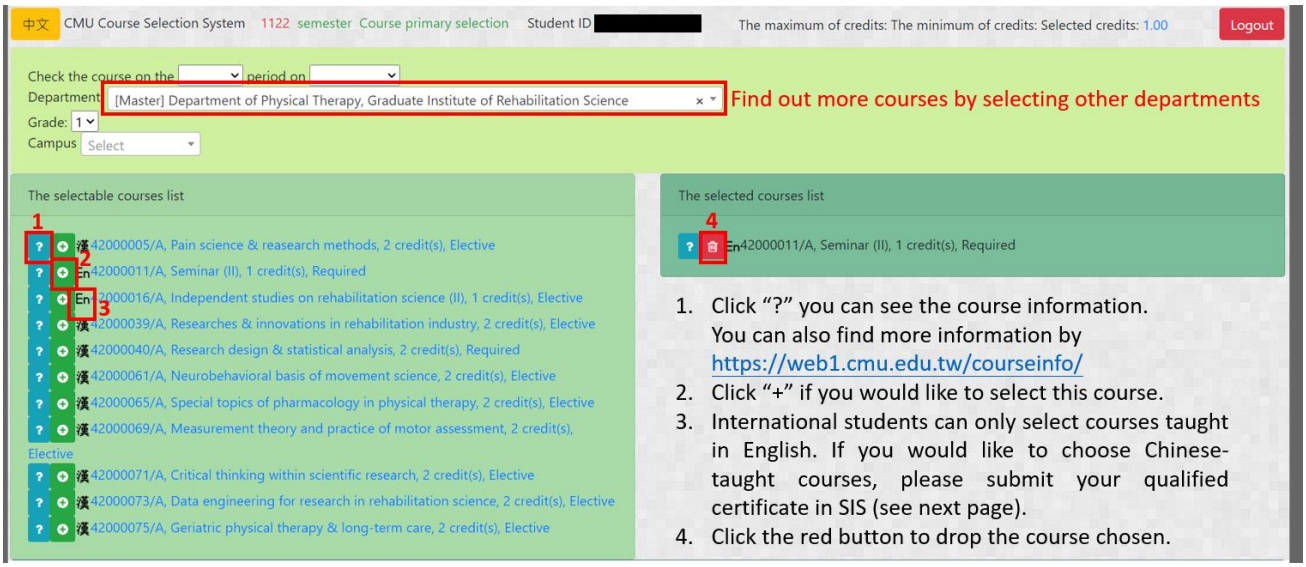


Choose the instructor on the date, or look up from the syllabus of Course information system (https://web1.cmu.edu.tw/courseinfo/)
選擇請假當天任課教師, 或上課程查詢系統查詢

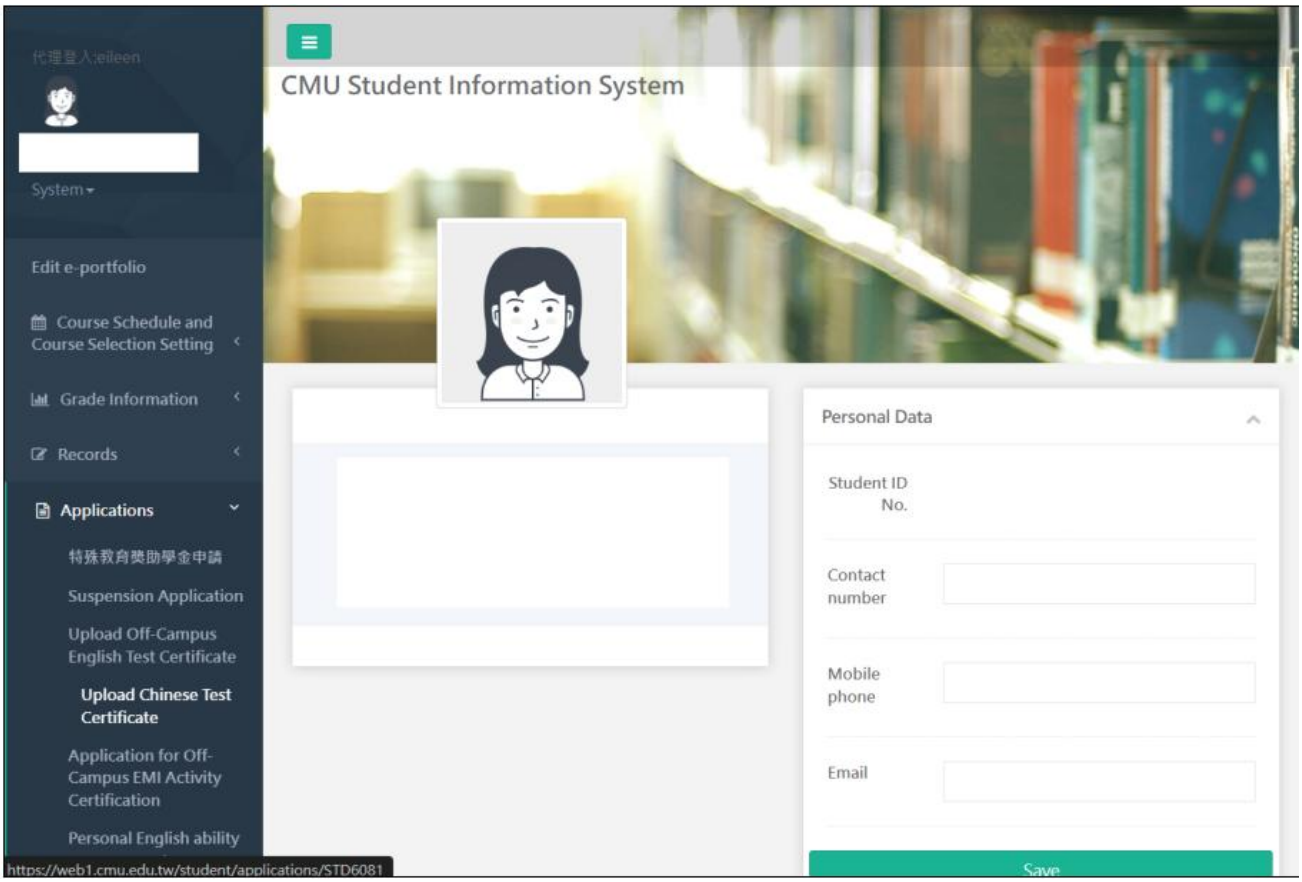
Submit the application
送出申請



Course Selection System



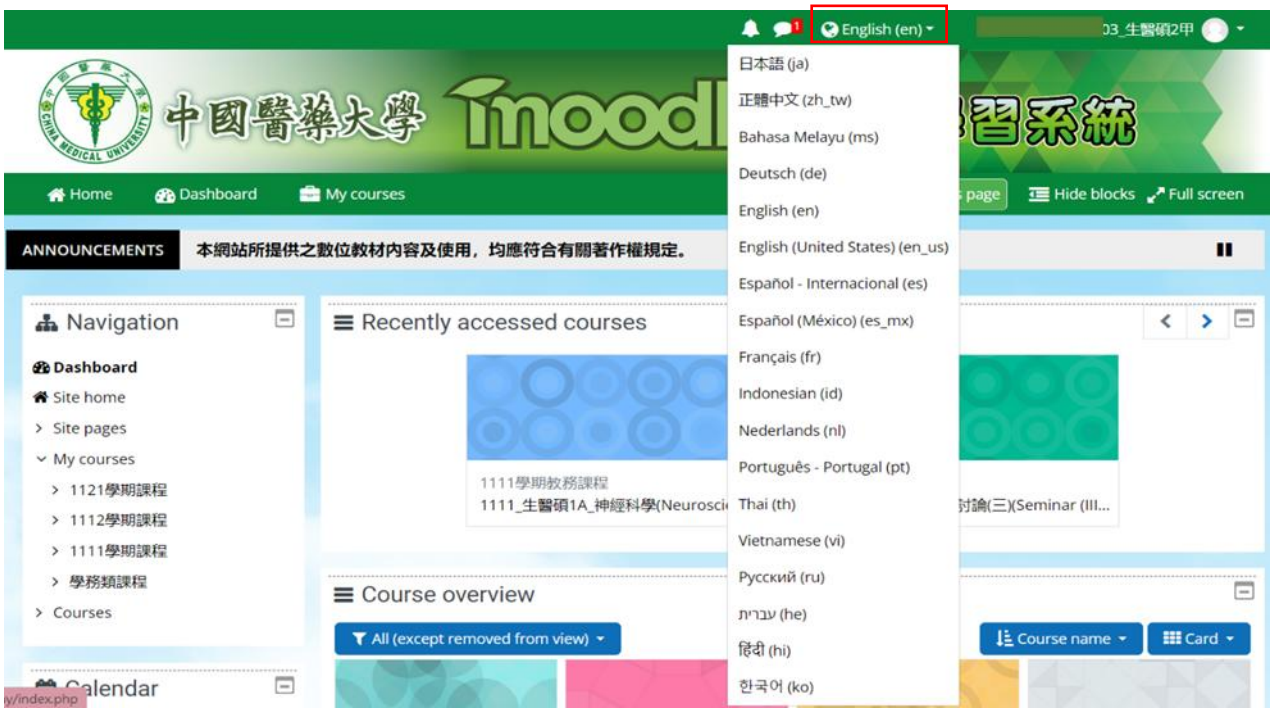
Chinese Test Certificate Upload



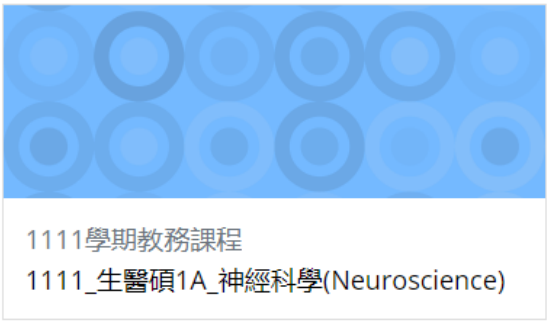
Moodle System



1. Go to https://moodle.cmu.edu.tw/login/index.php
2. Click the bottom left, “繁體中文”, to change language
3. Type in your student ID to the top blank space and the password to the bottom one.
4. Click the blue bottom to log in.

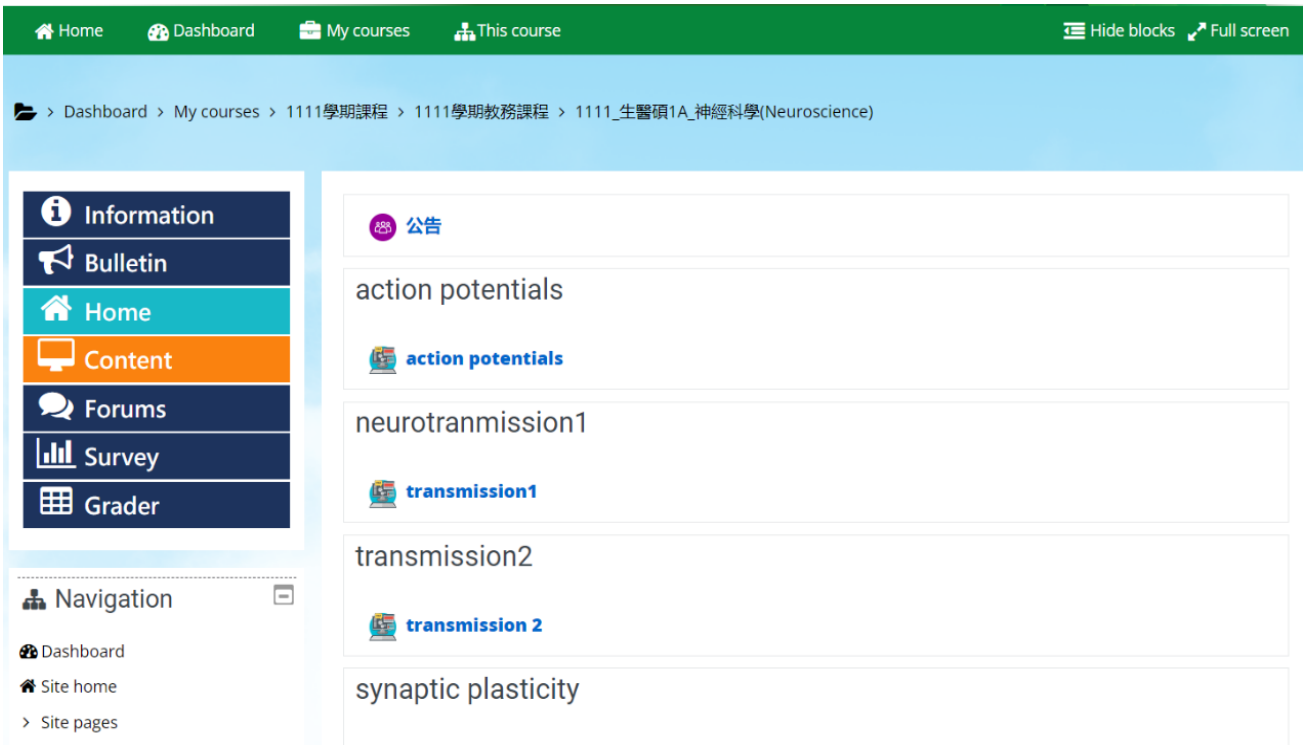


1. Go to the top of the website, which is the red box, to change language.
2. “Course overview” is where you can find all of your registered courses.
3. “My courses” is where the system stratified all of your courses based on semester, which you can easily assess the course that you need by selecting the corresponding semester.



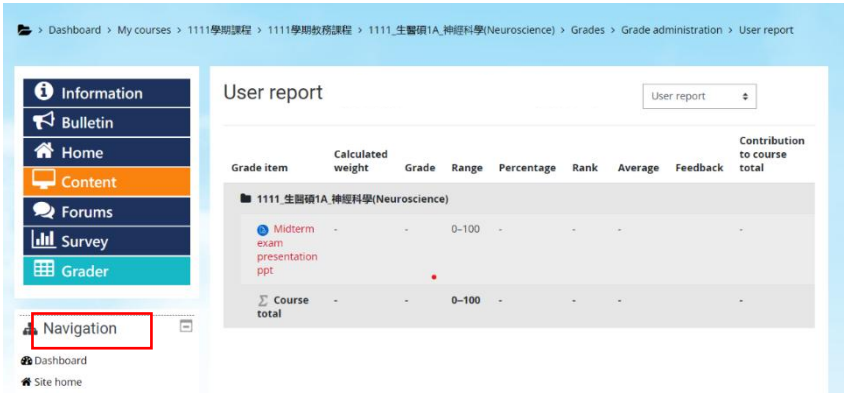
Class Tab/Icon

1. “1111” stands for the semester that you take this class.
2. “生醫碩1A” stands for your department and class.
3. “神經科學(Neuroscience)” stands for the name of the class.



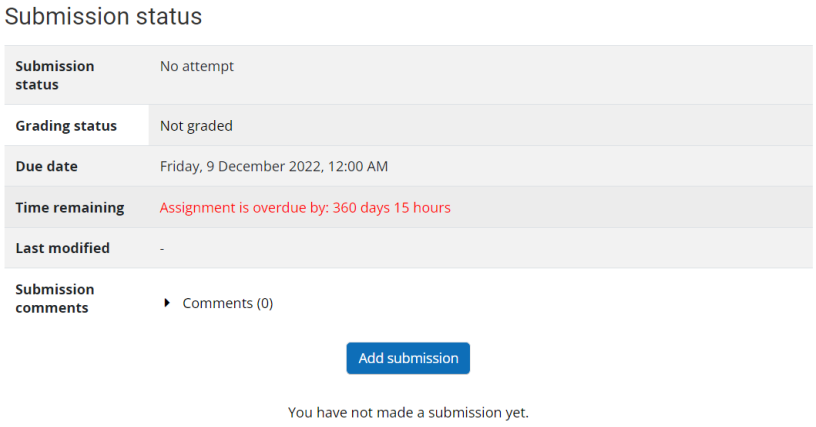
After you click the class tab/icon, you will enter to the page shown above.

1. This is where you can find all the information of the class and sometimes professors will upload their slides to here.
2. “Bulletin” is where the messages of the professors are posted.
3. “Forums” is where the online discussion of the class held.
4. “Grader” is where you submit your work/file/HW/slides to Moodle.

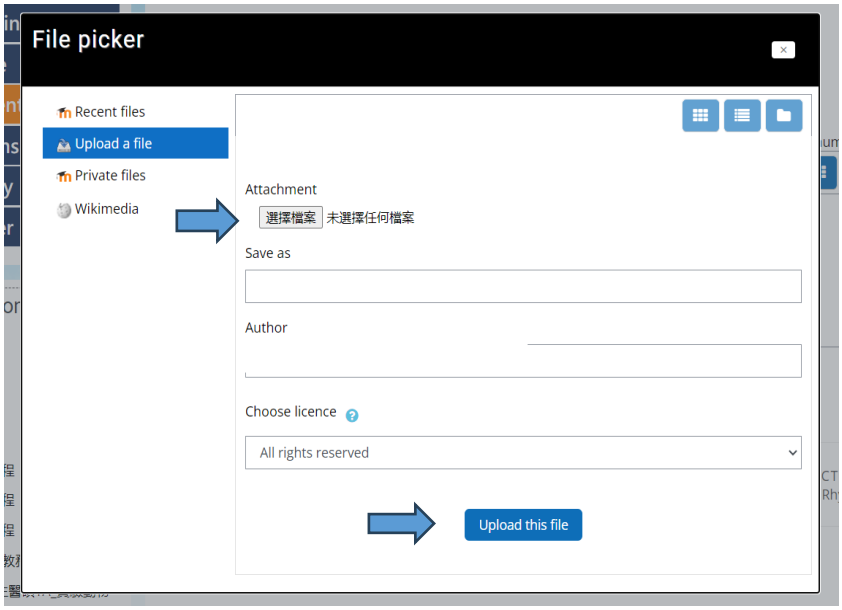


For submitting your work, please click the “Grader” and a list of assignments will be presented.

Click the assignment that you want to submit.



1. Click “Add submission”.



1. Click the button pointed by the blue arrow to select the uploaded file from your computer.
2. After the uploading process is completed, click the “upload this file” button to submit your file.
3. Last but not least, click the “save changes” button to save the file to Moodle.