

境外新生手冊

2026 秋季班

INTERNATIONAL NEW STUDENT HANDBOOK

健康 • 關懷 • 創新 • 卓越

Prepared by Office of International Affairs

Asia University, Taiwan

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01 歡迎加入亞洲大學

WELCOME TO ASIA UNIVERSITY

給境外新生的一封信 A Message to New International Students

歡迎您成為亞洲大學的一員。本手冊協助您依序完成學歷驗證、簽證與入境、線上註冊、住宿、繳費、選課、保險及抵校報到。請在出發前逐項確認，並持續查閱學校電子郵件與各單位最新公告。

Welcome to Asia University. This handbook guides you through academic credential verification, visa and entry procedures, online registration, housing, payment, course registration, insurance, and on-campus check-in. Complete each item before departure and continue checking your university email and the latest announcements from each office.

本手冊使用方式

How to Use This Handbook

- 先閱讀「重要時程」及「抵臺前檢核」，設定個人完成期限。

Begin with “Important Dates” and the “Pre-arrival Checklist,” and set your own completion deadlines.

- 凡標示「以最新公告為準」的日期、費用與流程，請再次查閱亞洲大學官方網站。

For dates, fees, or procedures marked “subject to the latest announcement,” check the Asia University website again before taking action.

- 抵臺後如遇簽證、居留、保險或緊急事件，優先聯絡國際事務處或校安中心。

After arriving in Taiwan, contact the Office of International Affairs or the Campus Security Center first for visa, residency, insurance, or emergency matters.

目錄

Contents

01 歡迎加入亞洲大學

01 Welcome to Asia University

02 重要時程與抵臺前檢核

02 Important Dates and Pre-arrival Checklist

03 學歷驗證

03 Academic Credential Verification

04 簽證與入境

04 Visa and Entry

05 居留證 (ARC)

05 Alien Resident Certificate (ARC)

06 線上註冊、Email 與校園系統

06 Online Registration, Email, and Campus Systems

07 繳費、保留入學與休學

07 Payment, Admission Deferral, and Leave of Absence

08 選課與語言學習

08 Course Registration and Language Learning

09 學生宿舍

09 Student Housing

10 抵達亞洲大學的交通

10 Getting to Asia University

11 交通路線示意圖

11 Regional Access Map

12 校園導覽地圖

12 Campus Map

13 保險與全民健康保險

13 Insurance and National Health Insurance

14 抵校報到

14 On-Campus Check-in

15 新生健康檢查

15 New Student Health Examination

16 獎學金與銀行帳戶

16 Scholarships and Banking

17 手機、網路與緊急聯絡

17 Mobile Service, Internet, and Emergency Contacts

18 境外生支持服務

18 International Student Support

19 校園生活與行政服務

19 Campus Life and Administrative Services

20 快速連結與聯絡資訊20 Quick Links and Contact Information

02 重要時程與抵臺前檢核

IMPORTANT DATES & PRE-ARRIVAL CHECKLIST

日期 Date	應辦事項 Required Action
2026/08/10 17:00 開始 Application Start from 10 th August 2026	大學日間部一年級新生住宿申請（8/10 開始申請，其他學制依宿服組公告及床位辦理） Housing application for first-year start from 10 th August, 2026; other programs are subject to Housing Services announcements and bed availability.
2026/09/01 - 09/04	新生入學輔導周；境外生應配合國際事務處及系所安排 New student orientation week; international students must also follow arrangements made by the Office of International Affairs and their department.
2026/09/07	開始上課 Semester begin
2026/09/07-2026/09/11	新生網路加退選 Online course registration for new students
2026/10/07 前 By October 7, 2026	完成新生健康基本資料與體檢報告線上填報 Complete the online health profile and health examination report submission.
	抵臺日期建議 Recommended Arrival Date 建議於 8 月 31 日前抵達台灣，以利參加 9 月 1 日起的新生入學輔導。實際宿舍開放入住、接機、境外生說明會及報到時段，請以國際事務處、宿服組與錄取通知信為準。 Arrive on campus by August 31 st if possible so that you can attend new student orientation beginning September 1 st . Actual residence hall move-in dates, airport pickup, international student briefings, and check-in periods are subject to the Office of International Affairs, Housing Services, and your admission notice.

出發前逐項確認

Check Each Item Before Departure

☐ 護照效期充足，姓名、出生日期與錄取資料一致 ☐ Passport is sufficiently valid, and the name and date of birth match the admission record.	☐ 已取得正確的就學簽證／入出境許可 ☐ Correct student visa or entry permit has been obtained.
☐ 畢業證書、成績單及驗證文件正本已備妥 ☐ Original diploma, transcripts, and authenticated documents are ready.	☐ 完成新生註冊系統資料、照片與文件上傳 ☐ New Student Registration System data, photo, and document uploads are complete.
☐ 已確認繳費、住宿資格與入住方式 ☐ Payment, housing eligibility, and move-in arrangements have been confirmed.	☐ 購買抵臺初期醫療／旅平保險並備妥證明 ☐ Initial medical or travel insurance for Taiwan has been purchased and proof is ready.
☐ 完成臺灣入境卡（TWAC）及海關規定查核 ☐ Taiwan Arrival Card (TWAC) is complete, and customs rules have been reviewed. TWAC: https://twac.immigration.gov.tw/	☐ 將航班、在臺住址與緊急聯絡方式告知家人 ☐ Flight information, Taiwan address, and emergency contacts have been shared with family.

03 學歷驗證

ACADEMIC CREDENTIAL VERIFICATION

必繳原則 Mandatory Submission

境外新生報到時須繳驗最高學歷畢業證書及歷年成績單正本，並依學歷所在地完成驗證或採認。驗證通常需要數週至數月，請儘早辦理。

At check-in, new international students must present the original diploma for their highest degree and complete transcripts, with authentication or recognition completed according to where the credential was issued. The process often takes several weeks or months, so begin early.

依學歷所在地辦理

Complete the Procedure Based on Where Your Degree Was Issued

學歷類別 Credential Type	辦理重點 Key Requirements
外國學歷 Foreign Academic Credentials	畢業證書及成績單應由畢業學校所在地的中華民國駐外館處驗證；非中文或英文文件，須併附經驗證的中文或英文譯本。 The diploma and transcripts must be authenticated by the R.O.C. overseas mission responsible for the location of the issuing institution. Documents not in Chinese or English must include an authenticated Chinese or English translation.
中國大陸學歷 Academic Credentials from Mainland China	依教育部認可名冊及大陸地區學歷採認規定，完成畢業證書、學位證書及成績單之查驗／認證，並攜帶正本。 Follow the Ministry of Education recognition list and the regulations governing recognition of Mainland China credentials. Complete verification or certification of the graduation certificate, degree certificate, and transcripts, and bring the originals.
香港、澳門學歷 Academic Credentials from Hong Kong or Macao	依香港澳門學歷檢覈及採認相關規定辦理，文件驗證方式依核發地與主管機關要求。 Follow the applicable regulations for verification and recognition of Hong Kong and Macao credentials. Authentication requirements depend on the place of issue and the competent authority.

學歷類別 Credential Type	辦理重點 Key Requirements
臺灣學歷／海外臺灣學校／臺商學校 Taiwan Credentials / Overseas Taiwan Schools / Taiwan Business Schools	通常不需駐外驗證，但現場報到仍須提供學歷文件正本查驗。 Overseas authentication is generally not required, but original academic documents must still be presented for inspection at on-campus check-in.

學歷證明與驗證文件示意（格式依核發國家及駐外館處而異）



示意圖：學歷文件及驗證章樣式會因國家、學校與館處而不同。

Illustration: The format of academic documents and authentication stamps varies by country, institution, and overseas mission.

常見缺件

Common Missing or Defective Documents

只帶影本、驗證文件未涵蓋成績單、譯本未驗證、姓名拼音與護照不一致，均可能影響報到。若文件尚在驗證中，請在抵臺前向國際事務處說明。

Check-in may be affected if you bring only copies, the authentication does not cover transcripts, translations are not authenticated, or the romanized name differs from your passport. If authentication is still in progress, inform the Office of International Affairs before arriving in Taiwan.

04 簽證與入境

VISA & ENTRY

選擇正確的入境身分 Choose the Correct Entry Status

1	確認學生類別 Confirm Your Student Category 學位生原則上應申請就學目的之居留簽證；交換或短期研修生依停留期間與錄取身分申請適當簽證。 Degree students should generally apply for a resident visa for study. Exchange and short-term students must apply for the appropriate visa based on the length and type of admission.
2	向駐外館處申請 Apply Through an R.O.C. Overseas Mission 常見文件包含護照、申請表、照片、亞洲大學錄取通知、健康檢查、財力證明、驗證後學歷證明及成績單。實際文件以駐外館處為準。 Commonly required documents include a passport, application form, photos, Asia University admission letter, health examination, proof of financial support, authenticated academic credential, and transcripts. Follow the exact requirements of the overseas mission.
3	核對簽證資料 Check the Visa Details 確認姓名、護照號碼、簽證種類、停留／居留事由與有效期限。若內容不符，應在出發前處理。 Check your name, passport number, visa type, purpose of stay or residence, and validity period. Correct any discrepancy before departure.
4	完成入境申報 Complete Arrival Declarations 入境前 3 日內完成臺灣入境卡 (TWAC)；攜帶高價物品或超額現金者應主動申報。 Complete the Taiwan Arrival Card (TWAC) within three days before entry. Declare high-value items or cash above the permitted limit.

重要提醒 Important Reminders

- 免簽、落地簽、電子簽證或一般觀光停留身分，通常不能直接在臺改為就學居留；出發前應向外交部領事事務局或駐外館處確認。

Visa-exempt entry, visas on arrival, eVisas, and ordinary visitor status generally cannot be converted directly into student residency in Taiwan. Confirm your eligibility with the Bureau of Consular Affairs or an overseas mission before departure.

- 禁止攜帶肉類製品、電子煙及其他管制品；食品、藥品與大量現金應先查閱海關與防檢規定。

Do not bring meat products, e-cigarettes, or other controlled items. Check customs and quarantine rules in advance for food, medication, and large amounts of cash.

- 請將護照、簽證、錄取通知、住宿地址及重要文件放在隨身行李，不要放入托運行李。

Keep your passport, visa, admission letter, accommodation address, and important documents in your carry-on baggage, not in checked luggage.

外交部領事事務局：簽證與入境資訊

Bureau of Consular Affairs: Visa and Entry Information

臺灣入境卡 (TWAC)：線上填寫入境卡

Taiwan Arrival Card (TWAC): Complete the Arrival Card Online

無法如期入境時 If You Cannot Enter Taiwan on Time

若簽證、航班或文件驗證造成延遲，請立即以電子郵件通知國際事務處及所屬系所，說明學號、姓名、預計抵臺日期及延遲原因。

If your visa, flight, or document authentication causes a delay, immediately email the Office of International Affairs and your department. Include your student ID, name, expected arrival date, and reason for the delay.

05 居留證 (ARC)

ALIEN RESIDENT CERTIFICATE

申請期限 Application Deadline

持就學居留簽證或符合居留資格者，原則上應於入境後 30 日內透過移民署線上系統申請居留證；若簽證或入出境文件載有更短期限，應以該期限為準。

Students holding a resident visa for study or otherwise eligible for residence should generally apply for an ARC through the National Immigration Agency online system within 30 days after entry. If the visa or entry document states a shorter deadline, follow that deadline.

申請流程 Application Process

1	完成亞洲大學報到與繳費 Complete Asia University Check-in and Payment 先至國際事務處 L105 繳驗文件，並取得在學證明及住宿證明或租賃資料。 First present your documents at the Office of International Affairs, Room L105, and obtain proof of enrollment and housing confirmation or lease information.
2	準備電子檔 Prepare Electronic Files 護照、簽證、在學證明、2 吋照片、住宿／租屋證明及移民署要求之其他文件。 Prepare your passport, visa, enrollment certificate, 2-inch photo, housing or lease proof, and any other documents required by the National Immigration Agency.
3	線上提出申請 Submit the Application Online 登入「外國與外僑大陸與港澳無戶籍國民學生線上申辦系統」，填寫資料、上傳文件並繳費。Sign in to the Online Application System for Foreign Students, Overseas Chinese Students, and Students from Mainland China, Hong Kong, or Macao without Household Registration; complete the form, upload documents, and pay the fee.
4	下載／領取居留證 Download or Collect the ARC 審核通過後依系統通知辦理；取得後立即核對姓名、居留地址、居留事由及有效期限。 Follow the system notification after approval. Once issued, immediately verify your name, residence address, purpose of residence, and expiration date.

項目 Item	說明 Description
申請費用 Application Fee	外國學生通常為新臺幣 1,000 元／年；僑生依移民署規定。 The fee for foreign students is generally NT\$1,000 per year. Overseas Chinese students are subject to National Immigration Agency rules.
延期 Extension	可於效期屆滿前 3 個月內申請，請勿等到最後一天。 You may apply within three months before expiration. Do not wait until the last day.
資料異動 Changes to Personal Information	住址、護照或個人資料變更後，應依規定於期限內線上辦理。 After a change of address, passport, or personal information, complete the required online update within the prescribed period.
逾期風險 Consequences of Overstay or Late Filing	可能產生罰鍰、影響居留與就學，嚴重者須離境重新申請。 Late filing may result in fines and affect your residence and enrollment. Serious cases may require departure and a new application.

移民署學生線上申辦系統：申請／延期居留證

National Immigration Agency Student Online System: Apply for or Extend an ARC

請自行設定到期提醒

Set Your Own Expiration Reminders

取得 ARC 後，請立即把到期日前 90、60、30 日加入手機行事曆，並確認學校系統中的在臺地址與聯絡電話正確。

After receiving your ARC, immediately add reminders for 90, 60, and 30 days before expiration to your phone calendar. Also confirm that your Taiwan address and telephone number are correct in university systems.

06 線上註冊、Email 與校園系統

ONLINE REGISTRATION & DIGITAL SERVICES

新生註冊系統

New Student Registration System

- 辦理期間：2026/06/26 至 2026/08/28。
 - Application period: June 26 to August 28, 2026.
- 查詢學號：於新生註冊系統登入頁面點選「查詢學號」，並依畫面指示填寫資料。境外新生在「身分證字號」欄位請輸入您的護照號碼。
 - Student ID inquiry: On the New Student Registration System sign-in page, select “Student ID Inquiry” and follow the on-screen instructions. International students must enter their passport number in the “ID Number” field.
- 完成學籍基本資料、聯絡資訊、兵役／健康等適用欄位，並上傳學生證照片與最高學歷文件。
 - Complete your student record, contact information, and applicable military-service and health fields, then upload your student ID photo and highest academic credential.
- 照片建議為近照、正面、清楚的 2 吋證件照；請依系統規格裁切及壓縮。
 - Use a recent, clear, front-facing 2-inch ID photo, cropped and compressed to the system specifications.
- 上傳後仍須保留正本，抵校報到時由相關單位查驗。
 - Keep all original documents after uploading them. The relevant offices will inspect the originals during on-campus check-in.

新生註冊系統：登入亞洲大學新生註冊系統

New Student Registration System: Sign In to the Asia University System

學生 Email (Microsoft 365)

Student Email (Microsoft 365)

項目 Item	設定 Setting
帳號 Account	學號@live.asia.edu.tw，例如 115123456@live.asia.edu.tw student ID@live.asia.edu.tw, for example: 115123456@live.asia.edu.tw
初始密碼 Initial Password	出生年月日 YYYYMMDD；首次登入後應立即修改。 Date of birth in YYYYMMDD format; change it immediately after your first sign-in.

項目 Item	設定 Setting
收信方式 How to Access Email	網頁版 Outlook 或手機 Microsoft Outlook App，新增 Exchange／Microsoft 365 帳戶。 Use Outlook on the web or the Microsoft Outlook mobile app, and add an Exchange or Microsoft 365 account.
重要用途 Important Uses	註冊完成通知、宿舍結果、選課、學校公告與承辦人聯繫均可能寄至此信箱。 Registration confirmation, housing results, course registration information, university announcements, and messages from coordinators may all be sent to this mailbox.

校園網路 Campus Network

- 校園無線網路可見 AU_wifi、AU_wifi_802.1X、TANetRoaming、eduroam 等 SSID。

Campus wireless networks include AU_wifi, AU_wifi_802.1X, TANetRoaming, and eduroam.

- eduroam／漫遊帳號通常使用「學號@live.asia.edu.tw」及同步密碼。

For eduroam or roaming access, the username is generally “student ID@live.asia.edu.tw” with your synchronized password.

- 無法登入或忘記密碼，可洽資訊發展處聯合服務櫃檯，校內分機 3515。

If you cannot sign in or have forgotten your password, contact the Office of Information and Communication Technology service desk at campus extension 3515.

資安提醒 Cybersecurity Reminder

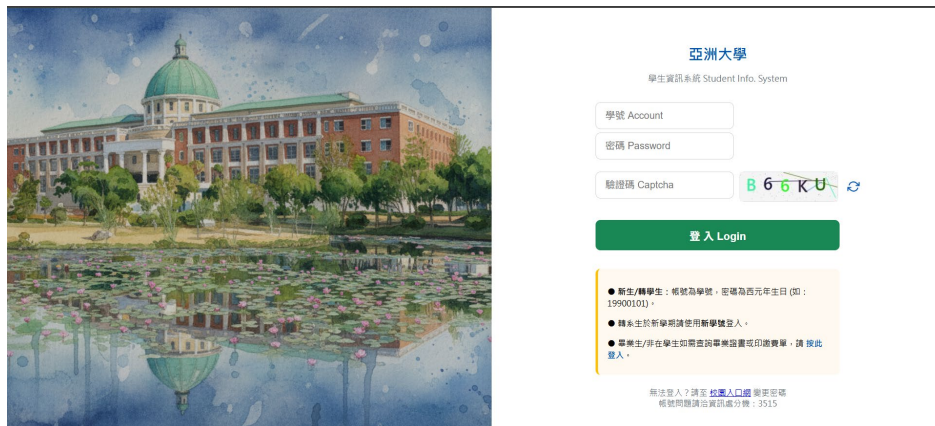
學校不會要求您透過陌生連結提供密碼或銀行驗證碼。收到可疑郵件時，不要開啟附件、不要輸入密碼，並向資訊發展處查證。

The university will not ask you to provide a password or banking verification code through an unfamiliar link. For suspicious email, do not open attachments or enter a password; verify the message with the Office of Information and Communication Technology.

校園系統畫面辨識 Recognizing the Main Campus Systems

以下為學生資訊系統、校園入口與選課系統。

Student Information System, campus portal, and Course Selection System.



亞洲大學
學生資訊系統 Student Info. System

學號 Account
密碼 Password
驗證碼 Captcha

登入 Login

● 新生/轉學生：帳號為學號，密碼為西元年生日 (DD: 19900101)。
● 轉學生於新學期請使用新學號登入。
● 畢業生/曾在學生期間查詢畢業證書或印證費單，請 按此 登入。

無法登入? 請至 [校務入口網](#) 變更密碼
帳號問題請洽資訊處分機: 3515

學生資訊系統登入畫面。

Student Information System login page.



校園入口主要系統選單。

Main system menu in the campus portal.



亞洲大學 ASIA UNIVERSITY
學生選課系統
Course Selection System

新生選課說明 Course Selection Guide 系統操作手冊 Operating Guide

You are about to select your courses. In order to protect your rights and the rights of others, please pay attention to the following matters:

Please do not...

- select courses with many logins on various computers.
- click on the same button many times.

Please understand...

- you will be logged out automatically if computer remains idle for 3 minutes.
- you will be logged out automatically after 10 minutes of repetitive selection.

❗ The default password cannot be used in the course selection system. If you still use your

LOGIN
Enter your number and password to login

Student ID
Password
Login

System Congestion Rate : 0%

學生選課系統登入畫面。

Course Selection System login page.

07 繳費、保留入學與休學

TUITION PAYMENT & ENROLLMENT STATUS

繳費原則 Payment Principles

1	下載／確認繳費單 Download and Verify the Payment Notice 登入學生資訊系統確認學雜費、住宿費、保險費與其他應繳項目；資料變更後請重新下載最新繳費單。 Sign in to the Student Information System to verify tuition and fees, housing charges, insurance premiums, and other required payments. Download a new payment notice after any information changes.
2	依繳費單指定方式付款 Pay Using a Method Listed on the Payment Notice 可使用繳費單列示之銀行、ATM、超商、信用卡或校內出納方式；境外付款前請確認交易費與入帳時間。 Use the bank, ATM, convenience store, credit card, or on-campus cashier method listed on the payment notice. Before making an overseas payment, confirm transaction fees and posting time.
3	保留付款證明 Keep Proof of Payment 超商或跨境付款可能需要數個工作天入帳，請保留收據、交易序號或付款畫面。 Convenience-store or cross-border payments may take several business days to post. Keep the receipt, transaction number, or payment screenshot.
4	確認學校入帳 Confirm That the University Has Received the Payment 期限前登入系統確認繳費狀態；若仍未入帳，應將證明提供出納組查核。 Before the deadline, sign in to confirm payment status. If the payment has not posted, provide proof to the Cashier Section for verification.
	重要 Important 未在規定期限完成繳費、註冊或報到，可能被視為放棄入學或影響選課、在學證明及居留申請。 Failure to complete payment, registration, or check-in by the required deadline may be treated as withdrawal from admission or may affect course registration, enrollment certificates, and residence applications.

保留入學／休學 Deferral of Admission / Leave of Absence

- 因簽證、健康、兵役或重大事由無法如期入學者，請在開學前主動聯絡系所及教務處註冊與課務組。

If visa, health, military-service, or other serious circumstances prevent you from enrolling on time, contact your department and the Registration and Curriculum Section before classes begin.

- 是否符合保留入學資格、需附哪些證明、何時完成核章，依亞洲大學學則與當學期公告辦理。

Eligibility, required evidence, and approval deadlines for admission deferral are governed by Asia University regulations and the current-semester announcement.

- 已在臺但需暫停就學者，應完成休學程序並同步處理 ARC、保險、住宿與離境期限。

Students already in Taiwan who need to suspend their studies must complete the leave-of-absence procedure and handle their ARC, insurance, housing, and departure deadline at the same time.

校內聯絡

University Contacts

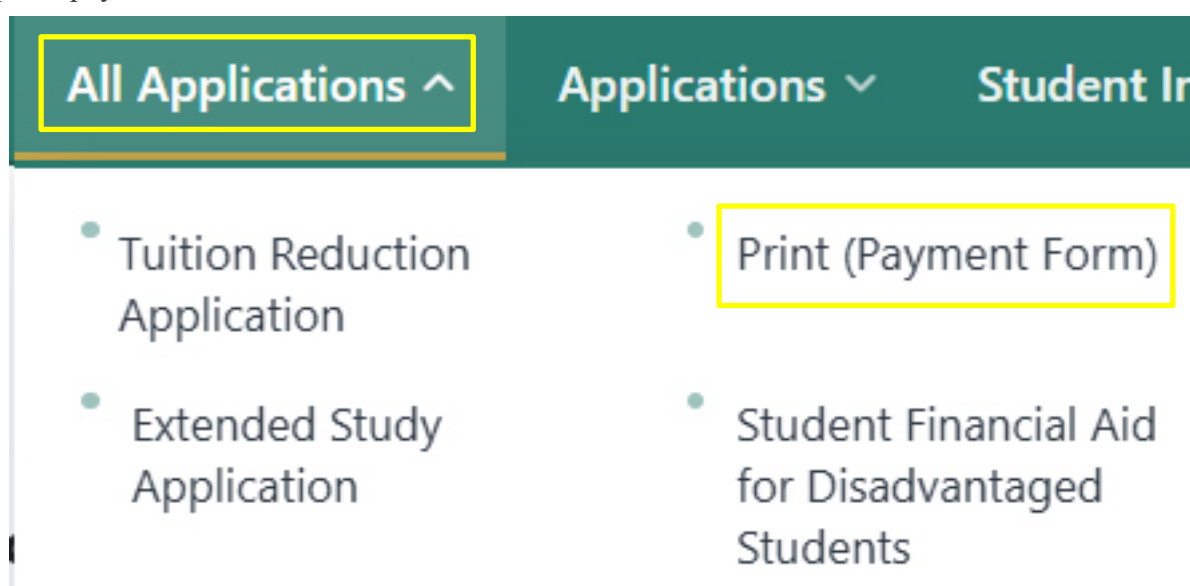
單位 Office	聯絡方式 Contact Information
總務處出納組 Office of General Affairs, Cashier Section	總機 +886-4-2332-3456，分機 3350、3351 Main line +886-4-2332-3456, extensions 3350 and 3351
教務處註冊與課務組 Office of Academic Affairs, Registration and Curriculum Section	總機轉分機 6279、3124、6288、3122；各學制承辦分工以官網為準 Call the main line and dial extension 6279, 3124, 6288, or 3122. Staff assignments by program are subject to the official website.
國際事務處 Office of International Affairs	L105；oia@asia.edu.tw；總機轉分機 6278 或 3611 Room L105; oia@asia.edu.tw; main line extensions 6278 or 3611

繳費單與繳費明細位置示意

Finding the Payment Form and Payment Statement

登入學生資訊系統後，可由「各項申請／All Applications」查找繳費單、收據或繳費明細。

After signing in to the Student Information System, use “All Applications” to locate the payment form, receipt, or payment statement.



繳費單與繳費明細選單示意

Payment form and payment statement menu.

08 選課與語言學習

COURSE REGISTRATION & LANGUAGE SUPPORT

選課前 Before Course Registration

- 完成新生註冊系統與必要繳費，確認校園入口帳號可登入。

Complete the New Student Registration System and required payments, and confirm that you can sign in to the campus portal.

- 查閱所屬學系課程標準、必修／選修、先修科目、畢業學分與全英語授課要求。

Review your department's curriculum, required and elective courses, prerequisites, graduation credits, and English-medium instruction requirements.

- 與系所導師或承辦人確認課程層級；研究生另須留意論文、學術倫理與資格考規定。

Confirm the appropriate course level with your advisor or departmental coordinator. Graduate students must also review thesis, academic ethics, and qualifying-examination requirements.

選課時與選課後 During and After Course Registration

- 不要只加入「預選清單」，務必確認課程已成功選入並留存畫面。

Do not merely add a course to the preselection list. Confirm that enrollment was successful and save a screenshot.

- 上課時間、教室或教師可能調整，開學前後請再次檢查課表。

Class times, rooms, or instructors may change. Check your timetable again before and after classes begin.

- 衝堂、重複修課、超修／低修或先修限制，應在加退選期限內處理。

Resolve time conflicts, repeated courses, credit overload or underload, and prerequisite restrictions within the add/drop period.

中文與英文學習資源 Chinese and English Learning Resources

資源 Resource	說明 Description
華語文中心 Chinese Language Center	提供基礎、初級、初中級、中級及進階華語課程；開課層級、測驗及報名時程以華語中心與國際事務處公告為準。 Offers basic, elementary, pre-intermediate, intermediate, and advanced Chinese courses. Course levels, placement tests, and registration schedules are subject to announcements from the Chinese Language Center and the Office of International Affairs.
共同與專業英文 General and Professional English	大學部共同英文、專業英文及免修／分級等規定，依教務處、語文中心與所屬學系公告。 Requirements for undergraduate general English, professional English, exemption, and placement are governed by announcements from the Office of Academic Affairs, the language center, and the student's department.
	遇到選課問題 If You Encounter a Course Registration Problem 先截圖錯誤訊息，記錄課號、課名、時間與操作步驟，再聯絡開課單位或教務處。不要等到選課截止後才反映。 First take a screenshot of the error and record the course number, course title, time, and steps taken. Then contact the offering unit or the Office of Academic Affairs. Do not wait until after the registration deadline to report the problem.

09 學生宿舍

ON-CAMPUS HOUSING

住宿申請 Housing Application

境外生的實際安排以錄取通知、國際事務處與宿服組公告為準。

Actual arrangements for international students are governed by the admission notice and announcements from the Office of International Affairs and Housing Services.

住宿申請系統：[進入亞洲大學住宿申請](#)

Housing Application System: Open the Asia University Housing Application

書院與住宿服務組：[宿舍介紹、住宿規範與入住公告](#)

Residential College and Housing Services: Residence Hall Information, Rules, and Move-in Notices

申請與確認 Application and Confirmation

1

登入申請 Sign In and Apply

一般以學號登入，初始密碼常為出生年月日 YYYYMMDD；依申請頁面提示操作。

You generally sign in with your student ID. The initial password is usually your date of birth in YYYYMMDD format. Follow the instructions on the application page.

2

查看繳費單／學生信箱 Check the Payment Notice and Student Email

繳費單列有住宿費通常代表已有住宿資格；結果與補件通知亦可能寄至學生 Email。

A housing charge on your payment notice generally indicates housing eligibility. Results and requests for additional documents may also be sent to your student email.

3

閱讀入住公告 Read the Move-in Announcement

115-1 入住日期、分流時段、床位、行李及報到地點由宿服組另行公告。

Move-in dates, staggered time slots, bed assignments, baggage instructions, and check-in locations for Fall 2026 will be announced separately by Housing Services.

4

完成入住 Complete Move-in

攜帶護照／ARC、學生證或錄取文件、繳費證明及公告要求的用品。

Bring your passport or ARC, student ID or admission document, proof of payment, and any items required by the move-in announcement.

住宿重點 Key Housing Information

- 大一新生主要安排四人套房，寢室與床位由宿服組統一編排。

First-year undergraduate students are generally assigned to four-person suites. Rooms and beds are allocated by Housing Services.

- 住宿費、保證金與電費以 115 學年度繳費單及宿服組公告為準。

Housing fees, deposits, and electricity charges are based on the 2026-2027 payment notice and Housing Services announcements.

- 宿舍為團體生活，須遵守門禁、安全、清潔、噪音、訪客與電器使用規範。

Residence halls are shared living environments. Residents must follow access-control, safety, cleanliness, noise, visitor, and electrical-appliance rules.

- 不住校者應提早尋找校外租屋，簽約前確認租金、押金、電費、網路、通勤、安全及是否可辦理居留地址。

Students living off campus should search early. Before signing a lease, confirm rent, deposit, electricity, internet, commuting, safety, and whether the address can be used for ARC registration.

宿舍聯絡 Housing Contact

書院與住宿服務組 Email：dss@asia.edu.tw；電話：+886-4-2332-3456，分機 3260-3263。

Residential College and Housing Services: dss@asia.edu.tw; +886-4-2332-3456, extensions 3260-3263.

宿舍禁止攜帶與使用物品 Items Prohibited in Residence Halls

為維護消防、用電及住宿安全，下列物品原則上不得攜入或使用；完整規定仍以書院與住宿服務組最新公告為準。

For fire prevention, electrical safety, and residential security, the following items are generally prohibited. The latest rules issued by Residential College and Housing Services prevail.

類別 Category	常見禁止物品 Commonly Prohibited Items
烹調與發熱設備 Cooking and Heat-Producing Appliances	卡式爐、電磁爐、電熱盤、微波爐、電熱水壺及其他烹調或高功率發熱設備。 Portable gas stoves, induction cookers, hot plates, microwave ovens, electric kettles, and other cooking or high-power heat-producing devices.
未經核准的電器或網路設備 Unauthorized Electrical or Network Devices	電視、錄放影設備、冰箱、私人 Wi-Fi 路由器及其他未經學校核准之設備。 Televisions, recording devices, refrigerators, private Wi-Fi routers, and other devices not authorized by the university.
危險與違禁物品 Dangerous or Prohibited Items	毒品、煙火、爆裂物、武器及其他違反法令或危害公共安全之物品。 Illegal drugs, fireworks, explosives, weapons, and any item that violates the law or threatens public safety.

10 抵達亞洲大學的交通

GETTING TO ASIA UNIVERSITY

校址 University Address

413305 臺中市霧峰區柳豐路 500 號 (No. 500, Lioufeng Rd., Wufeng Dist., Taichung City 413305, Taiwan)

從桃園國際機場出發

From Taiwan Taoyuan International Airport

方式 Method	行程重點 Route Summary
高鐵 + 公車 High-Speed Rail + Bus	機場捷運至高鐵桃園站 → 高鐵臺中站 → 由 6 號出口轉乘 151/151 延公車至亞洲大學。適合行李較少且熟悉轉乘者。 Take the Airport MRT to HSR Taoyuan Station, then the HSR to Taichung Station. From Exit 6, transfer to bus 151 or the 151E Shuttle to Asia University. This option is best for travelers with lighter luggage who are comfortable making transfers. ● HSR Website 台灣高鐵: https://www.thsrc.com.tw/ (Depart from Taoyuan Station to Taichung Station 高鐵桃園站 → 高鐵臺中站) ● Taichung Bus information 台中公車資訊連結 https://citybus.taichung.gov.tw/
高鐵 + 計程車 High-Speed Rail + Taxi	高鐵臺中站搭計程車至亞洲大學約 30 分鐘；車資受路況、行李與夜間時段影響。 A taxi from HSR Taichung Station to Asia University takes about 30 minutes. The fare varies with traffic, luggage, and nighttime surcharges.
國道客運 + 市區公車 Intercity Bus + City Bus	客運至臺中車站或朝馬地區後，轉搭 108、200、151 等可到亞洲大學之路線。 Take an intercity bus to Taichung Station or the Chaoma area, then transfer to route 108, 200, 151, or another bus serving Asia University.
機場接送 / 計程車 Airport Transfer / Taxi	由桃園機場直達校園約 2 小時以上；費用較高，應使用合法業者並事先確認總價、接送地點及行李件數。 Direct travel from Taoyuan Airport to campus takes at least about two hours and is more expensive. Use a licensed operator and confirm the total price, pickup location, and number of baggage items in advance.

出發前請做 Before You Travel



下載可在臺灣使用的地圖與翻譯工具，截圖校址、國際事務處 L105 及宿舍位置。

Download map and translation apps that work in Taiwan, and save screenshots of the university address, the Office of International Affairs at L105, and your residence hall.



下載 Line APP 並加入新生 LINE 群組

Download Line APP and join **115 Fall International Student Group**



連結 Link : <https://line.me/ti/g/TSVXLsc7wt>

- 準備少量新臺幣現金或可在臺使用的支付方式；末班車後抵達者應預訂接送或住宿。

Carry a small amount of New Taiwan dollars or a payment method usable in Taiwan. If you arrive after the last public transport service, book transportation or overnight accommodation in advance.

- 航班延誤、行李遺失或無法依原計畫抵校時，立即通知接機人員、宿舍及國際事務處。

If your flight is delayed, your baggage is lost, or you cannot reach campus as planned, immediately notify your pickup contact, residence hall, and the Office of International Affairs.

Student Association Contact Information	
Overseas Chinese, Hong Kong, Macau (港澳僑/中文溝通)	陳小姐 chenyini@asia.edu.tw Ms. Hana (jiajun116@asia.edu.tw)
Indonesia (Bahasa Indonesia)	Ms. Levina Margaretha Yotham (levinamargarethayotham@gmail.com)
Vietnam (Tiếng Việt)	Ms. Jenny (lixing@asia.edu.tw)
India (Hindi /English)	Ms. Kirti (kirtisolanki004@gmail.com)
Pakistan (Urdu/English)	Mr. ZAIN UL HASSAN (114121022@live.asia.edu.tw)
Mongolia (Khalkha Mongolian)	Ms. Enkhmaa Gantulga 愛瑪 (gantulgaenkhmaa36@gmail.com)
Others (English)	Ms. Beatrice (beatrice@asia.edu.tw)

常用公車 Common Bus Routes

可到校或於校區附近轉乘的路線包含 108、200、243、151、151 延及 6322 等；班次與路線可能調整，搭乘前請使用臺中公車即時動態或業者公告確認。

Routes serving the university or nearby transfer points include 108, 200, 243, 151, 151 Shuttle, and 6322. Schedules and routes may change, so check Taichung real-time bus information or the operator's announcement before traveling.

安全提醒 Safety Reminder

請勿搭乘未表明車牌、公司或價格的陌生接送車。上車前將車牌與行程分享給家人或同學，並保管好護照、錢包與學歷文件。

Do not use an unfamiliar transfer vehicle that does not clearly identify its license plate, company, or price. Before boarding, share the plate number and route with family or classmates, and keep your passport, wallet, and academic documents secure.

搭乘公車與付款方式

Riding and Paying for Public Buses

付款方式 Payment Method	使用提醒 Instructions
現金 Cash	請準備足額零錢；公車通常不找零。 Prepare the exact fare; buses generally do not provide change.
電子票證／學生證 EasyCard / Student ID Card	學生證通常整合電子票證功能；上下車均須感應，並留意卡片餘額。 The student ID card generally includes a stored-value transit function. Tap when boarding and alighting, and keep sufficient balance on the card.
轉乘優惠 Transfer Discounts	公車、捷運及 YouBike 轉乘優惠依臺中市最新規定與票證紀錄計算。 Bus, MRT, and YouBike transfer discounts are calculated according to current Taichung City rules and the stored-value card record.

機場接送與集合通知 Airport Pickup and Meeting-Point Notices

是否提供接機、接送日期、集合航廈、時間與報名表單，將由國際事務處另行透過錄取信、學生 Email 或境外新生 LINE 群組公告。未收到正式通知前，請勿假設已有接送安排。

Tentative Pick up arrangement 暫定接機安排	Date 日期	Time 時間	Remark 註記
Taoyuan Airport Pick up (Terminal 1)	2026 年 8 月 31 日 31 st August, 2026	1 pm	A minimum of 15 participants is required for departure. If fewer than 15 participants register, the service will not operate. 本行程最低出發人數為 15 人，若報名人數未達 15 人，恕無法提供接機服務。
Taoyuan Airport Pick up (Terminal 1)	2026 年 9 月 3 日 3 rd September, 2026	1 pm	A minimum of 15 participants is required for departure. If fewer than 15 participants register, the service will not operate. 本行程最低出發人數為 15 人，若報名人數未達 15 人，恕無法提供接機服務。
Taichung Station Pick up	2026 年 8 月 31 日 31 st August, 2026	2 pm	按實際人數安排
Taichung HSR Station Pick up	2026 年 9 月 4 日 4 th September, 2026	2 pm	按實際人數安排

Whether airport pickup is offered, along with the date, terminal, time, and registration form, will be announced separately by the Office of International Affairs through the admission notice, student email, or the international new student LINE group. Do not assume transportation has been arranged until you receive an official notice.

**接機申請表 Airport Pickup Application Form**

請掃描左側 QR Code，或點選下方連結填寫接機申請表。

Scan the QR code or click the link below to submit the airport pickup application form.

<https://forms.gle/5Uf3x5JjcHMoMeTo9>

11 交通路線示意圖

REGIONAL ACCESS MAP



亞洲大學交通路線示意圖。
Asia University regional access map.

12 校園導覽地圖

CAMPUS MAP



亞洲大學校園導覽圖
Asia University campus map.

新生常用地點 Locations Frequently Used by New Students

國際事務處位於行政大樓 L105；生活輔導組位於 L102；健康中心諮商輔導位於 L101。

The Office of International Affairs is in Administration Building L105, the Student Assistance Section is in L102, and Health Center Counseling Services are in L101.

13 保險與全民健康保險

INSURANCE & NATIONAL HEALTH INSURANCE

抵臺初期醫療保障 Medical Coverage During Your Initial Period in Taiwan

- 在符合全民健康保險資格前，境外生應具備有效醫療保險。亞洲大學可依身分協助辦理境外學生團體醫療保險。

International students must maintain valid medical insurance until they become eligible for National Health Insurance. Asia University may assist with group medical insurance according to student status.

- 目前國際學生團體醫療保險費用約為每月新臺幣 600 元，通常至少投保 6 個月並併入繳費單；實際費率以當期公告為準。

International student group medical insurance currently costs approximately NT\$600 per month and is generally purchased for at least six months through the university payment notice. The actual premium is subject to the current announcement.

- 已在母國投保者，若要申請免參加校方醫療保險，保單通常須經中華民國駐外館處驗證並於期限內提交國際事務處審查。

Students insured in their home country who wish to request exemption from the university plan generally need an insurance certificate authenticated by an R.O.C. overseas mission and submitted to the Office of International Affairs by the deadline.

全民健康保險（NHI）

National Health Insurance (NHI)

項目 Item	說明 Description
加入資格 Eligibility	一般須持有效居留證並在臺連續居留滿 6 個月；期間出境天數及資格計算依健保署規定。 You generally need a valid ARC and six months of continuous residence in Taiwan. Days spent outside Taiwan and eligibility calculations are governed by National Health Insurance Administration rules.
保費 Premium	目前境外學生每月約新臺幣 826 元，通常由學校按學期列入繳費單；費率如有調整以健保署與學校公告為準。 The current premium for international students is approximately NT\$826 per month and is generally included in the university payment notice by semester. Any rate adjustment is subject to National Health Insurance Administration and university announcements.

項目 Item	說明 Description
健保卡 NHI Card	符合資格後依國際事務處通知申請；請確認姓名、照片及居留資料正確。 Apply after becoming eligible, following instructions from the Office of International Affairs. Verify that your name, photo, and residence information are correct.
就醫 Receiving Medical Care	攜帶健保卡至特約院所就醫，仍須自付掛號費及部分負擔；非健保給付項目需自行負擔。 Bring your NHI card to a contracted medical provider. You must still pay the registration fee and applicable copayment, and you are responsible for services not covered by NHI.

申請理賠／核銷時保留 Keep the Following for Claims or Reimbursement

- 醫療收據正本、診斷證明書正本、處方或費用明細。

Original medical receipts, original diagnosis certificates, prescriptions, and itemized statements.

- 護照與 ARC 影本、銀行／郵局帳戶資料，以及保險公司要求的申請書。

Copies of your passport and ARC, bank or post office account information, and the insurer's required claim form.

兩種保險不要混淆 Do Not Confuse the Different Insurance Programs

學生團體平安保險、境外學生醫療保險與全民健康保險的保障範圍、申請單位及理賠方式不同。就醫後請先向國際事務處或生活輔導組確認應使用哪一種保險。

Student group accident insurance, international student medical insurance, and National Health Insurance have different coverage, responsible offices, and claim procedures. After receiving medical care, first ask the Office of International Affairs or the Student Assistance Section which insurance applies.

14 抵校報到

ON-CAMPUS CHECK-IN

報到地點 Check-in Location

亞洲大學國際事務處（Office of International Affairs），行政大樓 L105。報到日期與時段依錄取通知信、境外新生通知及國際事務處公告。

Asia University Office of International Affairs, Administration Building L105. Check-in dates and times are based on the admission letter, international new student notice, and Office of International Affairs announcements.

建議攜帶文件

Recommended Documents

類別 Category	文件 Documents
身分與入境 Identity and Entry	護照正本及影本、簽證／入出境許可、入境章或電子入境資料 Original and copy of passport, visa or entry permit, and entry stamp or electronic entry record
學歷文件 Academic Documents	經驗證的最高學歷畢業證書與歷年成績單正本及影本 Original and copy of the authenticated diploma for the highest degree and complete transcripts
錄取與財力 Admission and Financial Support	亞洲大學錄取通知、獎學金證明、財力證明及錄取時要求之補充文件 Asia University admission letter, scholarship certificate, proof of financial support, and any supplementary documents required at admission
語言與照片 Language and Photos	語言能力證明、2 吋證件照至少 2 張及電子檔 Language proficiency certificate, at least two 2-inch ID photos, and an electronic photo file
健康與保險 Health and Insurance	居留用健康檢查證明、海外保險證明及疫苗／用藥資料（如適用） Health examination certificate for residence, overseas insurance certificate, and vaccination or medication records, if applicable
住宿與付款 Housing and Payment	住宿確認、在臺地址、繳費證明或收據 Housing confirmation, Taiwan address, and payment confirmation or receipt

建議流程 Recommended Process

1	所屬系所 Your Department 確認學籍、導師、課程及系所報到要求。 Confirm your student status, advisor, courses, and departmental check-in requirements.
2	國際事務處 L105 Office of International Affairs, L105 繳驗境外生文件、確認簽證／保險／住宿及後續 ARC 申請。 Present international student documents and confirm your visa, insurance, housing, and subsequent ARC application.
3	繳費與在學證明 Payment and Enrollment Certificate 確認學雜費已入帳，依需要申請在學證明。 Confirm that tuition and fees have posted and apply for an enrollment certificate if needed.
4	ARC 與生活安置 ARC and Daily-Life Setup 完成居留證、銀行帳戶、手機門號及宿舍入住。 Complete your ARC, bank account, mobile number, and residence hall move-in.
	文件正本請自行保管 Keep Original Documents Secure 學校查驗或收件前，先確認是否收取正本或影本；重要正本交出時應索取收件證明。建議另存加密電子備份。 Before the university inspects or collects a document, confirm whether an original or copy is required. Obtain a receipt whenever an important original is submitted. Keep an encrypted electronic backup.

15 新生健康檢查

NEW STUDENT HEALTH EXAMINATION

所有新生均須完成 Required for All New Students

本校各學制新生均須依規定完成健康檢查及線上資料填報。居留用健康檢查與學校新生健康檢查用途不同，請依簽證身分確認是否兩者都需辦理。

All new students in every program must complete the required health examination and online submission. The health examination for residence and the university new student health examination serve different purposes; confirm whether both are required for your visa status.

線上填報流程

Online Submission Process

1	登入新生註冊系統 Sign In to the New Student Registration System 進入「基本資料填寫」與健康基本資料頁面。 Open “Basic Information” and the health profile page.
2	完成 P1 Complete P1 填寫個人基本資料、疾病史、生活型態及健康調查。 Enter personal information, medical history, lifestyle information, and the health survey.
3	完成 P2 Complete P2 依體檢報告輸入數值，並上傳 PDF；檔名建議使用學號。 Enter the values from the health examination report and upload the PDF. Use your student ID as the file name if possible.
4	期限前補齊 Complete All Items by the Deadline 最晚於 2026/10/07 前完成；尚未取得報告者可依公告先上傳體檢收據，再於開學後一個月內補齊。 Complete the submission by October 7, 2026. If the report is not yet available, follow the announcement to upload the examination receipt first, then submit the complete report within one month after classes begin.

體檢前準備 Before the Health Examination

- 攜帶護照／ARC、學生證或錄取文件、照片、費用及體檢單。

Bring your passport or ARC, student ID or admission document, photos, examination fee, and health examination form.

- 依檢查項目決定是否需空腹；慢性病用藥不要自行停藥，應先詢問醫療院所。

Whether fasting is required depends on the examination items. Do not stop medication for a chronic condition without first consulting the medical institution.

- 女性懷孕或疑似懷孕、近期接受疫苗或有特殊疾病者，應主動告知醫護人員。

Inform medical staff if you are pregnant or may be pregnant, have recently received a vaccine, or have a special medical condition.

校內健康與諮商資源 On-Campus Health and Counseling Resources

服務 Service	聯絡 Contact
健康中心（衛生保健） Health Center (Health Services)	總機 +886-4-2332-3456，分機 3225、3250-3253 Main line +886-4-2332-3456, extensions 3225 and 3250-3253
健康中心（諮商輔導） Health Center (Counseling Services)	行政大樓 L101；一般信箱 care@asia.edu.tw Administration Building L101; general email: care@asia.edu.tw
緊急醫療 Emergency Medical Care	119；有立即危險時先求助，再通知校安與國際事務處 Call 119. In immediate danger, seek emergency assistance first, then notify Campus Security and the Office of International Affairs.
	心理健康同樣重要 Mental Health Matters Too 若出現長期失眠、焦慮、情緒低落、文化適應困難或學習壓力，請及早預約諮商或向健康中心求助。 If you experience persistent insomnia, anxiety, low mood, cultural adjustment difficulties, or academic stress, make a counseling appointment or seek help from the Health Center as early as possible.

16 獎學金與銀行帳戶

SCHOLARSHIPS & BANKING

獎學金新生先確認 Scholarship Recipients: Confirm These Items First

- 獎學金名稱、減免項目、核發期間、續領門檻、服務義務及取消條件，以錄取通知與獎學金辦法為準。

The scholarship name, covered items, award period, renewal criteria, service obligations, and termination conditions are governed by your admission letter and scholarship regulations.

- 學費減免不一定包含住宿、保險、電腦與生活費，請核對繳費單。

A tuition waiver may not cover housing, insurance, computer fees, or living expenses. Check your payment notice carefully.

- 需按月撥款的獎學金通常須先完成報到、ARC、銀行帳戶與受領人資料建檔。

Scholarships paid monthly generally require completion of check-in, ARC issuance, a Taiwan bank account, and payee registration.

開立臺灣帳戶 Opening a Bank Account in Taiwan

1	取得 ARC 與在臺門號 Obtain an ARC and Taiwan Mobile Number 多數銀行需要有效 ARC、臺灣手機及可聯絡地址。 Most banks require a valid ARC, a Taiwan mobile number, and a contactable address.
2	準備文件 Prepare the Documents 護照、ARC、學生證／在學證明、第二證件（如適用）、印章或簽名、在臺地址及初始存款。 Prepare your passport, ARC, student ID or enrollment certificate, a second form of identification if applicable, a seal or signature, Taiwan address, and initial deposit.
3	選擇銀行／郵局 Choose a Bank or Post Office 可至郵局或銀行辦理；亞洲大學往來銀行資訊及校內服務時段以當期公告為準。 You may open an account at a post office or bank. Asia University partner-bank information and on-campus service hours are subject to the current announcement.
4	回填帳戶資料 Submit Your Account Information 依國際事務處或出納組要求提供存摺封面／帳戶證明，姓名應與護照及 ARC 一致。 Provide a passbook cover or account certificate as requested by the Office of International Affairs or Cashier Section. The account name must match your passport and ARC.

防詐騙 Fraud Prevention

- 銀行、學校或政府不會要求您提供網路銀行密碼、OTP 驗證碼或提款卡密碼。

Banks, the university, and government agencies will not ask for your online-banking password, OTP code, or ATM card PIN.

- 不要替陌生人收款、轉帳、出租帳戶、代購虛擬貨幣或領取不明包裹。

Do not receive or transfer money for strangers, lend or rent out your account, purchase cryptocurrency on another person's behalf, or collect unknown packages.

- 遇到「帳戶被凍結、簽證將取消、獎學金須先繳保證金」等威脅，先掛斷並向學校或 165 反詐騙專線查證。

If someone threatens that your account will be frozen, your visa will be canceled, or a deposit is required for your scholarship, hang up and verify the claim with the university or the 165 Anti-Fraud Hotline.

獎學金未入帳時 If a Scholarship Payment Has Not Arrived

先確認報到、繳費、ARC、帳戶與受領人資料是否完成，再備妥學號、獎學金名稱、核發月份及帳戶資料向國際事務處查詢。

First confirm that check-in, payment, ARC issuance, bank account registration, and payee information are complete. Then contact the Office of International Affairs with your student ID, scholarship name, payment month, and account information.

開戶文件檢核 Bank Account Opening Checklist

文件／項目 Document / Item	說明 Notes
護照與 ARC Passport and ARC	姓名、出生日期及證件號碼應與學校資料一致。 Your name, date of birth, and document numbers must match university records.
學生證或在學證明 Student ID or Enrollment Certificate	部分機構會要求第二身分證明或在學證明。 Some institutions require a second form of identification or proof of enrollment.
印章或簽名 Personal Seal or Signature	各銀行規定不同；可先向受理分行確認是否需要印章。 Requirements vary by bank; ask the branch in advance whether a personal seal is required.
臺灣手機與地址 Taiwan Mobile Number and Address	須能接收驗證簡訊並提供可聯絡地址。 You must be able to receive verification messages and provide a contactable address.
初始存款 Initial Deposit	部分銀行或郵局可能要求約新臺幣 1,000 元，實際金額以受理機構規定為準。 Some banks or post offices may request an initial deposit of approximately NT\$1,000; the actual amount is determined by the institution.

17 手機、網路與緊急聯絡

MOBILE SERVICE, INTERNET & EMERGENCY

辦理臺灣手機門號

Obtaining a Taiwan Mobile Number

- 可至合法電信門市申辦預付卡或月租方案；常見業者包括中華電信、台灣大哥大、遠傳電信。

Visit an authorized telecom store to apply for a prepaid SIM or monthly plan. Major operators include Chunghwa Telecom, Taiwan Mobile, and Far EasTone.

- 通常需護照、ARC／入出境許可、第二證件及在臺地址；未滿法定年齡或無 ARC 時可能須保證人或押金。

You will generally need a passport, ARC or entry permit, a second form of identification, and a Taiwan address. Minors or applicants without an ARC may need a guarantor or deposit.

- 比較月租、綁約期限、上網流量、熱點分享、國際電話及提前解約費，再簽名。

Before signing, compare monthly fees, contract length, data allowance, hotspot sharing, international calls, and early-termination charges.

重要電話

Important Telephone Numbers

電話 Telephone	用途 Purpose
110	警察 Police
119	消防、救護車 Fire and Ambulance
165	反詐騙諮詢 Anti-Fraud Consultation
0919-555445	亞洲大學 24 小時校安專線 Asia University 24-Hour Campus Security Hotline
+886-4-2332-3456	亞洲大學總機 Asia University Main Line
分機 6278／3611 Extensions 6278 / 3611	國際事務處 Office of International Affairs

遇到緊急事件 In an Emergency

1

確保人身安全 Ensure Personal Safety

離開危險位置，必要時撥打 110 或 119；不要為了財物返回危險區域。

Leave the dangerous area and call 110 or 119 when necessary. Do not return to a dangerous location to retrieve property.

2	提供清楚位置 Provide a Clear Location 說明「亞洲大學、建築名稱、樓層、教室／房號」或分享定位。 State “Asia University,” the building name, floor, and classroom or room number, or share your location.
3	通知校方 Notify the University 聯絡校安、宿舍管理員、國際事務處及所屬系所。 Contact Campus Security, your residence hall manager, the Office of International Affairs, and your department.
4	保留紀錄 Keep Records 保存報案單、醫療收據、照片、對話與相關證明，以利保險及後續處理。 Keep police reports, medical receipts, photos, messages, and supporting evidence for insurance claims and follow-up handling.
	請在手機中建立 ICE 聯絡人 Create ICE Contacts on Your Phone 至少儲存一位臺灣聯絡人、一位母國家人、國際事務處及校安專線；鎖定畫面可顯示過敏、慢性病或緊急醫療資訊。 Save at least one contact in Taiwan, one family member in your home country, the Office of International Affairs, and the Campus Security hotline. Your lock screen may also display allergy, chronic illness, or emergency medical information.

18 境外生支持服務

INTERNATIONAL STUDENT SUPPORT

不必獨自處理 You Do Not Have to Handle Problems Alone

國際事務處提供入學、簽證、居留、保險、住宿、銀行、生活適應及跨文化活動等協助。遇到問題時，越早說明越容易處理。

The Office of International Affairs assists with admission, visas, residence, insurance, housing, banking, daily-life adjustment, and intercultural activities. Problems are easier to resolve when reported early.

可使用的資源 Available Resources

服務 Service	內容 Description
Buddy／國際學伴 Buddy / International Student Partner	協助新生熟悉校園、生活採買、交通與文化適應； 實際媒合方式以當學期公告。 Helps new students become familiar with campus, shopping, transportation, and cultural adjustment. Matching arrangements are subject to the current-semester announcement.
International Mentor	提供學習與生活經驗分享，協助建立校內支持網絡。 Provides academic and daily-life experience sharing and helps students build an on-campus support network.
International Language Corner	語言交流、跨文化互動及自主學習活動。 Language exchange, intercultural interaction, and self-directed learning activities.
華語文中心 Chinese Language Center	華語課程、分級與學習資源，協助在臺生活與課業溝通。 Chinese courses, placement, and learning resources that support daily life and academic communication in Taiwan.
國際學生廚房／祈禱空間 International Student Kitchen / Prayer Space	依校內規定預約或使用，注意清潔、安全與開放時段。 Reserve or use these spaces according to university rules, and observe cleanliness, safety, and opening hours.
健康與諮商 Health and Counseling	提供衛生保健、心理諮商與外籍生英語諮商資源。 Provides health services, psychological counseling, and English-language counseling resources for international students.

服務 Service	內容 Description
職涯與實習 Career and Internship Services	由學系、國際事務處及生涯發展單位提供實習、工作許可與就業資訊；打工前須確認工作許可。 Departments, the Office of International Affairs, and career development units provide internship, work permit, and employment information. Confirm that you have a valid work permit before working.

常見問題應找誰

Who to Contact for Common Questions

問題 Issue	建議聯絡 Recommended Contact
簽證、ARC、境外生保險、獎學金 Visa, ARC, international student insurance, scholarships	國際事務處 Office of International Affairs
課程、學分、選課、畢業規定 Courses, credits, course registration, graduation requirements	所屬學系／教務處 Your department / Office of Academic Affairs
宿舍、入住、床位與住宿費 Housing, move-in, bed assignment, and housing fees	書院與住宿服務組 Residential College and Housing Services
繳費單與入帳 Payment notice and payment posting	總務處出納組 Office of General Affairs, Cashier Section
帳號、Email、Wi-Fi Accounts, email, and Wi-Fi	資訊發展處 Office of Information and Communication Technology
身體不適、心理壓力 Physical illness or psychological stress	健康中心；緊急時 119／校安 Health Center; call 119 or Campus Security in an emergency

問題 Issue	建議聯絡 Recommended Contact
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網站 Websites

亞洲大學英文網站：

<https://www.asia.edu.tw/?Lang=en>

國際事務處英文網站：

<https://oia.asia.edu.tw>

Asia University English website:

<https://www.asia.edu.tw/?Lang=en>

OIA English website:

<https://oia.asia.edu.tw>

工作許可提醒 Work Permit Reminder

境外學生在臺工作前須取得有效工作許可，並遵守每週工時與許可期限。未經許可工作可能影響居留與就學。

International students must obtain a valid work permit before working in Taiwan and comply with weekly hour limits and the permit's validity period. Unauthorized work may affect residence and enrollment.

19 校園生活與行政服務

CAMPUS LIFE & ADMINISTRATIVE SERVICES

國際事務處服務資訊

Office of International Affairs Service Information

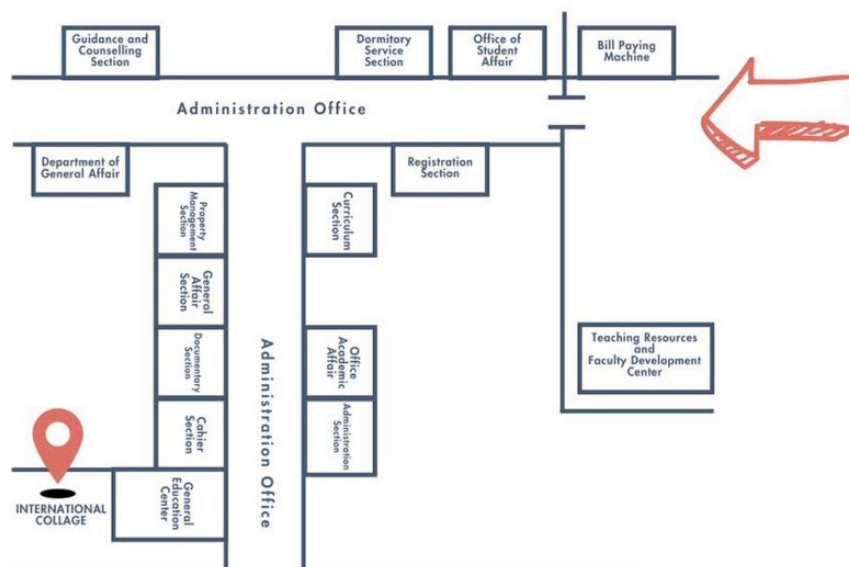
項目 Item	資訊 Information
地點 Location	行政大樓 L105。Administration Building, Room L105.
電話 Telephone	+886-4-2332-3456，分機 6278／3611。 +886-4-2332-3456, extensions 6278 / 3611.
辦公時間 Office Hours	週一至週五 08:00-12:00、13:10-17:10（臺灣時間 GMT+8； 國定假日與學校休假除外）。 Monday-Friday, 08:00-12:00 and 13:10-17:10 (Taiwan time, GMT+8; closed on public holidays and university closure days).
亞洲大學英文網站 Asia University English Website	https://www.asia.edu.tw/?Lang=en
國際事務處英文網站 OIA English Website	https://oia.asia.edu.tw

行政大樓服務位置

Administration Building Service Location Guide

下圖可協助新生辨識行政大樓內主要服務區域。

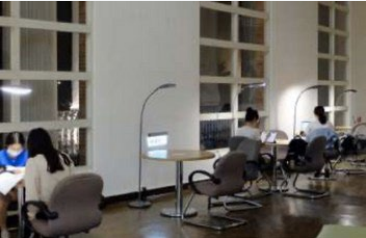
The diagram below helps new students recognize major service areas in the Administration Building.



行政大樓服務區域示意圖。

Administration Building service-area diagram.

校園生活設施 Campus Life Facilities

	亞洲大學現代美術館 Asia University Museum of Modern Art 由建築師安藤忠雄設計，2013 年對外開放，是校園代表性建築之一；展覽與開放時間請查閱美術館公告。 Designed by architect Tadao Ando and opened to the public in 2013, the museum is one of the university's landmark buildings. Check museum announcements for exhibitions and opening hours.
	亞洲大學圖書館 Asia University Library 提供圖書、影音資源、研究空間與多媒體空間；學生可持學生證依規定使用館藏與設備。 The library provides books, audiovisual resources, research spaces, and multimedia facilities. Students may use collections and facilities with a student ID, subject to library rules.
	校園書店 Campus Bookstore 校內書店提供教科書、一般書籍與文具；品牌、營業地點及時間可能調整，以校內公告為準。 The campus bookstore provides textbooks, general books, and stationery. The operator, location, and opening hours may change; follow university announcements.
	餐飲與便利商店 Food Court and Convenience Stores 校園設有餐飲、飲料、咖啡與便利商店等生活服務；各店營業時間於假日及寒暑假可能調整。 Campus services include food outlets, beverage shops, cafés, and convenience stores. Opening hours may change on holidays and during summer or winter breaks.

20 快速連結與聯絡資訊

QUICK LINKS & CONTACTS

 國際事務處 Office of International Affairs 開啟連結 Open Link	 新生註冊系統 New Student Registration System 開啟連結 Open Link	 住宿申請 Housing Application 開啟連結 Open Link
 ARC 線上申請 ARC Online Application 開啟連結 Open Link	 校園 Wi-Fi 說明 Campus Wi-Fi Instructions 開啟連結 Open Link	 亞洲大學官網 Asia University Website 開啟連結 Open Link

亞洲大學國際事務處 Asia University Office of International Affairs

項目 Item	內容 Description
地點 Location	行政大樓 L105Administration Building L105
地址 Address	413305 臺中市霧峰區柳豐路 500 號 No. 500, Lioufeng Rd., Wufeng Dist., Taichung City 413305, Taiwan
電話 Telephone	+886-4-2332-3456，分機 6278／3611 +886-4-2332-3456, extensions 6278 / 3611
Email	oia@asia.edu.tw

項目 Item	內容 Description
辦公時間 Office Hours	週一至週五 08:00-12:00、13:10-17:10（臺灣時間 GMT+8；國定假日與學校休假除外） 亞洲大學英文網站： https://www.asia.edu.tw/?Lang=en 國際事務處英文網站： https://oia.asia.edu.tw/ Monday-Friday, 08:00-12:00 and 13:10-17:10 (Taiwan time, GMT+8; closed on public holidays and university closure days) Asia University English website: https://www.asia.edu.tw/?Lang=en OIA English website: https://oia.asia.edu.tw/
24 小時校安 24-Hour Campus Security	0919-555445