

招生重要日期 Key Dates for Admission

秋季班：九月入學

Fall semester：September incept

項目 Item	日期 Dates		
	第一梯次 1st Period	第二梯次 2nd Period	第三梯次 3rd Period
線上申請與繳交紙本資料件 http://apply.must.edu.tw Apply online and submit required documents http://apply.must.edu.tw	4月初至4月30號 Early April to April 30	5月初至5月31號 Early May to May 31	6月初至6月30號 Early June to June 30
審核或甄試 Review of applications or entrance exams	5月1號至5月15號 May 1 to May 15	6月1號至6月15號 June 1 to June 15	7月1號至7月15號 July 1 to July 15
公告錄取名單 Admission results announcement.	每年5月中 Middle of May	每年6月中 Middle of June	每年7月中 Middle of July
寄發入學許可 Mailing of Admission letter			
報到與註冊入學 Check-in and registration	每年9月中 Middle of September		

春季班：二月入學

Spring semester：February incept

項目 Item	日期 Dates	
	第一梯次 1st Period	第二梯次 2nd Period
線上申請與繳交紙本資料件 http://apply.must.edu.tw Apply online and submit required documents http://apply.must.edu.tw	10月初至10月31號 Early October to October 31	11月初至11月30號 Early November to November 30
審核或甄試 Review of applications or entrance exams	11月1號至11月15號 November 1 to November 15	11月30號至12月15號 November 30 to December 15
公告錄取名單 Admission results announcement.	11月中 Middle of November	12月中 Middle of December
寄發入學許可 Mailing of Admission letter		
報到與註冊入學 Check-in and registration	每年2月中 Middle of February	

申請入學流程表 Application Procedure

請確認您的身份符合外國學生申請資格
Please make sure that you are eligible to apply as an international student

符合中華民國『外國學生來台就學辦法』規定。
Qualified for the regulations set by Ministry of Education, R.O.C. <https://goo.gl/Cafsm0>

請確定您欲申請入學別的申請期限
Check the deadline for the semester and program for which you intend to apply

秋季班(九月入學)：每年3月至6月30號前
Fall semester (September incept): March ~ June 30.
春季班(二月入學)：每年10月至11月30號前
Spring semester (February incept) : October ~ November 30.

線上申請與繳交紙本資料件
Apply online and submit required documents

依『申請入學文件檢核表』準備申請所需文件。
Prepare all the required documents with “MUST Application Document Checklist”
<http://goo.gl/7Clfba>
外國學生線上申請入學系統
International student online application system :
<http://apply.must.edu.tw>

確認並完成報名
Complete and submit the application

申請入學費用：無
Application fee: None

審核或甄試
Review of applications or entrance exams

必要時得通知申請人補件、接受面談。
If required, applicants will be notified to send further documents or oral interviews.

放榜
Admission results announcement

秋季班：第一梯次：5月中、第二梯次：6月中、第三梯次：7月中
春季班：第一梯次：11月中、第二梯次：12月中
Fall semester : 1st Period, Middle of May、2nd Period, Middle of June、3rd Period, Middle of July
Spring semester : 1st Period, Middle of November、2nd Period, Middle of December

寄發入學許可
Mailing of Admission letter

於期限內回覆入學意願
Submit Intent to Enroll before deadline

取得入學通知書的申請者，可以持入學許可證明到台灣駐外館處辦理學生簽證。
Applicants who are admitted to MUST may apply for the VISA by going to Taipei Economic and Cultural Office in the country with the admission letter.

報到與註冊入學
Check-in and registration

錄取須知 Required Documents after Admission

請注意，取得入學通知書不代表你一定可以獲得台灣辦事處核發的學生簽證。若你想知道台灣駐外館處的聯絡方式，請至中華民國外交部的網站查詢<http://www.mofa.gov.tw/>

Please note that applicants who get admission are NOT guaranteed the VISA to Taiwan. For Taipei Economic and Cultural Office contact information, please visit MOFA's website: <http://www.mofa.gov.tw/> ->Consular Affairs ->Embassies and Missionsabroad.

申請資格 Eligibility

國籍 Nationality

1. 具外國國籍且未曾具有中華民國國籍，於申請時並不具僑生資格者。
An individual of foreign nationality, who has never held nationality status from the Republic of China (“R.O.C.”) and who does not possess an overseas Chinese student status at the time of their application
2. 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。
An individual of foreign nationality, pursuant to the following requirements and who has resided overseas continuously for no less than 6 years is also qualified to apply for admission under this regulation.
 - 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 also is a national of the R.O.C., but does not hold nor has had a 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 also was a national of the R.O.C. but has no R.O.C. nationality at the time of their application shall have an annulled status regarding their R.O.C. nationality for no less than 8 years after an annulment of R.O.C. nationality by the Ministry of the Interior.
 - c. 前二款均未曾以僑生身分在臺就學，且未於當學年度接受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.
3. 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。
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.
4. 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。
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.

註 1：所稱海外，指大陸地區、香港及澳門以外之國家或地區。

Overseas as prescribed in paragraph 2 and paragraph 3 is limited to countries or regions other than Mainland China, Hong Kong and Macau;

註 2：所稱連續居留，指外國學生每曆年在國內停留期間不得逾一百二十日。

The term “continuously” means that an individual may stay in Taiwan for no more than a total of 120 days per calendar year.

註 3：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。

The six year calculation period as prescribed in paragraph 2, paragraph 3 and paragraph 4 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.

申請資格依據教育部『外國學生來台就學辦法』<https://goo.gl/kYHqPY>之規定，若有修改，以教育部公告為主。

An individual eligibility is based on” MOE Regulations Regarding International Students Undertaking Studies in Taiwan” <https://goo.gl/nVdEVV>. If the MOE regulations are revised, the latest MOE regulations shall prevail. “

學歷 Educational background

1. 符合教育部採認之高中、大學或獨立學院畢業者(國際及兩岸教育司網站 <https://goo.gl/4vIUJ6>)。申請學士班者需具國外高中畢業或以上學歷、申請碩士班者需具大學畢業或以上學歷。
Applicants who have graduated from a high school, college or university recognized by the Ministry of Education of Taiwan can apply for admissions (please refer to the website <https://goo.gl/4vIUJ6>). Foreign students with a foreign high school diploma or above are eligible to apply for undergraduate programs and bachelor's degree or above for master programs
2. 具有與我國學制相當之同等學力資格者。
Applicants with equivalent qualifications to the academic degree system of Taiwan can apply for admissions.
3. 申請人畢業學校須為我國教育部認可或當地國政府權責機關或專業評鑑團體認可，符合教育部「大學辦理國外學歷採認辦法」(<https://goo.gl/29yeFG>)規定之學校或我國政府立案之學校，否則恕不受理申請。
Those institutions from which applicants graduated must be accredited schools approved by the Ministry of Education of the R.O.C. as well as in accordance with the “Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education” <https://goo.gl/IEQcd9>. Otherwise, the application will not be accepted.
4. 英制高中中學五年學歷 (Form 5) 申請入學者，於原課程外需增修畢業學分。其增修畢業學分之科目由系所另行訂定之。
Applicant who graduated from Form 5 System (High school of British system of 5 years) and apply to enter MUST, need to earn more credits. The course profile will be arranged by each department.

外國學生申請轉學注意事項

Important Information for International Transfer Students

1. 申請資格 Eligibility:

外國學生於各大學肄業，符合以下報考學士班轉學資格及教育部辦理外國學生採認辦法相關規定者，得申請轉入本校學士班。

International students who have studied at a university overseas and who meet the transfer student admissions requirements under the Ministry of Education (MOE) Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education may apply to enter the appropriate year of undergraduate study.

秋季班(九月入學) Fall semester (September incept)

a. 修業滿兩學期者，可申請各學系二年級

International students who have completed 2 semesters of study may apply to enter MUST as a sophomore.

b. 修業滿四學期者，可申請各學系二年級或三年級

International students who have completed 4 semesters of study may apply to enter this MUST as a sophomore or junior.

春季班(二月入學) Spring semester (February incept)

a. 修業滿三學期者，可申請各學系二年級

International students who have completed 3 semesters of study may apply to enter MUST as a sophomore.

b. 修業滿五學期者，可申請各學系二年級或三年級

International students who have completed 5 semesters of study may apply to enter this MUST as a sophomore or junior.

2. 抵免學分 Transfer Credit

外國學生經錄取入學後實際抵免學分由各系及各教學中心或通識中心分別審核確定，若因學分抵修不足，需延長修業期限，將依規定辦理，不得異議。

The estimated number of transferable credits will be decided by the program department after the student submit application documents. Upon admission to MUST, the number of credits that can be transferred shall be determined by the academic department in which the student has been accepted and the Center of General Education for joint courses. If the number of accepted credits is not sufficient, the term of study may not be reduced. Transfer credit decisions are made in accordance with relevant regulations and may not be changed.

獎學金 MUST Scholarship

學雜費全免或半免獎學金 Full or Half Tuition Scholarship		名額 Quota	5
生活補助獎學金 (每月生活補助 NT 5,000) Living Expenses Scholarship (Monthly Stipend NT 5,000)			5
資格 Qualification	1.	申請大學部者：高中在學成績總平均七十分(GPA2.5 以上) For bachelor degree: Average mark is 7.0 or 70 or 2.5 GPA and above.	
		申請碩士班者：大學在學成績總平均七十五分(GPA3.0)以上 For Master degree : Average mark is 7.5 or 75 or 3.0 GPA and above.	
	2.	申請中文授課者：華語文能力測驗高階級以上 Chinese-taught program applicant: TOCFL level 4 and above.	
		申請英文授課者：TOEFL IBT 50, PBT 500 or TOEIC 550 or IELTS 4.0 以上 English-taught program applicant: TOEFL IBT 50, PBT 500 or TOEIC 550 or IELTS 4.0 and above.	

優良華語文獎學金(新台幣20,000元/學期，提供4學期) Elite Mandarin Scholarship (NT\$20,000/semester for 4 semesters)		名額 Quota	5
資格 Qualification	<p>符合以下一項條件即可 The applicant who can meet the one of following criteria are eligible for this scholarship</p> <ol style="list-style-type: none"> 1. 中文為母語 Chinese as native language. 2. 華語文測驗成績達進階級以上 TOCFL Level 3 or above. 3. 於本校或他校華語文中心研修期間獲得成績等同於華語文測驗成績達進階級以上 Test results identified by MUST or other Chinese language center as equivalent to TOCFL Level 3 or above 4. 其他證書等同華語文能力進階級以上 Other certificate equivalent to TOCFL Level 3 or above 		

新南向國家獎學金(新台幣8,000至12,000元/學期，提供8學期) New Southbound Scholarship (NT\$8,000~12,000/semester for 8 semesters)	
資格 Qualification	<p>來自以下國籍之申請生，通過入學審核後，即可獲得獎學金。 印尼、新加坡、馬來西亞、菲律賓、泰國、汶萊、越南、緬甸、寮國、柬埔寨、印度、巴基斯坦、孟加拉、斯里蘭卡、尼泊爾、不丹、紐西蘭、澳洲。 Applicant who has hold nationality from the following nations will acquire the scholarship after has passed MUST entrance qualification examination. Indonesia, Singapore, Malaysia, Philippines, Thailand, Brunei, Vietnam, Myanmar, Laos, Cambodia, India, Pakistan, Bangladesh, Sri Lanka, Nepal, Bhutan, New Zealand and Australia.</p>

備註 Note	<p>獲得明新科技大學獎學金者，有義務履行國際教育與交流中心所辦理之教學助理業務 If applicants accept the scholarship offered by MUST, have the obligation of fulfilling the requirements on teaching assistant regulated by the International Education and Exchange Center.</p>
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學術資訊 Academic Information

學期日期 Academic Year

每學年共有兩學期 One academic year has two semesters

1. 第一學期(秋季班)：每年9月初至1月中。

The first semester (Fall semester) begins around the early of September until the middle of January.

2. 第二學期(春季班)：每年2月初至6月底。

The second semester (Spring semester) begins around the middle of February until the end of June.

3. 學期期間為寒暑假。

In between are the summer and winter vacation.

修業年限 Program Duration

1. 大學部修業年限為4至6年(8至12學期)。

Undergraduate programs must be completed within 4 ~ 6 years (8 ~ 12 semesters).

2. 碩士班修業年限則為2至4年(4至8學期)。

Master programs must be completed within 2 ~ 4 years (4 ~ 8 semesters).

教學方式 Teaching methods

1. 本校大學部教學以中文為主，申請修讀大學部課程者宜具備中文聽講能力。

Instruction in this university is mainly given in Mandarin Chinese; applicants for undergraduate programs must be proficient in the Chinese language, particularly in speaking and listening.

2. 大學部主要以講課為主。學生若要獲得學分則有下列幾種方式：小組討論、簡報、讀書報告及考試。攻讀大學學位不需撰寫畢業論文。

Most undergraduate programs are lecture-based. Coursework includes group discussions, presentations, study papers, and exams. No thesis writing is required for the bachelor's degree.

3. 研究所的主要授課方式為專題討論、小組討論、研究、專題研究以及實習。研究生必須撰寫畢業論文以取得學位。

Graduate programs are mainly conducted through seminars, group discussions, research and praxis.

Graduate students are asked to write a thesis or dissertation as part of their degree.

學位資訊 Degree Programs

系所 Institute/Department	學士Bachelor	碩士Master	
	中文 Chinese-taught	英語 English-taught	英語 English-taught
工學院 College of Engineering			
精密機電工程研究所 Precision Mechatronic Engineering		●	●
土木工程與環境資源管理系/所 Civil Engineering and Environmental Informatics	●	●	
電機工程系/所 Electrical Engineering	●	●	
電子工程系/所 Electronic Engineering	●	●	
化學工程與材料科技系/所 Chemical and Materials Engineering	●	●	
光電工程系/所 Electro-Optical Engineering	●	●	
機械工程系 Mechanical Engineering	●		
資訊工程系 Computer Science and Information Engineering	●		
管理學院 College of Management			
管理研究所 Management		●	●
工業工程與管理系/所 Industrial Engineering and Management	●	●	
資訊管理系/所 Information Management	●	●	
企業管理系 Business Administration	●		
行銷與流通管理系 Marketing and Logistics Management	●		
財務金融系 Finance	●		
服務產業學院 College of Service Industries			
服務產業暨管理研究所 Service Industries and Management		●	
旅館管理與廚藝創意系 Hotel Management and Culinary Creativity	●		
幼兒保育系 Child Development and Education	●		
休閒事業管理系 Leisure Management	●		
樂齡服務事業管理系 Senior Services Industry Management	●		
人文與設計學院 College of Humanities and Design			
運動管理系 Sports Management	●		
應用外語系 Applied Foreign Languages	●		

預估費用列表 Approximate Fees List

項目 Item	費用 Expenses	備註 Note
學雜費 Tuition	請參閱『學雜費用』 Please refer to "Tuition"	
其他費用 Other fees	NT\$2,475 /semester	包括平安保險費 325 元、網路費 300 元、電腦使用費 750 元、語言設備使用費 300 元、游泳池設備使用費 800 元 Other fees inciding, Insurance NT\$325+ Internet Fee NT\$300 + Computer Use Fee NT\$750+ Language Use Fee NT\$300+ swimming pool Fee NT\$800.
宿舍費 Dormitory fee	NT\$23,100 ~ NT\$30,600 /year	不包含寒暑假費用 Not including the summer and winter vacation lodging fee
外國新生醫療保險 New International Students' Medical Insurance (NISMI)	NT\$ 3,000 / first semester	外國學生在臺第一學期需加保 For the first semester of studying.
全民健康保險 National Health Insurance(NHI)	NT\$ 4,494 / semester (after second semester)	抵台第二學期後必須加入此保險 Starting from the second semester.
健康檢查費 Physical Examination Fee	NT\$ 650/ time	
外僑居留證 Alien Resident Certificate(ARC)	NT\$1,000 / year	
書費 Book expenses	NT\$ 6,000 /year	此為預估花費 It is approximate expenses.
生活費 Living expenses	NT\$ 84,000 / year	此為預估花費 It is approximate expenses.
個人花費 Personal expenses		
接機費用 Airport pick-up service	NT\$2,200~2,700 / time	此為預估花費 It is approximate expenses.
銀行開戶 Bank accounting fee	NT\$ 1,000 / time	開戶完成後 1,000 元將存入銀行帳戶(可退還) NT\$1,000 is for open your personal bank accounting (refutable),

此為 2019 年之費用基準，每年費用皆可能有所調整與變動，此表僅供參考，特殊情況不在此限
The expenses rates are based on year 2019. The rates are for reference only and are expected to change every year. The list is for reference only, it do not include exceptional situation.

學雜費用 Tuition

系所 Institute/Department	學雜費/學期 Tuition / semester	
	學士 Bachelor degree	碩士 Master's degree
工學院 College of Engineering		
精密機電工程研究所 Precision Mechatronic Engineering	NT\$ 51,210	NT\$ 53,571
土木工程與環境資源管理系/所 Civil Engineering and Environmental Informatics	NT\$ 51,210	NT\$ 53,571
電機工程系/所 Electrical Engineering	NT\$ 51,210	NT\$ 53,571
電子工程系/所 Electronic Engineering	NT\$ 51,210	NT\$ 53,571
化學工程與材料科技系/所 Chemical and Materials Engineering	NT\$ 51,210	NT\$ 53,571
光電工程系/所 Electro-Optical Engineering	NT\$ 51,210	NT\$ 53,571
機械工程系 Mechanical Engineering	NT\$ 51,210	NT\$ 53,571
資訊工程系 Computer Science and Information Engineering	NT\$ 51,210	NT\$ 53,571
管理學院 College of Management		
管理研究所 Management	NT\$ 44,617	NT\$ 46,673
工業工程與管理系/所 Industrial Engineering and Management	NT\$ 51,210	NT\$ 53,571
資訊管理系/所 Information Management	NT\$ 51,210	NT\$ 53,571
企業管理系 Business Administration	NT\$ 44,617	NT\$ 46,673
行銷與流通管理系 Marketing and Logistics Management	NT\$ 44,617	NT\$ 46,673
財務金融系 Finance	NT\$ 44,617	NT\$ 46,673
服務產業學院 College of Service Industries		
服務產業暨管理研究所 Service Industries and Management	NT\$ 44,617	NT\$ 46,673
旅館管理與廚藝創意系 Hotel Management and Culinary Creativity	NT\$ 44,617	NT\$ 46,673
幼兒保育系 Child Development and Education	NT\$ 44,617	NT\$ 46,673
休閒事業管理系 Leisure Management	NT\$ 44,617	NT\$ 46,673
樂齡服務事業管理系 Senior Services Industry Management	NT\$ 44,617	NT\$ 46,673
人文與設計學院 College of Humanities and Design		
運動管理系 Sports Management	NT\$ 44,617	NT\$ 46,673
應用外語系 Applied Foreign Languages	NT\$ 44,617	NT\$ 46,673
註：此為 2019 年之費用基準，每年費用皆可能有所調整與變動 Note :The tuition rates are based on year 2019. It is for reference only and is expected to change every year.		

宿舍費用 Dormitory Fee

一年住宿費 (不含寒暑假)

For One Year (Not including summer and winter vacation)

新生住宿由學校統一分配，學生無法自己挑選想住的宿舍

The freshman can't choose their own dormitory in the first year. It will be arranged by school.

宿舍別 Dorm. type	男生宿舍 Male		女生宿舍 Female	男女生宿舍 Male and Female
	忠舍 (Jung Dorm.)	仁舍 (Ren Dorm.)	愛舍 (Ai Dorm.)	體安樓 (Ti-An Building)
宿舍類別 Room type	4 人房 4-Person Room	2 人房 2-Person Room	4 人房 4-Person Room	4 人房 4-Person Room
宿舍費 Dormitory fee	NT\$18,100	NT\$22,400	NT\$18,100	NT\$25,600
保證金 Refundable deposit	NT\$2,000			
水電費 Utilities	照表收費(預付預付水電費 NT\$3,000) According to Amount Used (Prepaid Utilities NT\$3,000)			
總計 Total	NT\$23,100	NT\$27,400	NT\$23,100	NT\$30,600

設備 Facilities :

所有寢室均備有床位(沒有寢具：床墊、棉被與枕頭)、書桌、檯燈、椅子、衣櫥等固定設備，另外網路、自助洗衣、交誼廳、安全維護設施也一應俱全，不過衛浴設備必須共用。另外宿舍內沒有廚房

All rooms are equipped with desk, lamps, book shelves, chairs, built-in wardrobes, drawers and bunks without bedding : mattress, comforter and pillow. In addition, Internet, laundry, lounge facilities, and security facilities are also provided.

However, bathrooms are shared in all the dorm. There is no kitchen in the dorms.

備註 Note :

- 宿舍門禁時間為晚上 23 點至隔天清晨 6 點，並於每晚 23 點進行點名，以維護學生安全

The strict curfew requires that the front gate of the dormitory be closed at 23:00 every night. After that, students are not allowed to go out except for emergency.

- 本校無提供家庭式或男女同房式之宿舍房間

The university has no dormitory or flat for families or couples.

- 明新科技大學是禁菸禁酒的校園。**根據菸害防制法規定，大專校院室內場所全面禁菸，室外場所除吸菸區外，不得吸菸。室外非吸煙區吸煙者處新台幣 10,000~50,000 元。本校吸煙區設立在特別區域，請依規定配合。

MUST is a "nosmoking and noalcohol" campus. According to the Tobacco Hazard Control Act, smoking of cigarettes is completely banned in indoor areas on the University campus and prohibited outdoors as well except for designated smoking areas. Anyone who violates this rule will be fined from NT\$2,000~NT\$10,000. Smoking in the non-smoking area will be fined from NT\$10,000~NT\$50,000.

- 寒暑假間住宿學生可自行選擇是否住宿

Student can choice to live in the dorm or not on your own during the vacation.

- 此為 2019 年之費用基準，每年費用皆可能有所調整與變動

The following dormitory fee rates are based on year 2019. The rates are for reference only and are expected to change every year.

政府單位 The Government Offices

單位名稱 Office name	
中華民國駐外辦事處 Information for Embassies Abroad	中華民國外交部網站中提供更多的駐外辦事處資訊 For further information, please visit the Ministry of Foreign Affairs ROC (Taiwan) website. 網址： http://www.taiwanembassy.org/dept.asp?mp=2&codemeta=locationIDE Website： http://www.taiwanembassy.org/dept.asp?mp=1&codemeta=locationIDE
外交部 領事事務局 Bureau of Consular Affairs, Ministry of Foreign Affairs	申請換發居留簽證之單位 Resident Visa application TEL：+886-2-2343-2885 or 2895 網址： http://www.boca.gov.tw Website： http://www.boca.gov.tw/mp.asp?mp=2
內政部入 出國及移民署 National Immigration Agency	申請換發外僑居留證之單位 ARC application TEL：+886-2-2388-9393 ext.2637 網址： http://www.immigration.gov.tw Website： http://www.immigration.gov.tw/
教育部 國際暨兩岸教育司 Department of International and Cross- strait Education of the Ministry of Education	綜理臺灣之國際教育相關事宜 Coordination of international and cross-strait related issues Tel: +886-2-7736-5606 網址： http://depart.moe.edu.tw/ed2500/Default.aspx Website： http://depart.moe.edu.tw/ed2500/Default.aspx
外國人在臺生活資訊 服務網 Information for Foreigners	提供在臺外國人所須知之各項資訊 Provides all kinds of information that a foreigner needs to know about Taiwan. TEL：+886-0800-024-111 網址： http://iff.immigration.gov.tw Website： http://iff.immigration.gov.tw

語言測驗機構資訊 Language Test Information

語言 Language	單位名稱 Offices name	資訊 Information
中文 Chinese	國家華語測驗推動工作委員會 TOCFL (Steering Committee for the Test of Proficiency-Huayu)	網址： http://www.sc-top.org.tw/ Website: http://www.sc-top.org.tw/english/eng_index.php
	中國漢語水平考試 HSK (The Chinese Proficiency Test)	網址： http://www.hsk.org.cn/ Website: http://www.hsk.org.cn/index_e.aspx
英文 English	托福 TOEFL(The Test of English as a Foreign Language)	Website: http://www.ets.org/toefl
	多益 TOEIC (Test of English for International Communication)	Website: http://www.ets.org/toeic
	雅思 IELTS (International English Language Testing System)	Website: http://www.ielts.org/

保險 Insurance

外國新生醫療保險 New International Students' Medical Insurance

說明 Instruction

外國新生抵台第一學期必須投保外國新生醫療保險，一期為六個月，新台幣費用為 3000 元，投保生效日以校定時間為主。

New international students will be requested to purchase the international student insurance policy that costs NT\$3,000(US\$100) for first semester, when arriving in Taiwan. The valid day of the insurance will begin when international students arrive in Taiwan and clear their expenses.

費用：NT\$3,000 元/第一學期

Payment：NT\$ 3,000 for first semester

全民健康保險 National Health Insurance (NHI)

說明 Instruction

外國學生來台就學者，自居留滿六個月時，依法得參加全民健康保險，並繳交健保費用（新台幣 4,494 元/學期），並於開學時繳交費用。

According to National Health Law, Article 10, Item 2, and Article 11, Item 1 of Taiwan, international students staying in Taiwan for at least 6 months (after the first semester) and holding Alien Residence Certificates (ARC) are eligible for and shall enroll in the National Health Insurance (NHI) Program. Students will have to pay the insurance premium during the registration each semester. The insurance fee for students enrolled in NHI is NT\$4,494 (US\$150) / semester (the premium rate is subjected to change).

費用：NT\$4,494 元/學期

Payment：NT\$4,494 (US\$150) / semester

詳細規定請瀏覽『中央健康保險局北區分局』

For more information, please visit the Bureau of NATIONAL HEALTH INSURANCE

網址：<http://www.nhi.gov.tw/>

Website：<http://www.nhi.gov.tw/english/index.asp>

外僑居留證 Alien Resident Certificate (ARC)

說明 Instruction

外僑居留證是外國學生在台灣之身分證，證明外國學生居留在台灣的效期與身分證明文件
The ARC serves as the ID card which prove international students' resident status in Taiwan.

費用 NT1,000 元整/年

Payment NT\$ 1,000 (US\$34) /year

注意事項 Note

未在 ARC 居留期限內辦理延簽者，移民署將有權利廢除當事人居留權利，並勒令強制出

For international students who did not apply for ARC extension, their residence will be ceased by the authorized agency, and they may be expelled from Taiwan.

詳細規定請瀏覽『內政部入出國及移民署』

For more information, please visit the National Immigration Agency

網址：<http://www.immigration.gov.tw/>

Website：http://www.immigration.gov.tw/immig_eng/aspcode/main4.asp

工作許可證 Work Permit

說明 Instruction

外國學生如欲在臺灣工作，依規定必須先申請並取得工作許可證

For international students who wish to work in Taiwan they are required to apply for and obtain the work permit before starting work.

費用：NT\$100 元整/六個月

Payment：NT\$ 100 (US\$3.4) for six months

注意事項 Note

1. 工作許可期間最長時間為 6 個月，除寒暑假外，每星期最長時數為 20 小時。

The period of validity of a work permit is six months at most. The maximum working hours are 20 hours per week, except during summer and winter vacation.

2. 無校外工作證經查學校或任何單位查獲者，立即遣返回國。

Students found working outside the campus without the work permit can result in expel out of Taiwan.

詳細規定請瀏覽『行政院勞工委員會職業訓練局』

網址：<http://www.evta.gov.tw/home/index.asp>

For more information, please visit the Bureau of Employment and Vocational Training

Website：<http://www.evta.gov.tw/eng/home/index.asp>

停留簽證轉換至居留簽證

The VISITOR VISA change to the RESIDENT VISA in Taiwan

註：若您已持有居留簽證，則無需辦理轉換簽證作業

Note：If you get the RESIDENT VISA before come to Taiwan, you need not change your own VISA.

說明 Instruction

持簽證目的為就學等停留簽證來台者，在停留期限屆滿前，至外交部領事事務局申請改發居留簽證

Foreign nationals, who have entered ROC with Visitor visas for the purpose of pursuing studies, must make for the necessary visa change into a RESIDENT VISA at the Bureau of Consular Affairs, Ministry of Foreign Affairs before the visitor expiration date.

參考費用(以外交部公告為主準)

Application fee (only for reference due to rate changes)

居留簽證規費新台幣 2,200 元 (美金 66 元) 相對處理費新台幣 4,323 元 (美金 131 元，目前僅適用於美國籍人士)。在台申請停留簽證改辦居留簽證，另加收特別手續費新台幣 800 元 (美金 24 元)

NT\$ 2,200(US\$66) for single entry; NT\$4,400(US\$132) for multiple entry. The Visa application fee is NT\$4,323(US\$131) for US citizens. An additional handling charge of NT\$800 shall apply to applications made in the ROC by visitor visa holders applying for change or replacement of visitor visa or resident visa. For foreign nationals from the countries with which the ROC has entered into reciprocal agreements, the Resident Visa is issued gratis.

注意事項 Note

使用免簽證或落地簽證方式入境，或以非就學簽證目的持有停留簽證來台者，不得已就學為由要求轉換居留簽證或申請延長停留期限

Foreigners who come to ROC with a VISA upon Arrival, with a VISA exemption, or with a VISA other than Student Status Visa can not ask for visa extension for purpose of pursuing education.

詳細規定請瀏覽『外交部領事事務局』網址：<http://www.boca.gov.tw>

For more information, please visit the Bureau of Consular Affairs, Ministry of Foreign Affairs Website：

<http://www.boca.gov.tw/mp.asp>

入學文件

Application Documents

申請入學文件檢查表 MUST Application Documents Checklist

入學申請表 Application Form	
具結書與授權書 The declaration and the letter of authorization.	
畢業證書 Diploma (Final year students may use certificate of enrollment issued by current school) 1. 一般申請生：中文或英文最高學歷畢業證書影本(應屆畢業生可使用在學證明) Ordinary applicant : one photocopy of high school / university diploma in Chinese or English.(Final year students may use certificate of enrollment issued by current school) 2. 轉學生：除高中畢業證書外，還必須提供大學在學證明 Transfer student : one photocopy of high school diploma and certificate of enrollment of university/college in Chinese or English. 3. 交換生：目前就讀學校中文或英文的在學證明 Exchange student : one photocopy of certificate of enrollment of university/college in Chinese or English.	
成績單 Transcripts 1. 一般申請生：中文或英文最高學歷成績單證明影本 Ordinary applicant : one photocopy of high school / university transcripts in Chinese or English. 2. 轉學生：除高中成績單外，還必須提供大學成績單 Transfer student : one photocopy of high school and university/college transcripts in Chinese or English. 3. 交換生：目前就讀學校中文或英文的成績單 Exchange student : one photocopy of current university/college transcripts in Chinese or English	
財力證明 US\$5,000 元或 NT \$150,000 元以上或獲獎學金證明副本 Financial Statement or Official Bank Statement with a minimum balance of US\$5,000 or NT \$150,000 per person or a copy of scholarship award notification.	
明新科技大學獎學金申請表(欲申請獎學金者) Application Form for MUST Scholarships.(If applicant have enough qualification.)	
中文或英文推薦書二份 Two recommendation letters in Chinese or English.	
語文證明： Language Requirement:	1. 中英文為母語者，免附 Native speaker are excluded.
	申請中文授課者 Chinese-taught program applicant. 華語文能力測驗進階級以上 TOCFL level 3 and above. 無華語文能力測驗進階級以上證明者，必須參與本校開辦之華語文訓練課程。(註：部分駐外館處規定申請簽證時必須持有英文能力證明) Applicants who don't have TOCFL certificate level 3 and above must take the intensive Chinese language courses organized by MUST Chinese language education center. (Note : for some countries, the English certificate is still the necessary document to got VISA to Taiwan by Taipei Economic and Cultural Office.)
	申請英文授課者 English-taught program applicant. TOEFL IBT 40 or TOEIC 450 or IELTS 3.5, and above.
中文或英文自傳(包含個人背景、申請動機與讀書計畫等) Autobiography in Chinese or English. (Including your background, motivations and study plan etc.)	
其他有利文件 (如：證照、獎狀...等) Other advantageous documents. (For example: certificate examination, awards etc.)	

申請期限 Application submission	春季班(二月入學)：每年 10 月至 11 月 30 號前 Spring semester (February incept): October ~ November 30 秋季班(九月入學)：每年 3 月至 6 月 30 號前 Fall semester (September incept): March ~ June 30.
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浮貼兩張照片
Please attach 2 recent photograph here

請於 2 張照片背後寫下您的姓名
please write down your name on the back of the two photos

入學申請表 Application Form

(請用中文或英文正楷填寫)

Please complete this form in Chinese or English block letters)

1. 申請人身份 Applicant status

<input type="checkbox"/> 一般申請生 Ordinary applicant		
<input type="checkbox"/> 轉學生 Transfer student		
<input type="checkbox"/> 交換生 Exchange student	交換期間 For how long time?	<input type="checkbox"/> 一學期 One semester <input type="checkbox"/> 一學年 One year <input type="checkbox"/> 其它 Other _____/_____-_____/_____(mm/yy)

2. 申請就讀學位及系所 Applied department/graduate institute and degree.

學位 Degree	<input type="checkbox"/> 學士學位 Bachelor <input type="checkbox"/> 碩士學位 Master
系所 Department/ Institute	

3. 個人資料 Personal background

申請人姓名 Applicant's name	稱謂 Prefix	<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms. <input type="checkbox"/> 小姐 Miss		
	中文姓名 Chinese name	姓	名	
	英文姓名 English name	First name	Middle name	Last name
※請依護照上姓名填寫 Please fill out full name as appeared in the passport.				
護照號碼 Passport No.		出生日期 Birthdate	dd/mm/yy	
性別 Gender	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	婚姻狀況 Marital status	<input type="checkbox"/> 單身 Single <input type="checkbox"/> 已婚 Married	
國籍 Nationality	1. _____ 2. _____	電話/行動電話號碼 TEL/ Cellphone Number	1. _____	2. _____
電子郵件 E-mail address				
通訊地址 Mailing address	郵遞區號 Postcode _____			

4. 教育背景 Educational background

學校 School/University	學校名稱 Name	主修 Major	學位 Degree	就讀期間 Period (mm/yy)
高級中學 High school				____/____ - ____/____
大學/學院 College / University			<input type="checkbox"/> 學士 Bachelor <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor <input type="checkbox"/> 其他 Others _____	____/____ - ____/____
研究所 Graduate institute			<input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor <input type="checkbox"/> 其他 Others _____	____/____ - ____/____

5. 家人與在台連絡人資訊 Information of family and contact person in Taiwan

父親或母親資訊 Father or Mother's information	關係 Relationship	<input type="checkbox"/> 父親 Father <input type="checkbox"/> 母親 Mother		
	姓名 Name	First name	Middle name	Last name
	電話/行動電話 TEL/Cellphone	1. _____	2. _____	
	永久地址 Permanent address	郵遞區號 Postcode _____		
其他親人資訊 Other family's information	關係 Relationship	<input type="checkbox"/> 父親 Father <input type="checkbox"/> 母親 Mother <input type="checkbox"/> 其它 Other _____		
	姓名 Name	First name	Middle name	Last name
	電話/行動電話 TEL/Cellphone	1. _____	2. _____	
	通訊地址 Mailing address	郵遞區號 Postcode _____		
在台連絡人資訊 Contact person in Taiwan	關係 Relationship	_____		
	姓名 Name	First name	Middle name	Last name
	電話/行動電話 TEL/Cellphone	1. _____	2. _____	
	通訊地址 Mailing address	郵遞區號 Postcode _____		

6. 語文能力 Language ability

母語 Native language	<input type="checkbox"/> 中文 Chinese <input type="checkbox"/> 英文 English <input type="checkbox"/> 其他 Other _____	
學習中文或英文幾年? How many years have you formally study Chinese or English?	<input type="checkbox"/> 中文 Chinese _____ <input type="checkbox"/> 英文 English _____	
語言證明 Language certificate	程度 Level/分數 Score	取得時間 Date taken(mm/yy)
托福 TOEFL <input type="checkbox"/> IBT <input type="checkbox"/> PBT <input type="checkbox"/> 多益 TOEIC <input type="checkbox"/> 雅思 IELTS		____/____
<input type="checkbox"/> 華語文能力測驗 TOCFL		____/____
<input type="checkbox"/> 其他 Other	請註明 Please specify _____	____/____

7. 英文語言能力自我評估 English ability self-evaluation

英文語言能力自我評估 Please evaluate your English language ability.				
聽 Listening	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
說 Speaking	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
讀 Reading	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
寫 Writing	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor

8. 中文語言能力自我評估 Chinese language ability self-evaluation

中文語言能力自我評估 Please evaluate your Chinese language ability.				
聽 Listening	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
說 Speaking	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
讀 Reading	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
寫 Writing	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
您入學第一年是否需要參加華語文訓練課程? Can you take the major courses taught in Chinese in the first year?	<input type="checkbox"/> 本人無法立刻參加以中文授課為主之專業課程，且第一年需要華語文課程 I cannot take the major courses taught in Chinese immediately, I need take additional Chinese language training to improve my Chinese in the first year. <input type="checkbox"/> 本人可以參加以中文授課為主之專業課程，但須再參加中文課程加強 I can take the major courses taught in Chinese, but I shall take additional Chinese language training to improve my Chinese. <input type="checkbox"/> 本人可以參加以中文授課為主之專業課程，無須再參加中文課程加強 I can take the major courses taught in Chinese, and there is no need for me to take additional Chinese language training .			

9. 財力支援狀況 Financial support

<input type="checkbox"/> 個人儲蓄 Personal savings	<input type="checkbox"/> 親人提供 Family 關係 Relationship _____
<input type="checkbox"/> 獎學金 Scholarship : 請註明 Please specify _____	<input type="checkbox"/> 其他來源 Others : 請註明 Please specify _____

10. 工作經驗 Work experience

是否有工作的經驗? Do you have any work experience?		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
服務機關名稱 Name of the company	部門 Department	工作職稱 Title	工作期間 Period (mm/yy)
			____/____ - ____/____
			____/____ - ____/____

11. 學校宿舍 MUST Dormitory

你要申請學校宿舍嗎? Will you apply for our dormitory?	<input type="checkbox"/> 是 Yes
	<input type="checkbox"/> 否 No

具結書 Declaration

1. 本人保證符合以下五項其中之一
I hereby attest that I am qualified for one of the five following conditions.
 - a. 具外國國籍且未曾具有中華民國國籍，於申請時並不具僑生資格。
At the same time of application, I am holding a foreign nationality and have never held R.O.C. nationality. Moreover, I do not have overseas Chinese student status.
 - b. 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六年以上者，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 same time of application, I am holding both foreign and R.O.C. nationalities but have never had the household registration in Taiwan. Moreover, I have been living abroad continuously for more than 6 years and I have never studied with overseas Chinese status in Taiwan and I have not received the student status from the University Entrance Committee for Overseas Chinese Students in the enrollment year.
 - c. 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八年，並於申請時已連續居留海外六年以上者，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 same time, I am holding foreign nationality and once had R.O.C. nationality but I have not had household registration issued by Ministry of Interior for at least 8 years and have been living abroad continuously for more than 6 years. Moreover, I have never studied with overseas Chinese status in Taiwan and have not received a student status from the University Entrance Committee for Overseas Chinese Students in the enrollment year.
 - d. 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
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.
 - e. 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
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.
 2. 所有的資料如有不實或不符規定等情事屬實者，本人願依貴校相關辦法與中華民國政府之規定辦理，絕無異議。如入學或畢業後始發現者，註銷學籍，畢業者追繳已發之畢業證書
If any information(Including all of the application documents) is found to be false, I will accept the consequences set forth in university regulation or R.O.C. law. And the admission will be cancelled and the criminal liability will be imposed. If the forged document is found after admission or graduation, the student status will be revoked, the degree diploma will be retracted, and the criminal liability will be imposed.
 3. 本人所提供之最高學歷畢業證書，在畢業學校所在地國家均為合法有效取得畢業資格，並所持有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。
The highest level diploma which I present is recognized as legal and valid within the country where the school is located and is equivalent to the comparable diploma offered in the R.O.C.
 4. 取得入學許可後，於辦理報到時，須繳交台灣駐外館處驗證之畢業證書及成績單（認證章正本），始得註冊入學。
I understand that at the time of registering at MUST, the original diploma of my highest degree and an official transcript, verified by the R.O.C. embassies, consulates, or missions abroad or other notary institutes authorized by the Ministry of Foreign Affairs, R.O.C., in the country where the documents were originally issued, should be submitted.
 5. 外國轉學生經錄取入學後實際抵免學分由各系及各教學中心或通識中心分別審核確定，若因學分抵修不足，需延長修業期限，將依規定辦理，不得異議。
Upon admission to MUST, the number of credits that can be transferred shall be determined by the academic department in which the student has been accepted and Center of General Education for jointcourses. If the number of accepted credits is not sufficient, the term of study may not be reduced. Transfer credit decisions are made in accordance with relevant regulations and may not be changed.
 6. 英制高中中學五年學歷 (Form-5) 申請入學者，於原課程外需增修畢業學分。其增修畢業學分之科目由系所另行訂定之。
Applicant who graduated from Form 5 System (High school of British system of 5 years) and apply to enter MUST, need to earn more credits. The course profile will be arranged by each department.
 7. 本人未曾遭中華民國國內各大專院校以操行、學業成績不及格或因犯刑事案件經判刑確定致遭退學。
I have never been expelled from a university or college in R.O.C. due to behavior problems, failed academic performances or criminal records.
 8. 依教育部規定，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，應予退學。
According to the regulations of the MOE (Ministry of Education), those who have been approved for Initial Household Registration, Moving-in Registration, Acquisition or Restoration of Nationality during their study in Taiwan and have thus ceased to possess the status as foreign students, shall be expelled from any attending school.
- 註：申請資格依據教育部『外國學生來臺就學辦法』之規定，若有修改，以教育部公告為主。
『外國學生來臺就學辦法』 <https://goo.gl/UYybmh>
- Note : The application eligibility is based on Ministry of Education (MOE) regulations regarding international students undertaking studies in Taiwan. If the MOE regulations are revised, the latest MOE regulations shall prevail. "International Students Undertaking Studies in Taiwan" <https://goo.gl/mr2cMF>

申請人全名(正楷填寫) Full Name (in Print) _____

申請人簽名 Applicant's signature _____ 日期 Date _____ date 日/month 月/year 年

授權書 Letter of Authorization

明新學校財團法人明新科技大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定以本聲明及同意書向您行書面告知並徵求您同意。當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

According to the Personal Data Protection Act, Minghsin University of Science and Technology (hereinafter as MUST) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by MUST. Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

一、基本資料之蒐集、更新及保管

(一)本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。

(二)請提供您本人正確、最新及完整的個人資料。

(三)本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。

(四)若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。

(五)若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。

(六)您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：1.查詢或請求閱覽。2.請求製給複製本。3.請求補充或更正。4.請求停止蒐集、處理或利用。5.請求刪除。

但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

I. Basic Data Collection, Renewal and Management

(I)MUST will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.

(II) Please provide your accurate, latest and complete personal data.

(III)Your personal data collected by MUST to facilitate its administration includes the information in the columns marked as required on the form.

(IV)Please inform MUST of any change to your personal data to maintain the latest information.

(V)You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.

(VI)According to the Personal Data Protection Act (ROC), you are entitled to make the following requests: 1. To check or review the collected data. 2. To receive a photocopy of the collected data. 3. To supplement or revise the collected data. 4. To cease the collection, processing or use of the collected data. 5. To delete the collected data. However, MUST may reject your requests in order to meet the administrative needs of its offices and institutes.

Moreover, should you suffer any losses due to such requests, MUST shall not be held responsible for any compensation.

二、蒐集個人資料之目的

(一)本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。

(二)當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

II. Purpose of Personal Data Collection

(I)MUST collects your personal data to meet the needs of educational administration.

(II)We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to MUST, you may lose certain rights or benefits as a consequence.

三、基本資料之保密：本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

III. Basic Information Security Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by MUST the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, MUST shall inspect the cause and inform you by phone, mail, email or website notice.

四、同意書之效力

(一)當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。

(二)本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

IV. Validity of Agreement

(I)Your signature on this agreement indicates that you have read, understood and accepted its contents.

(II)MUST is entitled to amend the contents of this agreement, and any amendments will be publicized on the MUST website. Should you disagree with any amendments, please exercise your right to request that MUST discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

五、準據法與管轄法院本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣新竹地方法院為第一審管轄法院。

V. Governing Law and Jurisdiction The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Hsinchu District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

個人資料保護法 Personal Information Protection Act : <https://goo.gl/iYnX2E>

申請人全名(正楷填寫) Full Name (in Print) _____

申請人簽名 Applicant's signature _____ 日期 Date _____ date 日/month 月/year 年

推薦函 Recommendation Form

本校接受私人格式推薦函 Own recommendation form format is acceptable

申請人姓名 Name of applicant : _____
致推薦人：感謝您協助填寫此推薦書，你的意見為本校的重要參考，謝謝您。若頁面不足請自行增加。 To the referee : This person is applying for admission to Minghsin University of Science and Technology. We would appreciate receiving your opinions regarding this applicant. Please feel free to add pages to make additional comments. We sincerely thank you for your time and effort.

請問您認識申請人有多久的時間？在何種關係或場合下認識？
How long have you known the applicant? How do you know him/her?

請您對申請人之學業（特別以中文或英文能力請詳加評估）、品性、個性、優點、缺點、以及可否順利完成所欲修讀之學位等，做一評估。您的說明將是我們評審之重要依據。
We appreciate your candid assessment of the applicant's academic performance (especially, in the aspect of the applicant's Chinese or English proficiency), character, personality, and professional potential. Your statement plays an important role in our evaluation.

其它推薦事項 Other recommendations

請就下列項目與相似年齡及經驗者做一比較，在適當空格做註記。

Please compare the applicant with others of similar age and experience and then check the appropriate box below.

	傑出 Excellent	佳 Good	可 Average	差 Poor
研究潛力 Research potential				
創造力與想像力 Creativity & imagination				
成熟度 Maturity				
與他人相處狀況 Ability to work with Others				
表達能力 Communication skills				
是否推薦入學 Recommended or not	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No			

※ Recommender info 推薦人資料

姓名 Name		電話 Telephone	
單位 Institute		職稱 Title	
電子郵件 E-mail			
推薦人簽名 Recommender's signature	日期 Date _____ date 日/ month 月/year 年		

※ 請將此信彌封且在信封封口處簽名後交給申請人。Please seal, sign on the envelope, and return to the applicant

From:

中文姓名 Name in Chinese (If applicable) : _____

英文姓名 Name in English : _____

地址 Address : _____

國家別 Country : _____

連絡電話 Phone number : _____

To:

30401 新竹縣新豐鄉新興路一號

明新科技大學國際教育與交流中心

International Education and Exchange Center

Minghsin University of Science and Technology

No.1, Xinxing Rd., XinfengHsinchu 30401, Taiwan (R.O.C)

請填寫以下空格並將本表貼於報名信封上，以限時掛號郵寄。

Please fill in the blanks below, attach this form on the envelope, and send by registered mail.