



**文藻外語大學**  
**WENZAO URSULINE**  
**UNIVERSITY OF LANGUAGES**

**International Program of New Media in  
International Business and Marketing  
(Bachelor's Degree)  
in Academic Year 2024/2025**



**Wenzao Ursuline University of Languages**

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113 Academic Year  
International Program of  
New Media in International Business and Marketing  
◎Admission Schedule◎

Item	Date
<b>Registration</b>	<b>January 1, 2024 to July 12, 2024</b>
<b>Review or Screening</b>	<b>Before July 12, 2024</b>
<b>Announcement of admission list</b>	<b>Before July 31, 2024</b>
<b>Send scores and admission notices</b>	<b>Before August 2, 2024</b>
<b>Semester Begins</b>	<b>Mid-September 2024</b>

Note: If this schedule is subject to change, please refer to the announcement on the school website.

<b>Contact Information</b>	
<b>Admissions Consultation ( Section of Overseas Student Affairs, OICC )</b>	
Tel: +886-7-342-6031#2641~2644	Email: overseas.student@mail.wzu.edu.tw
Fax: +886-7-350-8591	Website: <a href="http://d021.wzu.edu.tw">http://d021.wzu.edu.tw</a>

**\*Our school admits international students and manages the entire recruitment process on our own. We do not authorize any external agencies, legal entities, groups, or individuals to handle the recruitment process other than promotion of the school, provision of consultation, and preparation of authenticated documents, and any other necessary procedures involved in the application process. \***

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## **1. About Wenzao Ursuline University of Languages**

Wenzao Ursuline University of Languages was founded in 1966. Wenzao is the first and the only university of languages in Taiwan with educational principles of valuing the uniqueness of each student. We pride ourselves on offering our students whole-person education that allows students to explore their potential, acquire cross-disciplinary, multicultural knowledge, cultivate their characters, develop their leadership and communication skills, and make contributions to the society.

Wenzao is located in the seaport city of Kaohsiung. It has advanced urban public facilities, convenient transportation, and complete living functions. The University offers 7 master's programs and 13 bachelor's programs in English, German, Spanish, French, Japanese, Southeast Asian languages, teaching Chinese as a foreign language, translation and interpreting, foreign language instruction, international business administration, mass communication, and digital content management and application. Wenzao has also established and maintained collaborative relations with over 300 universities and higher education institutions from 40 countries in Asia, America, Europe, Oceania and Africa. Collaboration between Wenzao and foreign universities and institutions covers various areas such as student & faculty exchanges, study visits, research and teaching collaboration, and 40 dual/triple-degree programs.

Wenzao is also dedicated to helping its students develop cross-disciplinary competence through learning both language and industry-oriented knowledge, which then could enhance students' employability and performance on the job in their fields. Wenzao graduates have been voted 1<sup>st</sup> for 12 consecutive years in "Global View & Foreign Language Competence" among Taiwan's private universities by enterprises, and in 2022 & 2023 Wenzao ranked 1<sup>st</sup> in "Employer Satisfaction" among private universities in southern Taiwan. Also, Wenzao was ranked as the Most Favorite University ranked by enterprises in 2023.

## **2. The College of New Media and Management**

The International Program of New Media in International Business and Marketing is approved by the Ministry of Education and established by the College of New Media and Management, providing a bachelor's degree program for foreign students to enroll in 2024. The School of New Media and Management is a practical orientated college of Wenzao Foreign Languages University. It is based on theory and technology, emphasizing employment practice. It combines management foundation and marketing majors under the global new media development trend to cultivate management and creative talents with an international outlook, emphasizing Communication skills and employment competitiveness. This program uses Chinese as the communication platform, management expertise as the basis, and new media as tools to create corporate elites in the era of boundless Internet.

The School of New Media and Management consists of the Department of International Business Management, the Department of Digital Content Application and Management, and the Department of Communication Arts. Based on an international perspective, it integrates business management, digital

technology, and communication arts majors to cater to the needs of the times and engage in the development and cultivation of future talents. Facilities have rich theoretical foundations and practical experience in the industry. We adopt a teaching strategy that emphasizes both theory and practice. Graduates are highly recognized and favored by enterprises. The teaching quality has also been recognized by the Taiwan Evaluation Association and is a high-quality college of excellence; faculties in the college are enterprises, frequently engage in industry-university cooperation, and develop side by side with practice.

The college is well-equipped with international business, finance, international economics and trade professional classrooms, professional photo studios, recording studios, image and animation capture laboratories, animation modeling and production classrooms, and high-end computer classrooms. It also has a complete equipment borrowing system to meet students' practical needs. Over the years, our students have won first prizes in many off-campus competitions, including marketing, securities investment, strategic planning, information application, multimedia design, art, etc., with outstanding performance.

### **3. Curriculum and Career Development**

The International Program of New Media in International Business and Marketing contains four well-designed curriculums: Chinese, management, multimedia and internship, with a total of 128 credits, and is taught in Chinese. Students are required to take Chinese courses (30 required and 12 elective credits) during their freshman year and pass the Chinese language test A2 at the end of the first semester before they can continue to take subsequent courses. The second and third years focus on management and multimedia content (38 required credits, 64 elective credits) to build a solid professional foundation. In the fourth year, a corporate internship (30 elective credits) is conducted to enhance practical experience and prepare for the workplace. Detailed course content can be found on the official website.



Students can acquire three competitive competencies in the workplace in this specialized course:

1. Chinese communication skills: able to communicate with Chinese people all over the world and create diverse business opportunities.
2. Enterprise management ability: possess excellent management ability, engage in business activities, and become an elite manager of international enterprises.

3. Marketing and multimedia application capabilities: With a marketing major, you can carry out global marketing activities with multimedia production and application capabilities, grasp the pulse of the world, embrace the international market, and be proud of the world.

## **4. Living and Information**

The school is located in downtown Kaohsiung, close to many department stores, shopping malls, the Arena, and the three bustling Business District. There are bus stops, MRT, High Speed Rail Station, and Taiwan Railway Station near the campus. The Airport MRT can go directly to the Arena Station. The living functions here are very good and convenient.

Our school has student dormitories and can provide accommodation applications. We can also assist with off-campus accommodation applications. For accommodation application and assistance, please refer to Attachment-3, -4, -5, and -6.

## **5. Scholarship**

We offer scholarships for foreign students. Please refer to Attachment-7 and -8 for application methods and regulations.

The amount of a scholarship is determined by the budget drafted every academic year, during which the University will award “full scholarships”, “half scholarships”, “25% scholarships”, “20% scholarships” and “15% scholarships “ in principle.

## 6. Registration

This program is admitted by application and accepts applications from non-Taiwanese high school graduates (or equivalent). Applicants must have at least A1 level in Chinese.

### Application Period

**Admission and Scholarship Application Period: January 1 - July 12, 2024**

### Application Methods

1. Complete the application online at Wenzao Section of Overseas Student Affairs (SOSA) before the deadline.

([https://web3.wzu.edu.tw/oc50\\_1907/index.php?c=registration&act=activity\\_list](https://web3.wzu.edu.tw/oc50_1907/index.php?c=registration&act=activity_list))

2. Register for only ONE account.

3. Upload all the supporting documents/files.

Announcement of Admission List of Academic Year 2024/2025:

31<sup>st</sup> July, 2024



International  
Programs Website



Wenzao Website

## College programs in academic year 2024/2025

### A. General application documents:

Item		General submitted documents of applicants
1	<b>1 headshot photo</b>	The digital file of the headshot should be uploaded to the application website.
2	<b>1 photocopy of the academic credentials in English or Chinese</b>	<p><u>Requirements:</u></p> <ol style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>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.</li> </ol> <p>*Remarks: The definition and the requirements of “academic credentials” are elaborated in the Article V of "Wenzao Ursuline University of Languages Admission Regulations for International Students" .</p>
3	<b>1 photocopy of the high school official transcript in English or Chinese</b>	<p><u>Requirements:</u></p> <ol style="list-style-type: none"> <li>The photocopy has to be verified by the overseas embassies.</li> <li>If the official transcript is in other foreign languages beyond Chinese and English, the Chinese or English translated version should be attached additionally.</li> </ol>
4	<b>Financial proof or document with sufficient funds (USD3,500)</b>	<p><u>Requirements:</u></p> <ol style="list-style-type: none"> <li>Officially offered by a bank to support an international student’s study in Taiwan.</li> <li>A statement offered by a government, institution of higher learning or civic organization providing full scholarship or aid.</li> </ol> <p>*Remarks: 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.</p>
5	<b>Other required documents</b>	<ol style="list-style-type: none"> <li>A Chinese or English Curriculum Vitae.</li> <li>A Chinese or English study plan.</li> <li>A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; *The minimum Chinese proficiency test score for entry should be A1 level or above of CEFR, e.g., TOCFL A1 (Level 1), HSK Level 3(Novice High). The minimum Chinese proficiency test score for non-fresh graduates from Form 5 or Upper Form 6 for entry should be A2 level or above of CEFR, e.g., TOCFL A2 (LEVEL 2), HSK Level 4(Intermediate High).</li> <li>One reference letter.</li> <li>Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.</li> <li>Declaration for International Students (Attachment-1)</li> <li>Personal Data Collection Agreement (Attachment-2)</li> </ol>
6	<b>Legal documents of parents’ consent</b>	<p><u>For applicants under 18 years old are required to provide:</u></p> <ol style="list-style-type: none"> <li>The document of the power of attorney from the student’s parents or other legal representative appointing a legal guardian in Taiwan verified by an overseas agency, which shows the eligibility of the guardian.</li> <li>The notarized letter of agreement from a legal guardian in Taiwan.</li> </ol>




Note.

- A. **Chinese-taught program.**
- B. **Admission Quota: 50 (including SPM and STPM).**
- C. **For incoming high school graduates, conditional admission is possible with a Test of Chinese as a Foreign Language (TOCFL) score of A1. However, students must obtain a TOCFL score of A2 or above by the beginning of their second semester of freshman year, otherwise they will be dismissed from the program.**
- D. According to Article 26 of the University Act, the duration for pursuing a bachelor's degree is four to six years.
- E. Please submit your application via our application portal:  
**[https://web3.wzu.edu.tw/oc50\\_1907/index.php?c=registration&act=activity\\_list](https://web3.wzu.edu.tw/oc50_1907/index.php?c=registration&act=activity_list)**
- F. Email: [overseas.student@mail.wzu.edu.tw](mailto:overseas.student@mail.wzu.edu.tw)

**Remarks:**

**Incorrect or untrue documents will result into immediate cancellation of the application, no appeals and grievances from the applicants is accepted.**

Department 系所	QR code
International program of New Media in International Business and Marketing	

## 7. Forms

### 外籍生切結書

#### (Attachment-1) 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:

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 (Attachment-2) 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): \_\_\_\_\_

## (Attachment-3) On-Campus Dormitory

### 校內宿舍住宿需知



1. The fee of the accommodation for one academic semester is NTD 12,000 (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.  
一學期住宿費用為新台幣 12,000 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#>

(Attachment-4) Contracted Off-Campus Daya International Apartment  
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。
2. 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。
3. 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。
4. 5-minute walking distance from Wenzao Ursuline University of Languages.  
文藻外語大學徒步 5 分鐘。
5. 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

### (Attachment-5) 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 semester is NTD 12,000 (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 semester is NTD 12,000 (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)



(Attachment-6) **Reservation Form**

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 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/Deposit	雙人房 twin room (2 single beds) <input type="checkbox"/> NT\$8000 ___間 Room(s)		單人房 small single room <input type="checkbox"/> NT\$6000 ___間 Room(s)	
	雙人房 double room (1 double bed) <input type="checkbox"/> NT\$8000 ___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 350 歐元/美金並回傳收據。 4.) 完成訂房

Reservation Information:

- 1.) mail: [daya12921163@gmail.com](mailto: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](mailto: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)。

## 外國學生獎助學金申請表

(Attachment-7) Scholarship Application Form for the International Student

Date 日期： / /

<p><u>姓名</u> <b>Name</b></p>	<p><u>國籍</u> <b>Nationality</b></p>
<p>您是否學過華語？ Have you ever studied Chinese before? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No          If yes, when and for how long? 是，從何時開始學？_____學多久？_____          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</p>	
<p>自我介紹 Self-introduction</p>	
<p>請簡述您在本校的讀書計畫 Please briefly state your study plan at our school</p>	
<p>其他課外活動經驗/獲頒獎項/傑出表現 Other extra-curricular activities/ awards/ outstanding performance          *請將相關證明文件一同上傳至報名網站，以利進行獎學金審查作業。          * Please upload the relevant supporting documents to the application website for the scholarship review process.</p>	

# 文藻外語大學外國學生一般專班獎助學金

## Wenzao Ursuline University of Languages

### (Attachment-8) International Program Scholarships

一、獎助學金內容依每學年度本校編列之預算而定，擇優獎助「全額獎助學金」、「半額獎助學金」、「25%獎助學金」、「20%獎助學金」以及「15%獎助學金」，得不足額錄取。

I. The amount of a scholarship is determined by the budget drafted every academic year, during which the University will award “full scholarships”, “half scholarships”, “25% scholarships”, “20% scholarships” and “15% scholarships” in principle.

(一) 全額獎助學金：受獎生於註冊期間，本校得減免其當學期之全額學雜費（受獎生需完成當學期服務時數 80 小時）。

(i) Full Scholarships : Full scholarship awardees are granted the total amount of tuition and incidental fees for the current semester(recipients must fulfill 80 service hours during the semester).

(二) 半額獎助學金：受獎生於註冊期間，本校得減免其當學期之半額學雜費（受獎生需完成當學期服務時數 40 小時）。

(ii) Half Scholarships : Half scholarship awardees are granted one half of the total amount of tuition and incidental fees for the current semester(recipients must fulfill 40 service hours during the semester).

(三) 25% 獎助學金：受獎生於註冊期間，本校得減免其當學期之百分之二十五學雜費，（受獎生需完成當學期服務時數 30 小時）。

(iii) 25% Scholarships : 25% scholarship awardees are granted 25% of the total amount of tuition and incidental fees for the current semester (recipients must fulfill 30 service hours during the semester).

(四) 20% 獎助學金：受獎生於註冊期間，本校得減免其當學期之百分之二十學雜費（受獎生需完成當學期服務時數 25 小時）。

(iv) 20% Scholarships : 20% scholarship awardees are granted 20% of the total amount of tuition and incidental fees for the current semester (recipients must fulfill 25 service hours during the semester).

(五) 15% 獎助學金：受獎生於註冊期間，本校得減免其當學期之百分之十五學雜費（受獎生需完成當學期服務時數 20 小時）。

(v) 15% Scholarships : 15% scholarship awardees are granted one half of the total amount of tuition and incidental fees for the current semester (recipients must fulfill 20 service hours during the semester).

二、申請審核程序：

II. 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助學金之申請。

(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) 全額獎助學金、半額獎助學金、25%獎助學金、20%獎助學金與 15%獎助學金名單之核定，由本校招生委員會審議。

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

(三) 獎助學金續領標準如下：

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

1. 「全額獎助學金」：一般專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，可續領原獎助學金（需完成當學期服務時數 80 小時）。

Full Scholarships: Scholarship recipients of the elite 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 (recipients 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 (recipients must complete 80 service hours during the semester).

2. 「半額獎助學金」：一般專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，可續領原獎助學金（需完成當學期服務時數 40 小時）。

Half Scholarships: Scholarship recipients of the elite program must receive a grade of 70 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (recipients must complete 40 service hours during the semester).

3. 「25%獎助學金」：一般專班受獎生之前一學期學業及操行總成績皆達 68 分（含）以上者，可續領原獎助學金（需完成當學期服務時數 30 小時）。

25% Scholarships: Scholarship recipients of the elite program must receive a grade of 68 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (recipients must complete 30 service hours during the semester).

4. 「20%獎助學金」：一般專班受獎生之前一學期學業及操行總成績皆達 66 分（含）以上者，可續領原獎助學金（需完成當學期服務時數 25 小時）。

20% Scholarships: Scholarship recipients of the elite program must receive a grade of 66 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (recipients must complete 25 service hours during the semester).

5. 「15%獎助學金」：一般專班受獎生之前一學期學業及操行總成績皆達 65 分（含）以上者，可續領原獎助學金（需完成當學期服務時數 20 小時）。

15% Scholarships: Scholarship recipients of the elite program must receive a grade of 65 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (recipients must complete 20 service hours during the semester).

6. 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，暫停發予獎助學金；次學期若達前述標準及完成服務時數者，則再恢復給予獎助學金之獎勵。

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.

三、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），不得重複領取本獎助學金。

III. International students who are already receiving a scholarship awarded by the government of the

Republic of China (not including this scholarship) are not eligible.

四、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。

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

五、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，已領取之獎學金應予繳回。

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

**(Attachment-9) Standards for Charging Tuition and Incidental Fees of the 2023 Academic Year**

**I. Standards for tuition and incidental fees for 1 semester (currency: NT\$)**

Program	Year	Tuition	Incidental fees	Tuition and incidental fees for credits taken	Charges for use of computers and network communications	National Health Insurance Fee for international students	Student insurance	Total	Note
Day Division	First year of the 4-year college program	39,956	12,588		1,000	4956	695	59,195	
	Second, third and fourth years of the 4-year college program	39,956	12,588		300	4956	695	58,495	

**II. Other fees**

I. Dormitory fee: NT\$12,000 per semester.

II. Charges for the use of computers and network communications: should be fixed according to the year of studies and department a student is in. Those who retake a course, make up credits, or postpone their graduation are exempt from these charges.

III National Health Insurance Fee for international students: NT 4956 for 6 months

IV. Students who are doing an off-campus internship for a whole semester should pay full tuition and 4/5 incidental fees.

V. Please refer to the Wenzao Ursuline University of Languages Academic Policies for other regulations.

**(Attachment-10) Criteria Table of Tuition Fee Refunds**

Time of Withdrawal	Fee Items
	Tuition, miscellaneous fees and other fees
1. Deferring your studies or withdrawing from school before the registration day.	No payment required. Those who have already paid will be fully refunded.
2. Deferring your studies or withdrawing from school after the registration day but before the school opening day	2/3 of tuition and full amount of the miscellaneous and other fees will be refunded.
3. Deferring your studies or withdrawing from school after the school opening day but before 6 <sup>th</sup> week of the semester	2/3 of tuition as well as 2/3 of miscellaneous and other fees will be refunded.
4. Deferring your studies or withdrawing from school between the 7 <sup>th</sup> week and 12 <sup>th</sup> week of the semester	1/3 of tuition as well as 1/3 of miscellaneous and other fees will be refunded.
5. Deferring your studies or withdrawing from school in or after the 13 <sup>th</sup> week of the semester	No refunds