**臺北城市科技大學外國學生報名繳交資料檢核表**

(本表請置於申請表件首頁，依項次順序排列)

|  |  |  |
| --- | --- | --- |
| 項次 | 繳交資料項目 | 請勾選 |
| 1 | 外國學生入學申請表正本(如附件一) |  |
| 2 | 申請人最近 3 個月內 2 吋半身彩色照片jpg電子檔 |  |
| 3 | 外國學生入學申請切結書(如附件二) |  |
| 4 | 具足夠在臺就學之**財力證明** :由金融機構提出（密封逕寄本校或經駐外館處驗證，馬來西亞籍可由留台聯總各分會驗證）。附上**財力保證書**(如附件三)，敘明與申請者之關係並保證負擔申請者在臺留學所有費用。 |  |
| 5 | 入學文件審查授權書(如附件四) |  |
| 6 | 外國學生申請人在臺就學檢核表及切結書(如附件五) |  |
| 7 | 推薦信(如附件六) 留學計畫書、推薦信、招生簡章規定之其他應繳文件、或其他有助審查之資料(申請者可自行斟酌附上任何有利申請之參考文件)。 |  |
| 8 | 申請人護照影本或國籍證明文件。 |  |
| 9 | 語言能力證明如華語文能力測驗證明、華語文課程成績單或英語能力證明。（華語文能力測驗相關資訊可逕至國家華語測驗推動工作委員會網站http://www.sc-top.org.tw/ 查詢） |  |
| 10 | 經中華民國駐外使領館、代表處、辦事處或其他經外交部授權機構（以下簡稱駐外館處）、行政院設立或指定之機構或委託之民間團體驗證之**外國學校最高學歷或同等學力證明文件**及**成績單**(中、英文以外之語文，應附中文或英文譯本)，馬來西亞籍可由留台聯總各分會驗證，(中五畢業者需檢附馬來西亞教育文憑)。 |  |
| 11 | 在臺監護人資格證明文件(外國學生已成年者，免予檢附) |  |
| 12 | 經駐外機構驗證之在臺監護人委託書(如附件七)(外國學生已成年者，免予檢附) |  |
| 13 | 經我國公證人公證之在臺監護人同意書(如附件八)(外國學生已成年者，免予檢附) |  |
| 14 | 文件驗證切結書 |  |
| 15 | 申請費：新臺幣 1,200 元或美金 40 元，未收到申請費之申請文件，將不予受理，申請費一經繳納，概不退還。繳費方式：國內繳款者：透過國外銀行電匯至本校帳戶(臨櫃或ATM)，繳費後請檢附銀行電滙收據影本一份。**請勿郵寄現金或支票！**銀行名稱：中國信託商業銀行-松山分行。收款銀行電話：02-23466711 EXT 211銀行地址：110 台北市信義區忠孝東路五段550號。收款銀行代碼：CTCBTWTP存款戶名：城市學校財團法人臺北城市科技大學。帳 號：255308025105。  Bank Name：CHINATRUST BANK SONGSHAN BRANCHBank Phone Number：02-23466711 EXT 211Bank Address：NO.550, SEC, JHONGSIAO E, RD., TAIPEI TAIWAN R.O.C Swift Code：CTCBTWTPBene’s Name：Taipei City University of Science and TechnologyBene’s Bank A/C NO.：255308025105。 |  |

**Application Checklist**

|  |  |
| --- | --- |
| **Order** | **Documents** |
| 1 | **Application Form for International Students (original, see Appendix 1)** |
| 2 | Applicants’ recent 2 inches colored photos (half-length) electronic file within three months.(jpg.) |
| 3 | **Declaration for International Students (see Appendix 2)** |
| 4 | **Financial Certification for International Students (see Appendix 3)**An original copy verified by embassies and consulates indicating sufficient funding for studying and living expenses in Taiwan. The document from Malaysia, verified by the branches of the Federation of Alumni Association of Taiwan Universities, Malaysia (FAATUM). The last three months bank saving account certification should be attached. If the saving account doesn’t belong to the applicant, a financial guarantee certification should be attached, which explains the relationship to the applicant and guarantees the applicant’s study expenses. |
| 5 | **Authorization of Reviewing Application Documents for International Students (see Appendix 4)** |
| 6 | **Studying in Taiwan Checklist and Declaration for International Student (see Appendix 5)** |
| 7 | **Recommendation Letter (see Appendix 6)**A study plan, a recommendation letter, other documents asked by each department or listed on the Application of Admission for International Students, or other helpful reviewing documents decided by the applicant. |
| 8 | **Applicants’ passport (a copy of it)** |
| 9 | **Language Proficiency**A Certificate of TOCFL (formerly TOP), official transcript of Chinese Language Program or English proficiency is suggested. (For more information about TOCFL, please refer to the website at http://www.sc-top.org.tw/). |
| 10 | **Graduated Applicants:** Copy of the highest academic diploma and the transcripts of the highest educational degree (notarized copy translated into English or Chinese is necessary if the original document is not in English or Chinese) authenticated by R.O.C. embassies, representative, consulates, or other Mission authorized by Taiwan Ministry of Foreign Affairs (hereandafter referred to as Taiwan Overseas Mission). The document from Malaysia, verified by the branches of the Federation of Alumni Association of Taiwan Universities, Malaysia (FAATUM). Graduated from Form 5 need to attach Malaysian Certificate of Education (SPM). |
| 11 | **Guardian Qualifications in Taiwan** (Adult international students are not required to submit the documents) |
| 12 | **Power of Attorney for Taiwanese Guardian Verified by a Foreign Agency (see Appendix 7)**(Adult international students are not required to submit the document) |
| 13 | **Taiwanese Guardian's Consent Form to be notarized by a notary in Taiwan (see Appendix 8)** (Adult international students are not required to submit the document) |
| 14 | **Application Fee:** The application Fee is NT $1,200 or U.S. $40. If applications are received without the feels being paid within the specified deadline, the application process won’t start. Fees are not refundable. **Payment Method:****1. Domestic:** The payment can be transferred by local banks (counter or ATM). Please make a copy of the receipt after payment and attach it along with application documents. Cash or checks are not acceptable. BANK NAME：CHINATRUST COMMERCIAL BANK SONGSHAN BRANCHBANK ADDRESS：NO.550,SEC.5 JHONGSIAO E.RD., TAIPEI TAIWAN R.O.C.ACCOUNT NAME：Taipei City University of Science and Technology ACCOUNT NUMBER：255308025105 2. **Overseas：**The payment can be transferred by overseas banks. Please make a copy of the receipt after payment and attach it along with application documents. BANK NAME：CHINATRUST COMMERCIAL BANK SONGSHAN BRANCHBANK ADDRESS：NO.550, SEC.5, JHONGSIAO E.RD., TAIPEI TAIWAN R.O.C.SWIFT CODE：CTCBTWTPACCOUNT NAME：Taipei City University of Science and Technology ACCOUNT NUMBER：255308025105 |

**附件一 臺北城市科技大學外國學生入學申請表
Appendix 1: Application Form for International Students**

**1.申請人資料/Personal Information**

|  |  |  |
| --- | --- | --- |
| 申請人姓名 Full name | 中文Chinese | (姓名)  |
| 出生日期Date of Birth |  Y / M / D |
| 英文English | (First)  | (Middle)  | (Last) |
| 國籍Nationality |  | 護照號碼 Passport No. |  |
| 婚姻狀況Marital Status | 🞎已婚 Married 🞎未婚 Single | 性別Sex | 🞎男 Male 🞎女 Female |
| 電話/手機Telephone or Cell in Taiwan |  | E-mail |  |
| 住址Home Address |   |
| 在臺通訊處Address inTaiwan |   |

**2.**監護人資料**/Information of Guardian**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 申請人父親Applicant's Father | 中文 Chinese | (姓名) | 出生日期 Date of Birth |  Y / M / D  |
| 英文 English | (First)  | (Middle)  | (Last)  |
| 國籍Nationality |  | 職業Occupation |  |
| 電話/手機Telephone or Cell in Taiwan |  |
| 申請人母親Applicant's Mother | 中文 Chinese  | (姓名) | 出生日期 Date of Birth |  Y / M / D |
| 英文 English  | (First)  | (Middle)  | (Last)  |
| 國籍Nationality |  | 職業Occupation |  |
| 電話/手機Telephone or Cell in Taiwan |  |
| 在臺聯絡人Contact Person inTaiwan | 姓名Name |  | 關係Relationship |  |
| 住址Mailing Address |  |
| 電話/手機Telephone or Cell in Taiwan |  |
| E‐mail |  |

**3.**擬申請就讀之系**(**所**)**及學位**/Department/Graduate Institute and Degree Sought**

|  |  |  |
| --- | --- | --- |
| 系所 Department/ Graduate School | 志願11st choice  | 志願22nd choice  |
| 學位 Degree | 🞎 正式生/Full-time Student  | 🞎碩士/Master 🞎四年制學士/Four-year Bachelor  |

**4.**教育背景**/Educational Background**

|  |  |  |
| --- | --- | --- |
| 學歷 Previous Education | 中等學校Secondary school | 學院/大學College / University |
| 學校名稱 Name of School |  |  |
| 學校所在地 City and Country |  |  |
| 主修Major / 副修Minor |  |  |
| 學位 Degree Conferred |  |  |
| 畢業日期 Graduate year |  |  |

**5.**中文語言能力**/Chinese Proficiency Level**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 聽/Listening | 🞎優 Excellent | 🞎佳 Good | 🞎尚可 Average | 🞎差 Poor |
| 說/Speaking | 🞎優 Excellent | 🞎佳 Good | 🞎尚可 Average | 🞎差 Poor |
| 讀/Reading | 🞎優 Excellent | 🞎佳 Good | 🞎尚可 Average | 🞎差 Poor |
| 寫/Writing | 🞎優 Excellent | 🞎佳 Good | 🞎尚可 Average | 🞎差 Poor |

**6.**就讀期間各項費用來源**/Sources of Financial Support**

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎個人儲蓄Personal Savings | 🞎父母支援Parental Support | 🞎獎助學金 Scholarships and Financial Aid | 🞎其他 Others (Please specify) |

**7.**住宿需求**/TPCU Accommodation**

是否需要申請宿舍? Do you need accommodation? □ 是Yes □ 否No

 若是，我校將安排適合的宿舍。If yes, TPCU will assign appropriate university managed dormitory.

申請人簽名 Applicant’s Signature：

日期 Date / YYYY.MM.DD：

**附件二** **外國學生入學申請切結書
Appendix 2: Declaration for International Students**

申請人姓名 Name of Applicant：

申請系所 Department/Institute Applying to：

修讀學位 Degree Pursuing：

一、本人保證不具中華民國國籍，且未具僑生身份，或已喪失中華民國國籍滿 8 年。中華民國國籍法，第二條：有下列各款情形之一者，屬中華民國國籍： (一)出生時父或母為中華民國國民。 (二)出生於父或母死亡後，其父或母死亡時為中華民國國民。 (三)出生於中華民國領域內，父母均無可考，或均無國籍者。 (四)歸化者。

I. I certify that I do not have a Republic of China nationality nor overseas Chinese status, or I have officially given up my ROC citizen status for more than 8 years. According to Article 2 of the Nationality Act of the Republic of China, a person shall have the nationality of the Republic of China under any of the conditions provided by the following subparagraphs:

(1)His/Her father or mother was a national of the Republic of China when he/she was born.

(2)He/She was born after the death of his/her father or mother, and his/her father or mother was a national of the Republic of China at the time of death.

(3)He/She was born in the territory of the Republic of China, and his/her parents can’t be ascertained or both were stateless persons.

(4)He/She has undergone the nationalization process.

二、本人未曾在中華民國完成申請就學或遭退學。

II. I have never gone through an application for any program or have been expelled from any school in the Republic of China.

三、本人所提供之國外學歷證件，在畢業學校所在國家均為合法有效取得，並相當於中華民國國內之各級合法學校授予之相當學位。

III. All the foreign academic certificates I submitted have been lawfully acquired in the country where the school I graduated from is located, and are equivalent of diplomas conferred by all levels of registered schools in the Republic of China.

四、本人已詳閱簡章內容，並遵守簡章之相關規定。

IV. I have read the Application Instructions thoroughly and will follow all the rules.

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，於入學後經查證屬實，本人願意接受貴校取消入學資格並註銷學籍，絕無異議。

I hereby agree to authorize your school to verify all of the aforementioned statements. If any of the statements is found untrue or in violation of this regulation after enrollment, I will accept your school’s authority to cancel my admission and OIT student status without objection.

此致

臺北城市科技大學 to Taipei City University of Science and Technology

申請人簽名 Applicant’s Signature：

日期 Date / YYYY.MM.DD：

護照號碼 Passport No.：

**附件三** **外國學生入學財力保證書
Appendix 3: Financial Certificate for International Students**

保證人姓名 Guarantor name：

被保證人姓名 Guarantee’s name：

兩人的關係 Your relationship：

本人願擔保被保證人在臺北城市科技大學就學及生活所需一切費用支出。

I guarantee to support guarantee’s his / her entire study and living cost at Taipei City University of Science and Technology.

保證人簽名 Guarantor signature：

電話 Telephone：

電子郵件帳號 E-mail：

日期 Date / YYYY.MM.DD：

**附件四** **外國學生入學文件審查授權書
Appendix 4: Authorization of Reviewing Application Documents for International Students**

本人授權臺北城市科技大學查證本人所提供的資料，本人並授權：

I authorize Taipei City University of Science and Technology to undertake a verification of the information I have provided and I authorize:

🞎 學校 Educational institutes,

🞎 相關負責人員 Staffs,

🞎 其他 Others

提供關於我的資料，並使他們免責於此一行為。

To release information they may have about me and release them from any liability for doing so.

簽名(全名) Signature：

姓名(全名) Print full name：

護照號碼 Passport number：

生日 Date of birth：

日期 Date/ YYYY.MM.DD：

**附件五 外國學生申請人在臺就學檢核表及切結書
Appendix 5: Studying in Taiwan Checklist and Declaration for International Student**

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| **外國學生申請人是否曾以僑生身分在臺就學檢核表**依據「外國學生來臺就學辦法」第2條規定，外國學生須未曾以僑生身分在臺就學，為確認您的外國學生身分，請確實填寫回答以下問題，謝謝！According to “Regulations Regarding International Students Undertaking Studies in Taiwan,” Article 2, an international student is not supposed to have overseas Chinese student status. To make sure of your status, please fill in the following questions.1. 請問您是否曾經來臺就學過？

□是 □否 (若填寫否，則無需回答以下問題)Have you ever studied aboard in Taiwan? □Yes □No (If no, do not answer the following questions.)1. 請問您是否曾以僑生身分在臺就學？

□是 □否 □不確定Have you ever had overseas Chinese student status to study in Taiwan? □Yes □No □Uncertain1. 請問您是否曾經海外聯合招生委員會分發？

□是 □否 □不確定Have you ever had admission by placement from the Overseas Joint Admissions Committee?□Yes □No □Uncertain1. 請問您是否曾經各校以自行(單獨)招收僑生管道入學？

□是 □否 □不確定Have you ever attended recruitment of overseas Chinese students in any Taiwanese university? □Yes □No □Uncertain1. 請問您本學年度是否向海外聯合招生委員會申請來臺就學？

□是 □否 □不確定Have you ever applied to any school in Taiwan through the Overseas Joint Admissions Committee for this semester?□Yes □No □Uncertain**填表說明：若您於第1題或第2題填寫「否」之選項，請填寫下列切結書。****Note: If you chose “no” for questions 1 and 2, please fill in the declaration form below.** |
| **切 結 書****Declaration**申請人 (姓名)為具 國籍之外國學生，申請本年度來臺就讀 (學校)，本人確認未曾以僑生身分在臺就學，倘經僑務主管機關查證具僑生身分，則由錄取學校撤銷原錄取資格，不得異議。This is to certify that I (name) am a student from a foreign country with \_\_\_\_\_\_\_\_\_\_\_\_ nationality. Applying for (school) in Taiwan this year, I have confirmed that I have not studied at any Taiwanese University as an overseas Chinese student, and if I have been verified as an overseas Chinese student by an overseas compatriot affairs authority, the school may revoke the original admission qualifications without objection.此致(學校名稱)Name of the School立切結書人Your name：護照號碼Passport Number： 年 year 月month 日day(本人已確實瞭解本切結書所提之內容 I surely understand the content of declaration.) |
| 說明： 依據「僑生回國就學及輔導辦法」，所稱僑生，指海外出生連續居留迄今，或最近連續居留海外六年以上，並取得僑居地永久或長期居留證件回國就學之華裔學生。但就讀大學醫學、牙醫及中醫學系者，其連續居留年限為八年以上。According to “Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan”, the term “overseas Chinese student” refers to a student of Chinese descent who has come to Taiwan to study, who was born and lived overseas until the present time, or who has been living overseas for six or more consecutive years in the immediate past and obtained permanent or long-term residency status overseas. Please note that a minimum of eight consecutive years of overseas residency is required if the person is applying to study in a university department of medicine, dentistry, or Chinese medicine in Taiwan. A person’s overseas Chinese student status must be validated by the Overseas Compatriots Affairs Commission (OCAC). 所稱海外，指大陸地區、香港及澳門以外之國家或地區；連續居留，指華裔學生每曆年在國內停留期間未逾一百二十日。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一百二十日予以認定。The term “overseas” refers to countries or regions other than Taiwan, mainland China, Macao, and Hong Kong. The consecutive years of overseas residency means calendar years in each of which an overseas Chinese student has not spent more than 120 days in Taiwan. When calculating the number of consecutive years spent overseas, if the initial or final year of the period is not a complete calendar year, any time spent in Taiwan in the initial or final year must not exceed 120 days. |

**附件六** **推薦信
Appendix 6: Recommendation Letter**

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|  |
| ***請申請人填寫 to be completed by the applicant***  |
| 申請人Applicant： | 系所Department/Institute： | 欲修讀學位Degree Proposed： |
|   |   |   |
| 基於推薦信內容保密原則，本人同意放棄閱讀本文件之權力。I agree that the recommendation I am requesting shall be held confidentially, and I hereby waive any rights I may have to examine it. 🞎是Yes 🞎否No  |
| 簽名Signature: 日期Date/YYYY.MM.DD:  |
|  |
| ***請推薦者填寫to be completed by the presenter*** 請問您認識申請人有多久的時間？在何種關係下認識？How long and in what capacity have you known the applicant?   請就下列項目與相似年齡及經驗者做一比較，在適當空格做記。Please compare with others of similar age and experience and then mark in the appropriate box.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 傑出Outstanding | 優Very Good | 佳Good | 可Average | 差Below Average | 不宜評估Inadequate for Assessment |
| 創造力與想像力Creativity & Imagination |  |  |  |  |  |  |
| 研究潛力 Research Potential |  |  |  |  |  |  |
| 表達能力Communication Skills  |  |  |  |  |  |  |
| 成熟度Maturity  |  |  |  |  |  |  |
| 與他人相處狀況Ability to Work with Others  |  |  |  |  |  |  |
| 順利完成所提學位可能性Potential to Complete the Proposed Program  |  |  |  |  |  |  |

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| --- |
|  |
| 請您對申請人之學業、品性、個性、優點、缺點、以及可否順利完成所欲修讀之學位等，做一評估。您的說明將是我們評審之重要依據，謝謝。We would appreciate your candid assessment of the applicant’s scholarship, character, personality, and professional promise. Your statement plays an important role in our evaluation. Thank you.  |
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| ***總評Summary*** |
|   |
| 🞎強力推薦Strongly Recommended 🞎推薦Recommended🞎推薦勉予Recommended with Reservation 🞎不推薦Not Recommended |
| 推薦者簽名Presenter (Signature): 日期Date / YYYY.MM.DD: 推薦者姓名（正楷）Presenter (Print): 職稱Title: 電話Telephone: 電子郵件E-mail: 單位Affiliated Institute: 地址Address:   |

**附件七法定監護人委託書**
Appendix 7: Authorization from the Guardian

外國學生已成年(18)者免附

Adult international students are not required to submit the document

**法定監護人委託書**

**Authorization from the Guardian**

致臺北城市科技大學：

本人 (護照號碼： )

及配偶 (護照號碼： )

自願同意我的孩子 (護照號碼： )

申請臺北城市科技大學就讀。為保障我們的子女的合法權益不受侵害，本人特此授權

 (護照號碼： )先生/女士，為我子/女在台期間的臨時法定監護人。在臨時監護期間，未經臨時法定監護人同意，任何人不得以任何理由將我的子/女帶離臨時監護人的監護範圍，同時我們的子女的護照交由臨時監護人保管。

To Taipei City University of Science and Technology:

This is to certify that I (Passport No: ), and my wife

 (Passport No: ), are willing to send our child
 (Passport No: ) to study in Taipei City University of Science and Technology. We hereby entrust Mr. /Ms.
(Passport No: ) as the legal guardian to supervise our child’s activities, keep his/her passport and be responsible for our child’s return to his/her own country.

特此聲明：

|  |  |
| --- | --- |
| 父親Father:  | 出生日期Date of Birth: Y / M / D |
| 母親Mother:  | 出生日期Date of Birth: Y / M / D |
| 電話Tel: 住址Address: 日期Date / YYYY.MM.DD:  |

**附件八在臺監護人同意書**
Appendix 8: Agreement from the guardian in Taiwan

**在臺監護人同意書**

外國學生已成年(18)者免附

Adult international students are not required to submit the document

**Agreement from the Guardian**

敬啟者：

本人 (監護人姓名)，茲同意接受
 (學生姓名)之父母委託擔任監護人，並承諾對
 (學生姓名)在台期間之食、宿、健康、教育及任何必要之法律行為負責，以確保 (學生姓名)

之生活福祉與安全。

＊備考：在臺監護人應具中華民國國籍，且以擔任乙位外國學生之監護人為限。

To Whom It May Concern,

This is to clarify that I (guardian's name) agree to accept  responsibility for (students' name) as the parents have entrusted me with guardianship and I promise to be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student’s name) food, accommodations, health care, education, and any necessary legal actions during the period in order to ensure the well-being and safety of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student's name) life.

\*Remarks: Guardians in Taiwan must have the nationality of the Republic of China and are limited to being one international student’s guardian.

監護人地址**Guardian’s** Address：

監護人身分證字號 **Guardian’s** ID Number：

監護人電話 **Guardian’s Telephone**：

監護人簽名 **Guardian’s signature：**

日**期 Date / YYYY.MM.DD：**

|  |
| --- |
|  |
| 法院印章 Court Stamp |

**附件九文件驗證切結書**
Appendix 9: Affidavit (of admissions documents to be verified)

**文件驗證切結書**

**Affidavit (of admissions documents to be verified)**

本人 (學生姓名)申請貴校 (系/所)，外國學生申請入學，於報到時補交下列文件：

I (students' name) applying for the (Program name) at Taipei City University of Science and Technology, hereby promise that I will submit the following verified documents to Taipei City University of Science and Technology at the time of registration.

|  |  |
| --- | --- |
| 註記Check(☑) | 項目Items |
|  |  經駐外單位驗證之國外最高學歷證件正本一份 。Original copy of highest educational diploma verified by the Taiwan Overseas Representative Office. |
|  |  經駐外單位驗證之國外最高成績證明正本一份 。Original copy of highest educational transcript verified by the Taiwan Overseas Representative Office. |

若在報到時無法提供繳驗經駐外單位驗證之學歷證明及成績單正本；本人願放棄錄取資格，絕無異議。(※中英文以外之語文，應附經驗證之中文或英文譯本)

Furthermore, at the time of registration I will present my original diploma and transcript to Taipei City University of Science and Technology. I understand that if I fail to submit the copies of the verified documents or the original diploma or transcript at the time of registration, my qualification for enrollment will be revoked.

(Remark: If the original documents are not in English or Chinese, an English or Chinese translation version verified by a Taiwan overseas representative office is also required.)

簽名(全名) Signature：

護照號碼 Passport number：

日期 Date / YYYY.MM.DD：