

Things to Do upon Arrival

Step 1: Report your arrival in person in Room 201, Fe Hwa Building.

To expedite the registration process, please have the following documents in electronic format on your mobile device when you check in to report your arrival in person. Name each file using your student ID number followed by your last name (e.g., **Passport_B1234567_KUO**)

1. **Passport copy**
2. **Visa copy**
3. **Entry Stamp on your visa**
4. **Letter of admission**

Step 2: Submit your verified credentials.

Please submit your **verified** credentials to the academic office located on 10F, Da En building.

Ms. Jian 簡慈慧 (bachelor program) jsh3@ulive.pccu.edu.tw

Ms. Sun 孫雪嘉 (master program) cigar@ulive.pccu.edu.tw

*You may also pick up your student ID card from the teacher in charge, if it's ready.

Step 3: Apply for your ARC.

 **Video Tutorial :** <https://www.youtube.com/watch?v=u5grd4NrW0c>

You must apply for your **Alien Resident Certificate (ARC)** within **30 days** of your arrival in Taiwan. Failure to apply by the deadline will result in significant fines:

- **NT\$10,000** for delays up to 10 days.
- **NT\$20,000** for delays up to 30 days.
- Maximum fines can reach **NT\$50,000**.

Please ensure you complete this process promptly to avoid these penalties.

*** Documents You Need to Apply for ARC**

- Completed application form
- Passport valid for at least 6 months (original and one photocopy)
- One color head-and-shoulders photo, 4.5 x 3.5 inches, with a white background, taken within the last six months
- Certificate of enrollment or Student ID with registration stamp
- Residence Certificate in Taiwan (Housing contract in Taiwan)

*** How to Obtain Supporting Documents for Your ARC Application**

How to download the Certificate of Enrollment?

 <https://www.youtube.com/shorts/L4RvIbBdL3o>

How to download the Certificate of Accommodation?

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

Please include the letter below with your Certificate of Accommodation. Immigration Officials sometimes require this supporting document to verify CCU's payment certificate as valid proof of housing.

 <https://shorturl.at/5eNfW>

Step 4: Health Examination.

Health Examination for All New International Students

To comply with the Ministry of Education's 'Student Health Examination Implementation Measures,' **ALL new students** must undergo a health examination upon admission.

Steps to Complete Your Health Examinations

Step 1: If you are not given a **student health form** when you report your arrival in person at the international office, you can print a copy via <https://shorturl.at/XoYi2>

Step 2: Complete the **online appointment form** at <https://reurl.cc/VNobYN> with our partner medical clinic to schedule your appointment. The examination fee is NT\$650. If you provide an X-ray check report, the fee is reduced to NT\$600. **Please remember to bring a copy and the original report to the clinic.**

Step 3: Go to the medical clinic 啟新診所 <https://reurl.cc/13WNbp> with your student health form.

Address: 5th Floor, No. 42, Section 3, Jianguo North Road, Taipei City
台北市建國北路三段 42 號 5 樓

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

*** Please complete your health examination within a month after reporting your arrival with CCU.**

Step 5: Open a bank account.

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 the CCU campus in Da Dian

Building.  <https://youtu.be/fCT2ODDVkb4>

What to Bring to Open an Account: Your original **passport**, **UI Number** or **ARC**, **name chop**, **student card**, and, importantly, the minimum deposit of NT\$10. To get a name chop, the nearest store for obtaining a name chop is located at No. 3, Lane 26, Guanghua Rd, Shilin District.

<https://maps.app.goo.gl/e3bnDir82VPBJBQj6>

Step 6: Update Your Bank Account Info on MyCCU.

After you open a bank account with the post office, remember to update your Bank Account Information on MyCCU.

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

In an **emergency**, call the number on the back of your student ID or reach the military officer at 0986-716-630. Support is available 24/7.

Office Directory

| INQUIRIES | OFFICE | LOCATION |
|--------------------------|---|------------------------------------|
| Tuition-Related | Accounting Office Ms. Hung, Shu-Ching 黃淑卿 hsq@ulive.pccu.edu.tw | Da En building, 12 th F |
| Payment-Related | Cashier's Office | Da En building, 11 th F |
| Course, credit-Related | Office of Global Business Ms. Erika 秦于舒 qys@ulive.pccu.edu.tw | Da Ren building R217 |
| Scholarship-Related | International Office Ms. Tacie 阮于恬 ryt@ulive.pccu.edu.tw | Da En building, 3 F |
| Insurance-Related | International Office Ms. Ko Chin-I 柯靜怡 kjy@ulive.pccu.edu.tw | Da En building, 3 F |
| ARC, Work Permit-Related | International Office Ms. Abii 馬麗賢 MLX@ulive.pccu.edu.tw | Da En building, 3 F |