

IS HOW UNIVERSITY

Smooth Transition &
Academic Success

行政義點通



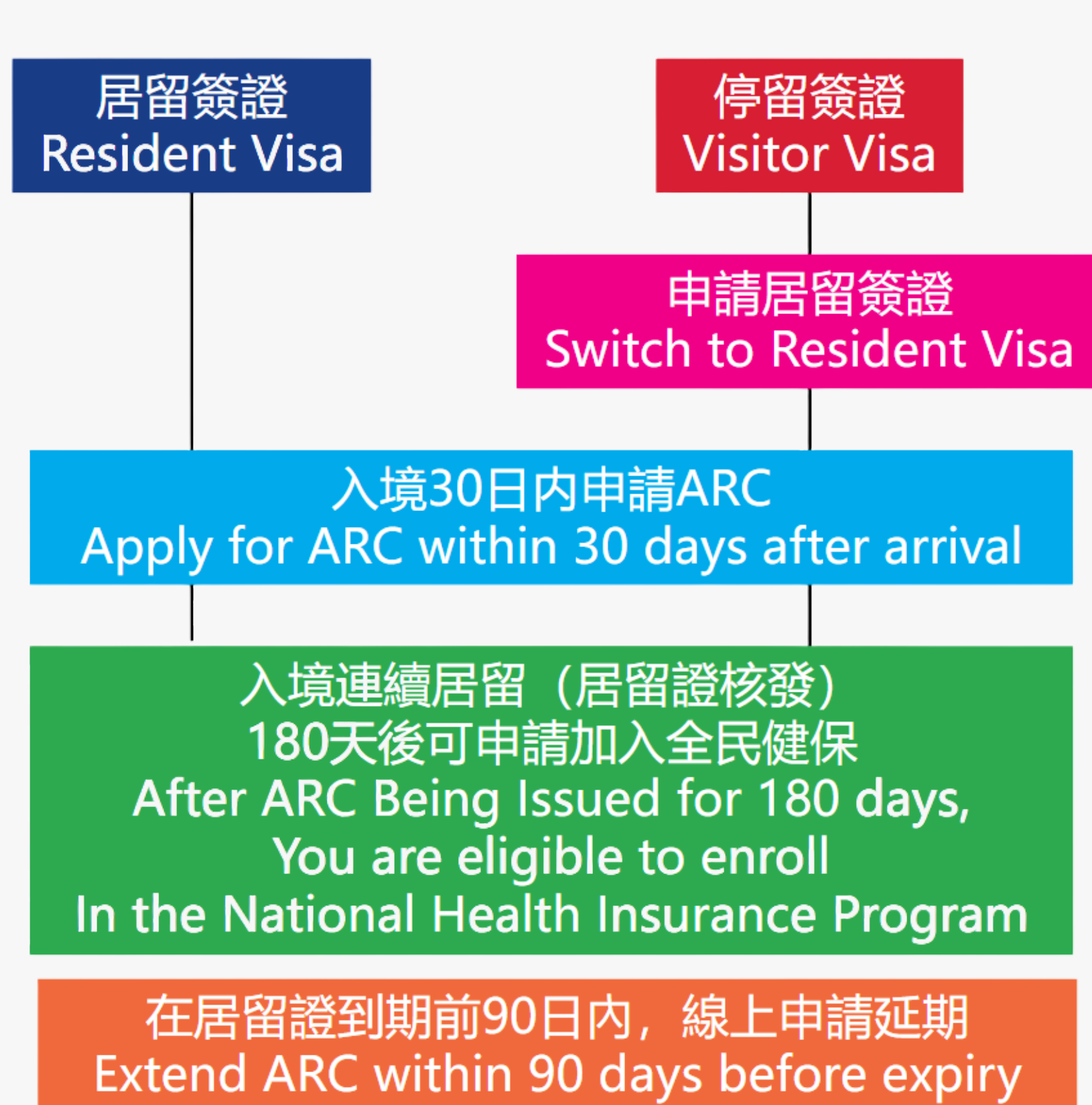
校園生活

Smooth Transition into Life at ISU

114-1 義守大學秋季外國新生入學說明會
2025 Fall Semester International Student Orientation

國際事務處
Office of International Affairs

居留證 Alien Resident Certificate (ARC)

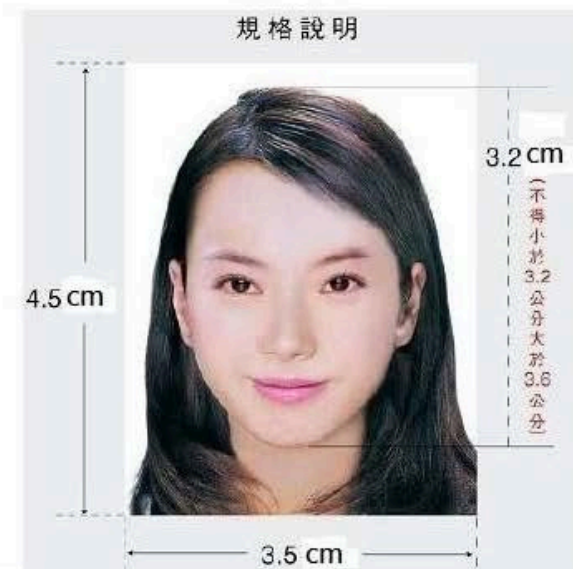


如果居留證上資料有異動 (如: 更換護照、更改居住地), 在線上提出資料異動申請。
Any change to ARC content (i.e. **passport change or address**) shall apply for alteration online.

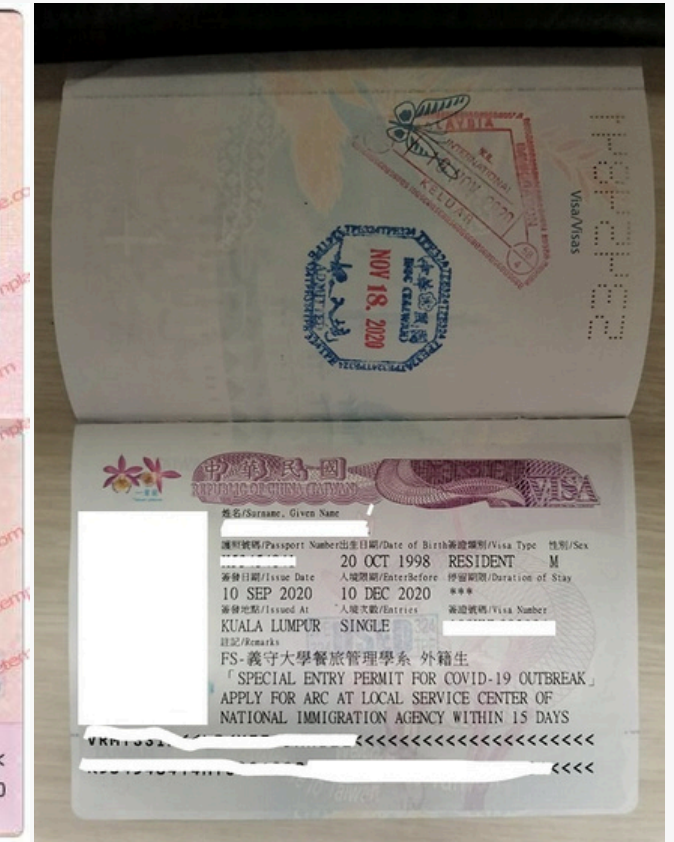
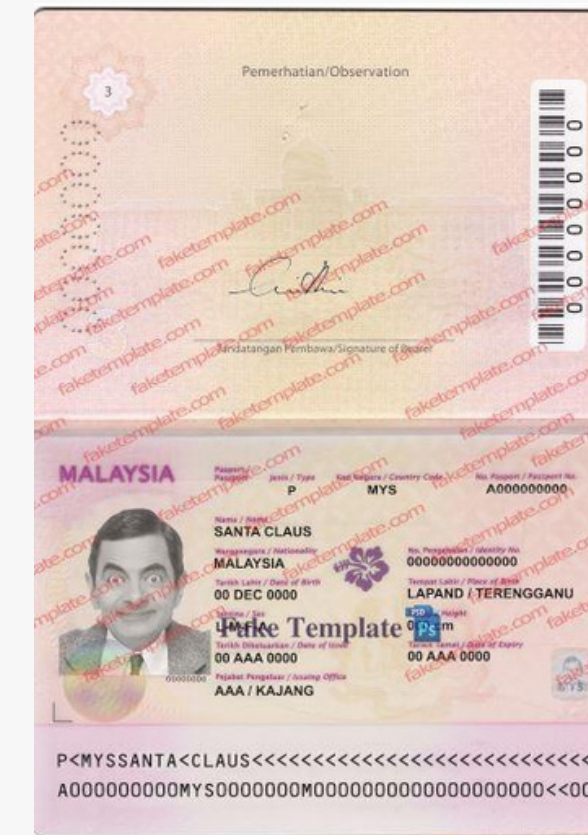
寒暑假返國期間居留證到期者, 請先繳費註冊, 下載在學證明後, 線上申請延期。
Students returning during summer/winter break & need to extend, please pay next semester's tuition, download the enrollment certificate & apply online.

居留證 Alien Resident Certificate (ARC)

初次申請 How to Apply ARC



2吋照片
2-inch photo taken
within 6 months
4.5cm x 3.5cm



護照及居留簽證
Passport and Resident Visa

下列為不符合規格之相片



學生證或在學證明書
Original Student ID Card or
Enrollment Certification



新臺幣1000元/年
TWD1,000/year

居留證 Alien Resident Certificate (ARC)

線上繳費扣款 Online Payment

內政部移民署
NATIONAL IMMIGRATION AGENCY
自行收納款項電子收據

日期：109年4月8日 外字第 109401099554號

繳款人 Payer's Name	收入科目及代號 Classification & Code Number Of Receipt	金額(小寫) Amount NT\$	事由 Payment for issue of	備註 Remarks
109696514950 ~ 109696514950	0508580102-1 證照費	1000	申請證照費	領證服務站：高雄市 第二服務站 線上申辦
金額	新臺幣	壹仟元整		

備註：本收據費用，未將信用卡繳費手續費或政府轉帳之交易處理費列入。繳費成功後，將不退費。本電子收據僅作為繳費證明，不得為入境臺灣之證明用。

主辦出納 主辦會計 署長

收據聯一交繳款人收執作為入帳憑證

- 初次居留證辦理(1~3年):繳交收據由學校代領、再到國際處領取ARC
- 居留證延期: 自行至移民署服務站領取
- First-time ARC Application (1-3 years): Submit the payment receipt through the school, then collect your ARC at the International Office.
- ARC Renewal: Collect it yourself at 

領居留證 Pickup ARC

National Immigration Agency
(2nd Kaohsiung City Service Center)
高雄市第二服務站



高雄市岡山區岡山路115號
No. 115, Gangshan Rd., Gangshan District,
Kaohsiung City 07-6212143

居留證 Alien Resident Certificate (ARC)

居留證 ARC – 畢業後延期 Extend ARC after Graduation

應屆畢業生持畢業證書可向移民署申請居留證延期12個月、**之後可再延12個月**

Graduates seeking employment in Taiwan are required to provide a graduation certificate to extend their period of stay. The maximum extension is 12 months, starting from the month of graduation.

例如: 6月畢業者, 居留證可延至6月。
EX.: ARC can be extended till June 2030 when you graduated in June 2029.

No online extension, take your Diploma and go directly to:



National Immigration Agency
(2nd Kaohsiung City Service Center)
高雄市第二服務站

健康保險 Health Insurance

健康保險規定: 在臺超過6個月者須加入全民健保
Foreigners staying in Taiwan > 6 months must join
National Health Insurance (NHI)

未滿6個月: 參加團保,
500元/月, 總計 3,000元
, 入境當月1日生效。
Less than 6 months:
Join group insurance
(\$500/month, total
\$3,000). Starts from the
1st of the arrival month.

滿6個月: 學校協助辦理健
保IC卡, 826元/月, 總計
4,956元, 費用含在學雜費
內。After 6 months, if
eligible: School assists
with NHI card
application, fee is
\$826/month, total
\$4,956/semester,
included in tuition.

資格條件: 在臺居留180天, 期間不得離境30天以上。
Eligibility: Stay in Taiwan for 180days, without leaving
Taiwan for 30 days or more within this period

團保理賠 Group insurance Claimant

至診所或醫院就診
Diagnosis at the clinic or hospital

先自行付費
Pay Full Fee

檢附收據正本、診斷證明、護照影本、
ARC影本及存摺封面影印本, 至國際處
填寫理賠申請書

Reimbursement Application:

- * Original receipt of payment
- * Original certificate of diagnosis
- * Copy of Post Office passbook cover
- * Compensation Application Form
- * Photocopy of Passport
- * Photocopy of ARC

診斷證明書
CERTIFICATE OF DIAGNOSIS

診字第 號

姓名 Name		病歷號 Chart No.		性別 Sex	
身分證號碼 I.D. No.		出生年月日 Date of Birth	民國 年 月 日		
住址 Address					
科別 Department		診療日期 Date of Examination	自 年 月 日 至 年 月 日 (2015-09-08~2015-09-08)		
診斷 Diagnosis					
醫囑 Doctor's Comment					
義大醫療財團法人義大醫院 E-DA HOSPITAL 高雄市燕巢區角宿里義大路1號 電話：(07)615-0011 No.1, Yi-Da Road, Jiao-Su Village, Yan-Chao District, Kaohsiung City 824, Taiwan, R.O.C. 院長：杜元坤 Superintendent: 杜元坤 中華民國 104 年 09 月 08 日 Certificate Date: 2015-9-8 診治醫師：游博欽 Doctor: 游博欽					

說明
1. 本證明書未蓋本院印信或未填明國民身分證號碼者，均屬無效。
2. 若診斷書內容要修正可先電洽分機 1386 詢問相關流程。

義大醫院
門診收據

病歷號: 0976610 姓名: 性別: 女 批價序號: 0A4-12170
 身分證: WD300xxxxx 生日: 民國 086-12-17
 身份別: 自費 部分負擔:
 看診日: 106-04-06 卡序: 就醫科別: 胃腸肝膽
 收費日: 106-04-06 診別: 午診 醫師: 張吉仰

費用項目	健保點數	自費金額
醫療證明書	0	100
診察費	0	260
基本部份負擔	0	0
藥費	0	228
藥品部份負擔	0	0
掛號費	0	150
藥事服務費	0	0
小計:	0	738

應收金額: 738 實收金額: 738



※本收據列印之健保點數，為預估金額，實際點值仍依本院向健保局申報為準。

※本院收據可作所得稅申報使用，敬請妥善保存，若收據遺失辦理補發副本，本院應酌收工本費。

人工預約: 07-6150911 總機電話: 076150011

高雄市燕巢區角宿里義大路1號

網址: http://www.edah.org.tw 院所代號: 1142120001

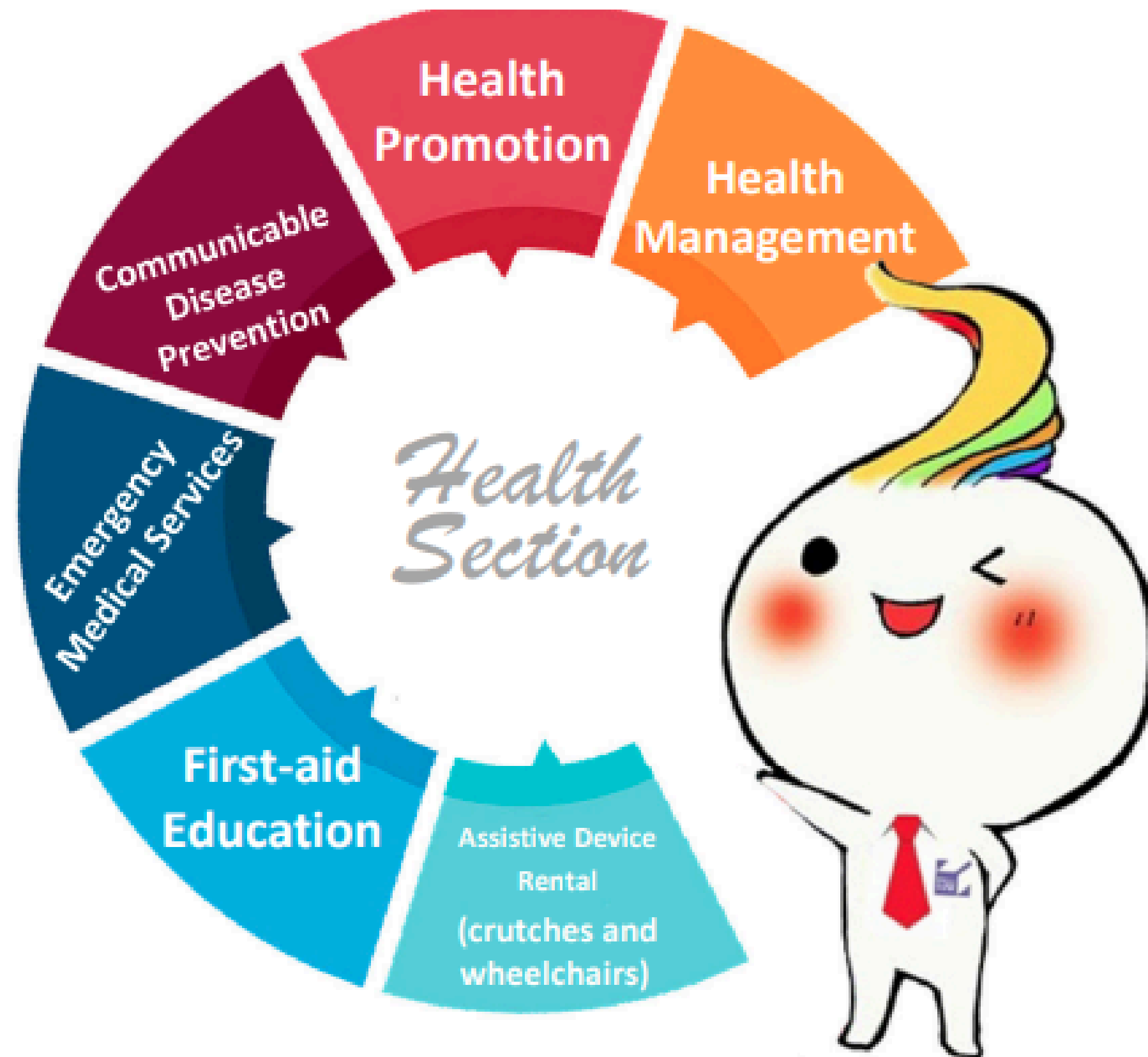
義大醫療財團法人義大醫院

本醫療收入
印花稅總繳

高雄市 杜元坤

收據編號: 01704063131

衛生保健組 Health Section



Office Hours

**Main
Campus**
(3rd Floor of
Administration
Building)

Monday ~ Friday
8 a.m. ~ 12 noon
1 p.m. ~ 5 p.m.

**Medical
Campus**
(1st Floor of
Teaching
Building B)

Monday ~ Friday
8 a.m. ~ 12 noon
1 p.m. ~ 5 p.m.

衛生保健組 Health Section

Campus Medical Services

E-Da Healthcare Group

(E-Da Hospital, E-Da Cancer Hospital, and E-Da Dachang Hospital)

- ISU students are offered a registration fee waiver when seeking medical attention at one of the aforesaid hospitals.
- To enjoy registration fee waiver, ISU students should present their student ID cards (with Basic Information of Applied Information Systems-My Student ID) at the Cashier Counter.



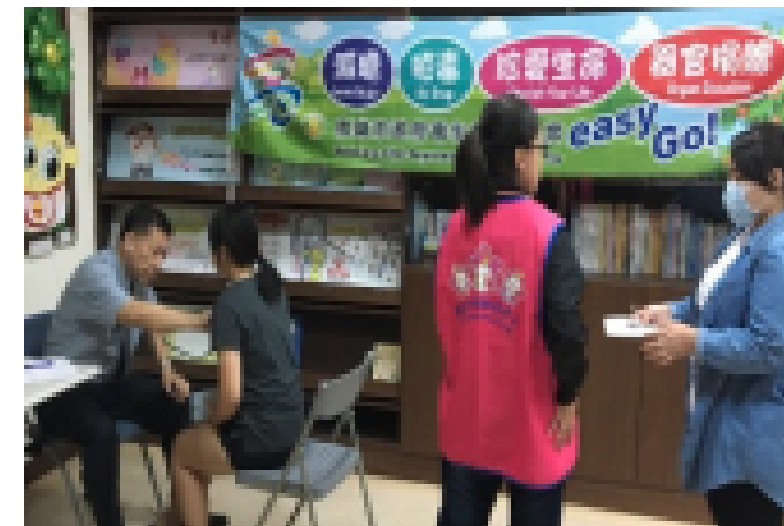
If you need to seek medical attention:
Please take E-Da Bus No.96 at the bus stop at the Main Campus and get off at E-Da Hospital or E-Da Cancer Hospital.



衛生保健組 Health Section

Communicable Disease Prevention

- To prevent cluster infections, **one should not go to work/school if he/she has a fever.**
- If you have a fever, you should seek medical attention immediately and take leave of absence to rest at home. You can go back to school or participate in activities **ONLY** after the fever has subsided.
- Once you are diagnosed with influenza, chickenpox, dengue fever, or tuberculosis, please immediately take leave of absence to rest at home and report to the Health Section. We will take prompt action accordingly.



衛生保健組 Health Section

Dengue Fever Prevention

 The best way to prevent dengue fever is by eliminating mosquito breeding sites. **No Standing Water, No Mosquito Eggs!** Please always empty containers that are prone to retain water to create a safe and healthy campus.

 **Protection from Mosquitoes:** When you go to a mountainous area or a place where dengue fever is prevalent, you are advised to wear **long sleeves and pants in light colors** and **apply a government-approved repellent on your skin** to protect yourself from mosquito bites.

 If you experience **any of the following symptoms**: **fever, headache, fatigue, pain behind the eyes, muscle soreness, or rash**, please immediately seek medical attention and report to the Health Section.



在臺工讀 Working in Taiwan

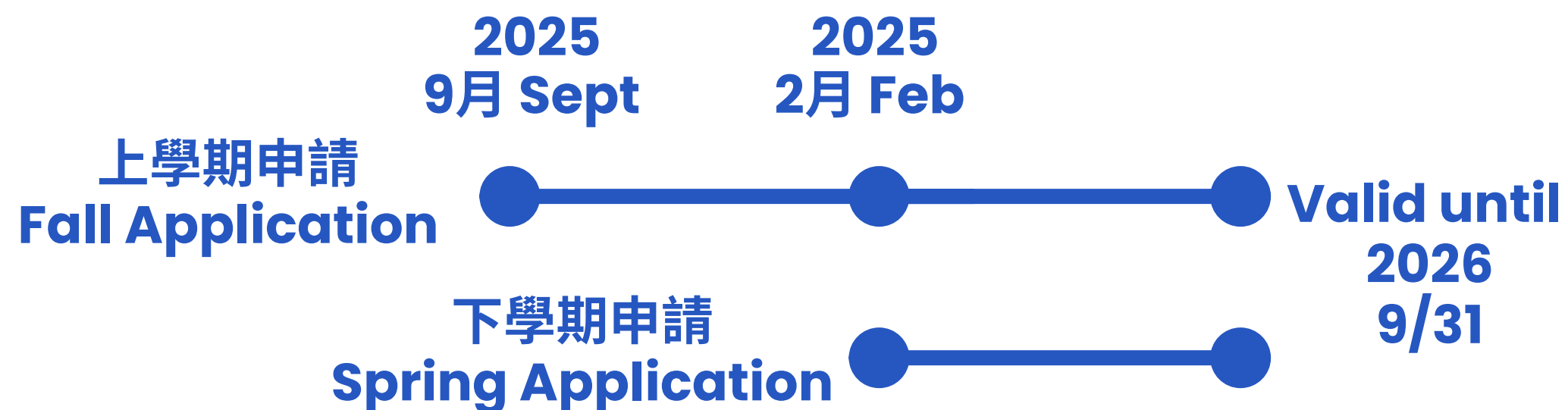
工作證
Working
Permit



罰款 Fine:
NT 30,000-150,000

學位生 / 修滿1年語言課程者可申請
If you are: University Degree Student/ 1-Year
Chinese Language Course Student

每週限工時20小時，寒暑假除外。
20 Working Hours/week excluding winter/summer
break



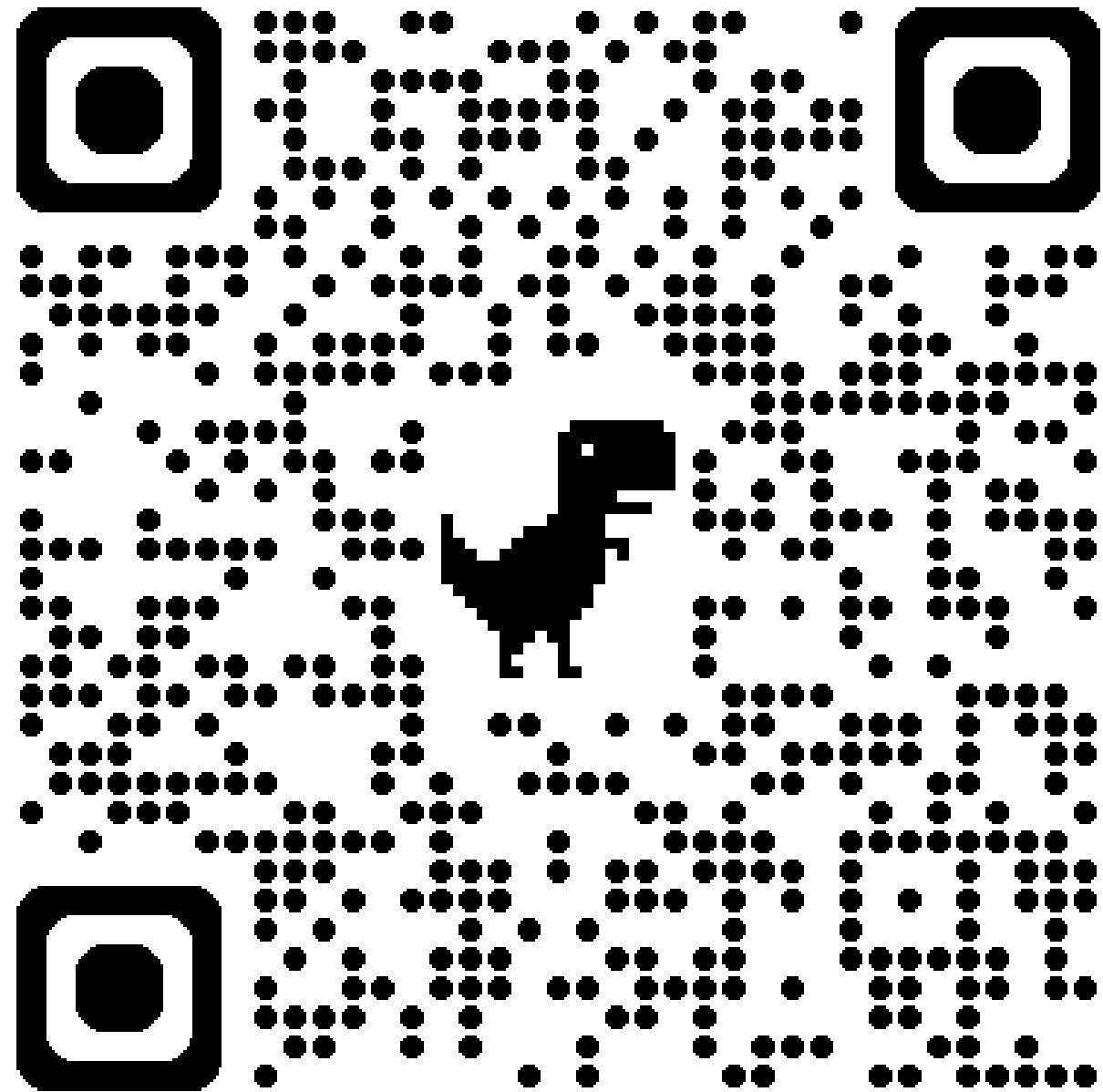
申辦工作許可需提供以下資料：

- 蓋有當學期註冊章的學生證影本
- 護照影本
- 居留證影本
- 100元工作證費用收據

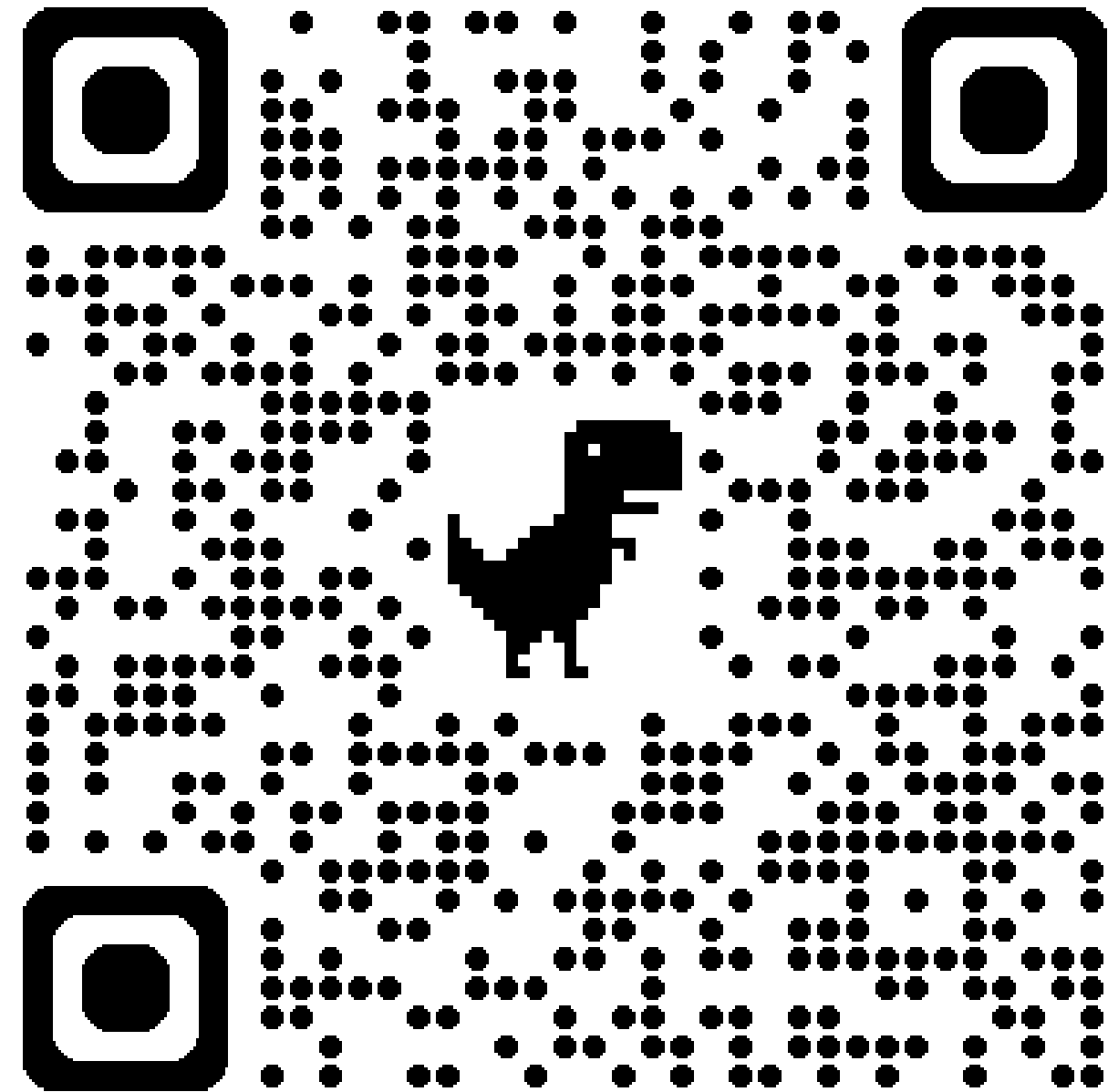
Required Documents for Work
Permit Application:

- Copy of student ID card with registration stamp
- Copy of passport
- Copy of ARC
- Receipt of NT\$100 examination fee from the post office

工作證 Working Permit Application



English Handbook



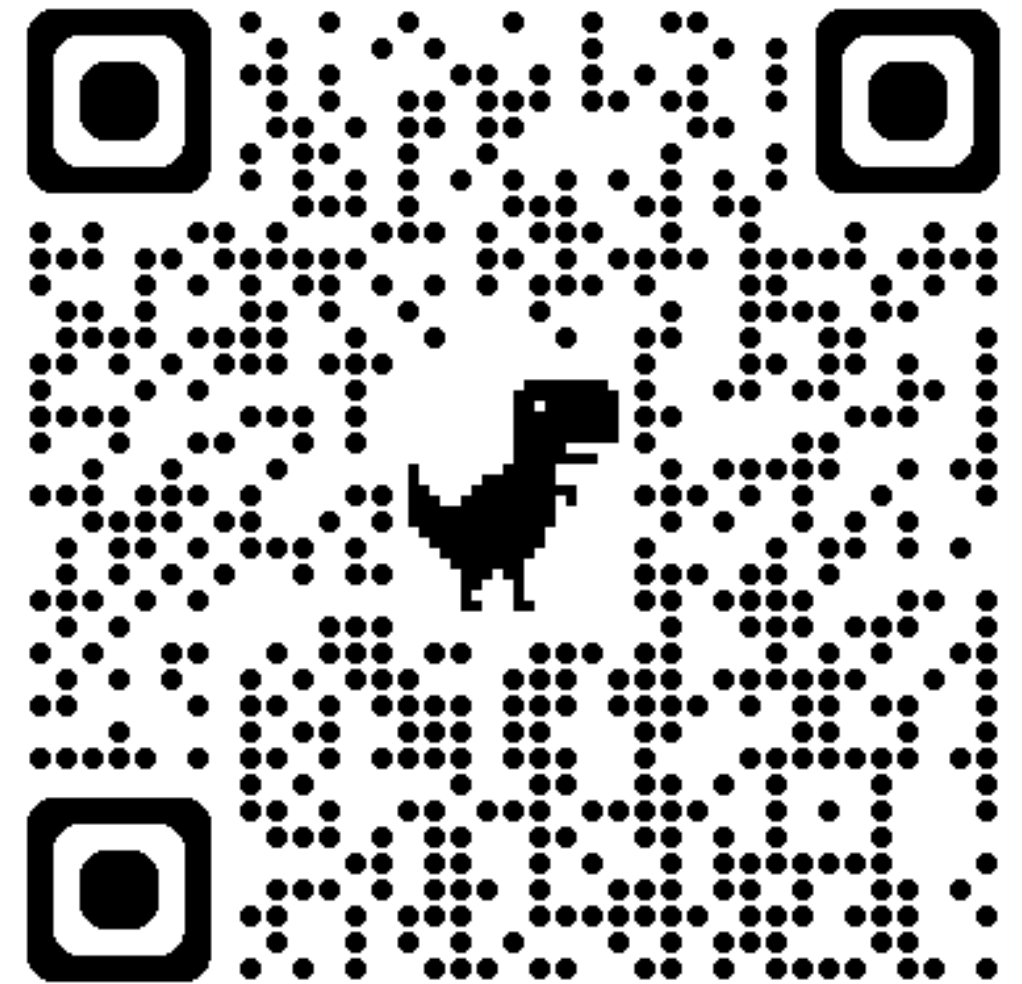
申請流程手冊

畢業留臺工作 Working After Graduation

評點項目 Scoring Criteria

- 勞動部自103年新增「僑外生留臺工作評點新制」，除以聘僱薪資作為資格要求外，新增以學經歷、薪資水準、特殊專長、語言能力、成長經驗及配合政府產業發展政策等8項目進行評點，累計點數超過**70點者**，即符合資格。
- 相關資訊請參考勞動部勞動力發展署「在臺畢業僑外生專區」

https://ezworktaiwan.wda.gov.tw/en/Content_List.aspx?n=ACB934E235E89133_



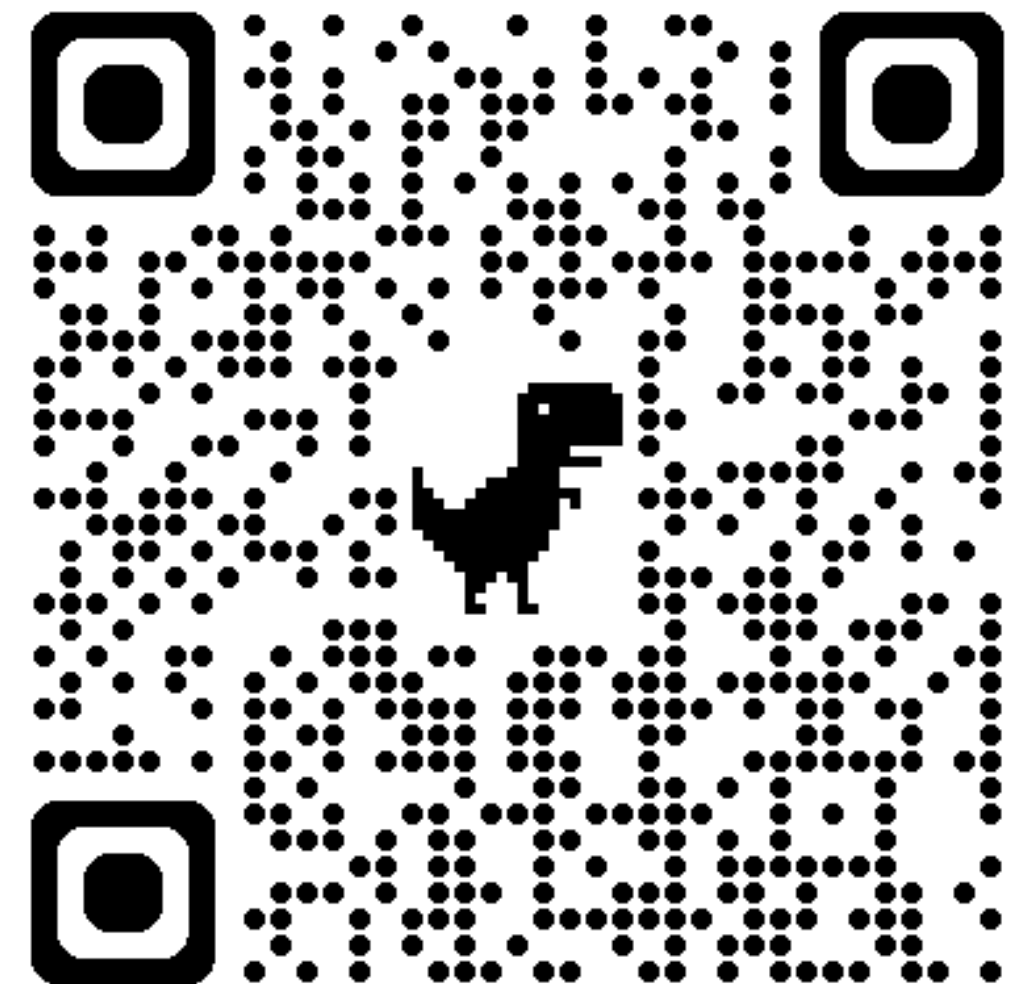
僑外生在臺工作相關法規及注意事項-勞動部
勞動力發展署

畢業留臺工作 Working After Graduation

評點項目 Scoring Criteria

- Since 2014, the Ministry of Labor has introduced a new point-based system for overseas Chinese and international students seeking employment in Taiwan.
- In addition to salary as a qualification requirement, the system evaluates applicants based on eight criteria: academic and work experience, salary level, special expertise, language proficiency, growth experience, and alignment with government industrial development policies.
- Applicants who accumulate more than **70 points** are deemed qualified.
- For more information, refer to the Ministry of Labor website.

[For More Information](#)



畢業後實習 Internship After Graduation

僑外生若符合以下任一資格，並於居留證效期屆滿 2 個月前，檢附實習機構同意文件（內容、津貼、期程），向學校提出申請：

- ✓ 畢業當學期可取得 碩士以上學位，無退學紀錄。
- ✓ 畢業當學期可取得 大學學位，歷年平均成績達 70 分以上，並經系主任推薦。
- ✓ 畢業當學期可取得 學士以上學位，曾獲國際/全國競賽獎項或具其他優異表現，並具書面推薦。
- ✓ 畢業當學期可取得 學士以上學位，無退學紀錄，並已通過 第一階段醫師國考，申請接受一般醫學訓練。

[For More Information](#)



畢業後實習 Internship After Graduation

International students may apply (at least 2 months before ARC expiry) with internship approval documents if they meet one of these:

- Earning a master's degree or higher, no withdrawal.
- Earning a bachelor's degree, GPA ≥ 70 , with department recommendation.
- Earning a bachelor's degree or higher, awarded in national/international competitions or other outstanding performance with proof.
- Earning a bachelor's degree or higher, no withdrawal, passed first-stage physician exam for medical training.

[For More Information](#)



Working in Taiwan After Graduation



Join Us!

ISU Career Development Center

The Career Development Center (CDC) assists students in providing services for planning in further education, preparing and developing future careers, career counseling, & alumni networks.

Career Counseling Activities

- UCAN Career Assessment: Help students plan their personal career development through diagnosis, understand ability gaps, and enhance their understanding of their career interests, workplace trends, and functions required by the industry, so that they can arrange their own study plans. <https://reurl.cc/mYxq99>
- Career consulting station service: Professional career consultants are invited to provide consulting services. Online appointments are welcome. <https://reurl.cc/KdDdxy>
- Diverse career counseling activities: Lectures on various topics such as labor rights, workplace attire, interview skills, resume writing, etc. For event information, please refer to <https://reurl.cc/Q5Opap>
- Campus Talent Expo: held in March every year, providing diverse employment opportunities for prospective graduates. For event information, please refer to <https://reurl.cc/Y4nIRo>



ISU Career Development Center

Off-campus Work-Study Opportunities

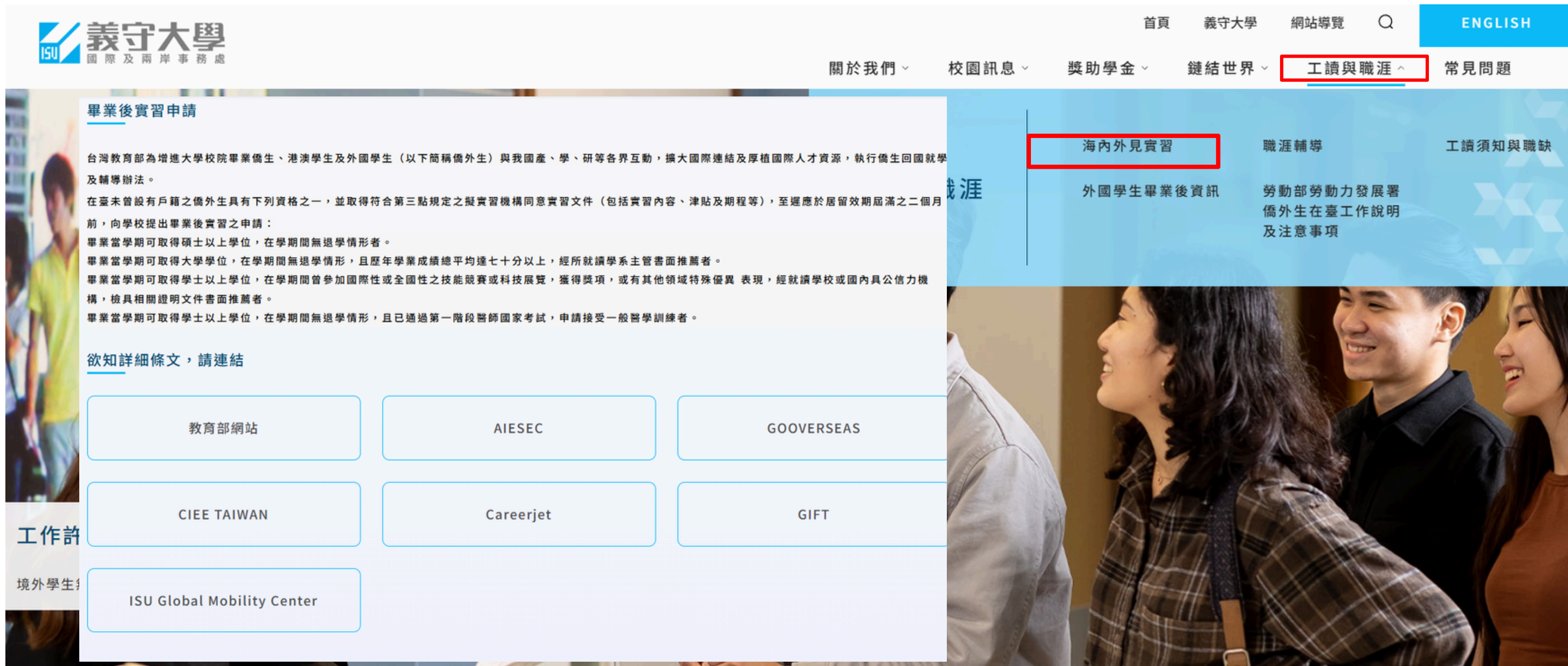
- **RICH program**—provides diverse workplace experience programs in collaboration with universities and colleges, private businesses, public sectors, and NPOs.
 - <https://rich.yda.gov.tw/rich/#/>
 - <https://www.facebook.com/rich.gov>
- **Taiwan Jobs website**—an official government platform helps you find employment, get training, and acquire certificates.
 - <https://www.taiwanjobs.gov.tw/home109/index.aspx>
- **Contact Taiwan**—to create a network with international professionals and encourage them to work, live, and invest in Taiwan.
 - <https://www.contacttaiwan.tw/main/index.aspx>



ISU Career Development Center

Internships

- Global Internship Facilitation of Taiwan, GIFT—
 - <https://www.gift.org.tw/>
- OIA: Internships & Career
 - <https://reurl.cc/KdvjKm>



The screenshot displays the ISU Career Development Center website. The top navigation bar includes the ISU logo, the text '義守大學 國際及兩岸事務處', and links for '首頁', '義守大學', '網站導覽', and a search icon. A blue button labeled 'ENGLISH' is on the right. Below the navigation bar, a horizontal menu contains links: '關於我們', '校園訊息', '獎助學金', '鏈結世界', '工讀與職涯' (highlighted with a red box), and '常見問題'.

The main content area is titled '畢業後實習申請' (Post-graduation Internship Application). It contains a paragraph about the Ministry of Education's initiative to facilitate international internships for graduates. Below this, there are five bullet points listing eligibility criteria for graduates, such as having a degree, academic performance, and specific skills. A link '欲知詳細條文，請連結' (For detailed text, please click) is provided.

Below the link, there are seven buttons arranged in a grid, each representing a different organization or resource:

- 教育部網站 (Ministry of Education Website)
- AIESEC
- GOOVERSEAS
- CIEE TAIWAN
- Careerjet
- GIFT
- ISU Global Mobility Center

On the right side of the page, there is a sidebar with a blue background. It features a red box around the link '海內外見實習' (Overseas Internship). Below this, there are two columns of links: '職涯輔導' (Career Guidance) and '工讀須知與職缺' (Part-time Job Requirements and Vacancies). The sidebar also includes a photo of three students smiling.

貨幣兌換/提款 Money Exchange/Withdrawal

- **你可以至義大購物中心A區服務櫃檯進行貨幣兌換或至學校所設之土地銀行ATM提款機進行提款** You can exchange money at E-Da Outlet Mall (zone A Information Desk) or withdraw money from ATM of Land Bank on campus.
- 如持銀行信用卡或提款卡，請事先於當地銀行**開通【海外提領現金功能】**，則可於校內外各銀行之提款機(Auto Teller Machine)使用。Please **activate the function of overseas cash withdrawal first**. Then you can withdraw cash from any Auto Teller Machine in Taiwan.

辦理郵局(銀行)開戶 Open Bank Account

- 請至國際及兩岸事務處辦理印章申請，並繳交**50元刻印章費用**。Bring TWD 50 to OICA to apply for a seal.
- **取得居留證/中華民國統一證號及印章後，可至義守大學郵局開設儲蓄帳戶**。After getting your ARC and seal, you can open a savings account at the Chunghwa Post Office.
- 郵局只接受新臺幣存款，**無法提供外幣兌換服務**。Chunghwa Post only accepts cash deposits in TWD; foreign currencies are not accepted.

郵局 Post Office

- 營業時間 (Opening hours): Mon.~ Fri. 08:30-12:30 13:00-16:30
- Mail service
- Banking service
- Visa Debit card 金融卡



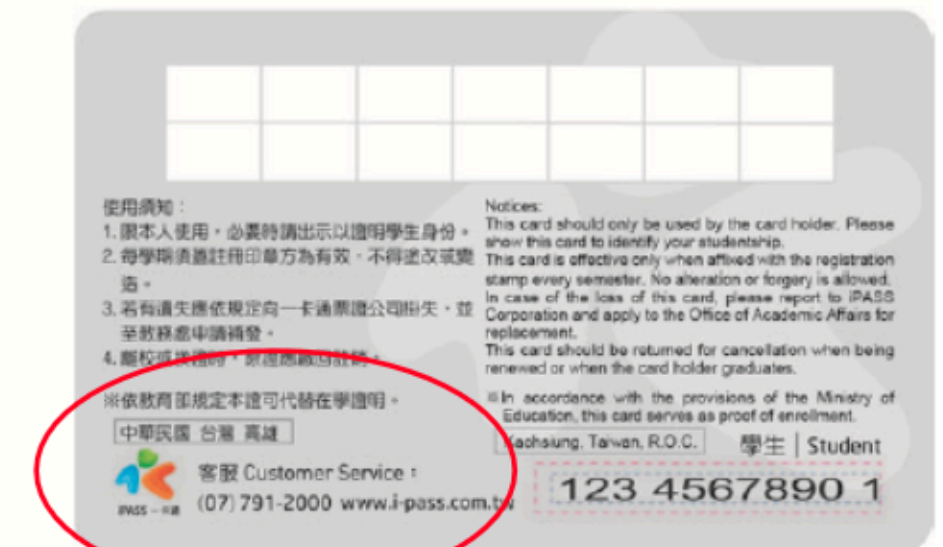
學生證 Student ID Card

- Add cash value to your card at any convenient stores, or Metro stations.
- 各便利商店、捷運站可加值。
- Our students can enjoy a free registration fee at E-DA Hospital upon presenting their valid student ID card.

中文版



英文版



一卡通功能

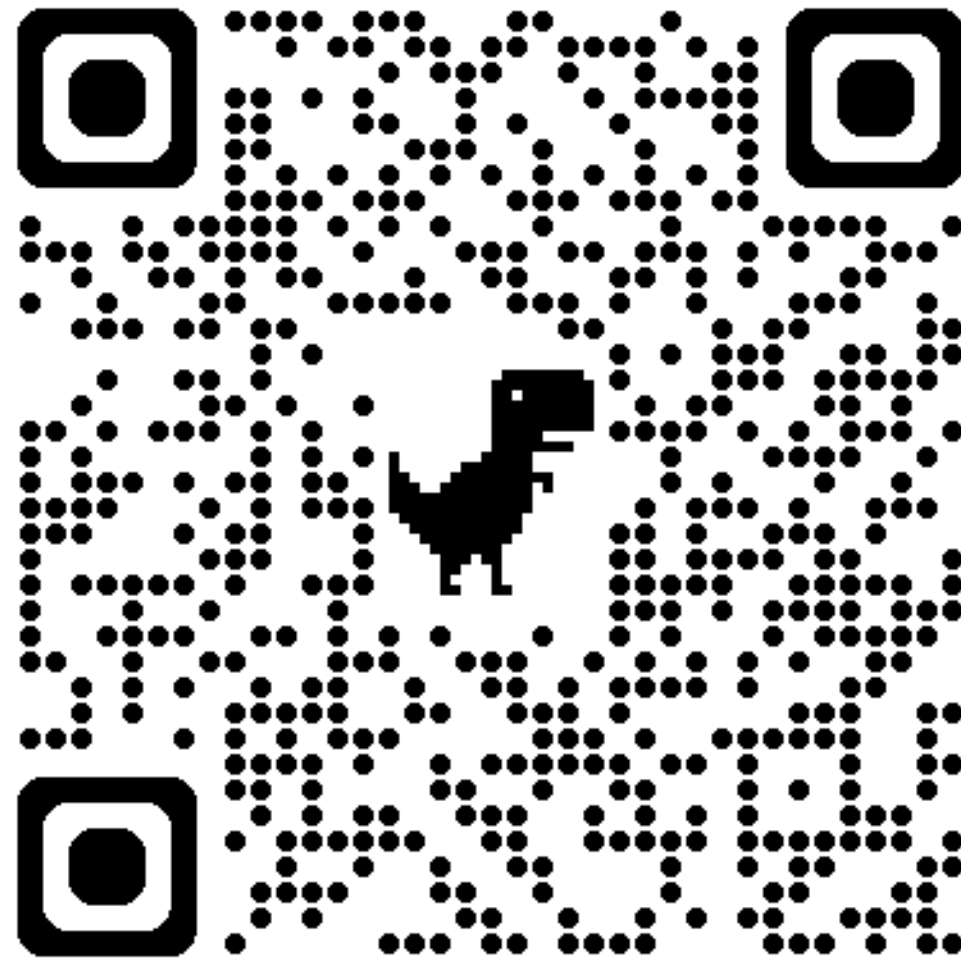
I-Pass

交通 Transportation

公車 Bus APP

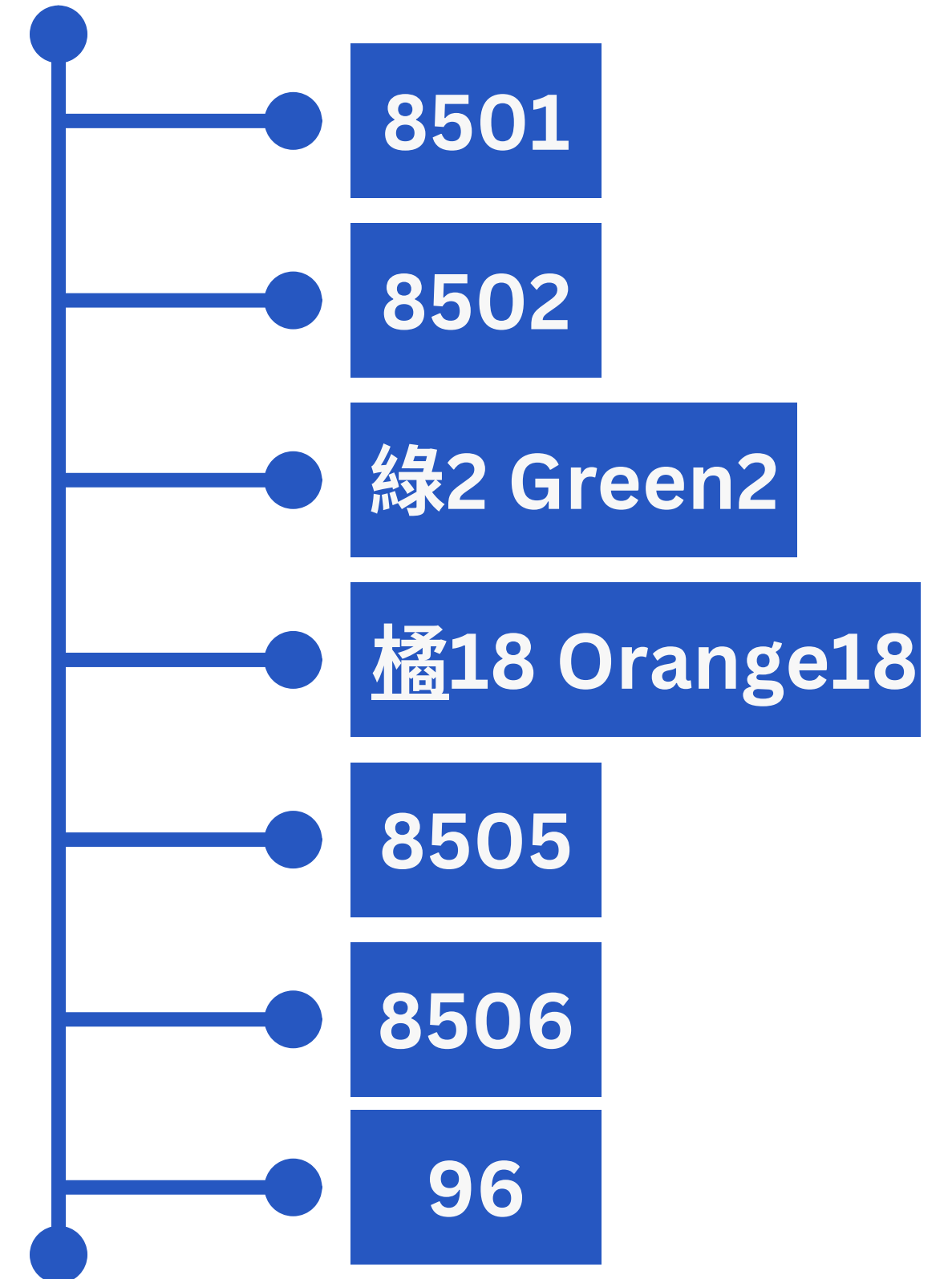


E-DA Bus Schedule Updates



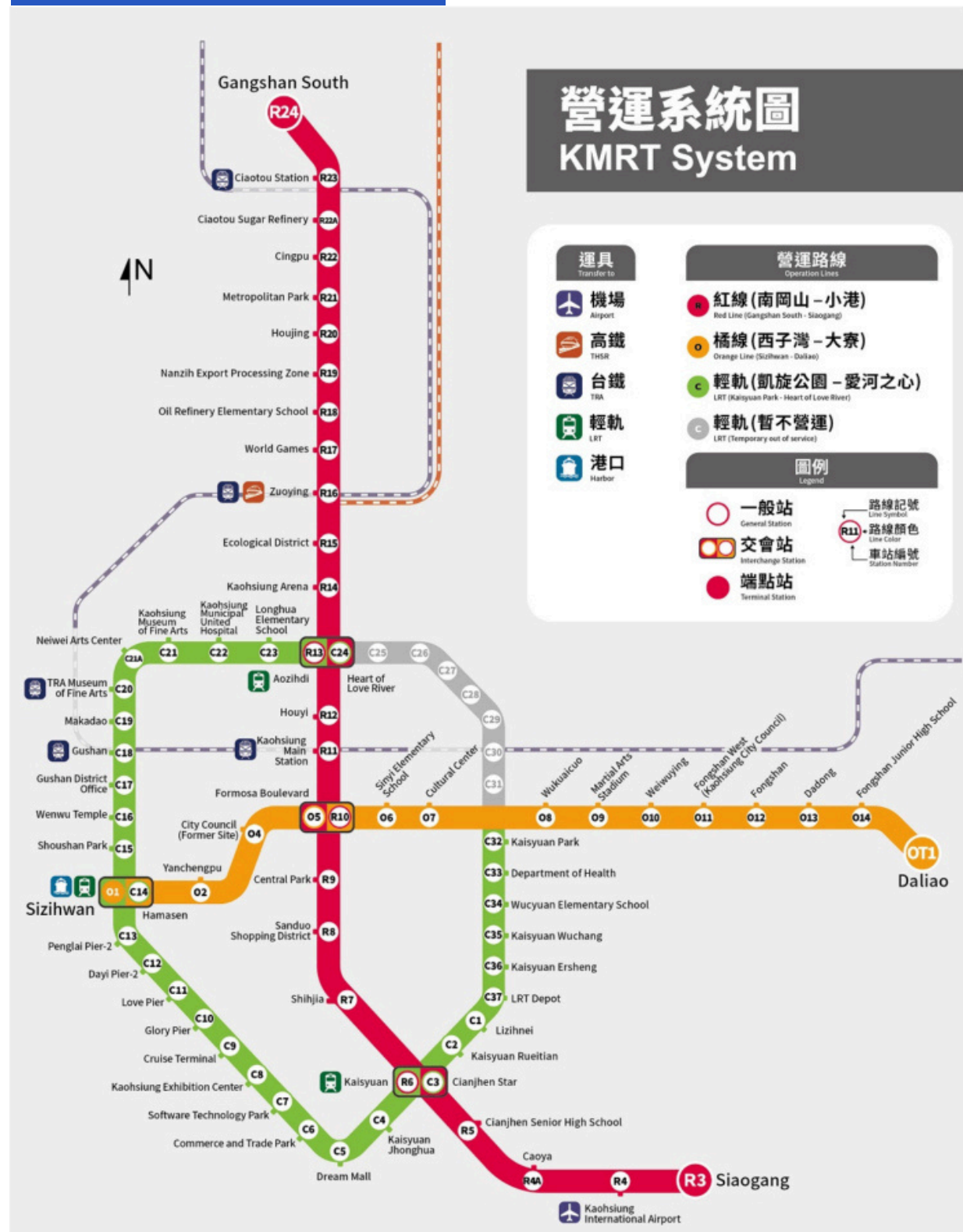
How to go to Kaohsiung downtown?

- Take **EDA bus 8501** at EDA mall Zone C.
- Zuoying High Speed Rail is the last stop, you could go to most of popular attractions by MRT.



交通 Transportation

捷運 MRT



台鐵 Railway

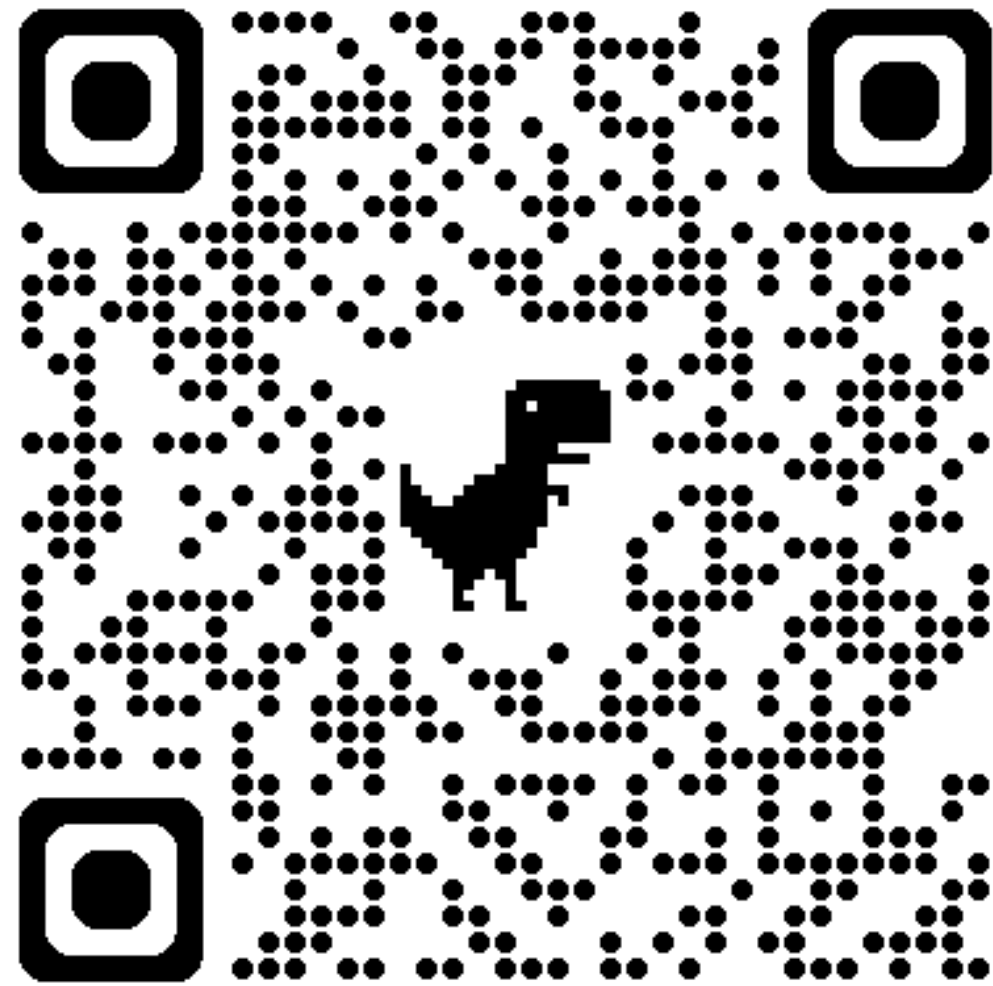


高鐵 High-Speed Rail



交通 Transportation

捷運 MeN-GO



1 Month Pass :

Only 399NTD

學生宿舍管理 Housing Regulations

1. Moving Regulations

- Residents must move into the assigned allocation and move out according to the time written in the contract.
- It is not allowed to:
 - Move in or move out freely.
 - Rent to other persons.
 - Change allocation without permission.

2. General Rules & Supervision

- Residents must follow the **Rule of Management in Dormitory, Residence Dormitory Regulations**, and other related regulations.
- Residents must receive supervision from dormitory supervisors and student Resident Assistants.

3. Accommodation Fees & Utilities

- Dorm 1 and Medical Campus Dorm: accommodation fee includes water and electricity charges.
- Air-conditioner fees: charged through a value card.
- Other dormitories: electricity charges are calculated based on usage, with bills issued by the Cashier Section.

學生宿舍管理 Housing Regulations

4. Access & Visitors

- Students must use their pass card to enter the dormitory.
- It is prohibited to allow relatives, friends, or non-residents to stay or enter the dormitory.
- Lounge is available for receiving guests.
- Entry into the opposite-sex dormitory area or floor is prohibited without permission.
- Female dormitory control door cannot be opened unless in an emergency.

5. Mandatory Participation

- Residents must participate in:
 - Dormitory residents' discussion meetings.
 - Room representative meetings.
 - Training for disaster precaution and evacuation.

6. Environmental Responsibility

Residents should save water and electricity. Turn the A/C on when the temperature reaches 28°C; it is suggested NOT to set the temperature under 26°C, and the windows and doors should be kept closed when A/C is on. Air-conditioner should be turned off when leaving the dormitory room or public indoor space.

學生宿舍管理 Housing Regulations

7. Prohibited Activities & Items

- Using personal electrical appliances without permission.
- Storing or using dangerous/forbidden items (e.g., fireworks).
- Engaging in activities that threaten resident safety, such as: Cooking, drinking alcohol, gambling, playing mahjong, keeping pets, engaging in dangerous or illegal activity, conducting commercial activities
- Possession of cooking appliances, alcohol, electronic cigarettes, mahjong, etc.
- Making noise or disturbing others.
- Using laundry machines, dryers, or TV in the lounge after 11:00 pm (last coin drop: 10:30 pm).
- Wearing pajamas or underwear on balconies.
- Wearing pajamas in saloons.
- Installing illegal software, downloading illegal videos/games, or disrupting dormitory network.

學生宿舍管理 Housing Regulations

8. Public Property & Facilities

- Use public property correctly; do not move items into rooms or out of the dormitory.
- Changing door locks without permission is prohibited.
- Report and apply for maintenance when facilities are damaged.
- In saloons: take away trash, turn off TV/A/C/lights, and return desks, chairs, magazines, and newspapers to their original positions.

10. Check-out Requirements

- Return room key, magnetic card, and other items upon check-out.
- Improper use or damage will result in indemnification fees.

9. Cleaning & Waste Management

- Residents must recycle and dispose of rubbish properly.
- Garbage must be taken to the disposal station (no collection on holidays).
- Residents must clean and return all items to original positions when checking out.
- A fee of TWD 500 will be charged if trash is left; leftover items will be treated as waste by the University.

學生宿舍管理 Housing Regulations

11. Safety, Hygiene & Discipline

- Residents must stay aware of announcements for public safety and hygiene.
- Violations of dormitory regulations will be punished according to the seriousness of the case.
- Please refer to the following website for more detailed information.



校安專線 Campus Safety



24 hrs Emergency Call : **0911885115**

校安專線 Campus Safety

- 一、騎乘機車：
- 騎乘機車時，務必戴安全帽，喝酒時或太過勞累時亦不要騎乘機車，不幸發生意外時，請保持冷靜，並儘快通報校安中心。
- **★請勿酒後駕駛動力交通工具，違反法律者，依法最少處新臺幣 15,000 元以上120,000元以下罰鍰，並吊扣其駕駛執照，甚至可能入監服刑。**
- 二、網路購物詐騙：
- 不隨便提供或曝露個人身分資料、帳號及密碼，匯款前請多思考、多查證、多謹慎。
- 三、妥慎財物管理、防杜宵小竊取。
- **Do not drink and drive. If you violate the law, you will be fined NT15,000 to NT\$120,000 and you will be charged with your driving license. You may even be sentenced to prison.**
- **Prevention of Internet Scam:**
 - Please don't provide your personal info including ID no., account no., password and so on.
 - Please be careful and think twice before you remit money to other people.
 - Please keep your valuables carefully.

Making a Counseling / Psychiatric Consultation Appointment



If you need to make a counseling / psychiatric consultation appointment, please scan the QR code and fill out the application form. Or, you can just contact our English-speaking counselor, Daniel Yang or Cindy Cheng.



Main campus: Daniel 07-6577711*2236/ cohyang@isu.edu.tw
Medical campus: Cindy 07-6151100*3231/ suikar@isu.edu.tw



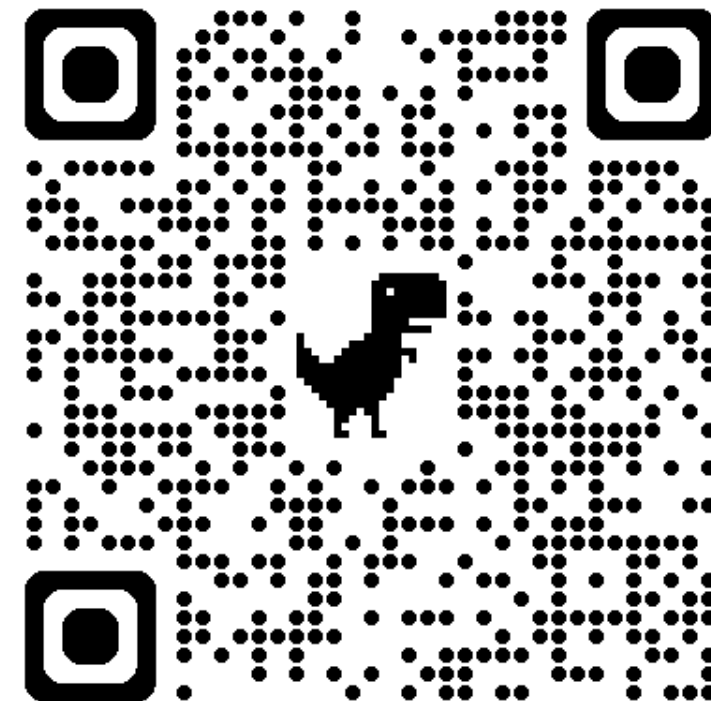
Mental Health Promotion Activities on Life Education/ Stress Management and Gender Equality Education



學生社團 Student Clubs

- 114 Academic year have **90 Student Clubs**, Student clubs are categorized into the following six categories:
 - **Service Clubs**, established to promote social services; (10 clubs)
 - **Academic Clubs**, which refer to department- and university-level student associations; (44 clubs)
 - **Arts & Skill Clubs**, established for research and skill learning purposes; (17 clubs)
 - **Recreational Clubs**, established to promote healthy recreational activities;
 - **Fitness Clubs**, established to encourage students to exercise;
 - **Comprehensive Clubs**, which refer to clubs of two or more kinds of the aforesaid attributes.

Please refer to the following website for more detailed information.



運動設施 Sports Facilities



Guidelines on Physical Education Courses

Article I

- Year 2 students are **required** to take **two PE courses** (1/semester, 2x/week, no credits)
- Year 3 students can register for PE courses (2x/week, 1 credit)
- Credits will be counted to graduation requirement

Article II

Students will be divided into different classes according to the course registration results.

Article III

- Students are not allowed to register 2 required PE courses in the same semester simultaneously.
- Students who fail the required PE course may register the course again in any semesters, yet they are not allowed to register passed courses again (including students who are required to make up the credits for the PE course)



獎助學金 Scholarship

新生：最高學雜費全免 + NT\$20,000 宿舍補助（第一學年，分兩學期發放）。

New International Students:
Up to full tuition waiver + NT\$20,000 dorm subsidy for 1st year, awarded in 2 semesters.

在學生：依學業表現，最高免除一學期學雜費。

Continuing Students:
Based on academic performance, up to 1 semester of tuition waiver.

國際處將協助學士學位學生申請獎助學金，碩士生需自行申請。若獎助學金低於應繳費用，學生需補足差額；若超過，剩餘款項將退還給學生。

OICA will help bachelor students apply for the scholarship. Master students must apply themselves. If the scholarship is less than the fees, students pay the difference; if more, the excess will be refunded.

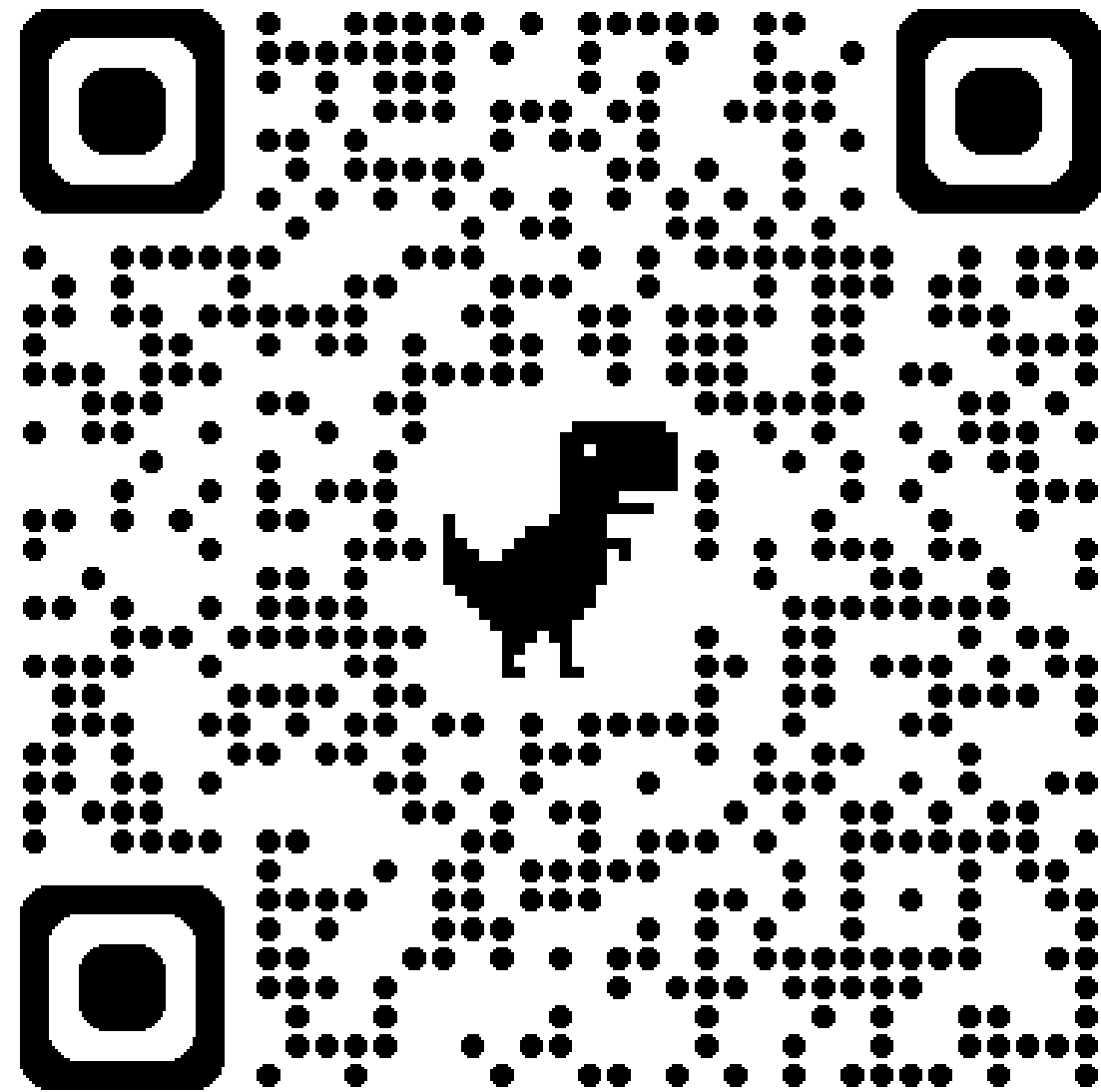
若學生於前9週缺席達30%且無正當理由，或受小過處分，將喪失獎學金，並須支付全額學費以維持學籍。
Students lose their scholarship if they have 30% unexcused absences in the first 9 weeks or receive a minor demerit and must pay the full fee to stay enrolled.



獎助學金 Scholarship

International Students Scholarship

Apply on 15th–18th Week



申請條件 Requirements:

- 前一學期班級排名前40%。Top 40% of class last semester.
- 品行成績85分以上，無記過處分。Conduct score 85+, no demerits.
- 修習至少9學分。Completed 9+ credits.

- 前一學期成績(班排名/班級人數)
Academic Performance
- 服務學習 Service Learning (上限60小時/積點 max. 60 hrs/points)
- 海外志工 Overseas Volunteer、競賽得獎證明 Competition Award、社團幹部參與 Student Activity (上限40積點 max. 40 points)

請假規定 Leave of Absence

≡ MENU



義守大學
ISHOU UNIVERSITY

Information System

[Student Leave Application 302100] 88

Previous Page

Next Page

New Student Leave Application in the 2 Semester of Academic Year 2024 : 11385080M

當學期請假時數上限為0

Reason
[[Instructions](#)]

Please clearly state your reason for application instead of simply entering "personal leave," "sick leave," etc. No change to the reason is allowed after your application has been submitted. Should your application be rejected due to an unclear reason, please explain to your teacher(s) in person.

Duration of Leave

YYYY MM DD ~ YYYY MM DD

Leave Category

☐ Personal Leave ☐ Sick Leave ☐ Bereavement Leave ☐ Disease Prevention Leave (an exemption from being prohibited from taking the final exam or asked to suspend the schooling due to being absent from class too many times) ☐ Marriage Leave ☐ Parental Leave ☐ Menstrual Leave ☐ Postnatal Leave ☐ Prenatal Leave ☐ Miscarriage Leave ☐ Mental Health Leave

*** 准假權責 Rules on Student Leave of Absence ***

學生請假須填具應用資訊系統，依照下列准假權責逐級送各權責師長核假，經送生輔組核辦後轉寄家長並留存登錄。A student must submit the leave application on information system and get approval from the units in charge if making a request for leave. After being approved by the Student Campus Life Guidance Section, the receipt will be sent to the family and kept by the Section for future reference.

1. 任課老師 The duty lecture：四小時以內 He can permit students to leave within four hours (同屬一科目 in one course)。
2. 導師 Tutor：二天以內 He can permit students to leave within two days。

請假規定 Leave of Absence

Submit leave application on **Information System with supporting documents**

- Official Leave
- Sick Leave
- Personal Leave
- Bereavement Leave
- Maternity Leave
- Marriage Leave
- Parental Leave
- Menstrual Leave

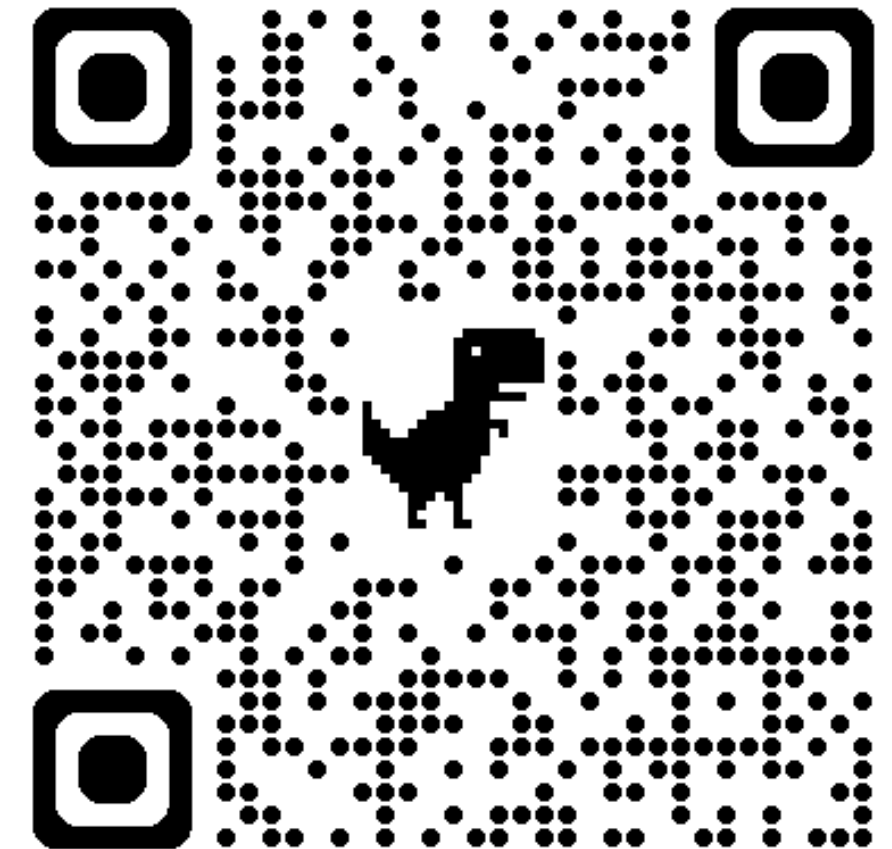
• Mental Health Leave

- May apply if mental health affects class attendance.
- Instructors, advisors, and department chairs will be notified.
- Counseling referrals may be made if needed.
- After 3 days of leave, a medical certificate/counseling document must be provided

Apply with a **Leave Record Card 請假卡 (sold at campus Family Mart)**

- Final Exam Leave
- Assembly Leave

More Info



請假規定 Leave of Absence

Submit leave application on Information System with supporting documents

- Disease Prevention Leave

Disease Type	Notes	Supporting Documents
Testing positive with a rapid antigen test: moderate and severe cases	The number of days of disease prevention leave is based on the date indicated on the Notice for Isolation Treatment.	Notice for Isolation Treatment
Those who are diagnosed with a communicable disease reported by the health authorities/Those who are advised by the Health Section to conduct health monitoring	The number of days of disease prevention leave is decided by the Health Section.	A medical receipt or a certificate of diagnosis

獎懲&操行規定 Rewards and Punishments

Rewards

- a. Commendations (+7.5 P);
- b. Minor merits (+2.5 P);
- c. Major merits (+1 P);

Punishments

- a. Admonitions (-7.5 P);
- b. Minor demerits (-2.5 P);
- c. Major demerits (-1 P);
- d. Academic probation;
- e. Expulsion; and
- f. Dismissal.

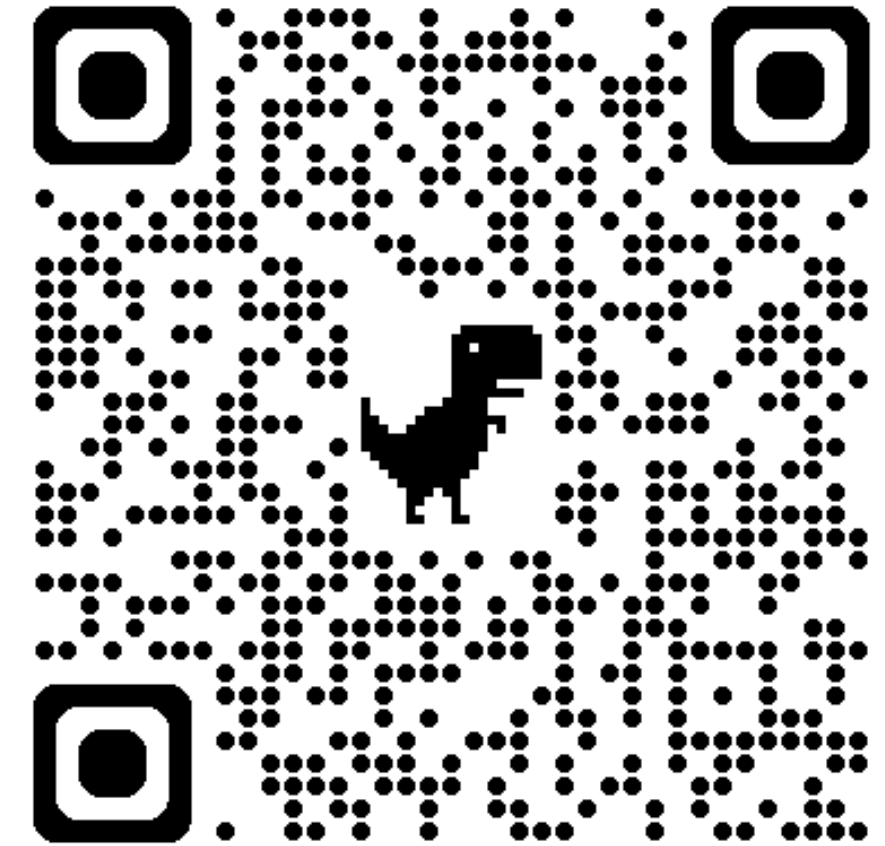
Evaluation of Student Moral Conduct

Base Points = 85 Points

+

**Department
Chair/Advisor
Evaluation**

**Rewards/
Punishments**



More Info

How to offset admonitions or minor demerits:

- 1 Admonition = 4 hrs of campus service
- 1 Minor Demerit = 12 hrs of campus service
- Major demerits or above shall not be offset by campus service unless a special application has been approved by the Student Reward and Disciplinary Committee or ratified by the President.

外語文中心 FOREIGN LANGUAGE CENTER

主要業務 Main Duties

- 外語課程相關活動 Foreign Language Related Activities
- 舉行校園英檢考試 Campus English Proficiency Test
- 通識英文分級授課 General English Courses

大一通識英文免修標準

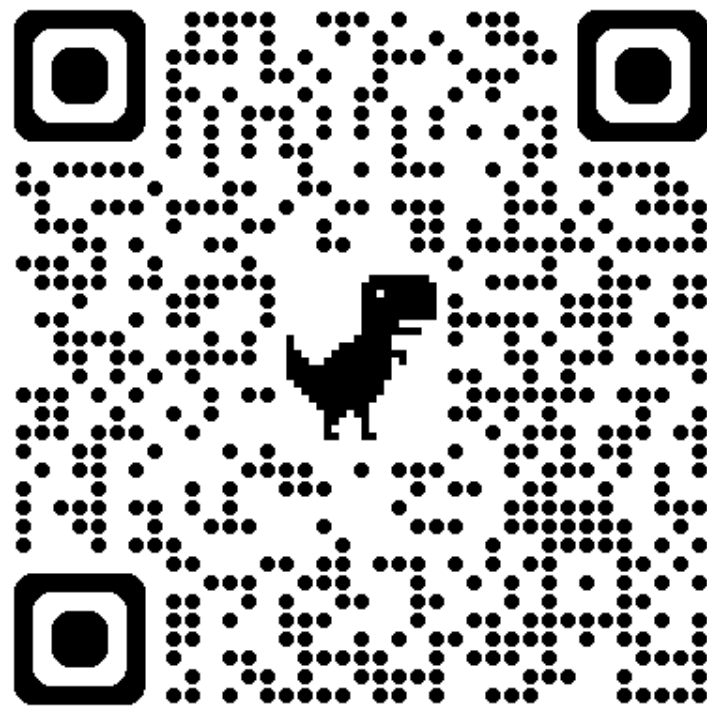
The Standard of Exemption from General English Courses

〈大一上:學術英文 Academic English〉

〈大一下:專業英文 Professional English〉

相關法規

Relevant Regulations



9/1-15

於應用資訊系統線上申請

**Apply through
Information System**

申請通過者需修習其他課程以達到畢業學分要求

Needed to choose another course to get the credit.

大一通識英文免修標準 The Standard of Exemption from English in Practice (I) and (II)

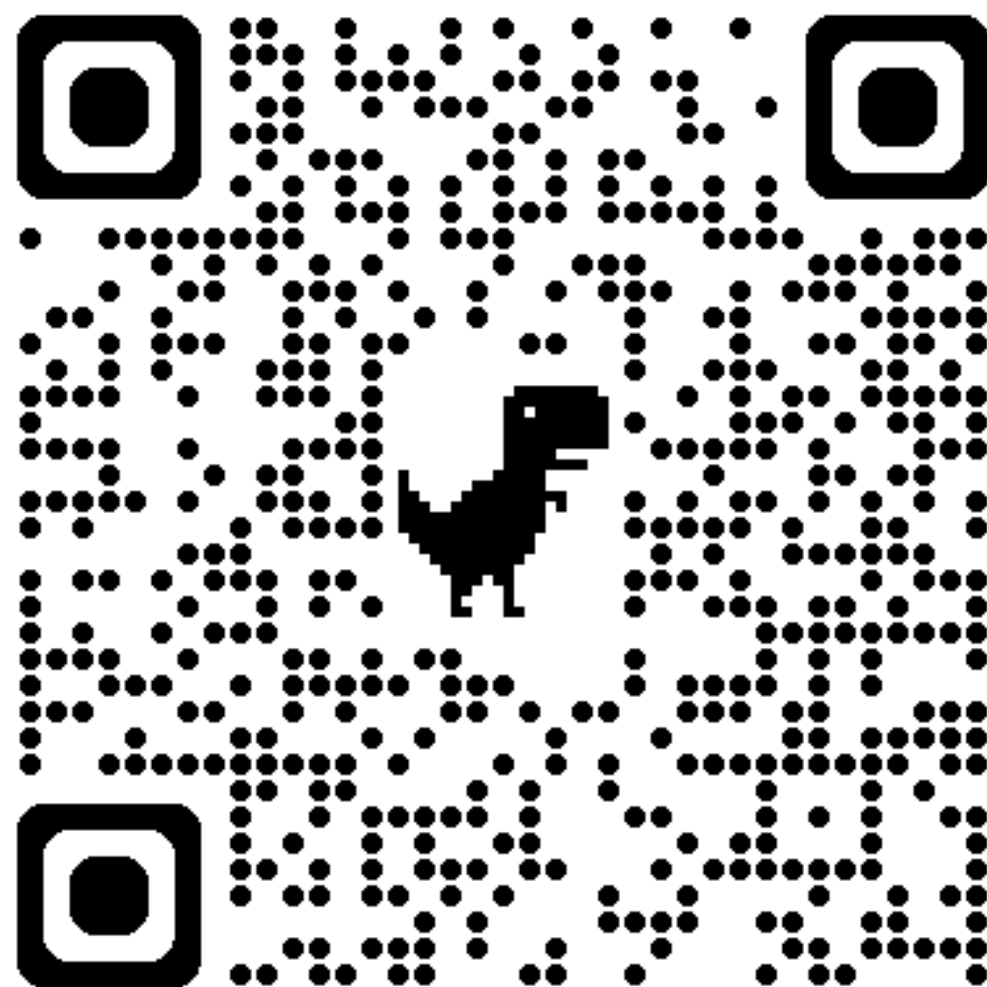
英檢考試類別 Types of English proficiency tests	大一上 Fall semester of the first year	大一下 Spring semester of the first year
全民英檢 GEPT	中級複試 Intermediate Level: Speaking and Writing	中高級初試 High-Intermediate Level: Listening and Reading
培力英檢 BESTEP	聽力 Listening : 85 閱讀 Reading : 85 口說 Speaking : 260 寫作 Writing : 260	聽力 Listening : 100 閱讀 Reading : 100 口說 Speaking : 280 寫作 Writing : 280
托福外語能力測驗 TOEFL	ITP/543 IBT/79	ITP/550 IBT/87
多益測驗 TOEIC	700	750
國際英語語言測驗/雅思 IELTS	5.5	6.0
大專校院英語能力測驗 CSEPT	第一級 200	第二級 240
外語能力測驗 FLPT	195	240
劍橋大學英語能力認證分級測驗 Cam. Main Suite	PET 153	FCE 160
劍橋領思職場/實用英語測驗 Linguaskill Business	153	160

外語文中心 FOREIGN LANGUAGE CENTER

外語文檢定獎勵金 Foreign Language Proficiency Award

相關法規

Relevant Regulations



Google表單線上申請

**Online application via Google Form available on
specific times**

不同申請期別有相對應考試區間

Different application periods correspond to specific exam times.

申請時間 Application Times	9月份 September	3月份 March	5月份 (畢業班) May (Graduating Students Only)
考試時間 Exam Times	春季班 Spring Semester: 2/1-7/31	秋季班 Fall Semester: 8/1-1/31	春季班 Spring Semester: 2/1-5/31

外語文中心 FOREIGN LANGUAGE CENTER

多益報名費補助 TOEIC Registration Fee Subsidy

相關法規
Relevant Regulations



達**B1**即可補助報名費
A registration fee subsidy is
available for students who reach
CEFR B1 or higher

外語文中心 FOREIGN LANGUAGE CENTER

英文畢業門檻 English Proficiency Graduation Threshold

中文學士學位學系(學程)、醫學系不適用
Chinese-taught departments or
programs and the Medical School.



全英學士學位學系(學程) English-taught
departments or programs

No.	English Proficiency Test	Passing Criteria
1	GEPT	High-Intermediate - First Stage
2	TOEFL	PBT/ITP/IBT 527/527/70
3	TOEIC	750
4	IELTS	5.5
5	NETPAW	High-Intermediate - First Stage or Second Stage
6	Cam. Main Suite	CEF/ALTE B2/Level 3
7	BULATS	ALTE Level 3
8	Linguaskill Business/Linguaskill General	Level 3/160+

外語文中心 FOREIGN LANGUAGE CENTER

外語相關課程活動 Foreign Language Related Activities

英文相關課程 English-related Courses

- CSEPT加強班 CSEPT Class
- 多益英檢班 TOEIC Class
- 培力英檢班 BESTEP Class
- 主題式課程 Thematic Class

免費參加
Participate for free

英文相關活動 English-related Activities

- EMI教學助理培訓 EMI TA Training
- 寫作工作坊 Writing workshop
- Language Lab
- 一對一英語諮詢 1-ON-1 Consultation

英檢校園考 Campus English Proficiency Test

- 大專校院英語能力測驗 CSEPT
- 多益 TOEIC
- 培力英檢 BESTEP

需自行報名
Participants are
required to register on
their own

教務處 Academic Affairs Office

1st Floor
Administration
Building

Curriculum Section

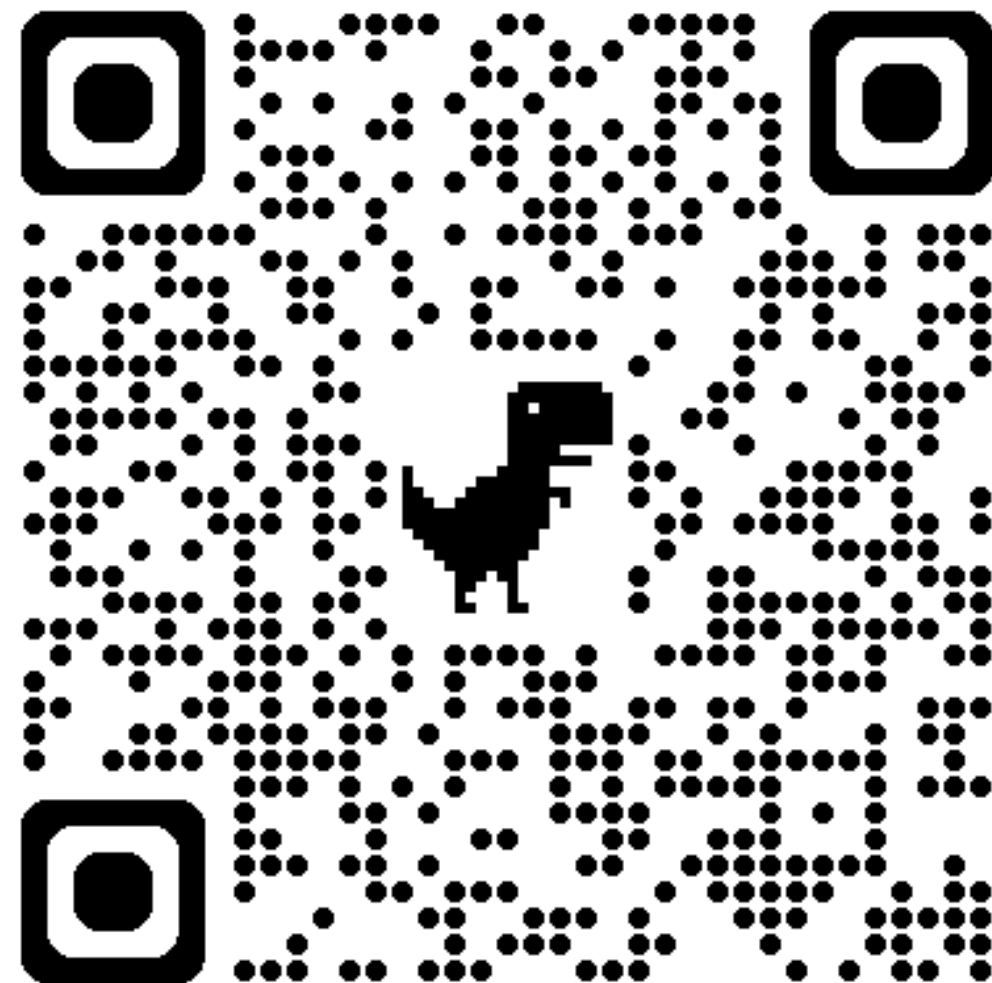
Responsible for the students' affairs concerning course selection, absence, and exam.

Registration Section

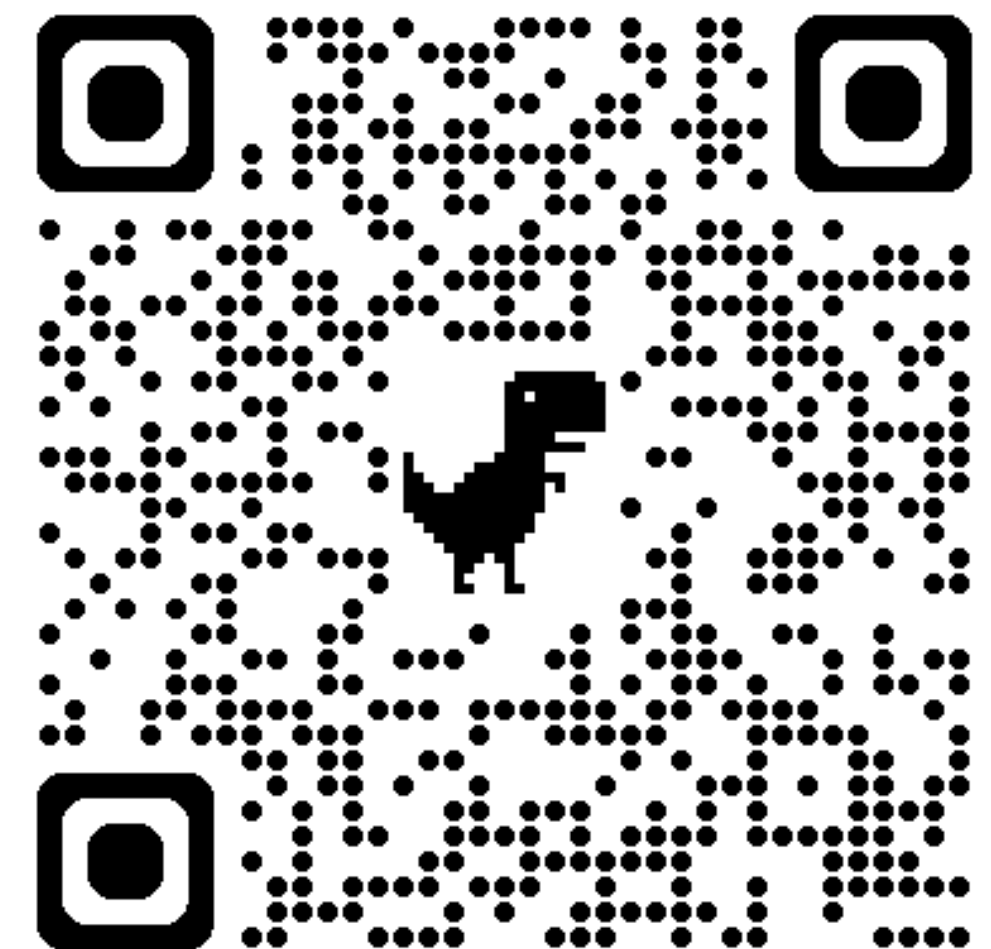
Responsible for the students' affairs concerning students' status and grades.

Cashier Section

Responsible for the students' affairs concerning students' payment and other financial matters. (e.g. AC Card Refill)



**2025-2026
Academic
Calendar**



應用資訊系統 Information System



跨領域(微)學程

義守大學 公告 Web Mail 行事曆 校車資訊 上課時間表 教室編號說明 校內獎助學金 親友專區 校園安全宣導專區

Choose Language: English Choose

Email ID 帳號: Email ID

Password 密碼: Password

登入

重新填寫

[E-Mail密碼修改](#)

[忘記密碼處理方式](#)

騎車不超速，安全伴一路。

公布欄

1. Your personal information
2. Course syllabus
3. Course selection and withdrawal
4. Tracking your attendance
5. Reminding of failing the course
6. Checking teachers' office hours
7. Academic guidance and assistance
8. The survey of teaching performance
9. Your academic record

netreg.isu.edu.tw/wapp

[【113學年度寒修公告\(英語能力已額滿，請於113-2辦理選課\)】](#) more...

1.113學年度寒修擬開課程如附件。

2.相關開課作業如下：

【2025/01/08 教務處】

全部 | 課務 | 學分抵免 | 就學貸款 | 成績 | 教師評鑑 | 註冊 | 學雜費補退費 | 教務

選課流程 Course Selection Procedure

Add and Drop Courses

Feb. 19 (09:00) ~ Feb. 25 (24:00)

Conditional correction: fill the Add/Drop Course form and get the signature from your head of department to get the confirmation.

Amount of Credits

Undergraduate : Min.15 – Max. 25

Graduate : at least 1 (course selection must be approved by advisor)

Extra fees has to be paid for extra selected credits

Course Withdrawal Application

**Apply through Information System
From Week 12 to 13 (May 6, 2024 ~ May 17, 2024)**

Survey of Teaching Performance

**Mar 16~ Apr 12 (before Mid-Term Exam)
May 13~Jun 14 (before Final Exam)**

Survey has to be completed for the following courses: professional courses, physical education courses, course taught in English, and practicum/internship courses. **Survey will be anonymous**

成績 Grade

Full Mark = 100%

Undergraduate : 60% Passing Mark

Graduate : 70% Passing Mark

(Students who receive less than passing mark won't be able to get the credits.)

- Students may check their scores via the Information System.
- Score review should be applied for within ten days after the announcements of results.

自主學習 MOOC (Micro-credits)



 Login

 I SHOU University edu磨課師+
link: <https://moocs.moe.edu.tw/moocs/#/home>

 教務處
Office of Academic Affairs

義守大學

- 管理學：優化資源成就所欲 (全英課程) (6小時)
- 行銷管理：撲上4P的企業化妝術 (全英課程) (6小時)
- 智慧科技：決策因此快又準 (全英課程) (7小時)
- 消費者行為：顧客的心與思，我了解 (全英課程) (6小時)
- 投資學(基礎篇)：小錢賺大錢 (全英課程) (6小時)
- 電子商務：在網路空間做買賣 (全英課程) (7小時)
- 金融科技：指尖上的金融，AI來幫你 (全英課程) (7小時)
- 數位繪圖 (7小時)

學生學習社群 Study Group

What is Study Group?

- Study group is a self-learning group consists of multiple students.
- Students study together after school for reading, learning and sharing the experience and problems.
- Students can get more ideas and develop the habits of self-learning by encouraging each other.

What are the benefits?

- Encourage each other and improve the willingness for self-learning.
- Discuss learning schedule, prepare the exam for professional certification, and improve academic performance.
- Improve the relationship among the classmates by studying together.

Do I need to participate a Study Group?

- You can group up (participate) a study group by finding the partners.
- Study group works in your free time. (not in class time)
- Welcome to group up (participate) a study group if you want to learn with classmates.

學生學習社群 Study Group

Application Submission

- **Application Period** : **Aug.18(MON.) To 23:59, Sep.14(SUN.), 2025**
- **Application Method**: Online application (I-SHOU → Current Student → E-portfolio → 114-1 Study group)

Application Qualifications

- Each group should have at least 5 students, and one of whom is the convener.
- Teachers can be invited to be the supervisor for study group.
- Apply to E-portfolio before the deadline.

ISU 義守大學 I-SHOU UNIVERSITY 學生學習成效資訊整合系統

114-1 學生學習社群

The following information will be used for assessing the eligibility for subsidies. Please complete as specific as possible.

My Dashboard i Share 個人表現 i Study 課程學習 i Join 課外活動 i Can 生涯規劃 En Study 英語學習 **Student Study Groups**

Student Study Groups

114-1 學生學習社群

Beginning of application 8/12/2025 8:00:00 AM
Deadline for application 9/14/2025 11:59:00 PM
Deadline for uploading 1/4/2026 11:00:00 PM

Apply **Application Status**

Convener's name **Convener's student No.**

Convener's email

Convener's mobile **Supervisor's name**

Theme of the student study group

☐ Improving academic performance ☐ National exam ☐ Licensure/Certification ☐ Hands-on Experience

Whether the group is related to English learning

☐ No ☐ Yes

Name of student study group

Name of student study group

Members

Please enter all members' student No. (6~20 members), except the convener, and separate each member with ";". Ex: 10801001A, 10801002A

Goal

Please describe what goals you want to achieve at the student study group.

Activity plan

Please describe the activities you plan for the student study group.

Expected outcome

Please describe what outcome you expect to get from the student study group.

5-20 people

Save **Cancel**

學生學習社群 Study Group

Application Submission

- **Application Period** : **Aug.18(MON.) To 23:59, Sep.14(SUN.), 2025**
- **Application Method**: Online application (I-SHOU → Current Student → E-portfolio → 114-1 Study group)

Application Qualifications

- Each group should have at least 5 students, and one of whom is the convener.
- Teachers can be invited to be the supervisor for study group.
- Apply to E-portfolio before the deadline.

ISU 義守大學 I-SHOU UNIVERSITY 學生學習成效資訊整合系統

114-1 學生學習社群

The following information will be used for assessing the eligibility for subsidies. Please complete as specific as possible.

My Dashboard i Share 個人表現 i Study 課程學習 i Join 課外活動 i Can 生涯規劃 En Study 英語學習 **Student Study Groups**

Student Study Groups

114-1 學生學習社群

Beginning of application 8/12/2025 8:00:00 AM
Deadline for application 9/14/2025 11:59:00 PM
Deadline for uploading 1/4/2026 11:00:00 PM

Apply **Application Status**

Convener's name **Convener's student No.**

Convener's email

Convener's mobile **Supervisor's name**

Theme of the student study group

☐ Improving academic performance ☐ National exam ☐ Licensure/Certification ☐ Hands-on Experience

Whether the group is related to English learning

☐ No ☐ Yes

Name of student study group

Name of student study group

Members

Please enter all members' student No. (6~20 members), except the convener, and separate each member with ";". Ex: 10801001A, 10801002A

Goal

Please describe what goals you want to achieve at the student study group.

Activity plan

Please describe the activities you plan for the student study group.

Expected outcome

Please describe what outcome you expect to get from the student study group.

5-20 people

Save **Cancel**

電子郵件信箱 ISU Mail Account

- 學生帳號格式= isu + 學號
- 例如學號 11001001A 郵件帳號就是 **isu11001001a**
- 初始密碼為學號全部英文字大寫 . 例如 : **11001001A**
- 電子郵件格式 : **isu11001001a@cloud.isu.edu.tw**
- Student mail account formation
- isu + Student ID number
- if student number is 11001001A then the mail account is **isu11001001a**
- The original password is student ID with upper alphabetic character . For example : **11001001A**
- Email address **isu11001001a@cloud.isu.edu.tw**



- 變更密碼/顯示名稱 Change Password/DisplayName :

[※修改密碼 Change Password](#)

[※密碼忘記時如何處理 Forget Password?](#)

[※修改顯示名稱 Change Display Name](#)

- 使用說明 User Manual :

[※教職員網頁電子郵件使用說明 Faculty Web Mail User Manual](#)

[※雲端網頁電子郵件使用說明 Cloud Web Mail User Manual](#)

[※如何用收信軟體存取電子郵件服務 How to Access Email Service by Mail Client](#)

[※如何在行動裝置上存取電子郵件 How to Access Email Service on Mobile Devices.](#)

e-mail.isu.edu.tw

無線網路登入 ISU Wireless Login



歡迎使用義守大學無線網路系統，請輸入使用者帳號/密碼
Welcome to use wireless system of ISU , please enter your username/password.

帳號(Username)	isu10201001a
密碼(Password)	
Submit	

▣ 認證伺服器登入方式

1. 此系統之無線網路名稱為 ISU
2. 使用者2小時內未使用將會自動離線, 欲使用此網路請重新連線。
3. **義守教職員生**：請使用本校E-mail 帳號與密碼
User Of ISU Please use E-mail account and password of ISU.
ex. account : a90111111 password : S123456789
4. **校外使用者漫遊**：請使用原學校完整E-mail 帳號與密碼
ex. account : user@nssysu.edu.tw password : 123456789
5. 如欲使用加密傳輸請搜尋ISU-secure
注意!! 使用者必須先設定WPA2/AES加密。第一次使用加密傳輸前,請參照圖書與資訊處網頁操作教學。

▣ 若有任何問題,請洽圖書與資訊處資訊網路組

▣ 登出網址 <https://wism.isu.edu.tw/logout.html>

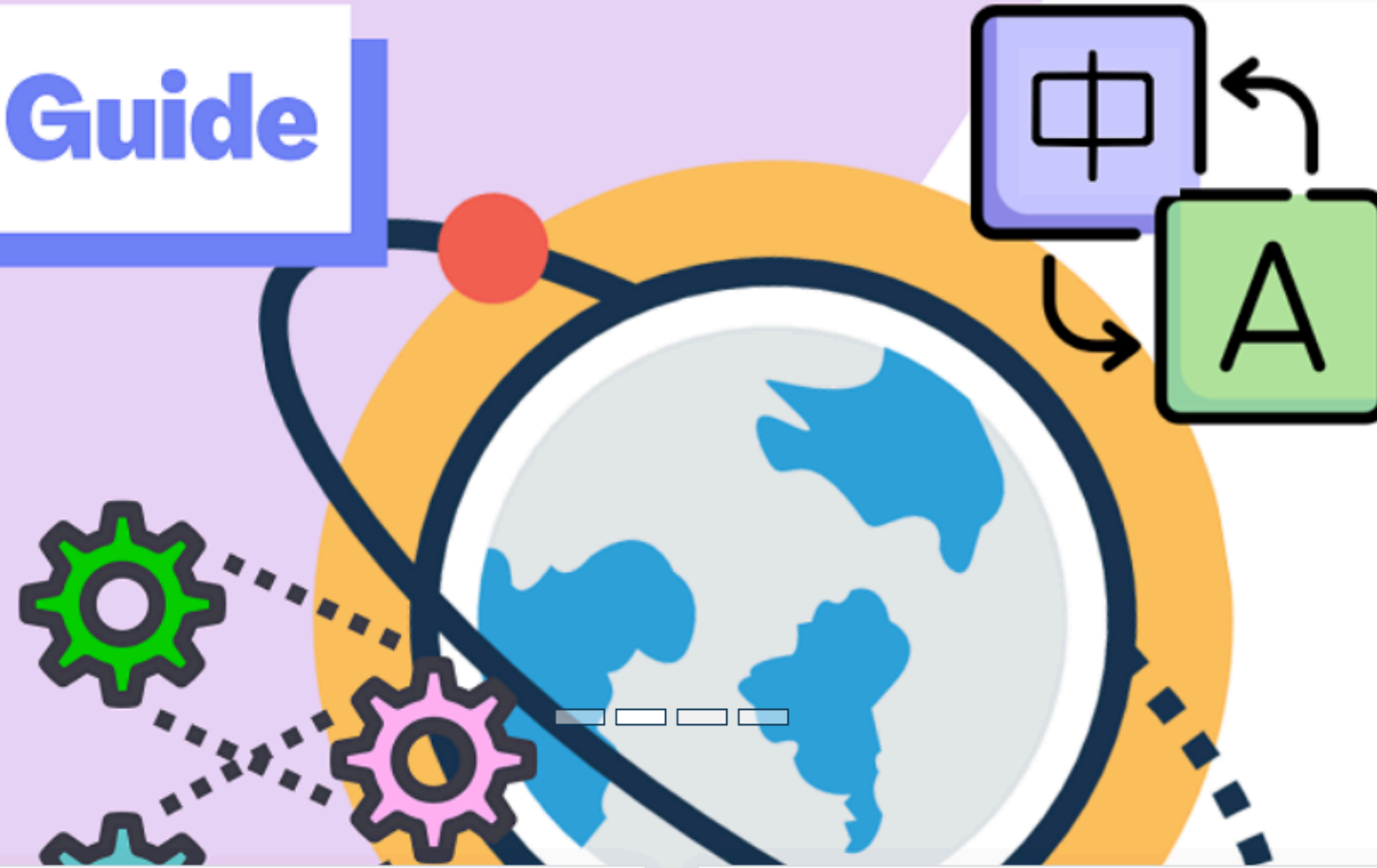
Moodle System



我的義守 MyISU ▾ Moodle操作教學 MoodleManuals ▾ 線上教學回饋單 ▾ First-TimeLoginGuide

moodle.isu.edu.tw

First-Time Login Guide



Access to the platform

帳號

✉ 帳號

密碼

🔒 密碼

登入

忘記密碼



健康關懷問卷

Health Questionnaire

Read More



即時反饋系統

ZUVIO IRS

Read More



教師操作教學

Teacher Manual

Read More



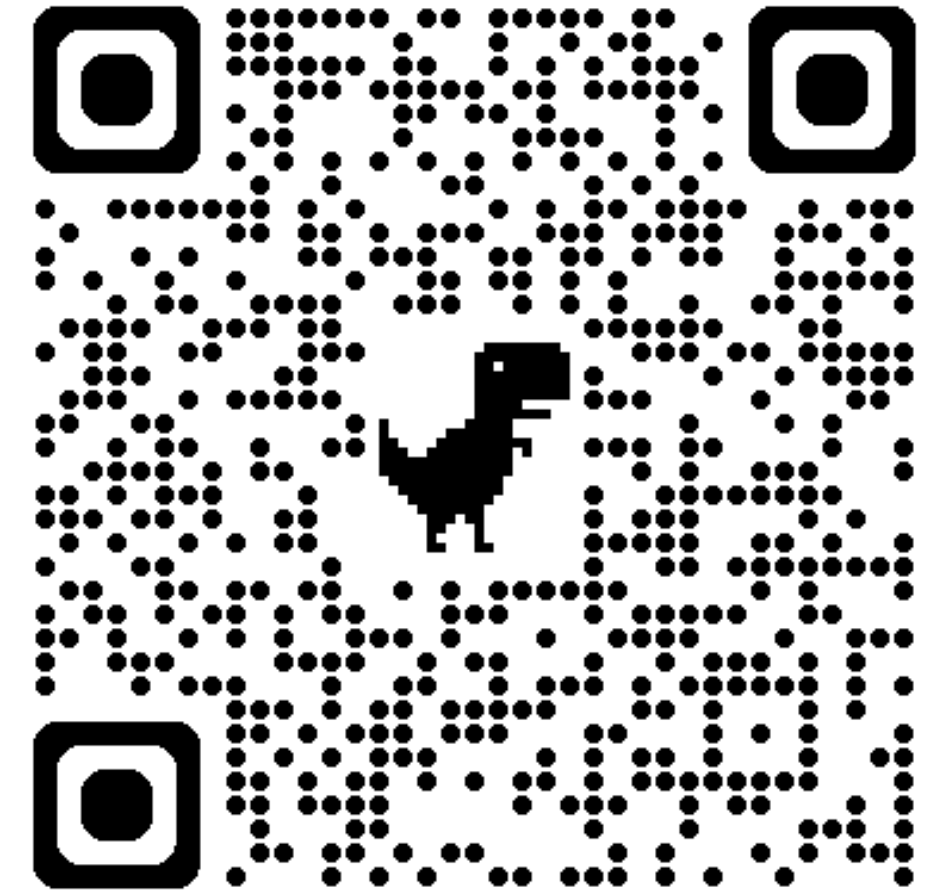
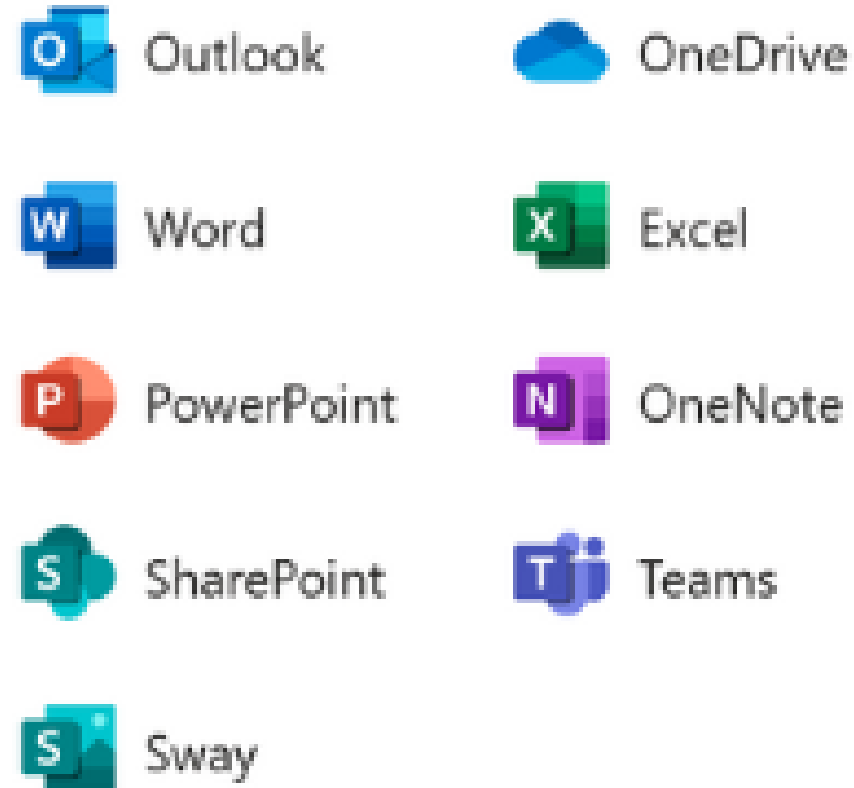
學生操作教學

Student Manual

Read More

Softwares (Office 365, etc)

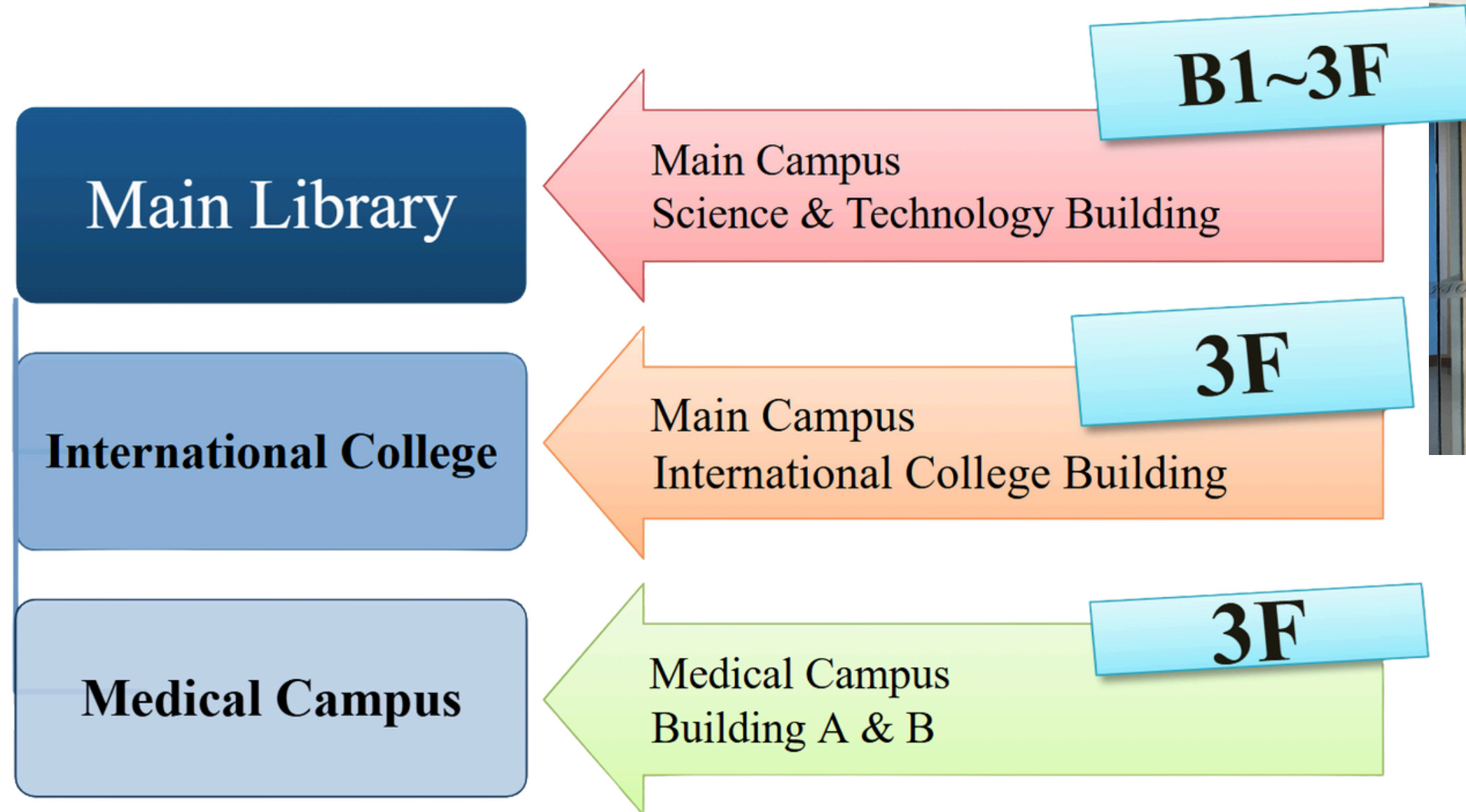
App



Other Softwares

- Students can now enjoy a fully installed Office experience across personal PCs, Macs, tablets, and most mobile devices under the current Campus License Agreement with Microsoft with your valid ISU email address.
- You can install Office on up to 5 PCs/Macs + 5 tables + 5 smartphones.
- **The software only available while studying in ISU.**

圖書館 ISU Libraries



圖書館 ISU Libraries

Main Campus

Library

Monday ~Friday 08:10 – 22:00
Saturday & Sunday 09:10 – 17:00

Media Services

Monday ~ Friday 08:10 – 19:00
Saturday & Sunday 09:10 – 16:50

Medical Campus

Library

Monday ~Friday 08:10 – 22:00
Saturday 09:10 – 17:00
Sunday 12:00 – 17:00

Media Services

Monday ~ Friday 08:10 – 19:00
Saturday & Sunday Closed

International College

Library

Monday ~Friday 08:10 – 17:00
Saturday & Sunday closed

Media Services

Monday ~ Friday 08:10 – 17:00
Saturday & Sunday closed

圖書館 ISU Libraries

References and Information

Monday ~ Friday 08:10 – 17:00
Saturday & Sunday Closed

Study Halls

Main Library

Monday ~ Sunday 08:00 – 23:00

Medical Campus Library

Monday ~ Sunday 08:00 – 24:00

International College Library

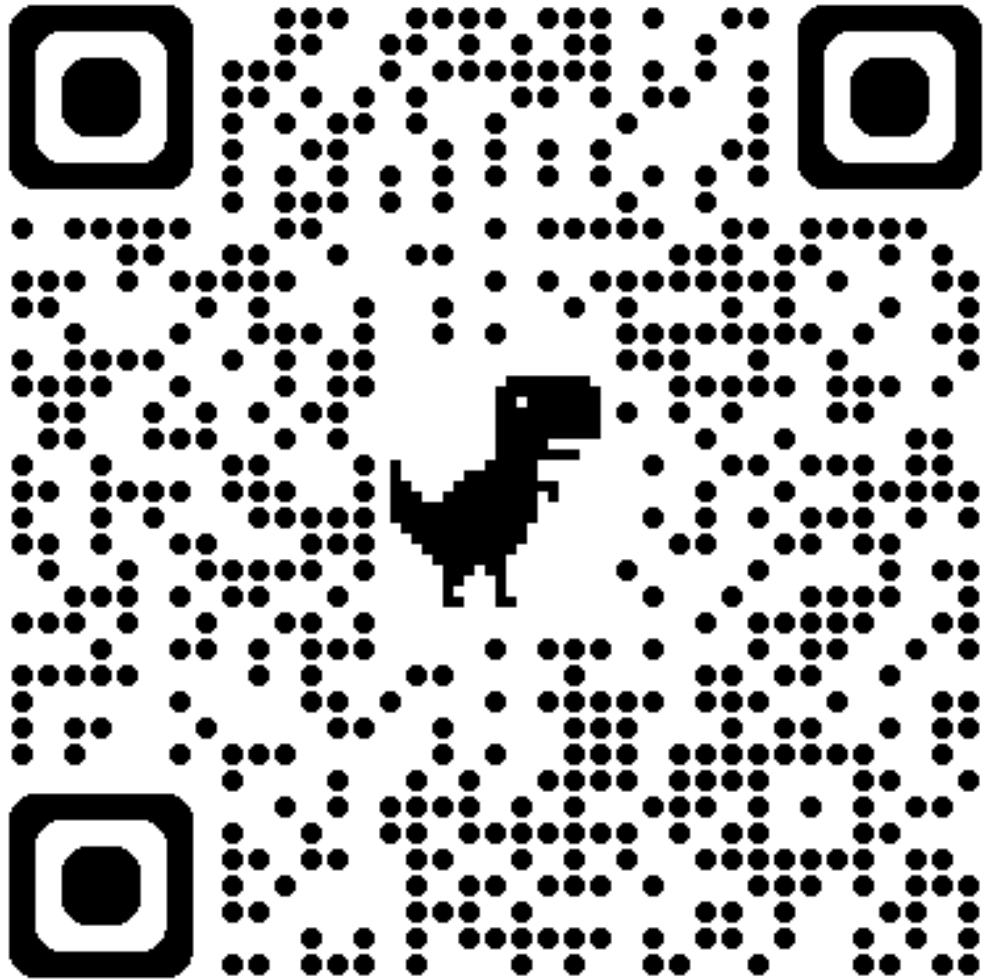
Monday ~ Friday 08:00 – 18:00
Saturday & Sunday Closed

- The Office of Library and Information Services are closed on national and school holidays.
- Hours during winter and summer vacations are as announced.
- Special announcements will be posted regarding intersession hours and holiday closings.

圖書館 ISU Libraries

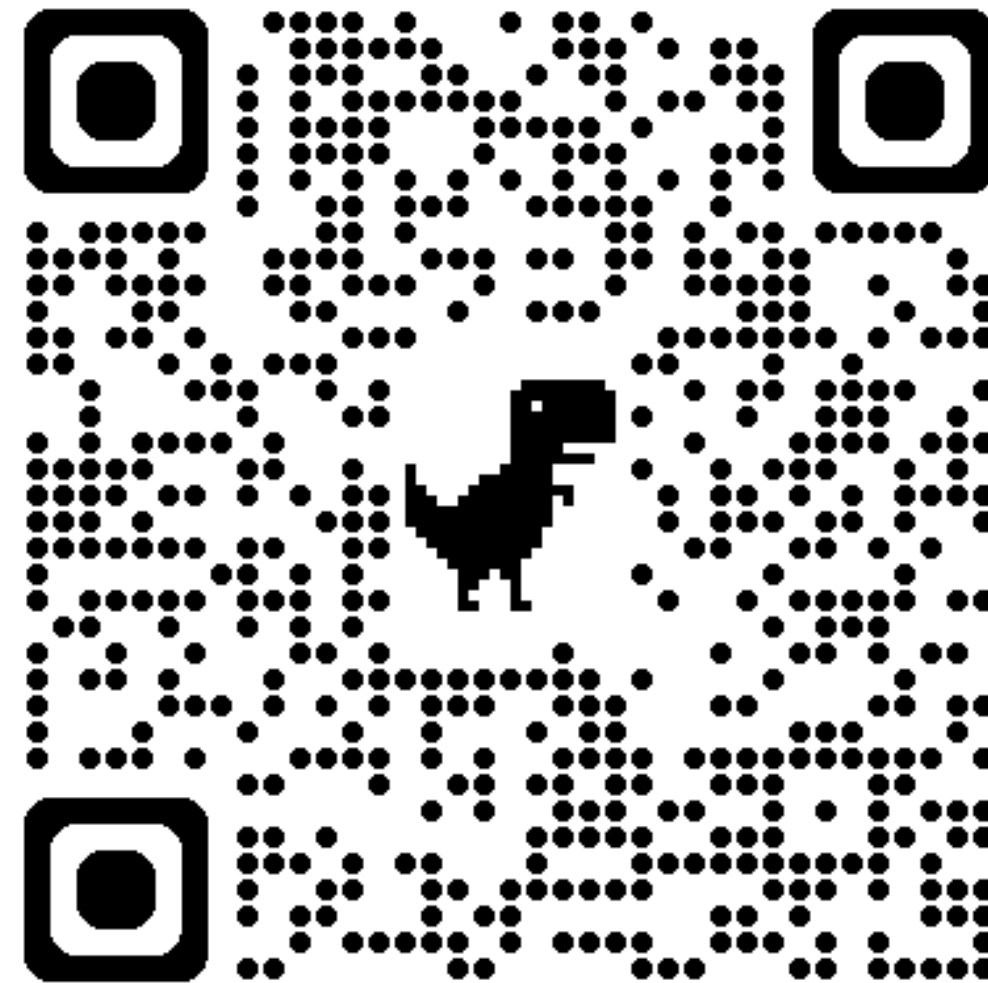
Use students ID cards to borrow books

	Maximum Number Of Checkouts	Loan Periods
Undergraduate	15	30
Master	20	30
Ph.D.	25	30



Overdue fines : NT\$2/day/item

借用 Borrow Study Rooms & Table Computers



OICA WEBSITE



Important Info





Going Abroad

Global Mobility Center (Office of International Affairs)
Director, Wen-Ni Huang

September 4, 2025



Study Abroad

Exchange Programs

Dual Degree
Programs

Summer/Winter
Camps



Exchange Programs

Earn credits abroad and transfer them after returning with your transcript.

Taking classes at overseas sister schools.



Exchange Programs

Eligibility Criteria

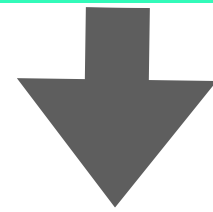
Students currently enrolled
in undergraduate or
graduate programs.

Language proficiency
Academic performance
(sister school standards. or
reviewed by the committee)

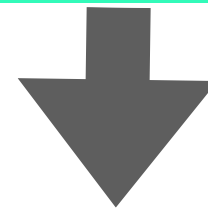


Exchange Programs

Duration of overseas exchange



one semester



1 year



Exchange Programs

Two application periods are available each academic year.

application	going abroad
September, 2025	February, 2026
February, 2026	September, 2026

Exchange Programs

Tuition and fees

- Most sister schools waive tuition and fees
- Discounted tuition and fees at sister schools

Scholarship

- International universities:
 - *I-Shou University's Scholarship*
- Mainland China universities:
 - *Exchange Scholarship for Studying in Mainland China*





Exchange Programs

College	Program/Department	Exchange Institution
College of Intelligent Science and Technology	International program on Artificial Intelligence Technology	University of Regina, Canada
College of Intelligent Science and Technology	International program on Artificial Intelligence Technology	Nottingham Trent University, England
College of Intelligent Science and Technology	International program on Artificial Intelligence Technology	Shibaura Institute of Technology, Japan



Exchange Programs

College	Program/Department	Exchange Institution
International College	Program in International Business Administration	University of Regina, Canada
International College	Program in International Business Administration	Nottingham Trent University, England
International College	Program in International Business Administration	Kristianstad University, Sweden
International College	Program in International Business Administration	Audencia Business School, France



Exchange Programs

College	Program/Department	Exchange Institution
International College	Program in Finance & Business Analytics	EDHEC Business School, France
International College	Program in Finance & Business Analytics	Nottingham Trent University, England
International College	Program in Finance & Business Analytics	University of Bayreuth, Germany



Exchange Programs

College	Program/Department	Exchange Institution
International College	Program in International Media & Entertainment Management	University of Regina, Canada
International College	Program in International Media & Entertainment Management	Kristianstad University, Sweden
International College	Program in International Media & Entertainment Management	University of the Incarnate Word, Texas, US



Dual Degree Programs

Obtain dual degrees from both I-shou University and the foreign school.



Dual Degree Program



- Nottingham Trent University, UK

- Programs:

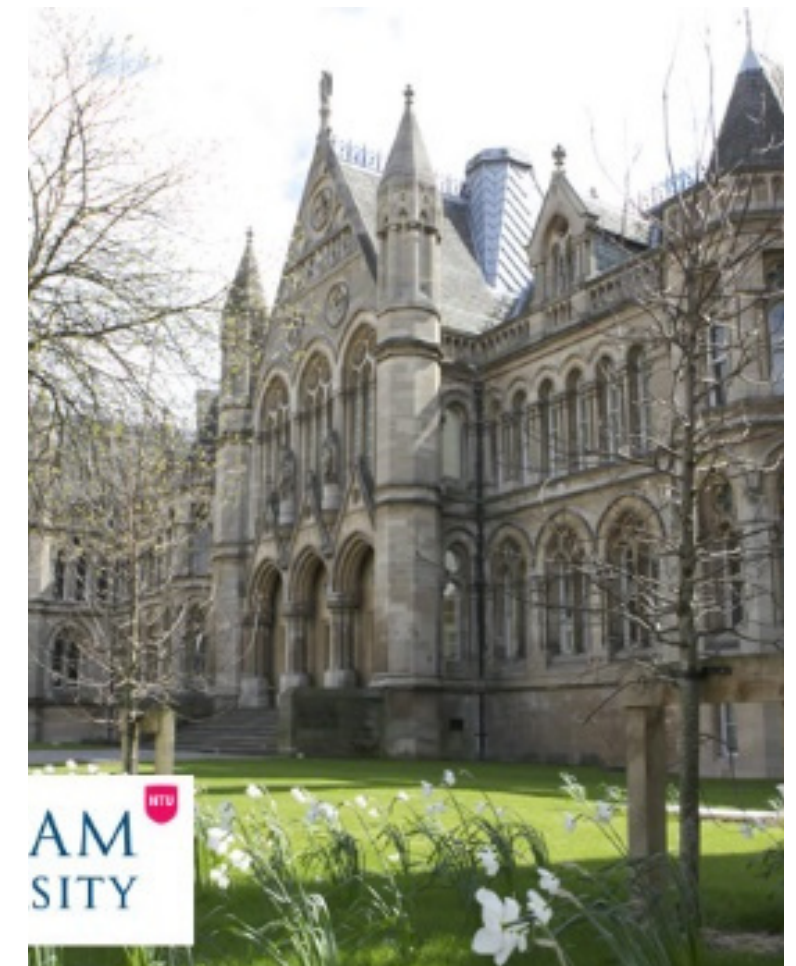
- 3 yrs in ISU+ 1yr in NTU=**Dual Bachelor Degree**
- 3yrs in ISU+1yr undergraduate program in NTU+1yr graduate program in NTU+ 1yr internship in UK =**Dual Bachelor Degree + NTU Master Degree**

- Departments:

- Six departments in International College, College of Management, College of Intelligent Science and Technology

- Estimated fee:

- Tuition : > £18,250 /year
- Living expense: minimum £10,200 approx.



Dual Degree Programs

College	Department	NTU
International College	Program in International Business Administration	• BAIBM, BA International Business Management
International College	Bachelor's Program in Finance and Business Analysis in English	• BAIBM, BA International Business Management

Dual Degree Programs

College	Department	NTU
International College	Department of International Media and Entertainment Management	• BAIBM, BA International Business Management • BA International Media Communications
College of Intelligent Science and Technology	International Program on Intelligent Systems and Automation Engineering	• BEng (Hons) Electronic Engineering



Summer/Winter Camps

Please refer to OICA website or your department information



Thank You!



Thank You



Freshmen Survey 新生期初問卷



Give us your feedback!
