



文藻外語大學
WENZAOU RSULINE
UNIVERSITY OF LANGUAGES

114 學年度 (2025/2026 年)
碩士班外國學生
入學申請簡章

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壹、 114 學年度（2025/2026 年）碩士班外國學生入學重要日程表

項 目	日 期
報名時間	2024年12月01日至2025年05月31日
獎學金申請期限	2024年12月01日至2025年06月30日 2025年4月30日之前申請者優先審核獲獎資格
審核	2025年06月中旬前
公告錄取名單（放榜）	2025年06月30日前
寄發入學通知單	2025年06月30日前
開學日	2025年09月中旬

註：本日程表如有變更，以本校網站公告為準。

聯絡資訊	
招生諮詢（國際暨兩岸合作處境外學生事務組）	
電話：+886-7-342-6031分機2641~2645	電子信箱： overseas.student@mail.wzu.edu.tw
傳真：+886-7-350-8591	網址：http://d021.wzu.edu.tw

註：本校招收外籍生，除宣傳推廣及協助學生辦理來臺相關必要程序外，未委由校外機構、法人、團體或個人辦理招生。

貳、 文藻簡介

文藻外語大學創立於 1966 年，由天主教聖吳甦樂會創辦，是全台灣獨一無二的外語大學。本校教育宗旨建基於基督信仰對每個人獨特價值之尊重，課程設計則著重於個人獨特性的培育及全人發展。學校希望透過外語教育，以中華文化為基礎，除提供學子對多元文化之了解外，亦能獲取人生智慧，發揮領導能力，服務社會人群。

校內設有 7 個碩士班及 13 個學士班，包括英國語文系、日本語文系、法國語文系、德國語文系、西班牙語文系、翻譯系、應用華語文系、外語教學系、國際企業管理系、國際事務系、傳播藝術系、數位內容應用與管理系及東南亞學系等。目前本校與全球五大洲 40 國，逾 300 所大學簽定學術交流協定，積極推動國際交流及雙聯學制，鼓勵學生赴國外短期留學或實習。

參、 114 學年度（2025/2026 年）碩士班外國學生入學申請

一、申請方式:

(一) 在截止日期前到文藻外語大學境外學生事務組報名網站完成線上申請。

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

(二) 僅註冊一個帳戶

(三) 上傳所有相關文件



二、一般申請文件

文件	一般應備文件
1 大頭照 1 張	請上傳至報名網站。
2 英文或中文學歷證明文件影本 1 份	文件要求： 1. 影本需經中華民國駐外機構驗證。 2. 若學歷證明文件為中英文以外之語言，則需另附中文或英文譯本。 3. 當年度六月畢業生可先提交經駐外館處驗證之學生證影本或英文在校證明，但需於入學時提交經駐外館處驗證之學歷證明正本。 備註：「文藻外語大學外國學生入學規定」第五條已針對「學歷證明文件」進行說明。
3 中文或英文學士學位成績單影本 1 份	文件要求： 1. 影本需經中華民國駐外機構驗證。 2. 若成績單為中英文以外之語言，則需另附中文或英文譯本。
4 財力證明文件（至少 3,500 美元）	文件要求： 1. 銀行提供之正式文件，需足以支付外籍生在台學習費用。 2. 提供全額獎學金或援助之政府、高等教育機構或民間組織提供之聲明。 備註：印尼申請者在申請簽證時需提供 5,000 美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。
5 其他應備文件	請參考各系別申請應備文件。 備註：所需文件(例如推薦信)有兩份或以上者，請合併成一份 PDF 上傳。
<ul style="list-style-type: none"> ● 中文授課若有符合下面敘述者得免附中文檢定 <ol style="list-style-type: none"> 1. 母語為中文： 請提供中文背景自述信。 2. 前一學位為中文授課： 若您先前任一學位(含大學畢業證書)為中文授課，請提供該學位中文授課證明。 3. 前一學位主修中文： 若您先前任一學位(含大學畢業證書)主修為中文，請提供畢業證書或是學校開具的證明。 ● 英文授課若有符合下面敘述者得免附英文檢定 <ol style="list-style-type: none"> 1. 國籍為英語系國家： 若您的國籍為英語系國家，則無需出具任何文件，系統會自動免除您需繳交的語言能力文件。 2. 在英語系國家取得前一學位： 若您先前任一學位(含大學畢業證書)在英語系國家取得，請提供您的畢業證書作為證明。 3. 前一學位為全英語授課： 您先前任一學位(含大學畢業證書)為全英語授課，請提供學校開具的證明文件。 	

備註：若發現文件內容造假或不符事實，將立即取消申請資格，且不接受申請人任何申訴。

三、各系別申請應備文件

系別	授課語言	應備文件
英國語文系 碩士班	全英授課	<ol style="list-style-type: none"> 1. 英文自傳一份。 2. 英文讀書計畫一份。 3. 英語檢定證書影本(例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business, BESTEP)，英語母語者除外。入學最低英語門檻為 CEFR 的 B1(含以上)程度，相等於 TOEIC 550。 4. 推薦信一份。 5. 其他外語檢定證書、相關證照或證書、優異表現或成就證明掃描檔案。
國際事務系 碩士班	全英授課	<ol style="list-style-type: none"> 1. 英文自傳一份。 2. 英文讀書計畫一份。 3. 英語檢定證書影本(例: TOEFL, TOEIC, IELTS)，英語母語者除外。入學最低英語門檻為 CEFR 的 B1(含以上)程度，相等於 TOEIC 550。 4. 推薦信兩份。 5. 其他相關證照、獲獎證明、國際活動參與經驗、論文掃描檔案。
國際企業管理系 碩士班	全英授課	<ol style="list-style-type: none"> 1. 英文自傳(一頁 A4)。 2. 英文讀書計畫一份(一頁 A4)。 3. 英語檢定證書影本(例: TOEFL, TOEIC, IELTS)。 4. 英文成績須 CEFR 的 B1(含以上)的程度 5. 推薦信一份。 6. 相關證照、優異表現或成就掃描檔案。
翻譯系 碩士班	雙語授課	<ol style="list-style-type: none"> 1. 英文或中文自傳(一頁 A4)。 2. 英文或中文讀書計畫一份(一頁 A4)。 3. 英語檢定證書影本(例: TOEFL, TOEIC, IELTS)。入學最低英語門檻為 CEFR 的 B2(含以上)程度。 4. 中文檢定證書影本(例: TOCFL/TOP 或 HSK)。TOCFL 成績須 B2(含)以上。 5. 推薦信一份。 6. 其他外語檢定證照影本、相關證照、優異表現或成就掃描檔案。
法國語文系 歐洲研究 碩士班	全英授課	<ol style="list-style-type: none"> 1. 英文或中文自傳(一頁 A4)。 2. 英文或中文讀書計畫一份(兩頁 A4，包含對歐洲研究領域感興趣之原因)。 3. 英語檢定證書影本，入學最低英語門檻為 CEFR 的 B1(含以上)程度 4. 推薦信一份。 5. 其他外語檢定影本、相關證照、獎項、著作發表、優異表現或成就掃描檔案。
華語文教學 碩士班	中文授課	<ol style="list-style-type: none"> 1. 中文自傳(一頁 A4)。 2. 中文讀書計畫一份(兩頁 A4)。 3. 中文檢定證書影本(例: TOCFL/TOP 或 HSK)。TOCFL 須 B2(含)以上。 4. 推薦信一份。 5. 其他外語檢定證照影本、相關證照、優異表現或成就掃描檔案。(選繳，供獎學金審核參考)

東南亞學系 碩士班	中文 授課	<ol style="list-style-type: none"> 1. 英文或中文自傳(一頁 A4)。 2. 英文或中文讀書計畫一份(兩頁 A4，包含對東南亞領域感興趣之原因)。 3. 中文檢定證書影本(例: TOCFL/TOP 或 HSK) *TOCFL 成績須 B1(含)以上。 4. 推薦信一份。 5. 其他外語檢定證照影本、相關證照、優異表現或成就掃描檔案。(選繳，供獎學金審核參考)
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四、可報名系別

碩士班	系別網站	
英國語文系碩士班	https://c021.wzu.edu.tw/	
國際事務系碩士班	https://c030.wzu.edu.tw/	
國際企業管理系碩士班	https://c031.wzu.edu.tw/	
翻譯系碩士班	https://c033.wzu.edu.tw/	
法國語文系歐洲研究碩士班	https://c052.wzu.edu.tw/	
華語文教學碩士班	https://c026.wzu.edu.tw/	
東南亞學系碩士班	https://c051.wzu.edu.tw/	

五、招生名額: 40 名

六、修業期限: 依據大學法第 26 條修讀碩士學位之修業期限為一年至四年。

七、本校學雜費暨退費基準表：本校學雜費暨退費基準表：

- (一) 本校入學新生學分費及學雜費收費標準，將於教育部核定後，公布於學雜費專區，網址 <http://c010.wzu.edu.tw/category/127912>。
- (二) 茲附本校前一年碩士班每學期學雜費徵收標準以供參考，每學年分 2 學期，以新臺幣計算。

文藻外語大學 113 學年度 (2024/2025 年) 碩士班每學期學雜費收費標準 (新臺幣)

學制	學費	雜費	電腦通訊設備使用費	平安保險費	合計	備註
日間部	39,956	12,588	1,000	695	54,239	每一學分費 1,544 元 依選課學分數核算。
其他費用 一、住宿費：每學期 12,000 元。 二、電腦及網路通訊使用費：依年級、科系定額收費，重補修及延修生不再收取該筆費用。 三、學生團體保險費：113 學年(含上下學期)保險費全額 1,490 元，教育部補助一般生一學年 100 元，扣除補助每人每學期應繳保費為 695 元。 四、全學期校外實習學生應繳納全額學費、五分之四雜費。 五、其餘相關規定請參閱文藻外語大學學則。						

專科以上學校學雜費退費基準表

學生休、退學時間	學費、雜費退費比例	備註
一、註冊日 (包括當日) 前申請休退學者	免繳費，已收費者，全額退費	
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	學費退還三分之二，雜費全部退還	其採學分學雜費或學雜費基數核算者，退還學分費全部、學雜費基數 (或學分學雜費) 三分之二
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	學費、雜費退還三分之二	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數 (或學分學雜費) 各三分之二
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	學費、雜費退還三分之一	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數 (或學分學雜費) 各三分之一
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	所繳學費、雜費，不予退還	

八、招生期程: 2024 年 12 月 1 日至 2025 年 5 月 31 日

九、申請入學系統報名:

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

十、境外學生事務組信箱: overseas.student@mail.wzu.edu.tw

肆、 相關表單

(附件1)外籍生切結書

Declaration for International Students

一、本人符合外國學生來台就學辦法之外國學生身分，並保證未具僑生身份且不具中華民國國籍法第二條所謂中華民國國籍，或已喪失中華民國國籍滿八年。

The undersigned applicant, satisfy the Regulations Regarding International Students Undertaking Studies in Taiwan as an international student. I guarantee that I have neither overseas Chinese status nor R.O.C. citizenship as referred to in Article 2 of the Nationality Act, or have I been an R.O.C. national in the last eight years.

國籍法第二條所稱具中華民國國籍者為：

According to Article 2 of the Nationality Act, a person shall have the nationality of the Republic of China under any of the conditions provided by the following subparagraphs:

(一) 出生時父或母為中華民國國民。

His / Her father or mother was a national of the Republic of China when he/she was born.

(二) 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 the Republic of China at the time of death.

(三) 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 the Republic of China, and his/ her parents can't be ascertained or both were stateless persons.

(四) 歸化者

He/ She has undergone the nationalization process.

二、本人所提供之最高學歷畢業證書(報名大學部者為高中畢業證書、碩士班者為大學或碩士畢業證書)均為教育部認可、經駐外單位驗證屬實，保證於錄取報到時繳交經駐外單位驗證之外國學校畢業證書正本。(中文或英文翻譯本)

The diploma I provided (secondary degree diploma for applying for undergraduate program, bachelor or master's degree diploma for graduate program) is recognized by the Ministry of Education and verified by the Taiwan's overseas representative office. Upon registration, a photocopy of the certificate of diploma obtained from a foreign education institution and verified by the Taiwan's overseas representative office shall be submitted with a notarized translation in either Chinese or English.

三、本人未曾遭中華民國各大專校院退學。如違反此規定並經查證屬實者，取消其入學資格並註銷學籍。

I have never been expelled from other colleges and universities of the Republic of China. Should I breach any of the regulations, I will be denied admissions and student status.

四、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屬實者，本人願意學校註銷學籍處分，絕無異議。

I agree to authorize Wenzao Ursuline University of Languages to verify any information provided above. If any of it is found to be false, I have no objection to being deprived of registered student status.

申請人簽名 Applicant's signature:

日期 Date:

(附件2)個人資料蒐集同意書

Personal Data Collection Agreement

文藻外語大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定以本聲明及同意書向您行書面告知並徵求您同意。當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

According to the Personal Data Protection Act, Wenzao Ursuline University of Languages (hereinafter as WZU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by WZU. Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

一、基本資料之蒐集、更新及保管

- (一) 本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料、人身保險及學生（員）(含畢、結業生)資料管理。
- (二) 請提供您本人正確、最新及完整的個人資料。
- (三) 本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。
- (四) 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。
- (五) 若您未提供真實且正確完整之個人資料，導致學生事務無法執行、緊急事件無法聯繫、考試成績無法送達等，將影響個資當事人之權益。
- (六) 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
 1. 查詢或請求閱覽。
 2. 請求製給複製本。
 3. 請求補充或更正。
 4. 請求停止蒐集、處理或利用。
 5. 請求刪除。

行使上述權利時，須依本校規定驗證確認本人身份後提出申請。若委託他人辦理，須另出具委託書並同時提供受託人身份證明文件以供核對。但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

I. Basic Data Collection, Renewal and Management

- (i) WZU will collect, process, and use your personal data, personal insurance and student academic record in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (ii) Please provide your accurate, latest and complete personal data.
- (iii) Your personal data collected by WZU to facilitate its administration includes the information in the columns marked as required on the form.
- (iv) Please inform WZU of any change to your personal data to maintain the latest information.

- (v) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (vi) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 - 1. To check or review the collected data.
 - 2. To receive a photocopy of the collected data.
 - 3. To supplement or revise the collected data.
 - 4. To cease the collection, processing or use of the collected data.
 - 5. To delete the collected data.

When exercising the above right, a candidate shall submit application after his/her identity has been verified in accordance with the regulations of this university. If an application is made by an entrusted person, a letter of authorization shall be submitted together with the identification document of the entrusted person for verification. However, WZU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests; WZU shall not be held responsible for any compensation.

二、蒐集個人資料之目的

- (一) 本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。
- (二) 當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

II. Purpose of Personal Data Collection

- (i) WZU collects your personal data to meet the needs of educational administration.
- (ii) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to WZU, you may lose certain rights or benefits as a consequence.

三、個人資料利用之期間

除法令或中央事業主管單位另有個人資料保存期限外，以上開蒐集目的完成所需之期間為限，學生資料將依文藻外語大學學則以及相關規定保存。

III. The period within which the personal data can be used

Unless otherwise stipulated by the law or the central competent authority in respect of the retention period of personal information obtained from the holding of examination, the retention period of the personal information by the University shall be the time required for the above purposes for collection to be fulfilled.

四、個人資料利用之地區：台灣地區(包括澎湖、金門及馬祖等地區)。

- ## IV. The area where the personal information is used : The Taiwan area (including Penghu, Kinmen and Matsu) or the regions agreed or authorized by you for information processing and use.

五、基本資料之保密：本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

V. Basic Information Security Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by WZU the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, WZU shall inspect the cause and inform you by phone, mail, email or website notice.

六、同意書之效力

(一) 當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。

(二) 本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

VI. Validity of Agreement

(i) Your signature on this agreement indicates that you have read, understood and accepted its contents.

(ii) WZU is entitled to amend the contents of this agreement, and any amendments will be publicized on the WZU website. Should you disagree with any amendments, please exercise your right to request that WZU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

申請人簽名

Applicant's Signature: _____

護照號碼

Passport number: _____

日期

Date (YYYY/MM/DD): _____

(附件3) 文藻外語大學校內宿舍住宿需知

Wenzao Ursuline University of Languages On-Campus Dormitory



1. 一學年住宿費用為新台幣 24,000 元 (不含寒假及暑假), 另繳新台幣 5,000 元保證金 (保證金將於學年結束時退回)。
The fee of the accommodation 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.
2. 由於宿舍床位有限敬請先繳納住宿費用以確保住宿名額。
Due to the limited capacity of on-campus dormitory (4 persons per room), please remit dormitory fee (NTD 17,000/semester) in advance to make a reservation.
3. 每間寢室均為四人住套房, 床鋪、書桌、衣櫃為獨立組合式。另為行動不便學生住宿, 在男女生宿舍, 各有二間身心障礙學生寢室, 每間住三人。
Each room is a suite for four people, including independent bed, desk and wardrobe. Furthermore, there are two rooms for students with disabilities, each suite for three students.
4. 各樓層均設有一間自修室, 提供住宿生上網查詢資料及夜讀自修場所。
There is a studying room on each floor, which provides students with a comfortable environment to study and surf on the net.
5. 全棟宿舍採中央空調 (需自購點數, 刷卡計費使用), 熱水 24 小時供應。
The dormitory is equipped with air-conditioning (tenants need to buy the card) and 24hours hot water supply.
6. 門禁時間: 23:00 ~ 06:30, 23:00 前必須返校, 早上 06:30 開門。
Curfew hours are from 23:00 to 06:30. Only entering is allowed before 23:00.
7. 如果要外宿, 請於 22:00 外出前完成住宿生定期晚歸申請單並交至辦公室。
If you want to stay overnight outside the dormitory, hand in the Regular Late Return Application to the office before 22: 00.
8. 週一到週四抽檢寢室內外務並評分。
Room check randomly and evaluation will be performed from Monday through Thursday.
9. 請於學期結束離開前, 完成宿舍之清潔工作。打掃不合格者將從保證金中提撥五百元, 作為清潔管理費用。
At the end of every semester, the room cleaning must be thoroughly conducted before moving out. NTD 500 will be deducted as the charge of cleaning in case that the cleaning result does NOT meet the inspector's requirements.
10. 住宿床位經分配後未經管理單位同意不得變更位置。
Without teacher's consent, changing room or bed allocated is not allowed.
11. 因個人因素中途退宿者, 一律不歸還保證金。
The deposit shall not be returned to those who move out for personal reason during the semester.
12. 校園及宿舍嚴禁抽菸、喝酒、賭博及打火機。
Smoking, alcohol, gambling and lighters are strictly banned on campus and dormitory.

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

(附件4) 校外住宿-達亞國際 E 化大樓住宿需知

Off-Campus Daya International Apartment



※房租不含水電費。

Rental does not include electricity cost and water fee.

1. 24 小時安全管理，專人服務。
24 hours building managers and good security.
2. 請於學期結束離開前，完成房間之清潔工作。
At the end of every semester, the room cleaning must be thoroughly conducted before moving out.
3. 因個人因素中途退宿者，一律不歸還保證金。
The deposit shall not be returned to those who move out for personal reason during the semester.
4. 文藻外語大學徒步 5 分鐘。
5-minute walking distance from Wenzao Ursuline University of Languages.
5. 達亞地址：807 高雄市三民區鼎金後路 556 巷 2 號達亞地址 Address of DaYa International Apartment:
No.2, Ln. 556, Dingjinhou Rd., Sanmin Dist., Kaohsiung City 807, Taiwan (R.O.C.)

For more information, please check the below website:

<http://www.daya-international.com.tw/Kaohsiung/room.html>

文藻外語大學
Wenzao Ursuline University of Languages

(附件5)外國學生校內宿舍申請表
**On-Campus Dormitory Accommodation Application
for International Students**

本人_____ (全名) 在此確認將入住：

校內宿舍 (四人房) 一學年費用為新台幣 24,000 元 (不包含暑假及寒假)

我在此確認已閱讀並了解校內宿舍規定，並同意在住宿期間遵守相關規定。若有任何違反規定的行為，我願意接受規定中所述的懲處。

我了解在完成退宿手續後，押金使得退還。

申請人簽名：

日期： (年/月/日)

I, _____ (full name) hereby confirm to stay at: On-campus Dormitory (four people/room One academic year is NTD 24,000 (not include summer and winter vacations) I also hereby assert that I have read the On-Campus Dormitory Regulations and agree to obey the regulations during my stay at the dormitory. Should I do anything against the regulations, I will accept the penalty as stated in the regulations. I understand that the deposits shall be refunded to me on condition that the check-out procedure is duly completed.

Applicant's Signature:

Date: (yyyy/mm/dd)

(附件 6) 達亞大樓住宿訂房單

Daya International Apartment Reservation Form

申請單位 Applicant Affiliation	■外國學生 Student			國家: Nationality	
男生/女生	<input type="checkbox"/> Male <input type="checkbox"/> Female		申請人 email Contact email		
房客姓名 Tenant's Name	姓(Surname) 名(First Name)		房客電話 Tenant's Tel		
抵達日期 Arrival Date	年(Year)月(Month)日(Day) / /		離開日期 Departure Date		年(Year)月(Month)日(Day) / /
住宿月份 Staying month	住宿人數 Number of Person	進/退房 時間確認 Check- in/Check-out Date/Time Confirmation		預定入住時間 Check-in Date/Time	
				預定退房時間 Check-out Date/Time	
訂房間數 Number of Room/Deposi t	雙人房 twin room (2 single beds) <input type="checkbox"/> NT\$8,500 __ 間 Room(s) 雙人房 double room (1 double bed) <input type="checkbox"/> NT\$8,500 __ 間 Room(s)		單人房 single room <input type="checkbox"/> NT\$6,500 __ 間 Room(s) 大間單人房 large single room <input type="checkbox"/> NT\$7,500 __ 間 Room(s)		
付款人 Payer	<input type="checkbox"/> 申請單位(人) Applicant <input type="checkbox"/> Student's Parents/Friends		付款人 姓名	Payer name:	
付款方式 Type of Payment Type of Payment	<ul style="list-style-type: none"> ■ We will receive the reservation form and confirm that there is no problem with your reservation information. We will provide a link to pay by credit card. ■ The deposit fee is uniformly \$8,000 (for any room type).(2% is the handling fee, Daya actually received \$7840) ■ The remaining deposit amount will be paid in cash upon arrival. ■ After moving in, rent is mainly paid in cash/remittance. ■ After swiping the card, please send it back to us with the successful card swiping record to complete the booking process. 				
申請人簽名 Signature of Applicant			達亞大樓負責人簽章 Authorized Signature		

訂房流程:

- 一、回傳訂房單。
- 二、收到訂房確認通知。
- 三、匯款訂金並回傳收據。
- 四、完成訂房

Booking process:

1. Email us the booking form.
2. Receive a booking confirmation notice.
3. Send the deposit and return the receipt.
4. Complete the reservation.

達亞大樓

Daya International Apartment

訂房須知:

- 一、聯絡方式:mail: daya12921163@gmail.com
Line ID : @cwa0798w(請務必加入，並回傳您的姓名)
- 二、Check in 時請出示身分證(護照)辦理登記，並同時付清房款。
- 三、訂房期間至少 4 個月以上，押金為房租定價 2 個月，退房時收取 1000 元清潔費。
- 四、房內禁煙，房間抽菸，將收取 5000 元清潔費。
- 五、雙人房為兩張床，請自行尋找室友，達亞不代找室友。
- 六、回傳訂房單不代表達亞同意入住，需等達亞回覆同意後才需刷卡訂金。
- 七、未經達亞同意入住，將會退回訂金(手續費由匯款人自行吸收)。
- 八、外國學生特別服務:將提供床墊。但床墊舒適度不合您的需求，我們無法為您更換，請您自行購買適合您的床墊。
- 九、刷卡後無法取消退費，請務必確認後再訂房。

Reservation Information:

1. mail: daya12921163@gmail.com Line ID: @cwa0798w
(Be sure to join, and post back your name)
2. Please show your ID (Passport) and pay in full when you check-in.
3. At least 4 months during the reservation period. Deposit : 2 months rent. When you check out, we will deduct \$1,000 from the deposit as the cost of air-conditioning cleaning and painting.
4. No smoking inside the building, we will charge \$ 5000 as the penalty.
5. A double room has two beds; please find roommates on your own, Daya does not have matching service.
6. You must wait for Daya to send back the booking confirmation before remitting the deposit.
7. If you remit the deposit without Daya's consent, Daya has the right to refund the deposit (The handling fee will be absorbed by the remitter).
8. Special services for foreign students: Mattresses will be provided.
However, if the mattress comfort does not meet your needs, we cannot replace it for you. Please purchase a mattress that suits you.
9. Cancellation and refund cannot be made after swiping the card, please be sure to confirm before booking.

Brief introduction of room types



Extra large single room:23.142-26.448(square meters)

Equipment: two desks,two wardrobes,air conditioning,television,refrigerator, double bed frame (without mattress)

- The rent includes management fees,garbage trucks,cleaning fees,networks,locomotive parking spaces,and cable TV.



large single room:19.836(square meters)

Equipment:desk,wardrobe,air conditioning,television, refrigerator,double/single bed frame (without mattress).

- The rent includes management fees,garbage trucks, cleaning fees,networks,locomotive parking spaces,and cable TV.





Extra large single room:23.142(square meters)

Equipment:desk, wardrobe,air conditioning,television, refrigerator,double/single bed frame (without mattress)

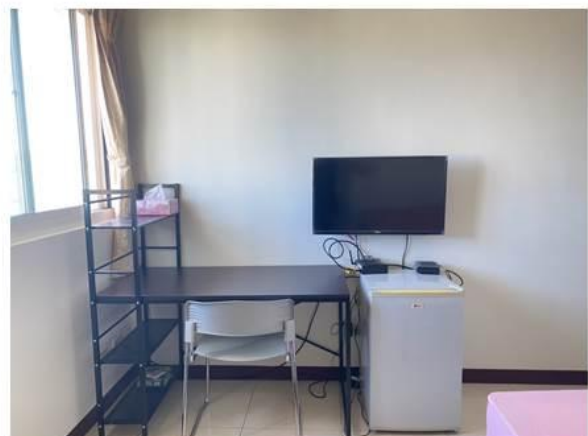
- The rent includes management fees,garbage trucks, cleaning fees,networks,locomotive parking spaces,and cable TV.



Small room: 16.530(square meters)

Equipment:desk, wardrobe,air conditioning,television, refrigerator, bed frame(without mattress).

The rent includes management fees,garbage trucks,cleaning fees,networks,locomotive parking spaces,and cable TV.



(附件 8) 文藻外語大學境外學生獎助學金作業要點(113 學年度起入學新生適用)
Guidelines for Overseas Student Scholarship Applications at Wenzao Ursuline
University of Languages
(Applicable to students admitted in and after the 2024 academic year)

94 年 9 月 27 日 行政會議通過
Approved at the Administrative Meeting on September 27, 2005
94 年 10 月 11 日 校長核定
Ratified by the President on October 11, 2005
97 年 2 月 19 日 行政會議通過
Approved at the Administrative Meeting on February 19, 2008
97 年 3 月 3 日 校長核定
Ratified by the President on March 3, 2008
99 年 6 月 15 日 行政會議通過
Approved at the Administrative Meeting on June 15, 2010
99 年 8 月 24 日 校長核定
Ratified by the President on August 24, 2010
100 年 12 月 20 日 行政會議通過
Approved at the Administrative Meeting on December 20, 2011
100 年 12 月 26 日 校長核定
Ratified by the President on December 26, 2011
101 年 11 月 27 日 行政會議通過
Approved at the Administrative Meeting on November 27, 2012
101 年 12 月 10 日 校長核定
Ratified by the President on December 10, 2012
102 年 8 月 6 日 行政會議修正通過
Amended and approved at the Administrative Meeting on August 6, 2013
102 年 8 月 15 日 校長核定
Ratified by the President on August 15, 2013
102 年 12 月 03 日 行政會議通過
Approved at the Administrative Meeting on December 3, 2013
102 年 12 月 26 日 校長核定
Ratified by the President on December 26, 2013
105 年 01 月 05 日 行政會議通過
Approved at the Administrative Meeting on January 5, 2016
105 年 01 月 05 日 校長核定
Ratified by the President on January 5, 2016
108 年 07 月 02 日 行政會議通過
Approved at the Administrative Meeting on July 2, 2019
108 年 07 月 23 日 校長核定
Ratified by the President on July 23, 2019
109 年 07 月 07 日 行政會議通過
Approved at the Administrative Meeting on July 7, 2020
109 年 07 月 17 日 校長核定
Ratified by the President on July 17, 2020
113 年 07 月 02 日 行政會議修正通過
Approved at the Administrative Meeting on July 2, 2024
113 年 07 月 17 日 校長核定
Ratified by the President on July 17, 2024

一. 為獎勵優秀境外學生申請及就讀本校，攻讀正式學位，特訂定本要點。

The following guidelines have been established to encourage outstanding overseas students applying to or pursuing a degree in Wenzao Ursuline University of languages.

二. 本要點所稱境外學生，係指依教育部「外國學生來臺就學辦法」、「香港澳門居民來臺就學辦法」、「僑生回國就學及輔導辦法」及「大陸地區人民來臺就讀專科以上學校辦法」之規定者。

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."

三. 獎助學金每學年預算，由國際暨兩岸合作處(以下簡稱國合處)負責編列。就讀專科部者最多獎勵五年，大學部者最多獎勵四年，碩士班者最多獎勵兩年。

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.

- 四. 獎助學金總額依每學年度本校編列之預算而定，擇優獎助每屆修業期限內(不含延長修業)境外生：「全免獎助學金」十五名、「全額獎助學金」三十五名及「半額獎助學金」一百名為原則，得不足額錄取。

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.

- (一)全免獎助學金(十五名)：獎助海外各地吳甦樂高中優秀且經濟相對弱勢之畢業生。受獎生於在學期間，本校得減免其當學期之全額學雜費，並提供免費校內住宿、一萬元餐券補助及一年免費華語課程；受獎生需完成當學期服務時數六十小時。

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.

- (二)全額獎助學金(三十五名)：受獎生於註冊期間，本校得減免其當學期之全額學雜費，並提供一年免費華語課程；受獎生需完成當學期服務時數六十小時。

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.

- (三)半額獎助學金(一百名)：受獎生於註冊期間，本校得減免其當學期之半額學雜費，並提供一年免費華語課程；受獎生需完成當學期服務時數三十小時。

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.

依前項規定若某屆發生不足額錄取時，剩餘名額得開放他屆修業期限內(不含延長修業)之境外生申請。獲獎助學金之境外舊生，除一年免費中文課程外，其權利義務依本要點第四點及第六點之規範。

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.

五、獎助學金申請 Scholarship Application

(一)申請資格 Eligibility

1. 凡依第五點第二項提出申請入學之境外新生均得提出申請。

Prospective overseas students applying for admission in accordance with the second section of point 5 can apply for the scholarship.

2. 境外舊生(領取本校半額獎助學金或無領取本校獎助學金)，且符合下列要求者：

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)連續兩學期學業總成績平均達八十分以上或班排前百分之五，操行分數達八十分以上，且申請前一年期間未記小過乙次以上者，經所屬系主任同意，得申請全額境外學生獎助學金。

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) 連續兩學期學業總成績平均達七十分以上或班排前百分之十，操行分數達七十分以上，且申請前一年期間未記小過乙次以上者，經所屬系主任同意，得申請半額境外學生獎助學金。

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.

(一) 申請程序 Application Procedure

1. 境外新生 Prospective overseas Students:

- (1) 申請時間及方式：境外學生於申請入學時同時提出申請，填寫獎助學金申請書並備妥相關證明文件，隨同申請入學各式文件一併上傳至本校國合處境外學生事務組（以下簡稱境外組）申請入學網站。

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) 申請所需文件於申請表上載明。

Documents required to apply are stated on application form.

2. 境外舊生 Registered overseas students:

- (1) 申請時間與方式：每年八月一日至八月二十日上傳各式申請文件至境外組公告之網站。

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) 申請所需文件於申請表上載明。

Documents required to apply are stated on application form.

六、獎助學金續領規定 Scholarship Renewal Regulations

受獎生於下一學期續領獎助學金標準如下：

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

- (一) 「全免獎助學金」：受獎生之前一學期學業及操行總成績皆達八十分（含）以上或班排前百分之五，並完成該學期服務時數六十小時者，可續領原獎助學金；達七十分至七十九分或班排前百分之十，並完成該學期服務時數三十小時者，可獲減免當學期學雜費、住宿費及餐費半額。學業或操行總成績六十九分(含)以下，喪失續領資格。

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.

- (二)「全額獎助學金」：碩士班受獎生之前一學期學業及操行總成績皆達八十分（含）以上或班排前百分之五，並完成該學期服務時數六十小時者，可續領原獎助學金。學士班及專科班受獎生之前一學期學業及操行總成績皆達八十分（含）以上或班排前百分之五，並完成該學期服務時數六十小時者，可續領原獎助學金；達七十分至七十九分或班排前百分之十，並完成該學期服務時數三十小時者，可獲減免當學期半額學雜費。學業或操行總成績六十九分(含)以下，喪失續領資格。

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.

- (三)「半額獎助學金」：碩士班受獎生之前一學期學業及操行總成績皆達八十分（含）以上或班排前百分之五，並完成該學期服務時數三十小時者，可續領原獎助學金。學士班及專科班受獎生之前一學期學業及操行總成績皆達七十分至七十九分或班排前百分之十，並完成該學期服務時數三十小時者，可續領原獎助學金。學業或操行總成績六十九分(含)以下，喪失續領資格。

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.

- (四)受獎生未完成服務時數者，暫停發予獎助學金；次學期若達學業及操行成績標準且完成服務時數者，則再恢復給予獎助學金之獎勵。受獎生如違反本校校規，記小過乙次以上，自違反校規懲罰確定日起，取消其受獎資格。

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.

- 七、符合獎勵之學生，入學當年度未完成註冊、辦理保留入學資格者，取消其得獎資格。

Students who do not complete registration or defer admission in the year of enrollment will lose their eligibility for the award.

- 八、境外學生若已申領我國政府機關為鼓勵攻讀學位核發之台灣獎學金者，不得重複領取本獎助學金。

Overseas students who have already received Taiwanese government scholarships for degree studies are not eligible for this scholarship.

- 九、領取本獎助學金者，經查若有偽造或不實之情事，撤銷其得獎資格，已領取之獎助學金應予繳回。

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.

- 十、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

These guidelines will be implemented after being approved by the administrative meeting and the university president, and the same procedure applies to any amendments.