

國立臺東大學外國新生入境標準作業程序

(依教育部規定隨時異動)

2022 年 8 月 15 日

● 入學前準備

- 1、攜帶「錄取通知單」至銀行開啟國外提款功能，並換取少許新台幣備用(如表一)
- 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)
- 3、入臺前自行投保自入境當日起至少 6 個月效期之醫療及傷害保險。
- 4、準備一支支援 4G (或以上)，且不限使用區域的智慧型手機。

項目	金額(元-新臺幣)	小計
電話預付卡(中華電信)	1,000 元	14,900 元
防疫租賃車(桃園-臺東)	3,500 元	
防疫旅館(8 天)	10,400 元	

(表一) 隔離結束前預計花費

● 入學前文件準備

- 1、透過 E-Mail 繳交「入學意願確認書」至國際事務中心。
- 2、接獲國際事務中心通知後，至駐外館處辦理學生簽證。
- 3、取得簽證後，依學校建議抵臺日期購買可退機票，並主動向國際事務中心提供以下資訊：
 - (1) 出生日期(西元年 YYYYMMDD)
 - (2) 護照號碼與護照個人資料頁掃描圖檔
 - (3) 簽證掃描圖檔
 - (4) 國籍
 - (5) 現居地
 - (6) 預定入境日期(西元年 YYYYMMDD)
 - (7) 入境機場(僅限 TPE (臺灣桃園國際機場))
 - (8) 入境航班代碼與電子機票
- 4、國際事務中心取得上述資訊後，將向教育部申請並核發境外生入境許可證明(Overseas Student Entry Permit Certificate) (圖三)
 - 收到教育部核發之【境外生入境許可證明】後，請存入手機，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

向航空公司辦理報到手續及抵達臺灣入境查驗時，請出示下列證件，並確認證件必須在有效期限內：

- (1) 境外生入境許可證明（Overseas Student Entry Permit Certificate）**(圖三)**
- (2) 有效護照（效期 6 個月以上且須有空白頁）
- (3) 簽證（VISA）
- (4) 學校所寄發之錄取通知單。
- (5) 機票
- (6) 防疫旅館訂房證明（臺東大學會事先提供）
- (7) 入境臺灣 48 小時內填寫完成《入境檢疫系統資料》資料

※2022/8/15 起，所有來台旅客取消持搭機前 2 日內 PCR 報告。另，境外篩檢陽性者，自採檢日起 7 日內暫緩搭機。

● 入境後





圖一 Figure 1

入境居家檢疫申報憑證 Health Declaration Certificate

檢疫起始日期 Quarantine start date: 2021/03/10
 檢疫結束日期 Quarantine end date: 2021/03/24 00:00
 航/船班 Flight No./Vessel Name: [redacted]
 旅客姓名 Name of Traveler: [redacted]
 護照號碼 Passport Number: [redacted]
 檢疫居所 Quarantine residence: [redacted]
 正常 Normal
 防疫旅館 Quarantine hotel: [redacted]

請將此憑證以手機畫面提供 檢疫查驗人員檢查
 Please keep this page and show it to the quarantine officer

圖二 Figure 2

境外生入境許可證明 Overseas Students Entry Permit Certificate

發證日期: 2022年3月10日
 Date of Issue: Mar. 10, 2022
 衛生序字第1110500500號
 Reference No.: 1110500500

茲證明本校 ○○○ (○○○籍, 年 月 日生, 護照號碼 ○○○○○○) 業經核准於2022年 月 ○日入境返臺就學。

This is to certify that ○○○ (a citizen of ○○○, born on 【○○○, ○】, passport number ○○○○○○) has been given permission to travel to Taiwan on ○○○, for study purposes.

請於向航空公司辦理報到手續及抵達臺灣入境查驗時, 出示本證明文書。入境時另應具備有效護照及簽證或居留證(R.O.C TAIWAN RESIDENT CERTIFICATE)。

This document must be presented when checking in with the airline overseas and on arrival in Taiwan. On arrival, the student must hold a valid passport, and a visa or a R.O.C TAIWAN RESIDENT CERTIFICATE.

在臺期間應配合防疫檢疫相關規定, 再入境前須在防疫旅館住滿14天, 並依中央流行疫情指揮中心指示辦理。如有違反, 將依據傳染病防治法進行裁罰。

After arriving in Taiwan, the student must follow quarantine regulations and stay in a quarantine hotel for 14 days before proceeding to the campus and must comply with all CECC instructions. Any person who acts in violation of the quarantine regulations or CECC instructions will be subject to a fine, in accordance with the Communicable Disease Control Act.

○○○大學
 ○○○○○ University

學校大印

圖三 Figure 3

移民署通關查驗 (證照檢查)

◆ 請準備以下證件, 過關時須按壓雙手指紋, 及 拍照 (照下口鼻)

1. <護照> (含港澳生) / 陸生<大體證>
2. 教育部<境外生入境許可證明>
3. <入國登記表ARRIVAL CARD>

★ 表格空白處填寫臺灣手機門號

4. <旅館訂房證明書>

圖四 Figure 4



圖五 Figure 5

移民署通關查驗 (證照檢查)

◆ 請準備以下證件, 過關時須按壓雙手指紋, 及 拍照 (照下口鼻)

1. <護照> (含港澳生) / 陸生<大體證>
2. 教育部<境外生入境許可證明>
3. <入國登記表ARRIVAL CARD>

★ 表格空白處填寫臺灣手機門號

4. <旅館訂房證明書>

圖六 Figure 6

- 1、學生入境後若未依學校交通安排入住符合規定之檢疫場所，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。
- 2、為防範非洲豬瘟及口蹄疫，請勿帶任何的動植物之生熟食食物品入臺，從海外寄送也不行，也請告訴父母不要把任何食物、食品、水果放進你的行李，若被查出，最高將處以**新臺幣 100 萬元罰鍰**。
- 3、由入境日次日算起，於指定之同一檢疫旅館完成**3 天居家檢疫 + 4 天自主防疫**。自主防疫期間不可進入校園，且非必要不可外出。需有**2 日內家用抗原快篩陰性檢驗結果**，才可外出工作及採買生活必需品。外出時須全程配戴口罩及保持社交距離，不可搭乘大眾運輸交通工具，不可進入校園。居檢者須自付防疫旅館及居檢防疫期間所有相關費用。本校健康中心人員會在入住防疫旅館後，電話聯繫說明衛教事宜，並請旅館人員轉交防疫包。

國立臺東大學國際事務中心



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)

August 15, 2022

● Preparation Before Admission

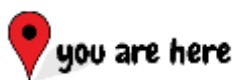
1. Exchange a small amount of currency (Table 1) into New Taiwan Dollars for your personal use. Bring your Letter of Admission to initiate the foreign withdrawal.
2. Complete the health check at an approved hospital. (Please refer to the "Health Check Sheet" attached with the Admissions Notice)
3. Purchase Medical Insurance that covers the first six months of your stay in Taiwan.
4. Prepare a smartphone with 4G capability (or above) without territorial restrictions for the communication purpose during quarantine requested by CDC.

Table 1: Estimated expenses during quarantine

Item	NT\$	Account
30-day prepaid card (Chunghwa Telecom)	1,000	14,900
Epidemic prevention rental car (Taoyuan-Taitung)	3,500	
Quarantine hotel (8 days)	10,400	

● Necessary Documentation

1. Email the Center for International Affairs (COIA) confirming your intention to enroll.
2. Apply for a student visa after receiving the COIA notice.
3. After obtaining the visa, buy a refundable plane ticket according to the NTTU's recommended arrival date, and report the following information to COIA.
 - (1) Date of birth (YYYYMMDD)
 - (2) Passport number and the scanned copy of the profile page of the passport



- (3) Scanned copy of the student visa
 - (4) Country of citizenship
 - (5) Current residence
 - (6) Scheduled date of entry (YYYYMMDD)
 - (7) Arrival Airport TPE (Taiwan Taoyuan International Airport **ONLY**)
 - (8) Inbound flight number and the electronic ticket
4. **COIA will issue the "Overseas Student Entry Permit Certificate" (Figure 34) approved by the Ministry of Education for overseas students after obtaining the information listed above.**
- After receiving 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".

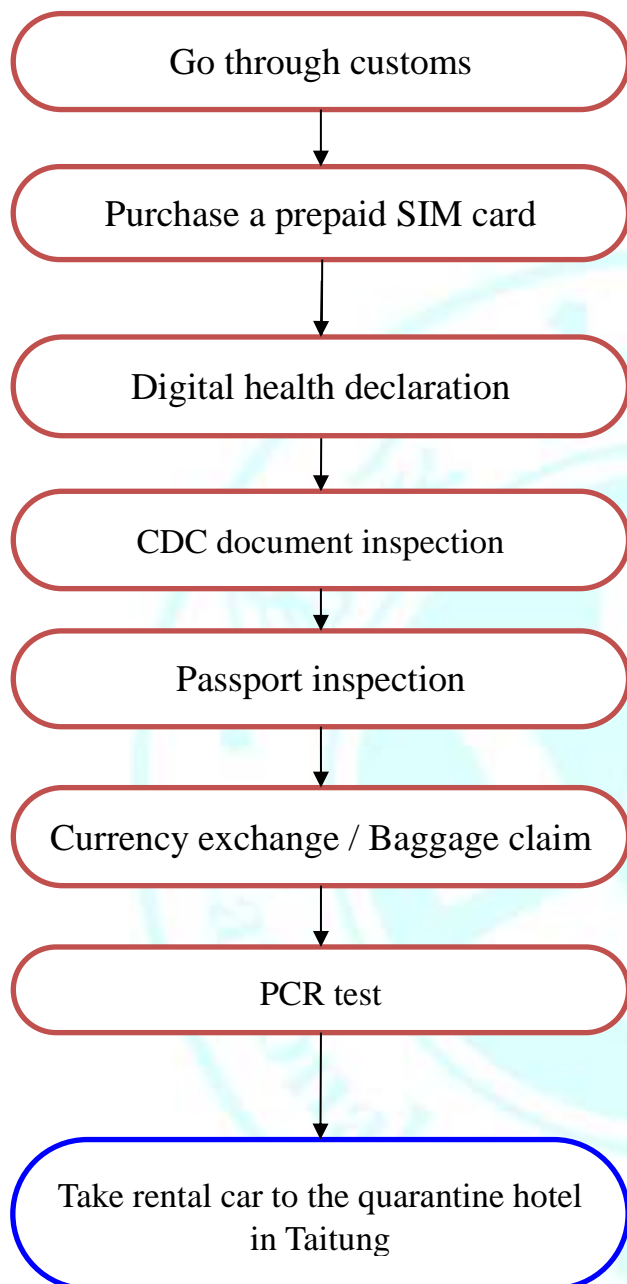
● Before Boarding

When registering with airlines and arriving in Taiwan for customs inspection, present the "Overseas Student Entry Permit Certificate" issued by COIA. You should also have the following documents with you during customs and confirm these documents are not beyond expiry.

- (1) Overseas Student Entry Permit Certificate (Figure 3)
- (2) Valid passport (at least valid for 6 months with blank pages)
- (3) Visa or residence permit (R.O.C. TAIWAN RESIDENT CERTIFICATE) or "EXIT & ENTRY PERMIT TAIWAN REPUBLIC OF CHINA."
- (4) Letter of Admission from the school
- (5) Plane ticket
- (6) Reservation proof of Quarantine Hotel (will be provided by COIA)
- (7) **Complete declaration on 【 Quarantine System for Entry 】 (<https://hdhq.mohw.gov.tw/>) 48 hours before flights arriving in Taiwan.**

※Effective from Aug 15, 2022, R.O.C., all passengers to Taiwan are exempted from providing a PCR test result taken within two days prior to flight schedule time. Passengers who tested positive for COVID-19 must wait over 7 days from their specimen collection date to take a flight to Taiwan.

● Entering the Country



After entering the country, please follow the guidance of the Ministry of Education staff and call COIA staff immediately (0952918086, 0933692729, 0919931780) to inform them that you've arrived in Taiwan.

30-day prepaid SIM card (ChungHwa Telecom) cost about NT\$ 1,000. If you have Taiwan cell phone number: make sure you can make phone calls with the number after you enter Taiwan, so you can receive the message with certificate sent by the system.

Complete the declaration on 《Quarantine System for Entry》 (<https://hdhq.mohw.gov.tw/>) with your Taiwan phone number. Fill out: Hotel ID:19002, hotel address(臺東縣臺東市中華路三段 77 號), and mobile phone: Taiwan's phone number (Figure 1) so you can receive the message with a certificate sent by the system.

Present the (1) Health Declaration Certificate (Figure 2), (2) Reservation proof of Quarantine Hotel shown on your phone

Present the (1)Passport, (2)Overseas Student Entry Permit Certificate (Figure 3), (3) Arrival card (Figure 4), (4)Reservation proof of Quarantine Hotel

Please be sure that the NT dollars with you are not less than the amount shown in Table 1

Collect deep-throat saliva sample for PCR test and receive 2 rapid antigen test 3 (RAT) kits

Wait at the Taxi stand (Figure 5), fill out the rent car form (Figure 6), and pay the car rental fee of NT\$3,500(Taoyuan-Taitung). Don't forget to ask for a receipt with a header: 國立臺東大學, and tax ID number: 93504006. Please call COIA staff when you arrive in Taimali. It is a 6~7 hours non-stop trip from Taoyuan to Taitung. Strongly suggest use restroom before leaving.

1. After entering the country, please follow the guidance of the Ministry of Education staff to complete all examinations and wait at the Taxi stand. The staff of the COIA at NTTU will assist you via text message or LINE to take the epidemic prevention rental car to the quarantine hotel. The health center staff at NTTU will assist you in check-in and health education in the quarantine hotel. If you fail to complete all examinations or fail to stay in an epidemic prevention hotel in accordance with NTTU's traffic arrangements, 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.
2. Starting from May 20, 2022, the maximum fine for pork products mailed to Taiwan is NT \$1 million! Recipients of intercepted international mail containing pork products sent from areas where there is an outbreak of African swine fever will be fined in accordance with the Statute for Prevention and Control of Infectious Animal Diseases. First offense NT \$200,000. Second offense (or additional) NT \$1 million.
3. Starting from the day after entry, please complete the quarantine for 3 days and self-health management for 4 days in a designated quarantine hotel. During self-health management, students should not go out unless necessary. A negative result from a rapid test taken within 2 days should be presented if they need to go out. You may not take public transportation and are not allowed to enter the campus before self-health management is over. You have to pay the quarantine hotel fee and the health checks related fees that occur during the quarantine period. After 3-day quarantine and 4-day self-health management, you can leave for campus.