



FUJEN  
CATHOLIC UNIVERSITY



WELCOME TO FU JEN CATHOLIC UNIVERSITY

# Guidebook

for International Degree Students



高教深耕計畫

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FIRST EDITION

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# OIE (Office of International Education)

## 國際及兩岸教育處



Address Room A114, Cardinal Tien Memorial Hall  
510 Zhongzheng Rd., Xinzhuang Dist., Taipei, Taiwan 242062

Phone +886 02-2905-3137

Email [oie@mail.fju.edu.tw](mailto:oie@mail.fju.edu.tw)

# ISC (International Student Centre)

## 國際學生中心



國際學生中心

Address Room A117, Cardinal Tien Memorial Hall  
510 Zhongzheng Rd., Xinzhuang Dist., Taipei, Taiwan 242062

Phone +886 02-2905-2944

Email [isc@mail.fju.edu.tw](mailto:isc@mail.fju.edu.tw)

## 0.0 Important Notices

### 注意事項

1 - You are encouraged to have more interactions with your department nicely!  
與系所保持良好的互動。

2 - When taking jobs or internship, please apply for the work permit beforehand.

若有工讀請務必先申請工作許可。

3 - Please read the guideline for course selection carefully every semester.

每一學期的選課須知、選課辦法一定要詳加閱讀。

4 - Please keep track of the course selection status on your own, and make sure there is no problem.

主動留意自己的選課情形。

5 - If you wish to withdraw the courses, you must complete the process on your own.

若需於學期中辦理「停修」，務必親自完成所有程序。

6 - Non-smoking campus!

校園禁煙。

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# 01

# Welcome

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# 1.2 Transportation Information 交通資訊



Taiwan Transportation Guide  
臺灣交通指南



## 1.3 Where Can You Find Help? 可以在哪裡尋求幫助？

### a. Class Advisor 導師

If you encounter any difficulties in your academic journey, please take the initiative to contact your advisor. Your advisor will provide the necessary assistance and guidance.

在學業歷程中若遇到任何問題，請主動與您的導師聯繫，導師將提供必要的協助與指導。



### b. International Student Centre 國際學生中心

If you need assistance with work permit, the Alien Resident Certificate (ARC), health insurance card, or other matters, feel free to visit the International Student Center!

國際學生如果需要協助辦理工作許可、外僑居留證 (ARC)、健保卡或其他事宜，歡迎來國際學生中心！

### c. Department Office 所屬系所辦公室

The place you will rely on the most throughout your academic journey is the department office. Please remember to maintain good communication with your department secretary!

在學業歷程中，最常依靠的地方就是系所辦公室。要記得和系所秘書保持良好的溝通喔！

## 1.3 Where Can You Find Help? 可以在哪裡尋求幫助？

### d. Students Counseling Center 學生輔導中心



If you experience emotional or psychological difficulties, you are welcome to seek support at the Student Counseling Center. All Fu Jen Catholic University students can access these services free of charge.

若你有情緒或心理方面的困擾，歡迎前往學生輔導中心尋求協助。輔仁大學在校生可免費使用相關服務。

Available Languages: English, Japanese, Malay, Cantonese, Korean, Italian  
可提供語言：英文、日文、馬來文、廣東話、韓文、義大利文

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### e. Campus Ministry Center 宗教輔導中心

Campus Ministry is located on the first floor of Jingxin Catholic Church.

宗教輔導中心位於淨心堂一樓。

# 02

## REGISTRATION

## 註冊

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Registration Guidelines

報到與註冊須知 (舊生)

## 2.1 Registration Procedures

### 註冊手續



Every semester students need to register. When semesters begin, please go to Fu Jen Catholic University homepage (<http://www.fju.edu.tw>) then “Students”. Access to “Students Portal” with LDAP account, please go to “Enrollment/Registration” then “Online Registration System” to check the status of your registration.

每學期都要註冊，開學後請至輔仁大學首頁 (<http://www.fju.edu.tw>) 點選『在校學生』，請以『單一帳號(LDAP)、密碼』登入『學生資訊入口網』，點選『學籍·註冊』項目下之『學籍電子註冊系統』，查詢註冊狀況。

Access LDAP account uses your FJCU student number (Account: FJCU student number) and the password is: If have, your ARC numbers (10 digits of UI Number) If you do not have an ARC, your password is: fju plus the 6 digits of your birthday. (E.g.: If your birthday was 2005/05/20, your password is fju050520.)

單一帳號(LDAP) 為學號。預設密碼如下，請參考。

- 居留證號 (共10碼)。
- 無居留證號者：fju+生日西元年(末2碼)+月(2碼)+日(2碼)，共9碼。如：生日 2005年 05月 20日，密碼則為 fju050520。

How To Activate Your LDAP

如何開通LDAP



Change Your LDAP Password

變更LDAP密碼



## 2.2 Tuition Fee Payment

### 學費繳交方式

Please download the payment form online from Taishin Tuition Payment For the English website, please click the link in the upper left. Print out the payment form. Bring the payment form and cash (Taiwanese Dollars Only) to the bank or the post-office to pay.

請登入「台新銀行學雜費入口網」下載繳費單：

<https://school.taishinbank.com.tw/>

列印學雜費繳費單後，請至郵局，以現金繳交。



Taishin Tuition Payment Portal

User ID: please type your student number.

使用者帳號：請填入學號。

The password is:

密碼說明如下：

Current International Student: Final 8 digits of ARC (UI Number).

外籍生--舊生：居留證號(統一證號)後八碼。

New International Student: If you do not have an ARC, your password is the 8 digits of your birthday. (E.g.: If your birthday was 2003/04/25, your password is 20030425.)

外籍生--新生：新生尚未登錄居留證號者，以學生的出生年月日共八碼為密碼，例如西元2003年04月25日出生，請輸入20030425。

## 2.3 Registrar, Office of Academic Affairs 教務處註冊組



2nd Floor, Cardinal Yu Bin Administration Building

于斌樓2樓 YP209

If you need any help with registration or academic records, feel free to visit the Registration Section, Office of Academic Affairs (2nd Floor, Yu Bin Building!) provides various services, including admission and enrollment, registration, deferred admission, credit transfer, change of major, minor or double major applications, leave of absence, withdrawal or transfer, personal information updates, graduation qualification review, diploma issuance, and applications for transcripts or enrollment certificates.

如果同學有任何學籍或註冊方面的需求，歡迎來到教務處註冊組（于斌樓2樓）！教務處註冊組提供各種學籍相關服務，包括新生報到、註冊、保留入學、學分抵免、轉系、輔系、雙主修、休退學、轉學、個人資料異動、畢業資格審查、學位證書及成績單、在學證明等文件申請。

## 2.4 Leave of Absence & Withdrawal

### 外籍生休學、退學須知

University will inform National Immigration Agency when int'l students are suspended or dropped from the school via National Management System of Int'l Students.

學校會透過全國大專院校外國學生資料管理資訊系統將外籍生休學、退學即時通報移民署。

Once students are suspended or dropped from the school, students' ARC will be expired in **TEN days** and have to leave Taiwan beforehand.

通報後**10天**內居留證即失效，因此休學、退學的同學需留意離境的日期，以免成為逾期停留或逾期居留，被罰款或致禁止入國。

Leave Of Absence Procedure

休退學



# 03

## ARC

### 居留證

Foreign students and overseas Chinese students should apply for residency within 30 days from the day after their entry into the ROC. Failure to apply within the specified period shall result in a fine ranging from NTD 2,000 to NTD 10,000.

外國與外僑學生應於入國後之翌日起算三十日內申請居留，未依規定期限申請者，處新臺幣二千元以上一萬元以下罰鍰。

When there is a change in the residential address, the applicant must prepare the necessary documents and apply for registration of the change within 30 days from the day after the change occurs. Individuals who fail to apply for registration of changes as required shall be subject to a fine ranging from NTD 2,000 to NTD 10,000.

有變更居留住址時，應於事實發生之翌日起算三十日內備妥文件辦理變更登記。未規定申請辦理變更登記者，處新臺幣二千元至一萬元罰鍰。

#### ARC Address Requirement

#### 居留證地址填寫規定

According to the regulations of the National Immigration Agency, the address on the ARC must be the student's actual residential address. Students who live off campus and not in the school dormitory must provide their actual off-campus residential address. The school address should not be used in this case.

依據移民署規定，居留證上的地址須填寫學生實際居住地址。未居住於學校宿舍，而是居住於校外的學生，請務必填寫實際居住的校外地址，不得填寫學校地址。

### 3.1 Type and Time for ARC Application

#### 申請類型及時間

<p>New Applicant 新辦</p>	<p>Within <b>30 days</b> counted from the next day of arrival with a resident visa or a visitor visa or the next day of receiving a resident visa in Taiwan. 持居留簽證或停留簽證入境之隔日起30天內，或在臺灣取得居留簽證後30天內。</p>	<p>Students, who have just arrived in Taiwan and have not finished school registration, will receive a 6-month ARC and will be able to extend their period of stay upon completion of school registration. 學生入境初次辦理外僑居留證時，尚未完成註冊手續，先行核發效期6個月之外僑居留證者。待完成註冊後，再至移民署申請延長。 Students who have finished school registration will be able to apply for 1 year or 3 years ARC. 學生入境初次辦理外僑居留證時，已完成註冊手續，核發效期1至3年之外僑居留證。</p>
<p>Extension 延長</p>	<p>It is mandatory to apply for an extension "<b>three months before</b> the date of expiry". 居留期限到期前3個月內必須申請「延期」。 *If applicants are NOT in Taiwan during ARC's expiration day, please apply for an extension "three months before leaving". *舊生離臺期間ARC將到期者，請於離臺前3個月內申請「延期」。</p>	<p>The overdue ARC application will be fined. 逾期申請外僑居留證需支付罰款。 Overdue stay or application, the competent authority can order such students to voluntarily exit and be prohibited to entry 逾期停留或逾期居留者，主管機關得強制驅逐出境，且可能會被禁止入境。 Generally overdue certain days, students have to leave for applying for new Visa then ARC. Please note data expiry of ARC. 一般逾期多日需要出境重新辦理居留簽證再入臺，請同學務必親自注意自己的居留證延長期限，以免留下紀錄，影響再次入境。</p>
<p>Graduates seek employment in Taiwan 畢業生留臺求職</p>	<p>The extension is 1 year, starting from the month of graduation, with the option to extend for an additional year, for a total of two years. 居留效期以畢業當月加計1年為延期居留期限，至多可申請1年，總計2年。</p>	<p>申請資料 Application Materials</p> <ol style="list-style-type: none"> <li>1. 申請書 application form</li> <li>2. 2吋白底正面相片 1 張 One 2 x 2 inches color photo</li> <li>3. 護照 passport (original and copy)</li> <li>4. ARC (正本 original)</li> <li>5. 畢業證書 Diploma (正本 original)</li> <li>6. 手續費 operation fee (依個人情況而定 depends on personal situation)</li> </ol>

## 3.2 Application Materials for Alien Resident Certificate (ARC)

### 外僑居留證辦理申請資料

Website

申請網站：<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>

請依照網頁的說明提出申請，請備妥以下文件的電子檔：

Please see the website and follow the instructions and prepare the following electronic application materials:

ARC First-time Application 新生初辦	ARC First-time Application (Recipients of Taiwan scholarship) 新生初辦 (臺灣獎學金生)
1. 2吋白底正面相片 1張 One 2 x 2 inches color photo 2. 護照 Passport 3. 簽證 Visa 4. 入學許可 Certificate of Admission 5. 在學證明或學費繳費單 Proof of Registration or receipt of tuition fee 6. 居住證明：合約或繳費單 Proof of Residence: contract or house rent receipt 7. 線上繳費1年1000元 Online Payment: \$1,000/1 year	1. 2吋白底正面照 1張 One 2 x 2 inches color photo 2. 護照 Passport 3. 簽證 Visa 4. 入學許可 Certificate of Admission 5. 臺灣獎學金證明 Certificate of Taiwan scholarship 6. 居住證明：合約或繳費單 Proof of Residence: contract or house rent receipt 7. 線上繳費1年1000元 Online Payment: \$1,000/1 year

ARC Application

居留證申請說明



How To Make Proof Of Enrollment

在學證明書



## 3.2 Application Materials for Alien Resident Certificate (ARC)

### 外僑居留證辦理申請資料

<p style="text-align: center;">ARC Extension 舊生延長</p>	<p>ARC Extension (Students who have just arrived in Taiwan, currently hold a 6-month ARC, and haven't finished school registration will be able to extend their period of stay upon completion of school registration.)</p> <p>舊生延長 (初次入境未註冊，經先行核發效期6個月之外僑居留證者)</p>
<ol style="list-style-type: none"> <li>1. 2吋白底正面照 1張 One 2 x 2 inches color photo</li> <li>2. 護照 Passport</li> <li>3. 居留證 ARC</li> <li>4. 正反面學生證影本加蓋註冊章 (請至註冊組申請，辦公室位於于斌樓209室) A photocopy of your student ID with the registration stamp (Please go to the registration office to apply for it, the office is located in YP209)，或在學證明 or a proof of registration</li> <li>5. 來回電子機票影本 (離臺期間ARC將到期者適用) Copy of return airplane ticket (If applicable, applicants are NOT in Taiwan during ARC's expiration day)</li> <li>6. 若為延畢者，至註冊組申請證明，依實際就學情形酌予核居留證延長期間 If applicants who are students delay graduation, please apply for an approved letter from the registration office. ARC will be extended a period of time, according to their academic situation</li> <li>7. 線上繳費1年1000元 Online Payment: \$1,000/1 year</li> </ol>	<ol style="list-style-type: none"> <li>1. 2吋白底正面照 1張 One 2 x 2 inches color photo</li> <li>2. 護照 Passport</li> <li>3. 居留證 ARC</li> <li>4. 正反面學生證影本加蓋註冊章 (請至註冊組申請，辦公室位於于斌樓209室) A photocopy of your student ID with the registration stamp (Please go to the registration office to apply for it, the office is located in YP209)，或在學證明 or a proof of registration</li> </ol>

### 3.3 Useful Information to Apply for ARC 辦理居留證相關資訊

#### 移民署服務站 Immigration Service Center

📍 **新北市服務站：新北市中和區民安街135號1F**

New Taipei City Service Center: 1F, No.135, Min-An Street, Jung-He District, New Taipei City

網址：<http://servicestation.immigration.gov.tw/mp.asp?mp=S003>

電話 TEL.：02-8228-2090

📍 **臺北市服務站：臺北市中正區廣州街15號**

Taipei City Service Center: No.15, Guangzhou St., Zhongzheng Dist., Taipei City

網址：<http://servicestation.immigration.gov.tw/mp.asp?mp=S002>

電話 TEL.：02-2388-9393

**櫃檯受理服務時間：星期一至星期五 8:00-17:00中午不休息**

Opening hours: the office hours of the NIA's service centers 08:00 a.m.-17:00 p.m. through the lunch hour from Monday to Friday.

Place To Claim ARC - Transportation

居留證領取地點(交通方式)



詳細規定請參考「內政部移民署」：

<http://www.immigration.gov.tw/>

For detailed regulations, please visit the National Immigration Agency:

<https://www.immigration.gov.tw/mp.asp?mp=2>

## 3.4 Steps to take if your ARC is lost 居留證遺失處理方式

### 第一步：向警察局報案 (建議)

Step 1: Report to the Police (Recommended)

若擔心證件遭冒用，請至就近派出所報案並取得「遺失案件申報表」。

If you are concerned about identity theft, report the loss to the nearest police station to obtain a "Report Certificate for Lost Documents."

### 第二步：線上申請補發

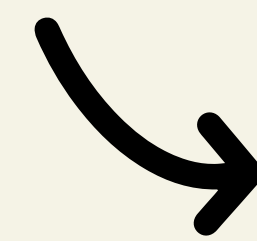
Step 2: Online Application

NIA Online Application System

居留證線上申請系統

請登入內政部移民署「外國人相關申辦系統」辦理。

Apply via the NIA Online Application System for foreign nationals.



### 第三步：準備文件

Step 3: Required Documents

護照影本 / Copy of Passport

遺失說明書或報案證明 / Statement of Loss or Police Report

2吋彩色照片 (白底) / 2-inch Color Photo (White background)

規費：新臺幣 500 元 - 1,000 元 / Application Fee: NT\$500-\$1,000

### 聯絡單位 / Contact Information

諮詢熱線 (Hotline): 1990 (外來人士在臺生活諮詢 / Life Advisory Service - 多語支援)

(02) 2388-9393 (移民署總機 / NIA General Line)

服務據點 (Service Centers): 移民署各縣市服務站查詢 (NIA Offices)

## 3.5 Visa 簽證

Place To Extend Visa - Transportation  
簽證延長地點(交通方式)



How To Extend Visa  
簽證延長說明



# 04

## WORK PERMIT 工作許可

Working in Taiwan without the work permit, foreigners will be fined from NT\$30,000 to NT\$150,000.

未申請工作證者將罰款新台幣3萬至15萬。

## 4.1 What You Need to Prepare First 首先要準備



Scanned copy of your passport  
護照掃描



Scanned copy of your ARC (Alien Resident Certificate)  
居留證掃描



Proof of current enrollment  
在學證明

a. 影印學生證正、反兩面然後到教務處註冊組加蓋當學期註冊章。

Photocopy the front and back of your student ID card and bring it to the Registrar's Office to get the current semester registration stamp.

或 or

b. 直接向註冊組申請當學期在學證明。

Apply for a Certificate of Enrollment directly from the Registrar's Office.

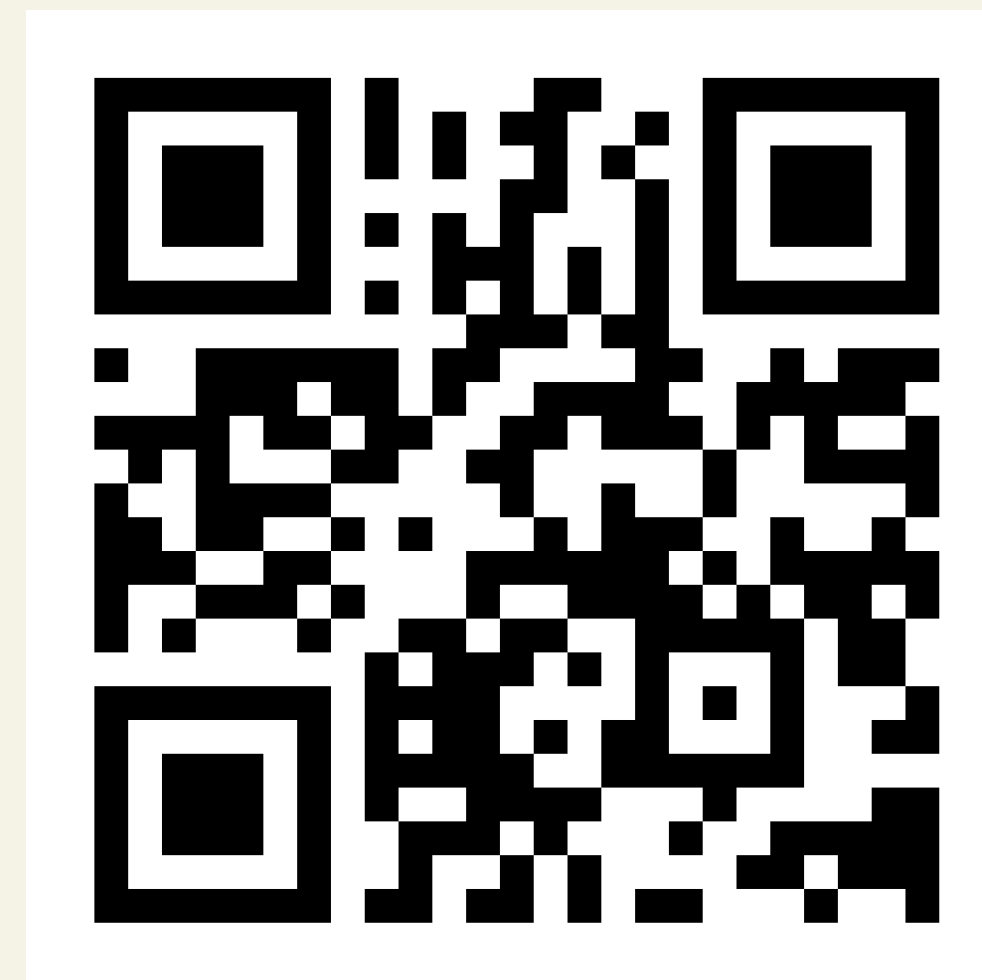
或 or

c. 網路申請

Apply online via the [FJU Student Information System](#):

若為延畢者，至註冊組申請延畢證明

If you are extending your studies, apply to the Registration Office for an extended-study certificate.



Consent Form for Work Permit Application  
輔仁大學外國留學生工作許可申請原因證明書

Fill out the form

Have your **department stamp** it

Then submit it to the International Student Center

You can download the form at the bottom

填寫后，**先到系上蓋章**再送到國際學生中心

在國際學生中心網站下載



DOWNLOAD HERE



Application Fee: NTD 100  
審查費100元

Pay at any post office by informing the staff that you are applying for a "work permit."

Fill out the following payment information:

Account Name: Work Permit Account of Workforce Development Agency,

Account No.:19058848

Keep the receipt for use during the online application process.

請至郵局和專員說需要申請工作證。并填寫以下資訊：

戶名：勞動部勞動力發展署聘僱許可收費專戶

劃撥帳號：19058848

完成後保留收據用於在系統填寫。

## 4.2 Application Process 申請流程

Go to the Workforce Development Agency EZ Work Permit Website  
(<https://ezwp.wda.gov.tw/>)

至「**勞動部勞動力發展署外國專業人員工作許可申辦網**」



Register an account

註冊賬號



Create a new application

新增案件



Upload the prepared documents

將準備好的文件上傳



Enter the number from the payment receipt

將繳費收據上的編號輸入



Submit for review

送出審核

Please check your email regularly to ensure you do not miss any notifications regarding your work permit.

請隨時注意自己的Email，不漏收工作證的訊息。

# 05

## MEDICAL SERVICE

## 保險與醫療

## 5.1 National Health Insurance

### 全民健康保險

An international student is eligible for National Health Insurance once they have received Resident Visas and have been living in Taiwan for 6 months. The student may spend 6 consecutive months in Taiwan or reach the 6 month requirement after leaving Taiwan one time for no longer than 30 days. However, any time spent abroad does not count towards the required 6 months. When the student's actual time in Taiwan reaches 6 months after the period abroad is subtracted, they must register for National Health Insurance either at the University or at the local government office that serves the area where their address is located.

外籍學生來台就學者，擁有居留簽證後並在臺居留滿6個月，需在其就讀之學校或居住地區公所辦理參加全民健保。\*註：「在臺居留滿6個月」指進入臺灣地區居留後，連續居住達6個月或曾出境1次未逾30日，其實際居住期間扣除出境日數後，併計達6個月。

**National Health Insurance is compulsory.** Anyone who qualifies must register in accordance with regulations. Anyone who does not register will be fined between NT\$3,000 and NT\$15,000 and will be required to make back payments on insurance premiums starting from the date that they became eligible for insurance. A student will not be covered by insurance before the back payments and fines are paid in full. The student will receive written notification of the fine as well as a payment deadline. If a student has not paid by the deadline, the case will be referred to the courts.

**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3,000元以上15,000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。

## 5.2 Group Health Insurance for International Students

### 外籍學位生團體保險



International students are qualified to apply for the “National Health Insurance (全民健保)” only after 6 months from the date of arriving in Taiwan. Therefore, ISC will apply for the “Group Health Insurance of Students” for you, covering the first 6 months according to the regulations of MOE. The insurance fees are NT\$3000 for 6 months.

當外籍學生入境台灣6個月後才可以申請「全民健保」，因此依教育部規定，於報到開學日起算6個月，將幫同學加保「學生團體保險」。保險費用為新台幣3,000元整。

When seeing a doctor, please pay all the fees by yourself first. Please remember to apply for the medical certificate and the receipt with treatment details from the clinic or hospital.

至醫院或診所就醫，須先自行付醫療費用。請務必向醫院申請「醫療診斷書（醫生診斷書）」與「醫療費用收據及明細表」。

至國際學生中心辦申請理賠，請準備以下文件：

1. 申請書 1 份
2. 醫療診斷書（醫生診斷書）1 份
3. 醫療費用收據及明細表 1 份
4. 護照影本 1 份
5. 正反面學生證影本 1 份
6. 郵局存簿影本 1 份

Please bring the following documents to ISC:

1. Application form
2. Medical certificate (or Medical record / Diagnostic certificate)
3. Receipt with treatment details (the expense receipt)
4. A copy of your passport
5. A copy of your students ID card (Both sides)
6. A copy of your postal passbook saving account

Claim Application & Exclusions

申請理賠流程



## 5.3 Medical Service

### 醫療

#### 1 FJCU Clinic

##### 輔仁大學醫務室



- 地址：24205 新北市新莊區中正路510號(輔仁大學醫學院綜合大樓1F)
- Address : No. 510, Zhongzheng Road, Xinzhuang District, New Taipei City 24205 (1st Floor, Paul Cardinal Shan Medical Building)
- 電話 TEL. : 02-2905-2526/2905-3941
- EMAIL : health@mail.fju.edu.tw
- 【校園緊急傷病】 (02) 2905-2995 或 (02) 2905-2885
- 【門診相關】 (02) 2905-2526 或 (02) 2905-3941

#### 2 FJCU Hospital

##### 天主教輔仁大學附設醫院



- 院址：24352 新北市泰山區貴子路69號
- Address : No. 69, Guizi Road, Taishan District, New Taipei City, 243
- Postal code : 24352
- 總機 : (02)8512-8888
- Switchboard : +886-2-8512-8888
- 預約掛號 : (02)8512-8800
- Appointment registration : +886-2-8512-8800

# 06

## COURSE REGISTRATION

### 選課

## 6.1 Course Reminders

### 選課提醒

Each semester, before the start of classes, students must carefully read the “**Course Selection Guidelines**” and “**System Operation Instructions**” in order to complete the course registration process.

每學期在學期開始前，學生務必詳讀《選課須知》及《操作說明》，以進行選課作業。

The required courses should be typed in by the faculty of your department accordingly to the compulsory course regulation for undergraduate students. Students still need to go to the online course selection system to register holistic education courses (HEC) which required courses for undergraduates during “Holistic Education Curriculum Selecting period.”

學士班新生系訂必修科目，原則上會由系上作必修課程代入作業，同學另需於「全人課程選填系統」選課階段上網選全人教育課程（學士班必修課程）。

To check for more information regarding holistic education courses for undergraduate students please refer to (<http://www.hec.fju.edu.tw>).

全人教育課程請詳閱全人教育課程中心網站各網頁之說明。

## 6.2 Important Information of Course Selections

### 選課重要資訊

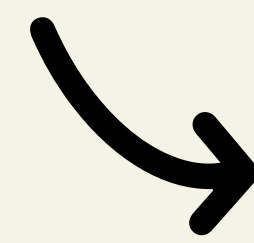
How To Search Course Outline

課程大綱搜尋方法



How To Add The Course Into 'My Favorites' List

添加課程至我的最愛清單



Course Registration - Online System

網路選課



Course Registration Schedule

選課時程表



Course Registration result

選課清單



Course Withdrawal

停修



## 6.3 Course Registration Information 選課相關資訊

### a. Webpage for Course Registration 選課資訊網

For details, please download “Course Selection Guidelines” and “System User Guide” as your reference.

請點選『選課時程表』及『選課須知』可了解選課重要時程、選課所應注意事項及系統操作說明，請依相關規定及時程辦理選課。



### b. Holistic Education Center 全人教育課程中心

In addition to completing the required courses in their department, degree students must also take courses offered by the Holistic Education Center in order to graduate.

學位生除了修習所屬學系的專業課程外，還必須修習由全人教育課程中心開設的課程，方能畢業。



### c. Curriculum Division 教務處課務組

For matters related to course affairs, such as course withdrawal or summer courses, please contact the Curriculum Division, Office of Academic Affairs.

有關停修、暑修等課務相關事項，請洽教務處課務組。



## 6.4 Change of Major, Double Majors, Minors, and Credit Certificate Programs

### 轉系，雙主修，輔系，學分學程



#### Change of Major 轉系

##### Eligibility 資格

After completing at least one academic year, students may apply for a change of major in accordance with the university's regulations on changing majors and the requirements set by each department. Students may apply to a maximum of two departments (applications exceeding this limit will be disqualified). However, approval will be granted for only one department.

學生修業滿1學年後，可依本校學生轉系辦法及各系規定條件申請轉系，以2個學系為限(逾限者取消申請資格)，但核准修讀以1個學系為限。

##### Application Period 申請時間

Applications for changing majors are accepted during the second semester of each academic year. Relevant information will be announced one month prior to the application period. Please refer to the academic calendar and related announcements for the exact application dates and detailed regulations.

轉系申請於每學年第2學期辦理，相關須知於申請前1個月公告，申請時間及詳細規定請參閱學校行事曆及相關公告。

#### Double Majors 雙主修

##### Application Period 申請時間

Every March-April, the "Guidelines for Students Applying for Double Majors" will be posted on the Office of Academic Affairs website. Please refer to the academic calendar for the application period.

每年3-4月公告「學生申請修讀雙主修有關事項」於教務處網站，申請時間請參閱學校行事曆。

##### Notes 注意事項

Undergraduate students, from the second semester of the first academic year until the second semester of the fourth academic year (excluding extended study periods), may apply for a double major in another department if they meet the respective requirements.

學士班學生，自第一學年第二學期起至第四學年第二學期止（不包含延長修業年限），符合各雙主修規定者，得申請其他學系為雙主修。

## 6.4 Change of Major, Double Majors, Minors, and Credit Certificate Programs

### 轉系，雙主修，輔系，學分學程

#### Minors 輔系

Application  
Period  
申請時間

Every March-April, the “Guidelines for Students Applying for Minors” will be posted on the Office of Academic Affairs website. Please refer to the academic calendar for the application period.

每年3-4月公告「學生申請修讀輔系有關事項」於教務處網站，申請時間請參閱學校行事曆。

Notes  
注意事項

Undergraduate students, from the second semester of the first academic year until the second semester of the fourth academic year (excluding extended study periods), may apply for a minor in another department if they meet the respective requirements.

學士班學生自第一學年第二學期起至第四學年第二學期止（不包含延長修業年限），符合各輔系規定者，得申請其他學系為輔系。

#### Credit Certificate Programs 學分學程



Application  
Period  
申請時間

Every March-April, the Guidelines will be posted on the Office of Academic Affairs website. Please refer to the academic calendar for the application period.

每年3-4月公告於教務處網站，申請時間請參閱學校行事曆。

Notes  
注意事項

Undergraduate students, from the second semester of the first academic year until the second semester of the fourth academic year (excluding extended study periods), may apply for a double major in another department if they meet the respective requirements.

學士班學生，自第一學年第二學期起至第四學年第二學期止（不包含延長修業年限），符合各雙主修規定者，得申請其他學系為雙主修。

## 6.5 Add/Drop Courses 如何加退選

How to drop a Course during  
Online Registration Period

網路退選



Course Registration - Add/Drop Form (Paper)

人工加退選單



## Grade Inquiry 成績查詢

How To Check Your Score

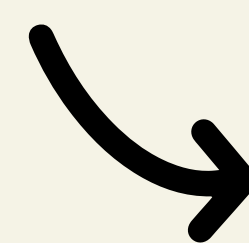
成績查詢



## Leave Application 上課請假

Student Leave Application Guide

如何請假



# 07

# ACCOMMODATION

# 住宿

## 7.1 On-Campus Dormitory Application 校內宿舍申請方式

There are six dormitories in total. For international freshmen, the International Student Center will apply to the Dormitory Center on their behalf (please note that students cannot choose a specific dormitory). After enrollment, all dormitory applications—including semester stay, summer/winter break stay, or other accommodation—must be submitted by students themselves through the Dormitory Center website within the designated deadlines. Please check the dormitory information website regularly and apply on time. International students returning from a leave of absence who need to apply for dormitory accommodation should contact the International Student Center.

本校共有6棟宿舍。國際新生由國際學生中心代為向宿舍中心提出申請（學生無法自行選擇宿舍）。入學後，無論是學期間或寒暑假住宿申請，均須由學生本人依宿舍中心網站公告之期限，自行上網申請，請務必隨時留意宿舍資訊。休學後復學的國際學生，如有宿舍申請需求，請聯繫國際學生中心。

Dormitory Service Center  
宿舍服務中心



輔仁大學宿舍服務資訊網  
Fu Jen Catholic University  
Dormitory Service



<http://www.dsc.fju.edu.tw>

## 7.2 Important Information of On-Campus Dormitory

### 校內宿舍資訊

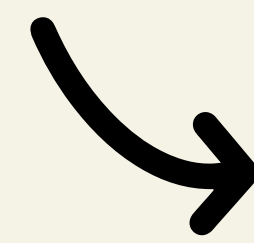
How To Know Your Dorm & Bed Number

宿舍床號查詢



How To Check-in In The Dorm

入宿步驟



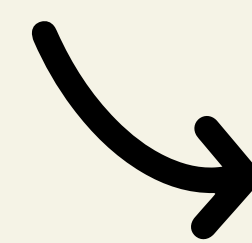
Where To Buy Daily Necessaries

日常用品採買



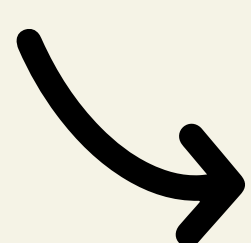
Dorm Rules

宿舍公約



Dorm Payment

宿舍繳費



## 7.3 Information of Off-Campus Dormitory 校外宿舍資訊



# 08

## UNIVERSITY FACILITIES 校內設施

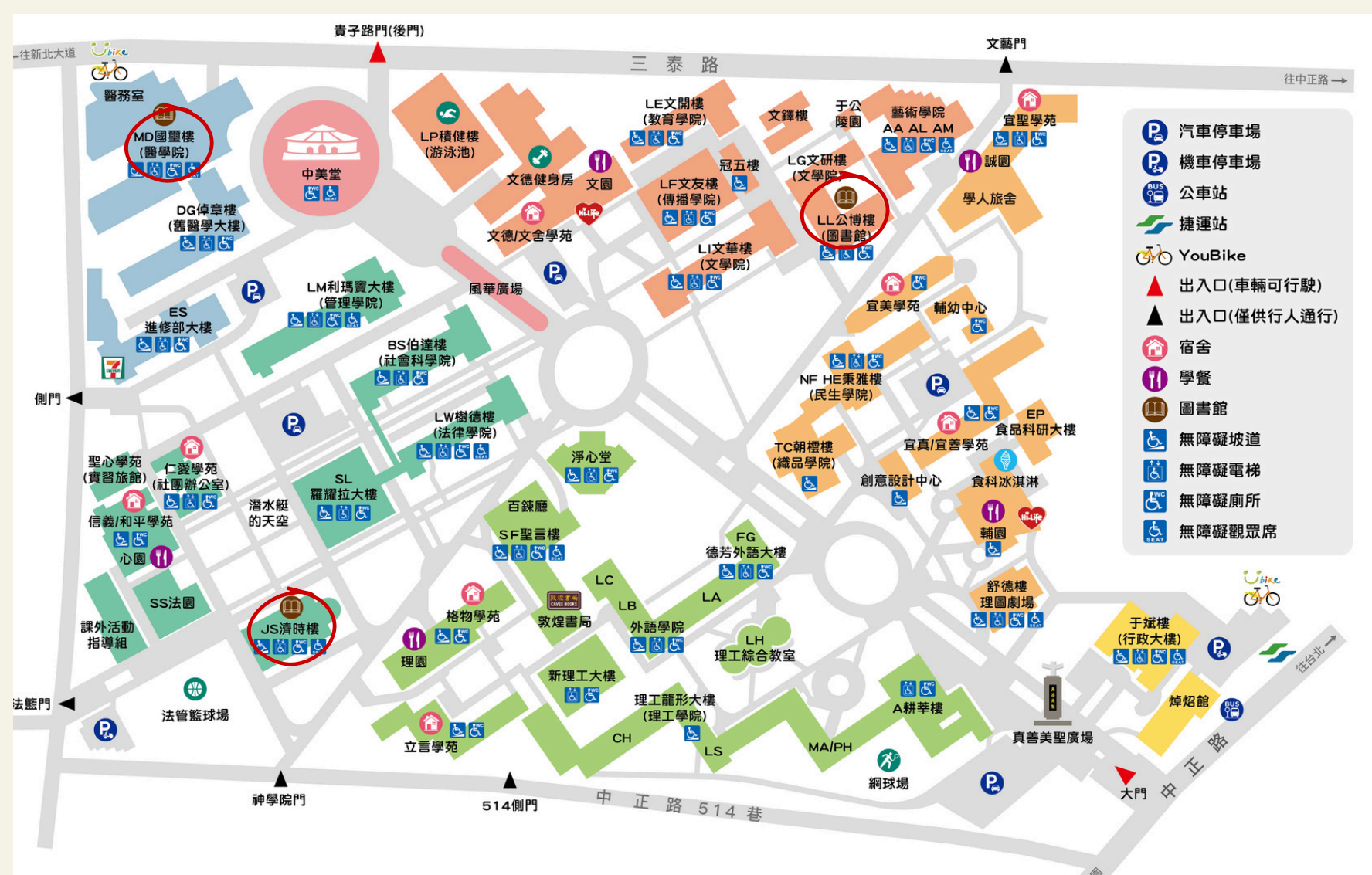
# 8 Campus facilities

## 校園設施



### 8.1 Library

#### 圖書館



※各館開放時間若有調整，請參見圖書館網頁  
 ※寒暑假開放時間另訂

圖書館網址：



Library Website:  
<https://home.lib.fju.edu.tw/TC/en>

※ For any adjustments to each library’s opening hours, please refer to the library website.  
 ※ Opening hours during winter and summer breaks are subject to separate arrangements.

## 8.2 Computer Center 電腦教室

Locations and Opening Hours

教室地點與開放時間



There are several computer classrooms (Free Access Computer Rooms) on campus that students can use freely. Please check the Computer Center website for available seats and opening hours.

校內設有數間可自由使用的電腦教室（自由上機教室）。請至資訊中心網站查詢空位情況及可使用的時段。

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## 8.3 Wireless Internet (Wi-Fi) Service 如何連線到輔大無線網路



You can connect to the university Wi-Fi using your LDAP account ID and password. Please visit the Computer Center website for detailed instructions.

校內Wi-Fi可使用LDAP帳號與密碼登入。詳細連線方式請參閱資訊中心網站。

## 8.4 Student Clubs

### 學生社團



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## 8.5 International Diversified Elite Association (IDEA)

### 國際菁英學生會



FJU IDEA is a student club at Fu Jen Catholic University that promotes international exchange, cultural interaction, and student engagement. The club organizes activities, events, and campus programs to help international and local students connect, share cultures, and build friendships.

FJU IDEA 為輔仁大學學生社團，致力於促進國際交流與跨文化互動。社團透過舉辦各類活動與校園交流，協助國際學生與本地學生建立友誼，並促進多元文化的交流與理解。

# 09

## Scholarships

## 獎學金

## 9.1 Scholarships 獎學金



Scholarship Category 獎學金項目	Tuition & Misc. Fees 學費	Insurance fee 保費	Stipend/Allowance Disbursement 獎學金發放時間	Remarks 備註
MOE (Ministry of Education) 教育部臺灣獎學金	NT\$40,000 deducted; remaining paid by student 學費扣除4萬元，自費	Self-paid 自費	15th of every month 每月15日	Apply in Feb, disbursed from October after registration. 每年2月申請，註冊後10月起核發。
MOFA (Ministry of Foreign Affairs) 外交部臺灣獎學金	Self-paid 自費	Self-paid 自費	15th of every month 每月15日	Apply in Feb, disbursed from October after registration. 每年2月申請，註冊後10月起核發。
Taiwan-Europe Scholarship (TES) 台灣歐洲獎學金	Self-paid 自費	Self-paid 自費	15th of every month 每月15日	Apply in Feb, disbursed from October after registration. 每年2月申請，註冊後10月起核發。
New Students (Bachelor's / Master's) 新生(學士、碩士)	Self-paid 自費	Self-paid 自費	15th of every month 每月15日	Disbursed over 5 months; no payment in July and August. 分5個月核發，7月/8月不發。
New Students (PhD) 新生(博士)	Current: Full tuition covered 在籍生，全額  Extended: Misc. + Credit fees 延修生，雜費 + 學分費	Deducted from stipend in Mar/Oct 3月/10月從生活金扣除	15th of every month 每月15日	Apply in Feb/Sep; disbursed from March/October after registration. 每年2月/9月申請，註冊後3月/10月起核發。
Ukraine Project 烏克蘭傳愛助學金	None 無	Self-paid 自費	15th of every month 每月15日	Disbursed over 5 months. 分5個月核發，

## 9.2 Scholarships Information 獎學金資訊

Scholarship Disbursement

獎學金發放



Award Eligibility and Performance Requirements

敘獎資格與成績要求



## 9.2 Scholarships Information

### 獎學金資訊

MOE Scholarship

教育部臺灣獎學金



MOFA Scholarship

外交部臺灣獎學金



Fu Jen Scholarships-New International Students in Undergraduate and Master's Degree Programs

外國籍學士與碩士新生獎學金



Fu Jen Scholarships-New International Students in Doctoral Degree Programs

外國籍博士新生獎學金



Love for Ukraine Scholarship Program.

烏克蘭傳愛助學計畫獎助學金



For more scholarship information, please visit our website.

更多獎學金資訊，請留意本中心網站。



# 10

## Living In Taiwan

## 台灣生活

Opening a Bank Account in Taiwan

銀行開戶

## 10.1 Chunghwa Post Office 中華郵局



The Fu Jen branch of the Chung Hwa Post Office is located at the entrance to the university. You may do the following at the Post Office: deposit money, mail items, purchase life insurance, or buy merchandise. Please take a valid passport, your ARC, and your personal seal to open an account.

輔大郵局位於輔大門口。辦理儲金、郵件、壽險及代售商品等業務。郵局開戶請持有效外國護照及外僑居留證前往辦理各郵局辦理。

Required documents to open an account:

辦理郵局戶口需攜帶以下證件：

- Student ID 學生證
- Passport 護照
- ARC 居留證
- Personal Seal (in Chinese) 印章 (中文)

If the duration of the residence permit is less than one year, you cannot open a post office account.

居留證期間一年以下，不能開郵局帳戶。

Postal Services: (02)2902-2448

Banking Services: (02)2902-2448

Address : No. 510 Zhongzheng Road, Xinzhuang District, New Taipei City, 24205 Taiwan (R.O.C)  
(At the University entrance)

Opening Hours : Monday to Friday 8:30am – 5:00 pm

郵務電話：(02)2902-2448

儲匯電話：(02)2902-2448

地址：新北市新莊區中正路510號(輔仁大學門口)

營業時間：星期一至星期五 8:30 - 17:00

## 10.2 Bank

### 銀行

The procedure for opening an account at a bank is the same as at the Chunghwa Post Office, but you must make an initial deposit of at least NT\$1,000. The following banks have branches close to campus: Hua Nan Bank, Chang Hwa Bank, Bank of Taiwan, Taishin International Bank. You must be at least 20 years old to open an account.

**Please bring the following documents:**

1. Passport
2. ARC
3. Personal seal
4. Other documents proving your identity (NHI card, driver's license, Student ID)


銀行辦理開戶程序與郵局相同，唯首次存放金為1000元整。輔大鄰近銀行有：華南銀行、彰化銀行、台灣銀行及台新銀行。欲開銀行戶口，須成年滿20歲，

並攜帶以下證件：

1. 護照
2. 居留證
3. 印章
4. 其它可證明身分之文件 (如: 健保IC卡、護照、駕照或學生證等)

## Nearby Bank Information

### 學校附近銀行資訊



#### Hua Nan Bank (Xinzhuang Branch)

Website: <http://www.hncb.com.tw/>

Phone: 02-2994-4761


Address: No. 100 Zhongzheng Road, Xinzhuang District, New Taipei City

華南銀行（新莊分行）

網址：<http://www.hncb.com.tw/>

電話：02-2994-4761

地址：新北市新莊區中正路100號



#### Chang Hwa Bank (Xinzhuang South Branch)

Website: <https://www.bankchb.com/frontend/index.jsp>

Phone: 02-2906-6599

Address: No. 657-1 Zhongzheng Road, Xinzhuang District, New Taipei City

彰化銀行（南新莊分行）

網址：<https://www.bankchb.com/frontend/index.jsp>

電話：02-2906-6599

地址：新北新莊中正路657-1號



#### Taishin International Bank (Xinzhuang South Branch)

Website: <http://www.taishinbank.com.tw/>

Phone: 02-2906-8868


Address: No. 58 Fuguo Road, Xinzhuang District, New Taipei City

台新銀行（南新莊分行）

網址：<http://www.taishinbank.com.tw/>

電話：02-2906-8868

地址：新北市新莊區富國路58號



#### Bank of Taiwan (Xinzhuang South Branch)

Website: <http://www.bot.com.tw/default.htm>

Phone: 02-2901-2999

Address: No. 653 Zhongzheng Road, Xinzhuang District, New Taipei City

台灣銀行（南新莊分行）

網址：<http://www.bot.com.tw/default.htm>

電話：02-2901-2999

地址：新北市新莊區中正路653號

# 11

## 畢業離校

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## 11.1 Important Notices about the ARC for Study 就學居留證注意事項

After completing the graduation leaving procedures, the university will notify the National Immigration Agency (NIA) that you have graduated from FJCU. **Ten days later**, your ARC (Alien Resident Certificate) will be cancelled. If you leave Taiwan within 10 days after completing the leaving procedures, you do not need to extend your ARC. However, if you plan to remain in Taiwan for more than 10 days after graduation, it is recommended that you apply to the NIA for an ARC extension. You may apply for the extension on the basis of job hunting. Each extension is valid for one year, and you may extend it twice (effective from January 1, 2024), which means the maximum period is two years. Please note that you must apply for the second extension before the first one expires. Also, ARC extensions after graduation cannot be applied for online — you must apply in person at any NIA service office.

於完成畢業離校手續，學校將通知移民署您已從輔大畢業，10日之後您的居留證將會被註銷，如果您完成離校手續10天內離開台灣，不須延長您的居留證，如果您畢業後計畫停留台灣超過10天，建議您先去移民署延長居留證，您可以用找工作的事由來辦理延長，一次可延期1年，可延期兩次（2024年1月1日起生效），也就是說最長可延期2年，在第一次延期到期前，必須申請第2次延期，提醒您畢業後延期居留無法在線上申請，您必須親至到移民署各地服務站辦理。

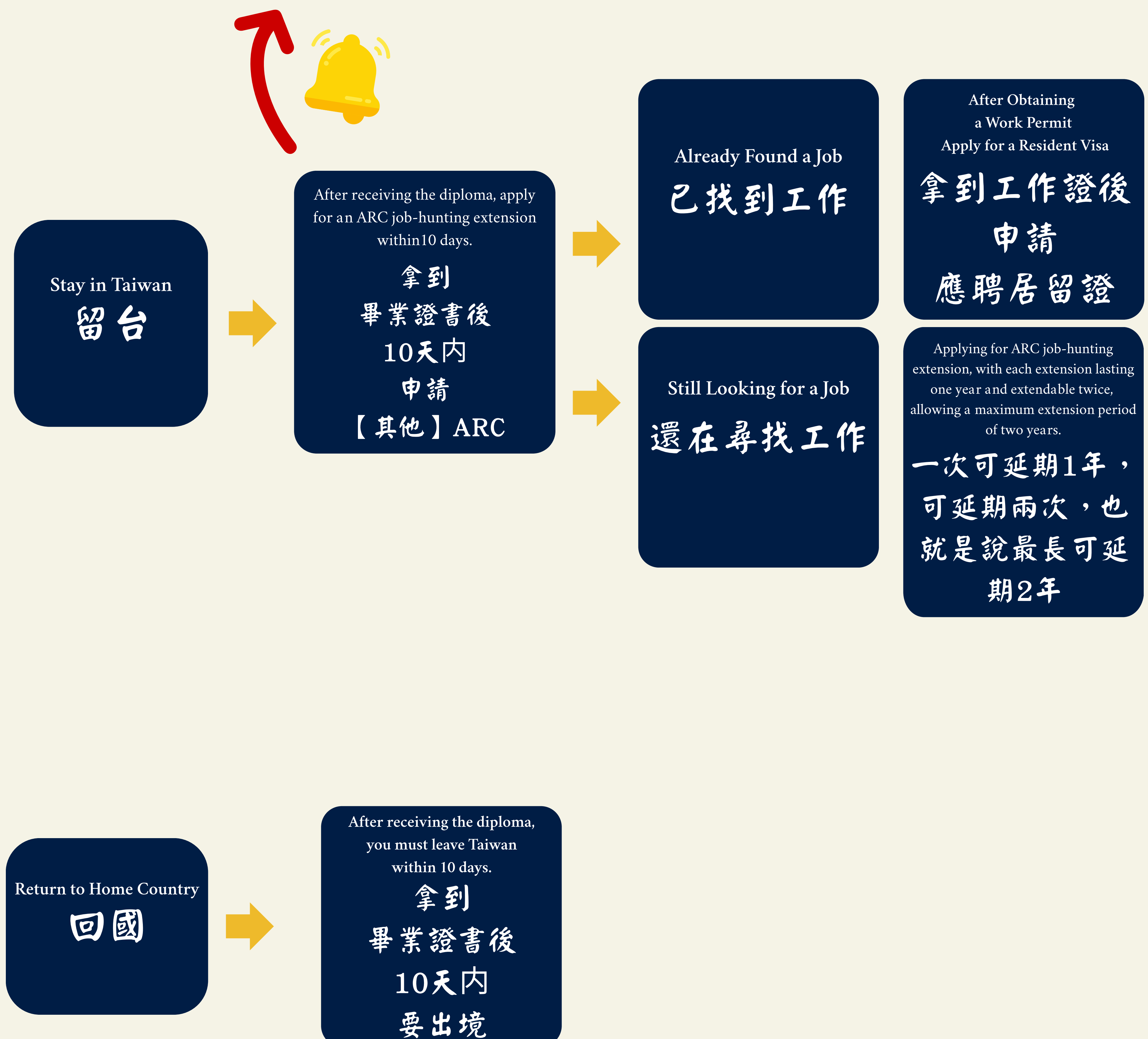
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## 11.2 Work in Taiwan After Graduation 畢業後留台工作



During the allowed period, students can work freely in any job (full-time or part-time, in any industry). However, if a job requires a license or special qualification, they still must have the proper certification before starting work.

在允許的期間內，學生可以自由從事任何工作（全職或兼職，任何行業都可以）。但是，如果某個工作需要執照或特別資格，學生在開始工作前仍然必須先具備相應的證照或資格。



# 12

Emergency  
Contact

緊急與求助

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## Emergency Contact

### 緊急聯絡資訊

Unit 單位	Phone Number 電話號碼
Campus Emergency Hotline 緊急事故通報專線	(02) 2905-2885 0905-298-885 (Campus Security Duty Phone)
Security Office (24-hour duty) 警衛室 (24小時值勤)	(02) 2905-2119, 2905-2265 (Main Gate) (02) 2905-3065 (Rear Gate)
Hygiene & Health Division 衛生保健組	Emergency Medical Hotline (緊急救護專線) 02) 2905-2995
FJCU Health Center 醫務室	Outpatient Services 門診相關 (02) 2905-2526, 2905-3941
Legal Services Center 法律服務中心	(02) 2905-2642
Students Counseling Center 學生輔導中心	(02) 2905-3003, 2905-2237
For serious or emergency injuries (such as unconsciousness, coma, fracture, difficulty breathing, major bleeding, etc.), please immediately call 119 for medical assistance.	Fire/Ambulance : 119 Police : 110 Emergency call : 112

# 13

Student

Counseling Center

學生輔導中心

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學生輔導中心  
Student Counseling Center



Hours: 8:00 – 22:00, Monday to Friday  
Center location: MD222, 2F, Paul Cardinal Shan Medical Bld.  
Telephone: +886-02-2905-3003, +886-02-2905-2237

If international students experience psychological difficulties, please do not hesitate to seek help from the Student Counseling Center.

Available Languages: English, Japanese, Malay, Cantonese, Korean, Italian

The above languages are currently offered by the Student Counseling Center. For detailed schedules and availability, please contact the Center directly.

若國際學生遇到心理上的困難，請不要猶豫，隨時向學生輔導中心尋求協助。

可提供語言：英文、日文、馬來文、廣東話、韓文、義大利文

以上為目前學生輔導中心提供之外語服務。如需詳細時段與日期，請直接洽詢學生輔導中心。

# 14

## Catholic Life on Campus

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# 14.1 Missa 彌撒



## a. Weekday Mass 平日彌撒

Eucharistic Adoration  
Every Thursday, 4:10pm~ 5:30pm  
明供聖體：每週四 4:10pm~ 5:30pm

During semester: Monday to Friday, 12:10 p.m.

During winter/summer breaks: Monday to Thursday, 12:10 p.m.

\* Every Tuesday noon Mass is celebrated in English.

上課時間：星期一~星期五，每日12:10

寒暑假：星期一~星期四，每日12:10

\* 每週二中午為英文彌撒

## b. Sunday Mass 主日彌撒

Chinese Mass 8:30 a.m.

English Mass 10:00 a.m.

8:30 中文彌撒

10:00 英文彌撒

## 14.2 Mission Units

### 使命單位



#### a. Campus Ministry Center 宗教輔導中心

Students who need Catholic counseling can go to the Campus Ministry, which is located on the first floor of Jingxin Catholic Church.

需要天主教輔導的學生，可以前往宗教輔導中心，宗教輔導中心位於淨心堂一樓。

## 14.2 Mission Units

### 使命單位

b. Chinese Diocesan Clergy Mission Office

中國聖職使命室



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c. Jesuit Mission Office

耶穌會使命室



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d. SVD Mission Office

聖言會單位代表暨使命室



# 15

## Free Mandarin Course and IDEA

# International Diversified Elite Association

## 國際菁英學生會



Join IDEA activities and make new friends!  
No need to worry about being alone while studying abroad.  
Even if your English or Mandarin isn't great yet, that's totally okay.  
By getting involved in IDEA activities, you'll naturally improve your language skills and meet people from all over the world—including Taiwanese students.  
IDEA members here are super friendly and always happy to welcome international students!

加入IDEA活動，交到新朋友！  
不用擔心在國外讀書會感到孤單。  
英文或中文還不是很好，也沒關係。

透過參加IDEA活動，你可以自然提升語言能力，  
還能認識來自世界各地的朋友，包括台灣學生。  
IDEA的學生都很友善，也很歡迎國際學生！

# Free Evening Mandarin Course

## 夜間華語課程

**After the course registration period ends,**  
the Center of Chinese Language and Culture (CCLC)  
will announce the application period and application procedures.  
A deposit of NT\$1,000 is required.

It will be refunded after you complete the course,  
provided that your total absence does not exceed one-third of the total class hours.

**大學部選課期間結束後，華語文中心（CCLC）將公告申請期間及申請方式。**  
**需繳交新臺幣1,000元保證金。**  
完成課程後，若總缺課時數未超過總上課時數的三分之一，保證金將予以退還。



# Thank You

At Fu Jen Catholic University, we support your academic and personal growth. This Student Guidebook is designed to help you navigate your journey with us.

We encourage you to revisit this guidebook whenever you have questions about registration, the ARC, or other matters as an international student.

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## Contact Information

Website [www.iscoie.fju.edu.tw](http://www.iscoie.fju.edu.tw)

Email [isc@mail.fju.edu.tw](mailto:isc@mail.fju.edu.tw)

Editor

Address

International Studnet Center

Cardinal Tien Memorial Building A117, No.  
510, Zhongzheng Rd., Xinzhuang Dist., New  
Taipei City 242062

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