

國立臺東大學外國新生入境 SOP

(依教育部規定隨時異動)

2020.12.30

● 入學前準備

- 1、攜帶「錄取通知單」至銀行開啟國外提款功能，並換取少許新台幣隨身備用。
- 2、至醫院完成健康檢查。(「健康檢查表」請參考入學通知所附附件)

● 文件準備

- 1、透過 E-Mail 繳交入學意願確認書給國際事務中心(COIA)。
- 2、接獲 COIA 通知後，至駐外館處辦理學生簽證。
- 3、取得簽證後，依學校建議抵台日期購買機票，並主動向 COIA 回報以下資訊：
 - (1) 出生日期 (西元年 YYYYMMDD)
 - (2) 護照號碼
 - (3) 國籍
 - (4) 現居地
 - (5) 預定入境日期 (西元年 YYYYMMDD)
 - (6) 入境機場 (TPE (臺灣桃園國際機場) / KHH (高雄國際航空站) / TSA (臺北松山機場) / RMQ (臺中清泉崗機場))
 - (7) 入境航班代碼
- 4、國際事務中心取得上列回報資訊後，將核發學校之境外生入境許可證明 (Overseas Student Entry Permit Certificate)
(★建議收到學校核發之【許可函及境外生入境許可證明】後存入手機，並印出詳讀，且隨身攜帶)
(★請務必依所填報之入境日期及航班開票入臺，如因不可抗力因素(如：颱風、航班取消、航班併班等)變更入境日期及航班，應敘明原因，立即通知學校，以利重新核發入境許可證明。)

● 搭機前與入境後

- 1、於向航空公司辦理報到手續及抵達臺灣入境查驗時，出示學校核發之許可函及境外生入境許可證明 (Overseas Student Entry Permit Certificate)，入境時另應具備下列證件，並確認證件必須在有效期限內：
 - (1)三日內 COVID-19 核酸檢驗陰性報告
 - (2)有效護照

- (3)簽證或居留證 (R.O.C. TAIWAN RESIDENT CERTIFICATE) 或「臺灣地區入出境許可證 (EXIT&ENTRY PERMIT TAIWAN REPUBLIC OF CHINA)」
- (4)學校所發之分發通知書/錄取通知單。
- (5)機票
- 2、於登機前完成電子「入境檢疫系統」線上申報，操作方式如下：
- (1)點選網址：<https://hdhq.mohw.gov.tw/>，進入系統。
- (2)依序輸入各項欄位資料，完成線上申報。
- (3)抵達臺灣後重新啟動手機，健康申報憑證將以簡訊發送至手機。
若無臺灣手機門號，請開啟手機漫遊模式。飛機落地後，立即透過漫遊接收防疫簡訊後，即可入境(須等待系統轉換時間)。
建議入境後立即前往電信櫃檯購買預付卡(需能於居家檢疫 14 天通話)，並於 2 小時內至檢疫系統完成臺灣手機門號更新，逾時需撥打 1957 通報防疫旅館所在地里長或幹事。
- (4)下機時，於繳交檢疫通知書地點，以手機出示健康憑證畫面供核對。
- (5)下機時請立即電話與 COIA 人員聯繫 (0952918086、0933692729、0919931780)，告知已抵臺。
- 3、入境後應立即向設於接機大廳之服務櫃檯報到。如未至服務櫃檯報到或未依學校交通安排入住防疫旅館，或經地方衛政單位檢核符合檢疫場所規格之校內外獨棟宿舍及獨層宿舍，將依「嚴重特殊傳染性肺炎防治及紓困振興特別條例」集中安置及罰款新臺幣 10 萬元至 100 萬元，並立即通知警政機關協尋；返校後將依學校獎懲規定議處。
- 4、請接受櫃檯人員 / 學校師長指引，前往乘車處。本校國際事務中心人員會協助您搭乘防疫租賃車前往防疫旅館；本校健康中心人員將於防疫旅館協助入住及衛教事宜。(居家檢疫 14 天，由入境日次日算起)

國際事務中心
國立臺東大學

Standard Operating Procedure for New Foreign

Students Entering Taiwan

(Procedures are subject to change at any time according to the regulations of the
Ministry of Education)
December 30, 2020

- **What to Prepare Before Admission**

1. Exchange a small amount of currency into New Taiwan Dollars for your personal use. Bring your letter of admission to initiate the foreign withdrawal.
2. Complete the health check at an approved hospital. (Please refer to the “Health Check Sheet” attachment with the admissions notice)

- **Necessary Documentation**

1. Email to the Center for International Affairs (COIA) confirming your intention to enroll.
2. After receiving the COIA notice, go to the foreign embassy to apply for a student visa.
3. **After obtaining the visa, buy plane tickets according to the school’s recommended arrival date, and report the following information to COIA:**
 - (1) Date of birth (YYYYMMDD)
 - (2) Passport number
 - (3) Country of citizenship
 - (4) Current residence
 - (5) Scheduled date of entry (YYYYMMDD)
 - (6) Arrival Airport (TPE (Taiwan Taoyuan International Airport) / KHH (Kaohsiung International Airport) / TSA (Taipei Songshan Airport) / RMQ (Taichung International Airport)
 - (7) Inbound flight number
4. **COIA will issue the “Permission Letter” and the “Overseas Student Entry Permit Certificate” for overseas students after obtaining the information listed above.**

(★After receiving the “Permission Letter” and the “Overseas Student Entry Permit Certificate”, please store it on your mobile phone, print it out for detailed reading, and bring it with you.)

(★Please be sure to enter Taiwan according to the submitted entry date and flight number. If any change occurs due to force majeure (e.g., typhoon, flight cancellation, flight merging, etc.), please state the reason and notify COIA immediately for the re-issuance of the “Overseas Student Entry Permit Certificate”.)

- **Boarding and Entering the Country**

1. When registering with airlines and arriving in Taiwan for customs inspection, present the official Permission Letter and the “Overseas Student Entry Permit Certificate” issued by the school. You should also have the following documents during customs and confirm these documents are not beyond expiry:

(1) A certificate of a negative COVID-19 RT-PCR test result. (See the picture below for details)



- (2) Valid passport
- (3) Visa or residence permit (R.O.C. TAIWAN RESIDENT CERTIFICATE) or "EXIT & ENTRY PERMIT TAIWAN REPUBLIC OF CHINA."
- (4) Certificate or notice of admission from the school

- (5) Plane ticket
2. **Before boarding, complete the online customs procedure on the "Quarantine System for Entry"** The process is as follows:
- (1) Follow this address: <https://hdhq.mohw.gov.tw/> to enter the system.
 - (2) Fill in the requested information to complete on the online customs declaration.
 - (3) Restart your phone after arriving in Taiwan, and the health declaration certificate will be sent to the phone as a text message. (Please turn on roaming)
If you do not have a Taiwanese mobile phone number, please enable mobile roaming mode. After landing, the message will be sent to your phone if roaming is enabled. You can enter the country after receiving the health declaration certificate (you must wait for the system to process the request).
Please go to a telecommunications service desk immediately after entry. Purchase a prepaid card (more than 14 days for the quarantine period) at the counter, and update the quarantine system with this Taiwanese number within 2 hours. Otherwise, you have to call 1957 for the update of the information.
 - (4) After disembarking the plane, show the health declaration certificate sent to your phone to the clerks at the quarantine notice kiosk.
 - (5) When you get off the plane, please call COIA staff immediately (0952918086, 0933692729, 0919931780) to inform us that you have arrived in Taiwan.
3. **After entering the country, you should report immediately to the service counter located in the airport reception hall.** If you fail to report to the service counter or fail to stay in an epidemic prevention hotel in accordance with the school's traffic arrangements, or the single-family dormitories inside and outside the school and single-floor dormitories that meet the specifications of the quarantine venues checked by the local health and administrative unit, you are in violation of the "Special Regulations on the Prevention and Relief of Severe Special Infectious Pneumonia" and subject to fines of NT\$100,000 to NT\$1 million. The police and the appropriate political bodies will be notified of the transgression. After returning to school, the individual will be punished in accordance with the school's reward and punishment regulations.
4. Please follow the guidance of the service counter staff or the school teacher and go to the Taxi stand. The staff of the COIA of our school will assist you

to take an epidemic prevention rental car to the quarantine hotel. The health center staff of our school will assist you in check-in and health education in the quarantine hotel. (Students are quarantined for 14 days, starting from the day after entry)

Center of International Affairs (COIA)
Office of Research and Development
National Taitung University (NTTU)

