



KMU | **INSPIRE
TALENTS**

**Information Guide for
New International Students
2024 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](#)

2023-24 Academic Calendar (English)

To-Do Item		Date	Office In Charge	Contact Information
Pre-Arrival				
1	Apply for Resident Visa		*Taiwan's embassies & missions overseas	Please contact your local Taiwan embassy/mission directly
2	Enter Online: Personal Information on the student information system, WAC	2024.01.24- 2024.02.17	-OAA, Division of Registration & Curriculum	Ms. Wu (吳彥儒) skycaca@kmu.edu.tw
3	Sign & Send via email: (1) International Student Admission Affidavit (2) International Student Scholarship Type A Affidavit		-OGA, Division of Student Exchange	OGA, Division of Student Exchange reachkmu@kmu.edu.tw
4	Fill Out: Survey for Housing Preference and Private Group Insurance NOTE Dorms are		-OGA, Division of Student Exchange	OGA, Division of Student Exchange reachkmu@kmu.edu.tw





	To-Do Item	Date	Office In Charge	Contact Information
	limited currently			
5	Confirm: Housing Information & Arrangements	2024.01.24- 2024.01.31	-OSA, Division of Student Assistance	Ms. Kang (康雅婷) yating@kmu.edu.tw
Post-Arrival				
6	Apply Online: Alien Resident Certificate (ARC) Within 15 DAYS after arrival		*National Immigration Agency (NIA)	Call NIA Kaohsiung #1 Service Center at 07-715-1660 directly if you have any questions.
7	Check-In & Pick-Up OAA's Registration Procedure List		-OAA, Division of Registration & Curriculum	Ms. Wu (吳彥儒) skycaca@kmu.edu.tw
8	Health Examination	2024.01.29- 2024.02.19	-OSA, Division of Health Service -KMU Hospital, Health Management Center	Ms. Zhuang (莊蕙莘) ping@kmu.edu.tw
9	Pick-Up: Tuition Bill		-OGA, Division of Student Exchange	OGA, Division of Student Exchange reachkmu@kmu.edu.tw
10	Pay: Tuition Bill	2024.01.24- 2024.02.16	-GA Office, Cashier Division	Please ask the cashier at the counter directly
11	Verification of academic documents (diploma, ID documents, etc.)		-OAA, Division of Registration & Curriculum	Ms. Wu (吳彥儒) skycaca@kmu.edu.tw
12	Pick-Up: Student ID Card		-OAA, Division of Registration & Curriculum	Ms. Wu (吳彥儒) skycaca@kmu.edu.tw





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





Expected Expenditures for New Students

Item (*Mandatory Fees)	Amount (NT\$)
*Tuition and miscellaneous fees	Depends on one's affiliated department
*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
* Student Accident Insurance (This is in addition to your health insurance)	406 per semester
Private Group (Health) Insurance (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

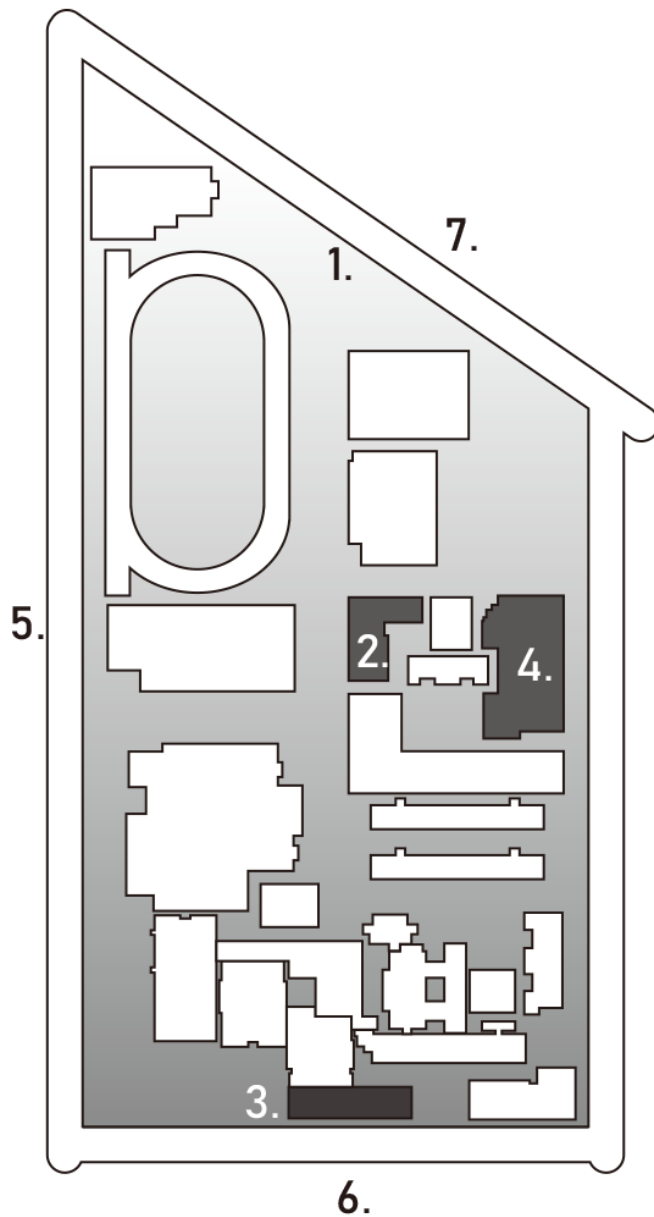




Important Buildings and Office Locations

Kaohsiung Medical University

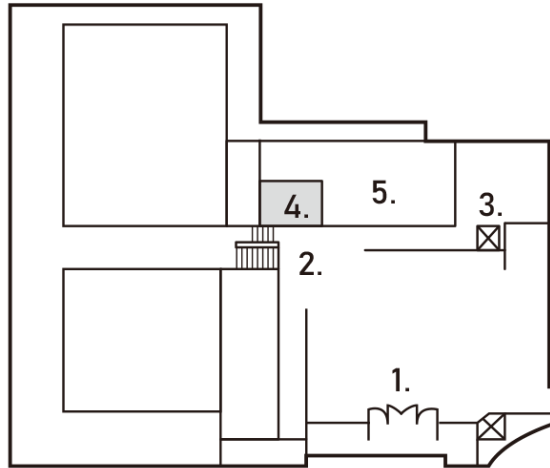
1. Gate
2. Li-Hsueh Building
(Office of Academic Affairs / Office of Global Affairs)
3. Zihciang Building
(Health Management Center)
4. Chi-Shih Building
(Division of Health Service / Post Office)
5. Tzyou 1st Rd.
6. Shih-Chuan 1st Rd.
7. Tongmeng 1st Rd.





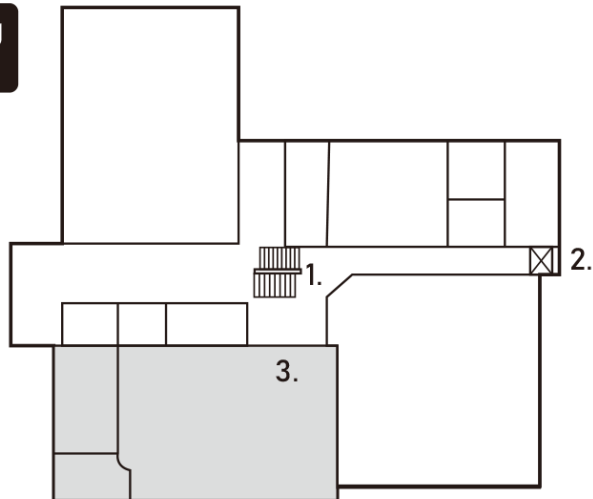
**Li-Hsueh Building
1F**

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



**Li-Hsueh Building
2F**

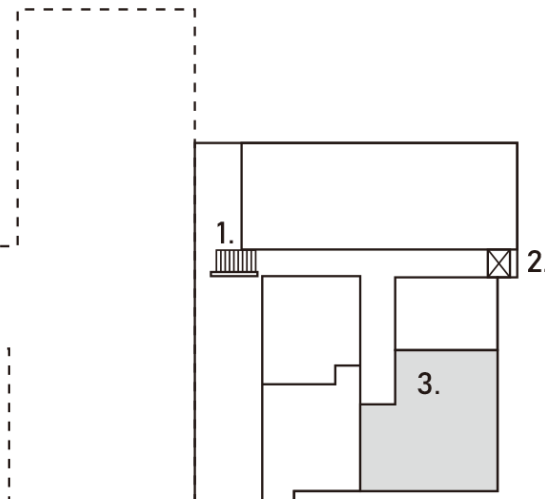
- 1. Stairs
- 2. Elevator
- 3. Office of
Academic
Affairs.
(Division of
registration and
curriculum)





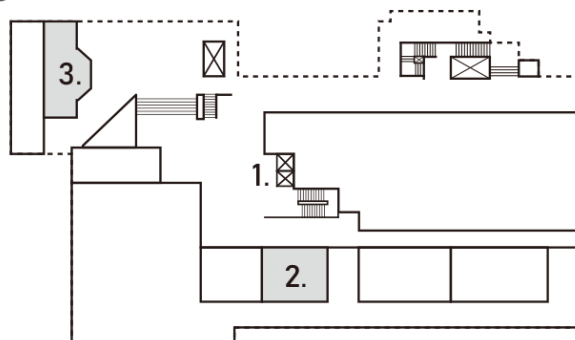
**Li-Hsueh Building
4F**

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



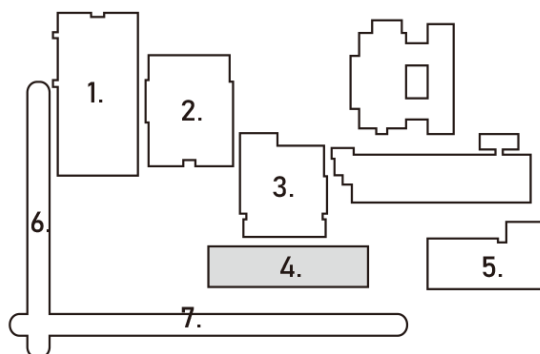
**Chi-Shih Building
1F**

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 (2023.09.11) to ensure a smooth transition. If you will be living in the dorms, the earliest move-in date is **September 1st**.





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 1st, 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

*For technical issues, contact OLIS at 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.





(1) International Student Admission Affidavit

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Kaohsiung Medical University International Student Admission Affidavit

[2023-24 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

[2023-24 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 2023-24 academic year, beginning in September 2023 and ending in June 2024, in the case that I arrive before the academic year starts.
- If I arrive after September 2023, 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. Fill Out: Survey for Housing Preference & Private Group Insurance

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Please fill out the survey ASAP. If you have any questions about the survey questions, please contact OGA (reachkmu@kmu.edu.tw) of OGA.

Survey link: <https://forms.gle/QbbstD7cRhJUaSMF9>

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 2nd 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 (莊蕙苹) at ping@kmu.edu.tw if you have any questions.





5. Confirm: Housing Information & Arrangements

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 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.





9. Pick-Up: Tuition Bill

Please pick up your tuition bill from the Office of Global Affairs (OGA). The OGA is located on the 4th 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 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 1st floor of Li-Hsueh Building (勵學大樓). 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.

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
- 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:

- **Preliminary course selection:**
2024/01/29(Mon.) 09:00 to 2024/02/15(Thu.) 12:00
- **First stage course-adding/dropping:**
2024/02/15(Thu.) 20:00 to 2024/02/21(Wed.) 12:00
- **Second stage course-adding/dropping:**
2024/02/21(Wed.) 20:00 to 2024/02/29(Thu.) 12:00

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

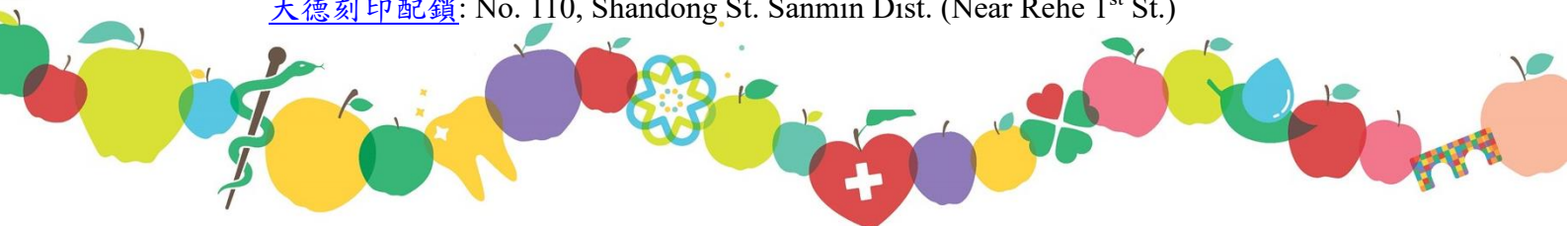
15. Open: Post Office Account for Banking (Optional)

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 1st 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 No. 135, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City	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 No. 107 & 109, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City	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 No. 58, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City	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
- 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](#)





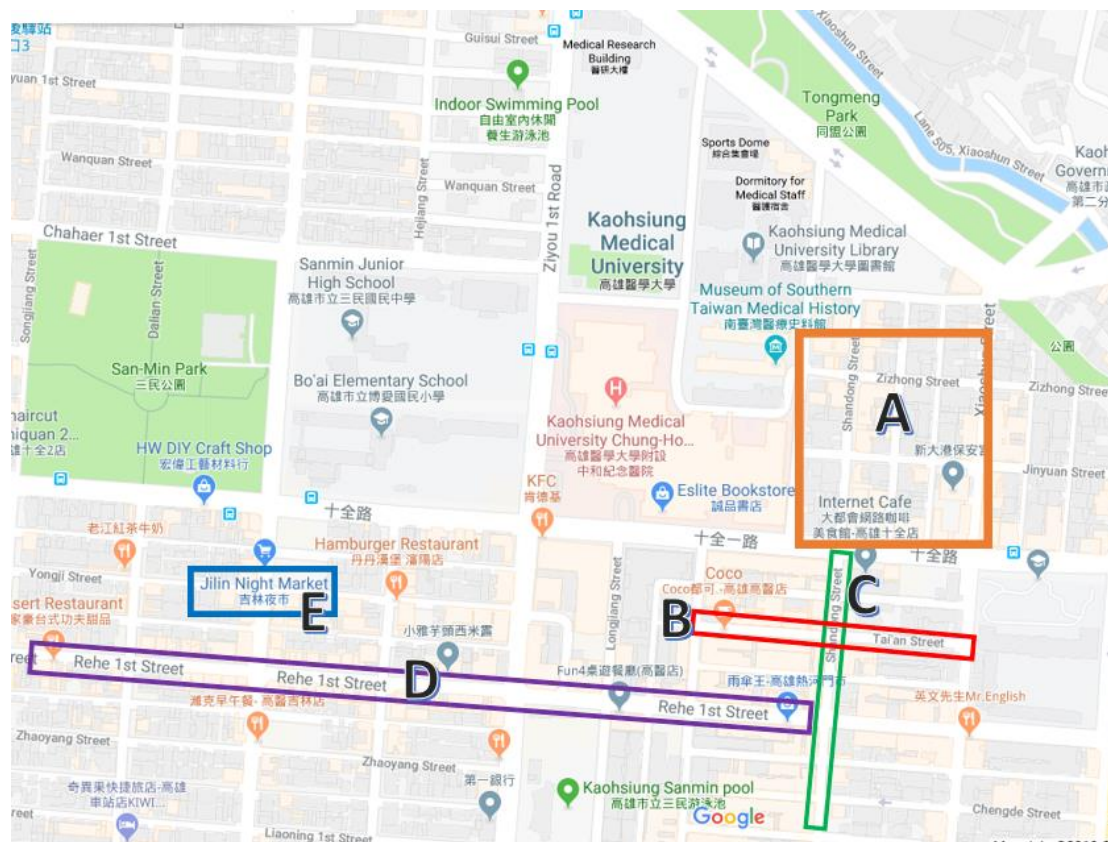
Food and Daily Necessities

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	No. 160, Jiuru 2nd Rd, Sanmin District, Kaohsiung City, 807 高雄市三民區九如二路 160 號
全聯福利 中心 Pxmart		08:00~23:00	No.229, Boai 1st Rd., Sanmin Dist., Kaohsiung City 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	No.219, Shiquan 1st Rd., Sanmin Dist., Kaohsiung City 高雄市三民區十全一路 219 號
屈臣氏 Watsons		10:30~22:30	No. 105, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City 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	