

中信科技大學華語文中心
學生手冊

CTBC MANDARIN LANGUAGE CENTER
STUDENT HANDBOOK



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壹、 中信科技大學資訊 CTBC University of Technology Information

華語文中心簡介 About the Mandarin Language Center

中信科技大學華語文中心成立於 114 年 8 月，隸屬國際事務處，專責推動華語文教學、學習輔導及文化交流。中心以境外學生為主要服務對象，提供分級華語課程、課後輔導及多元文化活動，協助學生提升華語能力、適應在臺學習與生活。未來將持續拓展華語教育服務，深化國際交流，提升本校國際化發展成效。

The Mandarin Language Center of CTUST was established in August 2025 and is affiliated with the Office of International Affairs. The Center is dedicated to promoting Mandarin language education, learning support, and cultural exchange. Serving international students as its primary target group, the Center provides leveled Mandarin courses, after-class tutoring, and diverse cultural activities to help students enhance their Mandarin proficiency and adapt to academic study and daily life in Taiwan. In the future, the Center will continue to expand its Mandarin education services, strengthen international exchanges, and enhance the university's international development.

華語文中心 Mandarin Language Center

位置 Location：三德樓二樓 Tri-Ethic Building 2nd Floor

電話 Telephone：06-5979566#7488

電子信箱 Email: CTBCMLC@mail.ctbctech.edu.tw

網頁 Website: <https://ieec.ctbctech.edu.tw/p/426-1042-3.php?Lang=zh-tw>

公告活動訊息 Event Announcements

- 華語文中心公告欄、官方 LINE 群組。

<https://ieec.ctbctech.edu.tw/p/426-1042-3.php?Lang=zh-tw>



- 學生務必留意公告，避免錯過報名與重要訊息。

Students are advised to regularly check official announcements to ensure they do not miss registration deadlines or important updates.

緊急求助電話 Emergency Contact Numbers

- 校安中心 CTBC University of Technology Security Office：06-5977995
- 警察局 Police：110
- 消防與救護 Fire and Ambulance：119

交通資訊 Traffic Information

中信科技大學 CTBC University of Technology

74448 台南市新市區中華路 49 號

No.49, Zhonghua Rd., Xinshi Dist., Tainan City 744004, Taiwan (R.O.C.)



本校距離新市火車站約 **200** 公尺，交通便利

CTBC University of Technology is conveniently located just 200 meters from Xinshi Railway Station, providing easy access by public transportation.

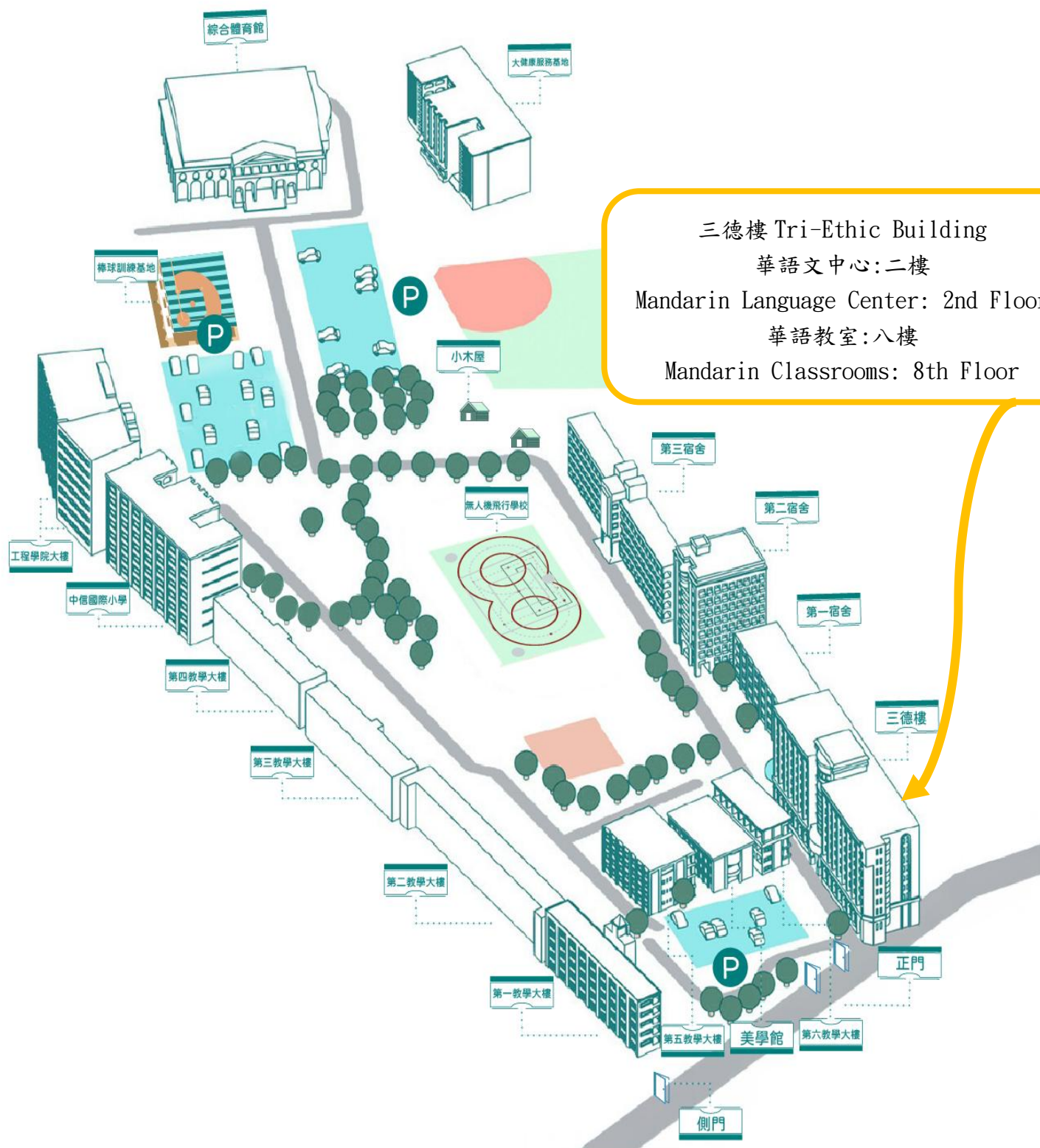
- **臺鐵 Taiwan Railway**：搭乘臺鐵至新市火車站 → 步行 5 分鐘，或由新市火車站 Ubike 站使用一卡通借用，騎至中信科大
- **高鐵 High Speed Rail**：高鐵台南站 → 轉乘台鐵沙崙線 → 新市火車站

✈ 從機場前往 From the Airport to the University

- **高雄國際機場(KHH)**：搭乘高雄捷運至左營高鐵站 → 高鐵臺南站 → 轉乘台鐵沙崙線 → 新市火車站，再步行 5 分鐘。
- **桃園國際機場(TPE)／臺北松山機場**：搭乘高鐵至臺南站，再依上述方式轉乘。



學校地圖 Campus Map





貳、簽證與居留 Visa and Residence

申請簽證步驟如下：Follow the steps below to apply for a visa:

1. 取得中信科技大學華語文中心入學許可。

Apply for admission from Language Center at CTBC University.

2. 收到本中心入學許可信後，先到線上填寫中華民國簽證線上申請表

(https://visawebapp.boca.gov.tw/BOCA_EVISA/)，填寫完成後，列印出紙本申請表，表格必須要有條碼。然後，再前往最近的中華民國大使館或辦事處申請 90 天停留簽證。

After receiving Hsing Wu University admission letter, visit the ROC online visa application(https://visawebapp.boca.gov.tw/BOCA_EVISA/) to fill out an application form. You must print the completed form with a barcode on it and bring the form to the nearest ROC embassy, consulate or representative agency to apply for a 90-day extendable Visitor Visa.

3. 申請時，請註明在中信科技大學華語文中心研習華文，申請研習華語簽證（FR 簽證）。

When applying, please note your visa as FR for studying Chinese at CTBC University

申請簽證所需文件如下：

Required documents are as follows:

- (1) 華語文教學中心入學許可信正本及影本

An original copy and a photocopy of Hsing Wu University admission letter

- (2) 線上填寫、列印的簽證申請表，貼上兩張六個月之內的兩吋證件照

Printed visa application form attached with two 2-inch color ID photos taken within the past 6 months

- (3) 研習計畫書正本及影本

An original copy and a photocopy of your study plan

- (4) 最高學歷之畢業證書正本及影本

An original and a photocopy of your highest education diploma

- (5) 最高學歷之成績單正本及影本

An original and a photocopy of your highest education transcript

- (6) 健康檢查合格證明正本及影本

An Original and a photocopy of health certificate

- (7) 三個月內財力證明正本及影本(美金 3000 元以上)

An original copy and a photocopy of your financial statement taken within the last three months. (original and photocopy, USD3,000)



(8) 護照正本及影本(效期 6 個月以上且須有空白頁)

An original copy and a photocopy of your passport (validity for at least 6 months and with blank pages)

(9) 其他視個案要求提供之文件

Documents demanded by visa officers if required.

● 來台研習中文之外籍人士一律持上列文件及簽證規費向其本國、永久居留地或所屬轄區之駐外館處(各駐外館處聯絡資訊可至 www.taiwanembassy.org 查詢)申請停留簽證入境

Foreigners who come to Taiwan to study Chinese must submit the documents and pay the processing fee at the nearest ROC embassy, consulate or representative agency to apply for a visitor visa. (Search for the nearest embassy at www.taiwanembassy.org.)

參、學習資訊 Academic Information

學生須知 Student Guidelines

- 每期依照華語文中心行事曆上課與放假。
Classes and holidays follow the center's academic calendar.
- 持有在台學生簽證者，每週 15 小時課程須維持正常出席率。
Student visa holders must maintain normal attendance for the 15-hour weekly courses.
- 學生須準時到課，以維護個人出席紀錄及教學品質。
Students must arrive on time to maintain attendance records and teaching quality.
- 上課時間：每節課 50 分鐘，兩節課間休息 10 分鐘。遲到或早退 20 分鐘視為缺課。
Class Schedule: Each class lasts 50 minutes, with a 10-minute break between classes. Students who arrive 20 minutes late or leave 20 minutes early will be considered absent from the class.
- 停課：若遇颱風、地震、或其他天然災害、空襲警報等人力無法控制之事件時，本中心將依據臺東市政府指示停課，並不補課。
Suspend of classes: in the event of typhoon, earthquake, or other natural disasters, air raid alarm and other events beyond human



control, the center will suspend classes according to the instruction of the Taitung municipal government.

- 課堂中如有問題應舉手發問，避免大聲交談影響課堂秩序。

Raise your hand to ask questions; avoid loud talking.

- 個人課堂學習問題請於下課時間向授課教師請益。

Consult teachers about personal learning questions during breaks.

- 本中心提供 Office Hour 輔導時間，學生如有課業輔導需求，請依公告時間至輔導教室諮詢。

Office hours are available for academic tutoring.

- 在台生活適應相關問題，可向華語文中心申請學生諮商與輔導服務。

Counseling services are available for life adaptation issues.

- 台灣華語文能力測驗（TOCFL）報考資訊及考前加強班需求，請洽華語文中心行政人員。

Contact staff for TOCFL exam info and prep classes.

- 學生應自己留意簽證時效、出缺席情況，若因缺課問題而導致無法辦理居留證或延長簽證，或因此影響臺灣獎學金受獎權益，學生須自行負責。

Students should take full responsibility if their absence causes any trouble to their visa or ARC or scholarships.

- 未通過期末測驗者不得晉級，可選擇重讀該等級。重讀以 1 次為限。

Students who do not pass the final examination are not eligible for promotion to the next level. They may repeat the same level once only.

請假規定 Leave Policy

- 欲請假之學生必須「事前」上網填寫請假單。

Students must submit an online leave application in advance if they are unable to attend class.

1. 事假：應於事前辦理請假手續，並須繳驗相關之證明，否則不假。

1. Personal Leave: Applications for personal leave must be submitted in advance, together with the required supporting documents. Failure to provide the required documentation may result in the leave request being denied.



2. 病假：須經健保局或特約醫院或診所出具之證明書方得申請，不能於當日請假者，准於三日內提出證明申請假。

2. Sick Leave: Applications for sick leave must be supported by a medical certificate issued by a hospital or clinic contracted with Taiwan's National Health Insurance (NHI) program. Students who are unable to submit the leave application on the day of their absence may do so within three days, provided that the required medical certificate is submitted.

- 學生缺課(含請假)總時數不得超過全學期上課時數的 25%，除重大傷病者外。

A student's total hours of absence, including approved leave, may not exceed 25% of the total class hours in a semester, except in cases of serious illness or other exceptional circumstances.

- 缺課時數超過規定者，本中心得視實際情況取消其學生資格，亦不接受該生下期之入學申請。

Students who do not meet the regulated attendance hours can be deprived of his/her student status at the center, and his/her application for the following term will not be accepted.

- 缺課時數超過規定者，不發予結業證書。

The certificate will not be issued to students who don't meet the regulated attendance hours.

退費規定 Refund Policy

(依教育部專科以上學校推廣教育實施辦法辦理)

(Handled in accordance with MOE regulations)

1. 繳費後至開學前退費者，可退還已繳部分學費。

Refunds requested before the start of classes will be granted for the paid tuition.

2. 自開學日算起未超過全期三分之一者，退還已繳學費之 50%。雜費如報名費等不予退費。

50% of tuition refunded if requested before 1/3 of the semester has passed. Miscellaneous fees are non-refundable.



Before Classes Start 開課前		After Classes Start 開課後	
Time 時間	Refund Ratio 退費比例	Progress 進度	Refund Ratio 退費比例
14 days prior 14 日前	95%	Under 1/3 未達 1/3	50%
7-13 days prior 7-13 日前	90%	1/3 to 2/3 達 1/3-2/3	30%
Within 6 days 6 日內	80%	Over 2/3 超過 2/3	No Refund 不退費

- 符合退費規定者，請持（1）繳費憑證；（2）學生證；（3）郵局或銀行帳戶；（4）統一證號至本中心辦公室辦理。

To apply for a refund, bring your payment receipt, student ID, bank account info, and ID number to the office.

- 申請者在繳出退費申請資料至少一個月後會收到退回款項。
Refunds will be received at least one month after submitting the application.
- 缺席之課程不予退費，亦不得申請保留。
No refunds will be granted for missed classes. Missed classes cannot be deferred, carried forward, or reserved for future terms.

結業證書及成績單 Grade Report and Certificate of Course Completion

每季課程結束後，中心將發給成績單或結業證書。缺少期中期末測驗成績或結業成績未達 70 分，以及缺席時數超過規定者皆則不發予結業證書。需郵寄成績單及結業證書者，應於課程最後一週或離校前，向辦公室申請，學員提出申請後始受理。如需郵寄應繳交 200 元郵資，中心將於課程結束後約 15 天，以掛號或其他方式寄出。

※證書載明學員姓名、修業期間及時數，但不授予學分。

※插班生無結業證書，僅核發成績單。

Grade Report and Certificate of Course Completion At the end of each term,



CLC will issue transcripts or completion certificates. Certificates will not be issued to those lacking midterm or final exam scores, those with a final grade below 70, or those exceeding the permitted number of absences. If the grade report and certificate need to be sent to students by post, it will be sent via registered airmail about 15 days after the end of term, and it costs NT\$200 for postage (which shall be paid to the office upon application).

※Student's name, studying period, and class hours will be presented in the certificate. Credits are not offered for this course.

※Only transcript(no certificate) for those who join the class halfway.

退學規定 Withdrawal and Dismissal Policy

學生有下列情形之一者，本中心得予以退學。

Students may be dismissed from the Chinese Language Center under any of the following circumstances.

1. 嚴重違反本校校規或本中心相關規定。

Serious violation of the University's regulations or the Mandarin Chinese Language Center's policies.

2. 妨害教學、影響校園安全或公共秩序，情節重大者。

Engaging in conduct that disrupts teaching, endangers campus safety, or seriously affects public order.

3. 偽造、變造或冒用入學、身分或其他相關文件者。

Forgery, alteration, or fraudulent use of admission documents, identification documents, or other relevant official documents.

4. 涉及刑事犯罪，經司法機關判決確定，或經學校查證屬實且情節重大者。

Conviction of a criminal offense by a final court judgment, or involvement in a serious criminal or disciplinary matter that has been verified by the University.

5. 其他經華語文中心會議審議，認定不適宜繼續就讀者。

Any other circumstance in which, following review by the Mandarin Chinese Language Center, the student is determined to be unsuitable to continue his or her studies at the Center.



肆、其它資訊

住宿 Accommodation

本校提供宿舍供外籍學生居住。如有需求請洽華語文中心。

On-campus dormitory accommodation is available for international students. For accommodation inquiries or applications, please contact the Language Center.

保險 Insurance

中華民國政府規定每位來台學習華語之外籍學生皆須擁有醫療保險。不願購買台灣當地的保險者，也可以在國外購買海外留學保險，並於開學時將保險相關資料交至本中心。

All international students studying Mandarin in Taiwan are required to have valid medical insurance. Students who do not purchase medical insurance in Taiwan may use overseas student medical insurance purchased in their home country. Relevant insurance documents must be submitted to the Chinese Language Center upon registration.

依中華民國政府規定本教學中心外籍生持學生居留簽證滿六個月，須至居住所在地區公所辦理「全民健康保險」，費用為一個月 NT \$ 826 元。

According to the regulations of the Government of the Republic of China (Taiwan), international students at the Chinese Language Center who have held an Alien Resident Certificate (ARC) based on a student visa for six consecutive months are required to enroll in the National Health Insurance (NHI) program at the local district office of their place of residence. The current NHI premium is NT\$826 per month.

工作許可證 Work Permit

申請資格：持有研習中文簽證，在本中心就讀每週 15 小時的華語課，就讀時間滿 6 個月以上之學生。

Eligibility: Students who hold a Resident Visa for Mandarin Language Study, are enrolled in at least 15 hours of Mandarin courses per week at the Chinese Language Center, and have studied in Taiwan for at least six consecutive months are eligible to apply for a work permit.

※本中心不提供其他種簽證的工作許可證申請方式，請參考外交部之簽證規範



Work permit application assistance is available only for students holding a Resident Visa for Mandarin Language Study. For other visa types, please refer to the visa regulations of the Ministry of Foreign Affairs (MOFA).

郵局開戶 Post Office Account

辦理郵局帳號需本人親自前往郵局，並攜帶以下物品：

To open a post office account, you must go in person and bring the following items:

1. 印章 Personal seal
2. 護照 Passport
3. 統一基資表 Record of ID No. in the Republic of China.

*統一基資表需到移民署辦理，流程如下：

攜帶護照（若有 ARC 則需一併攜帶）> 抽號碼牌 > 向櫃台人員說明要辦理郵局帳號（bank），當天即可拿到帳號。

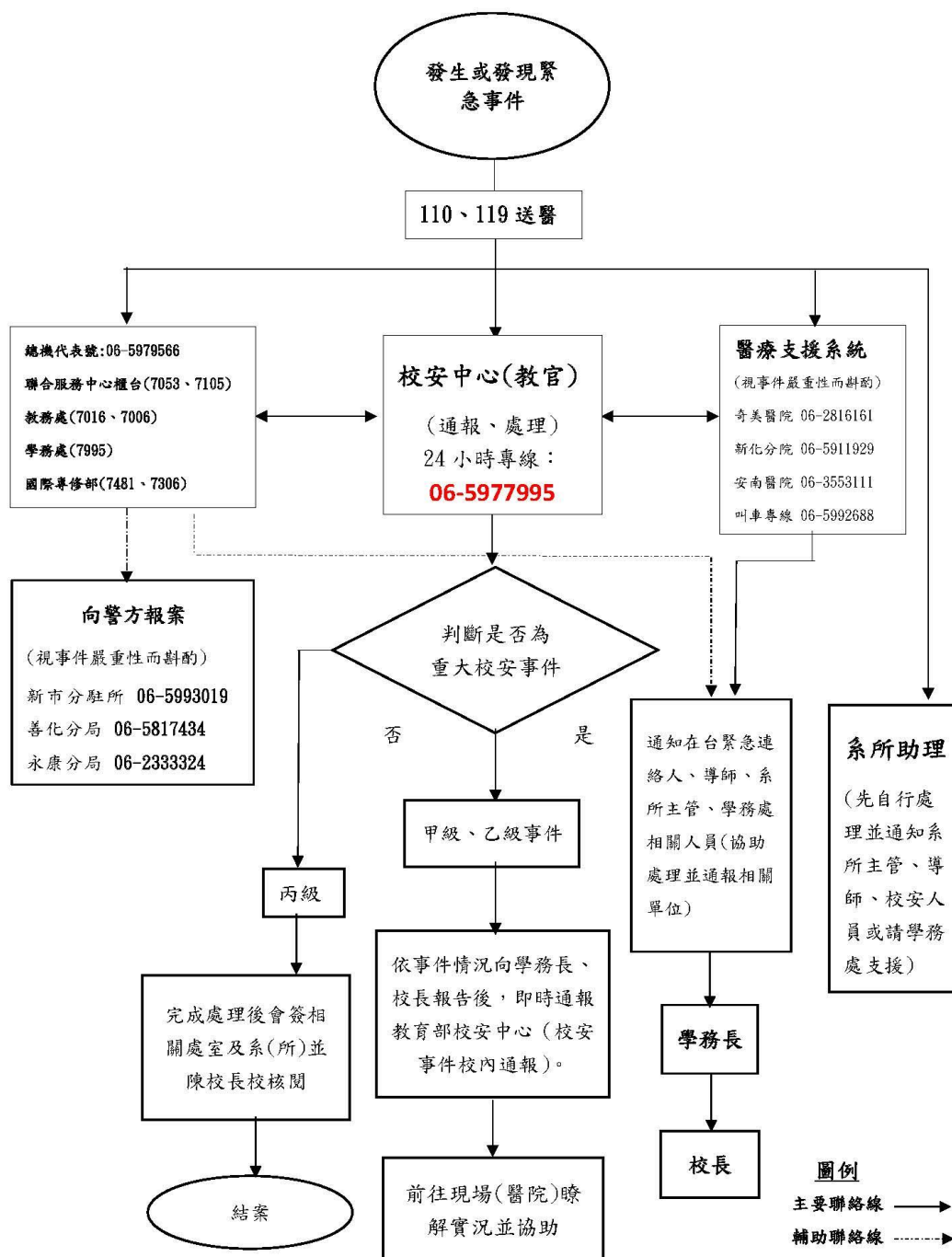
*The Record of ID No. in the Republic of China Form must be obtained from the Immigration Agency.

The process is as follows:

Bring your passport (and ARC if you have one) > Take a number > Inform the counter staff that you want to open a post office account ("bank"), and you can receive your account on the same day.

中信科技大學外籍生校園事件通報系統暨處理流程

中信科技大學外籍生校園事件通報系統暨處理流程



CTBC University of Technology Campus Incident Reporting and Handling Procedure for International Students

