



2025 年外國學生 暑假轉學招生簡章

Regulations of CTBC University of Technology
Transfer Admission for Foreign Students for
Academic Year 2025 (Summer Intake)

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中信科技大學 2025 年外國學生暑假轉學招生 重要日程表

Important Dates for 2025 Summer Transfer Admission of Foreign Students

重要日程表(Schedule)	
項目(Item)	日程 (臺灣時間) Date (TAIWAN)
繳交申請表件 Duration for Application	即日起 至 2025 年 06 月 27 日止 From now until June 27th, 2024
公告/寄發錄取通知單 Admission Announcement	2025 年 07 月 25 日前 Before July 25th, 2025
錄取生報到 (就學意願回覆) Publication of Enrollee	2025 年 08 月 01 日前 Before August 1 st , 2025
註冊入學(enrollment)	2025 年 09 月 September, 2025

實用聯絡資訊(Useful Contact Information)
本校教務處註冊組 (課務諮詢、課程訊息，請轉撥申請系所分機) CTBC University of Technology Registration Section (Course Consultation, Course Information, Please Transfer to Departmental Extensions) 電話：+886-6-5979566，分機 7006、7016 (課務) Phone: +886-6-5979566, Ext. 7006, 7016 (Course Affairs)
本校國際專修部 (輔導入學相關事宜：申請入學文件繳交、來校交通、外籍生居留證與工作證) CTBC University of Technology Office of International Affairs (Assistance with Admission-Related Matters: Submission of Application Documents, School Transportation, Foreign Student Residency Permits, and Work Permits) 電話：+886-6-5979566，分機 7481 Phone: +886-6-5979566, Ext. 7481 Email： joy56@mail.ctbctech.edu.tw
僑務委員會 (綜理臺灣僑務相關事宜) Overseas Community Affairs Council (General Affairs Related to Overseas Affairs in Taiwan) 電話：+886-2-23272600 Phone: +886-2-23272600 網址： http://www.ocac.gov.tw Website: http://www.ocac.gov.tw
外交部領事事務局南部辦事處 (簽證與其他相關業務，亦可洽詢中華民國駐外辦事處) Bureau of Consular Affairs Southern Office (Visa and Other Related Services, Inquiries Also Available at Republic of China Overseas Offices) 電話：+886-2-23432888 Phone: +886-2-23432888 網址： http://www.boca.gov.tw Website: http://www.boca.gov.tw
內政部移民署臺南市第二服務站 (申請換發外僑居留證) National Immigration Agency Tainan Second Service Station (Application for Alien Resident Certificate Renewal) 電話：+886-6-5817404 Phone: +886-6-5817404 網址： https://servicestation.immigration.gov.tw/3746/ Website: https://servicestation.immigration.gov.tw/3746/

※本簡章所提日期時間，均以台灣時間為準。

※All dates and times mentioned in this guide are in Taiwan Standard Time.

※簡章下載網址：<https://ieec.ctbctech.edu.tw/> (國際專修部)

※Download link for the application guide: <https://ieec.ctbctech.edu.tw/> (Office of International Affairs)

※下載期限：即日起至報名截止日止，免費自行下載。

※Download deadline: Free download available from now until the application deadline.

申請文件說明

- 一、本暑假轉學免報名費，申請人須於2025年6月27日前填寫2025外國學生暑假轉學入學申請表及相關文件，經審查合格者，發給入學許可。
- 二、外國學生暑假轉學入學申請表。
- 三、國籍證明文件(護照及外僑居留證)
- 四、學歷證明文件影印本如下：

證件 身分	學期成績單 影印本	學生證 影印本	修業或(轉學) 證明書影印本	歷年成績單 影印本	休學證明書 影印本	畢業證書 影印本
在校生	✓	✓				
休學生				✓	✓	
退學生			✓	✓		
專科或大學畢業生						✓
※ 1.以同等學力報考者，須繳交同等學力證明影印本。 2.錄取報到時，應繳驗學歷(力)證明文件正本，否則取消錄取資格。						

※申請者所繳各項證明文件經查如有偽造、變造、假借、冒用、不實者，未入學者取消錄取資格，已入學者開除學籍，並應負法律責任。

- 五、申請之學生應繳交符合下列任一種證明文件：

(一)獎學金核發證明(獎學金核發證明為臺灣政府或其他政府核發之全額獎學金證明，不包含中信科大獎學金證明)。

(二)財力證明：非獎學金獲獎者請檢附入學前三個月內核發之銀行存款證明。若存款證明非申請者本人帳戶，需提供同一戶家人或足以證明為親屬關係之戶籍謄本(或當地銀行開立之存款證明)。

- 六、申請者如申請之系所及學程為中文授課，申請者須具備華語文能力，其華語文能力測驗應達A2(含)級以上；申請者如申請之系所及學程為英文授課，申請者須具備英語文能力，其英語文能力測驗應達CEFR B1(含)級以上。

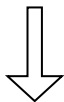
- 七、其他文件。

上述資料不齊全者，恕不受理申請

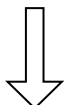
**中信科技大學 2025 年外國學生暑假轉學招生
申請流程**

Admission Application Process

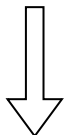
確定申請資格及申請系別



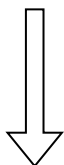
準備申請所需繳交表件



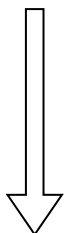
填寫「申請表」



提出申請（通訊或現場繳件）



進行申請資格及入學審查



公告錄取名單
寄發入學通知單

◇ 需繳寄**1份書面審查**資料，

◇ **申請期限：2025 年 06 月 27 日 為原則**

◇ 繳交表件：(詳如第二頁說明)

1. 國籍證明文件
2. 學歷證明文件
3. 財力證明
4. 華語文能力測驗應達A2(含)級以上

◇ 填寫「申請表」(附表一) 並詳細檢查確認資料，一旦寄出後，均以申請資料為準，請申請人審慎行事。

※請於繳交資料檢核表(附表三)上逐項勾選需繳交之表件。

◇ 所有報名表件請通訊寄件（建議使用DHL或FedEX快遞）或親自繳件。

※ 請將報名信封封面(附錄一)，黏貼於申請郵件上

◇ 本校收到申請表件後，會以電子郵件、電話簡訊或社交軟體（LINE、Facebook、微信等）通知申請人。

◇ 進行申請資格審查及入學初審。

◇ 符合入學初審資格後，送申請人所申請之本校系所審查與評分。

◇ **公告錄取名單：2025 年 07 月 25 日前為原則**

◇ 錄取生報到：填妥「外國學生報到意願同意書」(附錄二)傳真或電子郵件回覆。

◇ 寄發錄取通知單：**2025 年 07 月 25 日前為原則**

壹、入學時間及修業年限(Enrollment Time and Study Duration)

一、入學時間：2025 年 09 月（秋季班）入學，每學年包含 2 個學期。

Enrollment Time: Admission is on September, 2025 (Fall Semester), and each academic year consists of 2 semesters.

二、修業年限：學士班四至六年為限。

Duration of Study: The undergraduate program must be completed within four to six years.

貳、申請資格(Application Qualifications)

申請人須符合教育部「外國學生來臺就學辦法」規定，並於國內大學或獨立學院修業滿一學年，且未因前述辦法內第十二條規定致遭退學者。

Applicants must meet the requirements set forth in the Ministry of Education's "Regulations Regarding International Students Undertaking Studies in Taiwan," and must have completed at least one academic year at a domestic university or independent college. Applicants who have been expelled under Article 12 of the aforementioned regulations are not eligible to apply.

註一：根據「中華民國國籍法」第 2 條規定：

有下列各款情形之一者，屬中華民國國籍：

- 一、出生時父或母為中華民國國民。【*】
- 二、出生於父或母死亡後，其父或母死亡時為中華民國國民。【*】
- 三、出生於中華民國領域內，父母均無可考，或均無國籍者。
- 四、歸化者。

【*】1980 年 2 月 9 日前出生者，僅以父親國籍為準。

註二：大學或獨立學院在學學生報名時，因最後一學期成績單學校尚未寄發，可先行報名。倘錄取後未能繳交歷年成績單，或遭退學者，即取消其錄取資格。

Note 1: According to Article 2 of the Nationality Law, a person who meets one of the following requirements acquires the nationality of the Republic of China:

- (1) A person whose father or mother was, at the time of his/her birth, a citizen of the Republic of China. 【*】
- (2) A person born after the death of his/her father or mother, and whose parent was, at the time of death, a citizen of the Republic of China. 【*】
- (3) A person born in the territory of the Republic of China and whose parents are both unknown or are stateless.
- (4) A naturalized citizen.

【*】An individual born on or before February 9, 1980 only needs to consider the nationality of his or her father. Note 2: An applicant currently studying at any university/college in Taiwan can apply first before receiving the transcript for the final academic semester. Provided that an applicant fails to submit transcripts for each academic semester or is expelled from the university/college after being admitted to NTNU, his/her admission will be immediately revoked.

★申請人所繳入學證明文件有偽造、假借、塗改等情事，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，撤銷其畢業資格並註銷其學位證書。

一、學歷資格(Academic Qualifications)

(一) 目前須就讀於我國大專校院學士班之外國學生。

(1) Foreign students who are currently studying in undergraduate programs at colleges or universities in Taiwan

(2) 國內公立或已立案之私立大學之肄業生，申請轉學進入本校繼續修讀學士學位者，應另符合修業期程規定：修業累計滿二個學期以上者，得轉入二年級上學期；修業累計滿四個學期以上者，得轉入三年級上學期。

(2) Students who have withdrawn from public or officially registered private universities in Taiwan and wish to transfer to our university to continue pursuing a bachelor's degree must also comply with the study duration regulations: those who have completed at least two semesters may transfer into the first semester of the second year; those who have completed at least four semesters may transfer into the first semester of the third year

(3) 已畢業或錄取報到時已畢業者不符合申請資格。

(3) Applicants who have already graduated, or will have graduated by the time of enrollment, are not eligible to apply.

(4) 外國學生經原入學學校以操行不及格或因刑事案件經判刑確定致遭退學者，不得轉學進入本校就讀。

(4) Foreign students who have been expelled from their original institution due to failing conduct evaluations or a final criminal conviction are not allowed to transfer to our university.

二、語言資格(Language Proficiency)

全校各系授課語言是華語為原則，語言能力門檻要求(應符合當地駐外館公告之基本法規標準為核)：

The language of instruction for all departments is Chinese. The language proficiency requirements should meet the basic regulatory standards announced by local embassies or representative offices:

1. 應具有華語文能力者，須繳交華語文能力測驗(TOCFL)基礎版 A2(含)級或相當於 CEFR 基礎級 A2(含)以上之中文能力證明。

Applicants with Chinese language proficiency must submit a certificate of Chinese proficiency, such as a TOCFL A2 (Basic) or a certificate equivalent to CEFR A2 (Basic) or above.

2. 需於開學前取得華語文能力證明文件，未於開學前取得者將取消入學資格)。

The Chinese proficiency certificate must be obtained before the start of the semester. Failure to do so will result in the cancellation of admission.

三、財力資格(Financial Requirements)

1. 國際一般生財力證明以美金3,500元為原則(應符合當地駐外館公告之基本標準為核)。

The financial proof for general international students should amount to USD 3,500 as a basic principle (in line with the basic standard announced by local embassies or representative

offices).

2. 學生擁有政府、大專校院或民間機構提供全額獎助學金證明，應提供本校及外館審核。

Students who have full scholarships provided by governments, universities, or private organizations must provide proof for verification by the university and the local embassy or representative office.

3. 財力證明不得採用代辦、公司行號或個人開立證明。

Financial proof cannot be issued by agents, companies, or individuals.

4. 學生還沒有最終的正式財力證明前，得要求學生先提供同一戶家人或足以證明為親屬關係之存款簿照片證明(或當地銀行開立之存款證明)。

Before the final formal financial proof is obtained, students may be asked to first provide a photograph of a family member's bank passbook or proof of savings (or a bank statement issued by a local bank) demonstrating their financial connection.

參、招生系、年級與名額(Admission Departments and Quotas)

招收年級：二年級 Admission Level: Second Year

招生系別與名額 Admission Departments and Quotas			
部別 Program	學院 College	系別 Department	招生名額 Quota
四年制 學士班 Four-Year Bachelor's Program	半導體工程學院 Semiconductor Engineering	機械工程系 Department of Mechanical Engineering	26
		電機工程系 Department of Electrical Engineering	
		冷凍空調與能源系 Department of Refrigeration & Air Conditioning and Energy	
	健康休閒學院 College of Health and Leisure	餐飲管理系 Department of Food and Beverage Management	
		休閒運動管理系 Department of Leisure and Sports Management	

肆、申請方式及日期(Application Method and Dates)

- 一、申請期限：2025 年 06 月 27 日為原則。

Application Deadline: The principle deadline is June 27th, 2025.

- 二、申請方式：採通訊申請（以郵戳為憑）或親自送件。

Application Method: Applications are accepted by mail (postmark will be used as proof).

- 三、申請者應於前述申請期間內，檢附下列文件向本校國際專修部申請：

Applicants should submit the following documents to the Office of International Affairs of the university during the application period:

1. 外國學生暑假轉學入學申請表（如附錄一，請附貼 2 吋脫帽半身照片 1 張），申請表須由申請人親自簽名。

1. Application Form for Summer Transfer Admission of Foreign Students Completed (Refer to Appendix 1. Please attach a 2-inch, hatless, half-body photo. The application form must be signed personally by the applicant.)

2. 中信科技大學外國學生**暑假轉學**（具）切結書（如附表四）

2. Affidavit for Summer Transfer Admission Examination for Foreign Students – CTBC University of Technology

3. 須繳交前一攻讀學校的修業證明及歷年成績單，否則取消錄取資格。

Applicants must submit a certificate of study and official transcripts from their previous institution. Failure to provide these documents will result in disqualification of admission.

※ 錄取報到時，請繳交正本。

The original documents must be submitted at the time of enrollment.

4. 財力證明。

Financial Proof

5. 中文或英文讀書計畫。

A study plan written in either Chinese or English

6. 其他有利審查的資料：如相關語言能力證明等。

Other beneficial review documents: for example, relevant language proficiency certificates.

四、收件地址：74448 臺南市新市區中華路 49 號

Mailing Address: No. 49, Zhonghua Road, Xinshi District, Tainan City 74448, Taiwan

收件人：中信科技大學「國際專修部」

Recipient: CTBC University of Technology "Office of International Affairs "

五、注意事項：

Important Notes:

1. 「外國學生暑假轉學入學申請表」須由申請者親自填寫，若需更改資料而有修改時，請加蓋私章或簽名於修改處。

1. "Application Form for Summer Transfer Admission of Foreign Students" must be personally filled out by the applicant. If there are any modifications, the applicant must stamp or sign at the modification area.

2. 申請資料寄〈送〉達後，經本校審查後發現報名資格不符、表件資料不全或逾期繳件而遭取消報考資格，概由考生自行負責。所有已寄〈送〉之申請文件一概不退還，請自行保留備份。申請費一經繳交，恕不退還。

Once application documents are submitted and reviewed by the school, if any discrepancies, incomplete documents, or late submissions are found, the applicant is responsible for the cancellation of their application. All submitted documents will not be returned, so applicants should keep copies for themselves. Application fees, once paid, are non-refundable.

3. 申請者所繳之任何證明文件，經查如有偽造、變造、假借、冒用、不實者，未入學者取消錄取資格，已入學者開除學籍並不發給予修業有關之任何證明文件，已畢業者或退學

者除註銷學籍並繳銷其學位證書或修業證明書。涉及刑法偽造文書之刑責部份者，依法移送司法機關究辦。

If any submitted documents are found to be forged, altered, borrowed, falsely used, or fraudulent, the applicant's admission will be canceled if not yet enrolled. For enrolled students, their student status will be revoked, and no documents related to their academic achievements will be issued. For graduates or those who have withdrawn, their student status will be canceled, and their degree certificates or study certificates will be annulled. Cases involving the criminal offense of document forgery will be referred to judicial authorities for prosecution in accordance with the law.

伍、甄選方式(Selection Method)

- 一、本校招收外國學生轉學生，經初審合格者，則呈送相關申請系進行書面資料審查與評分，合格者予以錄取資格。

CTBC University of Technology accepts foreign transfer students. Those who pass the preliminary review will have their application materials sent to the respective departments for a detailed review and evaluation. Qualified applicants will be granted admission.

- 二、經審查通過進入各系就讀學生，若華語能力尚須加強者，各系得強制要求參加本校之華語訓練課程。

Students who pass the review and are admitted into their respective departments/programs may be required to attend the university's Chinese language training courses if their Chinese proficiency needs improvement.

陸、錄取公告(Admission Announcement)

- 一、公告錄取名單日期：**2025 年 7 月 25 日**前為原則

Admission announcement date: On or before July 25, 2025

- 二、公布於本校國際專修部網站-最新消息；並另以電子郵件或紙本寄送錄取通知信件通知。

The admission list will be published on the Office of International Affairs website under "Latest News"; notifications will also be sent via email or physical mail.

柒、報到及註冊(Registration and Enrollment)

- 一、錄取生須於 **2025 年 07 月 25 日前**，親自填妥「錄取生報到意願同意書」，使用傳真（+886-6-5977207）或 E-mail（joy56@mail.ctbctech.edu.tw）回覆報到意願，完成後請再以電話確認（+886-6-5979566 分機 7481）。

Admitted students must fill out the "Admission Intention Agreement" for the **Fall** Semester before July 25, 2025. The agreement must be submitted by fax (+886-6-5977010) or email (joy56@mail.ctbctech.edu.tw), followed by a confirmation via phone call (+886-6-5979566 ext. 7481).

- 二、已完成報到之錄取新生，請依本校寄發之錄取通知書規定時間（**2025 年 9 月**）來校辦理註冊手續。

Admitted students who have completed the registration must follow the admission notice instructions sent by the university and come to the campus to complete the registration procedures on **September, 2025 (Fall Semester)**.

捌、繳費標準 (Payment Standards)

一、大學部學雜費

Undergraduate tuition and miscellaneous fees

1. 學雜費皆依教育部規定：工程類約 53,200 元/學期；商管類約 46,570 元/學期。

Tuition fees are set according to the Ministry of Education regulations: Engineering programs are approximately NTD 53,200 per semester; Business and Management programs are approximately NTD 46,570 per semester.

二、另須繳交電腦網路使用費：新臺幣 1,050 元/學期、學生平安保險費：700 元/學期、全民健康保險費（來台滿六個月後開始繳交）新臺幣 4,956 元/學期。入學後，未取得全民健保資格的前六個月須強制參加外國學生醫療保險每個月 500 元，半年 3,000 元。

Additional fees include: computer network usage fee of NTD 1,050 per semester, student insurance fee of NTD 700 per semester, and National Health Insurance fee of NTD 4,956 per semester (payable after six months in Taiwan). During the first six months after enrollment, students who do not qualify for National Health Insurance must participate in the foreign student medical insurance, which costs NTD 500 per month (NTD 3,000 for six months).

三、校內住宿，一、三宿約 13,500 元/1 學期，二宿約 18,000 元/1 學期，申請時須預繳住宿費保證金新臺幣 3,000 元整；退宿並完成寢室檢查後歸還。

On-campus Housing: Dormitories I and III cost approximately NT\$13,500 per semester, while Dormitory II costs about NT\$18,000 per semester. A housing deposit of NT\$3,000 must be paid at the time of application; the deposit will be refunded after moving out and passing the dormitory inspection.

玖、學雜費退費基準：

Refund Guidelines for Tuition and Miscellaneous Fees

一、註冊日（含當日）前申請休退學者：免繳費，已收費者，全額退費。

Students who apply for withdrawal or suspension on or before the registration day (inclusive) are not required to pay any fees. If payment has already been made, a full refund will be issued.

二、於註冊日之次日起至上課（開學）日之前一日申請休、退學者。

Students who apply for suspension or withdrawal from the day after registration up to the day before the first day of class (inclusive):

1. 學費退還三分之二，雜費全部退還。

Two-thirds of the tuition will be refunded; miscellaneous fees will be fully refunded.

2. 採學分學雜費或學雜費基數核算者，退還學分費全部、學雜費基數（或學分學雜費）三分之二。

For students whose fees are calculated based on credit units or a fee base, all credit fees will be refunded, and two-thirds of the base amount (or credit-based fees) will be refunded.

三、於上課（開學）日（含當日）之後而未逾學期三分之一申請休、退學者

Students who apply for suspension or withdrawal on or after the first day of class (inclusive) but before one-third of the semester has elapsed:

1. 學費、雜費退還三分之二。

Two-thirds of the tuition and miscellaneous fees will be refunded.

2. 採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數（或學分學雜費）各三分之二。

For students whose fees are calculated based on credit units or a fee base, two-thirds of both the credit fees and the base amount (or credit-based fees) will be refunded.

四、於上課（開學）日（含當日）之後逾學期三分之一，而未逾學期三分之二申請休、退學者。

Students who apply for suspension or withdrawal after one-third but before two-thirds of the semester has elapsed (inclusive of the first day of class):

1.學費、雜費退還三分之一。

One-third of the tuition and miscellaneous fees will be refunded.

2.採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數（或學分學雜費）各三分之一。

For students whose fees are calculated based on credit units or a fee base, one-third of both the credit fees and the base amount (or credit-based fees) will be refunded.

五、於上課（開學）日（含當日）之後逾學期三分之二申請休、退學者。
所繳學費、雜費，不予退還。

Students who apply for suspension or withdrawal after two-thirds of the semester has elapsed (inclusive of the first day of class):

Tuition and miscellaneous fees already paid will not be refunded.

壹拾、來臺入學相關注意事項(Important Notes for Admission to **Taiwan**)

一、外國學生入境後，依據《入出國移民法》第 22 條須於 30 天內辦理外僑居留證，逾期須自行負擔罰鍰（第 85 條）：自 2024 年 3 月起逾期 10 日內罰新台幣 10,000 元，超過 10 日如下表：

After entering Taiwan, foreign students must apply for an Alien Resident Certificate (ARC) within 30 days according to Article 22 of the Immigration Act. Late applications are subject to fines (as per Article 85): starting from March 2024, if the application is overdue by 10 days, a fine of NTD 10,000 will be imposed. The following table shows fines for longer overdue periods:

逾期日數 Number of Days Overdue	罰款額度 Fine Amount	逾期日數	罰款額度
第 11~30 日 Days 11-30	新台幣 20,000 元 NTD 20,000	第 61~90 日 Days 61-90	新台幣 40,000 元 NTD 40,000
第 31~60 日 Days 31-60	新台幣 30,000 元 NTD 30,000	第 91 日~ Over 91 Days	新台幣 50,000 元 NTD 50,000

（ 僅 供 參 考 ） 詳 情 逕 洽 內 政 部 移 民 署 各 大 服 務 站：
<https://www.immigration.gov.tw/lp.asp?ctNode=36502&CtUnit=16452&BaseDSD=108&mp=1>

(For reference only) For details, please contact the National Immigration Agency at various service stations:

<https://www.immigration.gov.tw/lp.asp?ctNode=36502&CtUnit=16452&BaseDSD=108&mp=1>

二、錄取生若經查核不符外國生身分資格者，本校將取消其錄取及入學資格，不得異議。

If admitted students are found not to meet the qualifications for foreign student status, the university will cancel their admission and enrollment, and no objection will be accepted.

三、入學許可並不保證簽證取得，簽證須由中華民國駐外館處核給。

Admission approval does not guarantee a visa. The visa must be granted by the ROC overseas missions.

四、經本升學管道入學本校之僑生及港澳生，不得自行轉讀或升讀各級補習及進修學校（院）、空中大學、大專校院所辦理回流教育之進修學士班、碩士在職專班及其他僅於夜間、例假日

授課之班別。但非以就學事由，已在臺取得合法居留身分者，不在此限。

Overseas Chinese students and students from Hong Kong and Macau who are admitted through this pathway are not allowed to transfer or enroll in any supplementary or continuing education schools (institutes) at any level, online universities, bachelor's degree programs in continuing education, part-time master's programs, or other programs that only offer classes during nights or holidays. However, this restriction does not apply to those who have obtained legal residency status in Taiwan for reasons other than study.

- 五、外國生違反前項規定者，本校將撤銷其自行轉讀或升讀之學籍，且不發給任何相關學業證明；畢業後始發現者，撤銷其畢業資格，並追繳或註銷其學位證書。

If foreign students violate the aforementioned regulations, the university will revoke their transfer or enrollment, and no related academic certificates will be issued. If discovered after graduation, the university will revoke their graduation qualifications and reclaim or cancel their degree certificates.

- 六、外國學生註冊時，新生可檢附已投保自入境日起，至少六個月效期之醫療及傷害保險；保險證明如為國外所核發者，須經駐外機構驗證。

When registering, foreign students may submit proof of health and injury insurance that is valid for at least six months from the date of entry. If the insurance certificate is issued abroad, it must be verified by an overseas ROC representative office.

- 七、居留滿 180 日以上，且中間未出境一次以上（單次出境時間不得多於 30 日）者，符合全民健康保險加保資格。若未達上述條件而不得加保健保者，將協助辦理境外生傷病醫療保險至符合健保資格之時。

Students who have resided in Taiwan for more than 180 days, without leaving Taiwan for more than 30 consecutive days during that period, are eligible for National Health Insurance (NHI). If they do not meet the conditions for NHI, the university will assist them in obtaining overseas student health and medical insurance until they qualify for NHI.

- 八、新生辦理中華民國郵局帳戶，需備有：

New students who wish to open a postal account in the Republic of China must prepare the following:

1. 外僑居留證（Alien Resident Certificate, ARC）
2. 護照（Passport）
3. 學生證或在學證明（Student ID or Certificate of Enrollment）
4. 印章（Personal Seal/Stamp）

- 九、錄取生入學後之修業規定及學籍須遵守教育部相關法規與本校學則之規定。

Admitted students must comply with the Ministry of Education's regulations and the university's academic rules regarding study requirements and student status after enrollment.

- 十、到校時應繳驗資料如下：

The following documents must be presented at the time of enrollment:

1. 護照（Passport）。
2. 居住地永久或長期居留證件正本（身分證件）。

Original permanent or long-term residency certificate from the place of residence (ID card).

※錄取生（含正取、備取）對於報到、驗證之作業程序有任何疑義者，請來電或電郵詢問

本校國際專修部：電話：+886-6-5979566 分機 7481 電子信箱：joy56@mail.ctbctech.edu.tw

For any questions regarding the registration or verification process, admitted students (including primary and alternate candidates) should contact the university's Office of International Affairs by phone: +886-6-5979566 ext. 7481 or email: joy56@mail.ctbctech.edu.tw.

壹拾壹、 其他注意事項(Other Important Notes)

- 一、凡報名本招生管道入學者，即表示同意授權中信科技大學，得將自考生報名參加本次招生時，所取得之個人及其相關資料，運用於本招生試務、註冊入學、相關研究使用及提供報名系所單位，等相關單位使用，其餘均依照「個人資料保護法」相關規定辦理。

By applying through this admission channel, applicants agree to authorize CTBC University of Technology to use the personal and related data obtained during the application process for the purposes of admission procedures, registration, research, and providing the information to relevant departments. Other matters will be handled in accordance with the provisions of the "Personal Data Protection Act."

- 二、如發現錄取新生有申請資格不符、舞弊情事或所繳證件有偽造、變造、假借、塗改、冒用、不實或學歷資格不具合法效力等情事，即取銷其錄取資格或開除學籍，亦不發給任何有關學業證明。如係在本校畢業後始發現者，除勒令繳銷其學位證書，公告取銷其畢業資格外，並應負法律責任。

If any admitted students are found to be unqualified, involved in fraud, or submitting forged, altered, borrowed, falsified, or invalid documents, their admission will be canceled, or they will be expelled, and no academic certificates will be issued. If discovered after graduation, the university will revoke the degree certificate, publicly announce the cancellation of their graduation qualification, and the student will be held legally responsible.

- 三、海外學生家長可指定在臺親友 1 人為監護人。

Parents of overseas students may designate one relative or friend in Taiwan as the student's guardian.

- 四、學生入學後，凡因操行不良、或學業成績過差而為學校勒令退學或開除之學生，必須歸還獎學金，並返回原居留地。

After enrollment, any student expelled or dismissed by the university due to poor conduct or academic performance must return the scholarship and return to their place of residence.

- 五、外國生保留入學資格、轉學、轉系、休學、退學及其他學籍、學業、生活考核等事項，依本校學則暨相關法令規定辦理。

Matters concerning foreign students, such as retaining admission qualifications, transferring schools or departments, suspending studies, withdrawing, and other academic, student status, or life assessments, shall be handled in accordance with the university's academic regulations and relevant laws.

- 六、本簡章若有未盡事宜，依相關法令規定決議辦理。

Any matters not covered in this guide shall be resolved in accordance with relevant laws and regulations.

附表一 中信科技大學外國學生暑假轉學入學申請表

Appendix 1 CTBC University of Technology Application Form for Summer Transfer Admission of Foreign Students

一、基本資料 Personal Information

※ 申請人須以中英文詳細逐項填寫 ※ Please type or print clearly in Chinese or English.					
姓名 Full Name	中文 in Chinese		出生日期 Date of Birth		(picture)
	英文 in English		性別 Gender	☐ 男 Male ☐ 女 Female	
申請系別 Department Applied For					
現在通訊處 Mailing Address					
手機 Cell Phone			電子郵件信箱 E-mail		
國籍 Nationality			護照號碼 Passport No.		
原學校 入學前方式 Mode of Admission to Previous School	☐ 個人申請 Individual Application ☐ 國內升學管道 Domestic Admission Channel				
原學校：_____ 學制： ☐ 四技 ☐ 大學					
父親 Father	中文姓名 Full Name in Chinese		英文姓名 Full Name in English		
	電話 Tel.		電郵信箱 E-mail		
母親 Mother	中文姓名 Full Name in Chinese		英文姓名 Full Name in English		
	電話 Tel.		電郵信箱 E-mail		
在台聯絡人 Contact Person in Taiwan	中文姓名 Full Name in Chinese		英文姓名 Full Name in English		
	電話 Tel.		電郵信箱 E-mail		

二、中文程度 Chinese Language Proficiency

1. 曾學習中文幾年？ How long have you studied Chinese?				
2. 在何處受何人指導？ Where and under whose guidance have you studied Chinese?				
3. 學習中文地點(高中、大學、語文機構)? Where did you learn Chinese? (high school, college, language institute)				
4. 是否參加過中文能力測驗？ Have you taken any Chinese language proficiency tests?		4-1 何種測驗？ What kind of test ?		
☐ 是 Yes (Please keep answering question 4-1 and 4-2)				
☐ 否 No (Please answer question 5 directly)		4-2 分數 Score		
5. 自我評估中文程度 Self-evaluation of Chinese language proficiency				
聽 Listening	☐ 優 Excellent	☐ 佳 Good	☐ 尚可 Average	☐ 差 Poor ☐ 不會 None
說 Speaking	☐ 優 Excellent	☐ 佳 Good	☐ 尚可 Average	☐ 差 Poor ☐ 不會 None
讀 Reading	☐ 優 Excellent	☐ 佳 Good	☐ 尚可 Average	☐ 差 Poor ☐ 不會 None
寫 Writing	☐ 優 Excellent	☐ 佳 Good	☐ 尚可 Average	☐ 差 Poor ☐ 不會 None

三、財力支援 Financial Support

在本校求學期間各項費用來源？ What will be your major financial resource while studying at school?		
☐ 台灣獎學金 Taiwan Scholarship	☐ 個人儲蓄 Personal Savings	☐ 獎(助)學金 Scholarship
☐ 父母供給 Parental Support		☐ 其他 Other (Specify) _____

四、其他資料 Other Information

健康證明書 Health Condition	☐ 佳 Good ☐ 尚可 Average ☐ 差 Poor
如有疾病或缺陷，請敘明 If you have a health problem, please specify.	
1. 2. 3.	
工作經歷 Working Experience	1. 2. 3. 4.

※ 以上資料係由本人填寫，且經詳細檢查，在此保證其正確無誤。

※ 申請文件不完整或文件書寫難以辨識者，視為不合格件，申請者必須負完全責任。

申請人簽名 Applicant's Signature

日期 Date

_____/_____/_____
(Year) (Month) (Day)

附表二 中信科技大學蒐集、處理或利用學生個人資料告知聲明書

Appendix 2 CTBC University of Technology Notification Statement for the Collection, Processing, or Use of Student Personal Data

中信科技大學（以下簡稱「本校」）依據「個人資料保護法」（以下簡稱「個資法」）第8條之規定，向您蒐集個人資料，並明確告知下列事項，請您詳閱並予同意：

CTBC University of Technology (hereinafter referred to as "the University") collects your personal data in accordance with Article 8 of the "Personal Data Protection Act" (hereinafter referred to as "PDPA") and clearly informs you of the following. Please read carefully and provide your consent:

一、**蒐集之目的**：基於提供學生學籍、成績、證明使用之教育或訓練行政(109)、學生（員）（含畢、結業生）資料管理(158)、產學合作(110)、學術研究(159)、調查、統計與研究分析(157)、資（通）訊與資料庫管理(136)、資通安全與管理(137)、兵役、替代役行政(042)、志工管理(043)、保健醫療服務(064)、契約、類似契約或其他法律關係事務(069)、場所進出安全管理(116)、圖書館、出版品管理(146)、及其他經營合於營業登記項目或組織章程(181)之相關目的，包括但不限於保險辦理、繳費及匯款作業、本校校友會、系友會、職涯發展中心或其他相關單位聯繫或就業調查、畢業（離校）後招生訊息通知、校際合作、家庭聯繫及各類預警通知、校外住宿管理，及其他與教學、研究、行政、輔導及服務等業務有關之目的。

Purpose of Collection: The collection is based on providing educational or training administration for student registration, grades, and certification (109), student (including graduates and completers) data management (158), industry-academia cooperation (110), academic research (159), investigation, statistics, and research analysis (157), information and database management (136), information security and management (137), military service, substitute service administration (042), volunteer management (043), healthcare services (064), contracts or similar legal affairs (069), security management of premises (116), library and publication management (146), and other purposes related to business registration items or organizational charters (181). These purposes include but are not limited to handling insurance, payment, remittance, alumni association, department association, career development center, or other relevant units for employment surveys, post-graduation (post-departure) admission notifications, inter-school cooperation, family contact, various warning notifications, off-campus accommodation management, and other matters related to teaching, research, administration, counseling, and services.

二、**個人資料之類別**：「識別類」、「特徵類」、「家庭情形」、「社會情況」、「教育、考選、技術或其他專業」、「健康與其他」、「受僱情形」、「其他各類資訊」等，包括但不限於個人基本資料、學籍相關資料、證（執）照、專長、各類申辦類別證明文件、課程修習紀錄、成績、各類輔導、測驗、問卷及獎懲資料、校園生活相關資料、健康檢查及在校醫療資料、住宿資料、學生配偶、父母或監護人資料，及其他符合上述蒐集目的所需之個人資料。

Categories of Personal Data: "Identification," "Characteristics," "Family Situation," "Social Situation," "Education, Examination, Technical or Other Professional," "Health and Others," "Employment Situation," and "Other Information," including but not limited to personal basic data, academic-related data, certificates, expertise, various application-related certificates, course records, grades, counseling, tests, questionnaires, and reward/punishment records, campus life data, health examinations, on-campus medical data, accommodation information, spouse, parents or guardians' information, and other personal data necessary to achieve the aforementioned purposes.

三、**個人資料利用之期間、地區、對象及方式**：

Period, Area, Target, and Methods of Personal Data Utilization:

(一)期間：除法令或教育部另有規定外，以本校執行業務所必須之保存期限均為利用期間。

Period: Unless otherwise stipulated by law or the Ministry of Education, the period for using personal data is the necessary duration for executing university operations.

(二)地區：臺灣地區（包括澎湖、金門及馬祖等地區）、海外聯合招生委員會、教育部、內政部移民署所在地或經考生授權處理、利用之地區。

Area: Taiwan region (including Penghu, Kinmen, and Matsu), Overseas Joint Admissions Committee, Ministry of Education, National Immigration Agency, or areas authorized by the applicant for processing and use.

(三)對象：本校各單位及完成上述蒐集目的之相關合作單位，包含海外聯合招生委員會、教育部、內政

部移民署或其他行政、學術研究機構等。

Target: Various units of the university and relevant cooperating units that complete the aforementioned purposes, including the Overseas Joint Admissions Committee, Ministry of Education, National Immigration Agency, or other administrative or academic research institutions.

- (四) 方式：為確定您的港澳生身分資格符合「香港澳門居民來臺就學辦法」之規定，您的部分個人資料將由本校傳輸到海外聯合招生委員會、教育部、內政部移民署，提取您的出入境紀錄。並由教育部、海外聯合招生委員會進行港澳生身分審查。

Methods: To confirm that your Hong Kong or Macau student status complies with the "Regulations for Hong Kong and Macau Residents Studying in Taiwan," part of your personal data will be transmitted by the university to the Overseas Joint Admissions Committee, Ministry of Education, and National Immigration Agency to retrieve your entry and exit records. The Ministry of Education and the Overseas Joint Admissions Committee will review your Hong Kong or Macau student status.

- 四、依據「個資法」第3條之規定，針對您的個人資料，您得以行使下列權利，不得預先拋棄或以特約限制之：
In accordance with Article 3 of the PDPA, you may exercise the following rights regarding your personal data, which may not be waived or restricted by any special agreement:

- (一) 向本校查詢、請求閱覽或請求製給複製本，但本校依法得酌收必要成本費用。

Inquire, request access to, or request a copy of your personal data from the university. The university may legally charge necessary costs for this.

- (二) 向本校請求補充或更正，但依法您應為適當之釋明。

Request the university to supplement or correct your personal data, but you must provide appropriate explanations as required by law.

- (三) 向本校請求停止蒐集、處理、利用或請求刪除，但如係本校依法執行業務所必須者，則不在此限。

Request the university to stop collecting, processing, or using your personal data, or request deletion, except when the data is necessary for the university to perform its legal duties.

- 五、您可自由選擇是否提供相關個人資料，若您拒絕提供相關個人資料或所提供之資料有不足、不實或有誤，致使影響本校無法進行各項必要行政作業程序而造成您權益受損之情事，應自負責任。

You are free to choose whether to provide the relevant personal data. If you refuse to provide the data, or if the data provided is insufficient, false, or erroneous, resulting in the university being unable to complete the necessary administrative procedures and causing damage to your rights, you will be responsible for the consequences.

- 六、當您簽署本聲明書時，即表示您已詳細閱讀本聲明書之所有內容，並瞭解此一聲明書符合個資法及相關法令之要求，具有書面同意本校蒐集、處理及利用您個人資料之法律效果。

By signing this statement, you confirm that you have thoroughly read all the contents of this statement, and you understand that this statement complies with the requirements of the PDPA and relevant laws. Your signature constitutes written consent for the university to collect, process, and use your personal data in accordance with the law.

- 七、本聲明書如有未盡事宜，悉依個資法及其他相關法令之規定辦理。

Any matters not covered in this statement will be handled in accordance with

☐ 本人已詳閱、知悉並同意上述聲明事項

立書同意人：_____（需本人親自簽名）日期：____/____/____

身分證明文件號碼：_____

法定代理人：_____（未滿 20 歲者）日期：____/____/____

法定代理人身分證明文件號碼：_____

附表三 中信科技大學外國學生暑假轉學入學資料檢核表

Appendix 3 CTBC University of Technology Document Checklist for Summer Transfer Admission of Foreign Students

申請系別 Name of applying Department			
欲修讀學位 Degree Pursued	學士 Bachelor		
中文姓名 Full name in Chinese			
英文姓名 Full name in English			
聯絡電話 Cell Phone Number		E-mail	

註記 Check (✓)	項目 Items	數量 Quantity
	1. 繳交資料檢核表 Application checklist	1
	2. 外國學生暑假轉學入學申請表 2. Application Form for Summer Transfer Admission for Foreign Students	1
	3. 護照影印本或其他國籍證明文件 Copy of passport or other equivalent verification of nationality	1
	4. 具結書 Declaration	1
	5. 學歷證明文件影印本 Photocopy of Diploma or Proof of Academic Qualification	1
	6. 財力證明書 (須經駐外館處驗證具備足夠財力在台就學，若文件為台灣機關行號所具，則免驗證) Financial statement (verified by Taiwan Overseas Representative Office indicating sufficient funds for studying in Taiwan. No validation is required if the document is issued by an organization or bank in Taiwan)	1
	7. 華語文能力測驗應達 A2(含)級以上 Language Certificate (TOEFL or TOCFL copy)	1

※ 所有申請文件一律不退還，請自行保留備份。

附表四 中信科技大學外國學生暑假轉學（具）切結書

Appendix 4 CTBC University of Technology Affidavit for Summer Transfer Admission of Foreign Students

切結人 The person signing an affidavit	(中文 in Chinese)
	(英文 in English)
申請系別 Name of applying Department	

1. 本人保證不具中華民國國籍法第二條所稱中華民國國籍且未具僑生身分，或已喪失中華民國國籍滿八年。
I hereby certify that I have neither Overseas Chinese status nor R.O.C. nationality, as defined in Article 2 of the Nationality Law, nor have I been an R.O.C. national in the last eight years.
2. 本人所提供之最高學歷證明(申請大學部者提出高中畢業證書、申請碩士班者提出大學畢業證書)，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。如有不實或不符合規定或變造之情事，經查屬實即取消入學資格，並註銷學籍，且不發給任何有關之學分證明或畢業證書。
The diploma granted by the educational institute I last attended is valid and has been awarded legally in the country where I graduated. The certificate is comparable to that which is awarded by certified schools in Taiwan. If any cheating, violation, or forgery is discovered, my admission offer and student status will be revoked, and no transcript or diploma will be issued.
3. 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，且不發給任何有關之學分證明。
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 CTBC University of Technology will be revoked, and no proof of attendance will be issued.
4. 本人取得入學許可後，在辦理報到時，須繳交經中華民國（台灣）駐外單位或代表處驗證之畢業證書及成績單（認證章）影本各乙份，始得註冊入學，屆時若未如期繳交或經查證結果有不符中華民國教育部「大學辦理國外學歷採認辦法」之規定，即由貴校取消入學資格，絕無異議。
Admitted applicants must present copies of diploma and transcripts, officially stamped/sealed by the Taiwan Overseas Representative Office in the country of the school's location, or the nearest Taiwan Overseas Representative Office, at the time of registration. If the related certificates cannot be submitted on time or are unacceptable in accordance with the rules of Foreign Degrees Authentication promulgated by the Ministry of Education, the undersigned will abandon the enrollment qualification, without any objection.
5. 本人不曾在台以外國學生身份完成高中學校課程，亦未曾遭中華民國國內大專院校退學。
I hereby certify that I did not complete a high school program in Taiwan with international student status, and that I have never been expelled from any university or college in the Republic of China.
6. 本人保證不具香港或澳門或中華人民共和國國籍。
I hereby certify that I do not hold the nationality of Hong Kong, Macau, or the People's Republic of China.

上述所陳之任一事項同意授權貴校查證，如有不實或不符合規定等情事，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 CTBC University of Technology to verify the information provided above. If any thereof is found to be false after admission, I have no objection to being deprived of registered student status.

切結人簽名 Signature

日期 Date

____/____/____
(Year) (Month) (Day)

附錄一 回郵信封封面

Appendix 1 Return Envelope Cover

FROM

(Full Name in Chinese)

(Full Name in English)

(Address)

2025 年

外國學生暑假轉學入學申請

2025 Application for Summer Transfer Admission of
Foreign Students

TO :

中信科技大學國際專修部 收

74448 臺灣臺南市新市區中華路 49 號

CTBC University of Technology
Office of International Affairs

**No.49 Jhonghua Rd., Sinshih Dist., Tainan City
74448, Taiwan**

請將本表貼於報名信封袋上，以掛號郵寄。

Please paste this application cover sheet onto the envelope of your application package, and send by registered mail.

申請系所 (Department /Graduate Institute) :

寄送日期 (Date application submitted) :

本區請勿填寫

Please do not write in this space.

申請編號_____ 收件日期_____

審查人員_____ 審查日期_____

附錄二 2025 年外國學生暑假轉學報到意願同意書

Appendix 2 2025 Summer Transfer Admission Consent Form for Foreign Students

姓名 Name		報到系別 Department for Enrollment	
電話 Cell Phone Number		E-mail	
電子通訊方式 1 Social Media - Facebook		電子通訊方式 2 Social Media - LINE	
備註 Note			

※ 錄取生須親自填妥「報到意願同意書」，使用傳真(+886-6-5977207)或

E-mail(joy56@mail.ctbctech.edu.tw)回覆表格，完成後請再以電話(+886-6-5979566 分機 7481)確認。

附錄三 臺灣中信科技大學交通與地圖

Appendix 3 CTBC University of Technology, Taiwan – Transportation and Map



附錄四 中信科技大學 113 學年度學雜費收費標準一覽表(僅供參考)
Appendix 4 CTBC University of Technology 113th Academic Year Tuition and Fees
Table (For Reference Only)

中信金學校財團法人中信科技大學
113學年度學雜費收費標準一覽表

(一)學雜費-日間部

學制	系科	學費	雜費	學雜費合計	電腦及網路通訊使用費
大學部	機械工程系	37,910	13,540	51,450	1,050
	電機工程系	37,910	13,540	51,450	
	資訊工程系	37,910	13,540	51,450	
	冷凍空調與能源系	37,910	13,540	51,450	
	飛機修護系	37,910	13,540	51,450	
	數位媒體設計系	36,240	8,580	44,820	
	行銷與流通管理系	36,240	8,580	44,820	
	企業管理系	36,240	8,580	44,820	
	多媒體與遊戲發展管理系	36,240	8,580	44,820	
	流行音樂產業管理系	36,240	8,580	44,820	
	餐飲管理系	36,240	8,580	44,820	
	化妝品應用與管理系	36,240	8,580	44,820	
	休閒運動管理系	36,240	8,580	44,820	
碩士班 (112學年度以前入學)	機械工程系	37,910	13,910	51,820	
	電機工程系	37,910	13,910	51,820	
	行銷與流通管理系創新設計與創業管理	36,240	8,580	44,820	
	行銷與流通管理系行銷與流通管理	36,240	8,580	44,820	
	休閒運動管理碩士學位學程	36,240	8,580	44,820	
	餐飲管理系餐飲經營與安全管理碩士班	36,240	8,580	44,820	
	機械工程系碩士班在職專班	37,910	13,910	51,820	
碩士班 (113學年度入學)	機械工程系	每學分6,250			
	電機工程系				
	行銷與流通管理系創新設計與創業管理				
	行銷與流通管理系行銷與流通管理				
	休閒運動管理碩士學位學程				
	餐飲管理系餐飲經營與安全管理碩士班				
	機械工程系碩士班在職專班				

(二)學分學雜費-進修部

學制	系科	學分學雜費(小時數)	電腦及網路 通訊使用費
四技	機械工程系	1,406	1,050
	電機工程系	1,406	
	冷凍空調與能源系	1,406	
	餐飲管理系	1,304	
	旅遊事業管理系	1,304	
二技	機械工程系	1,406	
	冷凍空調與能源系	1,406	
	行銷與流通管理系	1,304	
	企業管理系	1,304	
二專	機械工程科	1,284	
	企業管理科	1,233	

(四)宿舍費

宿別	宿舍費	備註
一宿	13,500	一學期六個月
二宿	18,000	一學期六個月
三宿	13,500	一學期六個月
四宿	25,000	一學期六個月

(五)音樂指導費

科系	指導費
流行音樂產業管理系	12,600

註：1. 本學年度未調整學雜費。

2. 依教育部中華民國99年9月6日台參字第0990145106C號令頒，「專科以上學校學雜費收取辦法」所定學雜費，分為下列二類：

- 一、學費：指與教學活動直接相關，用以支付學校教學、訓輔、研究、人事所需之費用。
- 二、雜費：指與教學活動間接相關，用以支付學校行政、業務、實驗、基本設備使用費所需之費用。

3. 本校之宿舍均裝設冷氣空調。