

# 樹德科技大學

## Shu-Te University



114學年度  
2025 Academic Year

### 國際專修部招生簡章

Admission Brochure for International Foundation Program  
(IFP)

校址：【82445】高雄市燕巢區橫山路 59 號

電話：+886-7-6158000 分機 1609；1610；1611 傳真：+886-7-6158180

網址：<https://www.stu.edu.tw>〈首頁〉

<https://www.oica.stu.edu.tw>〈簡章下載〉

Add：No.59, Hengshan Rd., Yanchao Dist., 82445 Kaohsiung City, TAIWAN (R.O.C.)

Tel：+886-7-6158000 ext. 1609；1610；1611 Fax：+886-7-6158180

Web：<https://www.stu.edu.tw> (Homepage)

<https://www.oica.stu.edu.tw> (Brochure Download)

## 目錄

重要日程 Important Dates.....	1
申請流程 Application Process .....	2
壹、 招生系別資訊 Admission Information .....	3
貳、 申請資格 Eligibility .....	4
參、 申請方式 Application .....	6
肆、 審查及公告錄取 Application Review and Release of the Results .....	8
伍、 報到及註冊入學 Pre-registration and Enrollment.....	9
陸、 各項費用估計 Estimated Cost of Attendance .....	10
柒、 聯絡資訊 Contact Information.....	13
捌、 注意事項 Other Important Notes.....	15
附件一 Annex I國際專修部入學申請表 Application Form .....	16
附件二 Annex II切結書 Deposition .....	20
附件三 Annex III授權書 Letter of Authorization.....	21
附件四 Annex IV樹德科技大學境外生獎助學金申請表 Scholarship Application Form for Foreign Student .....	22
附件五 Annex V申請件專用信封封面 Application-specific envelope cover .....	23
附件六 Annex VI考生申訴書 Appeal Form .....	24

## 重要日程 Important Dates

日期 Date	辦理事項 Items	
2025年1月3日(五) January 3 <sup>rd</sup> , 2025	公告招生簡章 Application & Admission Guide Announcement	
9月入學 Admission in September 2025 (秋季Autumn Semester)	申請報名截止 Application Deadline	2025年7月7日(一)截止 Deadline: July 7 <sup>th</sup> , 2025
	公告錄取名單 Admission Announcement	2025年7月28日(一)前 Before July 28 <sup>th</sup> , 2025
	入學意願回覆 Response to Admission Deadline	2025年7月31日(四)前 Before July 31 <sup>st</sup> , 2025
	開學日期 Opening of classes	2025年9月中旬 Mid-September, 2025
2月入學 Admission in February 2026 (春季Spring Semester)	申請報名截止 Application Deadline	2025年11月3日(一)截止 Deadline: November 3 <sup>rd</sup> , 2025
	公告錄取名單 Admission Announcement	2025年11月24日(一)前 Before November 24 <sup>th</sup> , 2025
	入學意願回覆 Response to Admission Deadline	2025年11月27日(四)前 Before November 27 <sup>th</sup> , 2025
	開學日期 Opening of classes	2026年2月中旬 Mid-February, 2026

備註Note:

一、本校入學是以9月為主。如因學生個人需求，亦得申請2月入學，但入學後之選課與生活輔導，將可能與9月入學學生略有不同，請依學校安排辦理。

Admission is mainly in September. If students have personal needs, they can also apply for February admission, but the course selection and life counseling after admission may be slightly different from those students entering in September, please apply according to the school's arrangement.

二、本簡章有中文與英文版本，如兩份版本之內容有不同時應以中文版本為準。

This brochure is available in both Chinese and English versions. In case of any discrepancies between the two versions, the Chinese version shall prevail.

# 申請流程 Application Process



招生網址 Admission Website:  
<https://www.oica.stu.edu.tw>

2025年7月7日截止(2025年9月入學)  
2025年11月3日截止(2026年2月入學)

Application Deadline:

July 7<sup>th</sup>, 2025 (admission in September 2025)  
November 3<sup>rd</sup>, 2025 (admission in February 2026)  
請參考簡章第 6-8 頁 Please refer to page 6-8

寄件方式(擇一) Documents to be submitted by 2 alternatives

1. 電子寄件：請將資料掃描並寄至電子信箱：

[oica@stu.edu.tw](mailto:oica@stu.edu.tw)

Please scan all the required documents and send Email:  
[oica@stu.edu.tw](mailto:oica@stu.edu.tw)

2. 通訊寄件：以航空郵件方式寄送，

收件地址：[82445]台灣高雄市燕巢區橫山路 59 號

收件人：樹德科技大學國際及兩岸事務處(申請國際專修部)

電話：+886-7-6158000 ext. 1609/1610/1611

傳真：+886-7-6158180

Send by Air post

Attention to: Office of International and Cross-Strait  
Affairs (OICA)

Please also remark (Apply for IFP) under the attention

Address：No.59, Hengshan Rd., Yanchao Dist.,

Kaohsiung City 82445, Taiwan (R.O.C.)

Tel：+886-7-6158000 ext. 1609/1610/1611

Fax：+886-7-6158180

1. 公告錄取名單：2025年7月28日前(9月入學)；2025年  
11月24日前(2月入學)。

〈另以電子郵件方式通知審查結果〉

Result Announcement:

Before July 28<sup>th</sup>, 2025 (admission in September 2025).

Before Nov. 3<sup>rd</sup>, 2025 (admission in February 2026).

(Application Result will be sent by mail)

2. 入學意願回覆：2025年7月31日(一)前(9月入學)；2025  
年11月27日前(2月入學)。

Reply to the admission acceptance:

Before July 31<sup>st</sup>, 2025 (admission in September 2025).

Before Nov. 27<sup>th</sup>, 2025 (admission in February 2026)

3. 開學日期：2025年9月中旬(9月入學)；2026年2月中旬  
(2月入學)。

Check-in and registration:

Mid-September, 2025(admission in September 2025).

Mid-February, 2026(admission in February 2026).

# 壹、招生系別資訊 Admission Information

## 一、招生系別及名額：Degree Program and Admission Quotas

學院 College	系別 Department	外國學生 招生名額 International Students Admission Quotas
資訊學院 College of Informatics	資訊管理系 Department of Information Management	96名
	電腦與通訊系 Department of Computer and Communication	
	資訊工程系 Department of Computer Science and Information Engineering	
管理學院 College of Management	餐旅與烘焙管理系 Department of Hospitality and Baking Management	
	休閒與觀光管理系 Department of Leisure and Tourism Management	
	行銷管理系 Department of Marketing Management	

### 一、修業說明 Instruction：

華語先修課程一年 + 學士班四年課程。

1 year of chinese language learning and 4 years of undergraduate program.

### 二、授課語言 Language：華文 Chinese

### 三、修業年限 Duration of the term of study：

國際專修部華語先修課程以一年為限，期間限修讀華語課程，亦不開放暑修；學期間每週20小時，全學年共修讀720小時。

International Foundation Program students need to take Chinese Courses for the 1st year, no summer classes (20 hours per week for two semesters, which is 720 Learning Hours in total).

學士班以4年為原則，得延長修業2年，凡修滿就讀系別規定之全部應修科目學分且成績及格達畢業條件者，授予學士學位。

In principle, a student may extend their period of study by up to 2 years beyond the standard 4-year duration. Upon completing all required credits specified by the department and meeting the graduation criteria with passing grades, the student will be conferred a Bachelor's degree.

### 四、第一年修業期滿前須達華語文能力測驗(TOCFL)聽力與閱讀測驗基礎級A2標準後，轉入原錄取之學系自大一起修習，並於大一期滿前達到華語文能力測驗(TOCFL)聽力與閱讀測驗進階級B1標準。

Students need to reach at least A2 level of TOCFL within the 1st year and then bridge to the department you applied for and reach at least B1 level of TOCFL before the end of Freshmen year.

### 五、畢業應修學分：本專班畢業應修學分為128學分。

Required Credits for Graduation credits: 128 credits.

## 貳、申請資格 Eligibility

### 一、國籍規定 Nationality Requirements :

1. 具外國國籍且未曾具有中華民國國籍，未曾以僑生身分在臺就學，且未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發者。  
Individuals of foreign nationality who have never held nationality status in the Republic of China ("ROC") and do not possess overseas Chinese student status at the time of application are eligible to apply for admission under this regulation.
2. 具外國國籍且符合下列規定，於申請時並已連續居留海外 6 年以上者：  
Individuals of foreign nationality, pursuant to the following requirements and who have resided overseas for more than 6 consecutive years are also qualified to apply for admission under this regulation.
  - (1) 申請時兼具中華民國國籍者，應自始未曾在臺設有戶籍。  
Individuals who also are nationals of the R.O.C., but do not hold nor have had a household registration in Taiwan.
  - (2) 申請前曾兼具中華民國國籍，於申請時已不具中華民國國籍者，應自內政部許可喪失中華民國國籍之日起至申請時已滿 8 年。  
Individuals who also were nationals of the R.O.C. but have no R.O.C. nationality at the time of their application shall have an annulled status regarding their R.O.C. nationality for no less than 8 years after the Ministry of the Interior annulment of R.O.C. nationality.
  - (3) 前二目均未曾以僑生身分在臺就學，且未於申請入學當學年度依僑生回國就學及輔導辦法經海外聯合招生委員會分發。  
Regarding individuals mentioned in the preceding 2 subparagraphs, they must not have studied in Taiwan as an overseas Chinese student nor received placement permission during the same year of the application by the University Entrance Committee for Overseas Chinese Students.
  - (4) 本款所定 6 年，以擬入學當學期起始日期（2 月 1 日或 8 月 1 日）為終日計算之。  
The *six-year* period, as prescribed in Paragraph 2, shall be calculated using the starting date of the semester (Aug. 1st or Feb. 1st) as the designated end date.
  - (5) 本款所稱海外，指大陸地區、香港及澳門以外之國家或地區；所稱連續居留，指外國學生每曆年在國內停留期間不得逾 120 日。連續居留海外採計期間之起迄年度非屬完整曆年者，以各該年度之採計期間內在國內停留期間未逾 120 日予以認定。但符合下列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外居留期間計算：  
The term “overseas,” as prescribed in Paragraph 2, is limited to countries or regions other than Mainland China, Hong Kong, and Macau; the term “reside overseas continuously” means that an individual may stay in Taiwan for no more than a total of 120 days per calendar year. Suppose the applicant did not reside abroad for a whole calendar year. In that case, the applicant is considered to be living abroad for the year when the applicant's total staying period in Taiwan in the particular calendar year is less than 120 days. The only exceptions to this method of calculation are for those who fulfill one of the following requirements with written supportive proof:
    - A. 就讀僑務主管機關舉辦之海外青年技術訓練班或教育部認定之技術訓練專班。  
Attended “The Overseas Youth Vocational Training School, OYVTS” organized by the Overseas Chinese Affairs Council or training classes accredited by the Ministry of Education;
    - B. 就讀教育部核准得招收外國學生之各大專校院華語文中心，合計未滿 2 年。  
Attended a Chinese Language Center at a university/college of which international student recruitment is approved by the Ministry of Education (MOE), and to which the total length of stay is less than 2 years;

- C. 交換學生，其交換期間合計未滿 2 年。  
Exchange students whose length of total exchange is less than 2 years;
- D. 經中央目的事業主管機關許可來臺實習，實習期間合計未滿 2 年。  
An internship in Taiwan approved by an authorized central government agency, to which the total length of stay is less than 2 years.

3. 具外國國籍，兼具香港或澳門永久居留資格，且未曾在臺設有戶籍，申請時於香港、澳門或海外連續居留滿 6 年以上，並符合下列規定者：

Individuals of foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macao, having no history of a household registration record in Taiwan and, at the time of application, have resided in Hong Kong, Macao, or another foreign country for more than 6 consecutive years are qualified to apply for admission under these regulations.

- (1) 所稱連續居留，指每歷年在國內停留期間，合計未逾 120 日。但符合前款第五目第一小目至第四小目所列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入前項連續居留期間計算。  
The term “reside overseas continuously” mentioned in the preceding paragraph means an individual may stay in Taiwan for no more than a total of 120 days per calendar year. However, such a term may be exempt, if any of the conditions prescribed in Subparagraphs 1 through 4, Paragraph 5 of the previous Article applies and is supported with written proof, and the said domestic length of stay shall be excluded from the overseas length of residency.
- (2) 所定 6 年，以擬入學當學期起始日期（2 月 1 日或 8 月 1 日）為終日計算之。  
The **six-year** period shall be calculated using the starting date of the semester (Aug. 1st or Feb. 1st) as the designated end date.
- (3) 所稱海外，指大陸地區、香港及澳門以外之國家或地區。  
The term “overseas,” as prescribed, is limited to countries or regions other than Mainland China, Hong Kong and Macau.

4. 曾為大陸地區人民具外國國籍且未曾在臺設有戶籍，申請時已連續居留海外 6 年以上，並符合下列規定者：

Individuals being former citizens of Mainland China and hold foreign nationality, having no history of household registration record in Taiwan, and at the time of application, has resided overseas for more than 6 consecutive years are qualified to apply for admission under these regulations.

- (1) 所稱連續居留，指每歷年在國內停留期間，合計未逾 120 日。連續居留海外採計期間之起迄年度非屬完整曆年者，以各該年度之採計期間內在國內停留期間未逾 120 日予以認定。但符合第 2 款第五目第一小目至第四小目所列情形之一且具相關證明文件者，不在此限；其在國內停留期間，不併入海外連續居留期間計算。  
The term “reside overseas continuously” mentioned in the preceding paragraph means an individual may stay in Taiwan for no more than a total of 120 days per calendar year. If the applicant did not reside abroad for a whole calendar year, the applicant is considered residing abroad for the year when the applicant's total staying period in Taiwan in the particular calendar year is less than 120 days. However, such a term may be exempt, if any of the conditions prescribed in Subparagraphs 1 through 4, Paragraph 5 of the previous Article applies and is supported with written proof, and the said domestic length of stay shall be excluded from the overseas length of residency.
- (2) 所定 6 年，以擬入學當學期起始日期（2 月 1 日或 8 月 1 日）為終日計算之。  
The **six-year** period shall be calculated using the starting date of the semester (Aug. 1st or Feb. 1st) as the designated end date.
- (3) 所稱海外，指大陸地區、香港及澳門以外之國家或地區。  
As prescribed, the term “overseas” is limited to countries or regions other than Mainland China, Hong Kong, and Macau.

5. 外國學生依法申請來臺就學，以一次為限。於完成申請就學學校學程後，除申請碩士班以上學程，得逕依各校規定辦理，外國學生申請來臺就讀學士班以下學程，在國內停留未滿1年，因故退學或喪失學籍，得重新申請來臺就學，並以一次為限。外國學生經入學學校以操行或學業成績不及格、違反法令或校規情節嚴重致遭退學或喪失學籍者，不得再依前項規定申請入學。如繼續在臺就學者，其入學方式應與我國內一般學生相同。

Under the designated regulations for international students, international students can apply to study in Taiwan for one time only - with the exception of continuous study for a Master's or higher degree. After finishing the study at the original school applied, should an international student decide to continue studying in Taiwan, one should follow the same application process for Taiwanese students.

## 二、應具備之語文能力要求 Language proficiency requirements :

申請國際專修部者，於申請時得免繳中文能力證明。

Students who apply for the International Foundation Program do not need to submit the Chinese language proficiency certificate.

申請國際專修部者，需於第一年修業期滿前，考取華語文能力測驗A2(含)以上程度始能進入申請學系大一就讀，未通過A2 標準者學校逕行退學處分並通報註銷居留身份，學生須於居留證失效前離境。

Students who enroll in the International Foundation Program need to reach at least A2 level of TOCFL within the first year in this program, and then the students can bridge to the department which they applied for, those who fail to pass the A2 level will be subject to withdrawal from the school and will be notified of the cancellation of their residence status. The students must leave the country before the residence permit expires.

大一期滿前，考取華語文能力測驗B1(含)以上程度。

The students need to reach at least B1 level of TOCFL before end of Freshmen year.

## 參、申請方式 Application

### 一、繳交書面資料：至 2025年7月7日截止(9月入學)；2025年11月3日截止(2月入學)。

Submit required documents: till **July 7<sup>th</sup>, 2025** (admission in September 2025) ; **November 3<sup>rd</sup>, 2025** (admission in February 2026).

### 二、寄件方式 (擇一) Documents to be submitted by 2 alternatives

#### (1) 電子寄件者：

請將您的資料掃描成PDF檔，並E-mail至oica@stu.edu.tw

Send by E-mail:

Please scan all your document in PDF file and send to : oica@stu.edu.tw

#### (2) 通訊寄件者：

須於報名截止日前將申請表件以掛號、航空掛號或國際快遞方式寄達本校，逾期得不予受理。請將相關資料寄至：

通訊寄件：以航空郵件方式寄送，

收件地址：[82445]台灣高雄市燕巢區橫山路 59 號

收件人：樹德科技大學國際及兩岸事務處(申請國際專修部)

電話：+886-7-6158000 ext. 1609/1610/1611

Send by Air post:

Please send your application document by air post before deadline. Any late application will not be



considered.

Attention to: Office of International and Cross-Strait Affairs (OICA)

Please also remark (Apply for IFP) under the attention

Address : No.59, Hengshan Rd., Yanchao Dist., Kaohsiung City 82445, Taiwan (R.O.C.)

Tel : +886-7-6158000 ext. 1609/1610/1611

### 三、應繳交申請表件 Required Documents for Application :

- (1) 入學申請表1份(附件一)：填寫正確資料，經申請人簽名後，請於照片處黏貼彩色2吋正面、半身、脫帽、五官清晰照片。

Application Form in 1 set (Annex I) : Fill in correct data and sign. Please also stick color bust photo of 2 inches without wearing a hat or color glasses.

- (2) 護照 One Photocopy of Passport

- (3) 學歷證明文件1份(中、英以外之語文，應另加附中文或英文譯本)

One Photocopy of the certificate or diploma of the highest degree obtained (One photocopy of a Chinese or English translation is required if the original diploma is in a language other than Chinese or English)

- (4) 歷年成績單1份(中、英以外之語文，應另加附中文或英文譯本)

One Photocopy of yearly transcript (One photocopy of a Chinese or English translation is required if the original diploma is in a language other than Chinese or English)

- (5) 足夠在臺就學之財力證明 (請提供申請人或三等親(父母、祖父母、兄弟姊妹)之至少約有美金3,000元(或等值當地貨幣)之銀行存款證明，或政府、本校或民間機構提供全額獎助學金之證明。證明如為中、英文以外之語文，應附中文或英文譯本)；非本人之財力須另繳附親屬關係證明。

Proof of Sufficient Financial Resources for Studying in Taiwan (Please provide bank statements showing that the applicant or his/her relatives within the third degree of kinship [only grandparents, parents, and siblings] with household registration/birth certificate/family book to prove the relationship have at least approximately USD 3,000 (or equivalent in local currency) in savings. If the proof is in a language other than Chinese or English, please provide a translated version in either Chinese or English.)

- (6) 請以中文或英文撰寫，敘述個人背景、求學動機、進修期間之讀書計畫等，以及完成學業以後之規劃。

Please write a statement in Chinese or English, stating your background, motivation, study plan for this program, and career plan after finishing your study.

- (7) 切結書1份(附件二)：申請人需閱讀、填寫及簽名後繳交。

A Deposition (Annex II) : Applicants shall read, fill out, sign up, hand in.

- (8) 授權書1份(附件三)：申請人需閱讀、填寫及簽名後繳交。

An Authorization Letter (Annex III) : Applicants shall read, fill out, sign up, and hand in.

### 四、獎助學金申請 Scholarship

- (1) 本校提供下列項目之獎助學金，給予依據本招生簡章入學之外國學生申請。

Shu-Te University offers the following types of scholarship :

- (2) 獎助全額或部分金額之學期學雜費或學分費。

Grant full or partial semester tuition fees or credit fees.

- (3) 獎助全額或部分金額之學期校內宿舍住宿費或校內宿舍網路費。

Grant full or partial semester dormitory accommodation or network fees.

- (4) 欲申請獎助學金之學生，請填寫『樹德科技大學境外生獎助學金申請表』後(請參閱附件四)，連同『入學申請表』一併向本校國際及兩岸事務處提出申請。

To apply for STU scholarship, applicant needs to fill the "Scholarship Application Form

for Foreign Student ( Annex IV), and submits with the “Application Form” to OICA.

- (5) 本校將依申請所附資料進行審查，審查通過者視結果提供獎助學金。

Applications will be reviewed and evaluated by the STU scholarship committee for scholarship eligibility.

- (6) 如於學習期間辦理休學/退學，受獎生應全額繳回當學期給予之獎助學金。

In case of suspending/withdrawing from school during the study period, the recipient should repay the full amount of the scholarship which is given in the current semester.

#### 五、注意事項 Important Notes：

- (1) 學生在臺期間，除應遵守中華民國法律外，並應恪守本校各種規章。

Student should comply with the laws of R.O.C., and the rules and regulations of STU.

- (2) 入學後，凡因操行不良、學業成績過差、違反本校相關規定而遭學校勒令退學或自請休、退學、畢業之學生，必須自費返回原居留地。

After enrollment, students who are expelled due to misconduct, poor academic performance, or violations of school regulations, as well as those who voluntarily withdraw or graduate, are required to cover the costs of returning to their original place of residence.

- (3) 本簡章為中文與英文雙語版本，如中文與英文之內容有不同時應以中文內容為準。

This brochure is available in both Chinese and English versions. In case of any discrepancies between the two versions, the Chinese version shall prevail.

- (4) 所繳入學相關證明文件，如有偽造、假借、冒用、塗改等情事，一經查明，取消其錄取資格、不准註冊；註冊入學後發現者，取消入學資格；已入學者開除學籍；畢業者，追繳已發之畢業證書。以上情節皆專案報教育部備查，本校並得送請司法機關追究其法律責任。

Applicants who have used false documents will have their admissions immediately cancelled and will be deprived of their student status as students of SHU-TE University. If a violation is discovered after graduation, the degree will be cancelled and any certificates will be destroyed.

### 肆、審查及公告錄取 Application Review and Release of the Results

- 一、本校外國學生之入學申請，由國際及兩岸事務處受理後送交相關單位進行審查。

OICA forwards the completed applications to the relevant offices for qualification review.

- 二、經確定申請者應繳之文件資料齊全合格，並經系所審查或甄選同意錄取後，發給錄取生「入學許可」、「獎助學金審查結果通知書」、「入學意願確認書」及「緊急事件授權書」。另於本校國際及兩岸事務處網站公告申請錄取結果，並以電子郵件通知申請人。

Once the program office approves the application, STU will issue an “Admission Notification”, “Letter of Tuition Scholarship Award”, “Confirmation of Admission Acceptance.” and “Emergency Authorization Form”. The result will also be announced on the OICA website and e-mailed to the applicant.

- 三、關於入學申請所需文件資料，建議您於首次準備時完整繳交。如此將可讓您的入學申請過程順利進行，且有利您及早獲知申請錄取結果，為來臺就學預做準備。

For the application documents, it is recommended that you submit in full when preparing for the first time. This will make your application process smooth and help you to know the result as soon as possible, so as to prepare for your studies in Taiwan.

- 四、錄取生收到「入學許可」、「獎助學金審查結果通知書」、「入學意願確認書」及「緊急事件授權書」後，應於規定時間內回覆入學本校之意願。

Accepted applicant should send in his/her “Confirmation of Admission Acceptance” and “Emergency Authorization Form” within the required time period.

五、本校確認錄取生有入學意願後，由國際及兩岸事務處將新生入學須知以紙本或電子郵件方式寄送給錄取生。

After confirming the willingness of the admitted students to enroll, the International and Cross-Strait Affairs Office will send the new student guide either by paper or email to the admitted students."

六、寄發放榜通知 Notification Date of the Admission Result

1. 2025 年 9 月入學者錄取通知日：2025 年 7 月 28 前(申請截止：2025 年 7 月 7 日)  
Admission notification for September 2024 entrants: Before July 28<sup>th</sup>, 2025 (Application deadline: July 7<sup>th</sup>, 2025).
2. 2026 年 2 月入學者錄取通知日：2025 年 11 月 24 前(申請截止：2025 年 11 月 3 日)  
Admission notification for February 2026 entrants: Before November 24<sup>th</sup>, 2025 (Application deadline: November 3<sup>rd</sup>, 2025).

## 伍、報到及註冊入學 Pre-registration and Enrollment.

一、開學日期：

1. 申請 2025 年 9 月入學者(秋季)，開學日期：2025 年 9 月中旬。  
For applicants who entered in September 2025 (Fall Semester), the start date is Mid-September, 2025.
2. 申請 2026 年 2 月入學者(春季)，開學日期：2026 年 2 月中旬。  
For the applicants who entered in February 2026 (Spring Semester), the start date is Mid-February, 2026.

外國學生註冊入學時，未逾該學年第一學期修業期間三分之一者，於當學期入學；已逾該學年第一學期修業期間三分之一者，於第二學期或下一學年註冊入學。

Accepted applicants can register for admission in the designated semester no later than one-third into the semester period. Otherwise, enrollment may be allowed, but only for the next semester or the next school year.

二、外國學生來臺入學時應按下列規定辦理：

外國學生到校入學報到時應繳交下列資料至學務處僑外陸生暨住宿服務組

Enrollment Processes：

Submit the following documents to the Registrar Section, Office of Overseas and Mainland Chinese Students and Housing Service Section：

- (1) 護照影本1份（含基本資料、有效日期）。  
A photocopy of the passport page with basic information and effective date.。
- (2) 來臺居留簽證影本1份（含基本資料、有效日期）。  
A photocopy of the passport page with valid visa to R.O.C.
- (3) 新生基本資料表：應以正楷親自簽名，並貼妥2吋照片。  
Two copies of "New Student Information Form", completed in block letters, pasted with a 2-inch photo as indicated, and signed.
- (4) 學歷證明文件正本或同等學歷證明文件正本 1 份(經學歷授予學校所在地之中華民國駐外館處或相關規定單驗證正本 1 份，若學歷證明文件為臺灣學校所授予，則不需經由駐外機構驗證)。  
One original copy of the certificate or diploma of the highest degree obtained abroad (or documentation of equivalent academic attainment) verified by a Taiwanese overseas embassy or consulate

三、外國學生註冊時，新生應檢附已投保自入境當日起至少 6 個月效期之醫療及傷害保險。前項保險證明如為國外所核發者，應經駐外館處驗證。

At the time of registration, admitted students should present proof of insurance, including both medical and personal accident coverage for a period of at least six months from the date of their arrival in Taiwan. If insurance is provided by a company in another country, proof of insurance should be verified by a Taiwanese overseas embassy or consulate.

#### 四、 居留簽證及外僑居留證之申請 Apply for Residence Visa and Resident Certificate :

- (1) 外國學生持外國護照來臺升學者，憑護照(效期須超過6個月以上)、6個月內2吋白底彩色半身照片2張、簽證申請表(請先逕至中華民國外交部領事事務局網站{網址：[www.boca.gov.tw](http://www.boca.gov.tw)}點選簽證/線上填寫申請表專區/一般申請表，依順序詳實填妥各欄位資料後下載列印並簽名)、入學許可及最近3個月內由衛生福利部疾病管制署或僑居地駐外館處認可之國外合格醫院出具之健康檢查合格證明(含HIV等檢測，檢查項目詳見衛生福利部疾病管制署網址：<http://www.cdc.gov.tw>/點選出入境健康管理/外國人健檢/居留健檢)及我駐外館處要求之其他相關證明文件，向我駐外館處申請居留簽證來臺，並於入國後15日內向居留地內政部入出國及移民署服務站申請外僑居留證。

Student holding a foreign passport, to enter R.O.C., is required for a Residence Visa issued by an oversea office of the Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C.. For the visa application process and required documents, please go to [www.boca.gov.tw](http://www.boca.gov.tw). Within fifteen days after arriving in R.O.C., student holding a foreign passport should apply, with OICA's assistance, for a R.O.C. Resident Certificate at the office of National Immigration Agency.

- (2) 領有本校發出之入學通知書者，不代表必定能通過中華民國駐外館處居留簽證之審核，而獲發來臺居留簽證。

The "Admission Notification" is one of the required documents for visa application. But it is not a guarantee for the visa approval.

#### 五、 入學說明會相關資訊 Admission Briefings Information :

- (1) 本校將於外國學生來臺入學後，舉辦包含選課與在臺生活需知之外國學生入學說明會。

Attend the OICA briefings, for helpful information of campus living, study planning, regulations and rules, etc.

- (2) 國際專修部學生在學期間以住宿在本校宿舍為原則。

STU requires all incoming international students who attend into IFP live on-grounds.

## 陸、 各項費用估計 Estimated Cost of Attendance

### 一、 學雜費收費標準 Tuition Fees

學雜費收費標準，請參閱本校會計室公告，網址 <http://www.acc.stu.edu.tw/>。

For the academic year tuition fees, please refer to the website: <http://www.acc.stu.edu.tw/>。

系別 Department	學雜費 Tuition Fee
國際專修部(一年期華語文課程) International Foundation Program	NT\$46,433/每學期 NT\$46,433/per semester
資訊管理系 Department of Information Management	NT\$53,390/每學期 NT\$53,390/per semester

電腦與通訊系 Department of Computer and Communication	NT\$53,390/每學期 NT\$53,390/per semester
資訊工程系 Department of Computer Science and Information Engineering	NT\$53,390/每學期 NT\$53,390/per semester
餐旅與烘焙管理系 Department of Hospitality and Baking Management	NT\$46,433/每學期 NT\$46,433/per semester
休閒與觀光管理系 Department of Leisure and Tourism Management	NT\$46,433/每學期 NT\$46,433/per semester
行銷管理系 Department of Marketing Management	NT\$46,433/每學期 NT\$46,433/per semester

二、在臺各項費用估計：包含住宿費、餐費、保險費、網路費及電腦實習費等，僅供參考。所有費用以新臺幣為準。

Estimated Expenses in Taiwan : The amounts listed below are for reference only.

項目 Item	費用估計 Amount
住宿費 Accommodation	六人房：NT\$11,000/每學期 6-people room : NT\$11,000 per semester 四人房：NT\$16,000/每學期 4-people room : NT\$16,000 per semester
寒、暑假住宿費 Accommodation during winter and summer break	NT\$900/每週 NT\$900 per week
住宿保證金 Accommodation Deposit	NT\$3,500 (首次入住宿舍時繳納，住宿合約期滿無住宿違規之情形則得以全額退還保證金) (The security deposit is paid during the first check-in, and it will be fully refunded once the accommodation contract expires and no accommodation violation is incurred.)
生活費 Life Expenses	約NT\$8,000~12,000/每月 per month
外籍生團體醫療保險(取得健保資格前) New International Students' Medical Insurance (Before receive NHI qualification)	NT\$3,000/每半年 per half years
全民健保費 National Health Insurance (NHI)	約NT\$4,956/每半年 per half year
學生平安保險費 Student Insurance	約NT\$878/每學期 per semester
宿舍網路費 Dorm Internet fees	約NT\$300/每學期 per semester
電腦實習費 computer practice fees 第二學年開始不再收費 The payment is made in 1st School year ONLY!	約NT\$1000/每學期 per semester
新生體檢費 Medical Check-up for Freshmen 只有新生剛入學時需體檢 Only for freshman in the first semester	NT\$580
外僑居留證 Alien Resident Certificate (ARC)	持居留簽證抵台者：NT\$1000/次 Resident Visa holders: NT\$1000 per application 持停留簽證抵台者：NT\$3200/次 Visitor Visa holders: NT\$3200 per application
工作許可證 Work Permit	NT\$100/次 per application
書籍費 Textbooks	書籍費依照所修習的課程而有不同 book fees may vary based on the courses taken.

### 三、學雜費退費基準表：Refund Criteria

學生休、退學時間	學費、雜費退費比例	備註
一、註冊日（包括當日）前申請休退學者 Withdrawal before the registration date	免繳費，已收費者，全額退費 No Payment	
二、於註冊日之次日起至上課（開學）日之前一日申請休、退學者 Withdrawal after the registration date and before the class start date	學費退還三分之二，雜費全部退還 2/3 of the tuition and all other fees will be refunded.	其採學分學雜費或學雜費基數核算者，退還學分費全部、學雜費基數（或學分學雜費）三分之二 If the credit and miscellaneous fee or basic tuition fee is calculated, the full credit fee and two thirds of the basic tuition fee (or credit and miscellaneous fees) will be refunded.
三、於上課（開學）日（包括當日）之後而未逾學期三分之一申請休、退學者 Not more than one-third of the semester after attending classes	學費、雜費退還三分之二 Refund 2/3 of tuition and all other fees	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數（或學分學雜費）各三分之二 If the credit and miscellaneous fee or basic tuition fee is calculated, two thirds of the credit fee and two thirds of the basic tuition fee (or credit and miscellaneous fees) will be refunded.
四、於上課（開學）日（包括當日）之後逾學期三分之一，而未逾學期三分之二申請休、退學者 More than 1/3 of a semester and less than 2/3 of a semester after attending class	學費、雜費退還三分之一 Refund 1/3 of tuition and all other fees	其採學分學雜費或學雜費基數核算者，退還學分費、學雜費基數（或學分學雜費）各三分之一 If the credit and miscellaneous fee or basic tuition fee is calculated, one third of the credit fee and one third of the basic tuition fee (or credit and miscellaneous fees) will be refunded..
五、於上課（開學）日（包括當日）之後逾學期三分之二申請休、退學者 More than 2/3 of a semester	所繳學費、雜費，不予退還 All fees are non-refundable	

#### 註 Note：

一、表列註冊日、上課（開學）日及學期之計算等，依各校正式公告之行事曆認定之；學校未明定註冊日者，以註冊繳費截止日為註冊日。

The "time of suspension and withdrawal" mentioned in this standard is based on the date of registration in the University's calendar as the calculation date.

二、學生申請休學或自動退學者，其休、退學時間應依學生（或家長）向學校受理單位正式提出休、退學申請之日為計算基準日；其屬勒令退學者，退學時間應依學校退學通知送達之日為計算基準日。但因進行退學申復（訴）而繼續留校上課者，以實際離校日為計算基準日。

The calculation of the time of withdrawal and refund shall be based on the date of the student's (or parent's) formal "application for suspension or withdrawal" to the office.

三、休、退學之學生應於學校規定期限內完成離校手續；其有因可歸責學生之因素而延宕相關程序者，以實際離校日為計算基準日。

The procedures, timeline and approval of the student's application for suspension and withdrawal shall be handled in accordance with the University's regulations. If a student fails to complete the procedures within the prescribed period, the actual date of departure from school will be used as the base date for calculation if the reasons are attributable to the student's own delay in the relevant procedures.

## 柒、聯絡資訊 Contact Information

<p>樹德科技大學 Shu-Te University</p>	<p>電話 TEL: +886-7-6158000 網址 Website: <a href="http://www.stu.edu.tw">http://www.stu.edu.tw</a> 招生網址 Admission Website: <a href="https://www.oica.stu.edu.tw">https://www.oica.stu.edu.tw</a></p>
<p>國際及兩岸事務處 Office of International and Cross-Strait Affairs</p>	<p>電話 TEL: +886-7-6158000 分機 ext. : 1609/1610/1611 傳真 FAX: +886-7-6158180 E-mail : <a href="mailto:oica@stu.edu.tw">oica@stu.edu.tw</a> 網址 Website: <a href="https://www.oica.stu.edu.tw/">https://www.oica.stu.edu.tw/</a></p>
<p>教務處招生選才組 Office of Academic and Selection Division</p>	<p>電話 TEL: +886-7-6158000 分機 ext. 2004 ; 2005 傳真 FAX: +886-7-6158020 E-mail : <a href="mailto:register@stu.edu.tw">register@stu.edu.tw</a> 網址 Website : <a href="https://www.aca.stu.edu.tw/">https://www.aca.stu.edu.tw/</a></p>
<p>資訊管理系 Department of Information Management</p>	<p>電話 TEL: +886-7-6158000 分機 ext. : 3006/3002 E-mail : <a href="mailto:peiting9320@stu.edu.tw">peiting9320@stu.edu.tw</a> 網址 Website: <a href="http://www.mis.stu.edu.tw/main.php">http://www.mis.stu.edu.tw/main.php</a></p>
<p>電腦與通訊系 Department of Computer and Communication</p>	<p>電話 TEL: +886-7-6158000 分機 ext. : 4800/4802 E-mail : <a href="mailto:a728lion@stu.edu.tw">a728lion@stu.edu.tw</a> 網址 Website: <a href="https://www.comd.stu.edu.tw/">https://www.comd.stu.edu.tw/</a></p>
<p>資訊工程系 Department of Computer Science and Information Engineering</p>	<p>電話 TEL: +886-7-6158000 分機 ext. : 4600/4602 E-mail : <a href="mailto:chiamin@stu.edu.tw">chiamin@stu.edu.tw</a> 網址 Website: <a href="https://www.csie.stu.edu.tw/">https://www.csie.stu.edu.tw/</a></p>
<p>餐旅與烘焙管理系 Department of Hospitality Management and Baking Technology</p>	<p>電話 TEL: +886-7-6158000 分機 ext. : 6800/6802 E-mail : <a href="mailto:shawwen@stu.edu.tw">shawwen@stu.edu.tw</a> 網址 Website: <a href="https://www.hm.stu.edu.tw/">https://www.hm.stu.edu.tw/</a></p>
<p>休閒與觀光管理系 Department of Leisure and Tourism Management</p>	<p>電話 TEL: +886-7-6158000 分機 ext. : 3400/3402 E-mail : <a href="mailto:mavis22@stu.edu.tw">mavis22@stu.edu.tw</a> 網址 Website: <a href="https://www.lrd.stu.edu.tw/">https://www.lrd.stu.edu.tw/</a></p>

<p>行銷管理系 Department of Marketing Management</p>	<p>電話 TEL: +886-7-6158000 分機 ext. : 6300/6302 E-mail : gmaxwu@stu.edu.tw 網址 Website: <a href="https://www.mm.stu.edu.tw/">https://www.mm.stu.edu.tw/</a></p>
<p>中華民國駐外辦事處 Information of R.O.C.(Taiwan)'s embassies or representative offices</p>	<p>中華民國外交部網站中提供更多的駐外辦事處資訊 For more information, please visit the website of Ministry of Foreign Affairs, R.O.C. (Taiwan). 網址 Website : <a href="http://www.taiwanembassy.org/dept.asp?mp=1&amp;codemeta=locationIDE">http://www.taiwanembassy.org/dept.asp?mp=1&amp;codemeta=locationIDE</a></p>
<p>外交部領事事務局 Bureau of Consular Affairs, Ministry of Foreign Affairs</p>	<p>申請換發居留簽證之單位 Resident Visa application 電話 TEL : + 886-2-2343-2885 or 2895 網址 Website : <a href="http://www.boca.gov.tw/mp.asp?mp=2">http://www.boca.gov.tw/mp.asp?mp=2</a></p>
<p>內政部入出國及移民署 National Immigration Agency</p>	<p>申請換發外僑居留證之單位 ARC application 電話 TEL : + 886-2-2388-9393 ext.2637 網址 : <a href="http://www.immigration.gov.tw">http://www.immigration.gov.tw</a> 網址 Website : <a href="http://www.immigration.gov.tw/">http://www.immigration.gov.tw/</a></p>



## 捌、注意事項 Other Important Notes

### 一、申訴案件處理 Appeal Case Processing：

- (一) 本校為保障考生權益，如發生招生糾紛或考生發覺考試相關事宜有性別、性別性質、性別認同或性傾向之差別待遇，得向本校招生委員會提出書面申訴，將依據本校招生特殊事件處理要點辦理。

To safeguard the rights of applicants, if there are enrollment disputes or if applicants perceive any gender-related discrimination, gender-based treatment, gender identity discrimination, or discrimination based on sexual orientation in the examination process, they may file a written appeal with the university's admissions committee. The appeal will be handled in accordance with the university's guidelines for handling special enrollment events.

### (二) 申訴及處理程序 Appeal and Processing Procedures：

1. 放榜前之權益受損案件，考生應於成績複查截止日前以書面提出申訴。放榜後之權益受損案件，考生應於事件發生日起 7 日內提出申訴（附件 6）。

For cases where the rights are compromised before the release of results, candidates should submit written appeals before the deadline for score review. For cases where the rights are compromised after the release of results, candidates should submit appeals within seven days from the occurrence of the event (see Appendix Six).

2. 申訴者應為考生本人，應於申訴中載明申訴人姓名、身分證字號、准考證號碼、地址、申訴之事實及理由，並檢附相關之文件及證據後，以雙掛號郵件向本校招生委員會（以下簡稱本會）提出。

The appellant should be the candidate themselves. In the appeal, the appellant should clearly state their name, ID number, examination permit number, address, the facts and reasons for the appeal, and attach relevant documents and evidence. The appeal should be submitted to the university's admissions committee (hereinafter referred to as "the committee") via registered mail.

3. 本會接受申訴案件後，應進行狀況瞭解與資料收集，並於 2 週內舉行會議。會議不公開舉行，必要時得通知申訴人、關係人與會說明。

Upon receiving an appeal case, the committee shall conduct an understanding of the situation and collect relevant information. A meeting shall be held within two weeks. The meeting is not open to the public, but if necessary, the appellant, relevant individuals, and parties involved may be notified and provided with explanations.

4. 本會決議後應草擬評議書，1 週內再提出討論通過，評議書由召集人署名。

After the committee reaches a decision, a draft review report should be prepared, and it should be discussed and approved within one week. The review report should be signed by the convener.

5. 評議書應明確記載事件經過，雙方陳述、評議理由。評議書送請校長核可，並函送申訴人及有關單位。

The review report should clearly document the sequence of events, statements from both parties, and the reasons for the decision. The review report is then submitted to the university president for approval, and copies are sent to the appellant and relevant units.

### (三) 本校對逾越期限之申訴案件不予受理。

The university will not process appeals that exceed the specified deadline.

- (四) 申訴人經向本校提起申訴而不服決定，得自評議書送達次日起 30 日內，向教育部提起訴願；不服者再向行政院提起行政訴訟。

If the appellant is dissatisfied with the decision after filing an appeal with the university, they may, within thirty days from the day following the delivery of the review report, appeal to the Ministry of Education. If still dissatisfied, they may further file an administrative litigation with the Executive Yuan.

- (五) 在申訴程序中，申訴人、對造或其他利害關係人，如就申訴或其牽連之事項提出民事訴訟、刑事訴訟或行政訴訟者，應即通知本會終止評議。

- (六) During the appeal process, if the appellant, the opposing party, or other interested parties initiate civil litigation, Criminal Procedure, or administrative litigation regarding the matters involved in the appeal, the committee should be promptly notified, and the review process shall be terminated.

### 二、若考生對於本入學考試相關事宜有任何疑義及糾紛時，悉依本簡章規定辦理，簡章若有未載明之事項，則依招生委員會決議處理之。

If candidates have any doubts or disputes regarding matters related to this entrance examination, they shall follow the regulations outlined in this handbook. If there are any matters not explicitly stated in the handbook, they will be handled according to the decisions of the admissions committee.

附件一  
Annex I



樹德科技大學

SHU-TE UNIVERSITY

國際專修部入學申請表

APPLICATION FORM

INTERNATIONAL FOUNDATION PROGRAM

No.59, Hengshan Rd., Yanchao, Kaohsiung City 82445, Taiwan (R.O.C.)

相片

photo

請擇一勾選：

- 申請2025年9月入學(秋季)  
Fall Semester (starting in September)
- 申請2026年2月入學(春季)  
Spring Semester (starting in February)

● 申請人須以正楷詳細逐項填寫 Read carefully and complete. Please type or print clearly

姓名 Name	(中文 In Chinese)		
	(英文 In English)		
國籍 Nationality		出生地點 Place of Birth	
出生日期 Date of Birth (yyyy/mm/dd)		性別 Gender	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
身份證號碼 National/Personal Identification No.		護照號碼 Passport No.	
永久地址 Permanent Address		電話 Telephone	(      )
通訊地址 Postal Address		E-mail	
地區 Regional Area			

● 申請就讀之系(所) Department intended to join

系(所) Department	<input type="checkbox"/> 資訊管理系 Department of Information Management <input type="checkbox"/> 電腦與通訊系 Department of Computer and Communication <input type="checkbox"/> 資訊工程系 Department of Computer Science and Information Engineering <input type="checkbox"/> 餐旅與烘焙管理系 Department of Hospitality Management and Baking Technology <input type="checkbox"/> 休閒與觀光管理系 Department of Leisure and Tourism Management <input type="checkbox"/> 行銷管理系 Department of Marketing Management		
	國際專修部 International Foundation Program	<input checked="" type="checkbox"/> 華語先修課程一年 + 學士班四年課程。 1 year of chinese language learning and 4 years of undergraduate program.	

● 學歷 Educational Background

學程 Degree	取得學位日期 Date of Degree Granted	學位/證書 Degree/Diploma Certificate	學校名稱 Name of Institute	學校所在地 City and Country	就學期間 Duration of Study	主修學門 Major
高級中學/大學/學院 High School/ Undergraduate/ College						

● 緊急聯絡人資料 Patents or Legal Guardian

姓名 Name	(中文In Chinese)		(英文In English)	
通訊地址 Postal Address				
與申請人關係 Relationship		電話 Telephone	( )	職業 Occupation

● 財力支援狀況：在本校求學期間費用來源 Financial Supports: What is your major financial resource while studying at Shu-Te?

<input type="checkbox"/> 個人儲蓄 _____ Personal Savings (金額Amount of Dollars)	<input type="checkbox"/> 父母支援 _____ Parent Supports (金額Amount of Dollars)
<input type="checkbox"/> 獎助金 _____ Scholarship (來源及金額Source & Amount of Dollars)	<input type="checkbox"/> 其他 _____ Others (來源及金額Source & Amount of Dollars)

● 繳交資料記錄表 Please tick (✓) the items that you have submitted

必繳項目 Requisite Item		份數 No.
<input type="checkbox"/>	入學申請表(應以正楷親自填寫及簽名，並貼妥2吋照片) Two completed application forms.	1
<input type="checkbox"/>	護照影本 A photocopy of passport	1
<input type="checkbox"/>	最高學歷畢業證書影本(**) A photocopy of Diploma (for those who finished high school or college) A photocopy of the Certificate of Enrolment (for those who have not finished high school)	1
<input type="checkbox"/>	最高學歷畢業證書翻譯本(如適用) A photocopy of the translation of Diploma (if applicable).	1
<input type="checkbox"/>	歷年成績單(**)A photocopy of original yearly transcripts issued by the institution (at least 3 years)	1
<input type="checkbox"/>	財力證明(銀行出具具備足夠在華就學之財力) A copy of issued by the bank. (Provided by the applicant or his/her relatives within the third degree of kinship [only grandparents, parents, and siblings] with household registration/birth certificate/family book to prove the relationship.)	1
<input type="checkbox"/>	留學計畫書(含自傳與讀書計畫) Study Proposal (including autobiography and study plan)	1
選繳項目 Optional Item		份數 No.
<input type="checkbox"/>	語言能力證明(華語文能力測驗TOCFL) Language proficiency certificate (TOCFL)	
<input type="checkbox"/>	推薦信(須彌封) Recommendation Letter (sealed and stamped)	
<input type="checkbox"/>	其他有助審查之資料 Other supplemental documents	

- 請用優、佳、尚可、差、不會 Please use one of these words: Excellent, Good, Average, Poor, None

中文 Chinese	聽Listening	<input type="checkbox"/> 優Excellent	<input type="checkbox"/> 佳Good	<input type="checkbox"/> 尚可Average	<input type="checkbox"/> 差Poor	<input type="checkbox"/> 不會None
	說Speaking	<input type="checkbox"/> 優Excellent	<input type="checkbox"/> 佳Good	<input type="checkbox"/> 尚可Average	<input type="checkbox"/> 差Poor	<input type="checkbox"/> 不會None
	讀Reading	<input type="checkbox"/> 優Excellent	<input type="checkbox"/> 佳Good	<input type="checkbox"/> 尚可Average	<input type="checkbox"/> 差Poor	<input type="checkbox"/> 不會None
	寫Writing	<input type="checkbox"/> 優Excellent	<input type="checkbox"/> 佳Good	<input type="checkbox"/> 尚可Average	<input type="checkbox"/> 差Poor	<input type="checkbox"/> 不會None
英文 English	聽Listening	<input type="checkbox"/> 優Excellent	<input type="checkbox"/> 佳Good	<input type="checkbox"/> 尚可Average	<input type="checkbox"/> 差Poor	<input type="checkbox"/> 不會None
	說Speaking	<input type="checkbox"/> 優Excellent	<input type="checkbox"/> 佳Good	<input type="checkbox"/> 尚可Average	<input type="checkbox"/> 差Poor	<input type="checkbox"/> 不會None
	讀Reading	<input type="checkbox"/> 優Excellent	<input type="checkbox"/> 佳Good	<input type="checkbox"/> 尚可Average	<input type="checkbox"/> 差Poor	<input type="checkbox"/> 不會None
	寫Writing	<input type="checkbox"/> 優Excellent	<input type="checkbox"/> 佳Good	<input type="checkbox"/> 尚可Average	<input type="checkbox"/> 差Poor	<input type="checkbox"/> 不會None

- 華語語文能力 Chinese Language proficiency (母語為中文之申請者以下題目免填，Native Chinese speakers may skip the following questions)

是否曾經學習中文？Have you ever studied Chinese?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
曾學習中文多久？How long have you studied Chinese?	每週_____小時 (Hour/Week)
是否曾經考過任何華語文能力檢定考試？Have you ever taken any Chinese proficiency test)	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
何種測驗 What kind of the test?	(Name of the Test)
考試日期 Test Date	
考試成績 Test result (Level)	

※ 備註：如有相關語言測驗檢定證書者，請務必於申請時一併檢附相關語言能力證明文件。

Remark: If you have language proficiency certificate, please be sure to submit your certificate with your application.

申請人簽名  
Applicant's signature \_\_\_\_\_

申請日期  
Date of application \_\_\_\_\_



樹德科技大學

SHU-TE UNIVERSITY

國際專修部入學申請表

APPLICATION FORM

INTERNATIONAL FOUNDATION PROGRAM

No.59, Hengshan Rd., Yanchao, Kaohsiung City 82445, Taiwan (R.O.C.)

申請人Applicant: \_\_\_\_\_

---

請以英文撰寫，敘述個人背景、求學動機、進修期間之讀書計畫等，以及完成學業以後之規劃。如有需要，可另紙書寫。In the following space please write a statement in English, stating your background, motivation, study plan for this program, and career plan after finishing your study. Use an additional sheets of paper if needed.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## 切結書 Deposition

姓名 Name	中文姓名 Name in Chinese		
	英文姓名 Name in English		
身份證號碼 National/Personal Identification No.		護照號碼 Passport No.	
<p>1. 本人保證未具僑生身分且不具中華民國國籍。 I guarantee that I do not have the overseas Chinese status and do not hold a Republic of China passport.</p> <p>2. 本人所提供之最高學歷畢業證書在畢業學校所在國家地區均為合法有效取得畢業資格，並所持之證件相當於中華民國國內之各級合法學校授予學位。 I hereby certify that the certificates of the highest-level diploma I provide are valid and authentic from my school, and they are equivalent to the degree level that universities/institutes offer in Republic of China.</p> <p>3. 本人保證在中華民國未曾完成申請就學學程或經入學學校以操行、學業成績不及格或因犯刑事案件經判刑確定致遭退學。 I guarantee (1) that I have never completed an academic program in the R.O.C. before, or (2) that I have never been expelled or dismissed from any R.O.C. institute I had ever studied for misconduct, unsatisfying academic performance, or criminal records.</p> <p>4. 本人保證未曾在臺設有戶籍，倘日後經查證結果確有在臺設有戶籍，雖已獲入學許可，應撤銷入學許可。 I guarantee that I am in the Taiwan region without household registration. I understand that if I do have household registration in Taiwan region, my admission to Shu-Te University will be revoked.</p> <p>5. 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，本人願依 貴校相關規定辦理，絕無異議。 I agree to authorize the Shu-Te University to verify any information provided above. I am willing to follow the rules and regulations of the Shu-Te University without any objections should the information provided be found untruthful.</p> <p>6. 本人已瞭解所申請之國際專修部，入學後須於第一年先修華語期間通過華語文能力 A2（含）級以上測驗，如未能於上述時間通過華語文能力 A2（含）級以上測驗者，則本校將依教育部規範逕予退學，本人願依規定辦理，絕無異議。 I hereby understood that students studying in the International Foundation Program are required to pass the TOCFL A2 (inclusive) level or above test before the end of the first year of the International Foundation Program. If I fail to pass the TOCFL A2 (inclusive) level or above test before the end of the first year of the International Foundation Program, the school will have to withdraw me from the program in accordance with the regulation from the Ministry of Education.</p>			

申請人簽名

申請日期

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

(YYYY/MM/DD)

OFFICE USE ONLY			
國際及兩岸事務處學歷驗證			
學歷驗證經過			
學歷驗證 符合入學資格簽章	承辦人簽章	組長簽章	處長簽章



樹德科技大學

SHU-TE UNIVERSITY

## 授權書 Letter of Authorization

我授權樹德科技大學使用我所提供的資料做為申請入學、教務與學務之用

I authorize Shu-Te University to use the information about me in order to process my application and enrollment in Shu-Te University

我授權樹德科技大學查驗我所提供的所有入學資料

I authorize Shu-Te University to undertake a verification of the information and documents I have provided.

樹德科技大學取得您的個人資料將用於您的入學申請與相關教務、學務工作之用。

Shu-Te University is collecting your personal information in order to process your application and enrollment in the Shu-Te University.

申請人所填各項資料，依據中華民國「個人資料保護法」等相關法令規定為必要之資訊應用處理相關事宜。

All application materials will be protected as private information, according to the “Personal Information Protection Act” of R.O.C. and all regulations pertaining to it as deemed necessary.

姓名（全名） Full Name（in Print）: \_\_\_\_\_

護照號碼 Passport Number : \_\_\_\_\_

生日 Date of Birth: \_\_\_\_\_ (yyyy/mm/dd)

申請人簽名

Applicant's signature

申請日期

Date

(YYYY/MM/DD)

## 樹德科技大學境外生獎助學金申請表 Scholarship Application Form for Foreign Student



申請學年度 Academic Year : \_\_\_\_\_

**申請人基本資料 Applicant's Personal Information**

新生 Incoming Students     轉學生 Transfer Students     復學生 Readmitted Students

學號 Student ID: \_\_\_\_\_ (新生免填 Senior students ONLY)

入學時間:  秋季班 Fall Semester (starting in September)     春季班 Spring Semester (starting in February)

姓名 Name	(中文 In Chinese)		
	(英文 In English)		
身分 Applicant Status	<input type="checkbox"/> 外國學生 Foreign Student <input type="checkbox"/> 僑生 Overseas Chinese Student <input type="checkbox"/> 港澳生 Hong Kong & Macao Student		
國籍 Nationality		系所別 Department/ College	
學位 Degree	<input type="checkbox"/> 副學士 Associate Bachelor <input type="checkbox"/> 學士 Bachelor <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctoral 入學年級 Grade: <input type="checkbox"/> 華語先修班 Chinese Courses <input type="checkbox"/> 一年級 1st Year <input type="checkbox"/> 二年級 2nd Year <input type="checkbox"/> 三年級 3rd Year		
目前聯絡方式 Current Contact Information	手機號碼 Mobile		
	電子郵件 E-mail		
繳交資料紀錄表 Please tick the items that you've submitted	新生 (Incoming Students) <input type="checkbox"/> 校長或師長推薦信函 Recommendation letters from principal or lectures (Incoming Student) <input type="checkbox"/> 回復報到意願確認函 Confirmation of admission acceptance  轉學生 (Transfer Students) <input type="checkbox"/> 入學前一學期成績單 Transcript of last semester  復學生 (Readmitted Students) <input type="checkbox"/> 休停學前一學期成績單 Transcript of the semester before suspension <input type="checkbox"/> 休學前一學期 36 小時愛校服務單 36 Hours Campus Service Form of the semester before suspension		

**注意 Note:**

- (1) 申請者有責任提供任何有利審查的佐證資料。  
Applicants are responsible for providing necessary and advantageous documents.
- (2) 自第一學年第二學期起為每學期至校務系統申請。須依國際及兩岸事務處公告之時限前提出申請。  
The scholarship is open for application every semester from the second semester of first year. Current students should submit their applications in the school system by the deadline announced by OICA.
- (3) 學生領取本獎助學金，有依規定時數提供服務時數之義務，請參閱相關規定。  
Students who are awarded the scholarship should perform the obligated services by regulations.
- (4) 本校將依申請所附資料進行審查，審查通過者視結果提供獎學金。  
Applications will be reviewed and evaluated by the STU scholarship committee for scholarship eligibility.
- (5) 若已領取其他獎學金，不得再申請本獎助學金。  
The applicant who has already received any scholarships from other institutes will not be eligible to apply.

申請人簽名

Applicant Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_



FROM

申請人：\_\_\_\_\_

(Name)

地址：\_\_\_\_\_

(Address)

電話：\_\_\_\_\_

(Phone)

**TO：82445 高雄市燕巢區橫山路59號**

**No.59, Hengshan Rd., Yanchao Dist., Kaohsiung City 82445, Taiwan (R.O.C.)**

**國際及兩岸事務處 收**

**Office of International and Cross-Strait Affairs (OICA)**

**【國際專修部學生入學申請文件】**

**Apply for International Foundation Program**

- 資訊管理系 Department of Information Management
- 電腦與通訊系 Department of Computer and Communication
- 資訊工程系 Department of Computer Science and Information Engineering
- 餐旅與烘焙管理系 Department of Hospitality Management and Baking Technology
- 休閒與觀光管理系 Department of Leisure and Tourism Management
- 行銷管理系 Department of Marketing Management

請將本表貼於自備B4或A3信封袋上，以掛號郵寄〈海(境)外地區建議使用DHL或FedEX等快遞服務〉

Please use the above format to send the required documents. We recommend using an A3 or B4 envelope and courier services such as DHL or FedEx.

寄送日期：西元\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

Date of delivery: \_\_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

考生申訴書  
APPEAL FORM

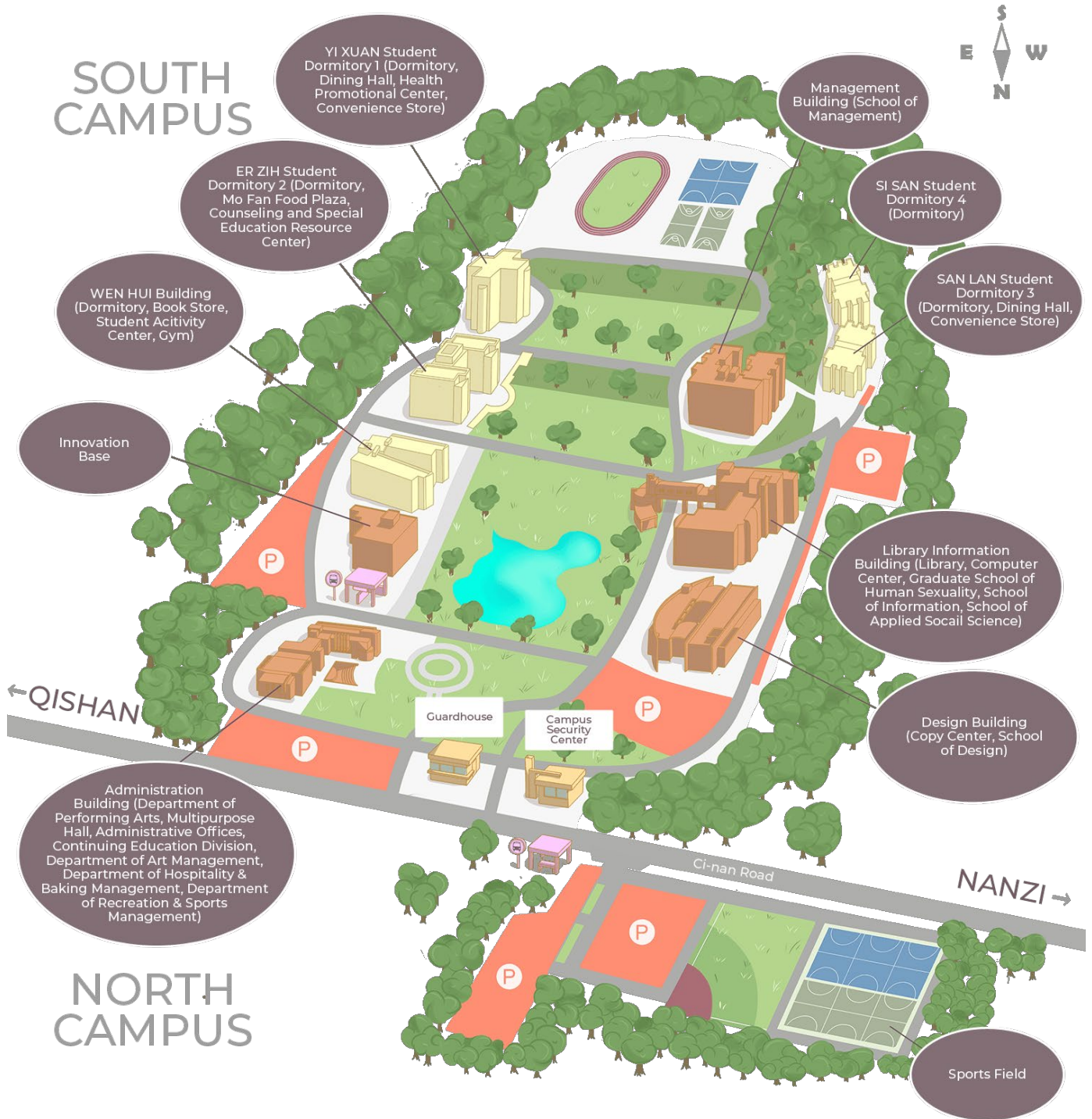


姓名 Name	中文姓名 Name in Chinese		
	英文姓名 Name in English		
身分證號碼 National/Personal Identification No.		護照號碼 Passport No.	
永久地址 Permanent Address		電話 Telephone	( )
通訊地址 Mailing Address		E-mail	
申訴事由：Please clearly state your grounds for submitting a Formal Appeal.			
證明文件：Please list the documentation you are submitting as part of your request.			
期望建議：Please outline what action you would like to see taken in the event of a successful appeal.			
申訴人(Applicant's Signature)：		申訴日期： 年 月 日 Submitting Date(MM/DD/YY)：	
OFFICE USE ONLY 國際及兩岸事務處收件簽章			
收件人：		收件日期： 年 月 日	

注意事項：請依本簡章(第捌條)申訴案件處理之規定時間內，將相關資料寄回本校申請（逾期或資料不齊不予受理）。

According to the provisions of Article 8 of this regulation, please ensure to file your appeal within the specified time and send the relevant documents back to the school for application according to the prescribed procedures (late submissions or incomplete information will not be accepted).

# Campus Map



# Traffic Map



**Car:** Take the Nanzi Exit of National Highway 1 or take the Yanchao Exit of National Highway 10

**Bus:** Bus No.7 at Nanzi; Bus No.9 at Metropolitan Park MRT Station; Bus No. 8023 at Cishan; Bus No. E03 and Bus No. E04 at Zuoying HSR Station; Bus No.E09 at Weiwuying MRT Station in Fengshan District; and Bus No.E10 at Caoya MRT Station in Xiao-gun District.

**MRT:** Take the Red Line and transfer thru Bus No.7, No.97, No.E03, No. E04, No. E09 or NO.E10.