



KMU | **INSPIRE
TALENTS**

**Kaohsiung Medical University
International Student
Registration Guide
2022-2023**





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Registration Procedures





Time Schedule of Registration

	Issue	Program	Time	PS
1	Fill in basic information on wac system and submit “ <u>International Student Admission Affidavit</u> ” and “ <u>International Student Scholarship Type A Affidavit</u> ”	M.S. / Ph.D	Jan. 18~ Feb. 10	This must be completed before registration process. Please submit through email: sara@kmu.edu.tw
2	Submit ‘ <u>Self-Health Management Affidavit</u> ’	M.S. / Ph.D	Jan. 18~ Feb. 10	Please submit through email: sara@kmu.edu.tw
3	Apply for Dorm	M.S. / Ph.D	Jan. 3~ Jan. 17	Please fill in the goole form on pg. 19.
4	Arrive in Taiwan / campus	M.S. / Ph.D	(Tentative)	(Tentative) Please follow the instructions of CDC, Taiwan. (We will inform you with the latest news via email.)
5	Health Exam	M.S. / Ph.D	(Tentative) Jan. 30~ Feb. 13 After arrival	





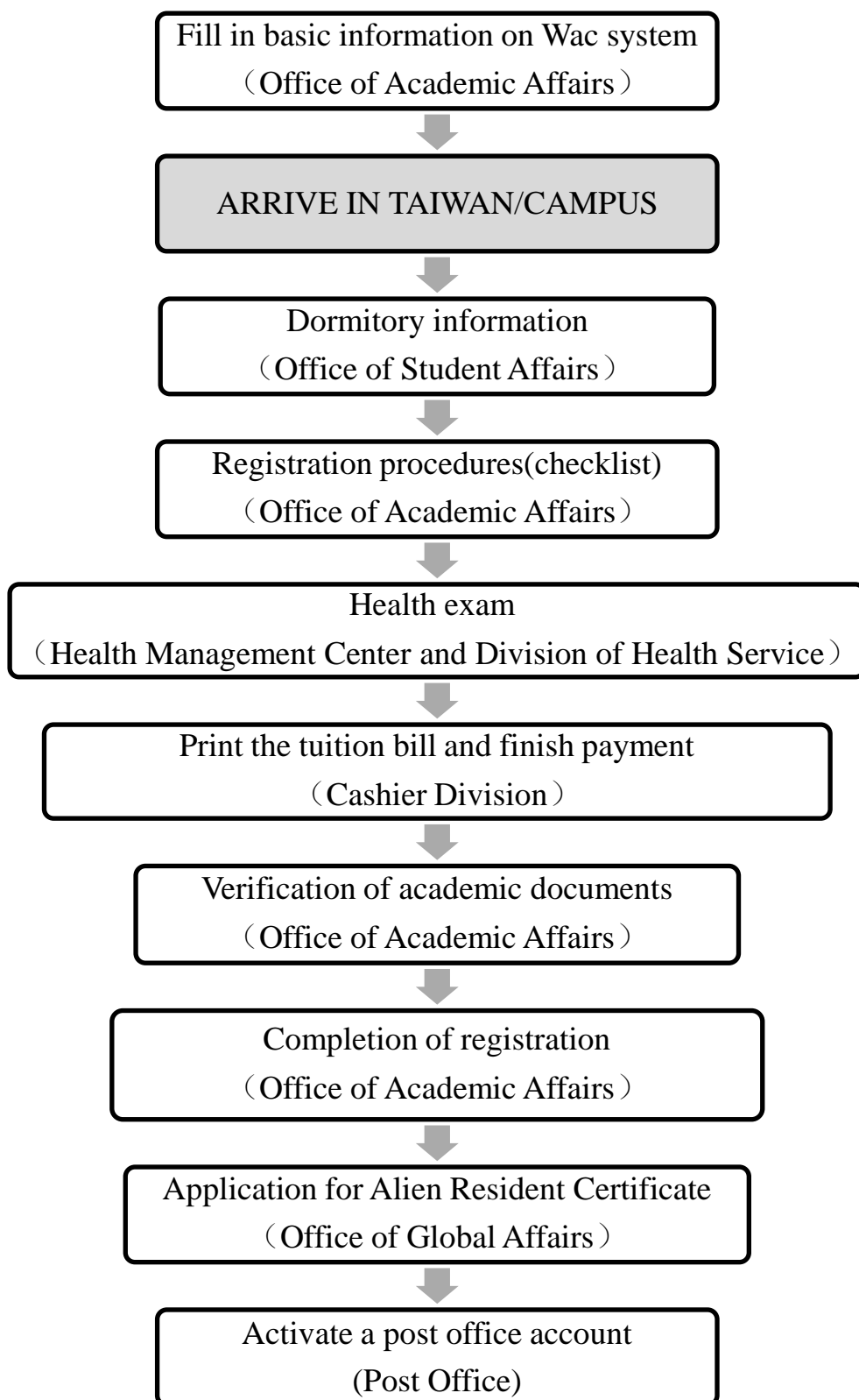
	Issue	Program	Time	PS
6	Print the tuition bill and finish payment	M.S. / Ph.D	(Tentative) After arrival	
7	Verification of academic documents	M.S. / Ph.D	(Tentative) After arrival	
8	Application of Alien Resident Certificate	M.S. / Ph.D	(Tentative) Within 30 days after arrival	
9	Activate a post office account	M.S. / Ph.D	(Tentative)	

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





Flow Chart of Registration Procedures





Course selection

(Office Of Academic Affairs and affiliated departments)



Utilization of students information system

(Office of Library and Information Services, affiliated
departments)



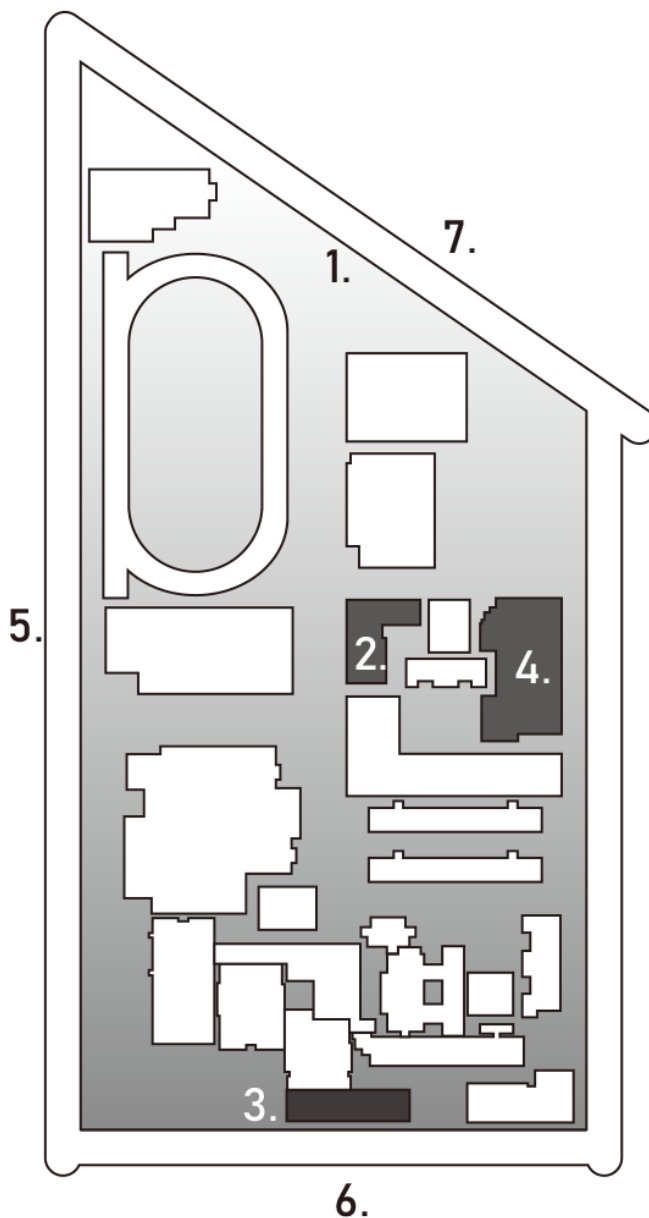


KMU Campus Map

Important buildings for registration

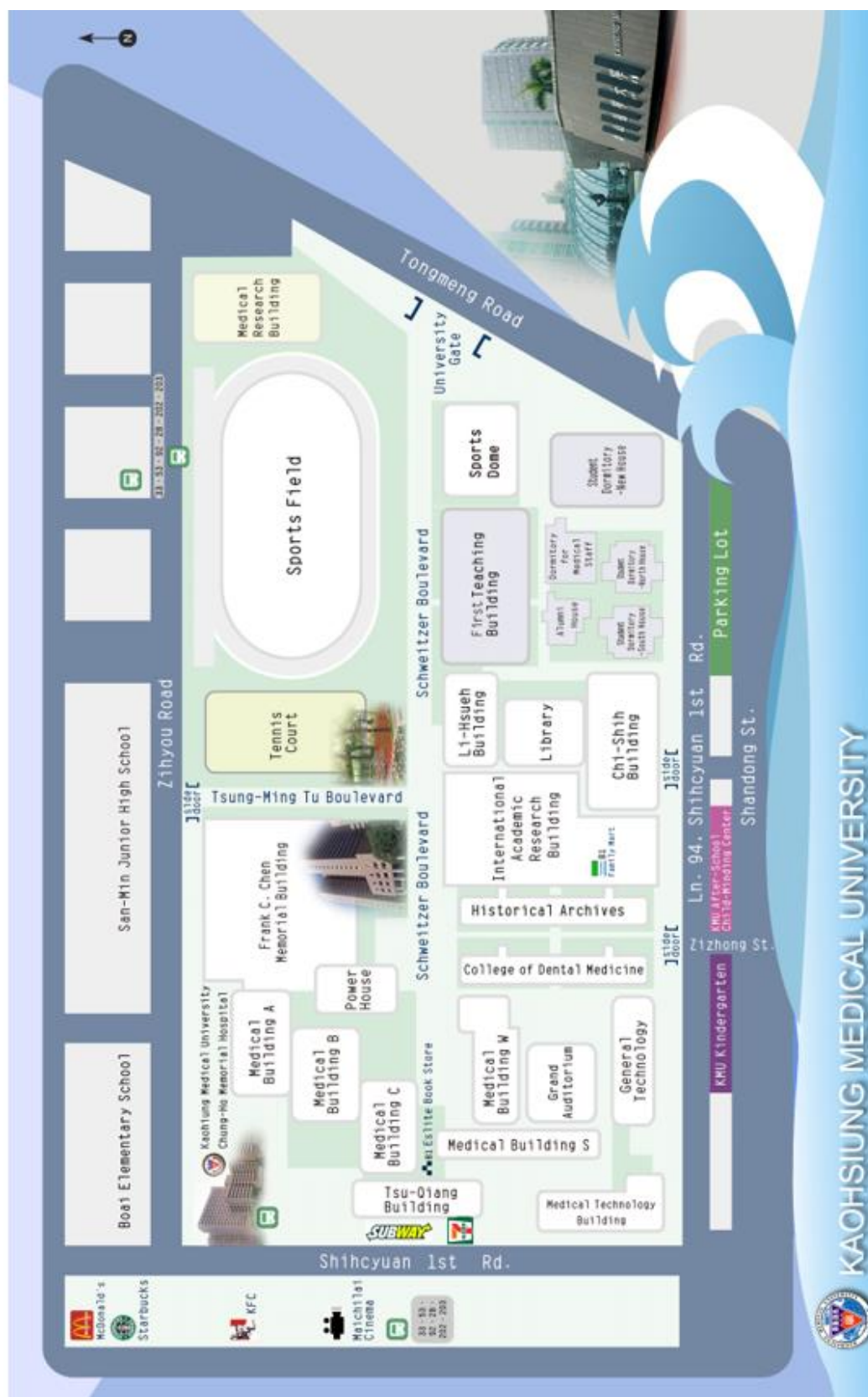
Kaohsiung Medical University

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.





KMU Campus Map with Surroundings

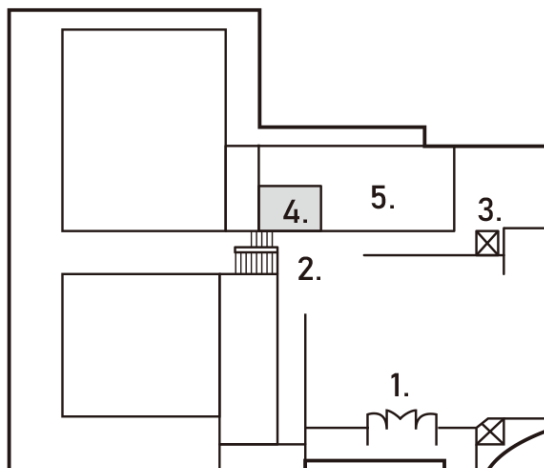




Office sites for the registration procedures

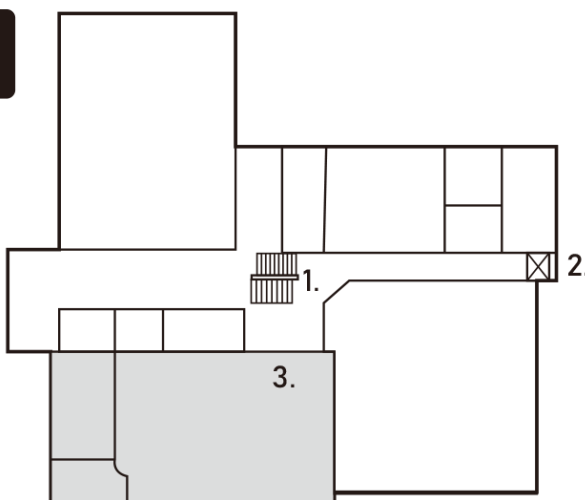
Li-Hsueh Building 1F

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



Li-Hsueh Building 2F

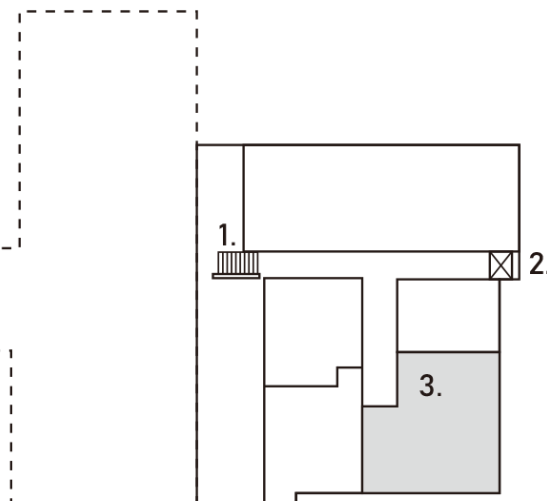
- 1. Stairs
- 2. Elevator
- 3. Office of
Academic
Affairs.
(Division of
registration and
curriculum)





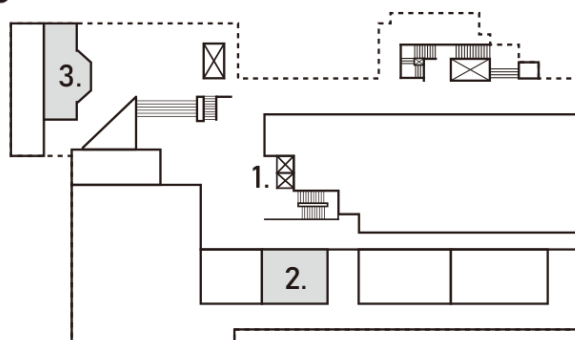
**Li-Hsueh Building
4F**

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



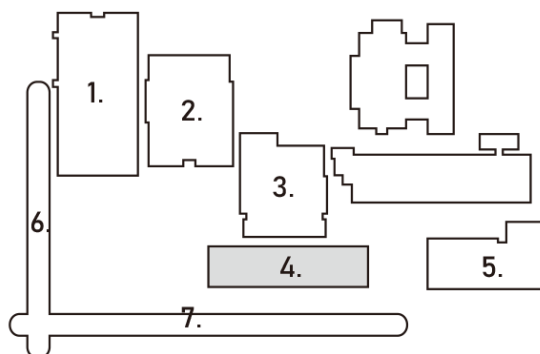
**Chi-Shih Building
1F**

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.





Steps of registration

Fill in basic information on Wac system

1. Go to Wac system: <https://wac.kmu.edu.tw/>
2. Login ID: your student ID number
Login password: The default would be your birthday (format: yymmdd; Taiwan year). For example, if you were born in January 1st, 1983, then your default password will be 720101 (which means 1983-1911=72).
3. [Chinese Vision]: 學生→D.1.教務資訊→D.1.01 新生學生基本資料設定
[English Vision]: Student Service→Freshmen Fill in Basic Information
4. Type your personal information and fill in all in the system

※Please finish it before you arrive in Taiwan if possible.

※If you have any question about this, please ask the Division of Registration & Curriculum. (**Contact person**: Ms Wu: skycaca@kmu.edu.tw)

Fill in “International Student Admission Affidavit”, “International Student Scholarship Type A Affidavit” and “Self-Health Management Affidavit”.

Please refer to Page.13-16 for these documents and email the soft copy to sara@kmu.edu.tw.





1. International Student Admission Affidavit

Kaohsiung Medical University International Student Admission Affidavit

[Freshmen of 2022-2023 academic year]

I, _____ [Name], am a freshman of _____
[name of doctoral or master program], 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 procedure. Due to the COVID-19 infection situation, I would like to do the registration process online before coming to Taiwan, and I will complete the tuition payment soon after arrival.**
- The statements contained on this affidavit including accompanying documents (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 diploma/certificate, disciplinary action against a diploma/certificate, or revocation of a diploma/certificate, even if I graduate.
- I have read and understand this affidavit.

Print Name: _____

Sign Name: _____

Identification Number (Pass port): _____

Contact Phone Number: _____

E-mail: _____

Date: _____





2. International Student Scholarship Type A Affidavit

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

[Freshmen of 2022-2023 academic year]

I, _____ [Name], am a freshman of _____
[name of doctoral or master program], 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 the stipend can be received for 2022-2023 academic year (started in February, 2023 and ended in Jan., 2024), but will be received since the first month I arrive in Taiwan.
- I understand this scholarship should be applied by year, and reviewed by Committee of International Academic Communication.
- I have read and understand this affidavit.

Print Name: _____

Sign Name: _____

Identification Number (Passport/ARC): _____

Contact Phone Number: _____

E-mail: _____

Date: _____



3. Self-Health Management Affidavit

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Kaohsiung Medical University Self-Health Management Affidavit

高雄醫學大學自主防疫切結書

I, _____ [Name/Student ID], am a student of [Department], Kaohsiung Medical University, Taiwan, and do hereby certify, declare and affirm all of the following:

我是高雄醫學大學的學生，在此聲明和確認以下所有內容：

I am the person who executed this affidavit. I am willing to follow the regulations and procedures of Taiwan government for entering Taiwan. Due to the situation of COVID-19 infection and in conformity with the governments' epidemic prevention measure, if there is something left unmentioned or changed, I will follow the newest policy and regulation.

此份切結書是由我本人填寫，我願意遵守臺灣入境相關之規定與程序，若防疫政策因疫情變化而改變，依臺灣政府最新防疫規定辦理。

- I should pay for 8 days of self-health management hotel (around NTD\$10000-15000), taxi (HSR or bus) etc. that are related to and in accordance with the newest epidemic prevention policy and regulations in Taiwan.

我會自付 8 晚自主防疫旅館（約新台幣 10000-15000 元）、計程車資（高鐵或客運）…等其他防疫衍生費用（依臺灣政府最新防疫規定辦理）。

☐ I will find a self-health management place by myself of 1 person 1 room with private bathroom equipment for 8 nights. (If you don't need to reserve a hotel, please tick this option.)

我會自行找 1 人 1 室含獨立衛浴之自主防疫住所 8 晚。（若您不需要預訂防疫旅館請勾選）

- I understand if I need to go out I need to do the COVID rapid test and the result must be negative within 2 days.

我了解若需外出我需要 2 天內陰性快篩結果。

- I understand I have to wear mask once I leave my room during self-health management period and cannot eat with others.

我了解在自我防疫期間，離開房間後必須全程戴口罩，不能與人共餐。

- I understand that if I am diagnosed with COVID-19 without any insurance, I will have to pay full treatment fee. (go to the doctor or under serious problem)

我了解沒有保險，若我確診須全額自付治療費。（看醫生或情況嚴重者）





- Please select which insurance you would like to have. (mandatory)
請選擇您要哪一種保險。(強制需要)
☐ Cathey private insurance from school NTD\$4800/ 6 months.
學校國泰私人保險新台幣 4800 元/6 個月。
☐ 6 months of overseas insurance from your home country including Taiwan.
母國投保包含台灣之海外保險 6 個月。
- I have not suppressed or withheld information that might affect this affidavit. I understand that any false or misleading information can lead to denial of entering Taiwan or being fined.
我沒有隱瞞任何可能影響本切結書的資訊。如以上資料有不實，本人同意負相關法律責任及罰鍰。

☐ I have read and understand this affidavit. 我已閱讀並理解本切結書。

Signature/Date 立書人/日期: _____

ARC Number 居留證號碼: _____

Phone Number 電話號碼: _____





Before entering Taiwan

In Taiwan, there are promoting about getting the vaccine. Hence, it is recommended to take both doses (or 3 doses) of vaccine in your country before entering Taiwan.

Apply for a Resident Visa

According to the latest COVID-19 prevention policies, foreign students need to get VISA- Applying Approval from Ministry of Education, Taiwan (MOE) before booking flight to Taiwan. KMU will give you VISA- Applying Approval soon after we receive it from MOE. We will provide the new version of Self-Health Management Affidavit if there is any changing.

After receiving a Resident Visa, students can book the flight and inform OGA your flight information. (OGA will reserve 8 nights (NTD\$10,000-15,000) of hotel for Self-Health Management, Hotel name: 國際星辰大飯店/ Address: (807)高雄市三民區建國三路 252-1 號/ <http://www.ncznhotel.com.tw/>) or you may find a place by yourself. It must be 1 person 1 room with private bathroom equipment.

Due to the COVID-19, the policy and regulations may change on a rolling basis in accordance with Taiwan government and KMU. **OGA will inform you in accordance with the latest policy and regulations via e-mail.**

(<https://hdhq.mohw.gov.tw/Default1?openExternalBrowser=1>)

Arrive in Taiwan

You may go out if you don't experience symptoms, a negative result from an at-home rapid test taken within two days is required before you go out, go to work, or attend school. You should wear a mask at all times when outside.

https://www.cdc.gov.tw/En/Bulletin/Detail/nEBLnOPooDYFy_CBJqfWvg?typeid=158

Due to the COVID-19, the policy and regulations may change on a rolling basis in accordance with Taiwan government and KMU. **Office of Global Affairs (OGA) will inform you in accordance with the latest policy and regulations via e-mail.**





Arrive in Campus

If you need to take taxi to KMU, you can provide the sentence below to the driver, or scan the QR code of KMU and show it to the driver:

你好，我想去高雄醫學大學(學校)，請帶我到同盟路的校門口下車，學校地址是高雄市三民區十全一路 100 號。謝謝！

Hi, I want to go to KMU. The address of KMU is No.100, Shih-Chuan 1st Road, Kaohsiung. Thanks!

KMU on the Google map:



For reference only, the taxi fee from KHH Airport will be NT. 280-450; from THSR Zuoying Station will be NT. 180-250; from MRT Houyi Station will be NT. 90-120.

※Foreigners In Taiwan 24hr Call: 0800-024-111





Dormitory information

Due to the reconstruction of dormitory, students will most likely need to rent outside the campus.

1. The Office of General Affairs is still working on off-campus dormitory. For the latest updates, please go to the website: <https://reurl.cc/ZLQEW> , If there are off-campus dormitory available, the related application procedure will be announced on the website: <https://reurl.cc/QK7O9>
2. If you want to be on the alternative list of Dorm, please fill the form by Jan. 17.
Application link: <https://forms.gle/kUP8dudXxuPFLA6P8>
3. For students who live outside campus, please also fill the form above.

Registration procedures (checklist)

Please go to the Office of Academic Affairs (Division of Registration and Curriculum) and take a checklist of registration procedures. You will get student ID card after finishing the procedures..

Health Exam

1. Please bring the admission letter when doing the health exam.
2. Students are required to refrain from eating at least 8 hours before the medical check up.
3. Students are required to prepare **fees of NT600** upon the Health Exam and go to the Health Management Center of KMU Hospital to do the medical check up.
4. Students will receive the receipt for Health Exam from the hospital authorities.
5. Please bring the receipt to the Division of Health Service and get a stamp on the checklist of registration procedures.

If you have any question about this, please ask the Division of Health Service.

Contact person: Ms Zhuang ping@kmu.edu.tw





Print the tuition bill and finish payment

<Print the tuition bill>

The tuition fee invoice/payment slip is available for print on the internet, you can find the information of payment notice here: <https://oga.kmu.edu.tw/index.php/zh-TW/department-navigation/cashier-section/tuition-fee>

Tuition bill: https://ebill.chb.com.tw/eBill/cs/student_login

1. Select 高雄醫學大學 Kaohsiung Medical University
2. Login ID: your student ID number
3. Login password: The default would be your birthday (format: yymmdd; Taiwan year). For example, if you were born in January 1st, 1983, then your default password will be 720101 (which means 1983-1911=72)

<Finish payment>

1. **The process for the KMU scholarship students**
 - (1) Come to OGA (Office of Global Affairs) and sign a receipt that can prove you successfully get the scholarship.
 - (2) The OGA put the stamp on your tuition fee bill and calculate how much you need to pay.
 - (3) Bring your bill to the division of cashier to finish your payment and you will get the receipt of the tuition fee.
 - (4) If you have any question of payment deadline, please contact Sara, staff of Office of Global Affairs (sara@kmu.edu.tw) directly.





Verification of academic documents and Completion of registration

1. Students who fail to submit the following required documents during registration will have their recognized student status be cancelled.
 - (1) Acceptance Notice
 - (2) Passport
 - (3) Original diploma and transcript verified by Taiwan Overseas Representative office
 - (4) Checklist of registration procedures
 - (5) Receipt of the tuition fee
2. After finishing the procedures, you will receive the student ID card.
3. Please send the soft copy of the receipt to sara@kmu.edu.tw.

※If you have any question about this, please ask the Division of Registration & Curriculum.

(**Contact person:** Ms Wu: skycaca@kmu.edu.tw)





Application for Alien Resident Certificate

A foreign national who enters with a residency visa, shall apply for an ARC in 30 days after arrival.

A foreign national who enters with a residency visa or obtains a residency visa in Taiwan shall apply for an ARC within 30 days or the over-due penalty will be NT\$ 2,000-10,000. A foreign national who applies for changing his/her domicile or his/her place of employment during the period of his/her residency, he/she shall apply for registering the change within 30 days or the over-due penalty will be NT\$ 2,000-10,000.

ARC application

※Online procedure only.

<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

NOTICE Please keep the receipt after you finish the payment, and hand in it when you pick up ARC card.

※If you have any question about this, please contact Office of Global Affairs (OGA) staff via email: sara@kmu.edu.tw

Activate a post office account

1. Prepare the ARC, Passport, Personal Stamp and NTD 100 to the post office on campus.
2. Since the post office bank account can only be applied after the acquisition of ARC, students are required to carry enough cash to pay the mandatory fees.

Course selection and Utilization of student information system

1. The 2022 Academic Calendar (Eng-Vision): [2022-2023 Academic Calendar](#).
2. Please check this website for course selection:
<http://academic.kmu.edu.tw/index.php/en-GB/online-service>
3. Course registration system: <http://wac.kmu.edu.tw/> (Code: D.1.12)





4. You will need student number and password to log into the system and register the courses. **For password, the default would be your birthday (format: yymmdd; Taiwan year). For example, if you were born in January 1st, 1983, then your default password will be 720101 (which means 1983-1911=72).**

5. Date of Course Selection:

Preliminary course selection (預選課時間):

Master and PhD program

2023/01/23 (Mon.) to 2023/02/03 (Fri.)

There will be our Chinese New Year off from 2023/01/20-2023/01/29.

First stage course-adding/dropping (第一次加退選):

2023/02/06 (Mon.) to 2023/02/10 (Fri.) 11:59

Second stage course-adding/dropping (第二次加退選):

2023/02/10 (Fri.) 20:00 to 2023/02/20 (Mon.) 11:59

※If you have any question about the course selection, please ask the Division of Registration & Curriculum.

(**Contact person:** Ms Wu: skycaca@kmu.edu.tw)

※If you have any question about the student information system, please ask the office of Library and Information Services by mail olis@kmu.edu.tw.

Other information for freshmen

1. Visa

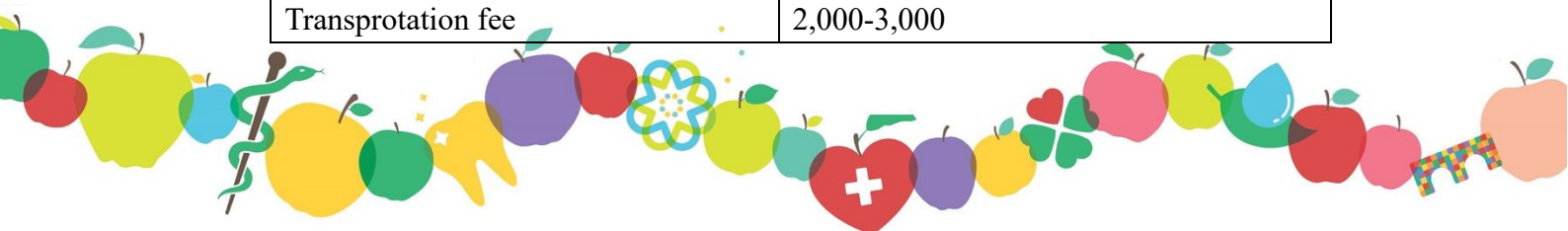
- Please contact Taiwan Embassy or Taipei Economic and Cultural Center in your country directly.
- **Please make sure the type of your visa is Resident VISA,** NOT Tourist VISA.

2. Pick-up service

The Global Affaris Office do NOT have Pick-up Service.

3. Checklist for Students' Expenditure Upon the Arrival in Taiwan

Items	Amount (NTD)
SIM Card	1,000
Self-management hotel	10,400 (\$1300/per day*8 nights) Depends on your arrival period.
Transprotation fee	2,000-3,000





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





Living information in KMU

Climate

Taiwan enjoys warm weather all year round. Weather conditions fluctuate during spring and winter, while in summer and autumns, the weather is relatively stable. The annual average temperature is at 22 degrees Celsius, a comfortable condition, with the lowest temperatures on the lowlands generally ranging from 12 to 17 degrees Celsius (54-63 Fahrenheit). Therefore, with the exception of a few mountainous areas where some traces of snow can be found during winter, no snow can be seen in Taiwan.

During the raining season (March to May), continuously drizzling rain will sometimes fall on Taiwan. When visiting Taiwan during this period, remember to carry an umbrella at all time. Although it might seem romantic to have a stroll in the rain, it is no fun to travel when you're soaking wet. During the summer time (June to August), typhoons sometimes approach or hit the country.

Voltage

Electricity in Taiwan is 110 volts, alternating at 60 cycles per second. If you come to Taiwan with a device that does not accept 110 volts at 60 Hertz, you will need a voltage converter. There are three main types of voltage converter. Resistor-network converters will usually be advertised as supporting something like 50-1600 watts. They are light-weight and support high-wattage electrical appliances like hair dryers and irons. However, they can only be used for short periods of time and are not ideal for digital devices. Transformers will have a much lower maximum Watt rating, usually 50 or 100. Transformers can often be used continuously and provide better electricity for low wattage appliances like battery chargers, radios, laptop computers, cameras, mp3 players and camcorders. However, they are heavy because they contain large iron rods and lots of copper wire. Some companies sell combination converters that include both a resistor network and a transformer in the same package. This kind of converter will usually come with a switch that switches between the two modes. If you absolutely need both types of converter, then this is the type to buy.



Taiwan Plug Adapters and Outlet Shapes

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Outlets in Taiwan generally accept this type of plug Flat blade plug



If your appliance has a different shape of plug, you may need a plug adapter.

Time Zone

UTC +8:00

Currency Exchange

If you want to exchange currency, you need to bring the required certificates to banks or post office

1. Required Certificates: Passport
2. Commission charge and the USD/NT, EUR/NT, or JPY/NT exchange rates will be a little bit different from different banks and post office.

Phone Numbers

There are three telecommunications companies: Chunghwa Telecom, Taiwan mobile, Far East Tone in Arrivals Hall, Kaohsiung International Airport.

Or you can go to Telecom Service Center near Campus below:

Name	Address	Business hours
Chunghwa Telecom	No.80, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Taiwan Mobile	No.107, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Far East Tone	No.119, Tzyou 1st Road, Kaohsiung City	11:30-21:00
T Star	No.109, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Asia Pacific Telecom	No.121, Tzyou 1st Road, Kaohsiung City	10:30-21:00

Required documents for application: If you are a student from China, please bring your **Exit & Entry Permit**. If you are not a student from China, please bring your **passport**.





Travel Information

Please go to this official website to get more information: <https://khh.travel>

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MRT Information- Kaohsiung Rapid Transit Corporation

Please go to this official website to get more information: <https://www.krtco.com.tw/>

Emergency Contact

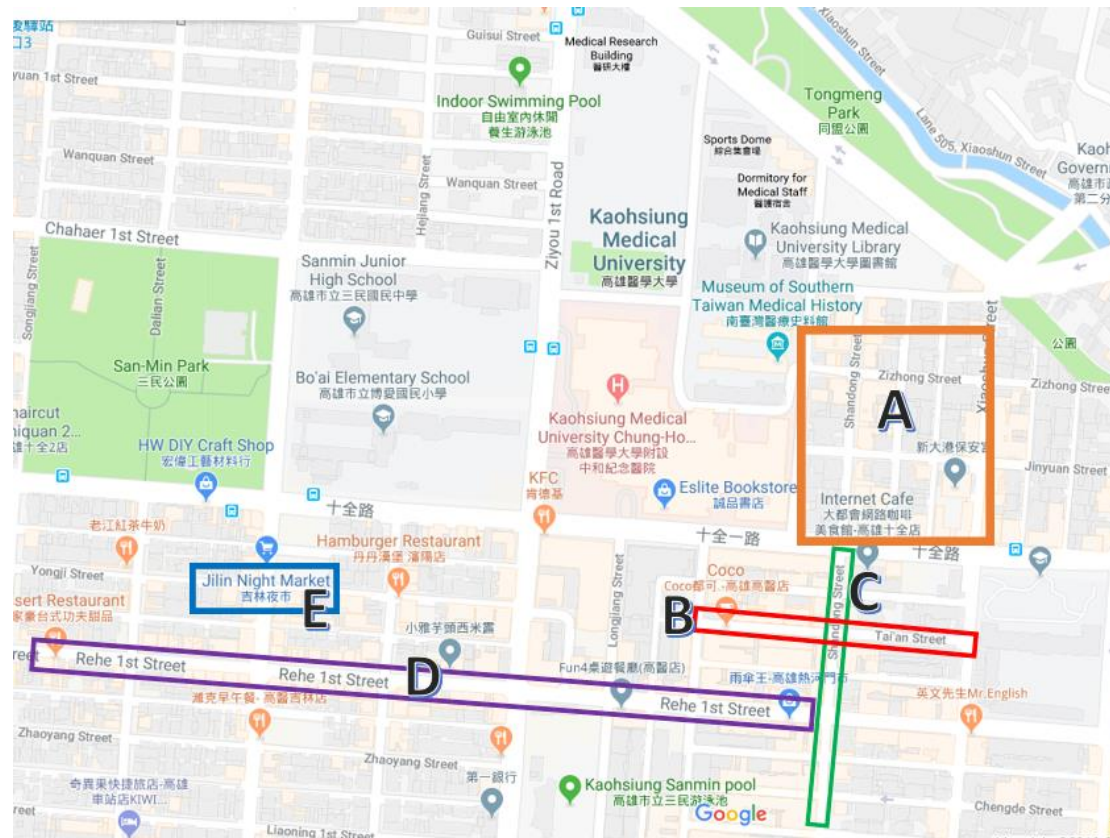
1. Police Station: 110
(In case you are in a car accident, please do not move the vehicles for keeping the science intact.)
2. Fire Bureau: 119
3. Campus Security Center: 07-3220809(24H)
4. KMU Hospital Emergency Room: 07-3208249



Surrounding Area

1. Where can I get food?

On campus, you can go to student restaurant, which located on the B1 of International Academic Research Building. If you want to find restaurant out of campus, you can find it easier in the place A~E as below.



A: East Gate Area(東側門區)

B: Tai-An Street(泰安街)

C: Shan-Dong Street(山東街)

D: Re-He Street(熱河街)

E: Jilin Night Market(吉林夜市)





2. Where can I buy daily supplies?





■ Supermarket/ Grocery Supplier

Store Name	Store Brand	Branch Address which Nearest with Campus
小北百貨 SHOW BA		The corner of Tzyou Rd. and Jiuru Rd. (New Opening) 24HR
全聯福利中心 Pxmart		No.229, Bo'ai 1st Rd., Sanmin Dist., Kaohsiung City 08:00~23:00

■ Cosmeceutical shops

Store Name	Store Brand	Branch Address which Nearest with Campus
康是美 Cosmed		No.100, Shiquan 1st Rd., Sanmin Dist., Kaohsiung City 07:00~23:00
屈臣氏 Watsons		No.80, Ziyu 1st Rd., Sanmin Dist., Kaohsiung City 10:00~23:00

■ Convenience Store (24HR)

Store Name	Store Brand
7-Eleven	
全家 FamilyMart	
萊爾富 Hi-Life	
OK Mart	





Surrounding Area Map

