

中華民國 112 年 12 月 26 日本校 112 學年度第 1 學期第 4 次國際暨兩岸交流委員會會議通過
中華民國 113 年 04 月 18 日本校 112 學年度第 2 學期第 2 次招生委員會會議通過

吳鳳科技大學

113學年度外國學生申請入學招生簡章

International Student Admission Handbook
for the 2024-2025 Academic Year, WuFeng University



吳鳳科技大學國際暨兩岸事務中心
International & Cross-Strait Affairs Center,
WuFeng University

依據教育部 2022/12/29 臺教文(五)字第 1112506246D 號修正

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中華民國 113 年 04 月 18 日

113 學年度外國學生申請入學招生簡章

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考生服務電話：電話：(05)226-7125 分機 21931~21933、21814、21818
相關招生資訊網站 <http://cia.wfu.edu.tw/>

吳鳳科技大學
113學年度外國學生申請入學重要日程表
 International Student Admission Handbook
 for the 2024-2025 Academic Year, WuFeng University

1.秋季班 Fall-semester (September 2024)

工作項目 / Schedule of Events	日期 / Dates
公告招生簡章 Admissions handbook available	2024 年 3 月 1 日 Mar 1, 2024
線上申請 Online application	早鳥申請截止日期：2024 年 6 月 15 日 Early Bird : Application Deadline Jun 15, 2024
	申請截止日期：2024 年 7 月 15 日 Application Deadline: Jul 15, 2024
申請表件送各系所書面審查並進行面試 (到校或視訊) The interview (in person or by video conference) will be conducted after the application documents pass the examination by departments	2024 年 7 月 15 日~2024 年 7 月 20 日 Jul 15, 2024~ Jul 20, 2024
公告錄取名單 Admission results posted on WFU website	2024 年 8 月 2 日 August 2, 2024
寄發錄取/不錄取通知 Acceptance/ non-acceptance letter sent to applicants	2024 年 8 月初 Beginning of August, 2024
註冊入學 Registration	2024 年 9 月中旬 Mid-September, 2024

2.春季班 Spring-semester (February 2025)

工作項目 / Schedule of Events	日期 / Dates
公告招生簡章 Admissions handbook available	2024 年 3 月 1 日 Mar 1, 2024
線上申請 Online application	早鳥申請截止日期：2024 年 10 月 31 日 Early Bird : Application Deadline Oct 31, 2024
	申請截止日期：2024 年 11 月 30 日 Application Deadline: Nov 30, 2024
申請表件送各系所書面審查並進行面試 (到校或視訊) The interview (in person or by video conference) will be conducted after the application documents pass the examination by departments	2024 年 12 月 1 日~2024 年 12 月 15 日 Dec 1, 2024~ Dec 15, 2024
公告錄取名單 Admission results posted on WFU website	2024 年 12 月 30 日 Dec 30, 2024
寄發錄取/不錄取通知 Acceptance/ non-acceptance letter sent to applicants	2025 年 1 月中旬 Mid-January, 2025
註冊入學 Registration	2025 年 2 月中旬 Mid-February, 2025

I. 申請注意事項 Application Instructions

1. 申請截止日期 / Application Deadline

【秋季班】2024 年 9 月入學 (113 學年度第 1 學期)

Fall semester: Begins at September 2024 (First semester of the 2024-2025 academic year)

申請截止日期：即日起至 2024 年 7 月 15 日

Deadline：postmarked no later than Jun 30, 2024

【春季班】2025 年 2 月入學 (113 學年度第 2 學期)

Spring semester: Begins at February 2025 (Second semester of the 2024-2025 academic year)

申請截止日期：即日起至 2024 年 11 月 30 日

Deadline：postmarked no later than Nov 30, 2024

2. 線上申請/ Online Application

請至「吳鳳科技大學線上申請系統」填寫線上申請表，並列印所有相關表格，於申請截止日期內郵寄或親自送達本校國際暨兩岸事務中心。

線上申請網址為：

https://sais1.wfu.edu.tw/IISystem/school/foreign/foreign_admission.jspf

Fill in the online application form and print all required forms.

Submit the forms in person or mail the application package to WFU International & Cross-Strait Affairs Center by the applicable application deadline. To apply online, visit

https://sais1.wfu.edu.tw/IISystem/school/foreign/foreign_admission.jspf



3. 申請資格/ Eligibility

(1)具外國國籍且未曾具有中華民國國籍，於申請時亦不具僑生資格者。

An applicant of foreign nationality, who has never held a nationality from Taiwan (R.O.C.) and who does not possess an overseas Chinese student status at the time of his/her application, is qualified to apply for admission under this regulation.

(2)具外國國籍且符合下列規定，申請時連續居留海外 6 年以上，計算至 2024 年 8 月 1 日：

An applicant of foreign nationality, who pursuant to the following requirements, has continuously resided overseas for no less than 6 years (up to August 1, 2024) is also qualified to apply for admission under this regulation.

A. 申請時兼具中華民國國籍，應自始未曾在臺設有戶籍。

An applicant holding both foreign and Taiwan (R.O.C.) nationalities, but has never been registered as part of a household in Taiwan.

B. 申請前曾兼具中華民國國籍，於申請時已不具中華民國國籍者，應自內政部許可喪失中華民國國籍之日起至申請時(計算至 2024 年 8 月 1 日)已滿 8 年。

An applicant holding foreign nationality, and who once held Taiwan (R.O.C.) nationality, but has not been registered as part of household in Taiwan for at least 8 years (up to August 1, 2024), as determined by the Ministry of the Interior.

C. 前二款均未曾以僑生身份在臺就學，且未於當學年度接受海外聯合招生委員會分發。

If the preceding two clauses are relevant to an applicant, then that applicant must not have studied in Taiwan as an overseas Chinese student and have not been approved for student status by the University Entrance Committee for Overseas Chinese Students in the enrollment year.

依教育部合作協議，由外國政府、機構或學校遴薦來臺就學之外國國民，其自始未曾在臺設有戶籍者，經主管教育行政機關核准，得不受前二項規定。

According to the Agreement on Educational Cooperation, a foreign national selected by a foreign government, organization, or school, is not subject to the limitations as prescribed in the preceding two paragraphs (however, the applicant will still need to obtain approval from relevant Taiwan government agencies). Please note: this is applicable only to applicants who have never been registered as part of a household in Taiwan.

- (3)具外國國籍，兼具香港或澳門永久居留資格，具未曾在臺設有戶籍，申請時於香港、澳門或海外連續居留滿6年以上者。

An applicant holding foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macau, has never been registered as part of household in Taiwan and, at the time of application, has continuously resided in Hong Kong, Macau, or another foreign country (overseas) for no less than 6 years is qualified to apply for admission under these regulations.

- (4)曾為大陸地區人民具外國國籍具未曾在臺設有戶籍，申請時已連續居留海外6年以上者。

An applicant who is a former citizen of Mainland China, currently holds a foreign nationality, has never been registered as part of a household in Taiwan and, at the time of application, has continuously resided overseas for no less than 6 years is qualified to apply for admission under these regulations.

第(2)、(3)、(4)項所指海外，指大陸地區、香港及澳門以外之國家或地區；所稱連續居留，指外國學生每歷年在國內停留期間不超過120日。

The term “overseas” as prescribed in Paragraph 2, 3, and 4 is limited to countries or regions other than Mainland China, Hong Kong and Macau. The phrase “continuously reside overseas” means that an individual may stay in Taiwan for no more than a total of 120 days per calendar year.

但符合下列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外居留期間計算：

The only exceptions to this method of calculation are as follows (Please note: these exceptions must be supported by written documentation):

- A. 就讀僑務主管機關舉辦之海外青年技術訓練班或教育部認定之技術訓練專班。

Has attended overseas youth training courses organized by the Overseas Compatriot Affairs Council or technical training classes. Please note: the courses must be accredited by Ministry of Education (hereafter referred to as the “Ministry”).

- B. 就讀教育部核准得招收外國學生之各大專校院華語文中心，合計未滿2年。

Has attended a Mandarin Chinese language center at a university or college in Taiwan for no more than 2 years. Please note: the educational institution must be Ministry accredited.

- C. 交換學生，其交換期間合計未滿2年。

Exchange students who have studied in Taiwan for no more than 2 years.

- D. 經中央目的事業主管機關許可來臺實習，實習期間合計未滿2年。

Has taken an internship lasting for no more than 2 years. Please note: the internship must be authorized by a central government agency.

- (5)外國學生須符合教育部採認之高中、大學或獨立學院畢業者(請參考教育部國際及兩岸教育司網站 <https://english.moe.gov.tw/mp-1.html>)。外國學生具國外高中畢業資格者，得申請入學本校學士班；具學士學位者或具有與我國學制相當之同等學力資格者，得申請入學本校碩士班。

International students who have graduated from a high school, college or university recognized by the Ministry of Education of Taiwan (R.O.C.) can apply for admission (for more information, please visit the website of Ministry of Education of Taiwan (R.O.C.). <https://english.moe.gov.tw/mp-1.html>). International students with a foreign high school diploma are eligible to apply for undergraduate programs; with a Bachelor's or a Master's degree are eligible to apply for Master Program.

- (6) 本校授課以中文授課為主，申請人應具「華語文能力測驗」(TOCFL) 成績 A2 級以上。All the courses are taught in Chinese. Applicants should have achieved a score of A2 or above in the Test of Chinese as a Foreign Language (TOCFL).

- 中華民國國籍法第二條規定如下，有下列各款情形之一者，屬中華民國國籍：

According to Article 2 of Taiwan (R.O.C.) National Law, A person shall have the nationality of Taiwan (R.O.C.) under any of the conditions provided by the following subparagraphs:

1. 出生時父或母為中華民國國民。

His/ Her Father or mother was a national of Taiwan (R.O.C.) when he/she was born.

2. 出生於父或母死亡後，其父或母死亡時為中華民國國民。

He/ She was born after the death of his/her father or mother, and his/her father or mother was a national of Taiwan (R.O.C.) at the time of death.

3. 出生於中華民國領域內，父母均無可考，或均無國籍者。

He/ She was born in the territory of Taiwan (R.O.C.), and his/ her parents can't be ascertained or both were stateless persons.

4. 歸化者

He/ She has undergone the nationalization process.

前項第一款及第二款及規定，於本法修正公布時之未成年人，亦適用之。

Preceding subparagraphs 1 and 2 shall also apply to the persons who were minors at the time of the revision and promulgation of this Act.

- 113 學年度申請至本校秋季班就讀之外國學生申請日期自 2024 年 7 月 15 日起，應備文件及相關規定應以中華民國教育部網站公布之最新「外國學生來臺就學辦法」之規定為準，請申請者隨時查閱教育部網站(<http://english.moe.gov.tw/content.asp?CuItem=7996>)及本校網站。

The application period for the fall semester of the 2024/ 2025 academic year begins on July 15, 2024. Requirements and regulations can be found on the Ministry of Education (MOE) Website. The most up-to-date version of the MOE “Regulations Regarding International Students Undertaking Studies in Taiwan” is posted on the MOE Website at <http://english.moe.gov.tw/content.asp?CuItem=7996>. Before submitting an application, please check the MOE and WuFeng University websites for important information and updates.

- 申請資格係依據教育部「外國學生來臺就學辦法」之規定，辦法若經修正，將以教育部公告為準。Application eligibility is based on the MOE “Regulations Regarding International Students Undertaking Studies in Taiwan”. If the MOE regulations are revised, the latest MOE regulations shall prevail.

4. 申請程序/ Application Procedures

步驟一 Step 1	<p>➤ 請先確認您的身份是否符合外國學生申請資格，再確認欲申請就讀系所及入學時間之申請截止日期。</p> <p>Please make sure that you are eligible to apply as an international student. Then, check the deadline for the semester and program for which you intend to apply.</p>
步驟二 Step 2	<p>➤ 請至「<u>吳鳳科技大學線上申請系統</u>」進行線上報名，填妥報名資料並確認無誤後送出，即可列印<u>入學申請表</u>、<u>繳交資料紀錄表</u>、<u>具結書</u>、<u>文件驗證切結書(如適用)</u>、<u>財力保證書(如適用)</u>、<u>報名信封封面</u>。</p> <p>Visit the <u>WFU online application system</u>. Create an account and enter your personal data as prompted. Fill out the online application form, ensure that all of the information is correct, then click “send” to complete the online procedures. Print out the <u>Application Form</u>, <u>Checklist</u>, <u>Declaration</u>, <u>Affidavit (of admissions documents to be verified (if applicable))</u>, <u>Financial Guarantee (if applicable)</u> and <u>Application Cover Sheet</u>.</p>
步驟三 Step 3	<p>➤ 請於列印之入學申請表、具結書及文件驗證切結書上簽名。</p> <p>Sign your name on the completed application form, declaration and affidavit (of admissions documents to be verified).</p>
步驟四 Step 4	<p>➤ 準備申請所需文件，並檢查您欲申請之系所是否有另需繳交資料。</p> <p>Prepare all required documents. Please note: Applicants are responsible for determining if additional documents for individual programs are required.</p>
步驟五 Step 5	<p>➤ 申請文件請於截止日前以掛號郵寄或親自送至以下地址(海外地區建議使用 DHL 或 FedEx 等快遞服務)。(請將報名信封封面，黏貼於申請郵件上)</p> <p>The application package must arrive before the application deadline. It can be delivered in person or by post to the following address:</p> <p style="text-align: center;">吳鳳科技大學國際暨兩岸事務中心 62153 嘉義縣民雄鄉建國路二段117號 International & Cross-Strait Affairs Center, WuFeng University 117, Sec 2, Chiankuo Rd, Minhsiung, Chiayi County 62153, Taiwan (R.O.C.)</p> <p>親自繳交受理時間：週一至週五，08:30-17:00 Office hours: Monday to Friday, 8:30-17:00</p> <p>Please note: For application packages mailed from overseas, DHL or FedEx is recommended. Please attach the Application Cover Sheet (see appendix 9) to the exterior of the application package or envelope.</p>
步驟六 Step 6	<p>➤ 當申請表件收到時，我們會以電子郵件方式通知。</p> <p>You will be notified via e-mail when your application package has been received.</p>

5. 申請應繳交資料/ Materials Required for Application

(1) 應繳資料檢核表 (表格將於線上申請表填完後，自動帶出)

Application checklist. (Automatically generated after filling in the online application form)

(2) 入學申請表

Application form

線上填寫後須列印入學申請表，並附貼 2 吋半身脫帽近照。

After filling in the online application form, print out the form and attach a recent passport sized photo (3.5cm x 4.5cm).

(3) 護照影本或其他國籍證明文件

Copy of passport (front page) or other equivalent verification of nationality.

(4) 具結書(表格將於線上申請表填完後，自動帶出)

Declaration (automatically generated after filling in the online application form)

(5) 推薦書二封 (申請碩士班)

Two letters of recommendation (only for Master's degree program applicants)

(6) 學歷證明文件

Academic Credentials

經我國駐外使領館、代表處、辦事處、其他經外交部授權機構(以下簡稱駐外館處)、行政院設立或指定之機構或委託之民間團體驗證之外國學校最高學歷或同等學力證明文件及成績單(中、英文以外之語文，應附中文或英文譯本)

The highest-level diploma and transcript issued by an overseas academic institution. These documents must be authenticated by Taiwan (R.O.C.) embassy, consulate, representative office, another agency authorized by the Ministry of Foreign Affairs (hereafter referred to as "Taiwan's Overseas Representative Office"), or verified by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan (a copy of the translation in Chinese or English is necessary, if the original diploma is in a language other than Chinese or English).

A. 大陸地區學歷：應依大陸地區學歷採認辦法規定辦理。

Academic credentials from Mainland China: The Regulations Governing the Accreditation of Schools in Mainland China shall apply.

B. 香港或澳門地區：應依香港澳門學歷檢附及採認辦法規定辦理。

Academic credentials from Hong Kong or Macau: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macau shall apply.

C. 其他地區學歷：

Academic credentials from other areas:

(A) 海外中華民國學校及大陸地區臺商學校之學歷同我國同級學校學歷。

Academic credentials earned at overseas Taiwanese schools or Taiwanese schools in Mainland China shall be regarded as the same as those at domestic schools with equivalent levels.

- (B) 前二目以外之國外地區學歷，應依大學辦理國外學歷採認辦法規定辦理。但設校或分校於大陸地區之外國學校學歷，應經大陸地區公證處公證，並經行政院設立或指定之機構或委託之民間團體驗證。

Academic credentials referred to in the preceding two items shall be subject to “Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education”. However, academic credentials earned from schools or branches established in Mainland China by foreign institutions shall require public notarization in Mainland China and be verified by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan.

- 成績單須有在校每學期課程所修讀之成績

Transcripts must show grades for every semester of study in which you were enrolled at that institution.

- 應屆畢業生申請者，申請時可不須繳交畢業證書，但註冊時必須繳交，否則取消錄取資格。

Recent graduates do not need to hand in their diploma with their application. The diploma must be submitted at the time of registration, however, or the admissions offer will be revoked.

- 駐外館處網站請至外交部網站(<http://www.taiwanembassy.org>)查詢。

For more information please visit the Ministry of Foreign Affairs website:

(<http://www.taiwanembassy.org>)

(7)財力證明：帳戶存款金額至少美金 3,000 元 (新臺幣 100,000 元)，或獎學金證明。(請選擇以下任一種方式繳交)

Financial Statement with the minimum balance (US\$ 3000 or NT\$ 100,000) or the scholarship from other organization. (Please select one of the following):

- A.最近三個月內經金融機構開具之足夠在臺就學之財力證明影本一份。

Photocopy of a financial statement that demonstrates financial sustainability for study in Taiwan (issued by a financial institution within the past three months).

- B.政府、大專校院或民間機構提供全額獎助學金之證明。

Proof of full scholarship provided by a government agency, university, college or private organization.

- 存款證明非申請人帳戶，需附上資助者之財力保證書及其存款證明(如附表 5)

If the financial statement is not in the name of the applicant, a financial guarantee is also required from the sponsor. (Appendix 5)

備註：根據中華民國政府之規定，印尼申請者在申請簽證時需提供美金 5,000 元之財力證明或提供政府、高等教育機構或民間組織獎學金文件，倘若有變動時請依中華民國政府之規定辦理。

Remarks: According to the government of Taiwan (R.O.C), Indonesian applicants are required to provide financial proof of US\$5,000 or provide government/higher education institution/civil organization scholarship documents when applying for a visa. If there is any change, please follow the regulations of the government of Taiwan (R.O.C).

(8)各系所規定應繳交資料 (請參考 II. 招生系所規定事項)。

Additional required documents for individual programs (Please refer to Part II: Admissions Criteria).

(9)如曾為雙重國籍者須檢附由內政部發給的「喪失國籍許可證明書」影本或其他證明文件。

An applicant who formerly held Taiwan (R.O.C.) citizenship must attach a photocopy of the "Forfeited Nationality Permit Certificate" or other official certificate issued by the Ministry of the Interior.

(10)申請就讀時，應提供基本語文能力證明；中文部分以「華語文能力測驗」(TOCFL)成績 A2 級以上。

Applicants should provide a certificate of language proficiency in Chinese when applying for admission. For admission to a Chinese-taught program, a TOCFL (Test of Chinese as a Foreign Language) certificate for Level A2 is required.

備註 Notes:

- 如在申請截止日期前無法完成驗證手續，請繳交「文件驗證切結書」(如附表 4)，若經錄取，須於報到註冊時繳交經我國駐外館處、行政院設立或指定之機構或委託之民間團體驗證之畢業證書及成績單正本，未能如期繳交者，將取消其錄取資格。

If the verification process is not completed before the application deadline, a signed Affidavit (of Admissions Document to be Verified) (see Appendix 4) must be submitted with the application. At the time of registration, students must provide the original academic degree and transcript verified by a Taiwan overseas representative office, or verified by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan. If the related certificates cannot be submitted on time, the admissions offer will be revoked.

- 所有申請文件概不退還，請自行保留備份。

Application documents will not be returned for any reason. If required, please make copies for your own records.

6. 申請注意事項/ Application Remarks

(1)申請人不曾以僑生身份在中華民國就讀。

Applicant has never studied in Taiwan (R.O.C.) as an Overseas Chinese student.

(2)依教育部規定，外國學生經入學學校以操行、學業成績不及格或因犯刑事案件確定致遭退學者，不得再依「外國學生來臺就學辦法」向本校申請入學。若違反此規定並經查證屬實者，撤銷其入學資格。

In accordance with Ministry of Education (MOE) regulations, international students who are expelled from a university or college due to behavioral issues, poor academic performance or a conviction under the criminal code may not apply for admission under the "Regulations Regarding International Students Undertaking Studies in Taiwan". Any violation of this regulation that is verified will result in an immediate revocation of the individual's WuFeng University (WFU) student status.

(3)已報名或錄取之學生，如經發現申請資格不符規定或所繳交之證件有經變造、偽造、假借、冒用等不實情事者，未入學者即取消錄取資料；已入學者開除學籍，亦不發給任何學歷證明；如將來在本校畢業後始發現者，除勒令繳銷學位證書外，並公告取消其畢業資格。

Offer of admission shall be revoked and/or the student shall be dismissed from WFU if any information provided in the application or any of the supporting documents have been found

to be falsified. Those who have graduated shall have their diploma revoked.

7.入學審查程序/ Application Review

- (1) 本校收件後，將詳細核對申請人之資格及各項表件是否符合及齊備，不合申請規定者應於申請期限內補正，否則不予受理。

When the applicant's documents are received by WFU, their qualification and documents will be gone over to see if there is lack of documents, or any of them is invalid. If the documents do not meet the requirements, the correction shall be made by the application deadline; otherwise the application will not be accepted.

- (2) 本校國際暨兩岸事務中心將合格之申請表件彙整分送各系初審，由本校國際暨兩岸事務中心彙整提請本校國際暨兩岸交流委員會進行複審，並由吳鳳科技大學國際暨兩岸交流委員會決定複審錄取名單。

The valid applicants' documents will be distributed to each of departments, and the International & Cross-strait Affairs Center will call the International & Cross-strait Affairs Committee Meeting to conduct the second interview over the applicants' qualification, and the admission list will be determined in the committee meeting.

- (3) 經複審錄取者，由本校國際暨兩岸事務中心發送註冊通知及相關入學注意事項

The International & Cross-strait Affairs Center will send the registration notice to the applicants passing the second interview.

- (4) 初審或複審未獲錄取者，除由本校國際暨兩岸事務中心另函通知外，各項申請表件均不予退回。

All application documents will not be returned to applicants other than the further notification made by the International & Cross-strait Affairs Center if they do not pass the first or second review.

- (5) 已報名或錄取之學生，如經發現申請資格不符教育部「外國學生來臺就學辦法」規定或所繳交方式有不實、偽造、假借、塗改、學歷資格不具合法有效之情事，即取消其申請、入學資格、開除學籍或撤銷其本校畢業資格與學位證書，且不發給任何學歷(力)證明。

When an international student who has applied for or has received an admission offer from WFU violates any regulations of the *International Students Undertaking Studies in Taiwan*, MOE, or when any of the documents and qualifications submitted is found to be fraudulent, forged, fabricated, altered, or invalid, their application or admission offer will be canceled immediately. If the said student is already enrolled, the applicant will be subject to a revocation of enrollment, or a revocation of graduation qualifications and cancellation of WFU diploma. No academic certificate whatsoever will be issued.

8.修業期限/ Program Duration

學士班：4 年至 6 年	Bachelor program: 4-6 years
碩士班：1 年至 4 年	Master program: 1-4 years

9.招生名額 / Admission Quota

學位 Degree	學士班 Bachelor program	碩士班 Master program
招收對象 Target Student	新生 Freshman	新生 Freshman
招生名額 Admission Quota	76	3

10.申請費用 / Application Fee

申請費：免收

Application fee: None

11.放榜/ Result Announcement

項目 / Items	秋季班/ Fall Semester	春季班/ Spring Semester
公告錄取名單 Result of Admission Posted on the WFU website	2024 年 8 月 2 日 August 2, 2024	2024 年 12 月 30 日 Dec 30, 2024
寄發錄取/不錄取通知 Acceptance/ Non-acceptance Letters Sent to Applicants	2024 年 8 月初 Beginning of August, 2024	2025 年 1 月中旬 Mid-January, 2025
【註】錄取名單公告於本校國際暨兩岸事務中心網頁，入學通知單則以 DHL 或 FedEx 等快遞郵件寄發。 Result of admission will be posted on the WFU website. Acceptance letters will be delivered via DHL or FedEx.		

12.報到及註冊入學/ Registration

(1)錄取生應依錄取通知之規定，在指定期限內辦理「網路報到」手續(網址將載明於錄取通知單上)。

Admitted applicants are required to submit an online New Student Confirmation Form to the International & Cross-strait Affairs Center prior to the appropriate deadline. The URL for the online confirmation form will be noted in the acceptance letter.

(2)已完成「網路報到」之新生應依錄取通知之規定辦理報到及註冊手續，並繳驗護照、經我國駐外館處、行政院設立或指定之機構或委託之民間團體驗證之畢業證書、成績單及健康檢查正本(檢驗後歸還)，始得註冊入學。

Admitted applicants after completed the online New Student Confirmation Form must, prior to the date specified in the acceptance letter, come to the university to register. At that time, applicants must present their passport, diploma, transcripts and health certificate (originals) officially verified by a Taiwan overseas representative office, or verified by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan. (Please note: photocopied documents will not be accepted; all original documents will be returned after inspection).

(3)考生錄取後未能依規定時間註冊入學者，須於上課開始日前，申請保留入學資格，經學校核准後，始可於次學年度申請辦理入學。

Admitted applicants who are unable to register by the registration deadline must apply for an admissions status extension before the first day of class. With an approved extension, the applicant is allowed to enroll the following academic year.

(4)經錄取學生註冊入學後，其學分抵免係依本校「吳鳳科技大學學生抵免科目學分實施要點」辦理。

Transfer credits from other colleges/ universities shall be handled according to the WFU credit transfer regulations.

13.獎學金/ Scholarship Information

(1)一般入學獎助學金 R2 Regular 2

(A).申請資格：擁有 TOCFL A2 等級的證照。

(A). Requirement : Score A2 on TOCFL.

(B).適用對象：學士班。

(B). Suitable : Bachelor degree.

(C).內容：

(1).第 1 學期學費全免。

(2).早鳥優惠：第 1 學期住宿費半價(4~6 人房)。

(3).擁有 TOEFL ITP 100 分，IELTS 6.5 分、TOEIC 900 分者，可再有獲得獎學金新台幣 5000 元，於第 3 學期及第 4 學期分別以新台幣 2500 元發放。

(C). Contents:

(1). 1st semester tuition fees waiver.

(2). Early Bird : 1st semester half price for accommodation fee. (Room for 4~6 people)

(3). Those with TOEFL IBP 100 points or IELTS 6.5 points or TOEIC 900 points can receive an additional scholarship of NT\$5,000, which will be awarded in the amount of NT\$2,500 in the third and fourth semesters respectively.

(2)碩士菁英獎助學金 Master's Elite Scholarship

(A).申請資格：擁有 TOCFL A2 等級的證照。

(A). Requirement : Score A2 on TOCFL.

(B).適用對象：碩士班。

(B). Suitable : Master's degree.

(C).內容：擁有 TOEFL ITP 100 分，IELTS 6.5 分、TOEIC 900 分者，可得獎學金新台幣 5000 元，於第 3 學期及第 4 學期分別以新台幣 2500 元發放。

(C).Contents: Those with TOEFL ITP 100 points or IELTS 6.5 points or TOEIC 900 points apply scholarship of NT\$5,000, which will be awarded in the amount of NT\$2,500 in the third and fourth semesters respectively.

(3)臺灣獎學金/ Taiwan Scholarship

外國學生得於入境前向中華民國駐外單位或代表處申請政府核發之「臺灣獎學金」，有關獎學金訊息請參考外交部臺灣獎助學金入口網，<https://tafs.mofa.gov.tw/>。

Foreign students intending to study in Taiwan may apply for the "Taiwan Scholarship" through Taiwan's overseas missions or representative offices before their arrival. For detailed information about this scholarship, please visit the Ministry of Foreign Affairs Taiwan

Scholarship website at <https://tafs.mofa.gov.tw/>.

(A).申請條件/適用對象：符合外交部規範之條件者。

(A). Requirement / Suitable : Eligibility for this scholarship is determined based on criteria set by the Ministry of Foreign Affairs.

(B).內容：

- (1).受獎學生於先修華語期間，每月領取獎學金新臺幣二萬五千元。
- (2).受獎學生於學位學程期間，每月領取獎學金新臺幣三萬元。
- (3).受獎學生須自付在臺所有費用，本部不再提供其他津貼補助。
- (4).外交部提供每位受獎生來臺及返國最直接航程單程經濟艙機票各乙張。

(B). Contents:

- (1).The scholarship recipients will receive a monthly scholarship of NT\$25,000 during the period of taking Chinese language courses.
- (2).Throughout their degree program, The awarded students will receive a monthly scholarship of NT\$30,000
- (3).Scholarship recipients are responsible for covering all expenses incurred during their stay in Taiwan, and the department will not provide additional allowances or subsidies.
- (4).The Ministry of Foreign Affairs will provide each scholarship recipient with one-way economy class airfare for the most direct flight to Taiwan, as well as for their return flight to their home country.

※本校獎助學金設立依教育部相關法令規定進行修正及辦理。

※ WuFeng University reserves the right to modify or change the contents of the admission Handbook, and shall be revised and handled in accordance with the relevant laws and regulations of the Ministry of Education.

備註 Note:

1. 該學期不符領取資格者，該學期之獎助學金不再補發。兩學期末符合領取資格者，取消後續獎助學金。
Those who do not meet the qualifications for the scholarship, it will not be reissued for that semester. Those who fail to meet the qualifications for up to two semesters will not be offered subsequent scholarships.
2. 早鳥優惠截止日期：秋季班每年 6 月 15 日之前；春季班每年 10 月 31 日之前。
Early bird deadline: Fall semester by Jun. 15th and spring semester by Oct. 31th.

14.學雜費收、退費標準/ Tuition and Fees Information and Refund Standard

本校學雜費收費標準如下表，請參考。(每一學年分二學期)

Tuition and fees are subject to annual change (Please note: there are two semesters in each academic year).

所有金額以新台幣計算(學士班及碩士班相同)

All rates shown are in NTD (Same for bachelor's and master's degrees)

費用 rates 院別 College	學費 tuition	雜費 Miscellaneous Fees	合計 total
安全工程學院 College of Safety and Engineering	39,780	14,350	54,130
數位管理學院 College of Digital Entrepreneurship	38,040	9,180	47,220
醫學健康學院 College of Medical and Health Sciences	38,040	9,180	47,220
備註/Notes: ※數位科技與媒體設計系依本校安全工程學院收費標準。 ※College of Safety and Engineering rates apply to Department of Computer Technology and Multimedia. ※學士班與碩士班皆依該系學院收費標準。 ※Tuition fees for both undergraduate and graduate programs are determined based on the fee standards of the departments or colleges. ※電腦實習費 850、學生平安保險費 570、網路使用費 200、清潔費 280，每學期另外收取。 ※Other fees including Computer appliance NT850, Insurance NT570, Internet NT200, Cleaning service NT280, all charged per each semester.			

本校學雜費退費標準如下表，請參考。

Tuition and fees refund standard is as shown below:

學生休、退學時間 Time of Suspension or Withdrawal of Study	學費、雜費退費比例 Refund Percentage	備註 Notes
一、註冊日（包括當日）前申請休退學者 Before registration day	免繳費，已收費者，全額退費 Full refund of tuition and fees	
二、於註冊日之次日起至上課（開學）日之前一日申請休、退學者 Between the day after registration day and the day before the semester begins	學費退還三分之二，雜費全部退還 2/3 refund of tuition and full refund of miscellaneous fees	其採學分學雜費核算者，退還學分費全部。 If the student's tuition and fees are calculated per credit hours, the fees per credit hours would be refunded fully.
三、於上課（開學）日（包括當日）之後而未逾學期三分之一申請休、退學者 Between the first day of a semester and 1/3 of a semester	學費、雜費退還三分之二 2/3 refund of tuition and fees	其採學分學雜費核算者，退還學分費三分之二 If the student's tuition and fees are calculated per credit hours, 2/3 of the fees per credit hours would be refunded.
四、於上課（開學）日（包括當日）之後逾學期三分之一，而未逾學期三分之二申請休、退學者 Between 1/3 of a semester and 2/3 of a semester	學費、雜費退還三分之一 1/3 refund of tuition and fees	其採學分學雜費或核算者，退還學分費三分之一 If the student's tuition and fees are calculated per credit hours, 1/3 of the fees per credit hours would be refunded.
五、於上課（開學）日（包括當日）之後逾學期三分之二申請休、退學者 After 2/3 of a semester	所繳學費、雜費，不予退還 Tuition and fees are non-refundable	

15. 保險費 / Insurance

全民健保 National Health Insurance	NT826/ per month (一個月)
外籍學生健康保險 Foreign Student Health Insurance	NT3,000/ 1 st semester (入學後第一學期)

(1)學生於註冊時，應檢附於國外投保自入境當日起至少六個月，並經駐外館處認證且得於中華民國使用之健康保險。

Until they are eligible to enroll in the National Health Insurance Program, international students should purchase their own health insurance (for the first six months of their stay in Taiwan). Overseas insurance should be certified by a Taiwan overseas representative office in the student's home country or the nearest Taiwan overseas representative office.

(2)國際學生在臺取得居留證後並連續居住滿六個月，始可加入全民健保。

International students can join the National Health Insurance after they have obtained a residence permit in Taiwan and have lived continuously for six months.

(3)國際學生於入臺前若未投保健康保險，可洽本校國際暨兩岸事務中心協助在臺投保健康保險。

Please check with the International & Cross-Strait Affairs Center for information regarding medical insurance (Foreign Student Health Insurance).

16.其他費用/ Other Fees

(1)收費標準/ Rates:

※下表各項費用如有調整，以實際公告金額為主。

※The above-mentioned rates are flexible, please refer to the formal notice for the actual amount.

項目 Fees	說明 Description	收費標準				
		六人房 Six-person room	四人房 Quadruple Room	三人房 Triple Room	雙人房 Double Room	單人房 Single Room
宿舍費 Dormitory Housing	一學期(4個月)/ Per semester (4 months)	NT11,000	NT12,000	NT16,000	NT24,000	NT48,000
	寒暑假以月租計 Summer & winter vacations per month	NT2,750	NT3,000	NT4,000	NT6,000	NT12,000
宿舍網路費 Dorm Internet	一學期(4個月)/ Per semester (4 months)	NT1,000				
	寒暑假以月租計 Summer & winter vacations per month	NT250				
學生團體保險費 Student Insurance	學期/ Per semester	NT570 個別繳費 Pay respectively				
清潔費 Cleaning Service	學期/ Per semester	NT280 個別繳費 Pay respectively				
電腦實習費 Computer Appliance	學期/ Per semester	NT850 個別繳費 Pay respectively				
停車費(機車) Motorcycle Parking	學年/ Per academic year	NT200 個別申請並繳費 Apply and pay respectively				

(2)除了學雜費及宿舍費用外，生活費每個月約新臺幣 4,000 元~7,000 元；書籍費依照所修習課程而有不同，書籍費每學期約 3,000 元~6,000 元。

In addition to tuition and fees, a general living expenses estimated to be around NT4,000 to NT7,000 per month. Book expenses vary from course to course. The cost for books is expected to be around NT3,000 to NT6,000 per semester

- * 吳鳳科技大學保留修改本簡章提及收費條件之權利。收費標準若有調整將公告於本校網站。
- * WuFeng University reserves the right to change or modify any of the above-mentioned terms and conditions. Rates subject to change or modification will be available on university's website.

17.其他注意事項/ Other Remarks

- (1)現代奴隸的定義是強迫、威脅或是欺騙等手段剝削受害者及其自由。

我了解我是出於自願並有意就讀吳鳳科技大學，而非遭到剝削。

Modern slavery describes situations where coercion, threats or deception are used to exploit victims and undermine their freedom.

I understand that I want to attend WuFeng University as a student under my own will, to my best understanding, and NOT being exploited.

- (2)報名時繳交之「畢業證書」，除海外中華民國學校所發外，其他應依教育部「國外學歷查證認定作業要點」之規定辦理。

Except for diplomas issued by Overseas Taiwanese schools, diplomas submitted for application review shall first be authenticated in accordance with the rules promulgated by the Ministry of Education.

- (3)入學許可並不保證簽證之取得，簽證須由我國外交部領事事務局或駐外館處核發。

Acceptance letters or admissions notices do not guarantee visa issuance. Visas are approved by the Ministry of Foreign Affairs or Taiwan overseas representative office.

- (4)依行政院衛福部疾病管制署規定，來臺研習六個月以上之外籍學生及僑生，於申請居留簽證或居留證時，須繳交近3個月內由衛生福利部指定外籍人士體檢國內醫院或國外醫院出具之健康檢查合格證明(居留或定居健康檢查項目表)，國外健檢證明須經中華民國駐外館處驗證。詳細資料請參閱外交部領事事務局網站(<http://www.boca.gov.tw>)

According to regulations stipulated by the Center for Disease Control (CDC) (Department of Health, Executive Yuan), students with a foreign nationality and oversea Taiwanese students that will be studying in Taiwan for 6 months or more are required to submit the "Health Certificate for Residence Application" that is issued within 3 months by one of the local hospitals designated by the Centers for Disease Control of Ministry of Health and Welfare of Taiwan (R.O.C.) or a foreign hospital. Health certificates issued by foreign hospitals must be authenticated by an Taiwan (R.O.C.) overseas mission. For details, please refer to the Bureau of Consular Affairs (Ministry of Foreign Affairs) website: <http://www.boca.gov.tw>.

- (5)依菸害防制法規定，大專校院全面禁止吸菸。

According to the Tobacco Hazard Control Act, comprehensive smoking ban in colleges and universities.

- (6)本申請入學係依據本校學則及「吳鳳科技大學外國學生申請入學規定」辦理。

International student admissions are based on "WFO Study Regulations and the WFO Regulations Governing International Student Admissions".

- (7)「吳鳳科技大學外國學生申請入學規定」係依據教育部「外國學生來臺就學辦法」所訂定，辦法若經修正，將以教育部公告為準。

The WFO Regulations Governing International Student Admissions is established in accordance with Ministry of Education (MOE) "Regulations Regarding International Students Undertaking Studies in Taiwan". If MOE regulations are revised, the latest MOE regulations shall prevail.

(8)本簡章若有未盡事宜，依相關法令規定及本校審查會議決議辦理。

Any application matters not stipulated here shall be handled in accordance with WFU regulations and Admissions Committee.

18.聯絡資訊/ Contact Information

外國學生申請入學窗口：

International student admissions and affairs:

International & Cross-Strait Affairs Center, WuFeng University

E-mail: iac@wfu.edu.tw

TEL: +886-5-2267125 ext. 21931~21933、21814、21818

II. 招生系所規定事項/ Admissions Criteria

語言能力證明繳交說明

Instruction for Submitting Language Proficiency Certificate：

類別 Category	說明 Details
華語能力證明 Chinese Proficiency Certificate	須達到 TOCFL A2 (基礎級) 以上的程度。 Language proficiency must be above TOCFL A2 (Waystage).

授課方式 Teaching Methods：

代碼 Code	授課方式 Teaching Methods
【A】	該系所/學程採中文授課 The courses taught in Chinese.
【B】	該系所/學程採中文授課，部分課程配合國內生 EMI 教學授課方式。 The department/program offers courses taught in Chinese, with some courses utilizing the EMI (English as a Medium of Instruction) teaching method to meet the needs of students.

1. 本校目前有安全工程、數位管理及醫學健康 3 個學院，計 9 個學士班及 2 個碩士班，開放招收外國學生。

WFU is comprised of four colleges: Safety and Engineering, Digital Entrepreneurship, and Medical and Health Sciences. with 9 undergraduate programs and 2 Master's degree programs that accept international student applications.

2. 有關課程相關問題，請逕洽本校國際暨兩岸事務中心，電話號碼：+886-5-2269954。

Regarding course requirements, please contact the International & Cross-strait Affairs Center (+886-5-2269954).

招生系所/ Academic Program

系所 Department		學位/ Program	
		學士班 Bachelor	碩士班 Master
餐旅管理系	Dept. of Hospitality Management	● 【A】	● 【B】
機械與智慧製造工程系	Dept. of Mechanical and Intelligent Manufacturing Engineering	● 【A】	
電機工程系	Dept. of Electrical Engineering	● 【A】	● 【B】
消防系	Dept. of Fire Science	● 【A】	
車輛工程系	Dept. of Vehicle Engineering	● 【A】	
觀光休閒管理系	Dept. of Tourism and Leisure Management	● 【A】	
數位科技與媒體設計系	Dept. of Computer Technology and Multimedia	● 【A】	
幼兒保育系	Dept. of Early Childhood Educare	● 【A】	
休閒遊憩與運動管理系	Dept. of Recreation & Sport Managment	● 【A】	

●表示招收新生。

● open for freshmen application.

各系所規定繳交資料說明如下：

Additional required documents for individual programs are listed below:

Website: <https://cia.wfu.edu.tw/>

Phone No.: +886-5-2267125 ext. 21931~21933、21814、21818

E-mail: iac@wfu.edu.tw

系所(學制) / Dept.(Program)	應繳交資料/ Required Documents
電機工程系光機電暨材料碩士班 Institute of Opto-Mechatronics and Materials (Master's Degree)	1. 自傳及讀書計畫 Autobiography and study plan 2. 任何已發表之文獻、專書論文及專利等 Publications including research papers, books, patents, etc. 3. 華語或英語語言能力證明，其中華語語言能力證明為必須繳交的文件（華語須達到 TOCFL A2 (基礎級) 以上的程度) Applicant should provide Chinese or English Language Proficiency Certificate, and the Chinese Proficiency Certificate is essential document (Chinese Language proficiency must be above TOCFL A2 (Waystage)) 4. 其他有助於審查之資料 Any supplementary materials helpful for review.
餐旅管理與餐飲安全碩士班 Hospitality Management and Food & Beverage Safety Program (Master's Degree)	
機械與智慧製造工程系(四年制大學) Dept. of Mechanical and Intelligent Manufacturing Engineering (Bachelor's Degree)	1. 自傳 Autobiography 2. 華語語言能力證明（華語須達到 TOCFL A2 (基礎級) 以上的程度) Chinese Language Proficiency Certificate (Language proficiency must be above TOCFL A2 (Waystage)) 3. 其他有助於審查之資料 Any supplementary materials helpful for review.
電機工程系(四年制大學) Dept. of Electrical Engineering (Bachelor's Degree)	
消防系(四年制大學) Dept. of Fire Science (Bachelor's Degree)	
數位科技與媒體設計系(四年制大學) Dept. of Computer Technology and Multimedia (Bachelor's Degree)	
餐旅管理系(四年制大學) Dept. of Hospitality Management (Bachelor's Degree)	
觀光休閒管理系(四年制大學) Dept. of Tourism and Leisure Management (Bachelor's Degree)	
幼兒保育系(四年制大學) Dept. of Early Childhood Educare (Bachelor's Degree)	
車輛工程系(四年制大學) Dept. of Vehicle Engineering (Bachelor's Degree)	
休閒遊憩與運動管理系(四年制大學) Dept. of Recreation & Sport Managment (Bachelor's Degree)	

III. 附件資料 Appendix

附表 Appendix 1

吳鳳科技大學 113 學年度外國學生申請入學申請表
2024-2025 Application Form



※請務必先到網址完成填寫報名表

※Please go to the website to complete the registration form first

https://sais1.wfu.edu.tw/IISystem/school/foreign/foreign_admission.jspf

※Please read carefully and fill out the application form clearly in print.

申請人請詳細閱讀，並以正楷填寫清楚。

I. Personal Information 個人資料

Applicant's Name 申請人姓名	Chinese (If applicable) 中文				photo here 在此黏貼最近相片 (1"x2")	
	English					
	(Surname)		(Given Name)			
	※Please fill in your Chinese name if it is available. 如有中文名字請填入 ※Please fill in your English name as appeared in the passport 依護照姓名填寫					
Date of Birth 出生日期	Month 月 / Date 日 / Year 年		Birth Country 出生國家		Gender 性別	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
Nationality 國籍			E-mail 電子郵件			
Mailing Address 通訊地址			Permanent Address 永久地址			
Telephone 電話	+()		Cell phone 行動電話			
Applicant's Father 申請人父親	Name 姓名		Nationality 國籍			
Applicant's Mother 申請人母親	Name 姓名		Nationality 國籍			
Contact Person 聯絡人	Name 姓名		Relationship 與申請人關係			
	E-mail 電子郵件		Telephone 電話			

II. Department (or graduate school) / program you intend to study

擬申請就讀之系所及學位

Department or Graduate school 系所(組)名稱	(Please refer to the "Academic program" for International Students in the Academic Year 請參考當學年度招收外籍生之系所)	Remark 備註
Program 學制	<input type="checkbox"/> Bachelor 四年制學士 <input type="checkbox"/> Master 碩士	
Semester 班別	<input type="checkbox"/> 秋季班 Fall semester <input type="checkbox"/> 春季班 Spring semester	

III. Educational Background 教育背景

Academic Credentials 學歷證明	Name of School 學校名稱	City and Country 學校所在地	Major 主修學門	Minor 副修學門	Academic Credentials 學歷證明	Date Certificate Granted 取得日期
Secondary School 中等學校						
University / College 大學 / 學院						

IV. Chinese Proficiency 華語語言能力

Have you learned Chinese? 是否學過華語?	<input type="checkbox"/> Yes 是	If yes, how many years have you formally studied Chinese? 曾學習華語幾年?	
	<input type="checkbox"/> No 否	If yes, where did you study Chinese? (high school, college, language institute)? 學習華語環境(高中、大學、語文機構)	
Have you taken any Chinese proficiency test? 您是否參加過華語語文能力測驗?	<input type="checkbox"/> Yes 是	If yes, what is the name of the test? 何種測驗?	
	<input type="checkbox"/> No 否	Score 分數	
Self- evaluation of Chinese Proficiency 華語語言能力自我評估			
Listening 聽	<input type="checkbox"/> Excellent 優	<input type="checkbox"/> Good 佳	<input type="checkbox"/> Average 尚可 <input type="checkbox"/> Poor 差
Speaking 說	<input type="checkbox"/> Excellent 優	<input type="checkbox"/> Good 佳	<input type="checkbox"/> Average 尚可 <input type="checkbox"/> Poor 差
Reading 讀	<input type="checkbox"/> Excellent 優	<input type="checkbox"/> Good 佳	<input type="checkbox"/> Average 尚可 <input type="checkbox"/> Poor 差
Writing 寫	<input type="checkbox"/> Excellent 優	<input type="checkbox"/> Good 佳	<input type="checkbox"/> Average 尚可 <input type="checkbox"/> Poor 差

V. English Proficiency 英文語言能力

Have you taken any English proficiency test? 您是否參加過英文語文能力測驗?	<input type="checkbox"/> Yes 是	If yes, what is the name of the test? 何種測驗	
	<input type="checkbox"/> No 否	Score 分數	
Self- evaluation of English Proficiency 英文語言能力自我評估			
Listening 聽	<input type="checkbox"/> Excellent 優	<input type="checkbox"/> Good 佳	<input type="checkbox"/> Average 尚可 <input type="checkbox"/> Poor 差
Speaking 說	<input type="checkbox"/> Excellent 優	<input type="checkbox"/> Good 佳	<input type="checkbox"/> Average 尚可 <input type="checkbox"/> Poor 差
Reading 讀	<input type="checkbox"/> Excellent 優	<input type="checkbox"/> Good 佳	<input type="checkbox"/> Average 尚可 <input type="checkbox"/> Poor 差
Writing 寫	<input type="checkbox"/> Excellent 優	<input type="checkbox"/> Good 佳	<input type="checkbox"/> Average 尚可 <input type="checkbox"/> Poor 差

VI. Work Experience & Trainings 工作經驗及訓練

Do you have any work experience or other trainings? 是否有工作的經驗？	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	If yes, what's the name of the institution? 若是，請問服務機關為？	
		Job tenure 工作年資	

VII. Additional Information 其他資料

Publication (If necessary, attach a list of publication) 著作(如有必要，請附一覽表)	
Health condition (If you have any major health problem or physical disability, please describe it) 健康情形(如有疾病或身心障礙情形，請敘明之) <input type="checkbox"/> good 佳 <input type="checkbox"/> average 尚可 <input type="checkbox"/> poor 差	

VIII. Contact in Taiwan 在臺連絡人

Name 姓名		Telephone 電話	
E-Mail 電子郵件		Cell phone 手機	
Address 通訊地址			
在臺連絡人：_____ Contact Person's Signature 日期：_____ Date _____			

I certify that all information submitted in the admission process is my own work, factually true and honestly presented.

以上資料確由本人填寫，並經詳細檢檢查，保證誠實且正確無誤。

申請人(具結人)簽章 Applicant's signature _____

申請(具結)日期 Application Date _____

吳鳳科技大學外國學生繳交資料紀錄表

Application Checklist

申請系所 Department : _____

修讀學位 Program: ☐ 學士 Bachelor ☐ 碩士 Master

中文姓名 Full name in Chinese : _____

英文姓名 Full name in English : _____

聯絡電話 Telephone : _____ E-mail : _____

應繳交資料(提出申請表時請自行勾選下列已繳交項目) :

Required documents for application (Please place a check mark ✓ in the space provided)

繳交註記 Check Mark	項目 Items	數量 Quantity
	1. 繳交資料紀錄表 Application Checklist	1
	2. 入學申請表 Completed application form	1
	3. 護照影印本或其他國籍證明文件 Copy of passport (front page) or other equivalent verification of nationality.	1
	4. 具結書 Declaration	1
	5. 推薦書二封 (申請碩士班生繳交) Two letters of recommendation (only for Master degree program applicants)	2
	6. 畢業證書影本一份 (附經公證之中文或英文譯本) One photocopy of diploma (notarized copy of the translation in English or Chinese is necessary if the original diploma is not in English or Chinese.)	1
	7. 成績單影本一份 (附經公證之中文或英文譯本) One photocopy of transcript (notarized copy of the translation in English or Chinese is necessary if the original diploma is not in English or Chinese.)	1
	8. 財力證明書 Financial Statement	1
	9. 華語能力證明 (華語須達到 TOCFL A2 (基礎級) 以上的程度) Chinese Language Proficiency Certificate (Chinese Language proficiency must be above TOCFL A2 (Waystage))	1
	10. 各系所規定應繳交資料(請註明) Additional documents required by individual program. (please specify) (1) _____ (2) _____ (3) _____ (4) _____	

※ 所有申請文件一律不退還，請自行保留備份。

No application document will be returned. If required, please make copies for your records.

吳鳳科技大學外國學生具結書

Declaration

1. 本人保證符合中華民國教育部「外國學生來臺就學辦法」之規定。

I hereby attest that I am qualified to apply for admission as an international student under the “Regulations Regarding International Students Undertaking Studies in Taiwan” as promulgated by the Ministry of Education, Taiwan (R.O.C.)

2. 本人保證符合以下其中之一：

I hereby attest that I fulfill one of the following conditions:

- ☐ 具外國國籍且未曾具有中華民國國籍，於申請時亦不具僑生資格。

At the time of application, I am holding foreign nationality and have never held Taiwan (R.O.C.) nationality. Moreover, I do not have overseas Chinese student status.

- ☐ 具外國國籍及兼具中華民國國籍者，自始未曾在臺設有戶籍，並於申請時已連續居留海外6年以上者，且未曾以僑生身份在臺就學，具未於當年度接受海外聯合招生委員會分發。

At the time of application, I am holding both foreign and Taiwan (R.O.C.) nationalities but have never been registered as part of a household in Taiwan. Moreover, I have been living abroad continuously for more than 6 years, have never studied as an overseas Chinese student in Taiwan and have not been approved for student status by the University Entrance Committee for Overseas Chinese Students in the enrollment year.

- ☐ 具外國國籍，具曾兼具中華民國國籍者，於申請時已經內政部許可喪失中華民國國籍已滿8年，並於申請時已連續居留海外6年以上者，且未曾以僑生身份在臺就學，具未於當年度接受海外聯合招生委員會分發。

I am holding foreign nationality and once had Taiwan (R.O.C.) nationality but have not been registered as part of household in Taiwan, as determined by the Ministry of Interior, for at least 8 years. I have been continuously living abroad for more than 6 years. Moreover, I have never studied as an overseas Chinese student in Taiwan and have not been approved for student status by the University Entrance Committee for Overseas Chinese Students in the enrollment year.

- ☐ 具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍，申請時於香港、澳門或海外連續居留滿6年以上者。

An applicant holding foreign

- ☐ 曾為大陸地區人民具外國國籍具未曾在臺設有戶籍，申請時已連續居留海外6年以上者。

3. 本人所提供之最高學歷證明(申請大學部者提出高中畢業證書、申請碩士班者提出大學畢業證書)，在畢業學校所在地國家均為合法有效取得畢業資格，並所持之證件相當於中華民國國內之各級合法學校授予之相當學位。

The diploma granted by the educational institution I last attended is valid and has been awarded legally in the country where I graduated. The certificate is comparable to that which is awarded by certified schools in Taiwan.

4. 本人所提供之所有相關資料(包括學歷、護照及其他相關文件之正本及影本)均為合法有效之文件，如有不符規定或變造之情事，經查屬實及取消入學資格，且不發給任何有關之學分證明。

All of the documents provided (including diploma, passport and other relevant documents, original or copy) are valid. Should any documents be found to be invalid or false, my admission to WFU will be

revoked, and no proof of attendance will be issued.

5. 本人取得入學許可後，在辦理報到時，須繳交我國駐外館處、行政院設立或指定之機構或委託之民間團體驗證之畢業證書及成績單(認證章)正本，始得註冊入學，屆時若未如期繳交，即由貴校取消入學資格，絕無異議。

At the time of registration, admitted applicants must provide the original academic degree diploma and transcripts verified by a Taiwan overseas representative office, or verified by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan. If the related certificates cannot be submitted on time, the admissions offer will be revoked.

6. 本人不曾在台以外國學生身份完成高中學校學程，亦未曾遭中華民國國內大專院校退學。

I hereby certify that I did not complete a high school program in Taiwan under international student status, and I have never been expelled from any university or college in Taiwan.

7. 本人瞭解「外國學生經入學學校以操行、學業成績不及格或因犯刑事案件經判刑確定致遭退學者，不得再依吳鳳科技大學外國學生申請入學規定申請入學」。

I understand that foreign students who have been expelled from a university or a college in Taiwan are not eligible to apply for admission. Violation of this policy will result in the immediate cancellation of my admission or revocation of my status as a registered student.

8. 簡章中文版與英譯版語意有所差異時，以中文版為主。

If there should be any discrepancy or contradiction between the Chinese and translated English versions, the Chinese version shall prevail.

上述所陳之任一事項同意授權貴校查證，如有不實或不符規定等情事，於入學後經查證屬實者，本人願意接受貴校註銷學籍處分，絕無異議。

I authorize WuFeng University to verify the information provided above. If any document is found to be false after admission, I have no objection to being deprived of registered student status.

申請人（具結人）簽章

Applicant's Signature

申請（具結）日期

Application Date

吳鳳科技大學文件驗證切結書

Affidavit (of admissions documents to be verified)

考生 _____ 申請貴校 _____ 外國學生申請入學，保證
(請填寫姓名) (請填寫申請系所)

於報到註冊時補交下列文件：

I, _____, applying for the _____ at
(Full Name) (Department Name)

WuFeng University, hereby promise that I will submit the following verified documents to WuFeng University at the time of registration.

Please confirm the following items and place a check mark (v) next to those documents to be submitted.

繳交註記 Check (v)	項目 Items
	經駐外單位驗證之國外最高學歷證件正本一份 One original highest educational diploma authorized by the Taiwan Overseas Representative Office.
	經駐外單位驗證之最高成績證明正本一份 One original highest educational transcript authorized by the Taiwan Overseas Representative Office.

若在報到時無法繳交經駐外單位驗證之學歷證明及成績單正本；本人願放棄錄取資格，絕無異議。

(※中英文以外之語文，應附經驗證之中文或英文譯本)

Furthermore, at the time of registration I will present my original diploma and transcript to WuFeng University. I understand that if I cannot submit the copies of the verified documents or the original diploma or transcript at the time of registration, my qualification for enrollment will be revoked.

(Note: if the original documents are not in English or Chinese, an English or Chinese copy notarized by a Taiwan overseas representative office is also required.)

切結人簽章

Applicant's Signature _____

切結日期

Application Date _____

財力保證書

Financial Guarantee

本人 _____ 與被保證人 _____ 關係是 _____
(請填寫姓名) (請填寫被保證人姓名) (請填寫關係)

，提出最近三個月內經金融機構開具之足夠在臺就學之財力證明影本一份，財力證明應有至少 6 個月之經常性財力 3,000 美金或 100,000 新臺幣以上，且願擔保被保證人在吳鳳科技大學就學及生活所需一切費用支出。

此致

吳鳳學校財團法人吳鳳科技大學

I, _____, and the applicant, _____
(Full Name) (Applicant's Name)

Our relationship is _____,
(relationship between applicant and guarantor)

hereby present the photocopy of a financial statement that demonstrates financial sustainability for studying in Taiwan of which should be at least 3,000 USD or 100,000 NTD (issued by a financial institution within the past three months) to sustain at least 6 months of studying, and guarantee that the applicant's total living and tuition expenses while attending WuFeng University will be paid in full.

保證人(Guarantor):

護照(居留證)號碼 (Passport (ARC) No.):

聯絡電話 (TEL):

電子郵件 (E-mail):

具結日期 (Date): 年(Y) 月(M) 日(D)

自傳 Autobiography

申請人 Applicant:

請以中文或英文撰寫約 500 字，敘述個人背景、求學動機、求學期間之讀書計畫等，以及完成學業後之規劃。

In the following space, please write a statement of about 500 words either in Chinese or in English stating your background, motivations, study plan, and career plan after completion of your studies.

讀書計畫 Study Plan

申請人 Applicant:

--

外國學生申請入學推薦書

International Student Admissions Recommendation Form

致推薦人 To the referee:

被推薦人目前申請就讀吳鳳科技大學，感謝您撥冗填寫本推薦書，請詳實填寫，以利審核工作進行。若有需要，可自行增加版面，謝謝您的配合。

This person is applying for admission to WuFeng University. We would appreciate receiving your opinions regarding this applicant. Please feel free to add pages to make additional comments. We sincerely thank you for your time and effort.

被推薦人姓名/ Name of Applicant:

1. 您是何時認識被推薦人？您如何認識被推薦人？

How long have you known the applicant? How do you know him/her?

2. 請您敘述被推薦人的優缺點。

What are the applicant's strengths and weaknesses?

3. 其他推薦事項。

Other recommendations:

推薦人簽名 Referee's Signature:

職稱 Position:

服務單位 Institution:

電話 TEL:

電郵 E-mail:

日期 Date:

地址 Add:

■ 如果我們有其他的問題，是否能與您聯絡？

May we contact with you if we have additional question? ☐ 是 Yes ☐ 否 No

■ 請將此表格放入信封中，並請於彌封處簽章。

Please enclose this form in an envelope and sign your name over the flap of the sealed envelope.

吳鳳科技大學外國學生重要權利義務通知書

WFU International Student – Notice of Rights and Obligations

1. 依教育部辦法規範申請來臺就讀，以一次為限。於完成申請就學學校學程後，除申請碩士班以上學程，得逕依各校規定辦理外，如繼續在臺就學者，其入學方式應與我國內一般學生相同。
Application for studying in Taiwan is based on terms and regulations from Ministry of Education, limited to one-time only. After submitting application (except for master degrees or above), please follow regulations from each school. Also admission process should be exactly the same as local Taiwanese students.
2. 學生成績分學業、操行兩種，以一百分為滿分、六十分為及格，成績不及格或不通過之科目，不給予學分。
Grades will be measured by academic and conduct, 100 as full score and 60 below as fail. Credits will not be given for subjects failed.
3. 大學部修業年限為 6 年，若未在修業年限內完成者，以退學論。
Maximum study period is 6 years for undergraduate. Students will be drop out if not able to complete the degree within 6 years.
4. **學生需於學校規定時間內繳交學雜費與其他費用，若未依規定時間繳交者，將依逾期未註冊理由，處以退學。**
Tuition and other fees must be paid during the semester. Students will be drop out if not able to pay in regulation time.
5. 因學生使用學生簽證入學，若有休學、退學或畢業發生，必需於 10 天內離境。如為畢業學生，可申請延期半年居留證效期在中華民國找工作。被退學之學生，將失去申請中華民國各大學學士以下級別之使用外國學生身分入學之資格。若休學後復學，需重新辦理居留簽證與換發居留證。
Due to VISA requirements, students must leave Taiwan within 10 days in the cases of approved leave, drop out or graduation. For students after graduation, one is eligible to apply 6-months residence permit extension and look for jobs. For dismissal situation, students will not be able to apply for any undergraduate (or below) degree in Taiwan as an international student. If reinstatements after approved leave, students need to re-apply and renew residence permit.
6. 請假：需提前完成學校(在校上課期間)或實習廠商(實習期間)之程序，如無特殊事由且未完成者以曠課論。
Leaves: students must complete all study or internship courses in advance, otherwise will be considered as absence.
7. 學生於考試時如有作弊行為，一經查出，除該次成績以零分計算外，並視情節輕重分別予以記過、勒令退學或開除學籍之處分。
If cheating is found during a test, the grade will be counted as 0. Also, students may get demerited or even drop out and expelled, depending on the situation.
8. 學生可向國際暨兩岸事務中心申請校外工作證，無校外工作證或違反政府規定工讀時數，在學期間每週工讀時數最多為 20 小時，大三或是大四的其中一年工讀加實習時數每週至多 40 小時，寒暑假不受時數限制，經學校或任何單位查獲者，將有罰款並有立即遣返回國之可能性。學生若有工讀事宜發生，請主動聯繫告知系所與國際暨兩岸事務中心，以利本校協助輔導與服務。
Students can apply work permit outside campus via International & Cross-Strait Affairs Center. Without work permit or against working hours regulation (maximum 20 hours per week during semester, maximum 40 hours per week during winter/summer vacation), students may be fined or even be expelled/deported back to one's country of origin. Please contact International & Cross-Strait Affairs Center or each department to get further support, if working

outside campus.

- 9.轉系規定：學生可在修習系所修課一學期後，方可申請轉系。

According to the regulations of the Ministry of Education for department's transfer: Students can transfer their department to any other department after the first academic semester.

- 10.辦理復學。將依以下說明辦理：學生-需於規定時間內向學校申請復學、自行重新辦理簽證。學校-依符合當學期開設所屬系所之缺額給予復學。

Handling of Reinstatement: students must submit application for reinstatement in time and re-apply VISA by oneself. Then school will arrange for reinstatement according to the vacancy from each department.

- 11.部分實習課程為必修課程為畢業條件之一，進行該課程同時依然具本校學生身分，故須繳交足額學雜費，學生不參加該課程者，將不給予學分；若無特殊事由，學校必須協助學生完成該課程，並給予學分。

Some of the internship courses are mandatory for graduation. During internship, one shall maintain his/her student status, therefore tuition must be paid in full. Credits will not be given if students do not attend the course. In general, the school must support students to finish the course and give credits.

- 12.實習課程將會由學生、學校與廠商訂定三方合約書，其中將明訂權利與義務。

A contract will be signed by student, school and employer for internship courses, all rights and obligations will be defined inside the contract.

- 13.學校校區(含宿舍內外)一律禁菸禁酒。違規者並依政府規定，得罰鍰新台幣 2,000 元-50,000 元。

Smoking and any alcoholic beverages are strictly prohibited inside campus. One will be fined NTD\$2,000 – 50,000 if caught.

- 14.宿舍禁止吸煙、飲酒、炊食、持有刀械、卡式瓦斯爐、高耗電電器用品、喧嘩、夜不歸宿...等事宜。門禁時間為晚上 23 時到隔天清晨 6 時，並於晚上 23 時由管理員點名，以維護學生安全。違反者將按照學校的規定處罰。

Smoking, consumption of alcohol, cooking, weapons, cassette gas stove, high-power consumption device, making noise, staying outside overnight, etc...are prohibited in dormitory. For security reason, the curfew is set at 23:00 every night, in which one will not be allowed to leave dormitory from 23:00 to 6:00 the next day. The dorm supervisor will take a roll call at

23:00 every night. There will be punished if one is found to have violated this regulation.

- 15.居留證每年需延長一次費用為 1,000 元，有效期限需自行注意，國際暨兩岸事務中心將協辦新辦或延期。

Resident Certificate must be extended every year and costs NTD\$1,000 for each extension. Please be aware of the date of expiry. International & Cross-Strait Affairs Center will assist with certificate application or extension.

- 16.本校身健中心開放時間，週一至週五 08:10-21:40，週六 12:30~21:00，週日 8:20~16:50。

Opening hours for Physical and Mental Health Center at school, Monday to Friday: 08:10-21:40, Saturday: 12:30-21:00, Sunday: 08:20-16:50.

- 17.有任何的申訴、問題或需要協助，可透過校內業管負責單位協助或國際暨兩岸事務中心(05-226-7125#21931~21933、21814、21818)轉介。或透過教育部境外學生諮詢平台(www.nisa.moe.gov.tw,0800-789-007)反應。

If there are any claims, questions or support needed, please contact International & Cross-Strait Affairs Center (05-226-7125#21931~21933、21814、21818) via each administrative unit, or the website from Ministry of Education (www.nisa.moe.gov.tw, 0800-789-007)

18.國際暨兩岸事務中心不定期會舉辦活動，各項最新相關資訊會在外國學生 LINE 群組公告。

All activities are held by the International & Cross-Strait Affairs Center and the latest information will be posted on the Line group.

19.如擬辦理休退學，需繳回本校提供之入學獎學金全額。

If you are considering deferring or withdrawing from your studies, you need to reimburse the full enrollment scholarship provided by the school.

20.以上為重點式條列，若有遺漏，將依相關法規之權利義務辦理。另若翻譯有所不同，將以中文版為主。

All aforementioned regulations are simplified versions. If anything is not mentioned, please refer to relevant law of rights and obligations. Additionally, in case if the English translation is different, the Chinese version shall serve as the basis.

☐ 是，我已清楚了解以上規定

Yes, I have read and understood all the regulations above.

●申請系所Depts. to Apply：

☐ _____系 Department of _____

簽名(英文)English Name Signature：_____

生日Date of Birth：_____ 日期 Date：____/____/____

自願申請入學聲明書

Declaration of Voluntary Enrolment Application

現代奴隸的定義是透過強迫、威脅或是欺騙等手段剝削受害者及其人身自由。

Modern slavery describes situations where coercion, threats or deception are used to exploit victims and undermine their freedom.

我了解我是出於自願並決定就讀吳鳳科技大學，而非遭到剝削，並且沒有遭受到以下任何一項對待。

*I understand that I want to attend WuFeng University as a student under my own will, to my best understanding, and **NOT** being exploited or treated as follows:*

- 人身拘禁 *Physical confinement*
- 沒收身分與旅遊文件 *Confiscation of identity and Travel documents*
- 欺騙性勞力剝削 *Deceptive recruiting for labor or services*
- 人口販賣 *Trafficking in persons*
- 奴隸 *Slavery*
- 奴役 *Servitude*
- 強迫勞動 *Forced labor*
- 強迫婚姻 *Forced marriages*
- 債務奴役 *Debt bondage*

立聲明書人 *Full Name* :

(請務必親自簽名 *Please sign personally*)

居地身分證號或護照號碼 *National ID or passport No.* :

國別或地區別 *Nationality* :

住址 *residence address* :

聯絡電話 *Tel* :

日期 *Date* : ____/____/____

FROM

(Full Name in Chinese)_____

(Full Name in English)_____

(Address)_____

外國學生申請入學報名信封 Application

TO：吳鳳科技大學國際暨兩岸事務中心 收

62153 嘉義縣民雄鄉建國路二段 117 號 中華民國，臺灣

**International& Cross-Strait Affairs Center WuFeng University
117, Sec 2, Chiankuo Rd, Minhsiung, Chiayi County 62153
Taiwan (R.O.C.)**

請將本表貼於報名信封袋上，以掛號郵寄。（海外地區建議使用 DHL 或 FedEx 等快遞服務）

Please attach this application cover sheet to the outside of the application package envelope, and send by registered mail or courier.

(DHL or FedEx is recommended for application packages mailed from overseas.)