

Handbook for International Students



國立彰化師範大學
National Changhua University of Education



國際暨兩岸事務處 製

Office of International and Cross-Strait Affairs

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Foreword



Foreword

Dear Students,

Welcome to National Changhua University of Education. We welcome you to be part of our great family! Understanding that you have chosen to receive your education in Changhua, Taiwan, we have published the “Handbook for International Students” to provide you with information on various services so that you can become properly acquainted with the new learning environment. We hope that you will be able to adapt to our campus life and the neighborhood very quickly with the help of this handbook.

This handbook consists of six sections. The first section is a reminder of what you should prepare for prior to your departure from your hometown. The second portion provides you with information regarding transportation and accommodations after arriving in Taiwan. The third section is an introduction to the school, including the prospects, fields of study, campus maps, facilities, and the information on the International Students Service Division. The fourth section describes learning information for international students, such as procedures for school registration, course selection, and learning resources available. The fifth section provides you with information regarding your daily lives, such as individual account application, healthcare and insurance, and daily amenities. The final section provides you with a list of available emergency contact numbers that are important to know for both on and off campus. You can call the contact numbers in case of any emergency, and our school will provide you with immediate assistance and care.

Our school is filled with many exciting activities for you to experience, much more than we can include in this handbook. Please feel free to visit the Office of International and Cross-strait Affairs whenever you need help and we will be happy to assist you in any possible way.

Best wishes,

Office of International and Cross-strait Affairs

Prior to Departure

1. Checklist
2. Discover Taiwan
3. Visa Information



國立彰化師範大學
National Changhua University of Education



.Checklist

- ☐ Admission letter
- ☐ Passport
- ☐ Arrival-report notice issued by NCUE
- ☐ A valid visa for entry to Taiwan
- ☐ Flight reservation and confirmation
- ☐ Medical check report (within the past 3 months)
- ☐ Overseas insurance
- ☐ 2 inch photos (4.5cm X 3.5cm, white background and taken within the past 1 year, with clear facial features not covered and identifiable, and should not be modified or retouched) – check p9
- ☐ Currency (Be aware of custom regulations on currency/money/monetary instruments carried by travelers)
- ☐ Personal clothing
- ☐ Personal belongings
- ☐ Personal medicine
- ☐ Portable cell phone charger (most chargers nowadays can be used worldwide)
- ☐ Adaptor – check p7 for the socket in Taiwan
- ☐ Laptop (you can purchase it as you arrive)



※ Please look it up in the following website for further information on food prohibition to immigrate to Taiwan: www.baphiq.gov.tw

2. Discover Taiwan

(1) Location: Taiwan lies on the western edge of the Pacific Ocean in an area known as the "rim of fire". It lies off the southeastern coast of Asia, across the Taiwan Strait from mainland China. To the north is Japan, and to the south is the Philippines. Many airlines fly to Taiwan, making it the perfect travel destination.

(1) Climate: Taiwan enjoys warm weather all year round. Weather conditions fluctuate during spring and winter, while in summer and autumn the weather is relatively stable. Taiwan is extremely suitable for traveling, as the annual average temperature is a comfortable 22 degrees Celsius (71.6 Fahrenheit) with the lowest temperatures on the lowlands generally ranging from 12 to 17 degrees Celsius (54-63 Fahrenheit). With the exception of a few mountain areas where some traces of snow can be found during winter, one rarely sees snow in Taiwan. During rainy season (March to May), continuously drizzling rain will sometimes fall on Taiwan.

Please visit the following website for more details: <http://www.cwb.gov.tw/> (Unit: Celsius)

Month	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.
Changhua	16.6	17.3	19.6	23.1	26.0	27.6	28.6	28.3	27.4	25.2	21.9	18.1

(2) Area: 36,000 square kilometers

(3) Population: 23 million

(4) Capital: Taipei City

(5) Time zone: GMT +8 (no daylight savings)

(6) Language: Mandarin Chinese (official language),

Taiwanese, Hakka, and Indigenous languages

(7) Religion: Taiwan is highly diversified in terms of religious belief, with the practices of Buddhism, Taoism, Christianity, Mormonism, the Unification Church, Islam, and Hinduism, as well as native sects such as Yiguandao and others.



(9) Voltages and frequencies:

- a. Voltage: 110V
- b. Frequency: 60Hz
- c. Plug/socket

Two-hole socket




Three-prong outlet

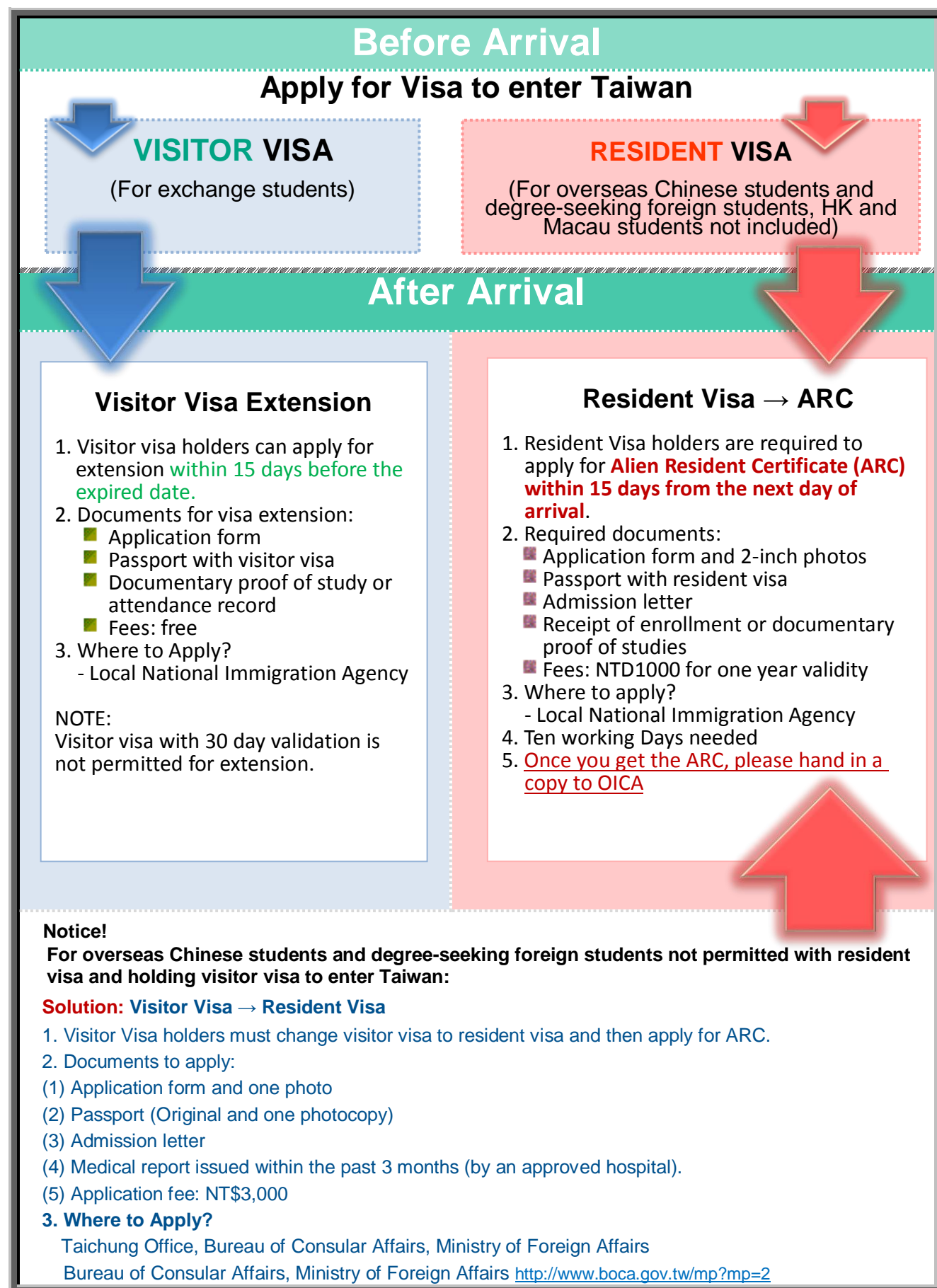


(10) Currency:

Taiwan's currency is the New Taiwan Dollar (NTD/NT\$). The 4 denominations of bills are NT\$2,000, NT\$1,000, NT\$500 and NT\$100 while the 4 denominations of coins are NT\$50, NT\$10, NT\$5, and NT\$1.

NT\$1,000	
	
NT\$500	NT\$100
	
NT\$50	NT\$10
	
NT\$5	NT\$1
	

3. Visa Information

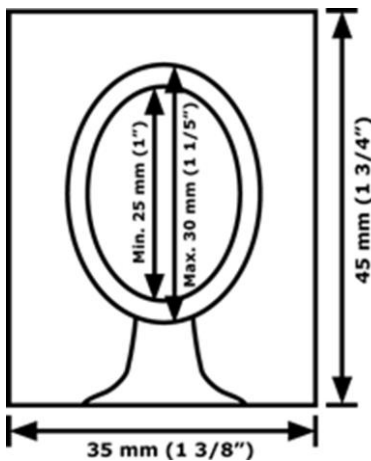


For international students, the Alien Resident Certificate (ARC) serves as their temporary ID card which can prove your resident status in Taiwan. It is a very important document and we advise you to take good care of it and pay attention to its expired date!

Living in Taiwan

24-hour toll free service:
0800-024-111

(English, Japanese, and Mandarin
services available)



Notes to the photographer:

- show a full front view of the person's head and shoulders with the full face centered in the middle of the photograph;
- have a **plain white background**;
- measure between 25mm & 30mm (1" and 1 3/8") from chin to crown;
- should be 35mm x 45mm (1 3/8 x 1 3/4") in size.

Arriving in Taiwan

- 1. Transportation**
- 2. Accommodation**

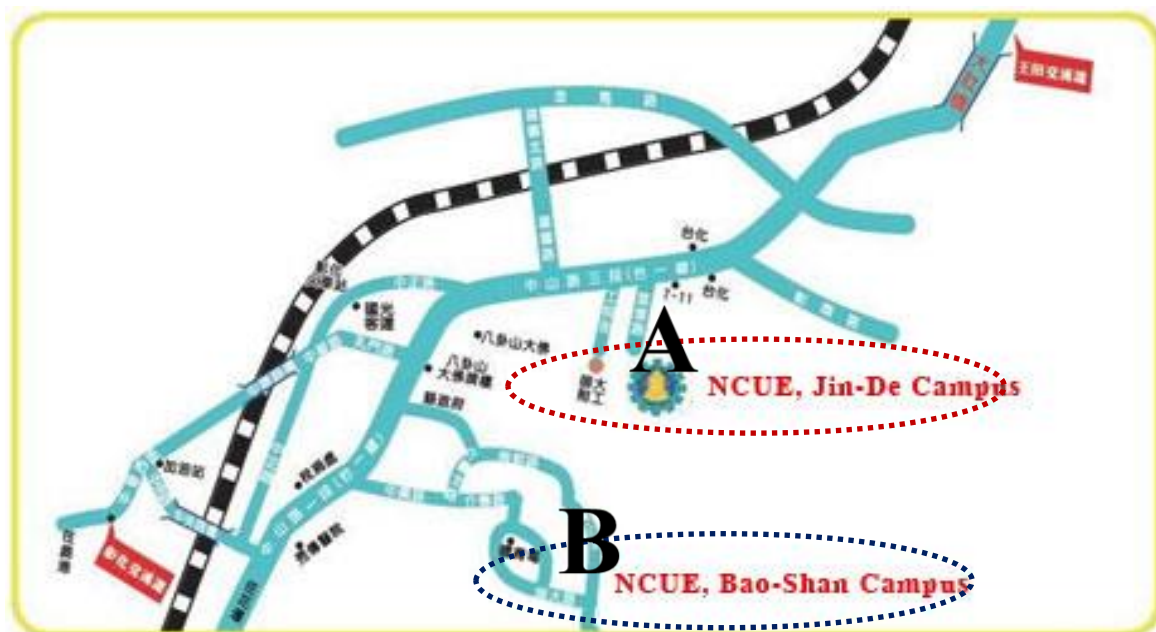
1. Transportation

Easy Card 悠遊卡(Yōuyóu kǎ)



Easy Card is a 'touch-and-go' IC ticketing system for the Taipei Metro, bus services, designated car parks, stores and government agencies. Just pass the card over the sensor area to make a transaction, avoiding hassles with finding correct change. As value can be added to the card at any time, there is no need to repeatedly purchasing new cards. An Easy Card can be used for years and its ultimate aim is to allow people to travel throughout Taiwan with only one card.

※ There are three modes of transportation available to reach NCUE after arriving in Taiwan. We have two campus, **A is Jin-De (進德)**, and **B is Bao-Shan (寶山)**



Map and location of NCUE

1-A. Transportation to Jin-De Campus(進德校區 Jìn dé xiào qū)

(1) Railway 火車 (Huǒchē)

Please take the Taoyuan Bus from Taoyuan Airport to Taoyuan Railway Station.



Once you arrive at the destination, please transfer to the Taiwan Railways for Changhua Station. Then you can take 彰化客運 (Changhua Bus #6933, 6935) or 台中客運 (Taichung Bus #101) and get off at 原民館 (Yuánmín guǎn) stop. It will take approximately 5 minutes from the bus stop to NCUE campus on foot.



(2) Taiwan High Speed Rail 台灣高鐵 (Táiwān gāotiě)

Please take the High Speed Rail from Taoyuan to Taichung Station. Then you can take 彰化客運 (Changhua Bus #6933, 6935) and get off at 原民館 (Yuánmín guǎn) stop. It will take approximately 5 minutes from the bus stop to NCUE campus on foot.



(3) Bus 公車 (Gōngchē)

Please take UBus (統聯客運 Tǒng lián kèyùn) to Changhua City and get off at 彰師大 (Zhāng shī dà) stop. It will take approximately 5 minutes from the bus stop to NCUE campus on foot.

1-B. Transportation to Bao-Shan Campus (寶山校區 Bǎoshān xiào qū)

(1) Railway 火車 (Huǒchē)

Please take the Taoyuan Bus from Taoyuan Airport to Taoyuan Railway Station, and then transfer to the Taiwan Railways for Changhua Train Station. Take 彰化客運 (Changhua Bus—toward 保警站 Bǎojǐng zhàn) at Changhua Train Station and get off at 彰化師大 (Zhānghuà shī dà) stop.

For more information please refer to the following bus schedule:

彰化→保警→彰化火車站													
彰化站	三角公園	台銀前	縣議會	華陽市場	彰化中學	南郭國小	大學前	建國科大	太極新村	介壽南路	東南門	彰化師大	保警新村
【彰化站開】 (Changhua)	07:10 (假日休駛)	07:30	07:50	09:00	10:00	11:00	12:05	13:20	14:10	15:00	16:15	16:25 (假日休駛)	16:50
【保警新村開】 (Bao Jing Xin Tsun)	07:25 (假日休駛)	07:45	08:05	09:15	10:15	11:15	12:20	13:35	14:25	15:15	16:30	16:40 (假日休駛)	17:05
場站名稱		聯絡電話		場站名稱		聯絡電話		場站名稱		聯絡電話		場站名稱	
彰化總站		04-7224602		台中站		04-22235696							

(2) Taiwan High Speed Rail 台灣高鐵 (Táiwān gāotiě)



Please take the Taoyuan Bus from Taoyuan Airport to Taoyuan Railway Station, and then transfer to the Taiwan Railways for Changhua Train Station. Take 彰化客運 (Changhua Bus—toward 保警站 Bǎojǐng zhàn) at Changhua Train Station and get off at 彰化師大 (Zhānghuà shī dà) stop.

For more information please refer to the bus schedule above.

1-C. Pickup Service

If you need a pickup service, please contact us 30 days prior to your arrival by emailing us at: tanghm@cc.ncue.edu.tw



1-D. YouBike source: <http://chcg.youbike.com.tw/en/index.php>






(1) About YouBike

The Changhua County Government, in order to encourage citizens to use bikes as short-distance transit vehicles, launched the Program of the “Establishment, Operation and Management of the Bike Sharing System”, in the hope that by equipping a urban bike lane network with a bike station service, encouraging citizens to use low-pollution and low-energy-consumption Bike Sharing as short-distance transit vehicles and reducing and replacing personal possession and use of motor vehicles, traffic congestion, environmental pollution and energy loss in the city will be improved.

In the hope of elevating life and culture in the city and in response to a global trend of energy conservation and carbon mitigation, the Changhua County Government, in collaboration with Giant Taiwan, initiated the Changhua County Bike Sharing System Service Plan, also known as “YouBike”.






(2) Rental Steps:

	<p>Step 1. Rent with the EasyCard</p> <p>Before selecting a bicycle, please check the tire pressure, brakes, and lights to confirm they are functioning properly. In case of malfunctions, please turn the seat around and select another vehicle. If the vehicle is functioning properly, then use a registered card on the sensor pad on the dock to confirm your rental.</p>
	<p>Step 2. Check the indicator light</p> <p>When the green indicator light starts, blinking and emits a beeping sound, you can then retrieve the vehicle.</p>
	<p>Step 3. Pull the bike backwards</p> <p>Make sure the head handlers are in their straight-up position, and then pull on the handlebars backwards with both hands to retrieve the vehicle.</p>



(3) Returning Steps:

	<p>Step 1. Put the bike in</p> <p>Select an empty dock indicated by a blue light, align the head of your vehicle to the white lines on the ground, aim the bicycle lock to its docking port, then push the bike all the way in.</p>
	<p>Step 2. Confirm locking</p> <p>After the bike lock is properly docked to its port, there will be a loud clicking sound. Shift the vehicle back and front slightly to make it is properly locked.</p>
	<p>Step 3. Return with the EasyCard</p> <p>After the blue light on the dock blinks and emits a beeping sound, please use your card on the sensor pad on the dock to pay the rental fee. When the indicator light switches back to green, the return process is completed.</p>



(4) YouBike Stations in Changhua City:

Changhua Christian Hospital 彰化基督教醫院 (Zhānghuà jīdūjiào yīyuàn)	Changhua County Changhua Arts Senior High School
Changhua County Cultural Affairs Bureau	Changhua County Government
Changhua County Government Office Building II	Changhua County Police Bureau
Changhua County Public Health Bureau	Changhua Railway Rear Station
Changhua Senior High School	Changhua Train Station (火車站 Huǒchē zhàn)
Cheng Gong Community Activity Center	Chienkuo Technology University
Ching Cheng High School	Chung Shan Elementary School
Da Cheng Elementary School	Han Ming Hospital 漢銘醫院
Hsin Yi Junior High & Elementary School	Huaxing Park
Indigenous Peoples Activity Center	National Changhua University of Education (Jinde Campus 進德校區)
Tai He Elementary School	National Changhua University of Education (Baosan Campus 寶山校區)
Yanping Park	

- Station Information <http://chcg.youbike.com.tw/en/f12.php>



2. Accommodations



※ **School Dormitory** 學生宿舍 (uéshēng sùshè)

※ **The 7th Dormitory** 七舍 (Qī shè)

※ **The 5th Dormitory** 五舍 (Wǔ shè)

To ensure the safety, NCUE will give priority to dormitories for international students. For personal hygiene, our dormitory will not provide bed sheets mattresses (You can pay NT\$1500 for bedding).

Washing facilities (NT\$20/time for washing

machine) and relaxing lounges are available in the building. However, please note that cooking is strictly prohibited.



or

The 7 th Dorm	The 5 th Dorm
Quad-room	Twin room
NT\$6,430/semester (4 months)	NT\$9,730/semester (4 months)
NT\$500 for deposit	
NT\$3215/ Summer vacation (2 months)	NT\$4865/ Summer vacation (2 months)
<ul style="list-style-type: none"> Air conditioner card needs to be recharged. You can share the expenses with your roommates. There are cable networks in every room. Public facilities: Vendors, drinking fountains, coin-operated washing machines, spin dryers, clothes drying fields, and toilets. 	



※ **Off-campus Rentals** 校外租屋 (Xiàowài zū wū)

We also provide off-campus rental information. Please visit the following websites for more information about house rentals:

Student Housing Service Division: <http://student.ncue.edu.tw/files/11-1017-1339.php>

Introduction of NCUE

- 1. About NCUE**
- 2. Prospects**
- 3. Fields of Study**
- 4. Campus Maps**
- 5. Facilities and Equipment**
- 6. International students Service Division**
- 7. Student Clubs**



1. About NCUE

NCUE upholds the motto: Innovation, Excellence, and Internationalization, and aspires to become a well-known university with outstanding teaching resources, innovative research, and sustained service to cultivate students with both general and professional knowledge. In addition, we strongly stress our high quality educational and research environment for becoming a competitive and international university.

2. Prospects

- (1) A university that emphasizes education, research and service
- (2) To cultivate students with both general and professional knowledge
- (3) To enhance academic professionalism
- (4) To enhance both domestic and international cooperation
- (5) To enhance our competitiveness

3. Fields of Study

NCUE is divided into 7 colleges, most of which are subdivided into departments.

College	Department	Undergraduate	Master	PhD
College of Education	Department of Guidance and Counseling	•	•	•
	Department of Special Education	•	•	•
	Graduate Institute of Education		•	•
	Graduate Institute of Rehabilitation Counseling		•	
	Master Program in Gifted Education, Department of Special Education		•	
	Graduate Institute of Marriage and Family Therapy		•	
	Master Program in Education for Students with Mild Disabilities, Department of Special Education		•	
College of Science	Department of Mathematics	•	•	•
	Department of Physics	•	•	•
	Department of Biology	•	•	
	Department of Chemistry	•	•	
	Graduate Institute of Science Education		•	•
	Graduate Institute of Photonics		•	•
	Graduate Institute of Biotechnology		•	
	Graduate Institute for Statistics and Information Science		•	
College of Arts	Department of English	•	•	•
	Department of Chinese	•	•	•
	Department of Geography	•	•	•
	Department of Art	•	•	
	Master Program in Art Education, Department of Art		•	
	Graduate Institute of Children's English		•	

	Graduate Institute of Translation and Interpretation	•			
	Graduate Institute of Taiwanese Literature	•			
	Master Program in Environment, Tourism and Recreation Studies, Department of Geography	•			
	Graduate Institute of History	•			
College of Social Sciences and Physical Education	Department of Sport	•			
	Master Program in Applied Sport Science, Department of Sport	•			
	Graduate Institute of Sport and Health	•			
	Department of Public Affairs and Civic Education	•	•		
College of Technological and Vocational Education	Department of Industrial Education and Technology	•	•	•	
	Department of Finance	•	•	•	
	Graduate Institute of Human Resource Management		•	•	
	Graduate Institute of Vehicle Engineering		•		
	Master Program in E-Learning, Department of Industrial Education and Technology		•		
College of Engineering	Department of Mechatronics Engineering	•	•	•	
	Department of Electrical Engineering	•	•	•	
	Department of Electronic Engineering	•	•		
	Department of Computer Science and Information Engineering	•	•		
	Master Program in Integrated Circuit Design, Department of Computer Science and Information Engineering		•		
	Graduate Institute of Communications Engineering		•		
College of Management	Department of Business Administration	•	•		
	Department of Accounting	•	•		
	Department of Information Management	•	•		
	Master Program in Marketing and Logistics Management, Department of Business Administration		•		
	Master Program in Digital Content Technology and Management, Department of Information Management		•		
7	45	21	44	15	

※ Please visit the website of the Office of Academic Affairs for further information.

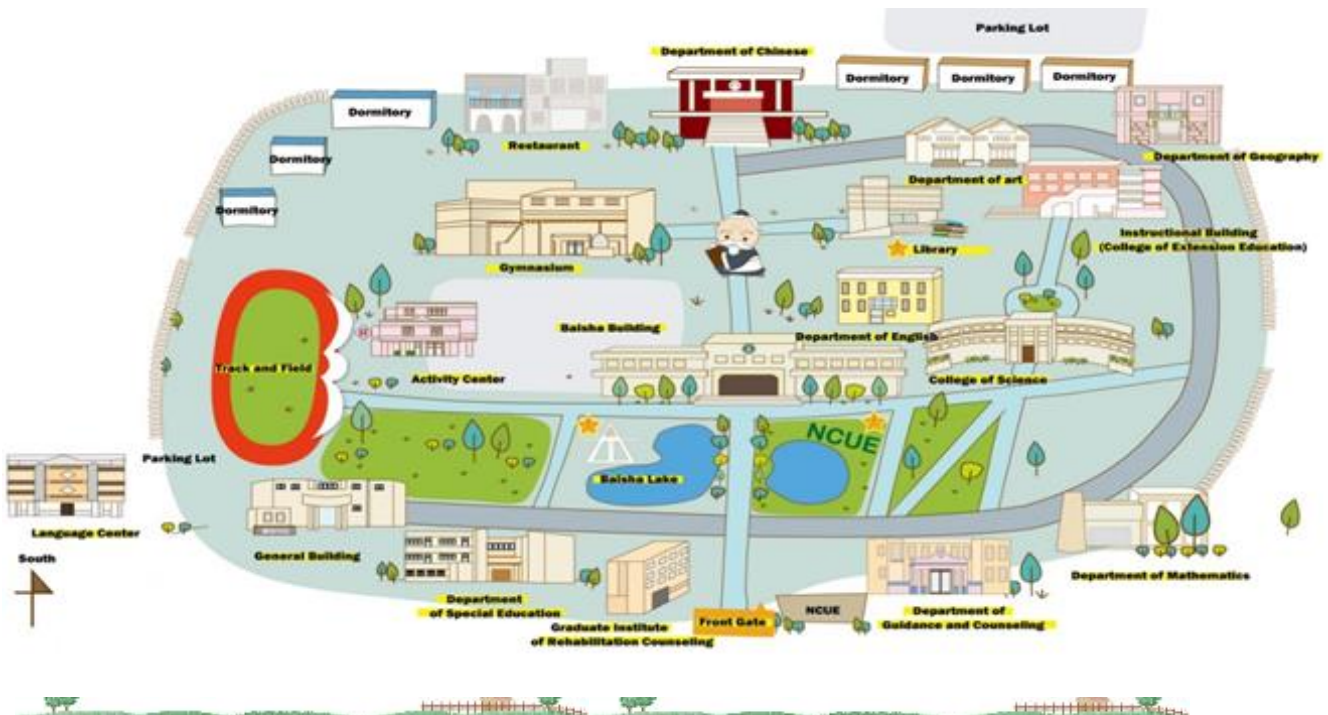
4. Campus Maps

NCUE includes Jin-De Campus (進德校區 Jìn dé xiào qū) and Bao-Shan Campus (寶山校區 Bǎoshān xiào qū).

The “Jin-De Campus” covers an area of 24.9 hectares and located on the outskirts of the Changhua city surrounded by Ba-Gua Mountain. Jin-De Campus includes the College of Education, College of Arts, College of Science, and College

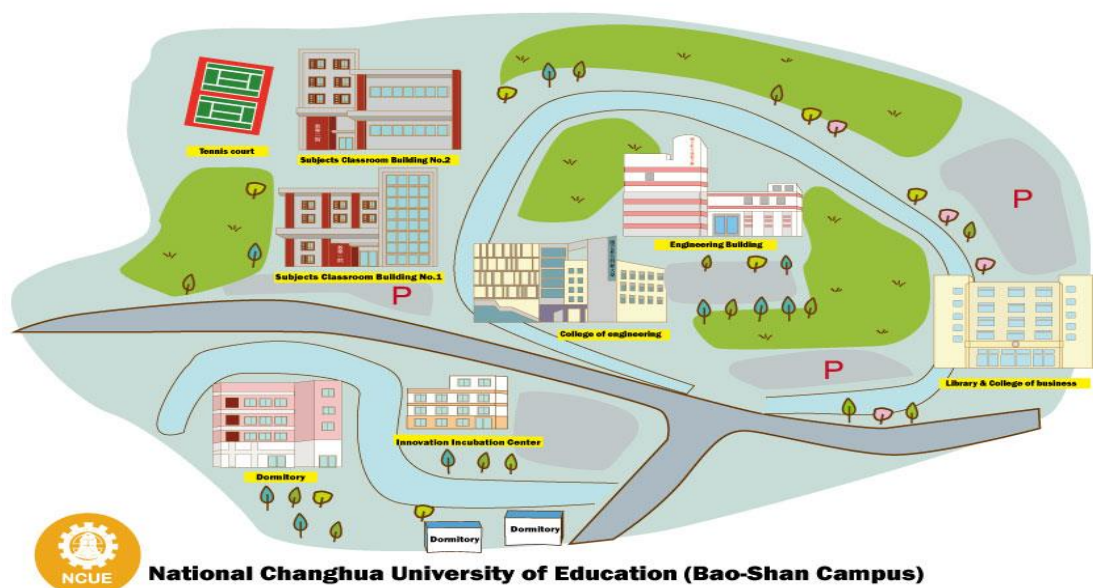
of Social Sciences and Physical Education, as well as the library, gymnasium, sports fields and dormitories.

※ Address of Jin-De Campus: No. 1, Jin-De Road, Changhua 500, Taiwan



The Bao-Shan campus covers an area of 26.2 hectares and is located at No. 2 Shi-Da Road up on Ba-Gua Mountain. The Bao-Shan campus includes the College of Engineering, College of Management, and College of Technology and Vocational Education, as well as the branch library and dormitories.

※ Address of Jin-De Campus: No. 2, Shi-Da Road, Changhua 500, Taiwan



National Changhua University of Education (Bao-Shan Campus)

5. Facilities and Equipment

※ Campus Facilities

NCUE provides various facilities, such as libraries, computer centers, outdoor athletic areas, gymnasiums, healthcare center, student psychological counseling and guidance center, language center and various clubs, etc.



※ Shuttle Bus (for free) 校車 (xiào chē)

NCUE provides shuttle bus services between two campuses. For the latest bus schedule please refer to: <http://general2.ncue.edu.tw/files/11-1019-84.php>

The bus stops at the security station of each campus. Please go to the Office of General Affairs (<http://general2.ncue.edu.tw/bin/home.php>) to check the departure times of the bus.

※ Healthcare Center 醫護室 (yīhù shì)

NCUE has a healthcare center to provide students and teachers healthcare services as well as healthcare education. The center also offers first-aid kits, crutches, healthcare products and magazines for rental services.

(For more details, please visit the following website: <http://health.ncue.edu.tw/bin/home.php>)

※ Library 圖書館 (Túshū guǎn)

(1) Opening Hours

Regular Semester				
	Service	Mon-Fri	Sat	Sun
General Library	Hours	08:00-24:00	08:30-20:30	
	Service Counter	08:00-21:00	09:00-20:00	
	Multimedia Center	08:00-22:30	09:00-20:00	
	Reference Inquiries	08:30-21:00	09:00-17:00	
Bao-Shan Branch	Hours	08:00-21:00	09:00-17:00	Closed

※ The general and branch library will be closed on national holidays, please refer

to the following website <http://olis.ncue.edu.tw/bin/home.php> for the latest announcements of special hours during the academic semester, winter and summer vacations.

(2) Location

- **General Library:** Located in Jin-De Campus. The building has B1 and floors 1-5. In addition, the computer center is on the 5th floor of the building.
- **Branch:** Located on the first floor of the Jing-Shi building on Bao-Shan Campus.

- General Library 總圖 (Zǒng tú)

Floor	Resources
B1	Recreational reading area, computer area, teaching material center, multi-purpose conference rooms, magazines, audio books, lecture hall, reading area, photocopy corner.
1F	Entrance and security system of library, self-checkout machines, reference book area, reading area, photocopy area, references specified by teachers
2F	Modern Chinese and English magazine area, research rooms, magazine area, audio and visual rooms, research article area, audio and visual conference rooms, garden, reading area, music area, photocopy and scanning area.
3F	Western literature, research articles for borrowing, research rooms, garden, reading area, music area, and photocopy area.
4F	Chinese literature, research rooms, garden, music area, photocopy area

- Bao-Shan Branch 寶山分館 (Bǎoshān fēnguǎn)

Floor	Resources
1F	Searching area, reading area, new book area, Chinese and English modern literature area, magazine area, presentation area, audio area, conference room, photocopy area, reference book area, English area, references specified by teachers.
2F	Reading area, Chinese area

(3) Regulations

- Do not lend your student ID card to others. The penalty will be prohibition of entering the library for two months.

- Borrowing privileges to the users:

Status	Loan Limits (copies)	Loan Period (weeks)	Renew* (times)	Overdue Fines
Graduate Student	30	6	1	NT\$5/day
Undergraduate	15	4	1	NT\$5/day

* As long as the book was reserved by other patron, there is no renewing available.



NCUE is equipped with cafeterias to provide students with healthy diets.

Around the campus there are also many stores providing various dining choices.

- Cafeteria on Jin-De Campus
 - (1) Location: Near the gymnasium
 - (2) Time: 7:00-9:00/11:00-13:00/16:30-18:30 (On ordinary day)
The service is unavailable on Saturdays and Sundays.
(During winter and summer vacation, the opening time may be rearranged.)
- Cafeteria on Bao-Shan Campus
 - (1) Location: the first floor of the dormitory
 - (2) Time: 7:00-9:00/11:00-13:00/16:30-18:30 (On ordinary day)
The service is unavailable on Saturdays and Sundays.
(During winter and summer vacation, the opening time may be rearranged.)



※ Student Psychological Counseling and Guidance Center

- Jin-de campus Tel: (04)7232105 ext. 1402~1409 Email: help@cc2.ncue.edu.tw
Location: 2F, General Building
- Bao-San campus Tel: (04)7232105 ext. 7881~7885. 4F, Teaching Building II

6. International Students Service Divisions

(1) Office of International and Cross-strait Affairs 國際處(Guóji chù)

- Transactions: management of exchange-student programs with partner universities, and management of international student recruitment programs
- Tel: +886-4-7232105 ext. 5112, 5113, 5114, 5115
- Website: <http://oica.ncue.edu.tw/?locale=zh>



(2) Office of Student Affairs: Student Assistance Division

- Transactions: Assistance are given to foreign students, such as residence visa application, entry/exit permission, personal insurance, work information, scholarship application, student training, lecture and study, school clubs, etc.
- Tel: +886+4+7232105 ext. 5711-5718
- Website: <http://student.ncue.edu.tw/bin/home.php>

(3) Student Psychological Counseling and Guidance Center

- The center aims to build an environment to mental health and promote steady mental/ physical development of students.
- Please visit the student psychological counseling and guidance center's website for further details: <http://help2.ncue.edu.tw/front/bin/home.phtml>
- Tel: +886+4+7232105 ext. 1673



(4) Language Center

- Transactions: Chinese, English, Japanese, and Korean classes are available to enhance the students' language proficiency; we also provide language courses for the public as well.
- Tel: +886+4+7232105 ext. 1673
- Website: <http://lc.ncue.edu.tw/front/bin/home.phtml>



Language Center



Extra activities for international students



English café



English oral competition

7. Student Clubs:

Students are encouraged to join clubs to develop their interests and cultivate their minds. The student clubs include service clubs, health clubs, academic clubs, sports clubs, self-help clubs, social clubs, and so on.



8. Sport Facilities

- Students can borrow a variety of sport facilities or balls with the student ID cards. We also have basketball court, track and field stadium, table tennis room, aerobics room, and outdoor rock climbing wall, and so on.
- Detailed time and related regulations can be found at:

<http://ope2.ncue.edu.tw/front/bin/home.phtml>



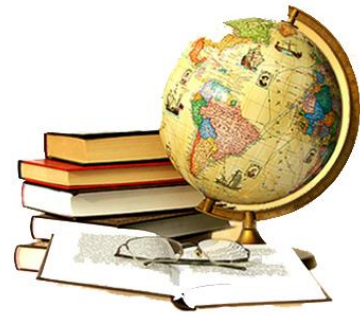
9. Internet/Wi-Fi

- Computer Center at Jin-De Campus
 - (1) Location: 5th Floor of the main library building
 - (2) Open hours: Mon.–Fri. 8:00-21:30
Sat.–Sun. 9:00-16:00
- The Wireless Access Point has been set on campus. Students can log in with the account number and password.
- Please follow the users' regulations.



Learning Information

- 1. Procedure for School Registration**
- 2. Learning Resources**
- 3. Course Selection**



1. Procedures for Enrollment

Please complete the following steps:

Step 1: Receiving the admission letter

Step 2: Sending the verification of studies to NCUE via email or post

**Step 3: Log in to Website for New International Students for personal info
and fill out the arrival-report related affairs**

Step 3: Print out the enrollment sheet or on-line transfer of tuition

<https://school.bot.com.tw/twbank.net/index.aspx?pgid=3>

(use google chrome)

You can also pay the tuition when arriving NCUE.

2. Learning Resources

Dormitory Study Centers

The 6th, 7th, 8th, and 9th Dormitories are equipped with study centers. You may contact the dormitory superintendent for assistance if necessary.



2. Course Selection

1. On-line course selection

- (1) Students must receive the permission number
(listed on your admission letter sent by Office of Academic Affairs)
 - (2) Students receiving the student ID number
 - (3) Log in to the website for on-line course selection
- Notice: Remember to select courses by the deadline.

3. Course Selections Stages

- (1) First stage online selection (before the opening day)
- (2) Second stage – online courses selection and withdrawal
- (3) courses selection and withdrawal by paperwork (NTD200/course)
- (4) mid term withdrawal (up to 2 courses)

5. To log in the online course selection system, please refer to the following website:

<http://webap.ncue.edu.tw/ST/> (currently the website is only compatible with IE).

4. School Timetable

Period	1	2	3	4	5	6	7	8	9	10	11
Start	8:10	9:05	10:15	11:10	13:10	14:05	15:15	16:10	17:10	18:20	19:15
End	9:00	9:55	11:05	12:00	14:00	14:55	16:05	17:00	18:00	19:10	20:05



Life

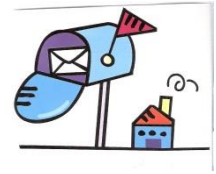
- 1. Individual Account Application**
- 2. Healthcare and Insurance**
- 3. Hospitals and Clinics**
- 4. Life in NCUE**

1. Individual Account Application for Post Office

Required documents for opening an account:



- (1) Passport
- (2) ARC
- (3) Personal seal (Chinese or English; you can only make deposit or withdrawal in the post office on campus without personal seal.)



2. Healthcare and Insurance

(1) Medical Check

- All freshmen should participate in the examination program and the conducted at the beginning of each new medical exam has already been copy of the medical exam report needs the health center.
- NCUE physical examination check post: NCUE will conduct physical examinations for students in the first week of the Fall semester (in September) in the basement of the Activity Center. The physical examination service will last for 3 days (Wed. to Fri.).
- Items Requested for Health Certificate: Students need to fill out the checklist for medical examinations to apply for the Taiwan resident visa. For more information, please refer to the following link:



physical examination will be semester. If the conducted abroad, a to be submitted to

<https://www.immigration.gov.tw/lp.asp?ctNode=30085&CtUnit=16740&BaseDSD=111&mp=2>

(2)Health Insurance

- Student Accident Insurance (Optional)
Student insurance costs NT\$500 per month. Once covered under the plan, you may receive compensation if you are hospitalized, use outpatient services, or undergo an operation in the event of illness or accidental injury. Compensation must be claimed within two years of the accident or illness. To claim compensation, please go to Student Assistance Division.
- National Health Insurance (NHI)
 - Due to the regulation of NHI, only those who have already stayed in Taiwan for more than 6 months are eligible to join the NHI plan.
 - Benefits of NHI:
You will be issued a Student NHI IC Card after you join the program. Your NHI IC card, along with Alien Resident Certificate, will allow you to seek covered medical services from NHI-affiliated hospitals and clinics. To avoid wasting of medical resources, you are responsible for the medical facility registration fee as well as other supplementary fees.
- External link:
 1. National Health Insurance Administration: <http://www.nhi.gov.tw/english/>
 2. Ministry of Education: <http://www.moe.gov.tw/>
- Documents required to apply for the NHI program
 - Application form
 - A copy of your resident visa and student ID card

- 2 photographs (3.5x4.5cm)
- Fees: NT\$200
- Application Division: National Health Insurance Administration
<http://www.nhi.gov.tw/english/index.aspx>

3. Hospitals and Clinics

※ Major medical institutes in Changhua

(1) Changhua Christian Hospital 彰化基督教醫院 (Zhānghuà jīdūjiào yīyuàn)

- Telephone: +886+4+723-8595
- Address: No. 135, Nanxiao St., Changhua City
- Website: <http://www.cch.org.tw/>

(2) Show Chuan Hospital 秀傳醫院 (Xiù chuán yīyuàn)

- Telephone: +886+4+725-6166
- Address: No. 542, Sec. 1 Chung-Shan Rd, Changhua City
- Website: http://www.show.org.tw/register_show.asp

(3) Hsinsheng Hospital 信生醫院 (Xìn shēng yīyuàn)

- Telephone: +886+4+725-1191
- Address: No. 312, Sanming Road, Changhua City
- Website: <http://www.7251191.hos.tw/>

※ Privileged hospitals with NCUE

- Some clinics and hospitals in Changhua signed a contract with NCUE. Our students can get the discount in those privileged hospitals or clinics.
- Link: <http://health.ncue.edu.tw/bin/home.php>



4. Life in NCUE

✓ **Clothes** 衣 (yī)

■ **Yongle Street Night Market** (永樂街夜市 Yǒnglè jiē yèshì)

Clothing, shoes, foods and historical building

Street address: Changhua City Changhua County, Taiwan 500

■ **POYA** (寶雅 Bǎo yǎ)

Cosmetic, beauty and skin care products, living necessities, hardware supplies, snack foods, and socks, etc.

Address: No.1, Sec. 2, Jinma Rd., Changhua City, Changhua County 500, Taiwan

Tel: 04-736-7755

Operation hours: 10:00-10:30

Website: <http://ec.poya.com.tw/POYA/modules/CH01100101.jsp>



✓ **Food** 食 (shí)

■ **Chinese Dumpling** (八方雲集 Bāfāng yúnjí)

Served with fried dumplings, boiled dumplings, soup. Fried dumplings with different flavors such as curry, Korea style, chives, etc. Boiled dumplings with different flavor such as curry, Korea style, chives, prawn, etc.

Address: No. 146, Shijian Rd, Changhua City Changhua County, Taiwan 500

Tel: 04-728-6080

Website: http://www.8way.com.tw/index_down.php



■ **Nu-Pasta**

Served with spaghetti, rice casserole, noodle casserole, toast, pizza, vegetarian, etc.

No. 46, Shijian Rd, Changhua City Changhua County, Taiwan 500

Operation hour: 10:30am- 9:30pm

Tel: 04- 723-0969

Website: <http://www.nu-pasta.com.tw/>



■ **Myschin Cake and Bakery (麥仕佳麵包店 Mài shì jiā miànbāo diàn)**

A variety of baked items, breads, cakes, and toast

No. 199, Shijian Rd, Changhua City Changhua County, Taiwan 500

Operation hour: 8:00 am- 10:30 pm

Tel: 04- 727-8816

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



■ **Blue Cook (藍廚 Lán chú)**

Served with spaghetti, rice casserole, noodle casserole, toast, pizza, vegetarian, etc.

No. 42, Shijian Rd, Changhua City Changhua County, Taiwan 500

電話: 04- 723-2579

Operation hour: 11:00am- 9:00pm

■ **Niu Mama (Drinks) (牛媽媽 Niú māmā)**

Address: No. 25, Jin-De Rd, Changhua City Changhua County, Taiwan 500

Tel: 04-7288560

Website:

<https://www.facebook.com/pages/%E7%89%9B%E5%AA%BD%E5%AA%BD%E5%B0%88%E6%A5%AD%E9%A3%B2%E6%96%99%E8%8C%B6%E5%9D%8A/157785684262846>



■ **Ruyi Breakfast Shop (Breakfast) (如意早餐店 Rúyì zǎocān diàn)**

Served with egg cake, toast, bun, soya-bean milk, etc.

Address: No. 23, Jin-De Rd, Changhua City Changhua County, Taiwan 500

Operation hour: 7am- 1pm

■ **Laya Burger (Breakfast) (拉亞早餐 Lā yà zǎocān)**

Served with burger, egg cake, toast, bun, soybean milk, etc.

Address: No. 183, Shijian Rd, Changhua City Changhua County, Taiwan 500

Tel: (04) 723-6787

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



LaMorning (Breakfast)

Served with western type of brunch, soybean milk, etc.

Address: No. 189, Shijian Rd, Changhua City Changhua County, Taiwan 500

Tel: (04)723-9779

■ Xin Huan Cun Bento (lunch or dinner) (杏花村 Xìng huācūn)

Served with Chinese food of rice, vegetables, meats, etc.

Address: No. 152, Shijian Rd, Changhua City Changhua County, Taiwan 500

Tel: (04) 725-3965

✓ Residential Stays 住 (zhu4)

For hostel issues or rentals please refer to Student Assistance Division (Ext. 5710-5719) or Student Housing Service Division (Ext: 5732-5735 (day), 5757-5758 (night)) at Office of Student Affairs.

✓ Travel 行 (xing2)



■ Changhua YouBike

Purchase EasyCard from any convenience store.

Location map: <http://chcg.youbike.com.tw/en/f11.php>

◆ Changhua YouBike Service Center

No.10, Sanmin Rd., Changhua City, Changhua Country

Tel: 04-753-1155

Operation hours: 08:00-20:00

■ Taiwan Railways

Tel: 04-2222-7236 (Taichung)

Website: http://twtraffic.tra.gov.tw/twrail/English/e_index.aspx#

■ Taiwan High Speed Rail

Tel: International Calls: +886-2-4066-3000 Local 4066-3000

Website: <http://www5.thsrc.com.tw/en/>

✓ Post Office 郵局 (you2 ju2)



■ Address: National Changhua University of Education Post Office (彰化師大郵局)

Services: Postal services and banking services

Location: 1st floor of Student Activity Center

No. 1, Jin-De Rd, Changhua City Changhua County, Taiwan 500

Tel: 04-725-5700

Website: <http://www.post.gov.tw/post/internet/index.jsp>

Opening a savings account:

http://www.post.gov.tw/post/internet/U_english/index.jsp?ID=24030101



※ Service for International withdrawal isn't provided at post office. If you want to withdraw money from international banks, please go to 7-11 convenience stores around the school.

✓ **Daily Commodity** 日用品 (ri4 yong4 pin3)

■ **Watsons** (屈臣氏 Qūchénshi)

- Cosmetics, skin care products, hair products, health care products, and daily implements
- Address:
 1. No. 2, Yongle St, Changhua City, Changhua County 500, Taiwan (R.O.C.)
 2. No. 255, Xuguang Rd, Changhua City, Changhua County 500, Taiwan (R.O.C.)
 3. No. 15, Heping Rd, Changhua City, Changhua County 500, Taiwan (R.O.C.)
 4. No. 265, 267, Sanmin Rd, Changhua City, Changhua County 500, Taiwan (R.O.C.)



■ **Carrefour** (家樂福 jiā1 lè4 fú2)

- Department store, groceries and household products
- Address: No.321, Sec. 2, Jinma Rd., Changhua City, Changhua County 500, Taiwan (R.O.C.)
- Tel: 04-736-7397
- Operation hour: Sun.-Thu.: 9:00-23:00; Fri. & Sat.: 9:00-24:00



Appendix

Emergency Contact Numbers
Highlight Attractions in
Greater Taichung Area

Emergency Contact Numbers

Mainline: +886-4-723-2105

Office of International and Cross-strait Affairs

Yav Fu

Ext 5115
yavfu2243@gmail.com

Other Offices at NCUE

Division	Telephone	Division	Telephone	Division	Telephone
Registration Division, Office of Academic Affairs	5611~5616	Documentation Division, Office of General Affairs	5811~5815	Acquisitions and Cataloguing Division, Library	5511~5512
Curriculum Division, Office of Academic Affairs	5621~5627	Cashier Division, Office of General Affairs	5821~5825	Library	5521~5527
Admission Division, Office of Academic Affairs	5631~5638	Property Management Division, Office of General Affairs	5831~5835	Public Service Division, Library	5531~5539
Student Assistance Division, Office of Student Affairs	5710~5719	General Service Division, Office of General Affairs	5841~5849	Audio and Visual Division, Library	5551~5555
Student Activity Division, Office of Student Affairs	5722~5728	Construction and Maintenance Division, Office of General Affairs	5851~5860	Intern Programs and Career Service, Center for Teacher Education	1111~1115
Student Housing Service Division, Office of Student Affairs	(day) 5732~5735 (night) 5757~5758	Labor Service Division, Office of General Affairs	5881~5884	Curriculum and Certification Division, Center for Teacher Education	1121~1124
Health Center, Office of Student Affairs	5741~5742	Cooperative Affairs Division, Research and Development Office	1821~1828	Professional Services for Local Schools, Center for Teacher Education	1131~1133
Military Instructors' Office	723-2154	Academic Development Division, Research and Development Office	1851~1853	Student Psychological Counseling and Guidance Center	1401~1408
Mobile Number of Military Instructor	0933-415-409	Office of International and Cross-strait Affairs	5111~5116、5121~5124	Changhua Christian Hospital Emergency Room	725-5123
Electrician and Plumber	0933-415-612	Taxi	728-4040	Show Chuan Hospital	725-6166

Highlight Attractions in Greater Taichung Area



Mt. Bagua Buddha Scenic Area 八卦山大佛

Mt. Bagua Buddha Scenic Area features lush greenery and beautiful views. Bagua Mountain Giant Buddha is the most representative landmark of Changhua. Stepping on the Contemplation Avenue leading to the Buddha, you will be accompanied by 32 stone Guanyin sculptures. Each of them stands in solemn grandeur. The Avenue will get you all the way up to the Nine-dragon Pond Plaza. If you look upwards, you can see the 22-meter tall Sakyamuni Buddha. On the other hand, the great Chuanghua Plain lays at your feet.

Tel: 04-722-2290

<http://tourism.chcg.gov.tw/EN/hopSpotInfo.aspx?id=255&chk=bc0b5b58-6c8d-471b-8285-c605e9a2f8fb¶m=pn%3d7%26dpClass%3d2>

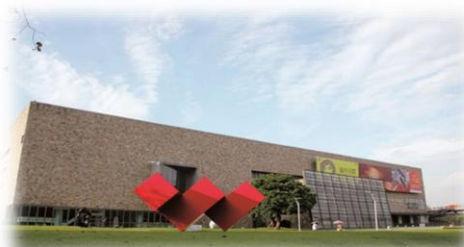


Changhua Roundhouse 彰化扇形車庫縣定古蹟

Built in 1922, Changhua Roundhouse, also known as the Fan-shaped Hotel, is the only one in Taiwan. It has become a historic resort since the steam locomotives finished their final trip since 1979. It is where a locomotive goes to for maintenance after travelling for long distances, and that is what the "Hotel" stands for. There are two steam locomotives CK101, which was built in 1907 and CK124 in the depot. In 1998, CK101 was successfully reconditioned and driven into the depot. This was the first case that a steamed locomotive was successfully fixed.

Tel: 04-762-4438

<http://tourism.chcg.gov.tw/EN/hopSpotInfo.aspx?id=263&chk=494fa62e-c027-484d-97e3-a27aef87b554¶m=pn%3d1%26dpClass%3d3>



National Taiwan Museum of Fine Arts

國立台灣美術館

The Taiwan Museum of Art, which opened in 1988, has a total of 24 exhibition halls. The museum regularly holds exhibitions of Western art, Chinese brush paintings, and sculpture, and has its own collection of valuable pieces of art.

Tourists also can relax in the garden outside the museum.

Tel: 04-2372-3552

<http://travel.taichung.gov.tw/en-us/Attractions/Intro/901/National-Taiwan-Museum-of-Fine-Arts>



Taichung Jazz Festival 台中爵士音樂節

The Taichung Jazz Festival is a major annual large-scale artistic event and indicator of artistic spirit for the city, and after years of effort, it now ranks as one of the major four Asian jazz festivals, joining Tokyo, Bangkok, and Seoul. The Taichung Jazz Festival began in 2003 and is an annual international jazz festival that takes place **every October** appealing to jazz masters from all over the world to take part in a transnational exchange and play with groups from around the world, sparing no effort to create a milestone for Asian Festival culture and making Taichung the jazz capital of Asia.

http://www.eventaiwan.tw/en/event/activity_6953



Feng Chia Night Market 台中逢甲夜市

Feng Chia Night Market, less than 1 kilometer away from Feng Chia University, is one of the most famous night markets in Taiwan. The snacks in the night market will drive you crazy. The clothing is unique and fairly priced. In addition, the most fashionable mobile phones are also the least expensive in Taichung. The parking problems have improved tremendously behind the effort of Taichung City Government. You can go shopping without worrying being unable to find a parking spot.

<http://travel.taichung.gov.tw/en-us/Attractions/Intro/850/Feng-Chia-Night-Market>



Gaomei Wetlands 高美濕地 (野生動物保護區)

The Gaomei Wetland Preservation Area was first established on September 24, 2005. Its wildlife variety, including plants, bird species and other invertebrates, make it a key nature reserve. Migratory birds can be sighted here during various seasons, making it a recent haven for bird-watchers. A biking trail, windmill and a small dam contribute to the feeling and accessibility of the place. The area from the coastal bridge to the roadside lampposts is full of crabs scuttling along the trail and the fauna makes the area feel like a full-grown forest.

<http://eng.taichung.gov.tw/ct.aspx?xItem=5325&ctNode=814&mp=1>



Lukang Tianhou Temple 鹿港天后宮

Lukang Tianhou Temple was built in 1683. The temple enshrines Goddess Mazu, who was one of tutelary gods for people in Minnan area in early days. In the 3rd year of Emperor Yongzheng in Qing Dynasty (1725), Shi, Shi-bang contributed the place and relocated the Mazu Temple to current location. Tianhou Temple's splendid stone window carvings, protruding dragon and tiger stone carvings, and delicate color drawing and woodcarvings on building frames are great master's crafts that are hailed as one of the most delicate works in Taiwan by the academic circles.

<http://tourism.chcg.gov.tw/EN/hopSpotInfo.aspx?id=284&chk=a433db1b-72c2-47a5-bfcc-dabd38bb2972¶m=pn%3d1%26dpClass%3d2>



Lukang Old Streets 鹿港老街

Back in the old days Lukang was a business center. Now a few blocks in the town have been included in the ancient monument protection area. Walking on the red brick pathway, tourists immerse themselves in the literary and historical studios and seek childhood memories in the traditional shops. The ancient buildings, the old artifacts that repel evil spirits as well as the scrolls at the side reveal the life pace and style in the old days. With the development of tourism industry, some house owners have begun to sell folk artworks, representing the new style of the old streets. While the tourists are immersed in a nostalgic atmosphere, there are more places for them to stop by.

<http://tourism.chcg.gov.tw/EN/hopSpotInfo.aspx?id=371&chk=51978ef7-ec4b-4823-a161-0fdd0b9bdee¶m=pn%3d2%26dpClass%3d2>



Dragon Boat Festival 端午節龍舟賽

Dragon Boat Festival is one of the three major festivals for the Chinese who row dragon boats in competitions and wrap rice dumplings. In the meanwhile, large celebration activities such as workmanship, cultural exhibitions and tours of historic spots are held. This activity is usually held in **every May and June**.

<http://tourism.chcg.gov.tw/EN/festivals.aspx?classifyid=44&chk=a9dc5397-77a8-4b23-b043-39b5357dbc12>

Youth Travel in Taiwan <https://youthtravel.tw/EN/index.php>

Wish you success in your studies and hope that your experiences at NCUE will be fulfilling and memorable!

國立彰化師範大學學生請假規定

Rules of Application for Leave by Students at National Changhua University of Education

95 年 3 月 1 日行政會議通過
100 年 4 月 13 日行政會議修正通過
103 年 3 月 5 日行政會議修正通過

Approved at Administrative Meeting on Mar.1, 2006

Amended and Approved at Administrative Meeting on Apr.13, 2011

Amended and Approved at Administrative Meeting on Mar. 5, 2014

一、本校學生因病或其他事故不能上課、註冊、考試或參加各種集會之活動者時，均須依本規定辦理請假。

1. Students of our university shall apply for leave in line with the Rules if they are not able to attend a class, enroll, take exams or attend all kinds of events and activities due to illness or for other reasons.

二、學生請假之種類分病假、事假、公假、娩假（含產前假、分娩假、哺育假）及生理假。

2. The types of leave students may apply for include sick leave, personal leave, official leave, maternity leave (including prenatal, postnatal and parental leave) and menstrual Leave.

三、事假於假前申請，並須繳驗家長、監護人或必要之證明書。病假逾三日者須繳驗校醫或公私立醫院之證明。娩假應檢具健保局特約醫院或診所出具之證明書辦理，且不計入學期事、病假之累計時數。女性學生因生理日致就學有困難者，每月得請生理假一日，本假別無需出示證明。如因偶發特殊事故不能當日請假者，應於十四日內提出證明補行請假。

3. Personal leave shall be applied for in advance with supporting documents provided by parents, legal guardian or with any relevant documents provided. Supporting documents provided by school physicians or a public/private hospital are required for application of more than three days' sick leave. Supporting documents provided by a NHI contracted hospital or clinic are required for the application of maternity leave that is not included in total hours of personal and sick leave in the same semester. Female students who find herself difficult to present at school during her menstrual period are entitled to apply for one day's menstrual leave with no proof needed. If it is impossible for a student to apply for leave on the day when an unprecedented incident occurs, the student is allowed to make up an application with relevant proof provided within 14 days.

四、學生有下列各款情形之一者，核予公假

1. 經選派代表參加國際活動，而有政府機關或相關團體出具之證明文件者。
2. 經選派代表學校參加校外活動，而有相關單位出具之證明文件者。
3. 經學校選派擔任公務，而有主任以上單位主管出具之證明檔者。
4. 有關兵役事項，有兵役單位出具之證明文件者。

4. An official leave application shall be approved if the applicant meets one of the following requirements:

- 1) being selected and appointed to attend an international event and holding supporting documents provided by the government or the associated organization.
- 2) being appointed to represent the university in off-campus events and holding supporting documents provided by the associated unit.
- 3) being appointed by the school to perform official duties and holding supporting documents provided by a chief officer at the level of Director or above.
- 4) holding supporting documents provided by the authority of military service for any matters that are related to military service.

五、期中考試及期末考試除親喪或重大疾病者外，一律不得申請給假。

5. Students shall not apply for leave during mid-term exam and final exam unless in the case of bereavement leave or suffering from severe illness.

六、學生請假核准權責規定：

1. 三日以內由生活輔導組組長核准。
2. 四日以上至一週以內由學務長核准。
3. 一週以上者由校長核准。

6. Authorities to grant leave:

- 1) The application of three days' leave or less shall be approved by Chief of Guidance and Counseling

Section;

- 2) The application of four days' leave or up to one week shall be approved by Dean of Student Affairs;
- 3) The application of over one week's leave shall be approved by President.

七、學生請假須先上網登入，如需證明文件，於登入時上傳電子檔或登入後繳交書面由導師驗證存查。假單經權責單位核准後，方完成請假手續。假期未滿而返校上課者，得提出證明向導師或系教官申請銷假。

7. Students are requested to log in our online system for application. Any required supporting documents shall be uploaded when log in or submitted in written form to advisor for verification and reference after log-in. Procedure of application is completed after being approved by the associated authority. Students who return to school before the leave period ends shall provide relevant proof to their advisors or military training instructor for a request of leave cancellation.

八、學生未依規定請假，或請假未准而缺課者，以曠課論，曠課一小時以請假五小時計，一學期曠課達四十五小時者應令退學。

8. Students who do not apply for leave in line with the Rules; or being absent at school after their applications being rejected shall be considered as truancy. One hour's absence equals to five hour's leave. The students who are absent at school for 45 hours or more in a semester shall be expelled from school.

九、請假理由及所呈證明文件如有虛構或偽造情事者，除缺席之日以曠課論外，並依情節輕重予以懲處。

9. If there is any forgery or fabrication in the reasons or documents provided for application, the days of absence will be considered as truancy and the applicant will be punished accordingly.

十、進修學院學生及愛校教育服務之請假規定另定之。

10. The rules of leave application for students of College of Extension Education and for educational service-learning are regulated alternatively.

十一、其它經教育部核定應放假日，得依規定申請放假。

11. Students are entitled to apply for leave on the other holidays ratified by MOE.

十二、本規定經行政會議通過，陳請校長核定後施行，修正時亦同。

12. The Rules shall go into effect after being approved by Administrative Meeting and ratified by President. The same procedure shall be applied to the amendments likewise.

國立彰化師範大學 學生請假單 Leave of Absence Application

學年度 Academic Year 學期 Semester			申請時間 Application Date		年 Y 月 M 日 D	
系 級 Department		學號 Student No.		姓 名 Name		
類 別 Type	<input type="checkbox"/> 公假 official affairs <input type="checkbox"/> 事假 personal leave <input type="checkbox"/> 喪假 funeral leave <input type="checkbox"/> 病假 sick leave <input type="checkbox"/> 產假 maternity leave					
請假事由 Reason						
證明文件 Proof						
學生請假時間與課程節次明細 Absent time and class list						
請假之課程節次 Absent class period						
From ____月 M ____日 D 第____節 period To ____月 M ____日 D 第____節 period						
合計請假天數 Total of Absent Days/Hours		自 ____月 ____日至 ____月 ____日 計 ____日 ____時 計 ____節 From ____M ____D To ____M ____D Total ____Days ____Hours ____Periods				
任課老師簽名 (Signature of Instructor)						
編號 No	課程 Course	任課老師 Instructor	編號 No	課程 Course	任課老師 Instructor	編號 No
1			4			7
2			5			8
3			6			9
會核.審查簽章 Approval						
教務處 Office of Academic Affairs 課務組 Curriculum Division(考試 exam)		國際處 Office of International Affairs (國際學生請假 for International Students only)		本校各單位 Primary Unit of NCU (公假簽証) Official Leave Certificate		
准假權責 Permission of school authority						
導師核假 Advisor(3 日內 Within three days)		系主任核假 Department Chairman(7 日內 Within one week)		學務長核假 Dean of Student Affairs Office(8 日以上 More than one week)		

生輔組(查核登錄) Student Services and Dormitory Division (examination check)

..... 學生請假證明 Leave of Absence Certificate kept by student

____院 College ____系 Department ____年級 Level ____班 Class 學號 Student No. ____

學生 Name ____因 for ☐病 sick leave ☐事 personal leave ☐公 official leave ☐喪 funeral leave

☐產假 maternity leave

自 From ____月 M ____日 D 起至 To ____月 M ____日 D 止，共計 Total ____日 Days 合計 ____節 period 業經核准給假 is allowed to have permission for absence.


學務處生活輔導組

Student Services and Dormitory Division, Student Affairs Office

簽證 年 Y 月 M 日 D

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NOTE

A photograph of a campus scene featuring a paved walkway lined with large, mature trees. Several wooden benches are placed along the path, and a white metal bench is visible in the distance. The scene is bathed in bright sunlight, creating dappled shadows on the ground.

國立彰化師範大學
國際暨兩岸事務處

Office of International and Cross-strait Affairs

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