

# 外國學生申請外僑居留證流程圖及注意事項

## Procedure for International Student A.R.C. Application and Note

完成註冊手續後，學籍成績組或研究生教務組會發給學生在學證明書，以便外籍生辦理外僑居留證。

After enrollment, students need to ask for a letter from the school at the Transcripts Section or Graduate Academic Affairs.

1. 入台簽證是 Resident，可直接去內政部入出國及移民署台南服務站申請外僑居留證，辦理工作天數 14 天。

Students who hold a Resident Visa can apply for an A.R.C at the National Immigration Agency in Tainan; it takes 14 working days.

\* 台南市府前路 2 段 370 號 (06)2937641  
早上 8 點-下午 5 點

2. 入台簽證是 Visitor，需到高雄外交部領事事務局高雄辦事處換簽證後，才可申請外僑居留證，辦理工作天數 12 天。

Students who hold a Visitor Visa need to change their visa to a Resident Visa at the Bureau of Consular Affairs in Kaohsiung; it takes 12 working days. Then you can apply for an A.R.C after that.

\* 高雄市成功 1 路 436 號 2 樓 (07)2110605  
週一至週五 早上 8:30-下午 5 點

持有外僑居留證後須到學籍成績組或研究生教務組申請學生證。

Students need to take their A.R.C to the Transcripts Section or Graduate Academic Affairs Section to apply for a student I.D.

外籍生到中華郵政辦理開戶手續，申辦當天可以取得郵局存摺簿，此外，申辦郵政儲金金融卡辦理工作天數為 4 天。

Students will receive their passbook right away when they open an account. Applying for a post office IC card (Passbook, Stamp, and Student I.D) takes 4 working days.

### 注意事項 Note

◎外籍生到台南市辦理外僑居留證需準備資料

#### Required Documents for A.R.C:

1. 照片 Photo(白底證件用規格)1 張
2. 入學通知信影印本 Admission Letter
3. 護照正本及入台簽證和個人資料影印本  
Passport (Original and photocopy)

4. 在學證明書 Letter from school

5. 費用 Fee \$1,000

備註:校外住宿外籍生需附上房屋租約證明書，另外，自費生及臺灣獎學金受獎生需附上學費繳費單。

Students who live off campus need to enclose the rental lease; moreover, students who pay tuition fees or who have been awarded a Taiwan Scholarship need to bring the tuition fee receipt with them.

◎外籍生到高雄外交部領事事務局高雄辦事處換簽證需準備資料 Required Documents for visa:

1. 照片 Photo 2 張
2. 護照正本及影印本 Passport (Original and photocopy)
3. 在學證明書正本及影印本 Letter from school (Original and photocopy)
4. 3 個月內有效體檢表 Verified Health Certificate  
(行政院衛生所指定醫院-奇美醫院或郭總合醫院-需附照片一張，德國麻疹及麻疹證明書，費用 Fee \$1,600)
5. 費用 Fee \$3,000

◎辦理郵局開戶需準備資料

#### Required documents for opening an account at the Post Office:

1. 護照 Passport 及外僑居留證 A.R.C
2. 學生證 Student I.D
3. 中文名字印章 Wooden Stamp with Chinese Name
4. 存入 Deposit of at least NT\$100