



文藻外語大學
WENZAO URSULINE
UNIVERSITY OF LANGUAGES



Handbook for International Degree Student



Office of International and Cross-Strait Cooperation
(OICC)



Section of Overseas Student Affairs
(SOSA)

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A Letter for International Degree Students

Dear Students,

Welcome to Wenzao Ursuline University of Languages. Wenzao is located in Kaohsiung City, renowned for its energy, warmth and hospitality. As Taiwan's second-largest city, Kaohsiung used to be the center of heavy industries; it has now been transformed into a city of culture and innovation. Blessed with the beauty of the mountain and the sea, Kaohsiung also preserves its traditional culture and heritage in old towns such as Zuoying, Fongshan, Ciaotou and Meinong, rendering a flavor of historical depth for this modern and thriving city. Tropical weather in southern Taiwan brings frequent rains in spring and summer, seasons which are usually humid and hot; in autumn and winter, the weather is usually cool and comfortable. The month of May is the plum rain season, while July and August is usually the typhoon season. Afternoon thundershowers are frequent in the summer, which brings some relief to the scorching hot season. The lowest temperature in winter is mostly above 15°C, and the weather is usually cool and dry. For people from Europe or the U.S., the winter weather in Kaohsiung feels more like spring and autumn; however, for students from Southeast Asia and other tropical areas, it is recommended that they bring more winter clothing with them.

Situated in this beautiful city, Wenzao Ursuline University of Languages awaits you with warm greetings, just like the southern sun, always cheerful and bright. On the campus, you will find traditional Chinese-style buildings reminiscent of ancient academies, as well as the most up-to-date hardware facilities. Our mission is to create the most suitable learning environment for all students in Wenzao, and to cultivate in them a gentle temperament and global vision. With the motto, "Revere the divine, love the human", the University is dedicated to the balanced development of its students and to the elevation of their minds, as well as to cultivate the 3Ls: Life, Language and Leadership among the students. In addition, Wenzao's dedicated faculty will always be there for you; they will be your mentors and friends, and accompany you through this journey of learning, sharing with you their knowledge and experience; this is the true treasure you will find in Wenzao.

The mission of the University is to provide the faculty and students with diversified learning experience and development. We hope that teachers will be inspiring and creative, and that students can learn to appreciate diverse cultures in various fields, to contemplate their goals in the future and focus of their studies. Each person, with each role he/she plays, will find different experiences waiting for him/her. Such experiences, including frustration and delight, will surely be the most memorable reward for everyone in Wenzao. Now, please join us on this wonderful campus in this beautiful city, and start your journey for the best treasure in life.

Best Regards,

Wenzao Ursuline University of Languages

Introduction to Wenzao Ursuline University of Languages

Wenzao Ursuline University of Languages was founded by the Ursuline sisters of the Roman Union of the Order of St. Ursula in 1966. It is a catholic university named in honor of Wenzao Lo, the first Chinese Bishop. Wenzao is the first and the only University of languages in Taiwan.

With its motto, “Revere the divine, love the human.” And the motto of all Ursuline schools, “Serviam” (I will serve), Wenzao hopes to develop students spiritually as well as to prepare them for success in this highly demanding and competitive world. It is Taiwan’s first comprehensive university of languages to inspire individual development in professional excellence and service for humanity by leading transformative experience.

The University has established and maintains collaborative relations with 340 universities and higher education institutions from 29 countries in Asia, America, Europe, Oceania and Africa. Collaboration between Wenzao and foreign universities and institutions covers various areas such as exchange of students and faculty, study visits, and research and teaching collaboration.

To enhance the employability of our students, Wenzao offers them career consultations and a digitized course map to help them choose suitable courses for their future careers as well as to develop their abilities, interests and experiences. Collaboration with industry is also emphasized so as to provide opportunities of internship for students and to bridge the gap between the academe and the world of reality.



Learning Information



Degree Student manual for Course Selection Operations System

Step 1: Visit the homepage of Wenzao Ursuline University of Languages. Click “Information Service” button on the upper right of the webpage.



Step 2: Please log in with your student ID number and the password (Default: Your passport number). And please be sure to type in the random number shown on the image.



Step 3: Click “course selection system” under “application system”. Please read the notice first and then click the enter at the bottom.

*You can also watch this video to learn more details. ([LINK](#))



Scan it for the video of course selection

Step 4: Once you are in the system. You will see “course registration module” on the left bar, and there are various functions like “Add Courses”, “Drop Courses”, “Courses Selection Result” and “Student Schedule”

The screenshot shows a sidebar menu on the left with options like '我的書籤', '公告/活動會議', '校務資訊', '首頁', '校務資訊系統(學生)', '選課資訊系統(Course Se...', 'W-Portfolio 時光典藏', '教師專業發展歷程網', '課程地圖系統(學生)', '資源教室借用管理系統', '英外語診斷預約報名系...', 'UCAN大學校院就業職...', '網路學園', '電子郵件', '圖書館', and '歷程檔案平台'. The main content area is titled '日間部選課登入注意事項' and contains four numbered points regarding course registration rules, including minimum credit requirements and application deadlines.

The screenshot shows the 'Curriculum' search interface. It includes a search bar and several filter dropdown menus: '學年期 Academic Year, Semester' (set to 111學年度第1學期), '部別 Division' (set to 日間部Day School), '學制 School System' (set to 所有學制(All)), '課程所屬單位 Department' (set to 不分(ALL)), '年級 Year' (set to 不分(ALL)), '授課語言別(Language of instruction)' (set to 所有(ALL)), '上課時間(Schedule)' (set to 所有(ALL)), '節次(Period)' (set to 所有(ALL)), and '選修別 Category' (set to 必修(Required Course)). There are also buttons for '中文查詢 Chinese Search' and '英文查詢 English Search'.

Click curriculum, you may choose your department to see which required or selective courses you can select.

The screenshot shows the 'course registration module' in the sidebar, with options like 'register for a regular course-一般課程加選', 'register for a Center for Teacher Education course-教育學程加選', 'online course drop system-線上退選', 'course registration inquires-選課結果查詢', and 'Curriculum-全校選課課程查詢'. The main content area is titled '日間部選課登入' and contains three numbered points regarding registration time, prerequisites, and course selection rules.

Please memorize the course code you want to add on the left. (And make sure your schedule won't conflict, check the time on the right)

Course Code	Enrollment	Educational System	Year	Course Title	Group	Course type	Category	Credits	Hours	Course Category	Language of Instruction	Instructor	Time Room	S	Labus
0217	2	2-Year College of Day Division	3	BUSINESS ENGLISH CONVERSATION	01	1 semester	Elective Course	3.0	3.0	Major Elective	English	SIMON ROBINSON	(Mon)8[15:10]-10[18:00]	8	Labus
0215	3	2-Year College of Day Division	3	ENGLISH TEACHING MATERIALS DESIGN	01	1 semester	Elective Course	3.0	3.0	Major Elective	English	CHUANG, KAI-TING	(Tue)8[15:10]-10[18:00]	9	Labus
0218	1	2-Year College of Day Division	3	READINGS IN SHAKESPEAREAN DRAMA	01	1 semester	Elective Course	3.0	3.0	Major Elective	English	ANDREW HAROLD CUTLER	(Fri)6[13:10]-5[16:00]	5	Labus

Add Course

*Please see below picture for more information.

顯示選單

文藻外語大學 WENZAO URSULINE UNIVERSITY OF LANGUAGES
網路選課系統 Course Selection System 106學年度第2學期
日四技日文四D

Add Courses(一般加選)

1. Click "Add Courses", and enter the course code.
2. After entering the course code, the information of the course will be shown.
3. Check the information, and click "Add Course" to finish the course selection.

Course Code: Query(查詢)

Add Courses
(Confirm)

You may click "links" to check the syllabus and click "Add Course" to select course.

顯示選單

文藻外語大學 WENZAO URSULINE UNIVERSITY OF LANGUAGES
網路選課系統 Course Selection System 106學年度第2學期
日四技日文四D

Add Courses(一般加選)

1. Click "Add Courses", and enter the course code.
2. After entering the course code, the information of the course will be shown.
3. Check the information, and click "Add Course" to finish the course selection.

Course Code: Query(查詢)

Course Title : CASE STUDY AND QUALITATIVE ANALYSIS

Course Code: 0897 Credits : 3.0 Course Type: 1 semester

Group : 01

Required or Elective Course: Elective course Syllabus: [links](#)

Notes: Students need to pass "Introduction to Research Methodology" before taking this course.

Add Courses
(Confirm)

If you select the course successfully, you may see the pop-up window as below picture. Please Click 確定 Confirm to continue the course selection.

← → 不安全 | 140.127.168.38 顯示

應用程式 亞太電信XSMS 文藻外語大學 Excel紀錄管理優化! C 三竹學院 - 企業學院 人員工作報單 - 國立

顯示選單

加選成功

確定

106學年度第2學期
日四技日文四D

Add Courses(一般加選)

1. Click "Add Courses", and enter the course code.
2. After entering the course code, the information of the course will be shown.
3. Check the information, and click "Add Course" to finish the course selection.

Course Code: Query(查詢)

回上一頁
(Back)

If there is any class schedule conflict, an error message will be showed either like “Course retaken” or “Class schedule conflict”.

顯示選單

Add Courses(一般加選)

1. Click "Add Courses", and enter the course code.
2. After entering the course code, the information of the course will be shown.
3. Check the information, and click "Add Course" to finish the course selection.

Course Code:

Description of enrollment errors:		
Course Code	Course Title	Item description
0950	JAPANESE SENTENCE PATTERN & GRAMMAR	Course retaken!!

顯示選單

Add Courses(一般加選)

1. Click "Add Courses", and enter the course code.
2. After entering the course code, the information of the course will be shown.
3. Check the information, and click "Add Course" to finish the course selection.

Course Code:

Description of enrollment errors:		
Course Code	Course Title	Item description
1653	導遊實務	Class schedule conflict 0013 !!

Drop Courses

If you would like to deselect any courses, please choose the courses on the left column, and click “confirm” to delete. And please be noted that only elective course can be dropped on line. If you would like to drop the required course, please use “Curriculum Section Application Form” as the picture below and hand it to the curriculum section (administration building 2F).

Drop Courses (退選)						
1. Click "Drop Courses", the list of courses you select will be shown.						
2. Check the information, and click "Drop Course" to finish the course selection.						
Select the courses which you want to drop :						
Course Code	Course Title	Credits	Group	Required or Elective course	Course Type	
0013	SKILLS ON ORAL PRESENTATION	2.0	01	Required	1 semester	
0482	ENGLISH 4A	4.0	02	Required	2 semester	
0528	ENGLISH 6	4.0	04	Required	2 semester	
<input type="checkbox"/> 0897	CASE STUDY AND QUALITATIVE ANALYSIS	3.0	01	Elective course	1 semester	
0950	JAPANESE SENTENCE PATTERN & GRAMMAR	2.0	01	Required	2 semester	
0977	SELECTED READINGS OF CLASSICAL CHINESE LITERATURE	2.0	01	Required	2 semester	
1058	GRADUATION THESIS	2.0	11	Required	2 semester	
1459	INTERNATIONAL TRADE PRACTICES	2.0	01	Elective course	2 semester	

Drop Courses
(Confirm)

文藻外語大學
Wenzao Ursuline University of Languages
課務組申辦事項申請書
Curriculum Section Application Forms

申請日期: 年 月 日
Application Date: yyyy mm dd

班級 Class	學號 Student ID Number
姓名 Name	連絡電話 Contact Phone Number
申辦事項 Thing(s) to Apply	
申辦說明 Description	
申請人簽名 Applicant's Signature	
會簽單位 Offices to Notify	
課務組承辦人 Curriculum Section Staff	
承辦說明 Description	
單位主管 Office Administrator	

Wenzao Ursuline University of Languages Course CheckList

School Year

Semester: :

Student ID. Number:

With The Identity of Origin: :

Signature of Student: _____

Class:

Name:

Tel:

Print Date: 108/3/14

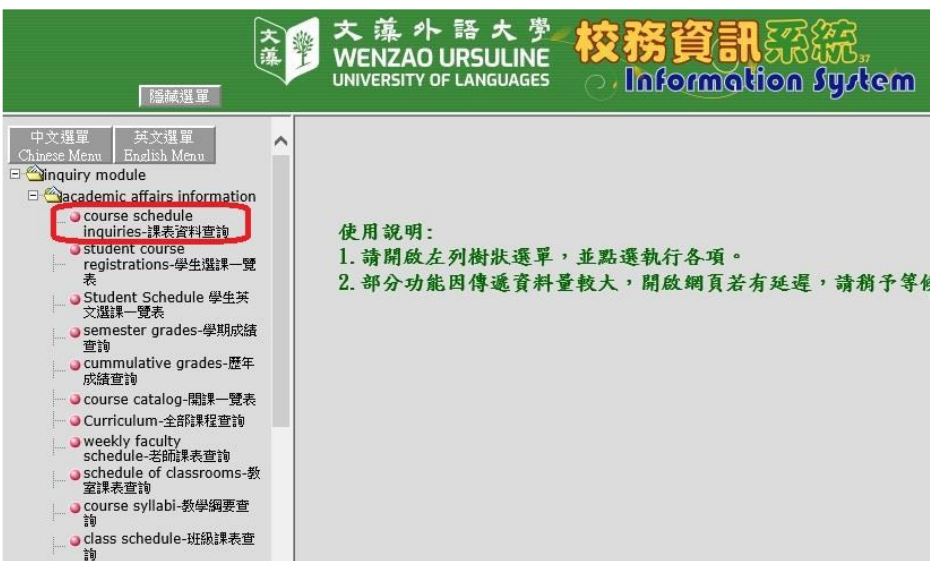
Class	Subject Code	Subject Title	Section	Course Code	Course Categories	Required/ Selective Course	Credit	Course Period	Classroom	Instructor	Remarks
UE1A	04308	FUNDAMENTAL ENGLISH WRITING	01	0194	For Academic Year	Required Course	2.0	(一)3-4	E101專業教室	洪錦心	
XJ50	03915	JAPANESE TOURISM	01	1100	For Academic Year	Selective Course	2.0	(三)6-7	S301教室	水谷知佐子	

※ Course Checklist: You'll sign it with your class.

★★How to check your schedule: Please click “Information system”



Please click “Course schedule inquiries”, you’ll see your schedule as the picture at the bottom.



【學期課表】					
	一	二	三	四	五
第 1 節 0810-0900	西班牙文 (一) 蔡文隆 W005		英文二A 陳毓雯 R404		
第 2 節 0910-1000	西班牙文 (一) 蔡文隆 W005		英文二A 陳毓雯 R404	全人發展：大學入門 (一) 吳英傑 W005	
第 3 節 1010-1100		西班牙語會話 (一) 杜建毅 S102		英文二A 陳毓雯 R404	運算思維與程式設計 楊贊勳 A501
第 4 節 1110-1200		西班牙語會話 (一) 杜建毅 S102		英文二A 陳毓雯 R404	運算思維與程式設計 楊贊勳 A501
第 5 節 1210-1300					
第 6 節 1310-1400	西班牙語會話 (一) 杜建毅 S102	英文二A 陳毓雯 R404	西班牙文 (一) 蔡文隆 W005	體育 劉於倫	跨文化溝通 (一) 鄭喬文 W005
第 7 節 1410-1500	西班牙語會話 (一) 杜建毅 S102	英文二A 陳毓雯 R404	西班牙文 (一) 蔡文隆 W005	體育 劉於倫	跨文化溝通 (一) 鄭喬文 W005
第 8 節 1510-1600			華語(三) 林景蘇 Q202		
第 9 節 1610-1700	華語(三) 林景蘇 Q801		華語(三) 林景蘇 Q202		
第 10 節 1710-1800	華語(三) 林景蘇 Q801		華語(三) 林景蘇 Q202		

Regulations Related to Attendance

1. **Attendance system:** Taking attendance is strictly implemented in each class and important meetings. Absence from classes will influence greatly on your learning, so please attend every class.
2. **Procedure of requesting for a leave:** login page of School Information Service -> Login with you account number and password -> Click on “Application” -> “Online requesting for a leave” -> fill in the required information -> click on save -> submit your application for approval. (Except a sick leave or personal leave within two days, please print out your application and submit to the unit in charge according to the regulations).
3. **Check your email provided by the School regularly:** important information will be announced on school’s homepage, personal records such as absence, asking for leave and awards/punishments will all be informed via email. Rectification has to be applied for if there is any error in attendance record before next Friday. Late application will not be accepted. Also, you should be aware of your absence record and leave hours, so that your study will not be influenced, and you shall not be punished with forbidding from taking final exams.
4. **Requesting for a leave following the regulations:** If you cannot attend the class, please request for a leave before class following the regulations. Do not request for a leave after your absence is recorded, or you will be at your own risk for not being able to request for a leave due to delay.
5. **Other important notices:**
 - (1) Request for a personal leave on the exam date arranged by the Office of Academic Affairs is not accepted. Students encountering medical emergency should inform the Curriculum Section of the Office of Academic Affairs in 20 minutes after exam starts. Diagnosis statement must be sent or mailed through a registered post to the Curriculum Section on the very day (the date is based on the post stamp). Students then should bring the request form for a leave to the Curriculum Section to complete their request for a leave.
 - (2) If the statement or document enclosed with the request for a leave is found to be forgery, the applicant shall be punished according to his/her situation according to school regulations.
 - (3) Students who have questions about their absence and leave records informed through e-mail shall apply for inquiry or rectification to Student Assistance Section from the arrival date of the e-mail to the Friday of the following week (the due date might be extended when encountering a national holiday or school day off). Late application is not accepted.



Online Student Leave Request Operation



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認識文藻 ABOUT WENZAO

- 董事會沿革
- 校史館
- 文藻現況
- 學校位置圖
- 建築物介紹
- 行政單位
- 週會表
- 學校分機查詢
- 歷史與使命
- 文藻報
- 今日文藻
- 學校平面圖
- 學術單位
- 年度行事曆
- 朝會表

學務相關資訊 ABOUT STUDENT AFFAIRS

- 校園安全
- 學生網路請假作業
- 校內社團志工服務申請作業
- 志工招募資訊專區
- 學生校外志工服務申請作業
- 勞作服務綜合申請
- 學校宿舍申請作業
- 生涯輔導資訊專區
- 文藻104求才職網
- 租屋資訊
- W-Portfolio 時光藻堂
- 校內社團
- 校內社團志工服務心得填寫作業
- 志工服務紀錄登錄
- 勞作服務專區
- 學校宿舍
- 住宿生外宿請假申請作業
- 學生專車申請作業
- 證照取得登錄作業
- 拾遺物品服務

國際交流相關資訊 ABOUT INTERNATIONAL PROGRAMS

- 姊妹校
- 出國交換生專區
- 學生交流專區

校園生活資訊 CAMPUS LIFE

- 台灣高鐵
- 高雄捷運
- 高雄客運
- 高雄榮民總醫院
- 臺灣鐵路
- 高雄市公共汽車管理處
- 高雄郵局
- 高雄市政府警察局三民第二分局

快速連結 QUICK LINK

- 招生/升學資訊
- 教務相關表單下載

Step 1: Online Leave Request Operation: choose "current student".



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- 高雄捷運
- 高雄客運
- 高雄榮民總醫院
- 臺灣鐵路
- 高雄市公共汽車管理處
- 高雄郵局
- 高雄市政府警察局三民第二分局

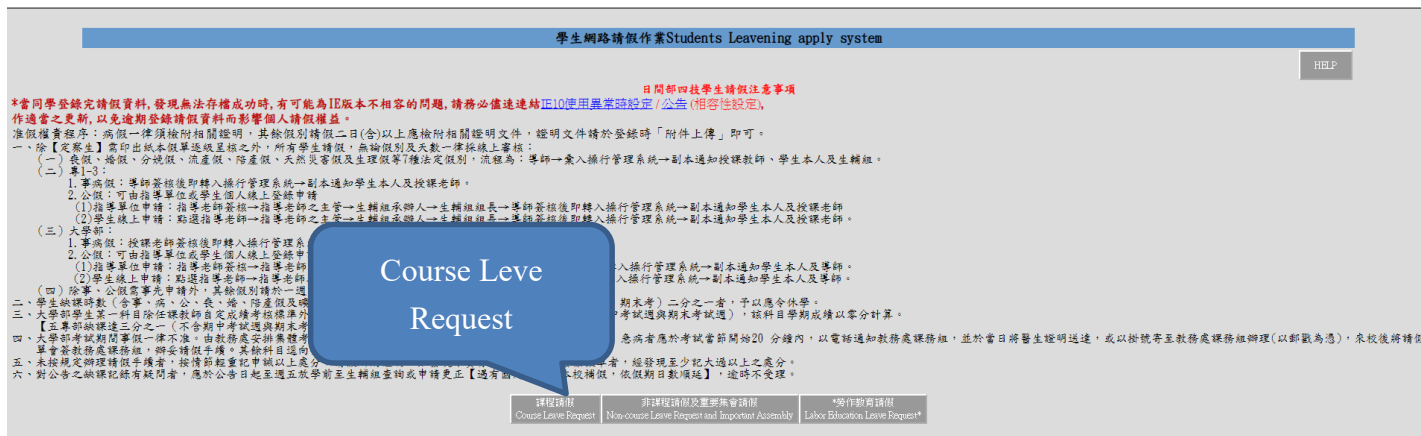
快速連結 QUICK LINK

- 招生/升學資訊
- 教務相關表單下載

Step 2: Click "online student leave request procedures".



Step 3: Log into your account number (student ID NO.) and password→submit.



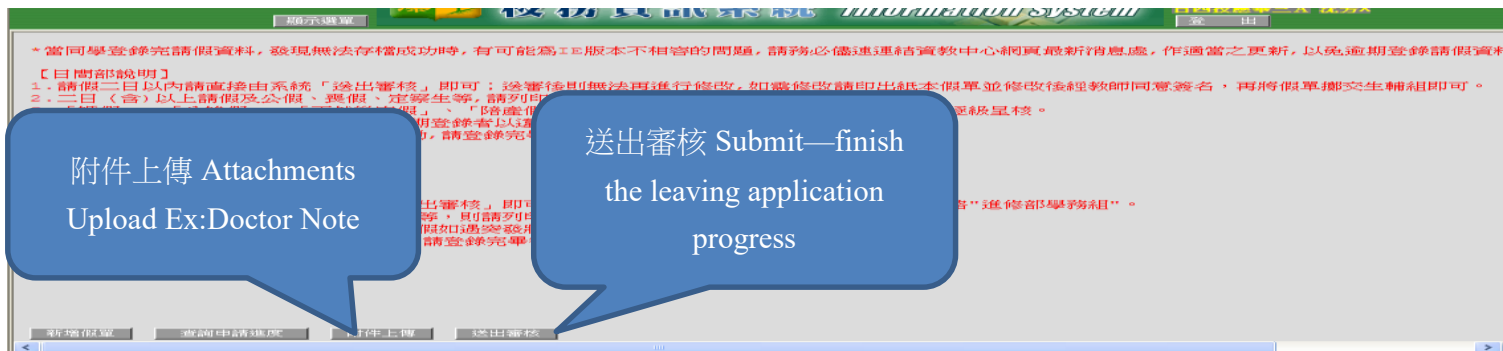
Step 4: Select “Course Leave Request” or “Non-course Leave Request and Important Assembly”.



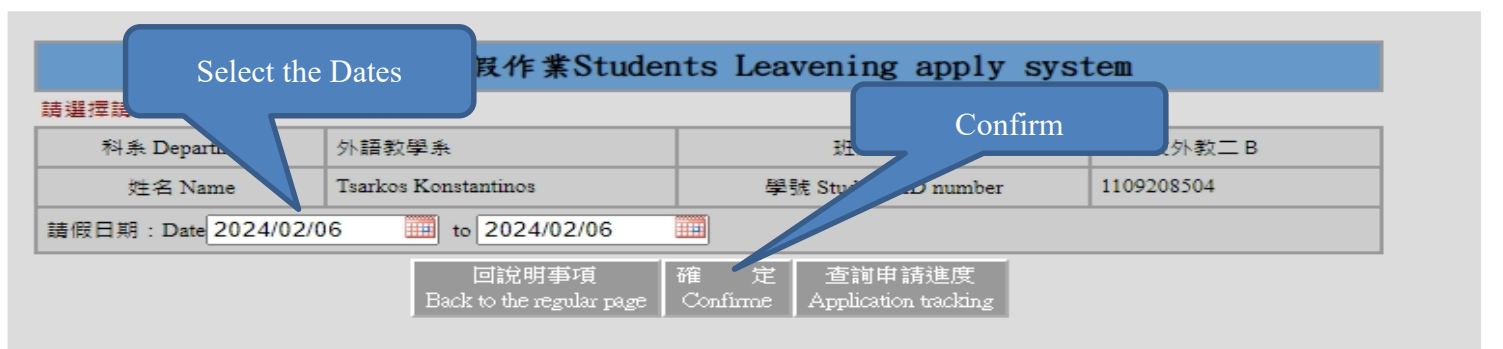
Step 5: Register the date(s) for the leave.



Step 6: Choose “Leave category”, and type the “Leaving Reason” in detail Click “Send” for approval.



Step 7: If you need, you can upload the attachment of your leave request. Click “Attachments Upload”. The System will



provide the online function)

Step 8: The leave request is more than 2 days: please select accurate dates

Step 9: If you take a day off due to personal reasons, you can see “事”-meaning personal leave- after clicking the blue blocks of the absent courses.



Visa Application

Students with Chinese nationality

The entry permit for students from China should be a single-entry permit. The entry date is valid for at most 6 months, and students are allowed to stay for at most 146 days. Please count accordingly your departure date and double check with the Section of Overseas Student Affairs.

This permit is to be considered as the ID card during the stay in Taiwan. Any exit/re-entry of visa extension, please contact the Section of Overseas Student Affairs, 07-3426031 ext. 2644.

Resident Permit

<u>Visitor VISA</u>	Duration of stay: at most 180 days, for students who are staying for one semester.
<u>Resident VISA</u>	Duration of stay: exceeds 180 days, for students who are staying for one year.

1. Apply for Resident Permit from Visitor Visa: students should apply to the Ministry of Foreign Affairs for change of visitor visa to resident permit during the period of holding the visitor visa after having arrived in Taiwan. Within 15 days after receiving the resident permit, Alien Resident Certificate (ARC) should be applied to the National Immigration Agency. (The reason of receiving the visitor visa is because the unqualified health check result and related treatment has to be carried out or health check is not conducted.)

2. Apply for Resident Permit from Resident Visa: students should apply for Alien Resident Certificate within **15** days after submitting school admission.

Required Documents:


- a. passport (original copy and photocopy), resident visa (original copy and photocopy) and one 2-inch color ID card-size photo
- b. If students do not complete registration process: based on the official school admission who should apply for resident visa valid for 6 months. After registration is made, study certificate or student ID card with the registration seal should be presented and apply for the sufficient length before permit expiration.
- c. If students completed the registration process: they should present study certificate or student ID card with the registration seal to apply for a 1-year valid Alien Resident Certificate (ARC).
- d. Application form (* signature has to be given on the Power of Attorney)

Application fee: NTD1000. - (if students do not reside in the dormitory, who should report to the local jurisdiction) the resident certificate is for multiple entries.

e. Students Online Application System (as the links below)

f. Application fee: NTD1000 (Chinese overseas student NTD500).

g. Application venue: National Immigration Agency 5 or 6F, No. 6, Zhengnan St. Lingya District, Kaohsiung 高雄市

	Please referred to System User Guide in the link.
Foreign students and Overseas Chinese students	

Insurance Information

National Health Insurance

(1) Eligible Persons:

International students (except for students from China) who have stayed in Taiwan for 6 consecutive months and had been once less than 30 days abroad after arrival should participate in National Health Insurance beginning from the 7th month.

(2) Fee:

NTD 826 per month. **Students who fail to pay for the fee will be regarded as not completing the registration.**

(3) How to Participate:

Please contact Ethan Lai, the officer of the Section of Overseas Student Affairs for your application. (07-3426031 ext. 2644)

(4) Required Documents:

Resident permits (ARC) and one ID photo (2x2 inch).

Group Insurance

(1) Eligible Persons:

International students who have no insurance or any health insurance after arrival should participate in Cathay Life Group Insurance.

(2) Fee:

NTD 500 per month. **Students who fail to pay for the fee will be regarded as not completing the registration.**

(3) How to Participate:

Please contact Ethan Lai, the officer of the Section of Overseas Student Affairs for your application. (07-3426031 ext. 2644)

(4) Coverage:

Medical expenses (up to NTD 1,000 for the same illness per day), surgery, and hospitalization (limited to medical treatment in Taiwan).

(5) Required Documents for Applying Claims:

Hospital receipt, medical certificate and a copy of your identity document (Passport) and a copy of your bank book (Deposit book).

(6) Housing Information

Dormitory Application

1. Please check the University dormitory regulations <https://c012.wzu.edu.tw/article/479966> and read “Regulations of Student Dormitory”. Based on 4 residents the room is shared that includes individual bed, desk and closet. A card has to be purchased for the central air conditioning system. Hot water is provided 24 hours; there is space for clothes drying and dryers; in B1 there are also washers and dryers that must be paid by coins. Application has to be completed online.
2. The fee of the accommodation for one semester is NTD 12,000 and for one academic year is NTD 24,000 (not include summer and winter vacations). You have to pay NTD 5,000 deposit. After the end of the academic semester, we will return NTD 5,000 back to you.

Address: 900 Mintzu 1st Road, Sanmin District, Kaohsiung City 80793, Taiwan (Millennium Hall)
Campus Safety Center: 07-3429958



For more information, please check the below website: <http://c012.wzu.edu.tw/category/134992#>

Rental Housing Matching

1. DaYa International Apartment: <http://www.daya-international.com.tw/Kaohsiung/good.html> **Reservation Information: mail:** daya12921163@gmail.com Line ID: @cwa0798w
Address: No. 2, Ln. 556, Dingjinhou Rd., Sanmin Dist., Kaohsiung City
2. Please visit the “Cloud Rental Housing Information for Wenzao Students” for certified rental housing information: <http://housing.nfu.edu.tw/index.php?page=viewnews&school=WTUC>



Useful Information

Parking Permit for Motorbikes and Bicycles

Students who wish to apply for a parking permit for motorbikes or bicycles should do so according to the time and procedure as announced by the Purchasing & Supply Section in the Office of General Affairs after the semester starts. Students should include their driver's license and vehicle license with the application form when applying for parking permit for motorbikes. The required documents should be collected by the class general affairs chief for the application at the Students' Advisors Section. No parking is allowed without the parking permit.

For the academic year 2015, the fees for the parking permit are: non-reserved: NT 200 dollars per semester reserved: NT 300 dollars per semester; free for bicycles. If you have any questions regarding parking permit, please contact the Purchasing & Supply Section in the Office of General Affairs, 07-3426031 ext. 2512.

Financial Information

Post Office: the nearest Post Office near Wenzao is located at No. 264, Dingciang Street.

How to get there? Turn right from the Dingjhong Road entrance, and go straight along Lane 532.

Required documents:

1. Photocopy of Student ID Card
2. Photocopy of Alien Resident Certificate
3. Photocopy of passport
4. More than NTD 100 for opening a bank account

Telecommunication

1. **Pre Pay Card:** The card can be purchased at the Caves Book upon presenting the ARC, passport and student ID card.

2. **How to make an international call?**

Dial code number of the card + country code + region code + telephone number

For instance: call to USA (212) 345 6789

Dial 009 (or 002) + 1 + 212 + 345 6789

Voltage

Taiwan electrical appliances and electronic products voltage is 110 V, 60 Hz. The plugs are different from Hong Kong and the Mainland China. They are type A (two-hole socket) and type B which is suitable for Notebook (three hole socket).

Type A (two-hole socket)



Type B (three-hole socket)



Weather

Taiwan lowest temperature in a year is 10 °C in February. The highest temperature is between 38 °C in July and August. April and May is the rainy season. June to September is summer. In this season, there may be an afternoon thundershower. In July and August, it's a peak season of typhoon. And the most comfortable season is in October to December.

Taiwan Weather Links: "Taiwan's Central Weather Bureau" <http://www.cwb.gov.tw/V7/index.htm>

Food Culture

Taiwan is famous for its cuisines and delicacies. You will find a wide selection of restaurants and snacks around the campus. Differing from Western countries, people in Taiwan are used to restaurants that serve take-away bentos or quickly-made dishes. Average spending of a single meal ranges between NT 30 and 100 dollars. You can also find restaurants that are more decent or high-class near the campus. The following provides some useful information sorted by category:

1. Chinese style breakfast:

People in Taiwan take breakfast seriously. Chinese style breakfast is among students' favorites. In addition to clay oven rolls, steamed stuffed buns, pan-fried dumplings, soybean milk and rice milk, there are also Chinese omelets and milk tea. Some people also enjoy having bowl rice cake or rice ball.

(1) Jing Pin Soybean Milk: famous for its Chinese omelets and home-made sauce.

Address: No. 516, Dingjhong Road (on the opposite right of the Dingjhong entrance, next to Guan Hua Drugstore).

(2) Cheng Guan Soybean Milk: comfy and clean interior. Also offers midnight snacks.

Address: No. 369, Dingshan Road (on Tian Siang Road, next to Mr. Mark Bakery)

2. Western style breakfast:

Western style breakfast in Taiwan differs remarkably from Western countries. Hamburgers and sandwiches bear more resemblance to Western breakfast, while dishes such as omelets, milk tea and coffee milk are examples of localized western dishes. Make sure to give them a try.

(1) Laya Hamburger: mainly offers hamburgers of Western style. The price is a bit higher.

(Turn left from the Dingjhong entrance and go straight along Dingjhong Road).

(2) Daindain Hamburger: a combination of Chinese and Western fast food with reasonable price. It has its unique style in Southern Taiwan.

(Turn right from the Dingjhong entrance and cross Tian Siang Road).

Chinese restaurants:

For lunch and dinner, people in Taiwan prefer rice and noodles. Generally, the price is very reasonable, and restaurants offer a wide selection of dishes. Pork chop rice, chicken leg rice and beef noodles are among the most common and famous dishes.

- (1) Hong Li Home Restaurant: one of the most popular home restaurants around the campus, most famous for its Japanese miso fish and stewed chicken leg, offers bento at NT 60 dollars, which includes four dishes of vegetables and one dish of meat, which is very reasonably priced. If you have a large appetite, make sure give it a try

(Turn right from the Dingjhong entrance and go straight along Dingjhong Road, and then go along Dingsin Road)

- (2) Hai Zih Wang Dumplings: famous for its reasonably priced and delicious dishes of Northern Chinese style.

Address: No. 683, Dingjhong Road.

Turn left from the Dingjhong entrance and go straight along Dingjhong Road.

3. Western restaurants:

There are many high-class Western restaurants in Kaohsiung. The Riverbank Community near the campus is the best place to find one of these restaurants. In addition, there are various restaurants that offer Mexican style cuisines. However, prices may differ considerably, ranging between 250 or 300 and over 1,000.

- (1) Pasadena French Restaurant: one of the most recommended French restaurants in Kaohsiung. Offers choice ingredients and a wonderful dining experience. Suitable for celebrations.

Address: No. 298, Heti Road, Sanmin District.

- (2) Little Italy: offers authentic Italian pizzas and pasta. Don't forget to try the dessert and espresso

Address: 4th floor of the Hanshin Arena.

4. Vegetarian and Islamic restaurants:

Taiwan is also famous for its vegetarian cuisine. For Muslims, in addition to Islamic restaurants, vegetarian restaurants are also a good choice.

- (1) Huan Si Vegetarian Restaurant: one of the most famous vegetarian restaurants near campus. Noodles and spicy stinky tofu are highly recommended

Address: No. 518, Dingjhong Road.

(Turn right from the Dingjhong entrance and go straight along Dingjhong Road)

(2) Tian Siang Chu Vegetarian Restaurant: vegetarian cafeteria. Offers a wide selection of dishes. Only 5 minutes of walking distance from the campus.

Address: No. 686, Dingjhong Road.

(Turn left from the Dingjhong entrance and go straight along Dingjhong Road)

(3) Shanghai Vegetarian Cuisine: all-you-can-eat vegetarian restaurant

Address: No. 777, Bo-ai 2nd Road, Zuoying District. (6th floor of the Hanshin Arena)

5. Southeast Asian and Northeast Asian cuisine:

Taiwan is located at the intersection of Southeast Asia and Northeast Asia. Therefore, you will be able to find many exotic cuisines.

(1) Linda Thai Food: located near the entrance of the HSR Zuoying Station, offers authentic Thai food. Very reasonably

priced

Address: No. 585, Chongsin Road, Zuoying District.

(2) Kari Makcik: offers delicious Malaysian cuisine and tropical-style dining space.

Address: No. 320, Mengzih Road, Zuoying District.

(3) Vietnam Saigon Coffee: the open design of the restaurant reminds visitors of the casual lifestyle and open view in

Vietnam. Offers authentic Vietnam cuisine and Vietnamese coffee.

Address: No. 32, Mingren Road, Sanmin District.

(4) I Lang Creative Sushi: located in the Fumin Road area famous for its restaurants. Offers creative Japanese style cuisine.

Address: No. 66, Fumin Road, Zuoying District.

(5) Han Yue Korean Restaurant: one of the recommended Korean restaurants in Kaohsiung. Reasonably priced.

Address: No. 540, Dashun 1st Road, Zuoying District.

6. Café and Teahouse:

Tea culture is an important aspect of Taiwan's culture. Surprisingly, Taiwan also has a unique specialty coffee culture, which in some degree is similar to its tea culture. People in Taiwan tend to appreciate single-origin coffee with its aroma and taste. This is quite different from European coffee which is mostly brewed using mixed beans.

(1) Havecca: located in the small lane opposite the University entrance (Minzu Road). Famous for its home-roasted coffee beans. If you are a first-time visitor, the owner will be glad to recommend a good cup of coffee for you

Address: No. 8, Alley 8, Lane 168, Wunshou Road, Zuoying District.

(2) Caffaina Coffee Gallery: if you are into the modern style of Starbucks coffee, then you must give Caffaina Coffee Gallery a try. Offers an experience of metropolitan, modern and cultural taste.

Address: located at the intersection of Mincheng Road and Guangsing Road.

(3) Chun Shui Tang Cultural Tea House: offers good tea, comfortable environment, great gathering experience, and traditional Chinese style interior design.

Address: No. 322, Heti Road, Sanmin District.

		
<p>Dumplings</p>	<p>Beef Noodles</p>	<p>Pork Chop</p>
		
<p>Bubble Milk Tea</p>	<p>Red Bean Cakes</p>	<p>Herbal Jelly</p>

Stores

Whether you live in the University dormitory or rent a room outside the campus, you will definitely need to purchase some household goods and perform some routine chores, such as paying bills, sending mail or parcels, or withdrawing cash for daily use. The following is a list of some useful information:

1. Convenience stores: convenience stores in Taiwan offer a wide range of services, and are open 24 hours a day. 7-11 and FamilyMart are the most common. You can buy light meals, drinks, some household goods, and pay for your water bill, electricity bill, cable TV bill and gas bill in convenient stores. You can also get tickets for trains, HRS, and concerts. ATMs are available in convenience stores. You can also send and receive mails and parcels.
2. Post Office: the nearest Post Office is located at No. 264, Dingciang Street. To get there, turn right from the Dingjhong Road entrance, and go straight along Lane 532.
3. Drugstore: Greattree Drogstore is just at the opposite side of the McDonald's. Alternatively, you will find Sin Gao Cian Drugstore by turning left at Tiansiang Road. Drugstores in Taiwan offer a wide selection of health supplements, cosmetics and medicine. It is recommended to purchase these in Taiwan unless you have special needs.
4. Household goods mall: near the campus, you will find the most complete selection of goods at 21st Century Mall.

Safe Transportation

1. No driving after drinking

Driving after drinking or taking drugs is offending against the laws. The current legal limit for BAC is 0.25 mg/l; for drivers who hold no license or have license within two years, if his/her BAC is over 0.15 mg/l or higher than 0.03%, no driving is allowed. If he/she got caught, NTD200,000, the highest amount, will be fined. Meanwhile, his/her car/motorcycle/scooter will be seized and license cancelled. If there are other people injured due to this drunken driving, record of injury will be kept and more penalties paid. If alcohol or drug test is rejected by the drunken driver, NTD90,000, the highest amount, will be fined; meanwhile, his/her license will be cancelled and car/motorcycle/scooter seized.

2. No riding without wearing helmet or having license

According to Article 21 of Road Traffic Act, NTD6,000- NTD12,000 will be fined while driving without license; driving will be stopped right away and car plate seized. NTD500 will be fined for driver if he/she or the passenger is not wearing a helmet.

3. The validity of the international driving license is for 30 days after having arrived in Taiwan.

If the stay is longer than 30 days, a 1-year international driving license has to be applied. If driver has no international driving license, please check the following websites:

Websites

◎Safe transportation 交通安全入口網

<http://168.motc.gov.tw/TC/Column.aspx>

◎Driving license application for foreigners 外籍人士駕照申領專區

<http://komv.thb.gov.tw/cht/index.php?code=list&ids=1490>

◎Motor Vehicle Driver Information Service 監理站服務訊息

<http://khcmv.thb.gov.tw/DrivingLincence/test/certificates.htm>

◎Living in Taiwan 外國人在台灣

http://iff.immigration.gov.tw/mp.asp?mp=iff_ch

Practical Online Resources

Information	Website
1. Bureau of Consular Affairs, Ministry of Foreign Affairs	http://boca.gov.tw/mp?mp=1
2. National Immigration Agency, Ministry of Interior	http://www.immigration.gov.tw/mp.asp?mp=1
3. Living in Taiwan	http://iff.immigration.gov.tw/mp.asp?mp=iff_ch
4. Tourism Bureau	http://taiwan.net.tw/w1.aspx
5. Foreign Representative Office in Taiwan (Ministry of Foreign Affairs)	http://www.mofa.gov.tw/OfficesInROC.aspx?n=8CEB2B5F5436B997&sms=8EBFADC1592C7BFE
6. Youth Fun the World	http://youthtaiwan.net/mp.asp?mp=1603
7. Taiwan Stay	http://taiwanstay.net.tw/
8. Youth Travel	https://youthtravel.tw/
9. Kaohsiung City Government	http://www.kcg.gov.tw/
10. Kaohsiung Travel	http://khh.travel/tw/default1.asp
11. Fb for the international students of Wenzao	https://www.facebook.com/groups/1438700469683747
12. Fb for the international students of Wenzao	https://www.facebook.com/wenzao.oipinbound?v=wall
13. Taiwan Education online	http://www.twunet.cn/main.php
14. Contact Taiwan	https://www.contacttaiwan.tw/main/index.aspx?lang=2

Transportation

Kaohsiung Bus (Wenzao Ursuline University of Languages Station)

Minzu Road Entrance: 8023, 8025, 8029, 8032, 8038, 8039, 8040, 8041, 8042, 8046

Dingjhong Road Entrance: 8021

Kaohsiung City Bus (Wenzao Ursuline University of Languages Station)

Minzu Road Entrance: 72, 91, Minzu Express

Dingjhong Road Entrance: 3, 28, 77, 91, 24, R36

Kaohsiung Rapid Transit (R14-Kaohsiung Arena Station) z

take the KRT to Kaohsiung Arena Station, and then take bus line R36, 3, or 168 to Wenzao.

From Kaohsiung International Airport to Wenzao:

1. Kaohsiung Rapid Transit and Bus: take the KRT to Kaohsiung Arena Station, and then take bus line R36, 3, or 168 to Wenzao.
2. Taxi: taxis are all painted yellow in Taiwan. The fare from the airport to Wenzao is about NT 500 dollars.

From High Speed Rail Zuoying Station to Wenzao:

1. take bus line 3, R35, or Minzu Express (90).
2. The taxi fare is about NT 150 dollars.



School Contact Information

Important Contact Phone Numbers

1. Campus Emergency Contact Number (24 hours): 07-3429958
2. Office of International and Cross-strait Cooperation (OICC): 07-3426031 #2611-14/ 21-22/ 31/ 41-43
3. Student Grievances Number (Counseling Center): 07-3426031 ext. 2271-79
4. Sexual Assault Prevention Number: 07-3425800

Departmental Coordinators

Department	Name	E-mail
Dept. of English	何姿瑩 Terri He	terri.he5@gmail.com
Dept. of French	盧安琪AGNÈS ROUSSEL SHIH	agnes@mail.wzu.edu.tw
Dept. of German	唐英格Ingo Tamm	92015@mail.wzu.edu.tw
Dept. of Spanish	李宜靜YI-CHING LEE	97177@mail.wzu.edu.tw
Dept. of Japanese	山本佐和子Sawako Yamamoto	94022@mail.wzu.edu.tw
	佐藤圭司 Keiji Sato	94023@mail.wzu.edu.tw
Dept. of Applied Chinese	盧秀滿 Lu, Hsiu Man	91037@mail.wzu.edu.tw
Dept. of Southeast Asian Studies Master's Program in Southeast Asian Studies	何啟良 Ho Khai Leong	ho_khai_leong@hotmail.com
Dept. of International Affairs Master's Degree of International Affairs	焦源鳴 Yuan-Ming Chiao	ymchiao@gmail.com
Dept. of International Business Administration Master's Program of International Business Administration	胡海豐 Hai-Feng Hu	harris@mail.wzu.edu.tw

Dept. of Digital Content Application and Management	戴莉蓁LI-ZHEN DAI	96005@mail.wzu.edu.tw
Dept. of Translation & Interpreting	黃育文Joseph Huang	99038@mail.wzu.edu.tw
Graduate Institute of Multilingual Translation and Interpreting		
Dept. of Communication Arts	林潔 Kit Lam	87004@mail.wzu.edu.tw
Graduate Institute of Creative Arts Industries		
Dept. of Foreign Language Instruction	孫韻芳 YUN-FAN SUN	97066@mail.wzu.edu.tw
Graduate Institute of Foreign Language Education and Cultural Industries		

Contact Information of Academic Units

College	Contact Number: 07-3426031 EXT.
College of English and International Studies	
	6002
Department of English	5304-05
Department of Translation & Interpreting	6402-03
Graduate Institute of Multilingual Translation and Interpreting	6402-03
Department of International Affairs	6102
Department of International Business Administration	6202-03
Graduate Institute of International Business and Cultural Practices	6202-03
Center for English Language Teaching	5902-03
College of European and Asian Languages	
	5002
Department of French	5602, 5605
Department of German	5702-03
Department of Spanish	5802-03
Department of Japanese	5502-03
Center of Southeast Asian Languages Teaching	7802
European Union Center	7502
College of Cultural and Educational	
	3002
Department of Foreign Language Instruction	5202-03
Graduate Institute of Foreign Language Education and Cultural Industries	5202-03
Department of Applied Chinese	5103-04
Graduate Institute of Teaching Chinese as a Second Language	5103-04
Department of Communication Arts	6502, 6505
Graduate Institute of Creative Art Industries	6502, 6505
Department of Digital Content Application and Management	6302
Center for Teaching Education	7102
College of the Holistic Education	
	7002
General Education Center	7202-03
Ursuline Education Center	7302-04
Center For Physical Education	7602

List of Campus Services

First-level	Second-level	Service Items	Contract Information
Office Of Student Affairs	Campus Safety Center(Military Education Office)	Emergency aid Campus safety report	1 st floor, Administration Building 07-3426031 ext 2401-2407
	Health Section	Health Center	1 st floor, Administration Building 07-3426031 ext 2241-2245
	Counseling Center	Counseling service Psychological counseling	2 nd floor, Administration Building 07-3426031 ext 2271-2279
	Extracurricular Activities Section	Student clubs application Hosting university-level activities	1 st floor, Administration Building 07-3426031 ext 2221-2225
	Student Assistance Section	Application for Emergency Relief Fund and Education Subsidy Attendance, absence and leave-taking application Dormitory application and management	1 st floor, Administration Building and Student Dormitory (rental rooms in matching) 07-3426031 ext 2211-2216, 2251-2252
Office of International and Cross-Strait Cooperation	Section of Overseas Students Affairs	Hosting international activities Organizing multi-language volunteer teams Group insurance and National Health Insurance for International Students Entry and Exit permit, visa issues	1 st floor. Zhengqi Hall, Room E105 07-3426031 ext 2641-2543
Office of Academic Affairs	Language Diagnostic & Consulting Center	English Learning consultative counseling Self-Learning System	3 rd floor of Lourdes Hall 07-3426031 ext 7403
Office of Genera Affairs	Purchasing & supply Section (Student Cafeteria)	Breakfast, Lunch, Dinner	1 st floor, administration Building 07-342631 ext 2221-2225 (student Cafeteria is Located at B1, Millennium Hall)
Library	Acquisitions and Cataloging Section	Acquire materials in multiple formats and languages for the library collections	Library 07-3426031 ext 2711
	Access Services Section	Maintain the facilities	Library 07-3426031 ext 2721

Campus Map



No.	Building Name *Main Location	No.	Building Name *Main Location
1	Administration Building *International Conference Room, Xinchuan Square	11	Zhishan Hall *College of English and International Studies, College of Cultural and Educational Innovation, College of Holistic Education, Department Office, Wenzao Achieves, Cardinal Shan International Conference Hall
2	Wenyan *Wenyan Lecture Hall	12	Scholars' Residence
3	Library	13	Yomei Gymnasium
4	Zhengqi Hall	14	Auditorium *Student Auditorium, Chapel in Praise of Jesus
5	Mingyuan *College of European and Asian Languages, Japanese Department, German Department	15	Ziqiang Hall
6	Millennium Hall *Student dormitory, Yangfu Square	16	Gongjian Hall *French Department, Spanish Department
7	Faculty Residence *Ursuline Convent	17	Zhuangjing Hall *Performing Arts Center
8	St. Angela Spiritual Center *Lu Len Hall	18	Extracurricular Activities center
9	Lourdes Hall *English Department, Chinese Language Center, Center for English Language Teaching	A	School Gate at Minzu Road
10	Qiuzhen Hall *EU Campus	B	School Gate at Dingzhong Road

Library

There are approximately 290,000 books/periodicals/magazines in different languages; excluding 400,000 versions of e-books/periodicals/audiovisuals in Chinese and English. The Reading Circle is on the 2nd floor where laptops or iPad can be linked for e-resources. Gengxin Yuan Study Commons on the 3rd floor is a tranquil reading area. Collaborative Learning Area on the 5th floor provides computers, integrated touch screens and wireless net connection so that instruction, researches, data collection, or editing presentations can be carried out for group learning freely. The Media Resources Area offers various films and music on DVD.

Opening Time	During Semester	Winter/Summer
Mon~Fri	08:00~21:50	08:30~16:20
Sat	09:00~19:50	09:00~15:50
Sun	09:00~15:50	Closed

※Closed on national holidays

Please check: <http://lib.wzu.edu.tw/>



Fitness Center

The Yumei Gymnasium has multiple functions; beyond instructions, students are welcome to do exercise after curriculums. A sport card is required for the fitness center in B1; for the use of 6-month (March 1-Aug. 31; Sept. 1-Feb. 28) it costs NTD300, otherwise it costs NTD500.-

Opening Time	During semester	Winter/Summer Holidays
Mon~Fri	08:00~21:30	09:00~18:30
Sat	09:00~18:00	Closed

※Closed on National Holidays

Extracurricular Activities(Associations /Clubs)

There are variety kinds of clubs in our campus, such as academic, memory training, general service and physical education etc. Others like student union, student council, graduation committee, department associations and volunteer groups etc. several councils you can join. Please contact Extracurricular Activities Section of Office of Student Affairs or reach the following website:

<http://c004.wzu.edu.tw/ezcatfiles/c004/img/img/2077/537680728.pdf>

學術性社團 Academic Clubs			
英語表達社 English Speech Club	英語辯論社 Taiwan Wenzao English Debate Society	文學藝術創作研究社 Articles of Literature Creation and Study	哲學社 Wenzao University Philosophy club
國際經濟商管學生會 AIESEC WZU	中智佛學社 Middle Way Wisdom Buddhist Club	如來實證社 Buddhism Witness Club	知韓社 All Korea Club
多國語言唱詩社 Multilingual Hymn Singing Club	電腦程式設計研社 Wenzao Computer Programing Club	模擬聯合國社 Model United Nation Society	
技藝性社團 Memory Training Clubs			
藝術舞坊 Traditional Dance Club	動漫畫創作研究社 Comic-Strip and Animation Club	中東肚皮舞社 Belly Dancing Club	拉丁打擊樂社 Latin Percussion Club
國際標準舞蹈社 International Standard Dance Society Club	新潮爵士舞蹈社 New Jazz Dance Club	墨香社 Calligraphy Club	賽維亞佛朗明哥社 Sevilla Flamenco Club
御琴風國樂社 Yu Qin Feng Chinese Music Club	小提琴社 Violin Club	攝影社 Photography Club	四技民謠吉他社 Folk Guitar Club
民謠吉他社 Folk Rock Guitar Club	流行爵士鋼琴社 Popular Jazz Piano Club	Cosplay 技巧研究社 Cosplay Skill Studio Club	美式歌舞合唱團 Glee Club
手工藝社 Handcraft Club	熱門音樂社 Wenzao Rock	流行歌唱社 Pop Music Club	魔術社 Magic Club
黏土造型社 Clay Modeling Club	四技國標社 Ballroom Dancing Club	美式潮流踢踏舞社 American Trend Tap Dancing Club	音樂遊戲研究社 Music Game Club

表演戲劇社 Performing Drama Club	壞壞劍玉社 BadBad Kendama Club	管樂社 Wind Band	
綜合服務性社團 General Service Clubs			
大眾傳播社 Mass Communication Association	手語社 Sign Language	童軍團 Wenzao Scout	國際禮儀社 International Courtesy Club
山地服務社 Voluntary Social Service Association	慈濟大專青年社 Tzuchin Teenager Association of Wenzao	原住民新生代 Indigenous of Generation	兒童服務社 Children's Activity Group
文藻印尼文化研究社 Wenzao Indonesian Culture Club	榮美彩天領袖社 Glory Beauty Rainbow Heaven New Generation of Leader Club	生活品味社 La Vie Club	高雄南區扶輪 青年服務團 Rotaract Club of Kaohsiung South
樂活蔬食社 Lifestyle of Health and Veggie	崇她青年社 Golden-Z club	動物保護社 Animal Care Society	愛心服務社 Volunteer Support Group
光明學青志工社 Guang Ming Student Volunteer Club			
體育康樂性社團 Physical Education Clubs			
康輔社 Welcome Club	桌球社 Table Tennis Club	籃球社 Basketball Club	街頭舞蹈社 HipHop Club
日本劍道研習社 Kendo Club	足球社 Soccer Club	勁爆舞研社 Crazy Dancing Club	山野社 Wenzao Mountain Climbing Club
瑜珈社 Yoga Club	游泳社 Swimming Club	硬式網球社 Tennis Club	地板舞蹈研究社 Break Dancing Club
極限滑板社 Skate Boarding Club	飛盤社 Ultimate Frisbee Club	排球社 Volleyball Club	羽球社 Badminton Club
國術社 Martial Arts Club			

其他類學生社團 Others

學生會 Wenzao Student Union	學生議會 Wenzao Student Council	優質學生服務會 All-Campus Student Committee	體育校隊 PE School Team
外教系學會 Department of Foreign Language Instruction	國際事務系學會 Department of International Affairs	天主教大專同學會 文藻分會 Holy Bird	傳播藝術系學會 Department of Communication Arts
英文志工團 WEVA	翻譯系系學會 Department of Translation & Interpreting Student Association	文藻國際服務學習團 Wenzao International Service Learning Association	Serviam 志工團 Wenzao Serviam Volunteer Association
學生宿舍自治 管理委員會 Student Dormitory Administration Committee	學生校園安全服務會	英文系大學部系學會 Department of English Student Association University Division	英文系專科部學會 Department of English Student Association College Division
法文系專科部學會 Department of French Student Association College Division	德文系大學部系學會 Department of German Student Association University Division	德文系專科部系學會 Department of German Student Association College Division	西文系大學部系學會 Department of Spanish Student Association University Division
日文系大學部系學會 Department of Japanese Student Association University Division	日文系專科部學會 Department of Japanese Student Association College Division	大學部畢聯會 Wenzao Graduate Students' Association of Wenzao University	五專部畢聯會 Wenzao Graduate Students' Association of Wenzao Junior College
應華系學會 Department of Applied Chinese Student	國際企業管理系學會 International Business Administration Student	詠安內思合唱團 Ioannes Choir	法文系大學部系學會 Department of French Student Association University Division
西文系專科部學會 Department of Spanish Student Association College Division	數位內容應用與管理系 學會 Department of Digital Content Application and Management Student Association		

Frequently asked Questions

➤ Questions regarding degree program application to Wenzao

1. How to apply to Wenzao?

Go to Wenzao's admission application website through the link below to register and apply. No registration fees needed.

https://web3.wzu.edu.tw/oc50_1907/index.php?c=registration&act=activity_list

2. When to apply to Wenzao?

- a. Master's: December 1st to May 31st
- b. Bachelor's: December 1st to June 30th

3. Brief intro of Wenzao's programs

- a. BA and MA programs

<https://d021.wzu.edu.tw/article/504983>

- b. International programs

<https://d021.wzu.edu.tw/article/512749>

4. Language requirements for graduate/undergraduate program applicants

- a. English-taught programs: CEFR B1 or above (English native speakers and those graduating from English-taught programs are exempted.)

List of countries with English as the official or common language

<https://www.ihrd.ntnu.edu.tw/wp-content/uploads/2023/04/The-List-of-Nations-with-English-as-the-Official-or-Common-Language.pdf>

- b. Chinese-taught programs: TOCFL A2 or above

- c. International programs: TOCFL A1 for fresh high school graduates or A2 for the others

- d. For language requirements of BAs and MAs offered by Dept. of Translation & Interpreting, Dept. of Applied, and Dept. of Japanese, please refer to the Application brochure published for the school year of your enrollment application.

5. Wenzao's English-taught programs

English-taught programs offered by Wenzao are as follows

- a. Master's programs: MA in English, MA in International Affairs, MA in International Business Administration, and MA in European Studies
- b. Bachelor's programs: BA in English, BA in International Affairs, and BA in Foreign Language Instruction

6. Wenzao's bilingually-taught programs (English & Chinese)

- a. Master's programs: MA in Translation & Interpreting and MA in European Studies
- b. Bachelor's program: BA in Translation & Interpreting

7. Types of scholarships available for overseas students

- a. Ursuline Scholarships (Exclusive for international students graduating from Ursuline High Schools affiliated with Wenzao)
100% tuition waiver, free school dormitory accommodation, and 10,000 NT meal vouchers
- b. Full Scholarships
100% tuition waiver

- c. Half Scholarships
50% tuition waiver
- d. International Program Scholarships
100% tuition waiver, 50% tuition waiver, 25% tuition waiver, 20% tuition waiver, and 15% tuition waiver

8. What to do after being admitted to Wenzao and receiving your admission letter

- a. Click on the Google survey link provided in the admission notification email to reply and inform us of your accepting the admission. The Acceptance of Wenzao's Scholarship form, on-campus dormitory application form, and Academic Certificate Declaration form need to be uploaded as well.
- b. Apply to Taiwan's office in your region for a student visa. If a paper copy of your admission letter is needed, inform SOSA via email, and it'll be sent to you.
- c. Join the Line group for the freshman overseas students of the year by using the invitation link / QR code in the admission notification email. Important information regarding enrolling in Wenzao and other matters regarding your study will be announced in the Line group.
- d. Once you have received your student visa, book your flight to Taiwan.
- e. Fill out the Google survey provided by SOSA, and inform us of your arrival date and flight info.
- f. The orientation for freshman overseas students will be held during the week before the school starts. Attend the orientation, and submit your verified copies of your diploma and transcript.

➤ **Questions regarding adding and dropping courses for degree students**

1. How to add or drop courses

The student numbers of the incoming freshman students will be provided before mid-August. You need to use your student number and passport number to log in Wenzao's Information Service System. Below is the website link. Watch the video to find out how to add or drop courses on the school's Information Service website.

<https://sso.wzu.edu.tw/Portal/login.htm>

2. When to add or drop courses

The 1st period of time for incoming freshman students to add or drop courses will be the last week of August. The 1st week of semester will be the 2nd time to add or drop courses.

3. How English-taught program students can take EMI/ESP courses to waive the 12 credits of the Mandarin-taught General Education compulsory courses

All Wenzao undergraduate students need to take and pass 6 Mandarin-taught General Education compulsory courses (12 credits altogether). General Education Center provides a list of EMI/ESP courses that can be taken to waive the required Mandarin-taught General Education compulsory courses on the following website at the beginning of every semester. Wenzao's English-taught program students are allowed to take the EMI/ESP courses on the list to replace the 6 Mandarin-taught General Education compulsory courses.

<https://c034.wzu.edu.tw/category/147298>

4. The 3 required Mandarin Chinese courses for all undergraduate students

English-taught program overseas students can take "Mandarin 1" to "Mandarin 6" courses offered by the Dept. of Applied Chinese instead of the 3 required Mandarin Chinese courses for all undergraduate students.

➤ **How to apply for the Alien Resident Card (ARC)**

1. Student ARC application website

<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=zh>

2. **Video of how to apply for a student ARC**

<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

3. **Steps and guidelines of applying for a student ARC**

➤ **Questions regarding the health insurance**

1. **How to Join the NHI?**

Eligibility for National Health Insurance (NHI) coverage for resident visa holders begins six months from the date of entry. This means they must have resided continuously in Taiwan for six months, or have made a single departure of no more than 30 days, with their actual period of stay (excluding days of departure) totaling six months. For those who do not hold a resident visa, eligibility is calculated from the date they obtain their Alien Resident Certificate (ARC) in Taiwan.

2. **How is NHI Eligibility Calculated with Multiple Entries and Exits Within 6 Months?**

For individuals who frequently enter and exit Taiwan during their National Health Insurance (NHI) waiting period, as long as each departure does not exceed 30 days, regardless of the number of entries and exits, the NHI calculation starts six months from the last entry date. (During this period, you can depart once, but it cannot exceed 30 days).

3. **Fee of NHI?**

The current rate is TWD\$4,956 per semester (TWD \$826/month).

4. **Options for insurance claims if you don't yet qualify for National Health Insurance (NHI) in Taiwan**

MSIG Taiwan Group Medical Insurance for International Students, the current rate is TWD\$3,000 per semester (TWD \$500/month).

➤ **Questions regarding housing in and/or around the school**

1. **in-campus dormitory**

- a. dormitory fee: NT24,000 for 2 semesters
- b. deposit: NT5,000
- c. 4 people per room
- d. curfew hours: 23:00~6:30
- e. Winter/summer vacation is excluded and extra pay is needed during winter/summer vacation: NT1,000/周 week

2. **Daya Building**

To lease a studio of Daya Building, contact the building superintendent via email or Line

<https://www.daya.tw/room.php?mid=1>

➤ **Questions regarding foreign exchange students to Wenzao**

1. **Application timeline and procedure**

Nominated by the university. Timeline: Spring – before November 15; Fall – before June 15.

2. **How and when to add or drop courses**

The week before the semester starts, course add/drop is conducted online, while during the first week of the semester, it is handled through paper forms.

3. **How and when to Extend the Visitor Visa?**

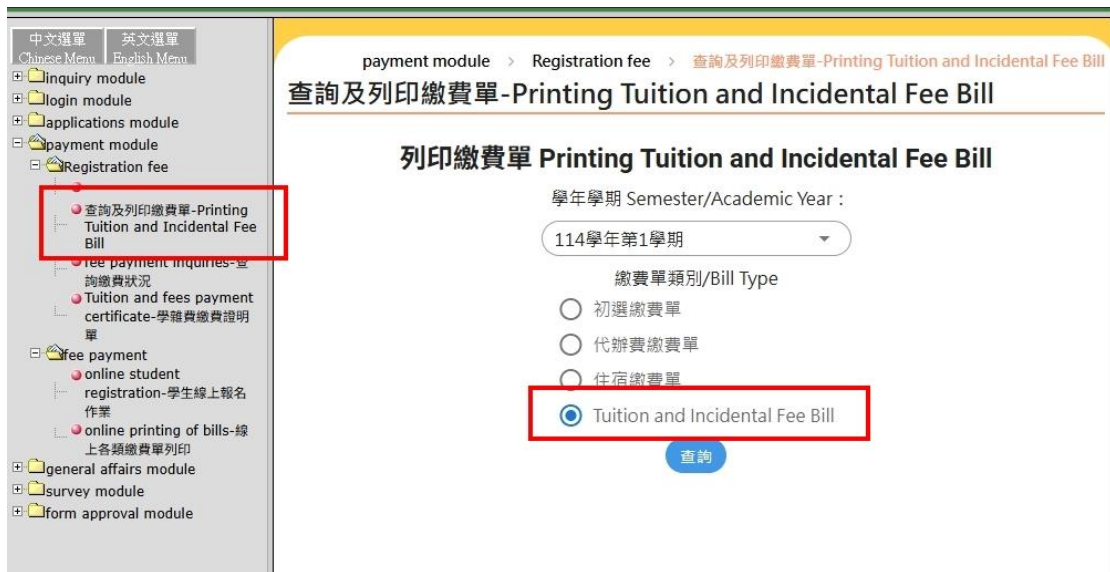
International exchange students holding a visitor visa without a stamp of no-extension must apply for an extension at the National Immigration Agency **【within the last 15 days before the visa expires.】** (Please note that the day after entering Taiwan is considered the first day)

For more details, please contact the National Immigration Agency
 NIA Website: <https://www.immigration.gov.tw/>

➤ Questions regarding payments for the tuition and other fees

1. payment methods

- a. Cash in-person payment at Wenzao Cashier office
- b. Cash payment at 7-Eleven or FamilyMart convenience stores (the payer will bear the service fee)
- c. Local banks on-line transformation
- d. Local credit card on-line payment
- e. Foreign credit card



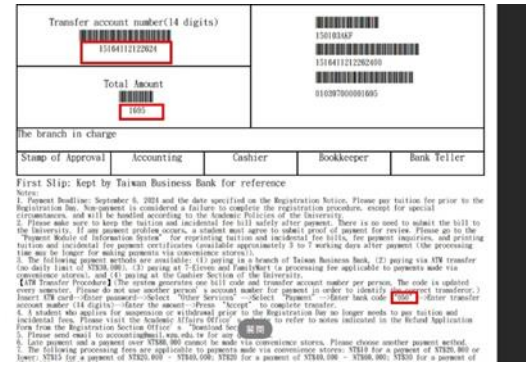

Cash in-person payment at Wenzao Cashier office

Wenzao Ursuline University of Languages Tuition and Incidental Fee Bill for the Fall Semester of the 2025 Academic Year		
Class : 班級	Student ID : 學號	Name : 姓名
Item		Amount
Tuition		39,950
Incidental fees		12,585
Student insurance		600
Charges for use of computers and network communications		1,000
Granted scholarships		-52,544
Total		1,695
Maximum Loan Amount-Not Applicable for overseas students 1,695		
Cashier Section Manager Jie-Wen Zhang	Accounting Office Director Chen-Yi Tsai	President Hwei-Lin Chuang

Cash payment at 7-Eleven or FamilyMart convenience stores

Wenzao Ursuline University of Languages Tuition and Incidental Fee Bill for the Fall Semester of the 2025 Academic Year	
Class : 班級	Student ID : 學號
Bank Bar Code	Convenience Store Bar Code
Transfer account number(14 digits) 15164112122624	150103AKF 1516411212262400 1516411212262400



<p>Local banks on-line transformation</p>	
<p>Local credit card on-line payment</p>	
<p>Foreign credit card</p>	<p>Please contact SOSA before you are planning to pay</p>

2. **How to get your tuition and in-campus dormitory bills**

log in Student Information System → Payment module → Printing tuition and incidental fee → Tuition and incidental Fee/dormitory → Enter -→ Print out payment sheet or Ipay

➤ **Other questions**

1. **Locations of the buildings on campus**

<https://c005.wzu.edu.tw/category/132590>

2. **Student clubs**

https://d006.wzu.edu.tw/datas/upload/files/%E5%90%84%E7%A4%BE%E5%9C%98%E7%B6%B2%E7%AB%99%E9%80%A3%E7%B5%90_113.pdf

Guidelines for Overseas Student Scholarship Applications at

Wenzao Ursuline University of Languages

1. The following guidelines have been established to encourage outstanding overseas students applying to or pursuing a degree in Wenzao Ursuline University of languages.
2. The term overseas students, as referred to in these guidelines, are those who meet the regulations outlined by the Ministry of Education's "Regulations Regarding International Students Undertaking Studies in Taiwan," "Regulations for Hong Kong and Macau Residents undertaking studies in Taiwan," "Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan," and "Regulations for Mainland Chinese Students pursuing a Higher Education degree in Taiwan."
3. The budget for scholarships and grants is prepared annually by the Office of International and Cross-Strait Cooperation (hereinafter referred to as the Office of International Affairs). For students in the junior college division, the maximum award period is five years; for undergraduates, it is four years; and for master's students, it is two years.
4. The total amount of scholarships and grants depends on the annual budget allocated by the university. There are up to fifteen Ursuline Scholarships, thirty-five Full Scholarships, and one hundred Half Scholarships for each academic year, with the possibility of awarding fewer scholarships than available if the number of applicants is insufficient.
 - (1.) Ursuline Scholarships (15 students): Awarded to outstanding and in need of economic assistance overseas graduates of Ursuline high schools. Recipients will have their full tuition and fees waived for the semester, receive free on-campus accommodation, a subsidy worth \$10,000 NTD in meal vouchers, and one year of free Chinese language courses. Recipients must complete 60 service hours during the semester.
 - (2.) Full Scholarships (35 students): Recipients will have their full tuition and fees waived for the semester and receive one year of free Chinese language courses. Recipients must complete 60 service hours during the semester.
 - (3.) Half Scholarships (100 students): Recipients will have half of their tuition and fees waived for the semester and receive one year of free Chinese language courses. Recipients must complete 30 service hours during the semester.

If there are insufficient applicants for a given year, remaining slots may be opened to overseas students in other grades (excluding extended study periods). For overseas students who have previously received the scholarship, their rights and obligations are governed by points 4 and 6 of these guidelines, except for the one year of free Chinese language courses.

5. Scholarship Application

(1.) Eligibility

- a. Prospective overseas students applying for admission in accordance with the second section of point 5 can apply for the scholarship.
- b. Registered overseas students (including those receiving half scholarships from the university or those who have not received any scholarships) who meet the following requirements may apply:

- (1.) students can apply for full scholarships if they have an average academic performance of 80 or above for the past two consecutive semesters, or are in the top 5% of their

class, with conduct scores of 80 or above, and have no more than one minor demerit during the previous year, subject to the approval of their department chair.

(2.) Students can apply for half scholarships if for the past two consecutive semesters they have an average academic performance of 70 or above, or are in the top 10% of their class, with conduct scores of 70 or above, and have no more than one minor demerit during the previous year, subject to the approval of their department chair.

(2.) Application Procedure

a. Prospective overseas Students:

(1.) Application period and method: Submit the scholarship application along with the relevant supporting documents at the same time as applying for admission. Submit all application documents to the Section of Overseas Student Affairs office (SOSA) website.

(2.) Documents required to apply are stated on application form.

b. Registered overseas students:

(1.) Application period and method: Upload all application documents to the website designated and announced by SOSA between August 1 and August 20 each year.

(2.) Documents required to apply are stated on application form.

6. Scholarship Renewal Regulations

The following requirements are necessary for scholarship recipients to renew scholarships in the next semester:

(1.) Ursuline Scholarships: To renew, recipients must have an average academic performance of 80 or above or be in the top 5% of their class, with conduct scores of 80 or above and complete 60 service hours in the previous semester. If the performance is between 70 and 79 or in the top 10% of the class, and only 30 service hours are completed, the recipient will receive half of the tuition and fees for the semester. If the academic or conduct scores are 69 or below, eligibility for renewal will be lost.

(2.) Full Scholarships: Master's students must have an average academic performance of 80 or above or be in the top 5% of their class, with conduct scores of 80 or above and complete 60 service hours in the previous semester. For undergraduate and junior college students, the same criteria apply. If the performance is between 70 and 79 or in the top 10% of the class, and only 30 service hours are completed, only half of their tuition and fees will be waived for the semester. If the academic or conduct scores are 69 or below, eligibility for renewal will be lost.

(3.) Half Scholarships: Master's students must have an average academic performance of 80 or above or be in the top 5% of their class, with conduct scores of 80 or above and complete 30 service hours in the previous semester. For undergraduate and junior college students, the same criteria apply. If the performance is between 70 and 79 or in the top 10% of the class, and 30 service hours are completed, they will receive the original scholarship amount. If the academic or conduct scores are 69 or below, eligibility for renewal will be lost. Students who fail to complete the required service hours will have their scholarship temporarily suspended. If they meet the academic and conduct standards and complete the service hours in the next semester, the scholarship will be reinstated. If a student violates university rules and receives more than one minor demerit, their scholarship eligibility will be canceled from the date the demerit is recorded.

7. Students who do not complete registration or defer admission in the year of enrollment will lose their eligibility for the award.
8. Overseas students who have already received Taiwanese government scholarships for degree studies are not eligible for this scholarship.
9. If a recipient is found to have falsified information or provided inaccurate details, their scholarship eligibility will be revoked, and any awarded funds must be returned.
10. These guidelines will be implemented after being approved by the administrative meeting and the university president, and the same procedure applies to any amendments.

114 Academic Calendar



文藻外語大學114學年度日間部行事曆

114年5月6日行政會議通過
114年5月19日校長核定
114年6月6日臺教授(四)字第1140056110號核准
114年7月1日行政會議通過
114年7月16日校長核定

年 份	月 份	週 次	星期						日期	行 事 事 項			
			日	一	二	三	四	五			六		
114 年	8 月	暑 假						1	2	8/1 8/1-9/10	第1學期開始 配合校基庫作業，請上傳教師歷程檔案(TP)		
			3	4	5	6	7	8	9	8/4-8/5	復學申請		
			10	11	12	13	14	15	16				
			17	18	19	20	21	22	23				
			24	25	26	27	28	29	30	8/25-8/27 8/27-8/28	新生初選選課 新進人員研習會		
			31										
	9 月	暑 假			1	2	3	4	5	6	9/1-9/2 9/1-9/5 9/2-9/3 9/3-9/5 9/4 9/4-9/12 9/5	學生調班修課申請作業 開學準備週(全校教師返校) 教師專業知能成長研習會 日四技新生導航營隊 專科部低年級補考 重/補修、減修網路選課 1.學雜等費繳交截止日 2.全體導師會議暨輔導知能研習	
			1	7	8	9	10	11	12	13	9/7 9/8 9/8-9/10 9/8-9/12 9/8-9/15 9/8-9/26 9/9 9/11-9/12	1.教學網要輸入截止日 2.雲端學園數位教材內容上網 3.Office Hour登錄截止日 全校開學(上午開學典禮、下午正式上課) 跨部選課 各項書面選課申請 第二次全校網路加選選 期初教學意見交流 繳交補考成績 超修選課	
			2	14	15	16	17	18	19	20	9/17-9/28	教學助理培訓	
			3	21	22	23	24	25	26	27	9/24 9/26	1.教師節表揚大會 2.國家防災日地震避難掩護演練 1.本學期提前畢業申請截止日 2.日二技新生祈福禮	
	4	28	29	30					9/28 9/29	孔子誕辰紀念日(教師節)(放假) 孔子誕辰紀念日(教師節)(補假)			
	10 月	4				1	2	3	4	10/6	中秋節(放假)		
		5	5	6	7	8	9	10	11	10/8 10/10	日四技新生祈福禮 國慶日(放假)		
		6	12	13	14	15	16	17	18	10/15 10/17 10/18	專科部新生祈福禮 休、退學學生退2/3學雜費截止日 畢業50、40、30、20年校友回娘家		
		7	19	20	21	22	23	24	25	10/20 10/20-11/2 10/21 10/22 10/24 10/25	校慶感恩彌撒 期中教學意見回饋 聖吳越樂慶日 期中導師會議 臺灣光復暨金門古寧頭大捷紀念日(補假) 臺灣光復暨金門古寧頭大捷紀念日(放假)		
		8	26	27	28	29	30	31	10/26-11/1	期中考試週(若教師另有訂定其他日期者，從其規定)			
		8							1	11/8	大學一年級登山健行活動		
		9	2	3	4	5	6	7	8	11/9 11/14	專科部一至三年級期中考成績輸入截止日 開放網路查詢成績(日五專一至三年級)		
		10	9	10	11	12	13	14	15	11/16 11/17-11/28	期中預警名單輸入截止日 課程兼修申請		
	11	16	17	18	19	20	21	22	11/28	休、退學學生退1/3學雜費截止日			
	12	23	24	25	26	27	28	29					
	13	30											
	12 月	13		1	2	3	4	5	6	12/1-12/5 12/6	燃燈禮 修讀輔系/雙主修/學程身分申請 1.全校運動會 2.慈善義賣園遊會		
		14	7	8	9	10	11	12	13	12/8	補假：補全校運動會及慈善義賣園遊會		
		15	14	15	16	17	18	19	20	12/15-1/9 12/16-1/4	期末教學意見調查 期末學生操行成績評定暨學生獎懲簽報		
		16	21	22	23	24	25	26	27	12/24 12/25 12/26	子夜彌撒 1.行憲紀念日(放假) 2.聖誕節 3.天明彌撒 補假：補115年5月17日大學校院英語能力測驗		
		17	28	29	30	31				12/30-1/2	第2學期初選選課		
		17					1	2	3	1/1 1/2	元旦(放假) 第1學期休學申請截止日		
	115 年	1 月	寒 假	18	4	5	6	7	8	9	10	1/9	期末學習總結週 論文計畫、論文口試申請截止日
				11	12	13	14	15	16	17	1/11	1.第1學期課程截止日 2.寒假開始	
				18	19	20	21	22	23	24	1/18 1/19-1/21 1/19-1/22	學期成績輸入截止日(含體育成績) 輔系/雙主修/學程選課 第一次全校網路加選選	
1/23											開放網路查詢成績		
1/24											全校區停電(變電設備檢驗暨保養)		
1/27											聖安琪慶日		
1/31									第1學期結束				

行事曆如有修正，請以教務處公告為依據。



文藻外語大學
WENZAO URSULINE
UNIVERSITY OF LANGUAGES



國際暨兩岸合作處

Office of International and Cross-strait Cooperation