

CLD 獎學金手冊

CLD Scholarship Manual

目錄 Table of Contents

中文版	頁數	English Version	Page
一、受獎須知	P.1-2	I. Scholarship “MUST-KNOW”	P.6-7
二、獎學金匯款帳戶開通	P.2-3	II. Opening Bank Account	P.7-9
三、獎學金發放標準	P.4	III. Awarding Standards	P.10-11
四、生活須知	P.5	IV. School Life	P.11
五、訊息公告	P.5	V. Notification Site	P.11
六、相關活動規定	P.5	VI. Events	P.11
七、獎學金相關網站	P.5	VII. Important Sites	P.11

附件 Attachments

附件內容 Attachment contents	附件號碼 Ref No.	頁數 Page
「統一證號基資表」樣本 Sample of ID Number	1-1	P.12
申請「居留證」所需文件與樣本 Required Documents for applying ARC & Sample Documents	1-2	P.13
「學員證」樣本 Sample of CLD ID Card	2-1	P.14
「學費收據」樣本 Sample of Tuition Fee Receipt	2-2	P.15
「郵局存簿封面」樣本 Cover Sample of Post Office Deposit Book	3	P.16
內政部移民署地圖 Map of The National Immigration Agency	4	P.17
臺北捷運地圖 Route Map of the Taipei Metro	5	P.18
臺大校園地圖 NTU Campus Map	6	P.19
「教育部華語文獎學金」受獎承諾書 Scholarship Agreement for Ministry of Education (M.O.E.)	7-1	P.20-21
「外交部臺灣獎學金」受獎承諾書 Scholarship Agreement for Ministry of Foreign Affairs (M.O.F.A.)	7-2	P.22-23
「臺北市促進國際交流補助外國人學習中文獎助金」受獎承諾書 Scholarship Agreement for Taipei City’s Learning Chinese Grants for Enhancing International Exchange(T.C.)	7-3	P.24-25

本手冊內容中英文的文義解釋如有歧異，以中文為主。

In case of discrepancies between the Chinese version of this manual and English translation, the Chinese version shall prevail.

本手冊/文件所載內容未經本組同意，請勿翻印、取用；若經發現，本組將保留法律追訴權。

The contents of this manual/document are not allowed to be reproduced or used without the consent of the group; if found, the group will reserve the right of legal prosecution.

一、受獎須知

(一) Q：作為受獎生，如何申請簽證？

A：您必須以外館核發的受獎證明及本組入學通知，申請來臺灣學習中文的觀光簽證。****注意：不可持落地簽證入境臺灣，這將影響您的受獎資格可能會被取消。**

(二) Q：作為受獎生，還需要付學費嗎？

A：受獎生必須付清學費，才算完成入學手續，否則視為放棄受獎資格。完成入學後，依規定繳交受獎資料(詳(四))。每個月皆須有上課的事實，並滿足相關出席、成績規定後，獎學金將固定時間每個月全額匯款至受獎生郵局帳戶(詳(五))。

(三) Q：受獎生一定要參加保險嗎？

A：依據獎學金辦法規定內容，受獎生在可以申請全民健保之前，都必須自費參加臺大語文中心中國語文組的保險。受獎生最晚必須在每學期開課第一週的週五前，到辦公室以現金繳交該學期的保險費用，金額依當季保險內容而定。

(四) Q：必須繳交哪些受獎資料？

A：從開課日當天起計算，請在 10 個工作天內繳交下列文件給臺大語文中心中國語文組(NTU CLD)辦公室，5 份文件都繳交齊全，本組才能代為向政府部會申請獎學金。受獎生如果未依規定開戶並繳齊文件，領取獎學金的時間將會延遲。

1. 「統一證號」或「居留證」影本。(附件 1-1 或 1-2)
2. 「郵局存簿封面」影本。(附件 3)
3. 「護照」影本。(護照頁、簽證頁、及入境章頁)
4. 「受獎證明」影本。
5. 「受獎承諾書」正本。(附件 7)

(五) Q：什麼時候能領到獎學金？

A：受獎期間當月獎學金約於隔月 15 日撥款至受獎生郵局帳戶；若遇例假日或國定假日則延至下個工作天。若遇連續假期，則將順延連續假期天數後的工作天，請留意財務規劃。如：受獎期間 9 月的獎學金，約 10/15 撥款。2024 年 2 月春節假期為 2/7-2/15(共 9 天)，2 月獎學金，順延至 2/17 撥款。

*最新公告請見本組網站：<http://cld.liberal.ntu.edu.tw/scholarshiprecipients.html>

(本組網站→受獎生專區→(二)在學獎學金生—獎學金發放公告)

(六) Q：如何知道受獎生的受獎期限？

A：依據中華民國(臺灣)駐當地代表處核發給受獎生的「受獎證明」內容，或中華民國(臺灣)駐當地代表處公布的資訊為主。

*中華民國(臺灣)駐外代表處網站：

https://www.taiwanembassy.org/portalOfDiplomaticMission_tc.html

(本組網站→受獎生專區→中華民國(臺灣)駐外代表處)

(七) Q：申請學費退費或放棄受獎資格時，還可以領到最後一個月的獎學金嗎？

A：申請退費或放棄獎學金資格時，退費或放棄資格的月份，視為受獎期限的最後一個月；且退費及放棄後，該月份的缺席時數仍會照常計算。若缺席時數超過 11 小時，則停發當月獎學金。

(八) Q：要如何延長獎學金受獎期限？

A：請洽核發獎學金資格給受獎生的中華民國(臺灣)駐當地代表處。若您成功延長受獎期限，務必將最新受獎證明交給辦公室，本組才能代為申請延長期限的獎學金。

*中華民國(臺灣)駐當地代表處網站：

https://www.taiwanembassy.org/portalOfDiplomaticMission_tc.html

(本組網站→受獎生專區→中華民國(臺灣)駐外代表處)

二、獎學金匯款帳戶開通

(一) Q：如何開通領取獎學金的郵局帳戶？

A：第一步：申請「統一證號」或「居留證」。(附件 1-1、1-2)

1. 帶護照到內政部移民署申請「統一證號」，當天即可領取。(附件 1-1)
2. 持居留簽證來臺灣者，請記得於 15 天內申請「居留證」，並依內政部移民署通知領取。(所需文件詳見附件 1-2)。

★ 居留證申請流程為現場或線上，以內政部移民署網站最新公告為主。

內政部移民署網站：<https://www.immigration.gov.tw/>

第二步：至郵局新開帳戶。

1. 學校附近郵局地點及營業時間：

(1) 臺北公館郵局(臺北 13 支)

地點：臺北市大安區臺北捷運公館站 3 號出入口 B1

營業時間：週一至週五 08:30 至 17:00。週六 09:00 至 12:00。

(2) 臺大郵局(臺北 23 支)

地點：臺北市大安區羅斯福路四段 1 號(臺灣大學內)

營業時間：週一至週五 08:30 至 17:00。

(3) 受獎生也可以選擇到居住地點附近的郵局分行辦理。

2. 所需文件：

(1) 統一證號或居留證正本。(附件 1-1 或 1-2)

(2) 護照正本。

(3) CLD 學員證 或 學費收據。(繳費完後給你的黃色紙張)。(附件 2-1 或 2-2)

(4) 新臺幣 100 元。

3. 開戶流程：

(1) 準備好需要的文件到郵局申請開戶，完成手續就可以領取郵局存簿。

(2) 開戶一週後，帶著護照和郵局存簿，到原來開戶的郵局領取提款卡。

★ 特別提醒：建議受獎生申請 VISA 金融卡(Debit card)，可開通海外提領功能。

(二) Q：受獎生有其他銀行帳戶可以用來領取獎學金嗎？

A：目前學校只提供郵局作為獎學金匯款帳號，不接受其他銀行帳號。

(三) Q：怎麼確認獎學金發了沒？

A：可於每月 15 日左右，利用提款卡至郵局提款機查詢餘額或刷郵局存簿更新帳戶資料。

*最新公告請見本組網站：<http://cld.liberal.ntu.edu.tw/scholarshiprecipients.html>

(本組網站→受獎生專區→(二)在學獎學金生－獎學金發放公告)

(四) Q：如果忘記帶提款卡，要怎麼領錢？

A：受獎生必須帶著統一證號或居留證正本、護照和郵局存簿，到原來開戶的郵局提款。

(五) Q：受獎生的提款卡有 VISA 字樣，可當信用卡使用嗎？

A：提款卡有 VISA 字樣是簽帳卡，簽帳卡(Debit card)和信用卡(Credit card)不同，因此請留意帳戶餘額，謹慎使用。

(六) Q：受獎生的郵局帳戶可以從海外匯款進來嗎？

A：可以，但是有幣別限制；目前限人民幣、美元、歐元及港幣。

*海外匯款進來的幣別限制，以郵局公告內容為主：

https://www.post.gov.tw/post/internet/Customer_service/index.jsp?ID=16020409&defaultAllOpen=1&sn=D8A98A96-94D3-4486-8E0B-BA00BD31998B(中華郵政全球資訊網→客戶服務

專區→儲匯常見問題→外匯匯入匯款→辦理幣別有哪些?)

(七) Q：獎學金隔月發放，課程結束後即返國怎麼領取？

A：若受獎生於課程結束後將立即返國，請務必至原開戶郵局開通海外提領功能，並攜帶以下文件辦理：

1. 臺灣的手機號碼。(請自行至臺灣各電信公司的直營門市申請)
2. 統一證號或居留證正本。
3. 郵局存簿及提款卡。

(八) Q：如何在海外提領？在海外提領的手續費是多少？

A：海外提領將會產生手續費，實際金額視提領當時匯率而定。

受獎生必須在有 VISA 字樣的提款機才可提款，且每次提款限額新臺幣 20,000 元整。

手續費計算為每筆提領金額的 1.5%(海外銀行)+新臺幣 100 元(臺灣郵局)。

如：受獎生欲提領新臺幣 25,000 元，需分 2 次提領(20,000 元及 5,000 元)。

手續費分別為新臺幣：

20,000 元 x 1.5% + 100 元 = 400 元 及

5,000 元 x 1.5% + 100 元 = 175 元。

合計：400 元 + 175 元 = 575 元。(手續費實際的金額因匯率不同而會有變動)

三、發放標準

(一) Q：受獎生的缺席時數會影響獎學金發放嗎？受獎生最多只能缺席幾小時？

A：缺席時數會影響受獎生的獎學金，以每月 1 日至 31 日為計算當月缺席時數的時間範圍；不論請假理由，一律計入缺席時數。

受獎生必須上完當月課程，且當月缺席時數 \leq 11 小時（最多只能缺席 11 小時），未達成則停發當月獎學金。

★ 臺北市政府獎學金規定：當月缺席時數 \leq 10 小時（最多只能缺席 10 小時）。

(二) Q：受獎生的成績必須達到幾分，才可以領取獎學金？

A：當期學業平均成績 \geq 80 分（最低必須達到 80 分）。

● 教育部華語文獎學金：

1. 第 1 季(期)起開始計算成績，未達成則停發 1 個月獎學金。
2. 連續兩季(期)未達 80 分或任何一季(期)欠缺成績，則註銷獎學金資格。

● 外交部臺灣獎學金：

1. 第 2 季(期)起開始計算成績，未達成則停發 1 個月獎學金。
2. 連續兩季(期)未達 80 分，則註銷獎學金資格。

● 臺北市政府獎學金：

第 1 季(期)起開始計算成績，未達成則註銷獎學金資格。

(三) Q：受獎生都必須考 TOCFL 華語文能力測驗嗎？需要考什麼項目？需要繳交什麼證明？

A：不同獎學金的規定不同，請務必自行留意時程並上網報名參加考試。需要參加 TOCFL 考試的受獎生只要考聽力及閱讀測驗兩項，考試規定如下：

● 教育部華語文獎學金：

1. 受獎期限規定：受獎期間為 9 個月(含)以上者必須考試。
2. 繳交文件：進階級 Band B (\geq Level 3) 通過證書和成績單。
3. 繳交期限：最晚應於受獎到期前一個月繳交，未繳交者停發 1 個月獎學金。
如：5 月到期者應於 4 月 30 日前繳交，未繳交者停發 5 月獎學金。
8 月到期者應於 7 月 30 日前繳交，未繳交者停發 8 月獎學金。

● 外交部臺灣獎學金：

1. 受獎期限規定：所有受獎生均必須考試。
2. 繳交文件：入門基礎級 Band A (\geq Level 2) 通過證書和成績單。
3. 繳交期限：最晚應於來臺隔年 6 月前(也就是說應於 5 月 30 日前)繳交，未繳交者註銷其續領學位學程獎學金資格。

● 臺北市政府獎學金：

不強制參加（可自行選擇是否參加考試）。

*考試時程及相關內容可查詢華語文能力測驗網站：<http://www.sc-top.org.tw/>。

(本組網站→受獎生專區→(一) 在學獎學金生—重要訊息通知→華語文能力測驗)

四、生活須知

(一)Q：在臺灣生活需要的費用，有獎學金就夠了嗎？

A：提醒受獎生，請務必確保自己有足夠的資金，並妥善分配每個月的獎學金，以支付學雜費(如：報名費、學費、保險費、書籍費…)，以及在臺灣生活所需要的費用(如：住宿租金、押金—通常為2個月租金金額、生活用品，交通費，伙食費…等)。

★ 再次提醒：受獎期間的第一個月獎學金將於隔月15日左右發放(若遇例假日或國定假日則順延至下個工作天)。如：受獎期間9月的獎學金，10月15日撥款。

(二)Q：受獎生可以在臺灣打工嗎？

A：依據獎學金辦法規定內容，受獎生不可以在臺灣工作、打工、實習。

五、訊息公告

獎學金例行訊息，如：發放時間、相關活動、考試……等，請自行上本組網頁「受獎生專區」確認最新公告，不另行通知。

*獎學金生專區網址：<http://cld.liberal.ntu.edu.tw/scholarshiprecipients.html>

六、相關活動規定

獎學金辦公室每年舉辦約兩場活動(新生歡迎會及畢業歡送會)，活動舉辦狀況會依獎學金辦公室通知為主，詳情請上本組網頁「受獎生專區」確認最新公告。

*獎學金生專區網址：<http://cld.liberal.ntu.edu.tw/scholarshiprecipients.html>

(本組網站→受獎生專區→(三)活動公告)

七、獎學金相關網站

(一)獎學金作業要點：

<https://taiwanscholarship.moe.gov.tw/web/pages.aspx?p=7>

(本組網站→受獎生專區→(五)獎學金各項法規連結)

(二)內政部移民署：

(中文)<https://www.immigration.gov.tw/>

(英文)<https://www.immigration.gov.tw/5475/>

(三)臺灣獎學金及華語文獎學金計畫辦公室：

<https://taiwanscholarship.moe.gov.tw/web/index.aspx>

I. Scholarship “MUST-KNOW”

i. Q : How to apply for visa as a scholarship recipient?

A : For your visa, you have to apply for the visitor visa for the purpose of studying Chinese in Taiwan with your HES certificate and our admission letter.

**Notice: DO NOT enter Taiwan with visa on arrival, which can affect your eligibility for the scholarship and may also leave you disqualified.

ii. Q : Do scholarship recipients still need to pay tuition fee?

A : Yes, scholarship recipients still have to **pay full tuition fee** in order to complete the enrollment procedure; failing to do so will result in the cancellation of enrollment and scholarship qualification. Once you complete the enrollment procedure and satisfy the requirements of attendance and grades, scholarship will be regularly wired to your post office account in full amount every month. Please keep in mind that the attendance for each month is needed and should be carefully addressed due to the arrangement for each season. If any ambiguity occurs, please refer to our latest notification or you may come to the office for detailed explanation.
(iv. & v. can be referred to for more details)

iii. Q : Does the scholarship recipient have to take out the insurance?

A : According to the scholarship regulations, scholarship recipients must take out the insurance of NTU CLD at their own expense before they can apply for National Health Insurance. Scholarship recipients have to complete the insurance payment of the semester in cash before Friday in the first week of class. The insurance fee will be determined by the insurance coverage for the current season.

iv. Q : What are the awarding documents required to submit?

A : Please submit the following paper documents to NTU CLD office within 10 working days after the course starts. Once you have submitted all these documents before the deadline, NTU CLD will then be able to assist applying for the scholarship. Scholarship recipients who fail to do so will result in a delay in a postponement in scholarship awarding date.

1. Photocopy of “ID number” or “ARC” (attachment 1-1 or 1-2)
2. Photocopy of “Cover of post office bank account deposit book”(attachment 3)
3. Photocopy of “Passport” (Passport, VISA, and Entry Stamp page)
4. Photocopy of “Scholarship Awarding Certificate”
5. Original copy of “Agreement for scholarship recipients” (attachment 7)

v. Q : When will I receive my scholarship?

A : During the awarding period, each month’s scholarship will be regularly remitted around 15th of the coming month to your post office account. If the 15th is on the weekend or a national holiday, the money will be remitted on the coming business day. Please pay attention to your financial planning if the remittance day is deferred.

For example, scholarship of September will be remitted around October 15th, and for the scholarship of February (2024), since the Chinese New Year holiday of 2024 is from February 7th to February 15th (a total of 9 days), it will then be deferred until February 17th.

*Please refer to our website for the latest announcement:

<http://cld.liberal.ntu.edu.tw/scholarshiprecipients.html>

(NTU CLD Website→Scholarship Recipients→ (II) Scholarship Delivery for CLD Currently Enrolled Scholarship Recipients)

vi. Q : How do I check my scholarship awarding period?

A : Please refer to the period stated on the scholarship awarding certificate issued by your embassy.

*Website for ROC (Taiwan) Embassies and Missions Abroad:

https://www.taiwanembassy.org/portalOfDiplomaticMission_en.html

(NTU CLD Website→Scholarship Recipients→ROC (Taiwan) Embassies/Consulates)

vii. Q : Can I still receive the last month's scholarship when I apply for a tuition refund or drop my scholarship?

A : If you apply for a refund or drop your scholarship, the month in which the refund or drop is made is considered the last month of your scholarship period; please be aware that the absent hours in that month will still be counted as usual. If the absence hours exceeds 11 hours, the scholarship will be suspended for that month.

viii. Q : How can I extend my scholarship period?

A : Please contact the embassy in your country where the scholarship is awarded. If you have successfully extended your awarded period, please hand in the latest certificate to the office so that our division can be authorized to apply for your scholarship of the extended months.

*Website for ROC (Taiwan) Embassies and Missions Abroad :

https://www.taiwanembassy.org/portalOfDiplomaticMission_en.html

(NTU CLD Website→Scholarship Recipients→ROC (Taiwan) Embassies/Consulates)

II. Opening Bank Account

i. Q : How to open a post office bank account to receive scholarship payments?

A : **FIRST** Apply for ID number or ARC. (Attachment 1-1, 1-2)

1. Application for ID number: Please bring along your passport to the Immigration Office to apply for the ID number. It can be collected on the same day. (Attachment 1-1)

2. If you are coming to Taiwan on a resident visa, please apply for ARC within 15 days, and wait for the notification from the Immigration Office to collect your ARC. (Refer to Attachment 1-2 for required documents).

★ The ARC application process is whether on-site or online. Please refer to the Immigration Office's website for the latest announcement.

Immigration Office's website: <https://www.immigration.gov.tw/>

SECOND Go to the post office to open a bank account.

1. Post offices near NTU and their office hours:

(1) Taipei Gongguan Post Office (Taipei Branch 13):

Located at the entrance of MRT Gongguan Station Exit 3, B1.

Office hours: Mon.- Fri. 08:30- 17:00, Sat. 09:00- 12:00

(2) National Taiwan University Post Office (Taipei Branch 23):

Located in the NTU campus.

Office hours: Mon.- Fri. 08:30- 17:00

(3) You may go to any post offices near where you live.

2. Required documents:

(1) Original copy of ID number or ARC. (attachment 1-1 or 1-2)

(2) Original copy of passport.

(3) CLD ID card or tuition fee receipt.

(the small yellow paper given to you after you pay the tuition). (Attachment 2-1, 2-2)

(4) NTD 100.

3. Account opening procedure:

(1) Go to a post office with required documents, you will get your deposit book as soon as you complete the procedure.

(2) A week later, please go to the same post office to claim your ATM card with your passport and deposit book.

★ Reminder: You are advised to apply for VISA ATM card (Debit card) as well as the access to withdrawing money at overseas ATMs.

ii. Q : Does scholarship recipient have another bank account that can be used to receive the scholarship?

A : Currently, the school only provides post office as the scholarship payments account, no other bank accounts are accepted.

iii. Q : How to make sure the scholarship is remitted to my bank account?

A : Around the 15th of every month, you may bring your ATM card and deposit book to the post offices' ATMs to search for the balance or update the transaction information on your deposit book.

*Latest information can be found on CLD website:

<http://cld.liberal.ntu.edu.tw/scholarshiprecipients.html>

(NTU CLD Website→Scholarship Recipients→(II) Scholarship Delivery for CLD Currently Enrolled Scholarship Recipients)

iv. Q : How to withdraw money without the ATM card?

A : If you want to withdraw money but forget to bring your ATM card, you will need to go back to the post office where you opened your account with your ID number or ARC, passport and deposit book to make the withdrawal.

v. Q : The ATM card has the word VISA, can it be used as a credit card?

A : The ATM card with the word VISA is a debit card. Debit cards are different from credit cards, so keep an eye on your account balance and use it sparingly.

vi. Q : Does post office account accept foreign remittance?

A : Yes, but there are currency restrictions. (Currently there are only RMB, USD, EUR and HKD)

*The currency restrictions for overseas remittances are based on the post office announcement:

https://www.post.gov.tw/post/internet/Custom_service/index.jsp?ID=16020409&defaultAllOpen=1&sn=D8A98A96-94D3-4486-8E0B-BA00BD31998B

(Home→Customer Service→Questions and Answers→Banking Service→Foreign Exchange Business)

vii. Q : Since the scholarship is remitted on the following month, how to receive it if I plan to return to my home country right after the course?

A : If you plan on leaving Taiwan as soon as the semester ends, please make sure you have the Taiwan post office ATM card available to withdraw your scholarship at overseas ATMs after you leave Taiwan. To get the VISA ATM card (Debit card) and open the access to withdraw money at overseas ATMs, please go to the post office where you opened your account with following documents:

1. Your cell phone number in Taiwan. (You may buy it in telecommunication companies, such as Chunghwa Telecom, Taiwan Mobile, etc.)
2. Original copy of your ID number or ARC.
3. Post office account deposit book and its ATM card.

viii. Q : How to withdraw the payments overseas? How much is the handling fee when withdrawing money overseas?

A : Overseas withdrawals will incur a handling fee, the actual amount of which will depend on the exchange rate at the time of the withdrawal.

You can withdraw money from any overseas ATM with the mark of "VISA". The upper limit for each withdrawal is NTD 20,000.

In addition, upon each withdrawal, a handling fee of 1.5% of the amount of money you withdraw will be charged by the overseas banks and another handling fee of NTD 100 will be charged by the Taiwan post office.

For example, if you want to withdraw NTD 25,000, you need 2 times of withdrawal: NTD20,000 and NTD5,000.

And the handling fees may be about:

$\text{NTD}20,000 \times 1.5\% + \text{NTD}100 = \text{NTD}400$, and

$\text{NTD}5,000 \times 1.5\% + \text{NTD}100 = \text{NTD}175$.

Total: $\text{NTD}400 + \text{NTD}175 = \text{NTD}575$.

(Please note that the handling fees charged by overseas banks may change due to the currency exchange of the time.)

III. Awarding Standards

i. Q : Will the absent hours affect the awarding of scholarships? What is the maximum number of hours a recipient can be absent?

A : The absent hours will affect the awarding of scholarships. Every single hour of class you miss in each calendar month (from 1st day to 31st) counts as absent hours— regardless of the reason why you miss the class. The recipients must complete the course of the month and the total absent hours of each month shall NOT be more than 11 hours; otherwise, you will lose the scholarship of that month.

★ For Taipei City's Learning Chinese Grants' recipients: absent hours of each calendar month shall NOT be more than 10 hours (you can miss only 10 hours at top per calendar month).

ii. Q : What score must a recipient achieve in order to receive the scholarship?

A : The final average grades of each season shall be 80 points or above.

● M.O.E. Scholarship:

1. The grades will be calculated from 1st season. Failing to reach 80 points will result in the cancellation of one month scholarship.
2. Failing to get 80 points for continuous 2 seasons or lacking final average grades in any season will result in the disqualification as a scholarship recipient.

● M.O.F.A. Scholarship:

1. The grades will be calculated from 2nd season. Failing to reach 80 points will result in the cancellation of one month scholarship.
2. Failing to get 80 points for continuous 2 seasons will result in the disqualification as a scholarship recipient.

● Taipei City's Grants:

The grades will be calculated from the 1st season. Failing to get 80 points will result in the disqualification as a scholarship recipient.

iii. Q : Do all scholarship recipients have to take TOCFL? Which test do I need to take? What documents do I need to submit?

A : Different scholarships have different regulations. Please pay attention to the schedule and register online by yourself. For recipient who need to take TOCFL test, you only need to take the listening and reading tests.

Please refer to the following for the TOCFL requirements:

● M.O.E. Scholarship:

1. TOCFL test is required for those who have received the award for 9 months or more.
2. Documents to be submitted: Advanced Band B (\geq Level 3) certificate and grade report.
3. Deadline for submission: Submission should be made at least one month before the scholarship awarding period ends. Failing to do so will result in the cancellation of one month of scholarship.

For example,

Those whose scholarship ends in May shall submit the document by April 30th. Failing to do so will result in the cancellation of scholarship of May.

Those whose scholarship ends in August shall submit the document by July 30th. Failing to do so will result in the cancellation of scholarship of August.

● M.O.F.A. Scholarship:

1. All recipients must take the TOCFL test.
2. Documents to be submitted: Advanced Band A (\geq Level 2) certificate and grade report.
3. Deadline for submission: The documents should be submitted before the June after their arrival in Taiwan (i.e., by May 30th). Failing to do so will result in the disqualification as a scholarship recipient.

● Taipei City's Grants:

The test is not compulsory, it's optional.

*Please refer to the TOCFL website for the test schedule and related information.

(<http://www.sc-top.org.tw/>) (NTU CLD Website→Scholarship Recipients→ (I) Scholarship Recipients- Important Information→TOCFL Test)

IV. School Life

i. Q : Is the scholarship enough to cover the expenses needed to live in Taiwan?

A : Please make sure you have enough budget and make a good scholarship budget plan to cover your school fees (application fee, tuition fee, insurance fee, textbooks, etc.) and daily expenses you need in Taiwan (rental fees, accommodation deposit— usually 2 months' rent, transportation fees, meals, etc.)

★ Reminder again: The scholarship of first month of the award period will be remitted around the 15th of next month (if the 15th is on weekend or a national holiday, the money will be remitted on the coming business day).

For example, scholarship of September will be remitted around October 15th

ii. Q : Can scholarship recipient work in Taiwan?

A : No, according to the scholarship regulations, scholarship recipients CANNOT work, do part-time job or do internship in Taiwan.

V. Notification Site

All the related information (such as remittance time, related activities, test information, etc.) is announced on our website “Scholarship Recipients”. No further notification will be given.

*CLD Website: <http://cld.liberal.ntu.edu.tw/>

VI. Events

The Scholarship Office organizes about two events each year (Scholarship Recipients Welcome Party and Farewell Party), and the status of these events is subject to notification by the Scholarship Office. Further notification will be announced on our website “Scholarship Recipients”.

*Please refer to the CLD website for the latest announcement. (<http://cld.liberal.ntu.edu.tw/>)

(NTU CLD Website→Scholarship Recipients)

VII. Important Sites

i. Guidelines of scholarships :

<https://taiwanscholarship.moe.gov.tw/web/pages.aspx?p=7>

(NTU CLD Website→Scholarship Recipients→(V)Scholarship Regulation)

ii. National Immigration Agency :

<https://www.immigration.gov.tw/5475/>

iii. Taiwan Scholarship and Huayu Enrichment Scholarship Program website:

<https://taiwanscholarship.moe.gov.tw/web/index.aspx>

中華民國統一證號基資表樣本
Record of ID No. in the Republic of China Sample

統一證號/ID NO.

英文姓名/English Name
中文姓名/Chinese Name
性別/Sex F
出生日期/Date of Birth 1900/01/17
國籍/Nationality ○國
護照號碼/Passport No.
核發日期/Date of Issue 2006/09/01

使用須知
INSTRUCTIONS

1. 本表係持有人(臺灣地區無戶籍本國人及外國人)在中華民國完成註冊之身分資料。
This paper is a record for the person who has filed his/her registration in the Republic of China. The bearer is limited to those who are nationals without registered permanent residence in the Taiwan Areas or foreigners without holding Alien Resident Certificate.
2. 請於申辦稅務案件時，填寫註冊核發之統一證號，並攜帶本表供核驗。
When dealing with any tax related matter, please fill out the registration number shown on this paper, and submit this paper for checking.
3. 請提示本表供扣繳義務人填報扣繳憑單、股利憑單及其他課稅資料。
Please present this paper to your withholder for issuing tax withholding statement, dividend voucher and relevant tax statements.
4. 本表如有遺失，得逕向任一警察局申請補發。
Once this paper has lost, please re-apply it from any of the local police bureau.



(stamp)

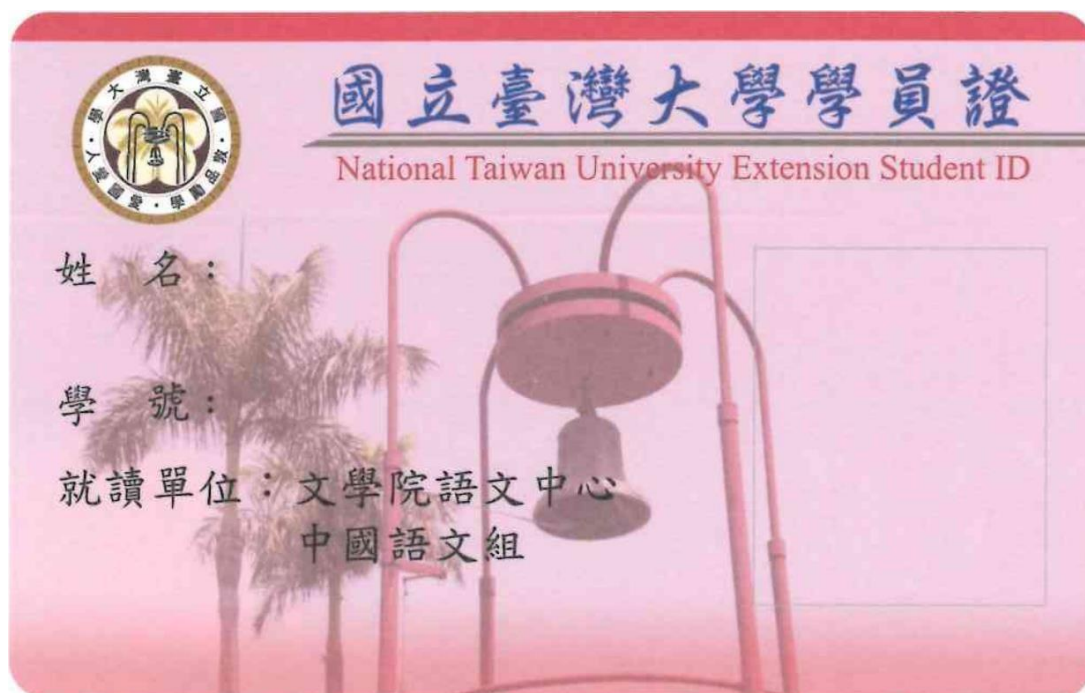
居留證樣本 Resident Certificate Sample







收件號

中華民國居留證 RESIDENT CERTIFICATE REPUBLIC OF CHINA (TAIWAN)		
	姓名 Name	
	性別 Sex 男 Male	核發單位 Authority 臺北市服務站
	出生日期 Date of Birth	統一證號 UI No.
	國籍 Nationality 美國 USA	護照號碼(或旅行證件號碼) Passport No.
許可證類別 Permit Type 外僑居留證 ARC	發證日期 Date of Issue 05 MAR 2020	本證有效期限 Date of Expiry 15 JUN 2020
事由 Purpose of Residence 就學	居留地址 Residence Address	
公務註記 Official Notes 持證人須於本證有效期間內，持憑本證及相關證明文件於居留地之移民署服務站或線上申辦系統，申請換領居留證晶片卡及辦理居留延期，並繳回本證及舊居留證晶片卡。 The certificate holder should exchange the expired Alien Resident Certificate (IC card) for a new one and extend the holder's residency by applying at the NIA Service Center or via the NIA Online Application System within the certificate's validity. Please submit this certificate and the expired Alien Resident Certificate (IC card) along with the related documents to the NIA Service Center in the holder's residential county/city. 就讀學校： 可多次入出國 The holder of this certificate may have multiple entry into R.O.C.(Taiwan).		
注意事項 Notice 未申請居留延期致逾期居留者，依規定處新臺幣2,000元以上10,000元以下罰鍰，並得強制驅逐出國。 According to regulations, a holder who failed to extend his/her residency and thereby becomes an illegal alien shall be fined NT\$2,000 to NT\$10,000, and may be subjected to deportation. 主管機關保留廢止本證之權利 The competent authority reserves the right to revoke this certificate.		

中語組學員證樣本 CLD Student ID Sample



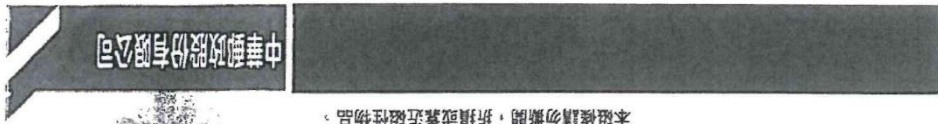
收據樣本 Tuition Fee Receipt Sample

國立臺灣大學 自行收納款項統一收據 <small>中華民國 113 年 04 月 02 日</small>		統一編號：03734301  113038189號
繳款人：Y K		
科目或代號 113J0011 華語文研習班 以下空白	金額 42,000	事由 2024 華語夏季班學費 2401117
合計新台幣肆萬貳仟元整 備註：96163800057737		
經手人 講文中心中國語文組行政專員 林惠婷	主辦 出納 	主計室 主任 
		機關 長官 
		113 038189

第一聯：收據（繳款人收執）

郵局存簿封面樣本

The Cover of Post Office Deposit Book Sample



第 0895760 d 第壹號



郵局代號	700	
存簿 帳號	局 號(含檢號) 0001234	帳 號(含檢號) 1234567

戶 名 李 O O Mary Lee

立帳郵局 台北公館郵局

電話: 02 - 23686574

儲金簿請保持平整，勿折疊、磨損或觸及高溫、磁性物體

中華民國內政部移民署

NATIONAL IMMIGRATION AGENCY



臺北市廣州街 15 號 (臺北市服務站)

NO.15, GUANGJHOU ST., JHONGJHENG DISTRICT, TAIPEI CITY 100-66, TAIWAN (R.O.C.).

服務時間：星期一至星期五 08:00 - 17:00，中午不休息

Office Hour : Mon. ~ Fri. 08:00 - 17:00 (No lunch break in between)

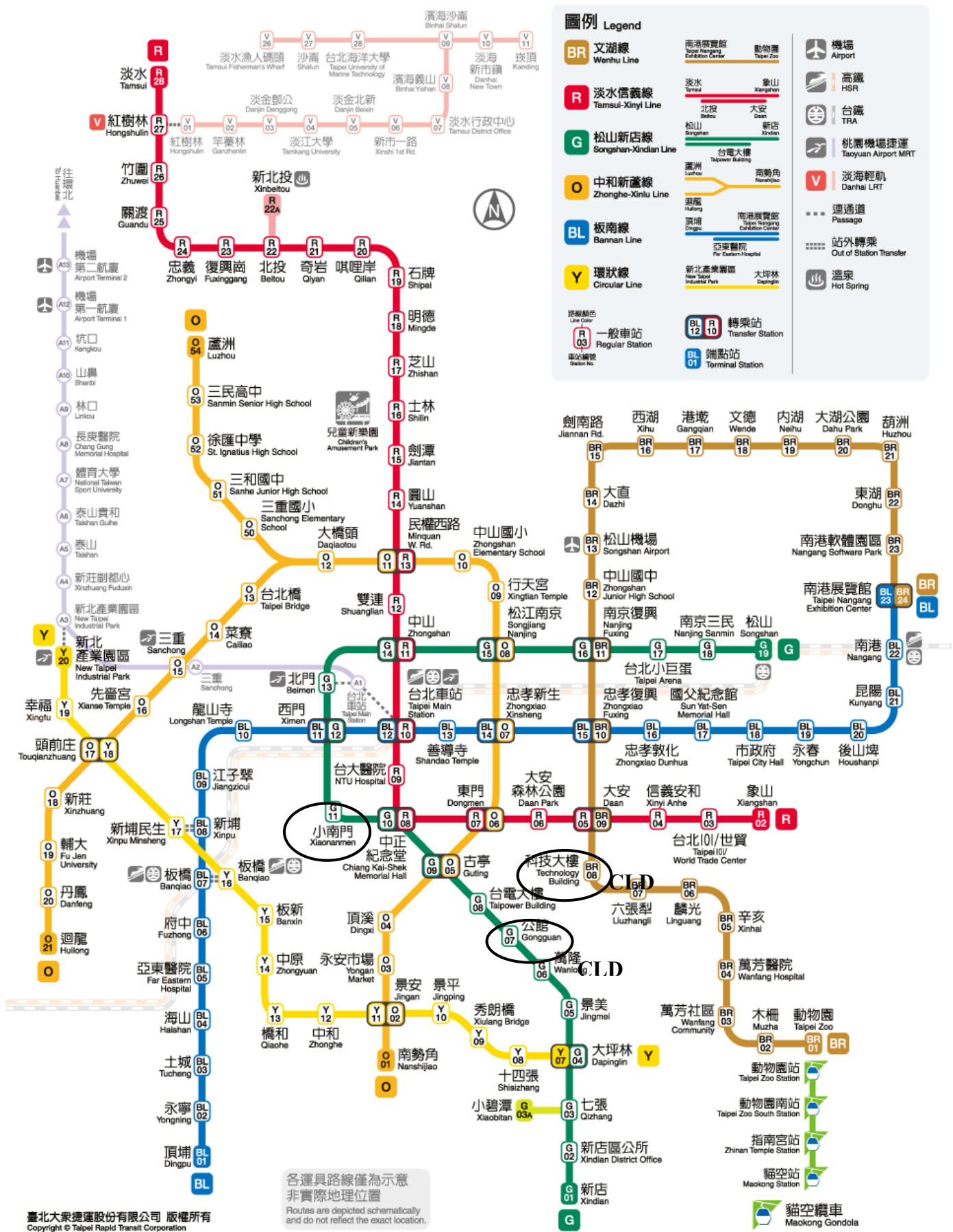
總機 Phone :

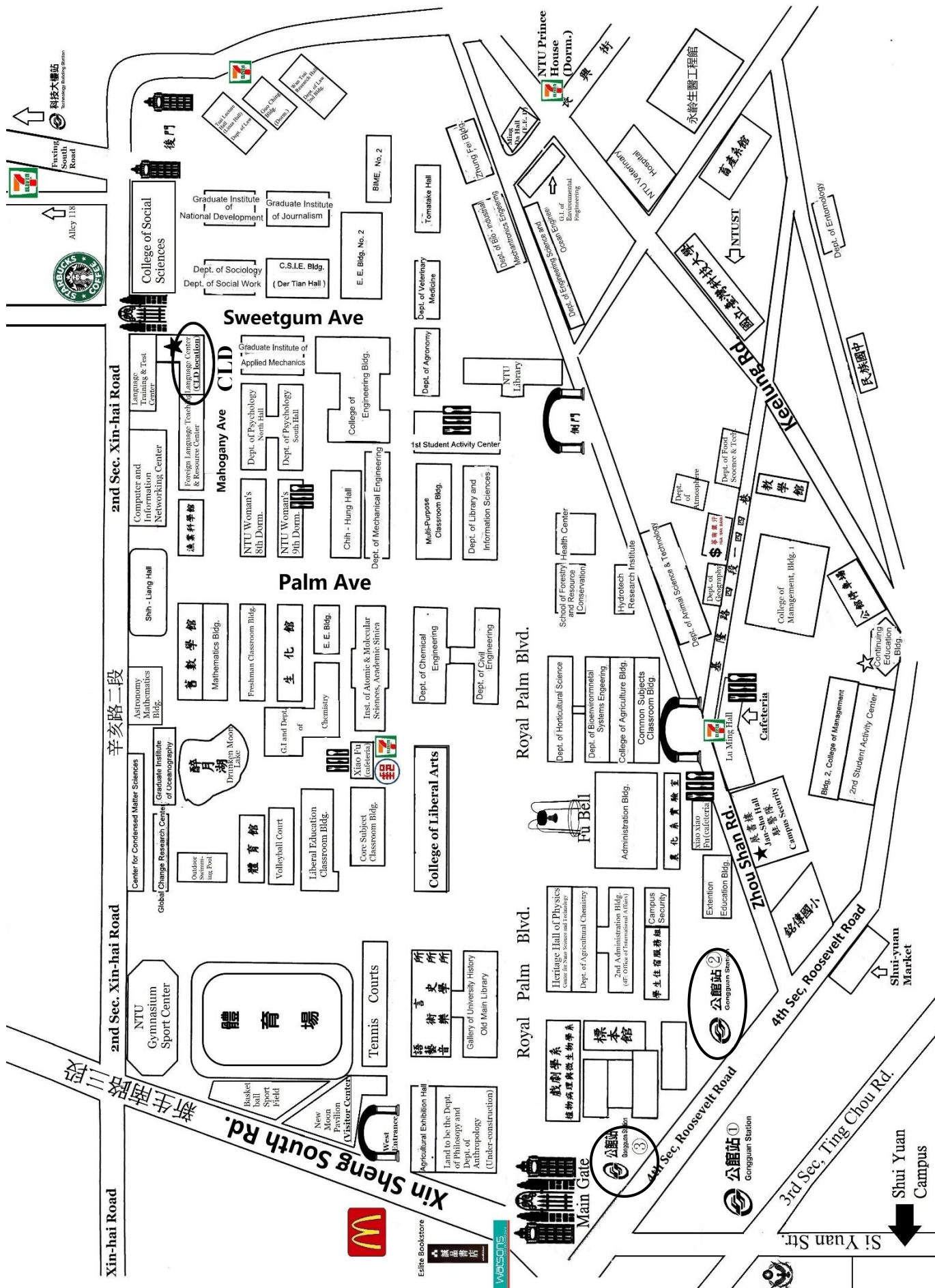
(+886-2) 2388-5185 (總機)

外來人士在臺生活諮詢服務熱線 Service Hot Line：國內 1990

國外 886-800-001990。

Email : boi@immigration.gov.tw





「教育部華語文獎學金」受獎生承諾書 Attachment 7-1

Agreement for “Ministry of Education (M.O.E.) Huayu Enrichment Scholarship” Recipients

一、本人(姓名 Name) _____

已取得「教育部華語文獎學金作業要點修正規定」之獎學金相關重要資訊。

received the important information and regulations of “Ministry of Education (M.O.E.) Huayu Enrichment Scholarship”.

二、本人已閱讀、瞭解並且同意有關「教育部華語文獎學金」計畫之資料與規定，本人承諾將如期提供所需資料並遵從一切相關規定，如有任何違反獎學金規定之情事，本人願依規定停發或註銷獎學金。若因故無法如期完成課程而必須提早離臺，亦將主動告知就讀單位並簽署放棄獎學金聲明書。

I have read, understood and agreed to the information and regulations of “the Ministry of Education (M.O.E.) Huayu Enrichment Scholarship Program”. I declare that I will provide all the necessary documents on time and follow all the regulations. I understand and accept the condition that if I violate any of the regulations associated with this scholarship, my scholarship will be suspended or revoked. If I need to leave the school earlier than scheduled, I will **notify the CLD office** in advance and sign the paper of quitting the class and giving up the scholarship.

三、重點提醒：在此特別摘錄獎學金停發重點 3 項如下，提醒受獎生特別留意。其餘規定以及其他與獎學金相關事宜，一切仍依學金作業要點規定辦理。

Reminder: Here we specially point out three regulations, please pay attention. Aside from these, there are also the other regulations, and everything related to the scholarship will be executed according to the scholarship regulations.

*本人之出席、學業及華語文能力測驗成績應達到本獎學金作業要點規定之標準，否則依該要點停發或註銷本獎學金。

I will maintain the required attendance, academic performance and TOCFL grades as set by the regulatoins. If I fail to do this, I understand that the scholarship will be suspended or revoked.

(一)當月缺席時數≤11 小時 (最多只能缺席 11 小時)。未達成則停發當月獎學金。

Total absent hours of each calendar month shall NOT be more than 11 hours (you can miss only 11 hours at top per calendar month); otherwise, you will lose the scholarship of that month.

(二)當期學業平均成績≥80分(最低必須達到80分)。第1季(期)起開始計算成績，未達成則停發下季(期)第1個月獎學金。連續兩季(期)未達80分或任何一季(期)欠缺成績，則註銷獎學金資格。

The final average grades of each season shall be at least 80 points (or more). The grades will be calculated from 1st season. Failing to get 80 points will result in the cancellation of the first month scholarship in the coming season.

Failing to get 80 points for continuous 2 seasons or lacking final average grades in any season will result in the disqualification as a scholarship recipient.

(三)華語文能力測驗要求(TOCFL聽力及閱讀兩項考試結果)：

受獎期間為9個月(含)以上者必須考試。最晚應於受獎到期前一個月繳交進階級 Band B(>Level 3)通過證書及成績單，未繳交者停發1個月獎學金。

如：5月到期者應於4月30日前繳交，未繳交者停發5月獎學金。

8月到期者應於7月30日前繳交，未繳交者停發8月獎學金。

It is a MUST for those who are awarded 9 months of scholarships (or more) to submit the certificate **and** grade report of passing Band B-Level 3 (or higher level) a month before the scholarship awarding period ends. Failing to do so will result in the cancellation of one month of scholarship.

For example, those whose scholarship ends in May shall submit the document by April 30th.

Failing to do so will result in the cancellation of scholarship of May. Those whose scholarship ends in August shall submit the document by July 30th. Failing to do so will result in the cancellation of scholarship of August.

四、獎學金注意事項 Scholarship Notices：

(一)受獎期間每個月的獎學金撥款時間約為隔月15日(若遇例假日或國定假日則順延至下個工作天)。

Each month's scholarship will be delivered regularly around the 15th of coming month; i.e. the scholarship of September will be given around October 15th. (If the 15th is a national holiday or weekend day, the money will be given on the coming business day.)

(二)獎學金例行訊息，如：發放時間、相關活動、考試.....等，請自行上本組網頁「獎學金生專區」確認最新訊息公告，不另行通知。

網址：<http://cld.liberal.ntu.edu.tw/>

All the related information (such as remittance time, related activities, test information, etc.) is announced on our website "Scholarship Recipients". **No further notification will be given.**

Website: <http://cld.liberal.ntu.edu.tw/>

五、本人瞭解此件承諾書有中文與英文二種文字對照版本，如解釋有歧異時，以中文版本為準。

This agreement is in Chinese and English and should any conflict arise, the Chinese text will prevail.

簽名及日期 Signature and Date : _____

「外交部臺灣獎學金」受獎生承諾書 Attachment 7-2

Agreement for “Ministry of Foreign Affairs (M.O.F.A.) Taiwan Scholarship” Recipients

一、本人(姓名 Name) _____

已取得「外交部臺灣獎學金作業要點」之獎學金相關重要資訊。

received the important information and regulations of “Ministry of Foreign Affairs (M.O.F.A.) Taiwan Scholarship Program”.

二、本人已閱讀、瞭解並且同意有關「外交部臺灣獎學金作業要點」計畫之資料與規定，本人承諾將如期提供所需資料並遵從一切相關規定，如有任何違反獎學金規定之情事，本人願依規定停發或註銷獎學金。若因故無法如期完成課程而必須提早離臺，亦將主動告知就讀單位並簽署放棄獎學金聲明書。

I have read, understood and agreed to the information and regulations of “Ministry of Foreign Affairs (M.O.F.A.) Taiwan Scholarship Program”. I declare that I will provide all the necessary documents on time and follow all the regulations. I understand and accept the condition that if I violate any regulations associated with this scholarship, my scholarship will be suspended or revoked. If I need to leave the school earlier than scheduled, I will notify the CLD office in advance and sign the paper of quitting the class and giving up the scholarship.

三、重點提醒：在此特別摘錄獎學金重點 3 項如下，提醒受獎生特別留意。其餘規定以及其他與獎學金相關事宜，一切仍依學金作業要點規定辦理。

Reminder: Here we specially point out three regulations, please pay attention. Aside from these, there are also the other regulations, and everything related to the scholarship will be executed according to the scholarship regulations.

*本人之出席、學業及華語文能力測驗成績應達到本獎學金作業要點規定之標準，否則依該要點停發或註銷本獎學金。

I will maintain the required attendance, academic performance and TOCFL grades as set by the regulations. If I fail to do this, I understand that the scholarship will be suspended or revoked.

(一)當月缺席時數≤11 小時 (最多只能缺席 11 小時)。未達成則停發當月獎學金。

Total absent hours of each calendar month shall NOT be more than 11 hours (you can miss only 11 hours at top per calendar month); otherwise, you will lose the scholarship of that month.

(二)當期學業平均成績≥80 分 (最低必須達到 80 分)。第 2 季(期)起開始計算成績，未達成則停發下季(期)第 1 個月獎學金。連續兩季(期)未達 80 分，則註銷獎學金資格。

The final average grades of each season shall be at least 80 points (or more). The grades will be calculated from 2nd season. Failing to get 80 points will result in the cancellation of the first month scholarship in the coming season.

Failing to get 80 points for continuous 2 seasons will result in the disqualification as a scholarship recipient.

(三)華語文能力測驗要求 (TOCFL 聽力及閱讀兩項考試結果)：

受獎生均必須考試。最晚應於來臺隔年 6 月前(也就是說應於 5 月 30 日前)繳交入門級 Band A(>Level 2)通過證書及成績單，未繳交者註銷其續領學位學程獎學金資格。

All recipients are REQUIRED to submit the certificate **and** grade report of **passing Band A-Level 2 (or higher level)** before the June after their arrival in Taiwan (i.e., by May 30th).

Failing to do so will result in the disqualification as a scholarship recipient.

四、獎學金注意事項 Scholarship Notices：

(一)受獎期間每個月的獎學金撥款時間約為隔月 15 日(若遇例假日或國定假日則順延至下個工作天)。

During the awarding period, each month's scholarship will be regularly remitted around 15th of the coming month (If the 15th is on weekend or a national holiday, the money will be remitted on the coming business day).

(二)獎學金例行訊息，如：發放時間、相關活動、考試.....等，請自行上本組網頁「獎學生專區」確認最新訊息公告，**不另行通知**。

(網址：<http://cld.liberal.ntu.edu.tw/>)

All the related information (such as remittance time, related activities, test information, etc.) is announced on our website "Scholarship Recipients".

No further notification will be given. (Website: <http://cld.liberal.ntu.edu.tw/>)

五、本人瞭解此件承諾書有中文與英文二種文字對照版本，如解釋有歧異時，以中文版本為準。

This agreement is in Chinese and English and should any conflict arise, the Chinese text will prevail.

簽名及日期 Signature and Date : _____

Attachment 7-3

「臺北市促進國際交流補助外國人學習中文獎助金」受獎生承諾書

Agreement for “Taipei City’s (T.C.) Learning Chinese Grants for Enhancing International Exchange” Recipients

一、本人(姓名 Name) _____

已取得「臺北市促進國際交流補助外國人學習中文要點」之獎學金相關重要資訊與。

received the important information and regulations of “Taipei City’s (T.C.) Learning Chinese Grants for Enhancing International Exchange”.

二、本人已閱讀、瞭解並且同意有關「臺北市促進國際交流補助外國人學習中文要點」計畫之資料與規定，本人承諾將如期提供所需資料並遵從一切相關規定，如有任何違反獎學金規定之情事，本人願依規定停發或註銷獎學金。若因故無法如期完成課程而必須提早離臺，亦將主動告知就讀單位並簽署放棄獎學金聲明書。

I have read, understood and agreed to the information and regulations of “Taipei City’s (T.C.) Learning Chinese Grants for Enhancing International Exchange”. I declare that I will provide all the necessary documents on time and follow all the regulations. I understand and accept the condition that if I violate any of the regulations associated with this scholarship, my scholarship will be suspended or revoked. If I need to leave the school earlier than scheduled, I will **notify the CLD office** in advance and sign the paper of quitting the class and giving up the scholarship.

三、重點提醒：在此特別摘錄獎學金停發重點 2 項如下，提醒受獎生特別留意。其餘規定以及其他與獎學金相關事宜，一切仍依學金作業要點規定辦理。

Reminder: Here we specially point out two regulations, please pay attention. Aside from these, there are also the other regulations, and everything related to the scholarship will be executed according to the scholarship regulations.

*本人之出席、學業成績應達到本獎學金作業要點規定之標準，否則依該要點停發或註銷本獎學金。

I will maintain the required attendance, academic performance as set by the Ministry of Education. If I fail to do this, I understand that the scholarship will be suspended or revoked.

(一)當月缺席時數≤10 小時 (最多只能缺席 10 小時)。未達成則停發當月獎學金。

Total absent hours of each calendar month shall **NOT be more than 10 hours** (you can miss only 10 hours at top per calendar month); otherwise, you will lose the scholarship of that month.

(二)當期學業平均成績≥80 分 (最低必須達到 80 分)。第 1 季(期)起開始計算成績，未達成則註銷獎學金資格。

The final average grades of each season shall be at least **80 points (or more)**. The grades will be calculated from **1st season**. **Failing to get 80 points** will result in the disqualification as a scholarship recipient.

四、獎學金注意事項 Scholarship Notices：

(一)受獎期間每個月的獎學金撥款時間約為隔月 15 日(若遇例假日或國定假日則順延至下個工作天)。

Each month's scholarship will be delivered regularly around the 15th of coming month; i.e. the scholarship of September will be given around October 15th. (If the 15th is a national holiday or weekend day, the money will be given on the coming business day.)

(二)獎學金例行訊息，如：發放時間及相關活動、考試……等，請自行上本組網頁「獎學金生專區」確認最新訊息公告，不另行通知。

網址：<http://cld.liberal.ntu.edu.tw/>

All the related information (such as remittance time, related activities, test information, etc.) is announced on our website “**Scholarship Recipients**”. **No further notification will be given.**

Website: <http://cld.liberal.ntu.edu.tw/>

五、本人瞭解此件承諾書有中文與英文二種文字對照版本，如解釋有歧異時，以中文版本為準。

This agreement is in Chinese and English and should any conflict arise, the Chinese text will prevail.

簽名及日期 Signature and Date : _____