



臺北市立大學 111 學年度外國學生學士班 2、3 年級轉學生  
申請入學招生簡章

**Admissions Brochure for Sophomore and Junior International  
Transfer Student Application, University of Taipei,  
Academic Year 2022**

臺北市立大學111學年度招生委員會

**UTAPEI Website**

<http://www.Utaipei.edu.tw>

**Admission Website**

<https://admission.utaipei.edu.tw/p/412-1033-4307.php?Lang=en>

**Online Application Website**

<http://exam.Utaipei.edu.tw/enroll/index.jsp?enrollid=09>

111 學年度申請轉學至本校之外國學生，申請日期自 2022 年 2 月 17 日起，應備文件及相關規定應以中華民國教育部網站公布之最新「外國學生來臺就學辦法」之規定為準，請申請者隨時查閱教育部網站(網址 <https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=H0110001>)。

For international students transferring to UTaipei in academic year 2022, application period begins on February 17, 2022. The documents required for application are based on “MOE Regulations Regarding International Students Undertaking Studies in Taiwan.” The most recent regulations can be found on the MOE website <https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=H0110001>.

◎ 網頁公布錄取名單時，將以考生全名公告。

Online announcement will include student’s full name.

◎ 如對簡章有任何疑問，歡迎 Email 詢問。

For any enquiries regarding the admissions brochure, please email to [patricia@utaipei.edu.tw](mailto:patricia@utaipei.edu.tw)

◎ 中、英文版簡章內容如有不一致，以中文版為準。

In the event of discrepancies between the Chinese version and the English version of this Prospectus, the Chinese version shall prevail.

# 目次

## Contents

重要日期/Important Dates .....	IV
招生問題諮詢/Admission Enquiry Contact Information .....	V
<b>I. 申請資格及相關規定/Qualifications and Related Regulations for Application .....</b>	<b>1</b>
II. 招生系、所、學位學程/Academic Programs.....	4
<b>III. 申請流程/Application Procedure .....</b>	<b>5</b>
<b>IV. 申請入學應繳資料/ Materials Required for Application.....</b>	<b>7</b>
V. 申請費用規定/ Application Fee Guidelines .....	9
<b>VI. 申請注意事項/Application Instructions .....</b>	<b>10</b>
VII. 審查或甄試/Application Evaluation .....	11
VIII.公告錄取名單/Admission Announcement .....	11
IX. 報到/Report for school at UTaipei for Admitted Students .....	12
X. 註冊入學/Registration.....	12
XI. 學雜費收費參考標準/Reference for Tuition and Incidental Fees Per Semester.....	14
XII. 臺北市立大學位置示意圖/Campus Map of University of Taipei .....	16
<b>XIII.系所學程分則/Requirements of Individual Degree Programs .....</b>	<b>18</b>
1. 英語教學系(Department of English Instruction).....	18
2. 社會暨公共事務學系(Department of Social and Public Affairs).....	20
3. 地球環境暨生物資源學系(Department of Earth and Life Science) .....	21
4. 數學系(Department of Mathematics) .....	22
5. 資訊科學系(Department of Computer Science).....	23
6. 休閒運動管理學系(Department of Recreation and Sports Management).....	24
7. 運動健康科學系(Department of Exercise and Health Sciences).....	25
8. 都會產業經營與行銷學系(Department of Urban Industrial Management and Marketing) .....	26

附錄 1、臺北市立大學外國學生申請入學招生規定.....	28
Appendix 1. University of Taipei Guidelines for Admission of International Students.....	32
附錄 2、臺北市立大學外國學生獎助學金要點.....	39
Appendix 2. Guidelines for University of Taipei Scholarship to International Students .....	40
附錄 3、文件具結書.....	42
Appendix 3. Deposition for International Students University of Taipei.....	42
附錄 4、同意書.....	44
Appendix 4. Declaration.....	44
附錄 5、學歷查證授權書.....	45
Appendix 5. Letter of Authorization.....	45
附錄 6、臺北市立大學外國學生申請入學財力保證書.....	46
Appendix 6. University of Taipei International Student Application – Financial Guarantee.....	46

# 重要日期/Important Dates

## 2022 年 9 月入學 Fall Semester (September 2022 Admissions)

工作項目 Schedule of Events	日期 Date
公告招生簡章 Release of the Admissions Brochure	2022 年 1 月 28 日前 Before January 28, 2022
1. 網路報名 Online Application ( <a href="http://exam.Utaipei.edu.tw/enroll/index.jsp?enrollid=09">http://exam.Utaipei.edu.tw/enroll/index.jsp?enrollid=09</a> ) 2. 上傳表件期間(審查資料以 PDF 檔上傳) Period for submission of application documents. (Upload the documents in PDF files)	2022 年 2 月 17 日至 2022 年 5 月 2 日 February 17, 2022 – May 2, 2022
公告錄取名單 Admissions Announcement on UTaipei Website. ( <a href="https://admission.utaipei.edu.tw/p/412-1033-4307.php?Lang=en">https://admission.utaipei.edu.tw/p/412-1033-4307.php?Lang=en</a> )	2022 年 6 月 June, 2022
寄發錄取通知 Sending Letter of Acceptance	2022 年 6 月 June, 2022

# 招生問題諮詢/Admission Enquiry Contact Information

(上班日上午9：30 -下午5：30 / 9:30am-5:30pm, Monday through Friday)

項目 Event	單位 Office in Charge	電話/信箱 Tel. Number
申請及公告錄取名單 Application and Admissions Announcement	教務處(招生組) Admission Division, Office of Academic Affairs	+886-2 2311-3040 ext. 1153 <a href="mailto:patricia@utapei.edu.tw">patricia@utapei.edu.tw</a>
招生系所相關問題 Enquiries regarding degree programs for international student admissions	各招生系所 Departments or Graduate Programs	詳見系所分則 For details, please refer to individual requirements.
獎助學金申請 Scholarship and Aid Application	國際事務處 Office of International Affairs	+886-2 2311-3040 ext.8664 <a href="mailto:foreign@utapei.edu.tw">foreign@utapei.edu.tw</a>
報到、註冊入學 Check-in, Registration	教務處(註冊組) Registrar Division, Office of Academic Affairs	+886-2 2311-3040 ext.1121 <a href="mailto:register@utapei.edu.tw">register@utapei.edu.tw</a>

◆ 其他相關單位聯絡資訊：

Contact Information for related agencies:

1. 教育部國際及兩岸教育司網址：

Department of International and Cross-strait Education, Ministry of Education,

Website: <http://depart.moe.edu.tw/ed2500/>

電話 Tel：+886-2-7736-6666

2. 外交部領事事務局網址：

Bureau of Consular Affairs, Ministry of Foreign Affairs,

Website: <http://www.boca.gov.tw/mp?mp=1>

電話 Tel：+886-2-2343-2888

3. 內政部移民署-外籍人士網址：

National Immigration Agency,

Website: <https://www.immigration.gov.tw/5475/>

電話 Tel：+886-2-2388-9393, 886-800-024-111

# I. 申請資格及相關規定/Qualifications and Related Regulations for Application

## 1. 申請資格/Eligibility

申請資格依教育部「外國學生來臺就學辦法」之規定。辦法如經修正，將以教育部公告為準。The application qualification is based on “MOE Regulations Regarding International Students Undertaking Studies in Taiwan.” If the MOE Regulations were updated or changed, the latest version of the MOE Regulations announced by MOE sBuilding prevail.

### (1) 身分/Nationality

A. 具外國國籍且未曾具有中華民國國籍，符合下列規定者，得申請入學：

An individual of foreign nationality who has never held Republic of China (“R.O.C.”) nationality and who meets the following requirements is permitted to apply for admission.

(A) 未曾以僑生身分在臺就學。

An individual who does not possess an overseas Chinese student status at the time of application.

(B) 未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。

An individual who has not received placement permission by the University Entrance Committee for Overseas Chinese Students during the same year of the application in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

B. 具外國國籍並符合下列規定，且最近連續居留海外六年以上者：

An individual of foreign nationality, who has stayed overseas continuously for no less than 6 years pursuant to the following regulations:

(A) 申請時兼具中華民國國籍者，應自始未曾在臺設有戶籍。

An individual who at the time of their application also holds dual R.O.C. nationality shall have never had household registration in Taiwan.

(B) 申請前曾兼具中華民國國籍，於申請時已不具中華民國國籍者，應自內政部許可喪失中華民國國籍之日起至申請時已滿八年。

An individual who before the time of their application also held dual R.O.C. nationality but no longer does at the time of their application shall have renounced their R.O.C. nationality with the approval of the Ministry of the Interior on a date at least eight full years before making their application.

(C) 前二款均未曾以僑生身分在臺就學，且未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。

Regarding individuals mentioned in the preceding 2 subparagraphs, they must not have studied in Taiwan as an overseas Chinese student nor received placement permission during the same year of the application by the University Entrance Committee for Overseas Chinese Students in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

依教育合作協議，由外國政府、機構或學校遴薦來臺就學之外國國民，其自始未曾在臺設有戶籍者，經主管教育行政機關核准，得不受前二項規定之限制。

According to the Education Cooperation Framework Agreement, a foreign national who was selected by a foreign government, organization, or school, and does not hold a household registration from the time of their birth is not subject to the limitations as prescribed in the preceding 2 paragraphs after receiving the approval from the authorized educational government agencies.

- C. 具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍，申請時於香港、澳門或海外連續居留滿六年以上者，得依規定申請入學。

An applicant of foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macao, having no history of a household registration record in Taiwan and, at the time of application, has resided in Hong Kong, Macao, or another foreign country for no less than 6 years is qualified to apply for admission under these regulations.

- D. 曾為大陸地區人民具外國國籍且未曾在臺設有戶籍，申請時已連續居留海外六年以上者，得依本辦法規定申請入學。

An applicant being a former citizen of Mainland China and holds a foreign nationality, having no history of household registration record in Taiwan, and at the time of application, has resided overseas continuously for no less than 6 years is qualified to apply for admission under these regulations.

第 B.C.D 項所稱海外，指大陸地區、香港及澳門以外之國家或地區；所稱連續居留，指外國學生每歷年在國內停留期間不得逾一百二十日。連續居留海外採計期間之起迄年度非屬完整曆年者，以各該年度之採計期間內在國內停留期間未逾一百二十日予以認定。但符合下列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外居留期間計算：

The term “overseas” as prescribed in Paragraph 2 is limited to countries or regions other than Mainland China, Hong Kong and Macau; the term “reside overseas continuously” means that an individual may stay in Taiwan for no more than a total of 120 days per calendar year. The only exceptions to this method of calculation are for those who fulfill one of the following requirements with written supportive proof:

- (A) 就讀僑務主管機關舉辦之海外青年技術訓練班或教育部認定之技術訓練專班。

Attended overseas youth training courses organized by the Overseas Compatriot Affairs Council or technique training classes accredited by the MOE;

- (B) 就讀教育部核准得招收外國學生之各大專校院華語文中心，合計未滿二年。

Attended a Mandarin Chinese language center at a university/college of which foreign student recruitment is approved by the Ministry, and to which the total length of stay is less than 2 years;

- (C) 交換學生，其交換期間合計未滿二年。

Exchange students, whose length of total exchange is less than 2 years.

- (D) 經中央目的事業主管機關許可來臺實習，實習期間合計未滿二年。

An Internship in Taiwan which has been approved by an authorized central government agency, to which the total length of stay is less than 2 years.

- (E) 已在我國肄業之各大學外國學生，除符合前項各款身分之規定及第二項學歷之規範外，得不受「申請時並已連續居留海外六年」之限制。

Applicant who has studied in any university of Taiwan R.O.C., cannot be governed by "who has to continue residence overseas for six years," excepts who's identification meets previous provisions and who's education background meets previous no. 2 provision.

備註/ Note :

1. 教育部「外國學生來臺就學辦法」網址：

“MOE Regulations Regarding International Students Undertaking Studies in Taiwan” ,  
Website:<https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=H0110001>

2. 國籍法第二條：

**Article 2 of the Nationality Act:**

有下列各款情形之一者，屬中華民國國籍：

A person shall have the nationality of the ROC under any of the conditions provided by the following Subparagraphs:

一、出生時父或母為中華民國國民。

His/her father or mother was a national of the ROC when he/she was born.

二、出生於父或母死亡後，其父或母死亡時為中華民國國民。

He/she was born after the death of his/her father or mother, and his/her father or mother was a national of the ROC at the time of death.

三、出生於中華民國領域內，父母均無可考，或均無國籍者。

He/she was born in the territory of the ROC, and his/her parents can't be ascertained or both were stateless persons.

四、歸化者。

He/she has undergone the naturalization process.

前項第一款及第二款之規定，於本法中華民國八十九年二月九日修正施行時未滿二十歲之人，亦適用之。

Preceding Subparagraph 1 and Subparagraph 2 shall also apply to the persons who were less than twenty years of age at the time of the amendment and promulgation of this Act on February 9, 2000.

(2) 學歷/Educational qualification

申請學士班 2、3 年級轉學者須至少就讀我國教育部採認之國內、外大學一個學年(轉 2 年級)或二個學年(轉 3 年級)以上。(請參考教育部國際及兩岸教育司網站：<http://depart.moe.edu.tw/ed2500/>)

Applicants should have finished at least one academic year in a college or university recognized by the Ministry of Education, ROC, can apply for admission of Sophomore Transfer Student. To apply for admission of Junior Transfer Student, applicants should have finished at least two academic year in a college or university recognized by the Ministry of Education, ROC.(Please refer to the website of the Department of International and Cross-strait Education, Ministry of Education at <http://depart.moe.edu.tw/ed2500/>).

2. 相關規定/ Relevant Regulation

申請人應具備之語文基本能力依系所學位學程規定。

Language requirements may differ from program to program. If required otherwise, the applicants should follow the individual requirements demanded by the intended departments or graduate



## II. 招生系、所、學位學程/Academic Programs

學院 College	校區 Campus	學系名稱 Program	學士班 Program/Degree offered: Bachelor	
			大 2 sophomore	大 3 junior
人文藝術 學院 College of Humanities & Arts	博愛 校區 Po-Ai Campus	英語教學系 (Department of English Instruction)	●	●
		社會暨公共事務學系 (Department of Social and Public Affairs)	●	●
理學院 College of Science	博愛 校區 Po-Ai Campus	地球環境暨生物資源學系 (Department of Earth and Life Science)	●	●
		數學系 (Department of Mathematics)	●	●
		資訊科學系 (Department of Computer Science)	●	●
體育學院 College of Kinesiology	天母 校區 Tian-Mu Campus	休閒運動管理學系 (Department of Recreation and Sports Management)	●	●
		運動健康科學系 (Department of Exercise and Health Sciences)	●	●
市政管理 學院 College of City Management	天母 校區 Tian-Mu Campus	都會產業經營與行銷學系 (Department of Urban Industrial Management and Marketing)	●	●
<b>招生總額 Admissions Quota</b>			<b>56</b>	<b>55</b>

※ 簡章所列各系、所、學位學程名額係依據本校提報至教育部公文而定，如與教育部核定結果不同者，以教育部核定結果為準。

The number of openings for international student admissions listed for each degree program is based on the quota approved by Ministry of Education (MOE). If discrepancy exists between the data listed in this brochure and that stated in the MOE document, the data stated in the MOE document applies.

※ 申請人至多可同時申請 2 個班別，所有申請資料皆需重複上傳並填寫志願序。

Applicant can apply for a maximum of two degree programs at the same time. In case of multiple applications, please upload all application materials twice and specify priority.

### III. 申請流程/Application Procedure

<p><b>確認外國轉學生 申請資格及申請系所</b></p> <p><b>Check International Transfer Student Eligibility and Programs of Study</b></p>	<ol style="list-style-type: none"><li>1. 請先確認您的身分符合外國轉學生申請資格，再確認欲申請就讀之系所。 Please make sure that you are eligible to apply as an international transfer student. Then, confirm the program(s) for which you intend to apply.</li><li>2. 申請資格及系所可至第 1-4 頁查詢。 See pages 1-4 for the eligibility and study programs.</li><li>3. 申請人至多可同時申請 2 個班別。 Applicant can apply for a maximum of two degree programs at the same time.</li></ol>
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<p><b>準備應繳文件</b></p> <p><b>Prepare Required Materials</b></p>	<ol style="list-style-type: none"><li>1. 準備申請所需文件，並檢查您欲申請之系所是否須另外繳交資料。 Prepare all required documents and check if additional materials are required by the program(s) you intend to apply for.</li><li>2. 應繳資料可至第 7-8 及 18-26 頁查詢。 See pages 7-8 and 18-26 for the required materials.</li></ol>
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<p><b>線上申請</b></p> <p><b>Apply Online</b></p>	<ol style="list-style-type: none"><li>1. 請至本校招生系統進行網路報名，網址為： Apply via UTaipei online application system. Online application website: <a href="http://exam.Utaipei.edu.tw/enroll/index.jsp?enrollid=09">http://exam.Utaipei.edu.tw/enroll/index.jsp?enrollid=09</a></li><li>2. 建議使用 IE8、IE9 或 Firefox10.x 以上版本瀏覽器操作，勿使用平板式電腦、手機，以避免報名資料流失。 Navigators above IE8(IE9) or Firefox 10.x are commended. To prevent loss of data, please do NOT use tablet or smart phone.</li><li>3. 請考生確認資料無誤(通訊地址需留確定可聯絡之地址)。 Please double check your personal data, especially the mailing address.</li></ol>
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<p><b>下載申請表單</b> <b>Download Application Forms</b></p>	<ol style="list-style-type: none"><li>1. 請至招生系統點選「申請文件」→輸入「護照號碼」及「出生年月日」→列印入學申請表及檢核表。 Please click “Application Documents”, enter your passport number and date of birth, then print out the application form and checklist.</li><li>2. 請於入學申請表上簽名及貼妥近期照片。 Sign the completed application form and attach a recent photograph.</li><li>3. 請於具結書及文件驗證上簽名。 Sign the declaration and deposition of admissions documents to be verified.</li></ol>
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<p><b>繳費及上傳文件</b> <b>Pay the Fee and Upload Required Materials</b></p>	<ol style="list-style-type: none"><li>1. 申請費用規定可至第 9 頁查詢。 See page 9 for the application fee guidelines.</li><li>2. 將所有應繳文件掃描成 <b>PDF</b> 檔，至招生系統點選「檔案上傳」→輸入「護照號碼」及「出生年月日」，再依序完成資料上傳。 Scan all the required documents, click “Upload Documents”, enter your passport number and date of birth, then upload with required documents in <b>PDF</b> format.</li><li>3. 考生於申請期間得隨時上網更新、補正上傳資料。 Documents may be uploaded and updated during the application period.</li></ol>
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<p><b>確認並完成申請</b> <b>Complete and Submit the Application</b></p>	<p>當申請表件收到時，我們會以電子郵件方式通知。 You will be notified via e-mail when your application has been received.</p>
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<p><b>審核</b> <b>Admission Review</b></p>	<p>必要時通知申請人補件。 Applicants may be notified to submit additional documents when necessary.</p>
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<p><b>放榜</b> <b>Admission Announcement</b></p>	<p>錄取名單公告於本校招生網頁，<b>入學通知以e-mail及書面寄發</b>。 The list of admitted students will be posted on the UTaipei website. Admission results will be notified via e-mail and post.</p>
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## IV. 申請入學應繳資料/ Materials Required for Application

1. 繳交資料紀錄表 1 份(表格將於線上申請表填完後，自動帶出)。  
A check list signed by the applicant. (The check list will be generated after completing the online application.)
2. 入學申請表 1 份(上網列印申請表，請貼妥 2 吋半身脫帽近照)。  
A completed application form. (Print the forms out from the online application system. Please attach a recent 2-inch bust and hatless photo on each one.)
3. 護照影本或其他國籍證明文件 1 份。  
A copy of passport biographical page or other equivalent verification of nationality.
4. 轉學生繳交原就讀學校在學證明及原就讀大學歷年成績單各 1 份。(中、英文以外之語文，應附中文或英文譯本；請學生填寫學歷查證授權書)  
Transfer Students must submit a proof of study certificate, as well as an original transcript from the previous university. (Documents in languages other than English or Chinese must be translated into English or Chinese to be reviewed. Please fill the Letter of Authorization.)
5. 繳費證明  
Payment certificate.
6. 推薦書 2 份(包括一份華語文教師之推薦信或能敘明申請者中、英語文能力之推薦信，郵寄與否依系所規定)。  
Two recommendation letters (including one recommendation letter from the applicant's Chinese teacher or a reference letter that proves his or her Chinese and English abilities. Mail or not depending on the requirement of the intended departments or graduate programs.)
7. 英文或中文留學計畫書。  
A study plan in English or Chinese for studying in Taiwan.
8. 文件具結書。(附錄 3、4、5)  
A deposition signed by the applicant. (Appendix 3、4、5)

9. 具備足夠在臺就學之財力證明(美金 5,000 元以上)1份，採用下列 3 種方式之一辦理：

Financial proof (above 5,000 US dollars) must be submitted by using one of the following documents:

(1) 領取獎學金之證明。

The proof of scholarship.

(2) 經我國駐外館處驗證之最近三個月內財力證明書影本 1 份。

One photocopy of a financial statement within the past three months must be verified by the Taiwan overseas representative office in the country of the institution which issued the financial statement.

(3) 臺灣金融機構開具之最近三個月內財力證明影本 1 份。

One photocopy of a financial statement, issued by a financial institution in Taiwan, within the past three months.

※ 存款證明非申請人帳戶，需附上資助者之財力保證書及其存款證明。(附錄 6)

If the financial statement is not in the name of the applicant, a financial guarantee is also required from the sponsor. (Appendix 6)

10. 系所指定之其他文件。

Additional documents and materials required by the intended departments or graduate programs.

11. 如曾為中華民國國籍者，須檢附由內政部發給的「喪失國籍許可證明書」影本或其他證明文件。(如適用)

An applicant who has formerly had Republic of China citizenship must attach a photocopy of the “**Forfeited Nationality Permit Certificate**” issued by Ministry of the Interior or other official certificate. (if applicable)

**備註/ Note :**

1. 外國學生申請應備文件及相關規定，應以中華民國教育部網站最新公布之「外國學生來臺就學辦法」為準，請申請者隨時查閱教育部網站

網址：<https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=H0110001>)

The documents required for application are based on “MOE Regulations Regarding International Students Undertaking Studies in Taiwan.” The most recent regulations can be found on the MOE website:<https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=H0110001>

2. 身分及學歷證件正本，需我國駐外館處驗證，於報到註冊時繳驗。

The ID card, diploma, and transcript of academic records should be notarized by Taiwan embassies and will be checked when the student registers.

## V. 申請費用規定/ Application Fee Guidelines

1. 申請費：每一報名件**美金 60 元**(所有銀行匯款手續費須由匯款人自行負擔)，申請費一經繳交，恕不退還。

Application fee: US\$60 (received in full amount) for each application. Any associated remittance fees are to be paid by the remitter. All fees are not refundable.

2. 繳費方式

- (1) 請至銀行電匯申請費入本校帳戶(如匯款人並非申請者本人，匯款單之匯款人姓名仍須填寫申請者姓名)

Payment Method: Please telegraph transfer the application fee to the official account of UTaipei. (The applicant's name must be shown as the remitter on the remittance form even if the payment was not made by the applicant.)

**Bank Name:** TAIPEI FUBON COMMERCIAL BANK(Government Banking Department)

**Bank Address :** B1, 1 SHIH-FU RD, TAIPEI, TAIWAN

**Swift Code(IBAN) :** TPBKTWTP

**Account Name:** University of Taipei

**Account Number:** 1605004-590000-2

**Country Code:** TW

- (2) 如在台灣繳交報名費，請將**新台幣 1,980 元**整匯入以下指定帳戶。

Applicant who wants to pay the application fee in Taiwan, please transfer NT\$1,980 into the official account.

**銀 行：**台北富邦銀行 公庫處

**帳 戶：**臺北市立大學校務發展基金

**電匯帳號：**1605004-590000-2

## VI. 申請注意事項/Application Instructions

### 1. 修業期限/Terms of Study

學士班：4 至 6 年 Undergraduate program: 4-6 years

2. 依「外國學生來臺就學辦法」申請來臺就讀學士班(含)以下學程，在國內停留未滿一年，因故退學或喪失學籍，得重新申請來臺就學，並以一次為限。但經入學學校以操行或學業成績不及格、違反法令或校規情節嚴重致遭退學或喪失學籍者，不得再依前述規定申請入學。

An international student, who has applied to study at a university/college, senior high school, junior high school, or an elementary school in Taiwan in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, but stayed in Taiwan for less than a year and withdrew from school or lost student status, may apply to study in Taiwan again, but is limited to only applying once. International students who are dismissed from the educational institution after admission due to behavior issues, poor academic performance or a conviction under the Criminal Law may thereafter not apply for admission under these regulations.

3. 轉學生入學後不可轉系，且修習科目及學分數應符合各系所畢業生之相關規定。

After matriculating, students cannot transfer to another department. Transfers must obtain required subjects and attend school scores.

4. 已報名或錄取之學生，如經發現申請資格不符規定或所繳交之證件有變造、偽造、假借、冒用等不實情事者，未入學者即取消錄取資格；已入學者開除學籍，亦不發給任何學歷證明；如將來在本校畢業後始發現者，除勒令繳銷其學位證書外，並公告取消其畢業資格。

Offer of admission sBuilding be revoked and/or the student sBuilding be dismissed from UTaipei if any information provided in the application or any of the supporting documents has been found to be falsified. Those who have graduated sBuilding have their diploma revoked.

### 5. 獎助學金/Scholarship and Grants

- (1) 臺灣獎學金：外國學生得於入境前向中華民國(臺灣)駐外單位或代表處申請政府核發之「臺灣獎學金」，請參考教育部國際及兩岸教育司網頁：<https://depart.moe.edu.tw/ed2500/>

Taiwan Scholarship: International students can apply for the Taiwan Scholarship, which is granted by the central government, through a Taiwan Overseas Representative Office before their arrival in Taiwan. For further information, please visit: <https://depart.moe.edu.tw/ed2500/>.

- (2) 校內助學金：外國學生申請臺北市立大學助學金請參閱附錄 2。

Grants in UT: International students can apply for the University of Taipei Grants. For detail information, please refer to Appendix 2.

※ 本獎學金只提供給本校學生。當你決定註冊時，就可以申請。填寫表格後在 2022 年 6 月 30 日前交到國際事務處。請至國際事務處網頁查詢結果或 EMAIL 詢問 ([foreign@utapei.edu.tw](mailto:foreign@utapei.edu.tw))。

The scholarship is offered to only students enrolled in UTaipei. You can apply for the scholarship when you decide to enroll in UT. You must fill out the form and submit to the Office of International Affairs before June 30, 2022. You can check the results via <http://international.utapei.edu.tw/bin/home.php> or email to [foreign@utapei.edu.tw](mailto:foreign@utapei.edu.tw).

6. 本簡章如有未盡事宜，悉依本校招生委員會決議及各相關法令規定辦理。

For matters not prescribed in this Admissions Brochure, please refer to related laws and regulations and decisions made by UTaipei Admission Committee.



## VII. 審查或甄試/Application Evaluation

請參閱後列各教學單位招生分則

Please refer to the information of each degree program listed below.

## VIII. 公告錄取名單/Admission Announcement

### 1. 公告錄取名單時間/ Admission Announcement Time

2022 年 6 月/ June, 2022

### 2. 公告錄取名單方式/ Admission Announcement Method

(1) 網路公告，並行文寄發錄取通知及入學通知。

**Online announcement**, and the letter of acceptance and admission notice will be delivered via regular mail.

(2) 公告網址/ Announcement Website:

<https://admission.utapei.edu.tw/p/412-1033-4307.php?Lang=en>

### 3. 寄發錄取及入學通知時間/ Mailing of Admission and Enrollment Notices

2022 年 6 月/ June, 2022

### 4. 注意事項/ Notes

(1) 因故停止上班時，順延至恢復上班日公告，錄取通知函及入學通知書另函寄送。

If for any reason the office is not open on the day, the announcement will be postponed till the day the office reopens. Acceptance letters and admissions notices will be sent via mail.

(2) 入學許可並不保證簽證取得，簽證須由我國外交部領事事務局或駐外館處核給。

Acceptance letters or admissions notices do not guarantee visa issuance. Visas are approved by the Ministry of Foreign Affairs or Taiwan overseas representative office.

(3) 我國部份外交部領事事務局或駐外館處規定申請簽證須附華語或英語能力證明(如華語能力測驗 TOCFL、多益英語測驗 TOEIC、雅思 IELTS、托福 TOEFL 等等)，詳細規定請至我國「外交部」→「國家與地區」→「駐外館處」查詢。網址：<https://www.mofa.gov.tw/>

Some Ministry of Foreign Affairs or Taiwan overseas representative offices require Chinese or English ability certificate to be attached to student visa application (such as TOCFL, TOEIC, IELTS, TOEFL, and so on). For detailed information, please visit “Ministry of Foreign Affairs” → “Embassies & Missions” at: <https://www.mofa.gov.tw/>



## IX. 報到/Report for school at UTaipei for Admitted Students

- 錄取生應依錄取通知之規定，在指定期限內辦理「網路報到」手續(網址將載明於錄取通知單上)。  
Admitted students are required to submit a New Student Confirmation Form online within the specified deadline. The website of the online confirmation will be noted in the letter of acceptance.
- 報到應繳證件/ Documents Required for the New Student Confirmation
  - 本校入學通知書。  
The letter of acceptance.
  - 經我國駐外館處驗證之外國學校最高學歷或同等學力證明文件及成績單(中、英文以外之語文，應附中文或英文譯本)各 1 份。A copy of the diploma and transcript of the student's highest education level, or proof of equivalent academic attainment translated into English or Chinese and notarized by ROC overseas representative office.
  - 新生基本資料表(表格將於完成網路報到後，自動帶出)。  
Personal information form.(The personal information form will be generated after completing the online registration.)
  - 身分證。  
Identity card.
  - 護照。  
Passport.
- 錄取生報到時未能取得學歷證明文件者，請填寫簡章附錄 4 之同意書，並於註冊日前補繳，逾期未繳者取消入學資格。  
Admitted students who do not obtain their academic certificates on the time for reporting for school should fill out the declaration (see Appendix 4) and present all the required documents by the registration day, 2021. Admissions will be revoked for those who fail to turn in the required certificates on time.
- 入學相關表件於報到時發給。  
Related forms and documents will be given when you report for school.
- 本校採取先行受理報名申請，俟錄取報到時再行審核資格，如發現資格不符時，逕行取消錄取資格。  
The eligibility of applicant will be inspected when he/she reports for school. If he/she does not meet the qualifications, his/her admission to UTaipei will be revoked.

## X. 註冊入學/Registration

- 請依新生註冊須知規定事項辦理註冊，於入學註冊時，應檢附已於國外投保自入境當日起至少 6 個月效期之醫療及傷害保險。前項國外之保險證明，應經駐外館處驗證。  
At the time of registration, admitted students should follow the registration regulations for freshman and should present proof of insurance which includes both medical and personal accident coverage for a period of at least six months from the date of their arrival in Taiwan. **Overseas insurance proof**

should be verified by a ROC overseas representative office.

**2. 保留入學資格/Detaining Eligibility for Admission**

錄取生因病、懷孕或其他特別事故，不能於該學期開學時入學者，得檢具相關證明文件向學校申請保留入學資格，延緩入學，惟以1年為限，如有特殊情形者，得再申請延長1年。申請保留入學資格之新生，應於規定開學日前，繳入學證明文件，向教務處提出書面申請

Admitted students who are not able to register at the beginning of the semester due to illness, pregnancy, or other incidents or accidents, may apply to retain his or her eligibility for admission. The admission extension is for one year only. Special cases may apply for an additional year of extension. New students should apply for admission reservation to the Office of Academic Affairs by submitting the acceptance letter as well as the written application before the semester starting date specified on the calendar of UTaipei.

**3. 休學、修業年限、畢業條件及應修學分數、學分抵免等學籍相關規定，請洽本校教務處註冊組(+886-2-23113040 ext. 1121)，或至本校網頁查詢，網址：<http://reg.Utaipei.edu.tw/>**

For matters relating to students' leaves of absence, duration of the term of study, qualification for graduation, required credits and credit waiver, please check with Registrar Division, Office of Academic Affairs (Tel.: +886-2-23113040 ext. 1121) or visit the website: <http://reg.Utaipei.edu.tw/>

**4. 錄取生須經本校體檢，凡有精神異常、開放性肺結核、法定傳染性疾病等致影響公共安全或衛生者，應經治療痊癒並提出證明後，始得入學。(政府法規另有規定者，依法辦理。)**

Admitted students should receive a medical check-up at UTaipei. Those who are found to be suffering from abnormal mental conditions, tuberculosis, and communicable diseases, and therefore may be a danger to public safety or sanitation sBuilding be allowed admission only after they receive proper treatment and are able to submit medical certificate proving that they are cured of the disease. (If the government has specific regulations, matters will be dealt with accordingly.)

**5. 註冊時如發現有冒名頂替、偽造、變造、假借、冒用證件、不合報考資格或其他重大情事者，取消其錄取資格、不准註冊；註冊入學後發現者，取消入學資格；已入學者開除學籍；畢業者，追繳已發之畢業證書。以上情節皆專案報教育部備查，本校並得送請司法機關追究其法律責任。**

If any document submitted is found to be false or defective, the admission will be cancelled and registration denied. If forgery or defect is found after registration or graduation, the student status will be revoked and the degree diploma will be retracted. All the above-mentioned violations will be reported to the Ministry of Education, and criminal liability will be imposed.

**6. 每學期採同一標準收取一次學雜費(含學分費)之收費標準僅供參考，該標準以教育部公告私立大專校院日間學制學雜費平均收費基準百位數進位計算。符合「外國學生來臺就學辦法」第21條第1項第1款資格者，另依本校本國生收費基準。**

The tuition rates are for reference only. For academic year 2021, the information announced by the MOE or UTaipei issued document applies. Tuition and incidental fees are subject to change annually. Fees conform to Article 21, Paragraph 1<sup>st</sup>, Item 1<sup>st</sup> of “MOE Regulations Regarding International Students Undertaking Studies in Taiwan”, tuition and incidental fees follow the same standards as fees for Taiwanese students. (There are two semesters in each academic year.)

**7. 本校提供外國學生華語課程修習：基礎華語對話、基礎華語讀寫，詳細資訊請洽本校國際事務處。**

UTaipei also provides Chinese language courses for international students: Basic Chinese Conversation、Basic Chinese Reading and Writing. (For more information, please contact Office of International Affairs, University of Taipei.)

# XI. 學雜費收費參考標準/Reference for Tuition and Incidental Fees Per Semester

## 1. 111 學年度(每學期)學雜費/Tuition and Incidental Fees Per Semester

- (1) 每學期採同一標準收取一次學雜費(含學分費)，以下收費標準僅供參考，該標準以教育部公告私立大學校院日間學制學雜費平均收費基準百位數進位計算。

The following tuition rates are for reference only. For academic year 2022, the information announced by the Ministry of Education (MOE) or University of Taipei issued document applies. Tuition and incidental fees are subject to change annually. (There are two semesters in each academic year.)

(All fees shown are in NTD (New Taiwan Dollars))

學院 College	學雜費 Tuition
教育學院 College of Education	45,700
人文藝術學院 College of Humanities and Arts	45,700
理學院 College of Science	53,200
體育學院 College of Kinesiology	53,550
市政管理學院 College of City Management	53,550

- (2) 符合「外國學生來臺就學辦法」第 21 條第 1 項第 1 款資格者，另依本校本國生收費基準。  
Fees conform to Article 21, Paragraph 1<sup>st</sup>, Item 1<sup>st</sup> of “MOE Regulations Regarding International Students Undertaking Studies in Taiwan”, tuition and incidental fees follow the same standards as fees for Taiwanese students. (There are two semesters in each academic year.)

## 2. 「使用費」及「代辦費」：同本校學生收費標準，包括：

Other fees include:

- (1) 全校學生需繳納平安保險費(保費金額俟教育局核定)。  
All students must pay safety insurance fee. (Premium approved by Bureau of Education)  
**學生團體保險費 Student Insurance**  
**全民健保費 National Health Insurance (starting from the fifth month of enrollment)**

- (2) 音樂學系碩士班個別指導費用等依該系相關規定。  
Master program of the Music Department also charges individual advisory fees according to the department's related rules.

3. 有關健康保險事宜請洽詢學生事務處健康促進中心。

Please check with the Office of Student Affairs for medical insurance.

4. 生活助學金：入學後得向學生事務處申請。

Financial Aid: Available via application to the Office of Student Affairs.

5. 宿舍每學期收費標準

(1) 博愛校區：每學期 5,500 元(含住宿費 4,500 元、網路費 1,000 元)。

Standard charge for Po Ai Campus Accommodation: NT\$5500(accommodation fee NT\$4,500 元 & internet rate NT\$1000)

(2) 天母校區：4 人房每人每學期 10,000 元(含住宿費 9,000 元、網路費 1,000 元)、6 人房每人每學期 8,500 元(含住宿費 7,500 元、網路費 1,000 元)。

Standard charge for Tian-Mu Campus Accommodation: Four-bed room - NT\$10,000/per person(accommodation fee NT\$9,000 元 & internet rate NT\$1000), Six-bed room - NT\$8,500/per person(accommodation fee NT\$7,500 元 & internet rate NT\$1000).

※ 上揭各項金額與標準僅供參考，111 學年度依教育部核定標準及本校最新公告之資料為準。

The above-mentioned tuition and incidental fees are for reference only. For academic 2022, the data stated by the Ministry of Education (MOE) or University of Taipei issued document applies.

※ 學雜費資訊網網址：<https://reg.utaipei.edu.tw/p/412-1031-79.php?Lang=zh-tw>

Tuition and Incidental Fees Information, Website:

<https://reg.utaipei.edu.tw/p/412-1031-79.php?Lang=zh-tw>

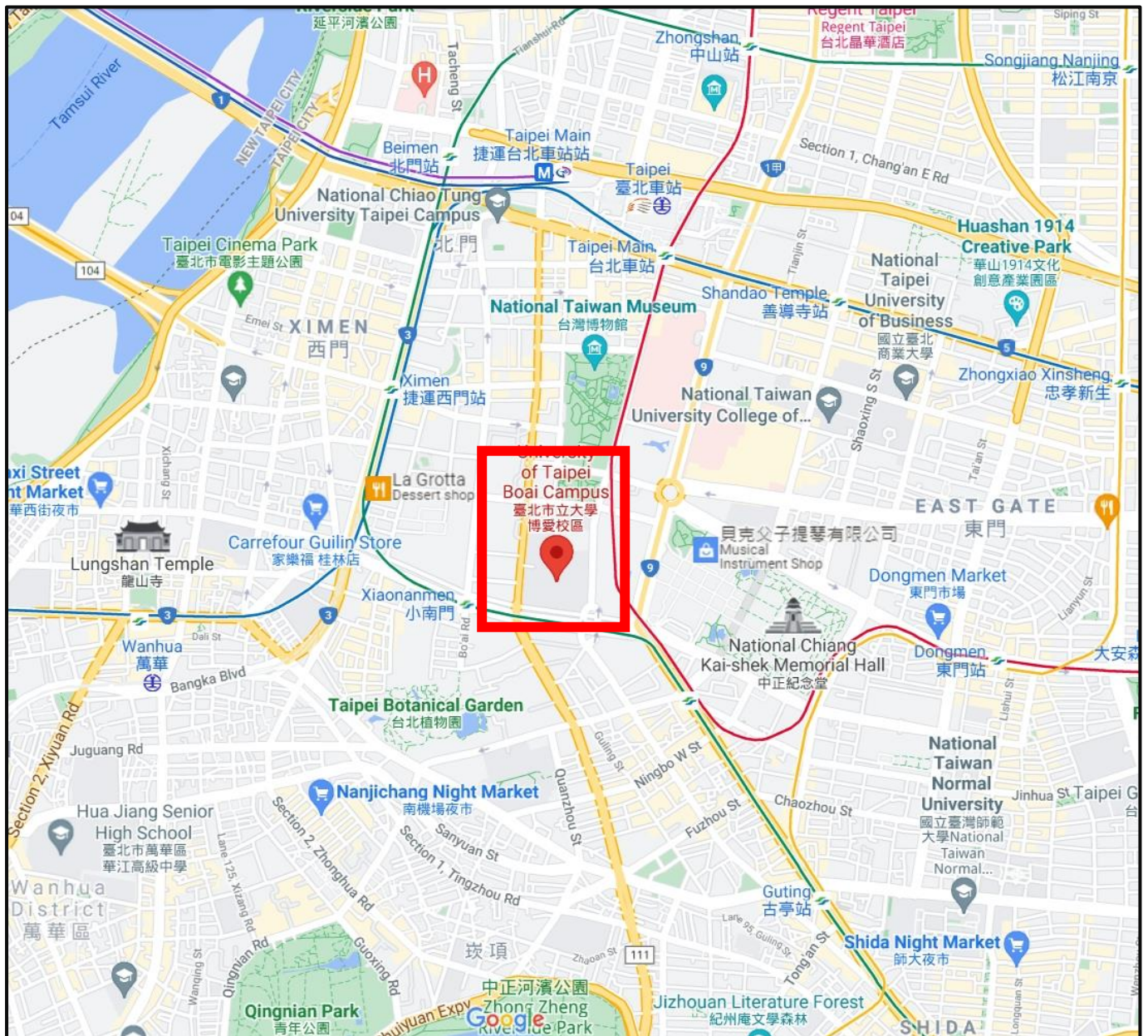


## XII. 臺北市立大學位置示意圖/Campus Map of University of Taipei

### 1. 博愛校區 Bo-Ai Campus

地址：100234 臺北市中正區愛國西路1號

Address: No.1, Ai-guo W. Rd., Zhongzheng Dist., Taipei, 100234, Taiwan (R.O.C.)

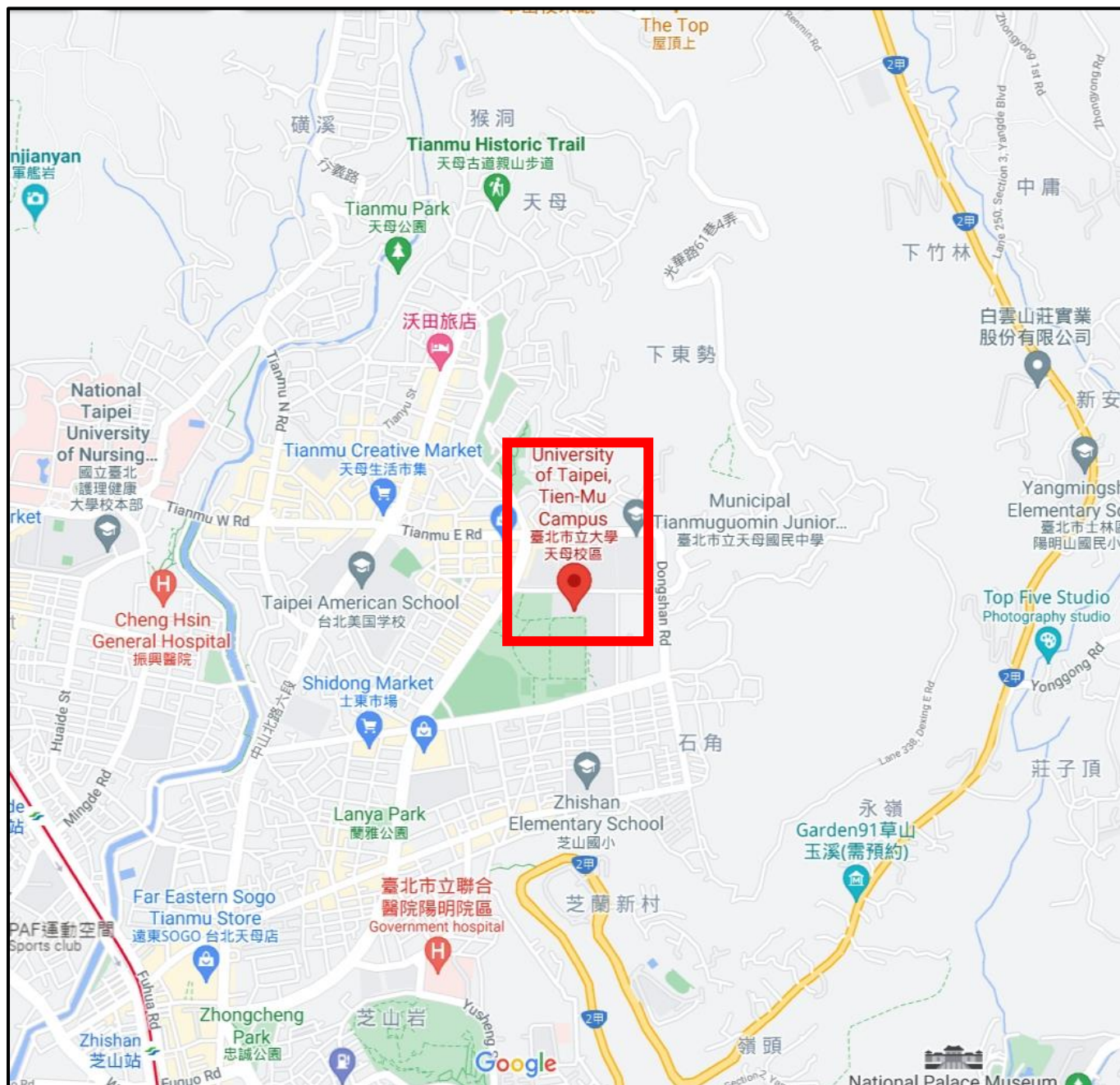




## 2. 天母校區 Tian-Mu Campus

地址：111036臺北市士林區忠誠路2段101號

Address: No.101, Sec. 2, Zhongcheng Rd., Shilin Dist., Taipei, 111036, Taiwan (R.O.C.)



# XIII. 系所學程分則/Requirements of Individual Degree Programs

## 人文藝術學院

### College of Humanities & Arts

#### 1. 英語教學系 (Department of English Instruction)

系所名稱 Program	英語教學系 (Department of English Instruction)	
	Sophomore 2年級	Junior 3年級
系所指定 應繳文件 Additional documents required	<p>1. 請提供彌封之推薦信二份 (其中一份為華語文教師之推薦信或能敘明申請者中、英語能力之推薦信)，並於報名截止日前逕寄 100234 臺北市中正區愛國西路一號，臺北市立大學 英語教學系。 Two sealed and stamped letters of recommendation, including one recommendation letter from the applicant's Chinese teacher or a reference letter that proves his or her Chinese and English abilities. The letters of recommendation must be sent to: Department of English Instruction, No. 1, Ai-Guo W. Rd., Taipei 100234, Taiwan, R.O.C. University of Taipei, before the application deadline.</p> <p>2. 英文或中文讀書計畫書。 A study plan in English or Chinese for studying in Taiwan.</p> <p>3. 其他有利審查之著作或文件。 Any other writings or documents that are helpful for evaluation.</p>	
	<p>※ 通過英文能力測驗(擇一)(來自英語系統地區或經學系專業審查通過者，可免檢附此證明。) Minimum score in one of the following English tests: (Not required for students from English-Speaking countries or those who pass the department's professional evaluation.)</p> <p>(1) Internet-based TOEFL: 42 (2) TOEFL ITP: 460 (3) IELTS : 4 level (4) TOEIC (listening and reading): 550 (5) Cambridge Main Suit: PET</p> <p>※ 轉學生入學後不可轉系。 After matriculating, students cannot transfer to another department.</p> <p>※ 轉學生入學後修習科目及學分數應符合本系畢業生之相關規定。 Transfers must obtain required subjects and attend school scores.</p>	

<b>聯絡方式</b> <b>Contact</b> <b>Information</b>	辦公室(Office)：勤樸樓 6 樓(博愛校區) 6 <sup>th</sup> floor, Qin-Pu Building(Po-Ai Campus) 聯絡電話(Tel.)：886-2-2311-3040 ext.4612 電子郵件(E-mail)： <a href="mailto:english@UTaipei.edu.tw">english@UTaipei.edu.tw</a> 系所網址(Homepage)： <a href="https://english.utaipei.edu.tw/?Lang=en">https://english.utaipei.edu.tw/?Lang=en</a>
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## 2. 社會暨公共事務學系 (Department of Social and Public Affairs)

系所名稱 Program	社會暨公共事務學系 (Department of Social and Public Affairs)	
	Sophomore 2年級	Junior 3年級
系所指定 應繳文件 Additional documents required	<p>1. 推薦書二份(包括一份華語文教師之推薦信或能敘明申請者中、英語文能力之推薦信)。 Two recommendation letters(including one recommendation letter from the applicant's Chinese teacher or a recommendation letter that proves his or her Chinese and English abilities.)</p> <p>2. 英文或中文留學計畫書。 A study plan in English or Chinese for studying in Taiwan.</p>	
	<p>※ 轉學生入學後不可轉系。 After matriculating, students cannot transfer to another department.</p> <p>※ 轉學生入學後修習科目及學分數應符合本系畢業生之相關規定。 Transfers must obtain required subjects and attend school scores.</p>	
聯絡方式 Contact Information	<p>辦公室(Office)：勤樸樓 5 樓(博愛校區) 5<sup>th</sup> floor, Qin-Pu Building (Po-Ai Campus)</p> <p>聯絡電話(Tel.)：886-2-2311-3040 ext.4552</p> <p>電子郵件(E-mail)：<a href="mailto:public@UTaipei.edu.tw">public@UTaipei.edu.tw</a></p> <p>系所網址(Homepage)：<a href="https://public.utapei.edu.tw/index.php?Lang=en">https://public.utapei.edu.tw/index.php?Lang=en</a></p>	

3. 地球環境暨生物資源學系 (Department of Earth and Life Science)

系所名稱 Program	地球環境暨生物資源學系 (Department of Earth and Life Science)	
	Sophomore 2年級	Junior 3年級
系所指定 應繳文件 Additional documents required	<p>1. 在校歷年成績單(正本)。 A copy of Chinese or English transcript of the secondary degree diploma for applying for undergraduate program.</p> <p>2. 推薦書二份(包括一份能敘明申請者英語文能力之推薦信)。 Two recommendation letters (including a recommendation letter that proves his or her English abilities.)</p> <p>3. 英文或中文留學計畫書。 A study plan in English or Chinese for studying in Taiwan.</p> <p>4. 其他有利審查之著作或文件。 Any other writings or documents that are helpful for evaluation.</p>	
	<p>※ 轉學生入學後不可轉系。 After matriculating, students cannot transfer to another department.</p> <p>※ 轉學生入學後修習科目及學分數應符合本系畢業生之相關規定。 Transfers must obtain required subjects and attend school scores.</p>	
聯絡方式 Contact Information	<p>辦公室(Office)：科學館 1 樓(博愛校區) 1<sup>st</sup> floor, Science Building (Po-Ai Campus)</p> <p>聯絡電話(Tel.)：+886-2-2311-3040 ext.3153</p> <p>電子郵件(E-mail)：envir2@utapei.edu.tw</p> <p>系所網址(Homepage)： <a href="http://envir.utapei.edu.tw/">http://envir.utapei.edu.tw/</a></p>	

#### 4. 數學系 (Department of Mathematics)

系所名稱 Program	數學系 (Department of Mathematics)	
	Sophomore 2年級	Junior 3年級
系所指定 應繳文件 Additional documents required	1. 推薦書二份(包括一份中國語文教師之推薦信或能敘明申請者中、英語文能力之推薦信)。 Two recommendation letters (including one recommendation letter from the applicant's Chinese teacher or a recommendation letter that proves his or her Chinese and English abilities.) 2. 英文或中文留學計畫書。 A study plan in English or Chinese for studying in Taiwan. 3. 其他有利審查之著作或文件。 Any other writings or documents that are helpful for evaluation.	
	※ 轉學生入學後修習科目及學分數應符合本系畢業生之相關規定。 <b>Transfers must obtain required subjects and attend school scores.</b>	
聯絡方式 Contact Information	辦公室(Office)：行政大樓 5 樓(博愛校區) 5 <sup>th</sup> floor, Administration Building (Po-Ai Campus) 聯絡電話(Tel.)：886-2-2311-3040 ext.1913 電子郵件(E-mail)： <a href="mailto:math@go.utapei.edu.tw">math@go.utapei.edu.tw</a> 系所網址(Homepage)： <a href="https://math.utapei.edu.tw/index.php?Lang=en">https://math.utapei.edu.tw/index.php?Lang=en</a>	

## 5. 資訊科學系(Department of Computer Science)

系所名稱 系所名稱 Program	資訊科學系(Department of Computer Science)	
	Sophomore 2年級	Junior 3年級
系所指定 應繳文件 Additional documents required	<p>1. 推薦書二份(包括一份華語文教師之推薦信或能敘明申請者中、英語文能力之推薦信)。</p> <p>Two recommendation letters (including one recommendation letter from the applicant's Chinese teacher or a recommendation letter that proves his or her Chinese and English abilities.)</p> <p>2. 英文或中文留學計畫書。</p> <p>A study plan in English or Chinese for studying in Taiwan (at least 500 words).</p> <p>3. 其他有利審查之著作或文件。</p> <p>Any other writings or documents those are helpful for evaluation.</p>	
	<p>※ 轉學生入學後修習科目及學分數應符合本系畢業生之相關規定。</p> <p><b>Transfers must obtain required subjects and attend school scores.</b></p>	
聯絡方式 Contact Information	<p>辦公室(Office)：公誠樓3樓和5樓(博愛校區)</p> <p>3<sup>rd</sup> &amp; 5<sup>th</sup> Floor, Gong-Cheng Building (Po-Ai Campus)</p> <p>聯絡電話(Tel.)：886-2-2311-3040 Ext.8362、8363</p> <p>電子郵件(E-mail)：cs@go.utapei.edu.tw</p> <p>系所網址(Homepage)：<a href="https://cs.utapei.edu.tw">https://cs.utapei.edu.tw</a></p>	

6. 休閒運動管理學系 (Department of Recreation and Sports Management)

系所名稱 Program	休閒運動管理學系 (Department of Recreation and Sports Management)	
	Sophomore 2年級	Junior 3年級
系所指定 應繳文件 Additional documents required	<p>1. 大學歷年成績單(正本乙份)。 A copy of Chinese or English transcript of the bachelor degree diploma for applying for undergraduate program (original copies).</p> <p>2. 其他有利於審查之相關參考資料(如參與社團證明、運動競賽得獎證明等)。 Any documents that might be supportive (e.g.: proof of student club activities, Sports performance, etc.)</p> <p>3. 推薦書二份(包括一份華語文教師之推薦信或能敘明申請者中、英語文能力之推薦信)。 Two recommendation letters (including one recommendation letter from the applicant's Chinese teacher or a recommendation letter that proves his or her Chinese and English abilities.)</p> <p>4. 英文或中文留學計畫書。 A study plan in English or Chinese for studying in Taiwan.</p>	
	<p>※ 轉學生入學後不可轉系。 <b>After matriculating, students cannot transfer to another department.</b></p> <p>※ 轉學生入學後修習科目及學分數應符合本系畢業生之相關規定。 <b>Transfers must obtain required subjects and attend school scores.</b></p>	
聯絡方式 Contact Information	<p>辦公室(Office)：行政大樓 4 樓(天母校區) 4<sup>th</sup> floor, Administration Building (Tian-Mu Campus)</p> <p>聯絡電話(Tel.)：+886-2-2871-8288 ext.6802</p> <p>電子郵件(E-mail)：greenfriend01@UTaipei.edu.tw</p> <p>系所網址(Homepage)： <a href="http://irsm.UTaipei.edu.tw/">http://irsm.UTaipei.edu.tw/</a></p>	

## 7. 運動健康科學系(Department of Exercise and Health Sciences)

系所名稱 Program	運動健康科學系(Department of Exercise and Health Sciences)	
	Sophomore 2年級	Junior 3年級
系所指定 應繳文件 Additional documents required	<p>1. 推薦書二份(包括一份華語文教師之推薦信或能敘明申請者中、英語文能力之推薦信)。 Two recommendation letters (including one recommendation letter from the applicant's Chinese teacher or a recommendation letter that proves his or her Chinese and English abilities.)</p> <p>2. 英文或中文留學計畫書。 A study plan in English or Chinese for studying in Taiwan.</p> <p>3. 其他有利審查之著作或是文件。 Any other writings or documents that are helpful for examining.</p>	
	<p>※ 轉學生入學後不可轉系。 After matriculating, students cannot transfer to another department.</p> <p>※ 轉學生入學後修習科目及學分數應符合本系畢業生之相關規定。 Transfers must obtain required subjects and attend school scores.</p>	
聯絡方式 Contact Information	<p>辦公室(Office)：行政大樓 4 樓(天母校區) 4<sup>th</sup> floor, Administration Building (Tian-Mu Campus)</p> <p>聯絡電話(Tel.)：+886-2-2871-8288 ext.6402</p> <p>電子郵件(E-mail)： <a href="mailto:joehsu70@UTaipei.edu.tw">joehsu70@UTaipei.edu.tw</a></p> <p>系所網址(Homepage)： <a href="https://ehs.utaipei.edu.tw/index.php?Lang=en">https://ehs.utaipei.edu.tw/index.php?Lang=en</a></p>	

8. 都會產業經營與行銷學系 (Department of Urban Industrial Management and Marketing)

系所名稱 Program	都會產業經營與行銷學系 (Department of Urban Industrial Management and Marketing)	
	Sophomore 2年級	Junior 3年級
系所指定 應繳文件 Additional documents required	<p>1. 推薦書二份(包括一份華語文教師之推薦信或能敘明申請者中、英語文能力之推薦信)。 Two recommendation letters (including one recommendation letter from the applicant's Chinese teacher or a recommendation letter that proves his or her Chinese and English abilities.)</p> <p>2. 英文或中文留學計畫書。 A study plan in English or Chinese for studying in Taiwan.</p>	
	<p>※ 轉學生入學後不可轉系。 <b>After matriculating, students cannot transfer to another department.</b></p> <p>※ 轉學生入學後修習科目及學分數應符合本系畢業生之相關規定。 <b>Transfers must obtain required subjects and attend school scores.</b></p>	
聯絡方式 Contact Information	<p>辦公室(Office)：行政大樓 3 樓(天母校區) 3<sup>rd</sup> floor, Administration Building (Tian-Mu Campus)</p> <p>聯絡電話(Tel.)：+886-2-2871-8288 ext.3107</p> <p>電子郵件(E-mail)： <a href="mailto:duimm@Utaipei.edu.tw">duimm@Utaipei.edu.tw</a></p> <p>系所網址(Homepage)： <a href="https://duimm.utaipei.edu.tw/index.php?Lang=en">https://duimm.utaipei.edu.tw/index.php?Lang=en</a></p>	

# 附 錄

# Appendices



# 附錄 1、臺北市立大學外國學生申請入學招生規定

教育部 102 年 10 月 31 日臺教文(五)字第 1020213844 號函核定修正通過

教育部 106 年 12 月 29 日臺教文(五)字第 1060188223 號函核定修正通過

教育部 110 年 3 月 29 日臺教文(五)字第 1100041372 號函核定修正通過

- 一、臺北市立大學(以下簡稱本校)依教育部外國學生來臺就學辦法、本校學則等相關法令，為辦理招收外國學生入學事宜，特訂定本校外國學生申請入學招生規定(以下簡稱本規定)。
- 二、本校外國學生申請入學招生事宜，由本校學年度校級招生委員會(以下簡稱招生委員會)秉持公平、公正、公開原則負責辦理。招生委員會設置及運作規定另訂之。
- 三、具外國國籍且未曾具有中華民國國籍，符合下列規定者，得依本規定申請入學：

- (一) 未曾以僑生身分在臺就學。
- (二) 未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。

具外國國籍且符合下列規定，於申請時並已連續居留海外六年以上者，亦得依本規定申請入學：

- (一) 申請時兼具中華民國國籍者，應自始未曾在臺設有戶籍。
- (二) 申請前曾兼具中華民國國籍，於申請時已不具中華民國國籍者，應自內政部許可喪失中華民國國籍之日起至申請時已滿八年。
- (三) 前二款均應符合前項第一款及第二款規定。

依教育合作協議由外國政府、機構、學校遴薦來臺就學之外國國民，其自始未曾在臺設有戶籍者，經教育部核准，得不受前二項規定之限制。

第二項所定六年，以擬入學當學期起始日期(二月一日或八月一日)為終日計算之。

第二項所稱海外，指大陸地區、香港及澳門以外之國家或地區；所稱連續居留，指外國學生每歷年在國內停留期間未逾一百二十日。連續居留海外採計期間之起迄年度非屬完整曆年者，以各該年度之採計期間內在國內停留期間未逾一百二十日予以認定。但符合下列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外居留期間計算：

- (一) 就讀僑務主管機關舉辦之海外青年技術訓練班或教育部認定之技術訓練專班。
- (二) 就讀教育部核准得招收外國學生之各大專校院華語文中心，合計未滿二年。
- (三) 交換學生，其交換期間合計未滿二年。
- (四) 經中央目的事業主管機關許可來臺實習，實習期間合計未滿二年。

具外國國籍兼具中華民國國籍，且於中華民國一百年二月一日前已提出申請喪失中華民國國籍者，得依原規定申請入學，不受第二項規定之限制。

- 四、具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍，申請時於香港、澳門或海外連續居留滿六年以上者，得依本規定申請入學。

前項所稱連續居留，指每歷年在國內停留期間，合計未逾一百二十日。但符合前點第五項第一款至第四款所列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入前項連續居留期間計算。

曾為大陸地區人民具外國國籍且未曾在臺設有戶籍，申請時已連續居留海外六年以上者，得依本規定申請入學。

前項所稱連續居留，指每歷年在國內停留期間，合計未逾一百二十日。但符合前點第五項第一款至第四款所列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外連續居留期間計算。

第一項及第三項所定六年，以擬入學當學期起始日期(二月一日或八月一日)為終日計算之。

第一項至第四項所定海外，準用前點第五項規定。

五、外國學生依前二點規定申請來臺就學，以一次為限；其繼續在臺就學者，入學方式應與我國內一般學生相同。但下列情形，不在此限：

- (一) 於完成申請就學學校學程後，申請碩士班以上學程，得逕依本規定辦理。
- (二) 外國學生申請來臺就讀學士班(含)以下學程，在國內停留未滿一年，因故退學或喪失學籍，得重新申請來臺就學，並以一次為限。

外國學生經入學學校以操行、學業成績不及格或因刑事案件經判刑確定致遭退學者，不得再依本規定申請入學；如經查證屬實者，撤銷其所獲准入學資格或開除學籍。

六、本校實際招收入學之外國學生，其名額以教育部核定前一學年度招生總名額外加百分之十為原則，並應併入當學年度招生總名額報教育部核定。申請招收外國學生名額如超過前一學年度核定招生名額外加百分之十，應併同提出增量計畫(包括品質控管策略及配套措施)報教育部核定。

本校於前一學年度核定招生總名額內，有本國學生未招足情形者，得以外國學生名額補足，並應報教育部核定。

第一項招生名額，不含未具正式學籍之外國學生。

七、申請人應於本校招生簡章指定期間，檢附下列表件提出申請，經審查或甄試合格者，發給入學許可：

- (一) 入學申請表二份。
- (二) 學歷證明文件：
  1. 大陸地區學歷：應依大陸地區學歷採認辦法規定辦理。
  2. 香港或澳門學歷：應依香港澳門學歷檢覈及採認辦法規定辦理。
  3. 其他地區學歷：
    - (1) 海外臺灣學校及大陸地區臺商學校之學歷同我國同級學校學歷。
    - (2) 前二目以外之國外地區學歷，應依大學辦理國外學歷採認辦法規定辦理。但設校或分校於大陸地區之外國學校學歷，應經大陸地區公證處公證，並經行政院設立或指定之機構或委託之民間團體驗證。
- (三) 足夠在臺就學之財力證明，或政府、本校或民間機構提供全額獎助學金之證明。
- (四) 其他各系、所、學位學程另定應附繳之文件。
- (五) 推薦書二份(包括一份華語文教師之推薦信或能敘明申請者中、英語文能力之推薦信)。
- (六) 英文或中文留學計畫書。

本校審核前項第二款至第四款未經駐外機構、行政院設立或指定之機構或委託之民間團體驗證之外國文件認定有疑義時，得要求先經驗證；其業經駐外機構驗證者，得請求協助查證。

外國學生所繳入學證明文件有偽造、假借、塗改等情事，應撤銷錄取資格；已註冊入學者，撤銷其學籍，且不發給任何相關學業證明；如畢業後始發現者，應由本校撤銷其畢業資格並註銷其學位證書。

外國學生已在臺完成學士以上學位，繼續申請入學碩士以上學程者，得檢具我國各校院畢業證書及歷年成績證明文件，依第一項及第二項規定申請入學，不受第一項第二款規定限制。

外國學生在我國就讀外國僑民學校或我國高級中等學校附設之雙語部(班)或私立高級中等學校外國課程部班畢業者，得持該等學校畢業證書及歷年成績證明文件，依本規定申請入學，不受第一項第二款及第五點第一項規定之限制。

本校如有特殊核定之國際學程班別，其申請時間與檢附表件則依招生簡章規定辦理。經審查或甄試合格者，由教務處發給入學許可。

八、本校外國學生入學之申請，應依外國學生申請入學招生簡章辦理，由教務處招生組進行形式審

查，再由各系、所、學位學程進行專業審查或甄試，春季班及秋季班分別於每年五月、十一月底前將專業審查或甄試結果，送教務處彙整提招生委員會審議通過後，陳報校長核准發布錄取名單。

九、經審查合格核定入學之外國學生須於規定時間內辦理註冊入學手續，若因故不能按時註冊者，須向教務處請假；逾期未註冊且未經准假者，以放棄入學資格論。

經本校核准入學者，註冊時應檢附已投保自入境當日起至少六個月有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。未投保者，應於註冊時繳納保險費，委由本校代辦投保事宜。

前項保險證明如為國外所核發者，應經駐外機構驗證。

十、經核准入學之外國學生註冊入學時，未逾該學年第一學期修業期間三分之一者，於當學期入學；已逾該學年第一學期修業期間三分之一者，於第二學期或下一學年註冊入學。但教育部另有規定者，不在此限。

十一、外國學生就學應繳費用，依下列規定辦理：

(一) 經駐外機構推薦來臺就學之外交部臺灣獎學金受獎學生及具我國永久居留身分者，依本校所定本國生收費基準。

(二) 依教育合作協議入學者，依協議規定辦理。

(三) 前二款以外之外國學生，依本校所定外國學生收費基準，並不得低於同級私立學校收費基準。

於中華民國一百年二月一日教育部外國學生來臺就學辦法修正施行前已入學之學生，該教育階段應繳之費用，仍依原規定辦理。

十二、本校註冊入學之外國學生資料，國際事務處應即時於教育部指定之外國學生資料管理資訊系統，登錄外國學生入學、轉學、休學、退學或變更、喪失學生身分等情事。

十三、外國學生不得申請就讀本校所辦理回流教育之碩士在職專班及其他僅於夜間、例假日授課之班別。但外國學生在臺已具有合法居留身分者或其就讀之班別屬教育部專案核准之課程者，不在此限。

外國學生畢業後經本校核轉教育部許可在我國實習者，其外國學生身分最長得延長至畢業後一年。

外國學生來臺就學後，其於就學期間許可在臺初設戶籍登記、戶籍遷入登記、歸化或回復中華民國國籍者，喪失外國學生身分，依本校學則規定，應予退學。但入學方式與我國內一般學生相同者，及依國籍法第四條第一項第一款至第三款申請歸化取得中華民國國籍者，不在此限。

於我國大專校院就讀之外國學生得依本校招收一般轉學生招生簡章規定，報名轉學生招生考試，但經入學學校以操行不及格或因犯刑事案件經判刑確定致遭退學者，不得轉學進入本校就讀。

十四、本校在不影響正常教學情況下，得與外國學校簽訂教育合作協議，招收外國交換學生；並得準用本校外國學生入學規定，酌收外國人士為選讀生。

前項外國人士申請為選讀生，其註冊入學與選課手續，比照正式生辦理；其修讀科目經考試及格者，得由本校核發學分證明。

十五、選讀生選讀期滿欲取得正式學籍，應依本規定第七點辦理申請入學。經核准入學者，其已修習及格之科目學分，得依就讀系所抵免學分辦法之規定抵免。

十六、本校得因國際學術合作計畫或其他特殊需求成立外國學生專班，依專科以上學校總量發展規模與資源條件標準相關規定，依程序報教育部核定。

十七、 外國學生入學申請及學籍管理由教務處負責；接機、出入境、資料提報及輔導外國學生學習我國語文、文化等業務由國際事務處負責，並作為本校對外服務非本國生之單一專責聯絡窗口。

本校於每學年度不定期舉辦外國學生輔導活動或促進校園國際化，有助我國學生與外國學生交流、互動之活動。

外國學生如有休、退學或變更、喪失學生身分等情事，本校應通報外交部領事事務局及本校所在地之內政部移民署服務站，並副知教育部。

外國學生有違反就業服務法之規定經查證屬實者，由學生事務處依相關規定處理。

十八、 本規定未盡事宜，依教育部外國學生來臺就學辦法及本校相關規定辦理。

十九、 本規定經招生委員會議通過，報請臺北市政府教育局核轉教育部核定後實施，修正時亦同。

# Appendix 1. University of Taipei Guidelines for Admission of International Students

Amendments Approved by Tai Jiao Wen (V.) No.1020163844 official letter by Ministry of Education on October 31, 2013.

Amendments Approved by Tai Jiao Wen (V.) No. 1060188223 official letter by Ministry of Education on December 29, 2017.

Amendments Approved by Tai Jiao Wen (V.) No.1100041372 official letter by Ministry of Education on March 29, 2021.

1. University of Taipei Guidelines for Admission of International Students (hereinafter referred to as "the Guidelines") have been established by University of Taipei (hereinafter referred to as "the University") in accordance with the regulation titled International Students Undertaking Studies in Taiwan promulgated by the Ministry of Education and University of Taipei Regulations to facilitate the admission of international students.
2. Admission of foreign students will be executed by UTaipei's Admission Committee based on the principles of fair, just and open. The establishment and operation of the Admission Committee is otherwise formulated.
3. An individual of foreign nationality who has never held Republic of China ("R.O.C.") nationality and who meets the following requirements is permitted to apply for admission.
  - (1) An individual who has never undertaken studies in Taiwan as an overseas Chinese student.
  - (2) An individual who has not received placement permission by the University Entrance Committee for Overseas Chinese Students during the same year of the application in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan. An individual of foreign nationality pursuant to the following requirements and having resided overseas continuously for no less than 6 years is also qualified to apply for admission under the Guidelines.
    - (1) An individual who at the time of their application also holds dual R.O.C. nationality shall have never had household registration in Taiwan.
    - (2) An individual who before the time of their application also held dual R.O.C. nationality but no longer does at the time of their application shall have renounced their R.O.C. nationality with the approval of the Ministry of the Interior on a date at least eight full years before making their application.
    - (3) Regarding individuals mentioned in the preceding 2 Subparagraphs, they shall also meet the requirements of the Subparagraphs 1 and 2 of the preceding Paragraph.A foreign national who was selected by a foreign government, organization, or school to study in Taiwan in accordance with the Education Cooperation Framework Agreement, and who has never had household registration in Taiwan may be given exemption from the restrictions set out in the preceding two paragraphs if the Ministry of Education gives approval.

The six and eight year calculation period as prescribed in Paragraph 2 shall be calculated from the

starting date of the semester (Feb. 1st or Aug. 1st) as the designated due date for the time of study.

The term “overseas” as prescribed in Paragraph 2 is limited to countries or regions other than Mainland China, Hong Kong and Macau; the term “reside overseas continuously” means that an international student does not stay in the ROC for no more than a total of 120 days per calendar year. When calculating the number of consecutive years spent overseas, if the initial or final year of the period is not a complete calendar year, any time spent in Taiwan in the initial or final year must not exceed 120 days. However, time that a person has spent in Taiwan is not subject to this restriction and it is not counted when calculating how long they were in Taiwan in a particular year if the person has documentary proof that they:

- (1) Attended overseas youth training courses organized by the Overseas Compatriot Affairs Council or technique training classes accredited by the Ministry of Education.
- (2) Attended a Mandarin Chinese language center at a university/college of which international student recruitment is approved by the Ministry of Education and to which the total length of stay is less than 2 years.
- (3) Exchange students whose length of total exchange is less than 2 years.
- (4) An Internship in Taiwan which has been approved by an authorized central government agency to which the total length of stay is less than 2 years.

An individual who has both foreign and R.O.C. nationalities and has applied for an annulment of their R.O.C. nationality before February 1, 2011, the effective date of this amendment, will then be qualified to apply for admission as an international student under the amendment effective before February 1, 2011 and will not be subject to the limitation as prescribed in Paragraph 2.

4. An applicant of foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macao, having no history of a household registration record in Taiwan and, at the time of application, has resided in Hong Kong, Macao, or another foreign country for no less than 6 years is qualified to apply for admission under the Guidelines.

The term “resided [...] continuously” in the preceding paragraph means that a person did not spend more than a total of 120 days in Taiwan in each calendar year. However, this restriction does not apply if a person can present documentary proof that any of the circumstances listed in Paragraph 5, Subparagraphs 1 to 4 of the previous point apply. The time that they spent in Taiwan in the ways listed is not counted when calculating the period of continuous residence referred to in the previous paragraph.

An applicant being a former citizen of Mainland China and holds a foreign nationality, having no history of household registration record in Taiwan, and at the time of application, has resided overseas continuously for no less than 6 years is qualified to apply for admission under these regulations.

The term “resided [...] continuously” in the preceding paragraph means that a person did not spend more than a total of 120 days in Taiwan in each calendar year. However, this restriction does not apply if a person can present documentary proof that any of the circumstances listed in Paragraph 5, Subparagraphs 1 to 4 of the previous point apply. The time that they spent in Taiwan in the ways listed is not counted when calculating the period that they resided continuously overseas referred to in the previous paragraph.

The six and eight years calculation period as prescribed in Paragraph 1 and Paragraph 3 shall be calculated from the starting date of the semester (February 1st or August 1st) as the designated due date for the time of study.

The definition of “overseas” given in Paragraph 5 of the previous point also applies, *mutatis mutandis*, to Paragraphs 1 to 4.

5. An international student applying to study at an educational institution in Taiwan in accordance with the provisions of the two previous points is limited to only applying once; if the students wants to continue studying in Taiwan, their applications shall be handled in the same manner as the admission procedures for domestic students, except for the following circumstances:
  - (1) After completing the course of study to which they applied, the student may apply for admission to a program for a master’s degree or a higher degree in accordance with these regulations.
  - (2) An international student, who has applied to study at a university/college, senior high school, junior high school, or an elementary school in Taiwan in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, but stayed in Taiwan for less than a year and withdrew from school or lost student status, may apply to study in Taiwan again, but is limited to only applying once.

International students who are dismissed from the educational institution after admission due to behavior issues, poor academic performance or a conviction under the Criminal Law may thereafter not apply for admission under this regulation. If the aforementioned situation proves to be true after investigation, the University shall withdraw the student's admission or dismiss the student.

6. The number of international students that the University may admit is limited to an additional ten percent of the number of local students approved for previous academic year by the Ministry of Education. The number of international student admissions shall be incorporated into the total admission figure and be reported to the Ministry of Education for appraisal and ratification.

The University may admit international students to take up places originally available to local students within the approved admission quota for previous academic year if the places remain vacant, and report to the Ministry of Education for approval.

The number for admission prescribed in Paragraph 1 does not include international students with a non-degree status.

7. International students applying for admission to the University shall submit their applications during the University’s designated application periods. Those applicants that qualify through the review or screening process will be granted admission by the University. The following application documents need to be submitted:
  - (1) Two copies of application form for enrollment.
  - (2) Academic credentials:
    - A. Academic credentials from Mainland China: The Regulations Governing the Accreditation of Schools in Mainland China shall apply.
    - B. Academic credentials from Hong Kong or Macao: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao shall apply.

C. Academic credentials from other areas:

- a. Academic credentials earned at overseas Taiwan schools or Taiwan schools established for Taiwanese businessmen's children in Mainland China shall be regarded as the same as those at domestic schools with equivalent levels.
  - b. Academic credentials referred to the preceding 2 Items shall be subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, academic credentials earned from institutes or branches established in Mainland China by foreign schools shall require public notarization in Mainland China and be verified and examined by an institute established or appointed by, or through a private agency commissioned by the Executive Yuan.
- (3) Financial statement that shows financial sustainability for study in Taiwan, or proof of full scholarship provided by a government agency, university, college, or private organization.
  - (4) Others as required by the respective departments, institutes, degree programs.
  - (5) Two Recommendations (including one from a Chinese teacher or one that states the applicant's Chinese and English proficiency).
  - (6) An English or Chinese study plan.

When reviewing an international student's admission application, if any of the documents specified in Subparagraphs 2 and 4 of the preceding paragraph have not been authenticated by an overseas mission, or by an agency established or designated by the Executive Yuan, or by a private organization commissioned by the Executive Yuan, and the educational institution has any doubts about them, it may request authentication by an overseas agency. If documents that have already been authenticated raise any doubts, the educational institution may request examination of the documents.

An international student who submits any certificate or document as part of their application for admission to an educational institution that is found to be forged, fabricated, or that has been altered in some way shall have their enrollment eligibility revoked. If the student has already registered and begun classes, their registration as a current student shall be cancelled and they will not be awarded any certification whatsoever regarding their related academic undertakings. If any such circumstances are first discovered after a student has already graduated, UTaipei shall revoke the former student's eligibility to graduate and shall require any degree already awarded to be returned and shall rescind it.

An international student who has completed a bachelor's degree or a higher degree in Taiwan and is applying to be admitted to do a master's degree program or a higher degree may submit copies of their graduation certificate from a university or tertiary college in Taiwan and transcripts for each year of their studies and apply in accordance with the provisions of Paragraph 1 and 2, and is not subject to the provisions of Paragraph 1, Item 2.

International students who have graduated from schools for International Residents in Taiwan, or from bilingual programs affiliated with senior high schools, or from a foreign curriculum department and classes at private senior high schools must submit credentials and transcripts for each academic semester to apply for admission under these regulations and are exempt from the rules listed in Subparagraph 2, Paragraph 1, and Paragraph 1 of Point 5.

If the University provides specially approved international programs, the application schedule and the



documents required shall be handled in accordance with Admission Handbooks. Applicants that qualify through the review or screening process will be granted admission by the Office of Academic Affairs.

8. International students shall apply in accordance with the University's Admission Handbook for International Students. Then the Office of Academic Affairs shall conduct formality examination, and respective departments, institutes, and degree programs shall proceed profession review or selection and submit the results to the Office of Academic Affairs for compilation by the end of every May. The Office of Academic Affairs shall propose the compilation of results to the Student Admission Committee. After approved by the committee, the admission list shall be announced after submitted and approved by the President of the University.

9. International students qualified through the review process shall complete the enrollment within stipulated schedule. Students who are not able to complete the enrollment due to some reasons shall apply for leave of absence to the Office of Academic Affairs. Students who fail to complete the enrollment and are not granted with a leave shall be considered giving up the admission.

At the time of enrollment, international student admitted by the University shall present proof of a medical and injury insurance policy which is valid for at least 6 months from the date the student enters the ROC. Current students shall present written proof that they have joined Taiwan's National Health Insurance Plan. International students who are not covered in any insurance policy shall pay insurance fees during the enrollment and commission the University to acquire insurance policies for them.

The aforementioned written proof of insurance issued in foreign country shall be verified by the 'Overseas Agencies'.

10. International students admitted and approved by the University who enroll at the time not beyond one third of the first semester of the current school year shall register for the first semester. Those who enroll at the time beyond one third of the first semester of the current school year shall register for the second semester or the next school year.

11. Fees that are to be paid by international students in Taiwan should be calculated by using the following:

(1) Students who are admitted to study in Taiwan as recipients of MOFA Taiwan Scholarships under the recommendation of the designated overseas agencies or holders of the status of permanent residents in our country shall pay their tuition and other fees in accordance with the same standards that apply to ROC nationals.

(2) Students admitted in accordance with an education cooperation agreement shall pay their tuition and fees specified in the agreement.

(3) If an international student is not covered by the provisions of either of the preceding two subparagraphs, an educational institution may charge the student based on the standard tuition and other fees for international students that it has determined, and these are not permitted to be lower than the fees levied by other private educational institutions at the same level.

Students that were admitted to study in Taiwan before the effective date of the February 1, 2011 amendment shall pay for their tuition and other fees for that period of education in accordance with the previous standards.

12. The university shall promptly register the international student data on the management information system designated by the Ministry the Education. The data refers to that of school entrance, transfer, suspension or dismissal and any change or loss of student status.
13. International students shall not apply for Extension Programs at UTaipei designed for returning education students, that is, part-time or in-service courses of Bachelor's or Master's programs, or other programs that are provided in the evening or during holidays. International students who have obtained legal resident status of Taiwan or are enrolled in a program ratified by the Ministry of Education are exempted from the Point.

An international student who has been approved for an internship after their graduation from the University and the Ministry of Education may have his or her international student status extended for one year at most after graduation.

During the course of study in Taiwan, international students who have undertaken initial household registration, resident registration, naturalization or restoration of the R.O.C. nationality shall lose their international student status and shall be dismissed by the University in accordance with these regulations, with the exceptions of international students who were admitted in the same manner as domestic students and international students who have applied for naturalization for R.O.C. citizenship in accordance with Subparagraphs 1 to 3, Paragraph 1, Point 4, of the Nationality Act.

International students who are currently studying in a domestic university/college may attend the examination for transfers in accordance with the University's stipulations for recruiting general transfer students. However, international students who are dismissed from university/college after admission due to behavior issues or a conviction under the Criminal Law may thereafter not apply for admission to the University.

14. The University may sign education cooperation agreements with foreign schools and recruit international exchange students under the condition that it will not compromise normal teaching routines. The University may apply the Guidelines to accept international students as non-degree seeking students.

International students who apply as non-degree seeking students in accordance with the aforementioned paragraph shall enroll and select courses in a manner identical to those of formal students. Non-degree seeking students shall be granted with credit credentials for the courses taken and passed.

15. Non-degree seeking students shall apply admission in accordance with Point 7 of the Guidelines if they want to enroll as a formal student after the term of study.

Students who are approved for admission in accordance with the aforementioned paragraph shall apply for credit exemption to their departments/ institutes in accordance with relevant regulations stipulated by their departments/ institutes.

16. UTaipei shall establish programs exclusively for international students as part of an international academic cooperation program or to meet some other special need shall do so in accordance with the regulations governing overall scale of and resources for development of a college-level or above educational institution, and the competent education administrative authority will forward details of

such programs for appraisal and approval by the Ministry of Education.

17. The Office of Academic Affairs shall be responsible for international student admission application and status management; the Office of International Affairs shall be responsible for the affairs of airport pick-ups, entries and exits, and information presentation of international students, provide guidance on language and culture learning, and act as UTaipei's single window of contact that provides services to all foreign students.

At different times each academic year, UTaipei organizes counselling activities for international students or accelerate campus internationalization, to help to foster exchanges and interactions between local students and international students.

When an international student suspends or drops the studies, changes or loses the student status, the University's Registrar Division under the Office of Academic Affairs shall notify the Office of Research and Development to report to National Police Agency under Ministry of the Interior, the Service Center of National Immigration Agency under the Ministry of the Interior and the police station in which the school is located, and send copies of these notifications to the Ministry of Education.

If international students violate the Employment Services Act, the Office of Student Affairs shall handle the cases in accordance with the related regulations after investigation.

18. For matters not prescribed in these regulations, please refer to the Regulations Regarding International Students Undertaking Studies in Taiwan and related regulations of the University.
19. These regulations have been approved by the Admissions Committee and implemented after submitted to the Department of Education, Taipei City Government, and transferred to the Ministry of Education for approval. Same procedures shall be followed for any amendments.

## 附錄 2、臺北市立大學外國學生獎助學金要點

106 年 10 月 31 日 106 學年度第 1 學期第 1 次學生事務會議通過

107 年 11 月 13 日 107 學年度第 1 次學生事務會議修正通過

110 年 3 月 19 日 109 學年度第 1 次學生事務會議修正通過

一、臺北市立大學(以下簡稱本校)為推動國際化之發展，吸收優秀外國學生至本校就讀，特依據教育部「外國學生來臺就學辦法」第十五條訂定本要點。

二、本要點所指之「外國學生」為符合教育部「外國學生來臺就學辦法」第二條、第三條規定。

三、獎助學金實際名額、金額及發放月份數，視每學期各項經費收支情形及國際學位生人數由審查會議彈性調整之。

獎助學金由國際事務處編列專款、教育部各機關補助或其他各項相關經費支應之。

四、助學金類別及申請方式如下：

(一) 新生入學助學金：

1. 申請本校學位生之博士、碩士、學士外國新生若干名。
2. 每學期依公告時間及規定向國際事務處提出申請。
3. 博士、碩士生每名每學期至多補助新臺幣陸萬元，學士生每名每學期至多補助新臺幣伍萬元。
4. 新生註冊入學後，補助至多兩個學期。學生完成第一學期學業後，第二學期需經「在學助學金」申請資格條件複審通過後，得續領第二學期助學金。審查會得以依實際情形調整受獎金額。
5. 助學金撥款，分兩次撥款，每次撥款上限為當學期受獎額度之二分之一。

(二) 在學助學金：

1. 每學期補助在籍之博士、碩士、學士外國學生若干名。
2. 每學期依公告時間及規定向國際事務處提出申請。
3. 博士、碩士生每名每學期至多補助新臺幣陸萬元，學士生每名每學期至多補助新臺幣伍萬元。
4. 申請資格：申請當學期必須為在學生，且操行成績八十五分以上並具備下列資格之一者：
  - (1)前一學期(休學之學期不計入)學業成績八十五分以上。
  - (2)前一學期(休學之學期不計入)班排名為前 40%。
  - (3)在專業領域有研究著作或展演創作，且有具體事蹟者。
  - (4)參與全國性、國際性專題(業)競賽者。
  - (5)若為特殊情況者，由就讀系(所)主任及導師 2 人共同推薦之。
5. 助學金撥款，分兩次撥款，每次撥款上限為當學期受獎額度之二分之一。

五、獲第四點內之助學金者，當學期需完成至多一百二十小時服務時數。若當學期未完成服務時數者，則下學期不得申領助學金。服務成效與態度，同步納入審查項目。

六、受獎生有以下狀況，撤銷受獎資格並停發獎學金：

(一) 未完成註冊、學期中休/退學或經查有偽造或不實之情事。

(二) 兼領本校或我國政府所提供之其他獎助學金。

七、最高獎助年限，博士生為四年(八學期)、碩士生為二年(四學期)、學士生為四年(八學期)。

八、如有另行約定之姐妹校合作計畫，則不受此限，以專案處理。

九、本審查會議由國際事務長為召集人，與各學院院長組成，若院長因故無法出席，得指派院內教師代為出席。新生入學助學金依學生提供之學業成績或獲獎之特殊表現等原則進行審查；在學之獎學金、助學金依上學期成績或特殊表現等原則進行審查。

必要時，國際事務處各組組長、教務處招生組組長、註冊組組長及學生事務處生活輔導組組長得列席。

十、本辦法如有未盡事宜，依本校或教育部有關規定辦理。

十一、本要點經學生事務會議通過，陳請校長核定後實施。

# Appendix 2. Guidelines for University of Taipei

## Scholarship to International Students

Passed at the First Meeting of the Student Affairs Council for the First Semester of the 2017-2018 Academic Year on October 31, 2017

Amendments Approved at the First Meeting of the Student Affairs Council for the 2018-2019 Academic Year on November 13, 2018

Amendments Approved at the First Meeting of the Student Affairs Council for the 2020-2021 Academic Year on March 19, 2021

- I. University of Taipei (“the University”) created these Guidelines in accordance with Article 15 of the Ministry of Education’s Regulations Regarding International Students Undertaking Studies in Taiwan in order to promote internationalization and attract outstanding international students.
- II. “International student” means a student who matches the requirements defined in Articles 2 and 3 of Regulations Regarding International Students Undertaking Studies in Taiwan.
- III. The quota, value, and length (i.e. months) of grants may be adjusted by the Review Committee based on income and expenditures as well as the number of international students for a semester. Grants are supported by an exclusive fund established by the Office of International Affairs as well as through subsidies provided by the Ministry of Education and other forms of funding.
- IV. The different types of grants, as well as ways to apply, are detailed below:
  - (I) Entrance grants:
    1. Several grants are available to students applying to undergraduate, master’s, or doctoral programs.
    2. Applications should be made through the Office of International Affairs in accordance with announced dates and regulations.
    3. Grant recipients in doctoral or master’s programs may receive up to NT\$60,000 per semester; recipients in undergraduate programs may receive up to NT\$50,000 per semester.
    4. Students may receive grants for up to two semesters after their first registration at the university. Grant recipients must pass eligibility review for the Grant for Current/Returning Students upon completing their first semester, in order to receive a grant for their second semester. The Review Committee may adjust grant amounts based on the recipient’s circumstances.
    5. Each grant is disbursed in two payments. The amount of each payment may not exceed one half of the grant amount for the semester.
  - (II) Grant for current/returning students:
    1. These grants are available to students enrolled in doctoral, master’s, or undergraduate programs.
    2. Applications should be made through the Office of International Affairs in accordance with announced dates and regulations.
    3. Grant recipients in doctoral or master’s programs may receive up to NT\$60,000 per semester; recipients in undergraduate programs may receive up to NT\$50,000 per semester.
    4. Eligibility: Applicants must be currently registered at the University, have a conduct grade of

eighty-five (85), and meet one of the following requirements:

- (1) They earned an average grade of eighty-five (85) or higher during the previous semester (not including a leave of absence);
- (2) They earned a class rank in the top forty percent (40%) of their class during the previous semester (not including a leave of absence);
- (3) They published academic research or displayed works at an exhibition (proof is required);
- (4) They participated in a national or international competition.
- (5) In exceptional circumstances, where a student does not meet the requirements in (A) and (B) above, they may nevertheless apply if they can submit recommendation letters from their program director and two advisors.

5. Each grant is disbursed in two payments. The amount of each payment may not exceed one half of the grant amount for the semester.

- V. Recipients of grants described in point 4 must provide a total of up to 120 hours of service to the university during the semester for which the grant is given. Recipients who do not complete the required hours of service for the semester will be ineligible for receiving grants the following semester. Recipients' performance and attitude during the required hours of service will constitute part of their eligibility review.
- VI. Grant recipients will be stripped of their eligibility and all further payments cancelled in the following circumstances:
- (I) The recipient did not complete registration, took a leave of absence/discontinued their studies, or is found to have fabricated or falsified information.
  - (II) The recipient is found to be receiving other scholarships or grants from the university or the R.O.C. government.
- VII. The maximum duration of a grant is as follows: Doctoral students: four years (eight semesters); Master's students: two years (four semesters); Undergraduates: four years (eight semesters).
- VIII. Where a collaborative agreement with a partner institution specifies otherwise, these Guidelines do not apply. Such instances will be handled on an ad hoc basis.
- IX. The Review Committee is composed of the Dean of International Affairs, who serves as Chair, and the Dean of each College. If the Dean of a College is unable to participate for any reason, they may appoint a faculty member from their College to take their place. In principle, review of an application for an entrance scholarship is based on the academic grades or examples of award-winning performances supplied by the student. In principle, review of an application for a scholarship/grant for current/returning students is based on the student's academic grades from the previous semester and examples of outstanding performance.
- When necessary, all Directors at the Office of International Affairs, the Admissions and Registrar Divisions at the Office of Academic Affairs, and the Student Assistance Division at the Office of Student Affairs may be invited to attend meetings.
- X. Any matters not covered in these Guidelines will be handled in accordance with MOE and University regulations.
- XI. These Guidelines were passed by the Student Affairs Council and implemented after the approval of the President.

## 附錄 3、文件具結書

### Appendix 3. Deposition for International Students

#### University of Taipei

1. 本人保證符合中華民國教育部「外國學生來臺就學辦法」之規定。

I hereby attest that I am qualified to apply for admission as an international student under the Regulations Regarding International Students Undertaking Studies in Taiwan as promulgated by Ministry of Education, Republic of China (ROC).

2. 本人保證符合以下其中之一：

I hereby attest that I fulfill one of the following conditions:

- 具外國國籍且未曾具有中華民國國籍，且未曾以僑生身分在臺就學，且未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。

At the time of application, I am holding foreign nationality and never held R.O.C. nationality, have never studied as an overseas Chinese student in Taiwan, and have not received placement permission by the University Entrance Committee for Overseas Chinese Students during the same year of the application in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

- 具外國國籍及兼具中華民國國籍者，自始未曾在臺設有戶籍，並於申請時已連續居留海外 6 年以上者，且未曾以僑生身分在臺就學，且未於當年度接受海外聯合招生委員會分發。

At the time of application, I am holding both foreign and R.O.C. nationalities but have never been registered as part of a household in Taiwan. Moreover, I have been living abroad continuously for more than 6 years, have never not been received placement permission by the University Entrance Committee for Overseas Chinese Students during the same year of the application in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

- 具外國國籍，且曾兼具中華民國國籍者，於申請時已經內政部許可喪失中華民國國籍已滿 8 年，並於申請時已連續居留海外 6 年以上者，且未曾以僑生身分在臺就學，且未於當年度接受海外聯合招生委員會分發。

I am holding foreign nationality and once had R.O.C. nationality but have not been registered as part of a household in Taiwan, as determined by the Ministry of Interior, for at least 8 years. I have been continuously living abroad for more than 6 years. Moreover, I have received placement permission by the University Entrance Committee for Overseas Chinese Students during the same year of the application in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

- 具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍。申請時於香港、澳門或海外連續居留滿 6 年以上者。

An applicant holding foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macau, has never been registered as part of a household in Taiwan and, at the

time of application, has resided in Hong Kong, Macau, or another foreign country for no less than 6 years is qualified to apply for admission under these regulations.

曾為大陸地區人民具外國國籍且未曾在臺設有戶籍，申請時已連續居留海外 6 年以上者。

An applicant who is a former citizen of Mainland China, currently holds a foreign nationality, has never been registered as part of a household in Taiwan and, at the time of application, has continuously resided overseas for no less than 6 years is qualified to apply for admission under these regulations.

3. 本人所提供之最高學歷畢業證書(報名大學部者為高中畢業證書、研究所者為大學或碩士畢業證書)，在畢業學校所在地國家均為合法有效取得畢業資格，並所持之證件相當於中華民國國內之各級合法學校授予之相當學位。本人在華未以僑生身分申請其他大學校院。

The highest degree diploma I offer (secondary degree diploma for applying for undergraduate program, bachelor or master's degree diploma for graduate program) is valid and was legally awarded in the country where I graduated. The certificate I have is equivalent to that is awarded by a lawful academic school in R.O.C. I don't employ overseas Chinese student status to apply for any other college or university in R.O.C.

4. 本人所提供之所有相關資料(包括學歷、護照及其他相關文件之正本及影本)均為合法有效之文件，如有不符規定或變造之情事，經查屬實及取消入學資格，且不發給任何有關學分之證明。

All of the documents provided (including diploma, passport and other relevant documents, original or copy) are valid. Should any documents be found to be invalid or false, my admission to University of Taipei will be revoked, and no proof of attendance will be issued.

5. 本人取得入學許可後，在辦理報到時，須繳交我國駐外館處、行政院設立或指定之機構或委託之民間團體驗證之畢業證書或成績單(認證章)正本，始得入學，屆時若未如期繳交，即由貴校取消入學資格，絕無異議。

At the time of registration, admitted applicants must provide the original academic degree diploma and transcripts verified by a Taiwan overseas representative office, or verified by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan. If the related certificates cannot be submitted on time, the admissions offer will be revoked.

6. 本人不曾在台以外國學生身分完成高中學校學程，亦未曾遭中華民國國內大專院校退學處分。I have never completed or been expelled from any academic program in R.O.C.

※上述所陳之任一事項同意授權 貴校查證，如有不實或不符規定等情事，於入學後經查證屬實者，本人願意接受 貴校註銷學籍處分，絕無異議。

I authorize University of Taipei to verify all of the above information provided. If any document is found to be false after admission, I have no objection to being deprived of registered student status.

申請人簽名/Applicant's Signature : \_\_\_\_\_

護照(居留證)號碼/Passport (ARC) number : \_\_\_\_\_

切結日期/Date signed : \_\_\_\_\_年(Y)\_\_\_\_\_月(M)\_\_\_\_\_日(D)



## 附錄 4、同意書

### Appendix 4. Declaration

本人因缺繳學歷證書，未能完成臺北市立大學111學年度外國學生新生報到手續，請准予暫行登錄備案，並於註冊日前完成補交，以取得入學資格。如逾期未完成繳交，即表示本人放棄權利，由貴校逕行取消本人入學資格。

I, the undersigned, fail to complete the report for school procedure as an admitted international student of the academic year 2022 to University of Taipei because I am not able to present my academic certificate. Please put my name on the record and grant me permission to submit the documentation later. I guarantee I will submit all the necessary documents by the registration day to complete the procedure and obtain my student status. If the related certificates are not presented on time, I will accept revocation of my qualification to register.

※繳證地點：行政大樓1樓教務處註冊組，電話：+886-2-2311-3040 ext.1121

Location for turning in the documentation: Registrar Division, Office of Academic Affairs, 1<sup>st</sup> floor, Administration Building. Tel No.: +886-2-2311-3040 ext.1121

系組別/Department: \_\_\_\_\_

姓名/Name: \_\_\_\_\_

學號/Student No. : \_\_\_\_\_

切結人簽名/Signature: \_\_\_\_\_

電話/Tel No. \_\_\_\_\_

E-MAIL : \_\_\_\_\_

通訊地址/Mailing Address: \_\_\_\_\_

切結日期/Date signed : \_\_\_\_\_年(Y)\_\_\_\_\_月(M)\_\_\_\_\_日(D)

【本校存查/University of Taipei copy.】

## 附錄 5、學歷查證授權書

### Appendix 5. Letter of Authorization

To Whom It May Concern:

I, \_\_\_\_\_ (*English full name*), ID No.

\_\_\_\_\_, Student ID No. \_\_\_\_\_, hereby waive my rights under

the Rights of Privacy Act and authorize the release of all information relevant to my academic record at

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (*school name and full address*) to **University of Taipei**,

located in Taipei, Taiwan.

I authorize this school to check my admission requirements, as well as

to determine if my degree qualification was obtained by a distance learning program,

Internet program, or from an associated college or validated course in \_\_\_\_\_

(*country*) or overseas.

Signed,

\_\_\_\_\_ (signature)

\_\_\_\_\_ (Y) \_\_\_\_\_ (M) \_\_\_\_\_ (D) (date)

## 附錄 6、臺北市立大學外國學生申請入學財力保證書

### Appendix 6. University of Taipei International Student Application – Financial Guarantee

本人\_\_\_\_\_與被保證人\_\_\_\_\_之關係  
(請保證人姓名) (申請者姓名)

是\_\_\_\_\_，願擔保被保證人在臺北市立大學就學及生活所需一切費用支出。

The relationship between I \_\_\_\_\_ and the  
(the owner of the account)  
warrantee \_\_\_\_\_ is \_\_\_\_\_, and I am willing to  
(the applicant)  
cover all expenses of the warrantee during his/her studies at University of Taipei .

此致

Regards

臺北市立大學

University of Taipei

保證人簽名/Warrantor's Signature : \_\_\_\_\_

聯絡電話/Phone number : \_\_\_\_\_

電子郵件/E-mail : \_\_\_\_\_

具結日期/Date signed : \_\_\_\_\_年(Y) \_\_\_\_\_月(M) \_\_\_\_\_日(D)