**外國留學生申請居留簽證手續說明**

**Procedure to obtain a Resident Visa for admitted international degree students**

 (The content is entitled to change.

 Please go to [**http://www.boca.gov.tw/content?cuItem=2053&mp=1**](http://www.boca.gov.tw/content?cuItem=2053&mp=1) for details.)

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| **應繳文件 Required Documents** | **說明 Procedure** |
| 1. 簽證申請表（請黏貼6個月內2吋彩色照片2張）

A duly completed application form with two 2x2 inch color photos taken within the past six months. | 須至「[線上填寫申請表專區](https://visawebapp.boca.gov.tw/)」填寫，列印產出具有條碼之簽證申請表，並親自簽名確認，照片背景請以素色（建議白色）為底色。Requirements ([Fill in the online application form](https://visawebapp.boca.gov.tw/BOCA_MRVWeb/subroot/MRVWeb0_form.jsp)) print out the form, confirmed the information and sign, the photo’s background is recommended to be plain and if it possible white.  |
| 1. 護照正本及影本。

Original and one copy of passport  | 護照效期須為6個月以上且有空白頁。請影印含照片在內之護照基本資料頁。Your passport must be valid for no less than six months with an adequate number of empty pages. |
| 1. 入學許可正本及影本（正本驗畢退還）

Original and photocopy of the admission certificate (original will be handed back to the applicant) | 1. 外國人應先依據教育部主管之「[外國學生來臺就學辦法](http://law.moj.gov.tw/LawClass/LawContent.aspx?PCODE=H0110001)」申請入學或取得教育行政主管機關之許可。

According to the Ministry of Education international students should follow the “[MOE Regulations Regarding International Students Undertaking Studies in Taiwan](http://law.moj.gov.tw/Eng/LawClass/LawContent.aspx?PCODE=H0110001)” when applying for admission and obtain the pertinent permission from the educational authorities. 2. 申請人資格：大專校院之學士班、碩博士班學生及校際交換學生應繳驗由學校出具之錄取通知書或證明函。Applicant Qualifications: University or college students in the undergraduate, graduate and post-graduate program, exchange students |
| 1. 健康檢查合格證明正本及影本（正本驗畢退還）。

Health check-up report (original will be handed back to the applicant) | 1. 應繳驗最近3個月內由行政院衛生署指定外籍人士體檢國內醫院或國外醫院出具之健康檢查合格證明，國外健檢證明須經中華民國駐外館處驗證。

Applicant must submit health certificate issued within the last three months by a local hospital or a hospital overseas if this was the case the certificate should be authenticated by the nearby ROC Embassy, consulate office, or Taipei Economic & Culture Office when applying for visa.1. [檢查項目](http://www.cdc.gov.tw/list.aspx?treeid=AA2D4B06C27690E6&nowtreeid=5783A22EC021590D)及[體檢醫院](http://www.cdc.gov.tw/info.aspx?treeid=AA2D4B06C27690E6&nowtreeid=E2E03C52598CD5F6&tid=FE2A4655E9F73411)請參照[行政院衛生署疾病管制局網站](http://www.cdc.gov.tw/)。

For inspection items and information [on hospitals for physical examination please refer to the Department of Health, Centers for Disease Control website.](http://www.cdc.gov.tw/info.aspx?treeid=AA2D4B06C27690E6&nowtreeid=E2E03C52598CD5F6&tid=FE2A4655E9F73411) |
| 1. 經駐外館處驗證之外國學校最高學歷證明文件及成績單

The highest-level certificate or equivalent academic attainment and transcript issued by an international education institution authenticated by an ROC representative office.  |  |
| 1. 其他視個案要求提供財力證明、來台目的證明、來台關係人保證書等審核所需之有關文件。

Supporting documents financial statements, purpose of travel, contact person and other relevant documents.  |  |
| **申請程序 Application Procedures** |
| 由申請人向其本國、永久居留地或其所屬之[中華民國駐外館處](http://www.boca.gov.tw/np?ctNode=709&mp=1)提出申請。本項作業需7個工作天，須於簽證效期屆期前7個工作天向本局提出申請。The applicant should go in person to [the local Taiwan overseas missions of the ROC](http://www.boca.gov.tw/lp.asp?CtNode=709&CtUnit=15&BaseDSD=13&mp=1). The process for the visa application will take 7 working days.  |
| **注意事項 Notice** |
| 1. 依據「外國護照簽證條例」及其施行細則，簽證核發為國家主權行為，中華民國政府有權拒發且無須說明原因，所繳之簽證規費亦不退還。

 According to the Statute Governing Issuance of ROC Visas in Foreign Passports, the Bureau of Consular Affair R.O.C. has the right to refuse the visa application and are not required to give any reason to visa applicant, and fees are nonrefundable.1. 依規定申請入學之中等學校之外國學生，應於向各校申請入學時檢附之文件包括經駐外館處驗證之外國學校最高學歷證明文件及成績單。

According to the regulations for foreign students from secondary schools when applying to a school in Taiwan all required documents should be submitted including highest academic qualifications and transcripts verified by the missions of the R.O.C. overseas. 3. 經通知補件而未能於7日內補齊者，簽證申請將遭逕予拒件亦不退費。 Applicants who have been notified and yet do not submit all required documents within 7 days would be refused. Fees are nonrefundable.4. 居留簽證規費及美國籍人士申請簽證之相對處理費收費數額，請參考「[外國護照簽證收費數額表(doc檔案)](http://www.boca.gov.tw/public/Attachment/26201272071.doc)」。在臺申請停留簽證改辦居留簽證，另加收手續費新臺幣800元（美金24元）。Residence visa fee for U. S. nationals please refer to ”[Standard Fees for Republic of China (Taiwan) Visas in Foreign Passports](http://www.boca.gov.tw/public/Attachment/26201272071.doc)”. An additional handling charge of NT$800 (US$24) shall apply to applications made in the ROC by visitor visa holders applying for change of visitor visa to resident visa.5. 以免簽證或落地簽證方式入境，或非以就學之簽證目的持停留簽證來台者，不得以就學為由要求轉換居留簽證或申請延長停留期限。選讀生或隨班附讀者，不得以就學事由申辦簽證。Foreigners who come to ROC with a Visa upon Arrival, with a Visa exemption, or with a Visa other than Student Status Visa cannot ask for visa extension for purpose of pursuing education. Non-degree students can not apply for student status visa.1. 持居留簽證入境或在中華民國境內獲改換發居留簽證者，應於入境次日或居留簽 證簽發日起15日內，向居留地之[內政部入出國及移民署各縣（市）服務站](http://www.immigration.gov.tw/lp.asp?ctNode=29682&CtUnit=16452&BaseDSD=108&mp=1)申請外僑居留證及重入國許可。居留期限依所持外僑居留證所載效期。

Resident Visa holders (or ones who obtained Resident Visa within ROC by visa change) are required to apply for the Alien Resident Certiﬁcate and Re-entry Permit at [local National Immigration Agency](http://www.immigration.gov.tw/lp.asp?ctNode=29682&CtUnit=16452&BaseDSD=108&mp=1) on the next day upon arrival or within 15 days of the issue of your resident visa. They may stay in ROC as long as the Alien Resident Certiﬁcate remains valid.1. 持有學校入學許可，不代表即可獲本國核發簽證；獲本國核發簽證者，並不代表即可進入我國境內。

Having admission to a Taiwanese university does not automatically guarantee that you would be able to enter the country or receive a visa.   |
| **流程圖 Flow Chart** |
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