

# Admission Notice for the Graduate Institute of Kaohsiung Medical University

## for the Second Semester of the 113th Academic Year

Dear freshmen of Kaohsiung Medical University,

First of all, welcome to the "KMU" family! You are about to embark on the most glorious and unforgettable years of your life here.

To simplify the registration process, we have attached the new student enrollment notice and other relevant information from various departments of our university. Please read all the instructions carefully and complete the registration (course selection, payment, etc.) and medical examination procedures as required.

**The important dates for new student enrollment are listed in the table below:**

(School switchboard : 07-3121101)

Item	Date	Contact extensions
Maintaining personal information	<b>Jan 23, 2025 (Thu) to Feb 14, 2025 (Fri)</b>	Registration and Curriculum Division, extension: 2419 、2439  Office of Library and Information Services, extension: 2184
Dormitory Application	<b>Jan 24, 2025 (Thu) 9:00 AM to Feb 3, 2025 (Mon) 9:00 AM</b> ✧ Admission notifications will be sent out starting at 10:00 AM on Feb 3, 2025 (Mon). ✧ If you do not reply by 3:00 PM, it will be considered a forfeiture. ✧ For those applying for accommodation, please make the payment on Feb 5, 2025 (Wed). ✧ If all beds are occupied, no further applications will be processed. ✧ Please refer to the announcements in the Dormitory Section of OSA for further details.	Ms. Huang, Division of Student Assistance from OSA Extension: 2823 Direct Line: 07-3210571 sandyhuang@kmu.edu.tw
Printing Payment Slip (Payment Deadline)	<b>Jan 24, 2025 (Fri) to Feb 14, 2025 (Fri)</b>	Cashier Division Extension: 2416-2418  Office of Accounting Extension: 2105

Course Selection	<ul style="list-style-type: none"> <li>● <b>Course Pre-selection Period:</b> <b>Jan 23, 2025 (Thu) 9:00 AM to Feb 3, 2025 (Mon) 12:00 PM</b></li> <li>● <b>First Add/Drop Period:</b> <b>Feb 10, 2025 (Mon) 9:00 AM to Feb 14, 2025 (Fri) 12:00 PM</b></li> <li>● <b>Second Add/Drop Period:</b> <b>Feb 14, 2025 (Fri) 8:00 PM to Feb 24, 2025 (Mon) 12:00 PM</b></li> </ul>	Registration and Curriculum Division Extension: 2419 、2439  The Center for Languages and Culture Extension: 2116
Registration	<b>Feb 17, 2025 (Mon) 9:00 AM to 5:00 PM</b>	Registration and Curriculum Division Extension: 2419 、2439
Health Examination	<b>From Jan 21, 2025 (Tue) to Feb 17, 2025 (Mon)</b> Monday to Saturday: 8:00 AM to 10:30 AM Monday to Friday: 1:30 PM to 4:00 PM (Closed for Spring Festival from January 26 to February 2, 2025)	Ms. Zhuang, the Division of Health Service from OSA Extension: 2117 ✧ <b>Please go to the affiliated hospital's health examination center to complete your medical examination. Submit the medical examination report or the receipt from the KMU affiliated hospital's health examination to the Division of Health Service of OSA.</b>

**1. Instructions for maintaining personal information for new student online registration are as follows:**

- I. Online System Filling Date: From 12:00 AM on Jan 23, 2025, to 5:00 PM on Feb 14, 2025.
- II. Registration Website: Wac System (<https://wac.kmu.edu.tw>) → D.0.01n
- III. Student ID Inquiry: Wac System (<https://wac.kmu.edu.tw>) → Open Inquiry → Q.1.20
- VI. Login Password: It is your Taiwanese formatted date of birth. For example, if you were born on January 3, 1993, the password would be 820103.

VII. Steps for the Online System:

**Step 1:** Login to Wac system

- Visit <https://wac.kmu.edu.tw> and enter your student ID and password.
- Click on D.0.01n.

**Step 2:** Basic Information Entry

- Click on "01. Basic Information" to begin filling out the form.

**Step 3:** Upload Supporting Documents

- For international students, please upload both sides of ARC (minimum size: 10cm x 7cm),

passport and graduation certificate.

- PhD students in the Medical Research Institute must upload both their bachelor's and master's degree certificates.
- Photos should be in JPG format, and uploaded documents must be clear and legible (e.g., clear ID card number, passport number).

**Step 4:** Comprehensive Data Entry

**Step 5:** Applying for Dormitory Accommodation

**Step 6:** Applying for Tuition Fee Waiver

**Step 7:** Applying for Student Loans

**Step 8:** Filling out Postal Account Information

**Step 9:** Printing Payment Slip

- Please go to D.6.02 for printing the payment slip.

**Step 10:** Completion of Online Registration Process

## 2. **Registration**

- Registration Date: **Feb 17, 2025 (Mon) 9:00 AM to 5:00 PM**
- Registration Location: Registration and Curriculum Division, 2nd Floor, Li-Hsueh Building.
- Documents to Bring for Registration: Original ID card, degree certificate (including verification documents from the overseas office or the designated unit by the Overseas Community Affairs Council) or proof of study (applicable to transfer students), receipt of tuition fees, and the original medical examination receipt from KMU affiliated hospital or other hospitals.
- If you are unable to upload the relevant documents, please go to the Registration and Curriculum Division, 2nd Floor, Li-Hsueh Building during the registration time.
- If you are unable to register on time due to any reason, according to Article 14 of the university regulations, "Students who are unable to register on time due to any reason must apply for leave at the Academic Affairs Office in advance. After approval, the registration can be postponed for up to two weeks." If you need to postpone registration, please submit a written explanation of the reason and apply for the postponement **before Feb 14, 2025 (Fri)**.

## 3. **Health Examination**

- For health examinations conducted at our affiliated hospital:  
**Date:** From **Jan 21, 2025 to Feb 17, 2025** (Closed for Spring Festival from Jan 26 to Feb 2, 2025)  
**Time:** Mon to Sat: 8:00 AM to 10:30 AM, Mon to Fri: 1:30 PM to 4:00 PM  
**Location:** Health Management Center of the Affiliated Hospital (2nd Floor, Ziqiang Building),  
Contact Number: 07-320-8269  
**Fee:** 650 NT dollars  
**After the medical examination, please upload the receipt from the affiliated hospital to the WAC System D.2.8.02n "New Student Health Data Entry" and complete the data entry to facilitate verification on the registration day.**

- II. If you have completed the medical examination at other public or private hospitals (limited to medical reports completed after Nov 17, 2024), please upload the medical report to the WAC System D.2.8.02n "New Student Health Data Entry" and complete the data entry before Feb 17, 2025, to facilitate verification on the registration day.

#### 4. **Course Selection**

- I. Method: Online course selection, please visit WAC System D.1.12a.
- II. Course Pre-selection Period: **Jan 23, 2025 (Thu) 9:00 AM to Feb 3, 2025 (Mon) 12:00 PM**
- III. First Add/Drop Period: **Feb 10, 2025 (Mon) 9:00 AM to Feb 14, 2025 (Fri) 12:00 PM**
- IV. Second Add/Drop Period: **Feb 14, 2025 (Fri) 8:00 PM to Feb 24, 2025 (Mon) 12:00 PM**

#### 5. **Credit Transfer Process**

The application for credit transfer should be completed before the add/drop deadline after enrollment (or transfer). It should generally be processed only once. Students applying for credit transfer must fill out the credit transfer form and attach the transcript, syllabus, schedule, and relevant certificates from the previous school.

#### 6. **Leave of absence**

- I. Please first go to the WAC system (<https://wac.kmu.edu.tw>) → D.0.01n New Student Registration Guide, complete the basic information form, and upload your ID and academic certificates.
- II. Then, go to D.1.06a Leave/Withdrawal Application to apply online, print the application form, and complete the registration and leave of absence procedures before the registration deadline. If you are unable to handle it in person, you can mail the leave of absence application form, a copy of your graduation certificate stamped by the school (copies stamped by the school are considered originals), a copy of your ID, and the group insurance declaration form to **Registration and Curriculum Division, Office of Academic Affairs, Kaohsiung Medical University, No. 100, Shiquan 1st Road, Sanmin District, Kaohsiung City 807**.
- III. If you apply for a leave of absence after the start of the semester, you will need to pay tuition fees.



**KMU** | **INSPIRE  
TALENTS**

**Information Guide for  
New International Students  
(Graduate School)**

**2025 Spring**





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# New Student Checklist





## New Student Check-In Process

### Office Name Abbreviations used in this guide:

Office of Academic Affairs: OAA [教務處](#)

Office of Student Affairs: OSA [學務處](#)

Office of Global Affairs: OGA [國際處](#)

Office of General Affairs: GA Office [總務處](#)

Office of Library and Information Services: OLIS [圖書資訊處](#)
[2024-25 Academic Calander \(English\)](#)

To-Do Item		Date	Office In Charge	Contact Information
Pre-Arrival				
1	<a href="#">Apply for Resident Visa</a>		<a href="#">*Taiwan's embassies &amp; missions overseas</a>	Please contact your local Taiwan embassy/mission directly
2	<a href="#">Enter Online: Personal Information on the student information system, WAC</a>	2025.01.23- 2025.02.14	-OAA, Division of Registration & Curriculum	Ms. Wu <a href="mailto:skycaca@kmu.edu.tw">skycaca@kmu.edu.tw</a>
3	<a href="#">Sign &amp; Send via email:</a> <a href="#">(1) International Student Admission Affidavit</a> <a href="#">(2) International Student Scholarship Type A Affidavit</a>		-OGA, Division of Student Exchange	OGA, Division of Student Exchange <a href="mailto:reachkmu@kmu.edu.tw">reachkmu@kmu.edu.tw</a>
4	<a href="#">Fill Out: Survey for Housing Preference and Private Group Insurance</a> <b>NOTE</b> Dorms are		-OGA, Division of Student Exchange	OGA, Division of Student Exchange <a href="mailto:reachkmu@kmu.edu.tw">reachkmu@kmu.edu.tw</a>





To-Do Item		Date	Office In Charge	Contact Information
	limited currently			
5	<a href="#">Confirm: Housing Information &amp; Arrangements</a>	2025.01.24- 2025.02.03	-OSA, Division of Student Assistance	Ms. Huang <a href="mailto:sandyhuang@kmu.edu.tw">sandyhuang@kmu.edu.tw</a>
Post-Arrival				
6	<a href="#">Apply Online: Alien Resident Certificate (ARC)</a> Within <b>15 DAYS</b> after arrival		<a href="#">*National Immigration Agency (NIA)</a>	Call <a href="#">NIA Kaohsiung #1 Service Center</a> at 07-715-1660 directly if you have any questions.
7	<a href="#">Check-In &amp; Pick-Up OAA's Registration Procedure List</a>		-OAA, Division of Registration & Curriculum	Ms. Wu <a href="mailto:skycaca@kmu.edu.tw">skycaca@kmu.edu.tw</a>
8	<a href="#">Health Examination</a>	2025.01.21- 2025.02.17	-OSA, Division of Health Service <a href="#">-KMU Hospital, Health Management Center</a>	Ms. Zhuang <a href="mailto:ping@kmu.edu.tw">ping@kmu.edu.tw</a>
9	<a href="#">Pick-Up: Tuition Bill</a>		-OGA, Division of Student Exchange	OGA, Division of Student Exchange <a href="mailto:reachkmu@kmu.edu.tw">reachkmu@kmu.edu.tw</a>
10	<a href="#">Pay: Tuition Bill</a>	2024.01.24- 2024.02.14	-GA Office, Cashier Division	Please ask the cashier at the counter directly
11	<a href="#">Verification of academic documents (diploma, ID documents, etc.)</a>		-OAA, Division of Registration & Curriculum	Ms. Wu <a href="mailto:skycaca@kmu.edu.tw">skycaca@kmu.edu.tw</a>
12	<a href="#">Pick-Up: Student ID Card</a>		-OAA, Division of Registration & Curriculum	Ms. Wu <a href="mailto:skycaca@kmu.edu.tw">skycaca@kmu.edu.tw</a>





To-Do Item		Date	Office In Charge	Contact Information
13	<a href="#">Confirm Access: Information Services (email, wifi internet, cloud storage, Microsoft products, etc.) &amp; Library resources</a>		-OLIS -Your college and/or department	-OLIS team <a href="mailto:olis@kmu.edu.tw">olis@kmu.edu.tw</a> -Ask your college/department admins and advisors directly
14	<a href="#">Course Selection &amp; Registration</a>		-OAA -Your college and/or department	-Ms. Wu <a href="mailto:skycaca@kmu.edu.tw">skycaca@kmu.edu.tw</a> -Ask your college/department admins and advisors directly
15	<a href="#">Open: a post office account for banking</a>		<a href="#">*Post Office, KMU branch</a>	<i>Please ask the Post Office staff directly</i>





## Expected Expenditures for New Students

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Item (*Mandatory Fees)	Amount (NT\$)
*Tuition and miscellaneous fees	<a href="#">Depends on one's affiliated department</a>
*Textbook, stationary, others	Approximately 7,000 per month
*Accommodation fees	6,000~15,000 per month
*Daily Expenses	Approximately 7,000 per month (Varies by individual)
*Health exam (For freshmen)	600 one time only
*ARC Application	1,000 for each application
* <a href="#">Student Accident Insurance</a> (This is in addition to your health insurance)	406 per semester
<a href="#">Private Group (Health) Insurance</a> (For those without authenticated overseas insurance)	4,800 for 6 months

**The amount may change on a rolling basis in accordance with the policy and regulations of the Taiwan government and KMU.**





## KMU Campus Map \*press ctrl and click on the map to see it on KMU's homepage

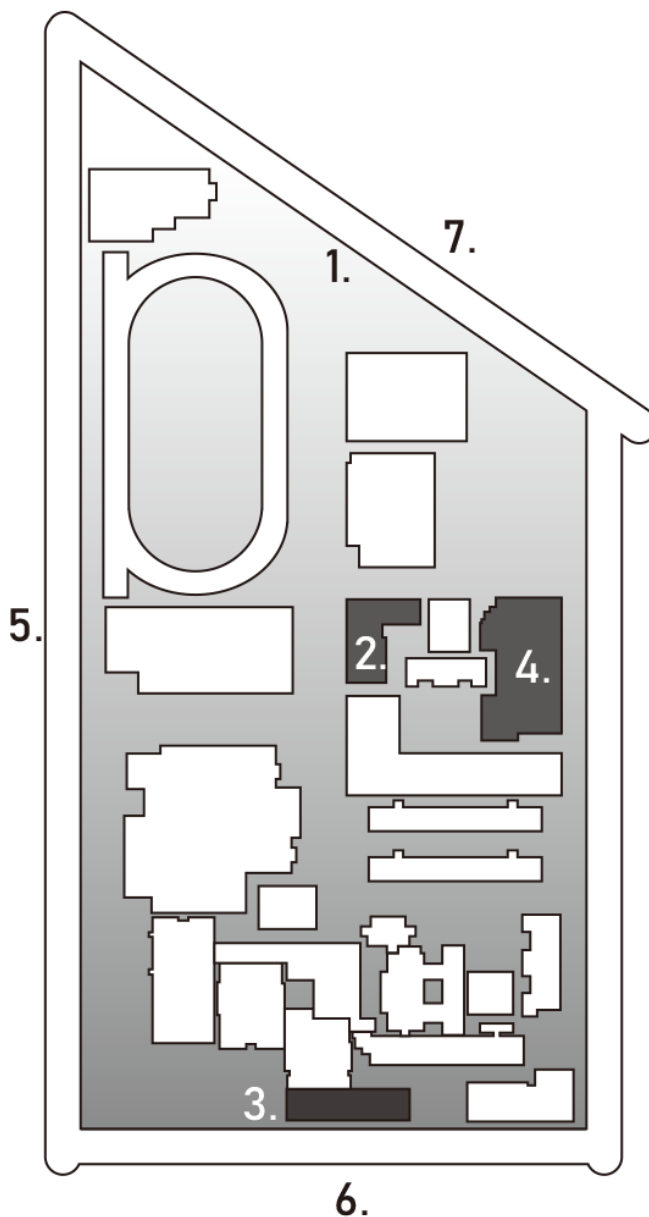




## Important Buildings and Office Locations

### Kaohsiung Medical University

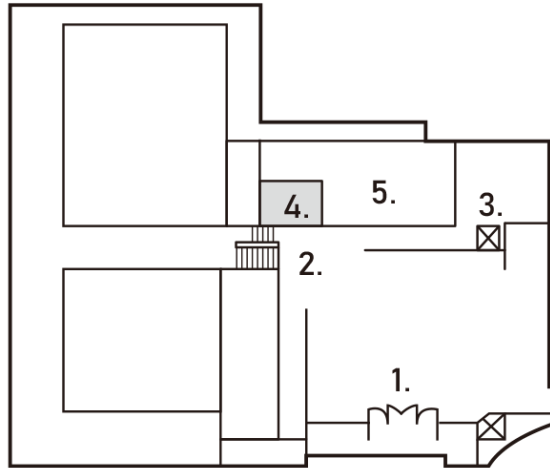
1. Gate
2. Li-Hsueh Building  
(Office of Academic Affairs / Office of Global Affairs)
3. Zihciang Building  
(Health Management Center)
4. Chi-Shih Building  
(Division of Health Service / Post Office)
5. Tzyou 1st Rd.
6. Shih-Chuan 1st Rd.
7. Tongmeng 1st Rd.





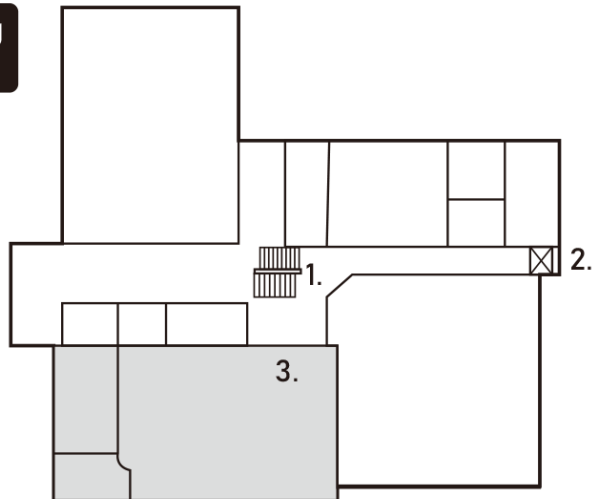
**Li-Hsueh Building  
1F**

- 1. Entrance
- 2. Stairs
- 3. Elevator
- 4. Cashier  
Division
- 5. General  
Affairs



**Li-Hsueh Building  
2F**

- 1. Stairs
- 2. Elevator
- 3. Office of  
Academic  
Affairs.  
(Division of  
registration and  
curriculum)

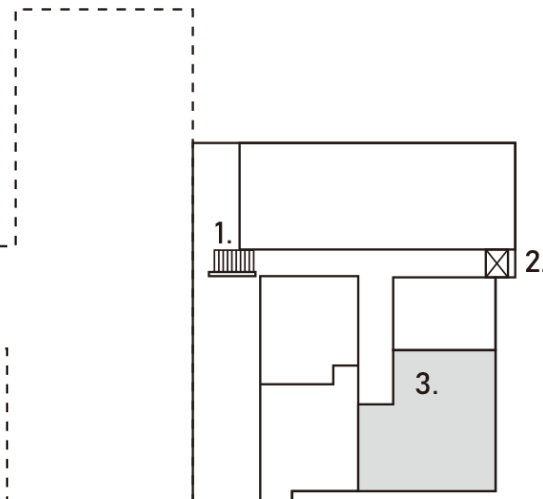






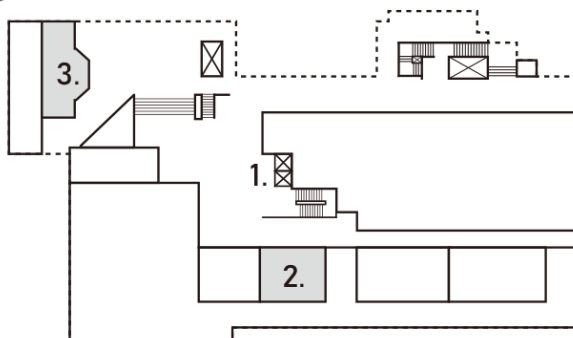
### Li-Hsueh Building 4F

1. Stairs
2. Elevator
3. Office of  
Global  
Affairs.  
(Division of  
Student Exchange)



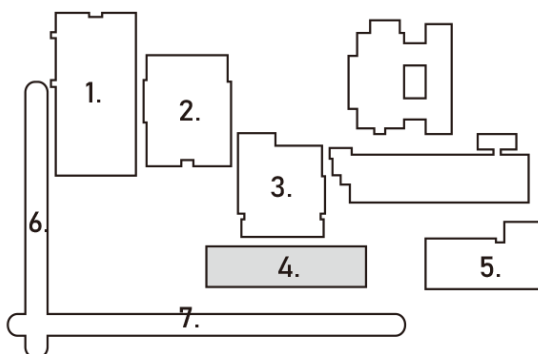
### Chi-Shih Building 1F

1. Stairs  
& Elevator
2. Division of  
Health  
Service
3. Post Office



### Kaohsiung Medical University Chung-Ho Memorial Hospital

1. Hospital Building A
2. Hospital Building B
3. Hospital Building C
4. Zihciang Building  
(Health Management  
Center)
5. Medical Technology  
Building
6. Tzyou 1st Rd.
7. Shih-Chuan 1st Rd.





## Instructions for To-Do Items

### 1. Apply for Resident Visa

Students will need to apply for a visa to enter Taiwan. The type of visa you should apply for is called **Resident Visa**.

Please refer to the [Bureau of Consular Affairs website](#) for application requirements and other information. You will need to apply for the visa at your local [Taiwan embassy/mission in your country/area](#).

If you have further questions, please consult with your local Taiwan embassy/mission.

### **NOTE: BOOKING PLANE TICKETS & ARRIVING ON CAMPUS**

You should book your flight to Taiwan **AFTER** your visa application is approved. We suggest you arrive on campus 2-3 weeks before the semester begins to ensure a smooth transition.







## **2. Enter Personal Information on WAC**

KMU's official information system is called WAC. This system is used by all students, faculty, and staff at the university. It's created and maintained by the OLIS.

Follow the steps below:

1. Go to WAC system: <https://wac.kmu.edu.tw/>

2. Username: your student ID number

Password: Default is your birthday\*

\*Format: yymmdd; the year is according to [Taiwan/ROC calendar year](#).

For example, if you were born on January 1<sup>st</sup>, 1983, then your default password will be 720101 (which means 1983-1911=72).

3. [Chinese Version]: 學生→D.1.教務資訊→D.1.01 新生學生基本資料設定

[English Version]: Student Service→Freshmen Fill in Basic Information

4. Fill in all the fields required and upload the necessary documents.

**\*Please finish this step before you arrive on campus.**

\*If you have any questions, please contact Ms. Wu (OAA) at [skycaca@kmu.edu.tw](mailto:skycaca@kmu.edu.tw)

\*For technical issues, contact OLIS at [olis@kmu.edu.tw](mailto:olis@kmu.edu.tw)

## **3. Sign and Send via email:**

**(1) International Student Admission Affidavit**

**(2) International Student Scholarship Type A Affidavit**

Please refer to pages 13-14 for these documents. Only Type A scholarship students need to sign an additional affidavit due to scholarship policies.

After you sign and scan the documents, please email the soft copy to OGA at [reachkmu@kmu.edu.tw](mailto:reachkmu@kmu.edu.tw).





## **(1) International Student Admission Affidavit**

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### **Kaohsiung Medical University International Student Admission Affidavit**

[2024-25 Academic Year]

I, \_\_\_\_\_ [Full Name], am a new student of \_\_\_\_\_  
[name of degree program, Ex: Master program in Tropical Medicine], Kaohsiung  
Medical University, Taiwan, and do hereby certify, declare and affirm all of the  
following:

- I am the person who executed this affidavit.
- I'm willing to attend Kaohsiung Medical University and finish the enrollment and registration procedures.
- All statements contained in this affidavit, including all academic and legal documents provided to Kaohsiung Medical University (identification card, passport, diploma, transcript), are true, legitimate, and complete in every aspect.
- I have not suppressed or withheld information that might affect this affidavit.
- I understand that any false or misleading information in, or in connection with, my affidavit may be cause for denial of a diploma/certificate, disciplinary action against a diploma/certificate, or revocation of a diploma/certificate, even if I graduate.
- I have read and understood this affidavit.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Identification Number (Passport): \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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





## **(2) International Student Scholarship Type A Affidavit**

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### **Kaohsiung Medical University International Student Scholarship Type A Affidavit**

[2024-25 Academic Year]

I, [Full Name], am a new student of [name of degree program, Ex: Master program in Tropical Medicine], Kaohsiung Medical University, Taiwan, and do hereby certify, declare and affirm all of the following:

- I am the person who executed this affidavit.
- I understand that I will receive the stipend for the 2024-25 academic year, beginning in September 2024 and ending in June 2025, in the case that I arrive before the academic year starts.
- If I arrive after September 2024, I understand the stipend will be given on the first month I arrive in Taiwan.
- I understand I must meet the minimum criteria (please refer to Scholarship Type A Guidelines) each academic year in order for this scholarship to be automatically renewed by the Office of Global Affairs (OGA) annually.
- I have read and understood this affidavit.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Identification Number (Passport/ARC): \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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





## 4. Housing Preference & Private Group Insurance

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**HOUSING:** Please see the next section for more information about housing. The OGA is only in charge of collecting your housing preference, NOT in charge of the actual arrangements and information.

### **INSURANCE:**

There are a total of 3 types of insurance you should be aware of as a new student:

#### **Private Group (Health) Insurance 團體保險:**

International students are NOT eligible for Taiwan's NHI (see below) for the first 6 months of their residence in the country. To fill this gap and to keep students safe, you have 2 options: (1) Opt into Private Group Insurance offered by KMU OR (2) Provide proof of coverage of overseas/travel insurance from your home country. You are required by Taiwan's law to have some form of insurance coverage, thus it is **mandatory** that you provide the OGA with your plans.

Please fill out the survey (linked above) to indicate your plans.

#### **National Health Insurance (NHI) 全民健康保險:**

It is **mandatory** for all residents and foreigners in Taiwan to enroll in NHI once they meet the requirements. You will be notified by **OGA staff via email** when you are eligible for the NHI. This is usually in the 2<sup>nd</sup> semester of their studies. Currently, the fee is NT\$ 826 per month amounting to NT\$ 4,956 per semester. See more details on [OGA's website.](#)

#### **Student Accident Insurance 學生平安保險:**

Taiwan's universities are required by law to enroll all their students in Student Accident Insurance. This **mandatory** insurance is charged to your tuition bill each semester. Please contact the OSA's Ms. Zhuang at [ping@kmu.edu.tw](mailto:ping@kmu.edu.tw) if you have any questions.





## **5. Confirm: Housing Information & Arrangements**

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After OGA collects your housing preference, the Office of Student Affairs (OSA) will handle the housing arrangements and communication with the students. Please contact Ms. Kang (OSA) at [yating@kmu.edu.tw](mailto:yating@kmu.edu.tw) for further information.

**NOTE:** Due to the reconstruction of the dorms, students will most likely need to rent outside the campus. Below are some information links.

- [OSA's Housing Information Website](#) (For both on and off-campus)
- KMU's off-campus housing system: [D.2.0.99. Housing Information Inquiry \(In WAC\)](#)
- [Student Life website for International Students \(OSA\)](#)

## **6. Apply Online: Alien-Resident Certificate (ARC)**

ARC is an identity document issued by the [National Immigration Agency](#) which proves legal residence for foreign nationals (non-ROC nationals) in Taiwan.

Foreign students who pursue undergraduate or graduate studies in Taiwan are required to apply for an ARC through the online application system **WITHIN 15 DAYS** after they enter Taiwan with a Resident Visa.

The application fee is NT\$ 1000. The processing time is 7-10 business days.

- ➔ [Application Instructions Video](#)
- ➔ [Application Instructions Document](#)
- ➔ [\*\*APPLY HERE\*\*](#)

Call [National Immigration Agency Kaohsiung #1 Service Center](#) at **07-715-1660** directly if you have any questions.





## **7. Check-In & Pick-Up Registration Procedure List**

Please visit the [Office of Academic Affairs \(OAA\) Division of Registration and Curriculum](#) to get a Registration Procedure List. Please follow the steps on the list to complete the registration process. The next sections are reminders for each item on the list.

## **8. Health Examination**

1. Bring your admission letter when you do the health exam.
2. Do not eat any food 8 hours before the medical check-up.
3. Prepare the **NT\$ 600 Health Examination Fee** (cash would be best).
4. The check-up will take place at [KMU Hospital's Health Management Center](#).
5. You will receive a receipt for the Health Exam from the hospital authorities.
6. Please bring the receipt to the OSA's Division of Health Service. The Division will give you a stamp on the Registration Procedures List.

If you have any other questions, please contact Ms. Zhuang (OSA) at [ping@kmu.edu.tw](mailto:ping@kmu.edu.tw).





## **9. Pick-Up: Tuition Bill**

Please pick up your tuition bill from the Office of Global Affairs (OGA). The OGA is located on the 4<sup>th</sup> floor of Li-Hsueh Building (勵學大樓). See the [maps in this guide](#) for reference.

### **KMU SCHOLARSHIP A, B, & C STUDENTS:**

The amount covered by your scholarship will be automatically deducted by the university. Thus, any items/fees you see on your tuition bill are out-of-pocket expenses the student must pay themselves.

### **GOVERNMENT (MOFA/MOE/ELITE) SCHOLARSHIP STUDENTS:**

Your scholarship and/or stipend will be given to you following the guidelines of the specific government scholarship you receive. Please contact OGA at [reachkmu@kmu.edu.tw](mailto:reachkmu@kmu.edu.tw) if you have any questions.

## **10. Pay: Tuition Bill**

After you pick up your tuition bill, please go to the Cashier Division of the Office of General Affairs to pay. You will receive a receipt after you complete your payment.

**Please keep the receipt.**

The Cashier Division is located on the 1<sup>st</sup> floor of Li-Hsueh Building. See the [maps in this guide](#) for reference.

## **11. Verification of Academic and Legal Documents**

1. Students who fail to submit the following required documents during registration will have their recognized student status cancelled.
  - (1) Acceptance Notice (admission letter)
  - (2) Passport
  - (3) Original diploma and transcript verified by a Taiwan Embassy/Mission Office overseas
  - (4) Registration Procedure List
  - (5) Tuition Bill Receipt

If you have any questions, please contact Ms. Wu (OAA) at [skycaca@kmu.edu.tw](mailto:skycaca@kmu.edu.tw).

## **12. Student ID Card**

After completing the above steps, you will receive your student ID card from OAA.







### **13. Confirm Access: Information Services**

Besides the WAC system, the university uses multiple information platforms and services (email, wifi internet, cloud storage, Microsoft products, Google Workspace, etc.), some of which you may need to ask for access.

You can consult the contacts below if you have any questions related to information and technology services.

- Office of Library and Information Service (OLIS)
  - Email: [olis@kmu.edu.tw](mailto:olis@kmu.edu.tw)
- your advisor/mentor
- your college/department's administrators

### **14. Course Selection and Registration**

The course selection and registration system is fully online through [WAC](#) (see p.10 for username and password instructions). Please refer to [OAA's Course Selection Guide](#) for detailed instructions.

For course selection dates (may vary by degree program) please refer to:

- **Course Pre-selection Period:**  
2025/01/23 (Thu) 9:00 AM to 2025/02/03 (Mon) 12:00 PM
- **First Add/Drop Period:**  
2025/02/10 (Mon) 9:00 AM to 2025/02/14 (Fri) 12:00 PM
- **Second Add/Drop Period:**  
2025/02/14 (Fri) 8:00 PM to 2025/02/24 (Mon) 12:00 PM

If you have any question about the course selection process, please contact Ms. Wu (OAA) at [skycaca@kmu.edu.tw](mailto:skycaca@kmu.edu.tw).

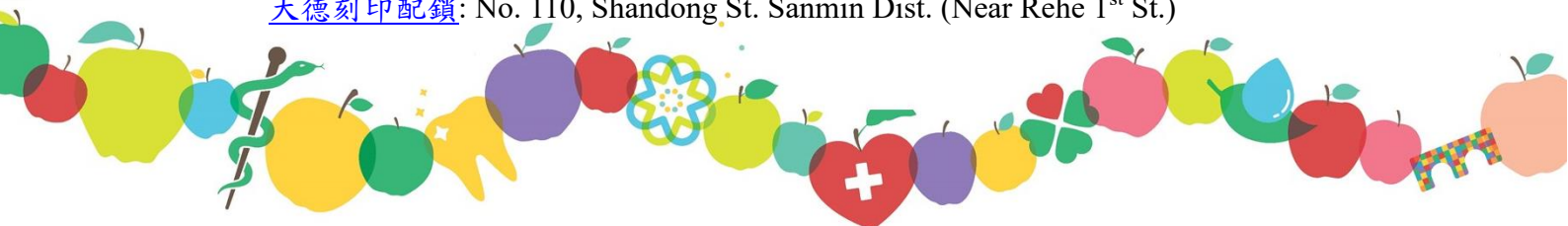
### **15. Open: Post Office Account for Banking (Optional)**

Besides conventional banks, Taiwan's post offices also provide banking services.

1. What you will need: **Passport, ARC, Personal Seal\***, and **NT\$10** (initial deposit)
2. Location: [Post Office, KMU branch on campus](#)
3. [Chunghwa Post Office instructions](#)

**\*Personal Seal:** Everyone needs a personal seal with their name to open an account with the post office and/or bank in Taiwan. You can get one made at the seal shop near the university (6-8 min. walk). Both English and Chinese names are accepted.

[大德刻印配鎖](#): No. 110, Shandong St. Sanmin Dist. (Near Rehe 1<sup>st</sup> St.)







# Guide to Living in Kaohsiung City





## Climate & Weather

Kaohsiung City is located in the southwestern part of Taiwan. The city has a tropical monsoon climate: cool and dry in winter and spring, and hot and wet in summer and autumn. Temperatures are generally lowest in January and February, with averages ranging from 19.9 to 21.5°C, and hottest from June to August, with averages of 28.3 to 29.5°C.

Kaohsiung City gets more sunshine than any other place in Taiwan, with an annual average of nearly 200 hours per month. Due to the effects of the southwest monsoon, the rainy season is concentrated in the period from May to September. From October through March, there is a dry season that lasts six months. There are typhoons each year in summer and autumn. According to Taiwan's Central Weather Bureau, an average of 3-4 typhoons hit Taiwan annually, mainly in the period from July to September.

## Voltage Converters & Plug Adapters

The voltage and electrical frequency in Taiwan is **110 V/60 Hz**. You will need to prepare a voltage converter if your device(s) does not work with 110V/60Hz. The plug sockets are Type A and Type B in Taiwan.



Voltage converters and plug adapters can be purchased at local hardware stores, supermarkets, and the [university's stationery store \(麗文\)](#), located inside the library.

## Currency

The official currency of Taiwan is the [New Taiwan dollar](#) (新臺幣). The currency symbol used is NT\$ or TWD.

If you want to exchange currency, you will need to bring your **PASSPORT** to a bank or post office. Please note, the commission charges may vary depending on the bank you choose.





## Cellular Plans & Internet

The 5 main telecommunication companies in Taiwan are listed below.

You can also find service centers at the Taoyuan International Airport (TPE) and Kaohsiung International Airport (KHH).

You will need your **PASSPORT** to purchase a cellular plan and/or cell phone when you visit a store.

Name	Logo	Closest Store To Campus	Hours
中華電信 Chunghwa Telecom	 中華電信 Chunghwa Telecom	高雄市三民區自由一路 135 號 <a href="#">No. 135, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City</a>	11:00- 21:00
台灣大哥大 Taiwan Mobile	 台灣大哥大 Taiwan Mobile	高雄市三民區自由一路 107、 109 號 <a href="#">No. 107 &amp; 109, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City</a>	12:00- 21:00
遠傳電信 Far EasTone	 遠傳 FET	高雄市三民區自由一路 58 號 <a href="#">No. 58, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City</a>	11:30- 21:00





## Transportation & Passes

### 1. Public Transit

There are a variety of public transit options in Taiwan. See the links below for more information.

- Kaohsiung City Bus (公車): <https://ibus.tbkc.gov.tw/ibus/driving-map>
- Kaohsiung Metro (MRT, 捷運): <https://www.krtc.com.tw/eng/Guide/>
- Kaohsiung Light Rail Transit (LRT, 輕軌): <https://www.krtc.com.tw/eng/KLRT/>
- YouBike (共享單車):
  - Taiwan's National Bike-Share system
  - <https://en.youbike.com.tw/region/main/>
- Taiwan Railway (台鐵): [https://tip.railway.gov.tw/tra-tip-web/tip?lang=EN\\_US](https://tip.railway.gov.tw/tra-tip-web/tip?lang=EN_US)
- Taiwan High-Speed Rail (HSR, 高鐵): <https://en.thsrc.com.tw/>

For more detailed introductions of Kaohsiung's public transit system, visit the following websites:

- Kaohsiung Travel website: <https://khh.travel/en/traffic/local-transport>
- Kaohsiung City Government website: <https://www.kcg.gov.tw/EN/Default.aspx>

### 2. Transit Passes

To get around the city, you will need one of the passes below:

- iPass 一卡通: <https://www.i-pass.com.tw/en>



- EasyCard 悠遊卡: <https://www.easycard.com.tw/en/>



These passes act as electronic wallets, in which you can save cash in it and use it like a cash card. You can purchase a pass at any MRT service center or in convenience stores like 7-11 or FamilyMart. **Your KMU student ID works as an iPass as well!**

Both types of passes are accepted at most public transit options around Taiwan, including buses, metros, LRTs, YouBike, and Taiwan Railway. In addition, you can also buy other products like drinks, snacks, etc. at select locations with your iPass or EasyCard.





## Emergency Contacts

Dial the numbers below in case of an emergency.

1. KMU Campus Security Center (24 HR): **07-3220809** OR **07-3210571**
2. KMU Hospital Emergency Room: **07-3208249**
3. Police Station: **110**

**\*REMINDER:** Always call the police when you are involved in a traffic accident. To preserve the accident scene so police can gather evidence, DO NOT move your vehicle.

4. Medical Emergency (Ambulance): **119**
5. Fire Department: **119**
6. Foreigners in Taiwan Hotline (24 HR): **1990**
7. [List of other Taiwan government hotlines](#)





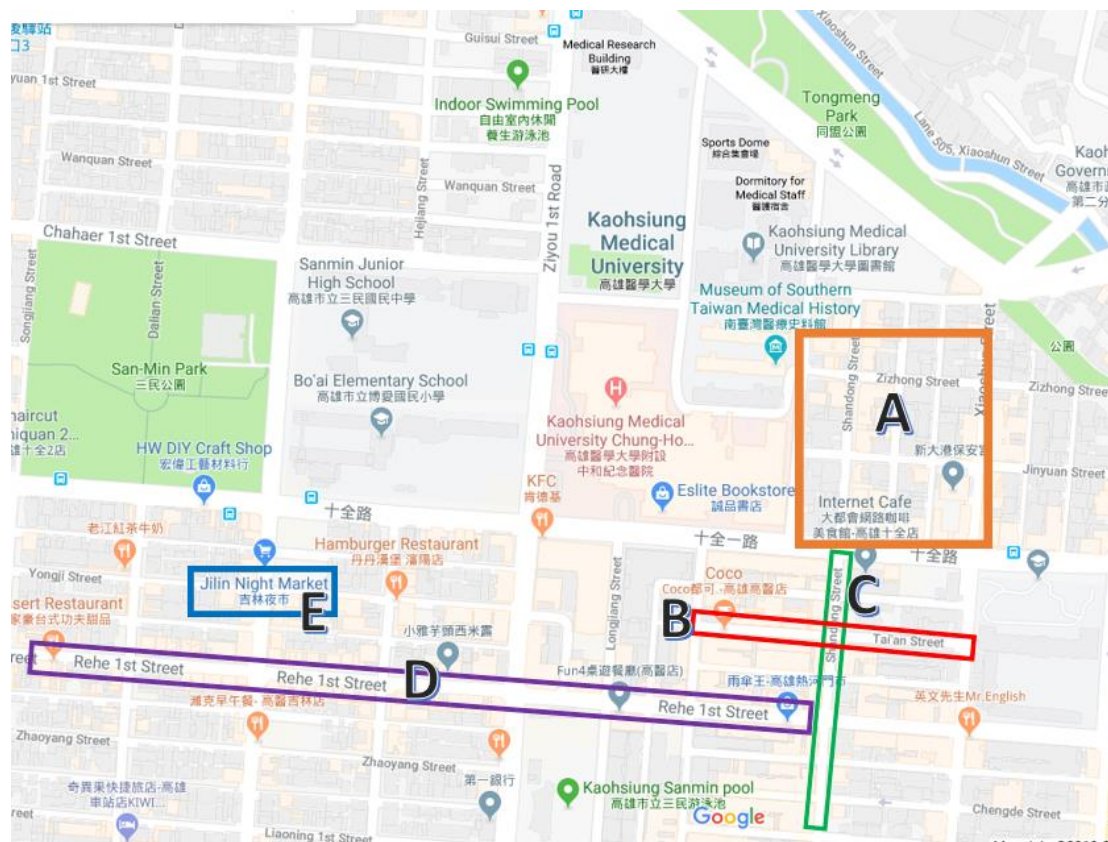
## Food and Daily Necessities

### 1. Where can I eat?

#### ● On-Campus:

- University Food Court, B1 of the International Academic Research Building.
- [Louisa Coffee](#), 1F of the International Academic Research Building.

#### ● Off-Campus: There are lots of restaurants and hawker stalls located around campus. You can find most of them in the A~E sections below.



- A: East Gate Area (東側門區) orange  
B: Tai-An Street (泰安街) red  
C: Shan-Dong Street (山東街) green  
D: Re-He Street (熱河街) purple  
E: Jilin Night Market (吉林夜市) blue







## 2. Where can I buy daily necessities?




### ■ Supermarkets/Grocery Stores

Name	Logo	Hours	Closest Store To Campus
小北百貨 SHOW BA		24 hr	<a href="#">No. 160, Jiuru 2nd Rd, Sanmin District, Kaohsiung City, 807</a> 高雄市三民區九如二路 160 號
全聯福利 中心 Pxmart		08:00~23:00	<a href="#">No.229, Boai 1st Rd., Sanmin Dist., Kaohsiung City</a> 高雄市三民區博愛一路 229 號

### ■ Drug Stores

Name	Logo	Hours	Closest Store To Campus
康是美 Cosmed		09:00~23:00	<a href="#">No.219, Shiquan 1st Rd., Sanmin Dist., Kaohsiung City</a> 高雄市三民區十全一路 219 號
屈臣氏 Watsons		10:30~22:30	<a href="#">No. 105, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City</a> 高雄市三民區自由一路 105 號

### ■ Convenience Stores

Name	Logo	Hours
7-Eleven		24 hr
全家 FamilyMart		
萊爾富 Hi-Life		
OK Mart	