

Guide to Your Million-Dollar Questions



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Q1: How do I get to CCU from the airport?

 **YouTube** <https://youtu.be/VWzgZpiBg24>

Free Airport Pickup Service

- *If you're able to meet the designated pick-up dates, you can sign up for a FREE airport pick-up.*
- *For more information, please contact Ms. Wang Qing via **wq@ulive.pccu.edu.tw** or Ms. Angelia Kuo via **grf@ulive.pccu.edu***

Taxi

- *Cost: ~NT\$1,200–1,500 (pre booking discount available).*
- *Recommended Driver: Radar Chao (+886 928 277 117).*
- *Note: Taxis are also available outside the airport arrival hall!*

Arrival Information

1. Taoyuan Airport MRT

Take the Taoyuan Airport MRT (Express Line) to Taipei Main Station.

Travel time: ~35 minutes. Fare: NT\$150



2. Taipei Metro (Red Line)

At Taipei Main Station, transfer to the Taipei Metro Red Line (Tamsui Xinyi Line). Ride the metro to Jiantan Station (Exit 3: Taipei Performing Arts Center)

3. Bus to Campus

From Exit 3, turn right to the Jiantan Bus Station. Take Bus R5 (Red 5) or Bus 303 bound for Yangmingshan.



4. Walk to Campus

From the bus stop, turn left onto Ai Fu 2nd Street. Follow Ai Fu 2nd Street and Hwa Kang Road for a 10-minute walk to campus

Q2. What bedding options do I have?

 **YouTube** https://youtube.com/shorts/iK_5P6s5_T0?feature=share

You can order your bedding in advance before your arrival via young541208@gmail.com

Q3. Where is my department located?

Department of Chinese Literature/文學系	大典館 5 樓/Da Dien 5F
Department of Japanese Language and Literature/ 日文系	大仁館 3 樓/ Da Ren 3F (Room 349)
Department of Korean Language and Literature/ 韓文系	大仁館 3 樓/ Da Ren 3F (Room 301)
Department of French Language and Literature/ 法文系	大仁館 2 樓/ Da Ren 2F
Department of English Language and Literature/ 英文系	大仁館 2 樓/ Da Ren 2F (Room 212)
Master Program of Global Business/全商碩 Bachelor Program of Global Business/全商系	大仁館 2 樓/ Da Ren 2F (Room 217)

Department of Mass Communication/大傳系	大成館 2 樓/Da Chen 2F
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Department of Tourism Management/觀光系	大恩館 8 樓/Da En 8F
Department of Law/ 法律學系	大賢館3樓/Da Xian 3F
Department of Information Communications/資 管系	大恩館 8 樓/ Da En 8F
Department of International Business Administration/ 國際企業管理學系	大恩館9樓/Da En 9F
Department of Life Science/ 生命科學系	大義館5樓/ Da Yi 6F (Room 532)
Department of Political Science/政治學系	大成館 1 樓/ Da Chen 1F
Department of Economics/ 經濟學系	大成館 1 樓/ Da Chen 2F (Room 206)
Department of Textile Engineering/紡織系	大義館 6 樓/Da Yi 6F
Department of Chemical and Materials Engineering/化材系	大義館 2 樓/ Da Yi 2F

If you cannot find your department information above, please visit the CCU website at <https://en.pccu.edu.tw/>.

Q4: How do I get around on campus?

Campus Map: <https://shorturl.at/5mowK>



Q5: Where is the XXX office?

Cashier's Office 出納組	Da En Building 11F 大恩 11 樓
Accounting Office 會計室	Da En Building 12F 大恩 12 樓
Office of Academic Affairs 教務處	Da En Building 10F 大恩 10 樓
General Education Center 通識中心	Da En Building 10F 大恩 10 樓
Hygiene Section 衛保組	Da En Building 2F 大恩 2 樓
Health Care Center 健康中心	Da En Building 2F Room 201 大恩 2 樓 201 室

Q6: Where can I find CCU school calendar?

School Calendar: <https://shorturl.at/hbESH>



Q7: What is UI number?

It serves as a personal ID for various administrative tasks, such as opening a bank account, accessing insurance services, renewing visa, etc. We recommend that exchange students staying for **one semester** apply for **UI number**.

Q8: What is ARC number?

It is required for various tasks like opening bank accounts, signing contracts, accessing healthcare, and handling legal matters. Exchange students staying for **one year** must apply for an **ARC**.

Q9. How do I apply for UI number?

Please visit <https://shorturl.at/Fkj1d> For instructions, read Appendix 1 on the website; for the application form, download Appendix 2 on the website.

You can visit the Immigration Agency with (1) the application form and (2) original and photocopy of your valid passport at the following address:

**No. 15, Guangzhou St., Zhongzheng District, Taipei City 100-213,
Taiwan, ROC 台北市中正區廣州街15號**

Office Hours: Monday to Friday, 08:00 a.m. – 5:00 p.m. (including lunch hour)

Q10. How do I apply for ARC?

 Video Tutorial : <https://www.youtube.com/watch?v=u5grd4Nrw0c>

Documents You Need to Apply for ARC

- Application form (available at the National Immigration Agency or online)
- Passport (original + photocopy)
- Visa (if applicable) and Entry stamp in passport
- One passport-sized photo (white background, taken within the last 6 months)
- Application fee (NT\$1,000 for one year ARC; payable by cash or card)
- Residence address in Taiwan and proof of residence (e.g. rental contract, dorm certificate)
- Letter of Admission and Certificate of Enrollment (Please submit both documents.)

To apply online, please go to <https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

Q11. How do I Download Tuition Invoice?



YouTube

<https://youtube.com/shorts/Sh8n64d1OdE?feature=share>

Step 1: Log in to your MyCCU

Step 2: Click ‘**Functions**’.

Step 3: Click ‘**Service**’.

Step 4: Click ‘**Tuition Invoice**’.

Step 5: Print out the document and complete your payment.

- You can make your payment at the campus post office, cashier’s office, 7-Eleven, or FamilyMart. Please note that if you are paying at a convenience store, the total amount should not exceed NT\$60,000. Service charges apply as follows: NT\$15 for amounts between NT\$20,000 - NT\$40,000, and NT\$25 for amounts between NT\$40,001 - NT\$60,000.

全部功能

校園服務

個人檔案

數位學習

常用連結

Service

🔍 搜尋功能

Service

Curriculum Info

Tuition Invoice

Renewal

Contact Info

Preferred Courses

Payment Certification

Online Survey

Change Password

Course Registration

ICAS

Graduation Steps

Selected Courses

Course Withdraw

Licensed Software

Q12. How do I Download Certificate of Enrollment?



You can download this document from my CCU <https://www.youtube.com/shorts/L4RvIbBdL3o>

You can also go to the self-service kiosk on the 10th floor of Da En Building to have it printed (please note there is a service charge).



Q13. How do I download Accommodation Certificate?



<https://www.youtube.com/shorts/xqiU4ckNCBM>

To support your application, you may also download this **supporting letter**: <https://shorturl.at/m3BQm>
It explains how CCU's payment certification serves as proof of accommodation.

Q14. How do I do find my course list?

Steps to Find Your Course List

Step 1: Log in to your MyCCU account.

Step 2: Click 'Service'

Step 3: Click 'Curriculum Info'

Step 4: Click 'Course Search'

 YouTube <https://youtube.com/shorts/jxKxHgzhvSI?feature=share>



• Chinese Language and Culture Learning Courses

Courses for Credits: Select ‘**Chinese Courses for International Students**’ for [Course Type] to see the courses offered.

Instruction

On the website, start by selecting your academic year from the left column. Then, choose your enrolled semester from the right column. The system should automatically enroll you in the current academic year and semester. If it doesn't, you'll need to do so manually. **Note: Please enter "114" as the academic year if you are attending CCU's exchange program for spring 2026.**

Course Type	All
Period	All
	English Program
	School Internship
	Internship
	Internship
	Women Reserved Class
	Educational Excursion
	Last Mile Classes
	Practical Internship Classes
	Interdisciplinary Seminar
	Cooperation lecturer from Business filed
	Chinese Courses for International students
	Credits Program of the second specialty
	U9

Search

.....

3
11 ext. 11207 、 11208 、 11209 、 11211 or mail to

Non-credit Mandarin Chinese Courses

The Office of International Affairs offers FREE Mandarin Chinese courses for all international students. The course list and schedule are typically announced about a week before the semester begins. Please go to the following website for more detailed information: <https://shorturl.at/ZeVbK>

English-taught Courses

Select '**College of International Studies and Foreign Languages**' from the left column. Then, under 'Department' in the right column, choose '**Global Business**'.

You can also check in with your assigned department Teaching Assistant to see if there are any courses conducted in English.

Q15. What do I do if I am interested in one of the courses (Interdisciplinary program) listed below?

Please write an email to Ms. Angelia Kuo, providing your student ID number and the course information including course title and code to grf@ulive.pccu.edu.tw

Fall Semester	Spring Semester
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Y522 UNDERSTANDING CHINESE CULTURE

Y523 CHINESE MARTIAL ARTS

Y525 CHINESE MOVIES & SONGS

Y524 APPRECIATION OF CHINESE ART

Y526 CHINESE FOR TOURISM

Y527 TAI-CHI CHUAN

Q16. Where can I have my mail/package sent?

There is a post office on campus located in Da Dian Building.



Q17. Where can I have my mail/package delivered?

To ensure proper delivery, please provide your recipient information in the following format:

- Your full name and student ID.
- Recipient address: 55 Hwa-Kang Rd., Yang-Ming-Shan, Taipei 11114, Taiwan.

Once your package arrives, you will receive a notification in your school email. You can claim your package at the **mail office** located in Room 114, Da Dien Building (大典館 114 室), next to the post office.

Q18. Where can I print some documents?

You can have docs printed at Da Yi Building, Room 412. (Please top up your student ID on the 4F, the computer center or Da Yi, Room 105, or Da Dian Room110.)

Fee: B/W: \$1, Colored: \$5

Q19. How do I open a bank account? Is there an account maintenance fee?

In Taiwan, you can open a bank account at the post office. To avoid the hassle of visiting a local bank, there's a post office on CCU campus located in Da Dian Building.

What to Bring to Open an Account: Your original passport, ARC, a stamp, your student card, and, most importantly, the minimum deposit of NT\$10.

There is no maintenance fee charged to have a bank account in Taiwan.

Q20. Where can I get a name chop/stamp?

The nearest store for obtaining a name chop is located at No. 3, Lane 26, Guanghua Rd, Shilin District.



Q21. What do I do after opening a bank account?

 YouTube <https://youtube.com/shorts/zcmPYQmasnM?feature=share>

How to Register Your Bank Account Information on MyCCU

Step 1: Log in to MyCCU. Step 2: Click ‘**Functions**’. Step 3: Click ‘**Profile**’.

Step 4: Click ‘**Financial Account Login**’ under ‘**Profile Settings**’. Step 5: Update your account details.



- 1.
2. Click “我已閱讀過新增帳戶通知, 並接受規定事項”.

新增帳戶須知:

1. 戶名及帳號必須為本人。
2. 登錄金融帳戶時,務必依照本人活期儲蓄存款存摺之帳號填寫清楚。(限台幣存款存摺)

☐ 我已閱讀過新增帳戶須知,並接受規定事項

請選擇用途/用途說明/金融機構/帳號

*用途	請選擇
用途說明	請選擇
*金融機構	助學金帳戶 帳戶二
*帳號	<input type="text"/> 請輸入本人正確存款帳號

新增

取消

3. Click “帳戶二”

請輸入正確之帳號及密碼，並按「確定」

*用途	帳戶二
用途說明	1.用於學生退費及發放各種獎學金、獎勵金等。(104助學金除外) 2.用於電子領據請款及相關代墊請領等。(薪資、工讀金等所得) 3.金融帳戶非台新銀行、中國信託、國泰世華帳戶者，需自行負擔匯款手續費，視各家銀行收費標準。 4.分支代號若為郵局請直接填0021，銀行則依據存摺上所顯示分行或開戶銀行的分行據點查詢。 5.限填本人帳戶
*金融機構	郵局 中華郵政股份有限公司 0021 請輸入分支代號四個數字 分支代號查詢
*帳號	請輸入本人正確存款帳號

4. Choose “郵局” and enter “0021” and account number.

Q22. Why do I need ANOTHER Health Examination?

This Health Examination required by CCU is a **different health examination** from the one you underwent for your visa. To comply with the Ministry of Education's 'Student Health Examination Implementation Measures,' new students must undergo a health examination upon admission. Please ensure you have the following documents:

Measles and Rubella Check: A certificate of vaccination or a positive antibody report.

Tuberculosis Check: A chest X-ray, completed within 14 days of arrival.

(You may be exempt from the Tuberculosis check if you have undergone one within three months and able to provide a

report in English.)

Steps to Complete Your Health Examinations

Step 1: Go to the link of Hygiene Section and download the **student health form**. <https://shorturl.at/XoYi2>

114學年度新生健康檢查資料卡/student health form



114學年度_學生健康資料卡(中文版).pdf



114學年度_學生健康資料卡Student Health Examination Form(英文版).pdf

Step 2: Complete the **online application form** at <https://reurl.cc/VNobYN> with our partner medical clinic to schedule your appointment. Present your student ID at the reception desk to receive a discount.

**The after-discount fee is \$650; if you provide a tuberculosis check report, the fee is reduced to \$600.*

Step 3: Go to the medical clinic 啟新診所 <https://reurl.cc/13WNbp> with your student health form and Tuberculosis Check report (in English) to receive a NT\$50 discount.

Step 4: You will receive an examination receipt. **Please submit it to the Hygiene Section, Room 201, Da Eng Building.**

Done with all the steps? Awesome—now sit back, relax, and make the most of your time at CCU!

