



文藻外語大學

WENZAO URSULINE UNIVERSITY OF LANGUAGES

# 109 學年度外國學生 入學申請(碩士)

## Admission for International Students (Master Degree) in Academic Year 2020/2021



Wenzao Ursuline University of Languages

Address: 900 Mintsu 1st Road Kaohsiung 80793, Taiwan R.O.C.  
Email: [overseas.student@mail.wzu.edu.tw](mailto:overseas.student@mail.wzu.edu.tw)  
Contact no.: 07-342-6031 ext.2641、2642、2643

# 109 學年度外國學生入學申請表(碩士)

## Application Form for the Admission of International Students (Master Degree) in Academic Year 2020/2021

Date 日期：        /        /

Name in English / in Your Own Language 英文名字/本國語文名字 First and Middle Name 名字： _____ Last (Family) Name 姓氏： _____		Two-inch Photo 二吋照片	
Name in Chinese 中文姓名： _____			
Nationality 國籍：	Birth Place 出生地：	Date of Birth (m/d/y) 生日：	Gender 性別： <input type="checkbox"/> M or <input type="checkbox"/> F
Father's Name & Nationality 父親姓名及國籍：		Mother's Name & Nationality 母親姓名及國籍：	
Contact Address & Phone Number (Native Country) 本國聯絡地址與電話：			
Highest Degree Possessed & Name of the Institution 最高學歷及學校名稱：		Passport No. 護照號碼： _____ Expiry Date 有效期限： _____ (M)/ _____ (D)/ _____ (Y)	
Graduation Department 畢業科系：		Graduation Date 畢業日期：	
Contact Address 聯絡地址：  E-mail Address 聯絡電子郵件信箱：		Contact Phone Number 聯絡電話： (H) (M)	
Applied Institutes/Departments 申請所系科：  _____ Institute/Department			
Application for Wenzao's Scholarships : <input type="checkbox"/> Yes <input type="checkbox"/> No 是否申請「文藻外語大學外國語學生獎學金」 ( Guidelines for International Student Scholarships are <b>Stated on P.9</b> below. )			
<b>Remarks: international students who would like to apply for Wenzao's scholarships have to submit: the documentations of parents' yearly incomes (such as the income documents offered by the employers or the copies of the bank account books proving that the income is monthly deposited by the employers) and the scholarship application form (P.10 of this file) along with the application documents.</b>			
Guardian Signature 監護人簽名： If student is under 20 years old, the Guardian should sign here.  (M)/        (D)/        (Y)		Student Signature 學生簽名：  (M)/        (D)/        (Y)	

## Graduate institute/Master's degree program in academic year 2020/2021

### A. General application documents:

Item		General submitted documents of applicants
1	2 copies of the application form	Please check the following 2 pages for other required documents of the graduate institutes and master's degree program
2	2 recent 2-inch photos	Full-face photos are affixed on the application form; <b>the applicant's name and applied program and institute/department</b> , written at the back of the photos.
3	1 photocopy of the documentation of academic credentials (English or Chinese)	<p><u>Requirements:</u></p> <p>A. The photocopy has to be verified by the Embassy of the Republic of China, representative offices, offices, or other organizations authorized by the Ministry of Foreign Affairs (hereby named overseas embassies).</p> <p>B. If the documentation of academic credentials is in other foreign languages beyond Chinese and English, the Chinese or English translated version should be attached additionally.</p> <p>C. The applicants who are going to graduate this June may submit the photocopies of their student ID cards or English certificates of current enrollment verified by the overseas embassies first, but the documentation of academic credentials that is verified by overseas embassies should be submitted when they enroll.</p> <p><b>*Remarks: "documentation of academic credentials" is elaborated in the Article V of "Wenzao Ursuline University of Languages Admission Regulations for International Students"</b>  <a href="http://d021.wzu.edu.tw/category/137676">http://d021.wzu.edu.tw/category/137676</a></p>
4	1 photocopy of the documentation of official transcript of Bachelor degree (English or Chinese)	<p><u>Requirements:</u></p> <p>A. The photocopy has to be verified by the Embassy of the Republic of China, representative offices, offices, or other organizations authorized by the Ministry of Foreign Affairs (hereby named overseas embassies).</p> <p>B. If the documentation of official transcript of Bachelor degree is in other foreign languages beyond Chinese and English, the Chinese or English translated version should be attached additionally.</p>
5	financial proof or document with sufficient funds (USD3,500)	<p><u>Requirements:</u></p> <p>A. Officially offered by a bank to support an international student's study in Taiwan.</p> <p>B. Or a statement offered by a government, institution of higher learning or civic organization providing full scholarship or aid.</p> <p><b>*Remarks:</b>  <b>For Indonesian applicants, please provide the Financial proof of USD 5,000 or the scholarship document from government, institution of higher learning or civic organization when applying for VISA.</b></p>
6	Other required documents	C. Like the following instructions below. All the required documents of the graduate institutes and master's degree program are listed in the following table.

**B. Required documents of the graduate institutes/master's degree program:**

Graduate Institutes	Documents submitted by applicants
Department of English (Master of Arts in English) <b>English Instruction</b>	<ol style="list-style-type: none"> <li>1. English Curriculum Vitae</li> <li>2. English study plan</li> <li>3. Copy of English proficiency test record (E.g., CSEPT, TOEFL, TOEIC, IELTS, BULATS)</li> <li>4. Reference Letter, copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works.</li> </ol>
College of English and International Studies (Master's Degree Program of International Affairs) <b>English Instruction</b>	<ol style="list-style-type: none"> <li>1. Curriculum Vitae in English</li> <li>2. English study plan</li> <li>3. Copy of English proficiency test record (E.g., TOEFL, TOEIC, IELTS, BULATS), except English native speaker</li> <li>4. Two reference letters</li> <li>5. Other relevant licenses, certificates, awards, performance of international activities, essays or theses, if applicable</li> </ol>
Graduate Institute of International Business and Intercultural Management	<ol style="list-style-type: none"> <li>1. English or Chinese autobiography (one typed A4 page)</li> <li>2. English or Chinese study plan (two typed A4 pages)</li> <li>3. Copy of English proficiency test record (E.g., TOEFL, TOEIC, IELTS, BULATS) or copy of Chinese Proficiency test record (E.g., TOCFL/TOP or HSK)</li> <li>4. Reference Letter, copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works.</li> </ol>
Graduate Institute of Multilingual Translation and Interpreting	<ol style="list-style-type: none"> <li>1. English and Chinese autobiography (one typed A4 page)</li> <li>2. English and Chinese study plan (one typed A4 page)</li> <li>3. Copy of English proficiency test record (E.g., TOEFL, TOEIC, IELTS, BULATS) and copy of Chinese Proficiency test record (E.g., TOCFL/TOP or HSK) <b>TOCFL record should be B1 or above.</b></li> <li>4. Reference Letter, copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works</li> </ol>
Master of Arts in Southeast Asian Studies	<ol style="list-style-type: none"> <li>1. English or Chinese autobiography (one typed A4 page)</li> <li>2. English or Chinese study plan (two typed A4 pages, including how you are interested in the field of Southeast Asia.)</li> <li>3. Copy of English proficiency test record (E.g., TOEFL, TOEIC, IELTS, BULATS) or copy of Chinese Proficiency test record (E.g., TOCFL/TOP or HSK)</li> <li>4. Reference Letter, copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works.</li> </ol>

Graduate Institutes	Documents submitted by applicants
Graduate Institute of European Studies	<ol style="list-style-type: none"> <li>1. English or Chinese autobiography (one typed A4 page)</li> <li>2. English or Chinese study plan (two typed A4 pages, including how you are interested in the field of European studies.)</li> <li>3. Copy of English proficiency test record (E.g., TOEFL, TOEIC, IELTS, BULATS) or copy of Chinese Proficiency test record (E.g., TOCFL/TOP or HSK)</li> <li>5. Reference Letter, copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works.</li> </ol>
Graduate Institute of Teaching Chinese as a Second Language	<ol style="list-style-type: none"> <li>1. English or Chinese autobiography (one typed A4 page)</li> <li>2. English or Chinese study plan (two typed A4 pages)</li> <li>3. Copy of Chinese proficiency test record (E.g., TOCFL/TOP or HSK) <b>TOCFL record should be B1 or above.</b></li> <li>4. Copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works</li> <li>5. ※Remarks: Applicants are urged to submit the autobiography and study plan written in Chinese.</li> </ol>

**C. Admission Quota: 40**

**D. Application Period: From January 1 to April 30, 2020.**

**E. Please post the above documents to: Section of Overseas Students Affairs, Wenzao Ursuline University of Languages (Address: 900 Mintsu 1st Road Kaohsiung 80793, Taiwan R.O.C.)**  
**Please also email the documents to: [overseas.student@mail.wzu.edu.tw](mailto:overseas.student@mail.wzu.edu.tw)**

**Remarks: incorrect or untrue documents found will lead to immediate cancellation of the application, no appeals and grievances from the applicants is accepted.**

## 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。

I, 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:

1. 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.
2. 出生於父或母死亡後，其父或母死亡時為中華民國國民。 He/ She was born after the death of his/ her father or mother, and his/ her father or mother was a national of the Republic of China at the time of death.
3. 出生於中華民國領域內，父母均無可考，或均無國籍者。 He/ She was born in the territory of the Republic of China, and his/ her parents can't be ascertained or both were stateless persons.
4. 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、研究所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:

## 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.

## 四、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。

## IV. 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.

簽名 Signature: \_\_\_\_\_

護照號碼 Passport number: \_\_\_\_\_ 日期 Date of Signature(YYYY/MM/DD): \_\_\_\_\_



**文藻外語大學**  
**Wenzao Ursuline University of Languages**

**外國學生住宿申請表**  
**On/Contracted Off-Campus Accommodation Application**  
**for International Students**

姓名 Name: \_\_\_\_\_

科系 Department: \_\_\_\_\_

住宿地點 On/Off-Campus	費用 Rent
校內宿舍 On-campus Dormitory	<input type="checkbox"/> 四人房 Room for four (一學期住宿費約新台幣 12,000 元，寒暑假 住宿費按日另計) Approx. NT\$ 12,000 per semester (an additional charge for summer and winter break)
校外宿舍-達亞國際 e 化大樓 Contracted Off-campus DaYa International Apartment	<input type="checkbox"/> 小單人房 Regular Single Room (NT\$ 5,800/ per month) <input type="checkbox"/> 大單人房 Large Single Room (NT\$ 6,800/ per month) <input type="checkbox"/> 雙人房 Twin Bed Room (NT\$ 7,800/ per month)

**Wenzao Ursuline University of Languages**  
**Guidelines for International Student Scholarships**  
**(Applicable to students admitted in and after the 2019 academic year)**

Approved at the Administrative Meeting on September 27, 2005  
Ratified by the President on October 11, 2005  
Approved at the Administrative Meeting on February 19, 2008  
Ratified by the President on March 3, 2008  
Approved at the Administrative Meeting on June 15, 2010  
Ratified by the President on August 24, 2010  
Approved at the Administrative Meeting on December 20, 2011  
Ratified by the President on December 26, 2011  
Approved at the Administrative Meeting on November 27, 2012  
Ratified by the President on December 10, 2012  
Amended and approved at the Administrative Meeting on August 6, 2013  
Ratified by the President on August 15, 2013  
Approved at the Administrative Meeting on December 3, 2013  
Ratified by the President on December 26, 2013  
Approved at the Administrative Meeting on January 5, 2016  
Ratified by the President on January 5, 2016  
Approved at the International and Cross-strait Cooperation Committee Meeting on June 14, 2019  
Approved at the Administrative Meeting on July 2, 2019  
Ratified by the President on July 23, 2019

- I. These Guidelines are enacted to encourage outstanding international students to attend and pursue degrees at Wenzao Ursuline University of Languages (hereinafter referred to as “the University”).
- II. In the Guidelines, the term “international students” refers to students as defined in paragraph 2 of the Regulations Regarding International Students Undertaking Studies in Taiwan by the Ministry of Education.
- III. Funds for International Student Scholarships are budgeted by the Office of International and Cross-strait Cooperation every academic year. Students studying in 5-year junior college programs may receive scholarships for up to 5 years. Students studying in undergraduate programs may receive scholarships for up to 4 years. Students in graduate programs may receive scholarships for up to 2 years.
- IV. The amount of a scholarship is determined by the budget drafted every academic year, during which the University will award 50 full scholarships and 100 half scholarships in principle.
  - (I) Full Scholarships (50 students): Full scholarship awardees are granted the total amount of tuition and incidental fees for the current semester and a year of Chinese language courses (they must fulfill 80 service hours during the semester).
  - (II) Half Scholarships (100 students): Half scholarship awardees are granted one half of the total amount of tuition and incidental fees for the current semester and a year of Chinese language courses (they must fulfill 40 service hours during the semester).
- V. Application procedure:
  - (I) International students should submit their applications to the Section of Overseas Student Affairs of the Office of International and Cross-Strait Cooperation upon applying for admission.
  - (II) Full and half scholarship recipients are determined by the Recruitment Committee of the University.
  - (III) Criteria for continuing to receive scholarships are as follows:
    1. Full Scholarships: Graduate school scholarship recipients must have received a grade of 80 or better in academic performance and conduct in the previous semester to continue to receive this

scholarship (they must complete 80 service hours during the semester). Scholarship recipients studying in the 4-year college program and the 5-year junior college program must receive a grade of 70-79 in academic performance and conduct in the previous semester to receive a scholarship of half the amount of the tuition and incidental fees for the current semester (they must complete 40 service hours during the semester). Those receiving a grade of 80 or better in academic performance and conduct in the previous semester can continue to receive this scholarship (they must complete 80 service hours during the semester).

2. Half Scholarships: Graduate school scholarship recipients must have received a grade of 80 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (they must complete 40 service hours during the semester). Scholarship recipients studying in the 4-year college program and the 5-year junior college program must receive a grade of 70 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (they must complete 40 service hours during the semester).

3. Recipients failing to meet the above criteria will not be granted scholarships. If they meet the above requirements and complete the required service hours in the next semester, they will be granted scholarships again.

VI. International students who are already receiving a scholarship awarded by the government of the Republic of China (not including this scholarship) are not eligible.

VII. Scholarship awardees who have not completed registration or enrollment deferment procedures for the current academic year will lose their eligibility to receive scholarships.

VIII. Scholarship awardees who have provided forged or false information lose their eligibility to receive scholarships. Any amount of scholarship money awarded must be returned.

IX. The Guidelines become effective after being approved at the Administrative Meeting and ratified by the President. Amendments must follow the same procedure.



文藻外語大學

WENZAO URSULINE UNIVERSITY OF LANGUAGES

109 學年度外國學生獎學金申請表

Scholarship Application Form for the International Students in Academic Year 2020/2021

Date 日期: / /

<u>Name</u> 姓名		<u>Name of the Institution</u> 學校名稱:			<u>Nationality</u> 國籍
Have you ever studied Chinese before? 請問是否學過華語? <input type="checkbox"/> No 否 <input type="checkbox"/> Yes 是 If yes, When 何時 _____ How long 多久時間 _____ Which kind of Chinese do you learn? 您學的是繁體字還是簡體字呢? <input type="checkbox"/> 繁體字 Traditional characters <input type="checkbox"/> 簡體字 Simplified characters					
Family Information	姓名 Name	關係 Relationship	職業 Occupation	工作單位 Organization	年齡 Age
Self-introduction 自我介紹					
Please briefly state your study plan at our school 請簡述您在本校的讀書計畫					
Other extra-curricular activities/ awards/ outstanding performance 其他課外活動經驗/獲頒獎項/傑出表現					