

Alien Resident Certificate Application Procedures for International students

國際學生申請【居留證】作業流程.



以【**停留簽證**】入境
Enter Taiwan
with a **visitor visa**



以【**居留簽證**】入境
Enter Taiwan
with a **resident visa**

報到後至「外交部」辦【居留簽證】
Apply for **resident visa at the Ministry of Foreign Affairs after completing registration.**

【應備文件】

1. 線上填寫**簽證申請表**
2. 二吋**彩色照片** 2 張
3. **護照**及**停留簽證** 正本及影本
4. **健康證明證明書**(乙表)
5. **在學證明書**
6. 驗證後之**畢業證書**及**成績單** 正本及影本
7. **財力證明** 正本/影本
8. 費用：**NT.3000 元** (費用僅供參考，依外交部為準)

【Required documents】

1. Completed **VISA application form**.(online)
2. Two 2 inch colored **photos**.
3. **Passport** and **Visitor Visa**. (Original and Photocopy)
4. **Health Certificate**. (Type B)
5. **Certificate of Enrollment**.
6. **Diploma** and **Transcripts**. (Verified by ROC Embassies)
(Original and photocopy)
7. **Proof of financial support** (Original and Photocopy)
8. Fee : **NT\$3000**. (US citizens NT\$4000)
(The fee is for reference only.)

※ 詳細簽證申請規定請洽「中華民國駐外館處」或「外交部領事事務局」。For detailed information of visa application, please

取得居留簽證 **15 天內** 至內政部入出國及移民署申辦外僑居留證
Resident visa must be exchange for an Alien Resident Certificate at the National Immigration Agency within 15 days.

【應備文件】

1. **居留證申請表**
2. 彩色二吋**照片**一張 (比照身份證規格 *)
3. **護照**及**居留簽證** 正本/影本
4. **在學證明書**
5. 費用：外籍生 **NT \$ 1000**

【Required documents】

1. Completed **ARC application form**
2. One 2 inch colored **photo**.
3. **Passport** and **Resident Visa**
(original and photocopy*1)
4. **Certificate of Enrollment**
5. Fee : Foreign student -**NT\$1000**

Local immigration service center of your resident address :

National immigration Agency-Changhua Service Station / 移民署彰化服務站 彰化市中山路三段 2 號 1 樓

Address : 1st F., No.2, Sec. 3, Zhongshan Rd., Changhua City, Changhua County

Time : Monday-Friday 08:00~17:00 中午不休息 TEL : 04-7270001

Alien Resident Certificate (ARC)

持居留簽證入境或在中華民國境內獲改換居留簽證者，應於入境次日或居留簽證簽發日起 **15 天內**，向居留地之移民署服務站申辦居留證。**逾期末申辦者，將處以罰款新臺幣 2,000 至 10,000 元。**

Foreigners holding resident visa or changing to resident visa in Taiwan should go to the service center of National Immigration Agency in your local residence to apply for Alien Resident Certificates **within 15 days** counted from the next day of arrival or the next day of receiving resident visa in Taiwan. **The late application will lead to the penalty fine of NT\$2,000-10,000.**

※ 詳細申請相關規定請洽居留地之移民署服務站。

For detailed information of ARC application, please contact Service center of National Immigration Office in your local residence.

外僑居留證申請注意事項 Notice

1. 外僑居留證申請作業時間為 10 個工作天，憑繳款收據領取外僑居留證。

ARC application processing time : 10 working days (ARC can be picked up with the application fee receipt)

2. 變更居留地址或服務處所，應於 15 天內備妥相關文件辦理資料異動。違規者，處新臺幣 2,000-10,000 元罰款。

If you change your residence address or employer, you have to register the change with related documents at the service center of National Immigration Agency in your local residence within 15 days.

3. 如繼續就學，應於居留期限屆滿前 30 天內方可申請延期居留。

If you will continue your enrollment at DYU, you shall apply for an extension within 30 days before your period of residency expires.

如果居留證於 7、8、9 月到期者，因遇暑假期間，得提前至 6 月 1 日起辦理延期。

If the ARC expires during the summer vacation (from July to September), students are allowed to apply for extension from the 1st of June.

4. **居留證逾期 Overstay**

■ 逾期 30 日內 (不含第 30 天)，若仍在學中，於繳交罰款及延期費用後，可申請延長並繼續居留。

Overstay within 30 days (30th day excluded) but still enrolled: pay the fine and the application fee for the ARC extension

■ 逾期 30 日以上 (含第 30 天)，雖仍在學中，但是於繳交罰款後，必須於 7 天內出境，並重新申請簽證返台就學。

Overstay more than 30 days (30th day included) and still enrolled : pay the fine and leave the country in 7 days to apply for a new visa to re-enter Taiwan

■ 罰款規定(Overstay fine) :

➢ 1-10 days : NTD\$2,000

➢ 11-30 days : NTD\$4,000

➢ 31-60 days : NTD\$6,000

➢ 61-90 days : NTD\$8,000

➢ over 91days : NTD\$10,000

5. 在學期間如有預計離境，請務必於離境前確認外僑居留證於返台時仍在有效效期內。如有必要，請提早至移民署服務站辦理外僑居留證延期。

If you plan to leave Taiwan during the enrollment period, please make sure before your departure that your ARC will still be valid when you return to Taiwan. If necessary, please renew your ARC at the service center of National Immigration Agency in your local residence.

6. 申請離校(休、退學、畢業)且持以就學為目的之居留證者，於完成離校手續後，居留證便會失效。請至居留地之移民署繳回外僑居留證並於移民署規定時間內離境。休學結束後欲返台復學時，必須重新申請簽證入境。

If you apply to leave the school (suspension, withdrawal, and graduation), your ARC with the purpose of study will become invalid after you complete the related school-leaving procedure. You shall return the ARC to the service center of National Immigration Agency in your local residence and leave Taiwan within the prescribed period. If you would like to return to DYU after the suspension is over, you will need to re-apply a new visa to enter Taiwan.