



文藻外語大學
WENZAO URSULINE
UNIVERSITY OF LANGUAGES

112 學年度外國學生 入學申請 (碩士)

Admission for International Students (Master's Degree) in Academic Year 2023/2024



Wenzao Ursuline University of Languages

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Contact no.: 07-342-6031 ext.2641 - 2642 - 2643

112 學年度外國學生入學申請表(碩士)

Application Form for the Admission of International Students (Master's Degree) in Academic Year 2023/2024

Date 日期： / /

Name in English / in own language 英文名字/本國語文名字		2"x2" inch (3.5cm x 4.5cm)- Photograph 二吋照片
First & Middle name 名字 _____	Last name 姓氏 _____	
Name in Chinese 中文姓名		
Nationality 國籍	Birth Place 出生地	Date of Birth 生日 (yyyy/mm/dd)
		Gender 性別 <input type="checkbox"/> Male <input type="checkbox"/> Female
E-mail Address 聯絡電子郵件信箱		Passport No. 護照號碼： _____ Date of expiration 有效期限 (yyyy/mm/dd): _____
Parent's name & Nationality 父/母親姓名及國籍		Parent's name & Nationality 父/母親姓名及國籍
Contact Address (native country) 聯絡地址：		Contact person in Taiwan (if any) 在臺聯絡人
Contact phone number 聯絡電話：		Contact phone number 聯絡電話：
(H)		(H)
(M)		(M)
Highest degree possessed & Name of the Institution 最高學歷及學校名稱：		Referee 介紹人： (Professor, Student or Alumni of Wenzao 文藻師生或校友)
Graduation department 畢業科系：		Relationship with the referee 關係：
Graduation date 畢業日期 (yyyy/mm/dd)：		How did you hear about us? 如何得知本校? <input type="checkbox"/> Education Fair 教育展： _____ _____
		<input type="checkbox"/> Other 其他： _____
Applied Institutes/Departments 申請系所		
Application for Wenzao's Scholarships 是否申請「文藻外語大學外國語學生獎學金」： <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 (Guidelines for International Student Scholarships is stated on P.15)		
Remarks: International students who would like to apply for Wenzao's scholarships have to submit <u>the documentations of parent's yearly incomes</u> (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 <u>the scholarship application form (P.14)</u> along with the application documents.		
Guardian's Signature 監護人簽名 If student is under 20 years old, the guardian should sign here. (yyyy/mm/dd)		Applicant's Signature 學生簽名 (yyyy/mm/dd)

Graduate institutes/Master's degree programs in academic year 2023/2024

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 programs
2	2 recent 2-inch photos	Full-face photos are affixed on the application form
3	1 photocopy of the documentation of academic credentials in 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 card 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>*Remarks: "documentation of academic credentials" is elaborated in the Article V of "Wenzao Ursuline University of Languages Admission Regulations for International Students"</p>
4	1 photocopy of the documentation of official transcript of Bachelor's degree in 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 (USD 3,500)	<p><u>Requirements:</u></p> <p>A. Officially offered by a bank to support an international student's study in Taiwan.</p> <p>B. A statement offered by a government, institution of higher learning or civic organization providing full scholarship or aid.</p> <p>*Remarks: For Indonesian applicants, please provide the financial proof of USD 5,000 or the scholarship document from a government, institution of higher learning or civic organization when applying for visa.</p>
6	Other required documents	All the required documents of the graduate institutes and master's degree programs are listed in the following table.

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

Graduate Institutes	Documents submitted by applicants
Master of Arts in English *English Instruction	<ol style="list-style-type: none"> 1. An English Curriculum Vitae 2. An English study plan 3. A copy of English proficiency test record (e.g., CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business), except for English native speakers; *The minimum English proficiency test score for entry should be B1 level or above of CEFR (e.g., TOEIC 550) 4. A reference letter 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable
Master's Program of International Affairs *English Instruction	<ol style="list-style-type: none"> 1. English Curriculum Vitae 2. English study plan 3. Copy of English proficiency test record (e.g., TOEFL, TOEIC, IELTS, BULATS), except for English native speaker *The minimum English proficiency test score for entry should be B1 level or above of CEFR (e.g., TOEIC 550) 4. Two reference letters 5. Other relevant licenses, certificates, awards, performance of international activities, essays or theses, if applicable
Master's Program of International Business Administration (MBA Program)	<ol style="list-style-type: none"> 1. English or Chinese autobiography (one typed A4 page) 2. English or Chinese study plan (one typed A4 page) 3. Copy of English proficiency test record (e.g., TOEFL, TOEIC, IELTS, BULATS) 4. Copy of Chinese Proficiency test record (e.g., TOCFL/TOP or HSK) *TOCFL record should be B1 or above 5. Reference letter 6. Other related certificates, outstanding performance and achievement works
Master of Arts in Translation and Interpreting	<ol style="list-style-type: none"> 1. English and Chinese autobiography (one typed A4 page) 2. English and Chinese study plan (one typed A4 page) 3. Copy of English proficiency test record (e.g., TOEFL, TOEIC, IELTS, BULATS) *The minimum English proficiency test score for entry should be B2 level or above of CEFR 4. Copy of Chinese Proficiency test record (E.g., TOCFL/TOP or HSK) *TOCFL record should be B2 or above 5. Reference letter 6. Copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works
Master of Arts in Southeast Asian Studies *Bilingual program English/Chinese	<ol style="list-style-type: none"> 1. English or Chinese autobiography (one typed A4 page) 2. English or Chinese study plan (two typed A4 pages, including how you are interested in the field of Southeast Asia.) 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) *English and Chinese records suggest to be B1 or above 4. Reference letter 5. Copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works

Graduate Institutes	Documents submitted by applicants
Graduate Institute of European Studies *Bilingual program English/Chinese & all mandatory courses in English; Students can take elective course in English or Chinese	<ol style="list-style-type: none"> 1. English or Chinese autobiography (one typed A4 page) 2. English or Chinese study plan (two typed A4 pages, including how you are interested in the field of European studies.) 3. Copy of English proficiency test record *The minimum English proficiency test score for entry should be B1 level or above of CEFR 4. Reference letter 5. Copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works
Graduate Institute of Teaching Chinese as a Second Language	<ol style="list-style-type: none"> 1. Chinese autobiography (one typed A4 page) 2. Chinese study plan (two typed A4 pages) 3. Copy of Chinese proficiency test record (e.g., TOCFL/TOP or HSK) *TOCFL record should be B2 or above 4. Copies of other foreign languages proficiency test records, other related licenses, outstanding performance and achievement works

C. Recruitment quota

Graduate institutes/Master's degree programs in academic year 2023/2024	Recruitment quota
Master of Arts in English *English Instruction	•
Master's Program of International Affairs *English Instruction	•
Master's Program of International Business Administration (MBA Program)	•
Master of Arts in Translation and Interpreting	•
Master of Arts in Southeast Asian Studies *Bilingual program English/Chinese	•
Graduate Institute of European Studies *Bilingual program English/Chinese & all mandatory courses in English; Students can take elective course in English or Chinese	•
Graduate Institute of Teaching Chinese as a Second Language	•

D. Admission Quota: 40

E. **Application Period: From January 1 to April 30, 2023.**

F. Please submit your application via our application portal:
https://web3.wzu.edu.tw/oc50_1907/index.php?c=registration&act=activity_list

G. Email: 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.**

2023/2024 學年研究所碩士班

A. 一般申請文件

文件	一般應備文件
1	申請表 2 份 碩士班申請應備文件請參考以下兩頁資料。
2	近期 2 寸照片 2 張 請貼於申請表上。
3	英文或中文學歷證明文件影本 1 份 文件要求： 1. 影本需經中華民國大使館、代表處、辦事處或外交部授權之其他機構（以下簡稱駐外館處）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。
4	中文或英文學士學位成績單影本 1 份 文件要求： 1. 影本需經中華民國大使館、代表處、辦事處或外交部授權的其他機構（以下簡稱駐外館處）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。
5	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。
6	其他應備文件 請參考下表。

B. 各系所申請應備文件：

系所	應備文件
英國語文系碩士班	<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)，英語母語者除外 *入學最低英語門檻為 CEFL 的 B1(含以上)程度，相等於 TOEIC 550 4. 推薦信一份 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明
國際事務系碩士班	<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, BULATS)，英語母語者除外 *入學最低英語門檻為 CEFL 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

系所	應備文件
國際企業管理系碩士班	<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, BULATS) 4. 中文檢定證書影本 (例: TOCFL/TOP 或 HSK) *TOCFL 成績須 B1(含)以上 5. 推薦信 6. 相關證照、優異表現或成就
翻譯系碩士班	<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, BULATS) *入學最低英語門檻為 CEFL 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 6. 其他外語檢定證照影本、相關證照、優異表現或成就
東南亞學系碩士班 *中英雙語授課	<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(兩頁 A4，包含對東南亞領域感興趣之原因) 3. 英語檢定證書影本(例: TOEFL, TOEIC, IELTS, BULATS) *英文檢定須 B1(含)以上 4. 中文檢定證書影本 (例: TOCFL/TOP 或 HSK) *TOCFL 成績須 B1(含)以上 5. 推薦信 6. 其他外語檢定證照影本、相關證照、優異表現或成就
歐洲研究所 *中英雙語授課，必修課程皆使用英文授課；選修課程部分學生可以自由選擇以中文或英文教授之課程	<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 CEFL 的 B1(含以上)程度 4. 推薦信 5. 其他外語檢定影本、相關證照、優異表現或成就
華語文教學碩士班	<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. 其他外語檢定證照影本、相關證照、優異表現或成就

C. 招生名額：

2023/2024 學年研究所碩士班	招生名額
英國語文系碩士班	●
國際事務系碩士班	●
國際企業管理系碩士班	●
翻譯系碩士班	●
東南亞學系碩士班 *中英雙語授課	●
歐洲研究所 *中英雙語授課，必修課程皆使用英文授課；選修課程部分學生可以自由選擇以中文或英文教授之課程	●
華語文教學碩士班	●

D. 招生名額：40 名

E. **招生期程：2023 年 1 月 1 日至 4 月 30 日**

F. 請至文藻外語大學外國學位生申請入學系統報名：

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

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

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。

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.

申請人簽名 Applicant's Signature: _____

護照號碼 Passport number: _____

日期 Date (YYYY/MM/DD): _____

Wenzao Ursuline University of Languages

On-Campus Dormitory

文藻外語大學 ①校內宿舍住宿需知



1. 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.
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)。
2. 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.
由於宿舍床位有限，敬請先繳納住宿費用以確保住宿名額。
3. 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.
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。
4. There is a studying room on each floor, which provides students with an comfortable environment to study and surf on the net.
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。
5. The dormitory is equipped with air-conditioning (tenants need to buy the card) and 24hours hot water supply.
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。
6. Curfew hours are from 23:00 to 06:30. Only entering is allowed after 22:30.
門禁時間：23:00 ~ 06:30，23:00 前必須返校，早上 06:30 開門。
7. If you want to stay overnight outside the dormitory, hand in the Regular Late Return Application to the office before 22: 00.
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。
8. Room check randomly and evaluation will be performed from Monday through Thursday.
週一到週四抽檢寢室內外務並評分。
9. 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.
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。
10. Without teacher's consent, changing room or bed allocated is not allowed.
住宿床位經分配後未經管理單位同意不得變更位置。
11. The deposit shall not be returned to those who move out for personal reason during the semester.
因個人因素中途退宿者，一律不歸還保證金。
12. Smoking, alcohol, gambling and lighters are strictly banned on campus and dormitory.
校園及宿舍嚴禁抽菸、喝酒、賭博及打火機。

For more information, please check the below website:

<http://c012.wzu.edu.tw/category/134992#>

Wenzao Ursuline University of Languages Contracted Off-Campus Daya International Apartment 文藻外語大學 ②校外宿舍-達亞國際 e 化大樓住宿需知



※Rental does not include electricity cost and water fee.

房租不含水電費。

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

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

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

姓名 Name: _____

住宿地點 On/Off-Campus	費用 Price
On-campus Dormitory	<input type="checkbox"/> Room for four One academic year is NTD 24,000 (not include summer and winter vacations)
Contracted Off-campus Daya International Apartment	<input type="checkbox"/> Small Single Room (NTD 6,000/ per month) <input type="checkbox"/> Large Single Room (NTD 7,000/ per month) <input type="checkbox"/> Twin Room <input type="checkbox"/> Double Room (NTD 8,000/ per month)

I, _____ (full name) hereby confirm to stay at:

On-campus Dormitory
 One academic year is NTD 24,000 (not include summer and winter vacations)

Off-campus at Daya International Apartment
 Rental fee: NTD 6,000-8,000 /per month (not include electricity cost and water fee)

*Please fill out the 達亞大樓住宿訂房單 Reservation Form and complete the booking process.

I also hereby assert that I have read the On-Campus Dormitory Regulations/Contracted Off-Campus Daya International Apartment 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)

達亞大樓住宿訂房單 Reservation Form

111.09.20

申請單位 Applicant Affiliation	<input checked="" type="checkbox"/> 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	預定入住時間 Check-in Date/Time
				Date/Time Confirmation	預定退房時間 Check-out Date/Time
訂房間數 Number of Room/Deposit	雙人房 twin room (2 single beds) <input type="checkbox"/> NT\$8000 _____ 間 Room(s) 雙人房 double room (1 double bed) <input type="checkbox"/> NT\$8000 _____ 間 Room(s)			單人房 single room <input type="checkbox"/> NT\$6000 _____ 間 Room(s) 大間單人房 large single room <input type="checkbox"/> NT\$7000 _____ 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	<input checked="" type="checkbox"/> 轉帳 Campus Credit Transfer 轉帳代碼 Account number: 230131234272 Bank code:822 Swift code: CTCBTWTPXXX Account name: DIA INTERNATIONAL ENTERPRISE LTD. Bank Name: CTBC Bank Co., Ltd. Bank address: 1F., No.168, Jingmao 2nd Rd., Nangang Dist., Taipei City 115, Taiwan (R.O.C.) ★Please be careful to fill out, do not write wrong, will not receive ★After the remittance is completed, please return the remittance receipt together with the reservation form to us.				
申請人簽名 Signature of Applicant			達亞大樓 Signature of Daya building		

Booking process:

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

訂房流程:

- 1.)回傳訂房單。 2.)收到訂房確認通知。 3.)匯款訂金並回傳收據。 4.)完成訂房

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
- 4.) Please remit 350 EUR/350 USD as a deposit for the reservation deposit, and the other insufficient amount should be paid in cash when checking-in.
- 5.) No smoking inside the building, we will charge \$ 5000 as the penalty.
- 6.) A double room has two beds; please find roommates on your own, Daya does not have matching service.
- 7.) **IMPORTANT: Fill in the account number correctly. If the account number is wrong, it cannot be transferred to our bank, and your payment will be returned. (The handling fee will be absorbed by the remitter)**
- 8.) You must wait for Daya to send back the booking confirmation before remitting the deposit.
- 9.) 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)

訂房須知:

- 1.)mail: daya12921163@gmail.com
Line ID : @cwa0798w(請務必加入，並回傳您的姓名)
- 2.)Check in 時請出示身分證(護照)辦理登記，並同時付清房款。
- 3.)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。
- 4.)訂房押金請匯款 350 歐元/350 美金作為訂金，其他金額於入住時台幣現金支付。
- 5.)房內禁煙，房間抽菸，將收取 5000 元清潔費。
- 6.)雙人房為兩張床，請自行尋找室友，達亞不代找室友。
- 7.)重要:正確填寫帳號，若帳號寫錯，無法匯入銀行，將一律退回。(手續費由匯款人自行吸收)
- 8.)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匯訂金。
- 9.)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)。



112 學年度外國學生獎學金申請表

Scholarship Application Form for the International Students in Academic Year
2023/2024

Date 日期： / /

<u>Name</u> 姓名		<u>Nationality</u> 國籍			
Have you ever studied Chinese before? 您是否學過華語? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 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					

文藻外語大學外國學生獎學金作業要點(109學年度起入學新生適用)

Wenzao Ursuline University of Languages Guidelines for International Student Scholarships (Applicable to students admitted in and after the 2020 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06月14日國際暨兩岸合作發展委員會會議通過
Approved at the International and Cross-strait Cooperation Committee Meeting on June 14, 2019
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

一、 為獎勵優秀外國學生申請就讀本校，攻讀正式學位，特訂定本要點。

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”).

二、 本要點所稱外國學生，係指依教育部「外國學生來台就學辦法」第 2 條規定者。

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.

三、本獎學金每學年所需預算，由國際暨兩岸合作處負責編列。就讀專科部者最多獎勵五年，大學部者最多獎勵四年，研究所者最多獎勵兩年。

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.

四、獎學金內容依每學年度本校編列之預算而定，擇優獎助「全免獎學金」15名、「全額獎學金」35名及「半額獎學金」100名為原則，得不足額錄取。

IV. The amount of a scholarship is determined by the budget drafted every academic year, during which the University will award 15 full scholarships (with full grant for on-campus housing and meal coupons worth NT\$10,000 for the current semester), 35 full scholarships and 100 half scholarships in principle.

(一) 全免獎學金 (15 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。受獎生於註冊期間，本校得減免其當學期之全額學雜費，並提供當學期免費校內住宿、1 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 80 小時)。

(二) Full Scholarships with full grant for on-campus housing and meal coupons worth NT\$10,000 (15 students): Only for outstanding and underprivileged students who graduated from Ursuline High School. Recipients are granted the total amount of tuition and incidental fees for the current semester, on-campus housing and meal coupons worth NT\$10,000 and a year of Chinese language courses (they must fulfill 80 service hours during the semester).

(I) 全額獎學金 (35 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 80 小時)。

(II) Full Scholarships (35 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).

(三) 半額獎學金 (100 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 40 小時)。

(III) 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).

五、申請審核程序：

V. Application procedure:

(一) 外國學生於申請入學時，向國際暨兩岸合作處境外學生事務組提出獎學金之申請。

(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.

(二) 全免獎學金、全額獎學金與半額獎學金名單之核定，由本校招生委員會審議。

(II) Scholarship recipients are determined by the Recruitment Committee of the University.

(三) 獎學金續領標準如下：

(III) Criteria for continuing to receive scholarships are as follows:

1. 「全免獎學金」：學士班受獎生之前一學期學業及操行總成績皆達 70 分至 79 分者，可獲減免當學期學雜費、住宿費及餐費半額（需完成當學期服務時數40小時）；達 80 分(含)以上者，可續領原獎學金（需完成當學期服務時數 80 小時）。

1. Full Scholarships with full grant for on-campus housing and meal coupons worth NT\$10,000: Scholarship recipients studying in the 4-year 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, half dormitory fee and NTD5,000 meal coupons 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. 「全額獎學金」：碩士班受獎生之前一學期學業及操行總成績皆達 80 分（含）以上者，可續領原獎學金（需完成當學期服務時數 80 小時）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 70 分至 79 分者，可獲減免當學期半額學雜費（需完成當學期服務時數 40 小時）；達 80 分（含）以上者，可續領原獎學金（需完成當學期服務時數 80 小時）。

2. 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).

3. 「半額獎學金」：碩士班受獎生之前一學期學業及操行總成績皆達 80 分（含）以上者，可續領原獎學金（需完成當學期服務時數 40 小時）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 70 分（含）以上者，可續領原獎學金（需完成當學期服務時數 40 小時）。
 3. 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).
 4. 受獎生學業及操行成績未達前述標準或未完成服務時數者，暫停發予獎學金；次學期若達前述標準及完成服務時數者，則再恢復給予獎學金之獎勵。
 4. 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.
- 六、 外國學生若已申領我政府機關核發之台灣獎學金者（不含本校獎學金）不得重複領取本獎學金。
- 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.
- 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。
- VII. Scholarship awardees who have not completed registration or enrollment deferment procedures for the current academic year will lose their eligibility to receive scholarships.
- 八、 領取本獎學金者，經查若有偽造或不實之情事，撤銷其得獎資格，已領取之獎學金應予繳回。
- 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.
- 九、 本要點經行政會議通過，陳請校長核定後實施，修正時亦同。
- IX. The Guidelines become effective after being approved at the Administrative Meeting and ratified by the President. Amendments must follow the same procedure.