



2017-2018 Registration Guiding book
Kaohsiung Medical University

SOP for International Student Admission

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(Office of Academic Affairs)



ARRIVE TAIWAN/CAMPUS



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departments)





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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 (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 in your personal information on the system

[NOTICE] How to find my student ID number?

Click this link to find it: <https://wac.kmu.edu.tw/qur/qurq0020.php>

Please finish it before you arrive Taiwan.

Operation time: 2018/2/5(Mon.) to 2018/2/21(Wed.)

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

Arrive Taiwan/Campus

When you arrive at airport, MRT station or THSR station, if you want to take taxi to reach KMU, you can provide this words 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 KMU. Please take me off the car at the school gate. The address of KMU is No.100, Shih-Chuan 1st Road, Kaohsiung. Thanks!

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





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Check-in procedures of dormitory

1. This section is ONLY for the student who live in the dormitory.
2. As much as we want to accommodate all students' needs when we arrange the room for you, please understand that there's quota for different room types. Please find the attachment for the accommodation result.
3. We can NOT change the room for you now. Please understand it.
4. The dorm room is furnished with a chair, a desk, a closet, and a bedstead. You need to prepare your own mattress, pillow, bedsheet, blanket, etc. A shopping mall, Carrefour, is right in front of KMU, around 3 min walk. You can get whatever you need there.
5. The dorm room is furnished with a chair, a desk and a closet. You need to prepare your own mattress, pillow, bedsheet, blanket, bedstead etc. A shopping mall, Carrefour, is right in front of KMU, around 3 min walk. You can get whatever you need there.
6. **Cooking and smoking and drinking alcohol are prohibited** in the room. There is a public kitchen for everyone to use.
7. The dorm will not be ready before September due to maintenance work. Therefore, **the move in date still TBA**. If you come earlier, you need to find other place to stay by yourself.

If you have any question about this, please ask the Office of student affairs by mail osa@kmu.edu.tw





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Performance of medical check up

1. Students are required to refrain from eating at least 8 hours before the medical check up.
2. Students are required to prepare a passport-sized photo, fees of NT550 upon the medical examination and go the Health Management Center of KMU Hospital to do the medical check up.
3. Students are advised to request for the examination report in the English version at the counter.
4. Students will receive the receipt for medical examination from the hospital authorities.

[NOTICE] According to national holiday, the KMU Hospital will close from 2018/2/15 to 2018/2/18.

Operation time: 2018/1/15(Mon.) to 2018/2/22(Thu.)

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

Contact person: Ms Zhuang ping@kmu.edu.tw or Ms Liu blueseas@kmu.edu.tw





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Print the tuition fee bill and finish payment

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>

The process for the MOFA and MOST scholarship students:

Students will pay the tuition by the installment plan for the monthly stipend. We will get the name list of MOFA and MOST scholarship at the beginning of Sep. We will give you more information that time.

The process for the MOE and KMU scholarship students:

- (1) Print the tuition fee bill by yourself.
- (2) Come to OGA (Office of Global Affairs) and sign a receipt that can improve you get the scholarship.
- (3) The OGA put the stamp on your tuition fee bill and calculate how much you need to pay.
- (4) Bring your bill to the division of cashier and finish your payment and you will get the receipt of the tuition fee.

The process for the ICDF scholarship students:

Please ask the staff of the department. The Program in Tropical Medicine:

mstm@kmu.edu.tw ; The Department of Medical Laboratory Science and

Biotechnology: R061054@kmu.edu.tw or R051123@kmu.edu.tw

Operation time of printing tuition bill: 2018/1/12(Fir.) to 2018/2/21(Wed.)

Operation time of tuition fee payment: 2018/1/12(Fir.) to 2018/2/23(Fir.)





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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 cancelled.
 - A. Acceptance Notice
 - B. Passport
 - C. Original diploma and transcript verified by Taiwan Overseas Representative office
 - D. Financial Statement: Original official financial support statements verified by Taiwan Overseas Representative office. Proof of KMU Scholarship Award is exempted to be verified by Taiwan Overseas Representative office.
 - E. Certificate of medical and injury insurance valid for at least 6 months:
 - The overseas-issued insurance document shall be verified by Taiwan Overseas Representative office.
 - For students who are not able to apply for insurance before arrival, KMU provides collective insurance application assistance.
 - Accepted students with ARC shall present the certificate of National Health Insurance in Taiwan.
2. Bring your receipt of the tuition fee to the academic office, you will receive the student ID card.

Operation time: 2018/2/22(Thu.)

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

Contact person: Ms Lin jessiel@kmu.edu.tw





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Application for Alien Resident Certificate

ARC application guideline:

※ Receiving units: The Kaohsiung NIA's service center. (office hour: Mon.- Fir., 8:00-17:00) No.436, Chenggong 1st Rd., Qianjin Dist., Kaohsiung City

※ Required documents (verify the original and take its copy).

1. A completed application form:

http://ciae2.kmu.edu.tw/images/doc_download_Arrival_in_Taiwan/ARC.pdf

2. A passport with resident visa. (A foreign national applying for modifications in the reasons for residency pursuant to Paragraph 2 of Article 23 of the Act, is exempt from being examined for an entry visa)

3. Related documents for residency (Studying): A Student ID Card with this semester's registered stamp.

4. One 2"x 2" colored photo, front head and shoulder, taken within six months.

5. A foreign national who applies for an ARC reissuing shall submit Declaration of Loss of ARC or a Crime Report

※ Fees: NT1,000.

※ Processing time: 10 workdays.

[NOTICE] bring the receipt when you go to receive the ARC

If you want to know more information, please check this link:

<https://www.immigration.gov.tw/ct.asp?xItem=1090287&ctNode=30085&mp=2>

Students are required to complete the ARC application within 15 days of the arrival in Taiwan.

If you have any question about this, please ask the Global Affairs Office.

Contact person: Tina Wu chiao@kmu.edu.tw





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Application for post office account

1. Prepare the ARC, Passport, Personal Stamp and NTD 100 to the post office which in the 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(Wac System)

1. The 2017-2018 Academic Calendar:
<https://academic.kmu.edu.tw/images/106.pdf>
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/>
4. You will need student number and password to log into the system and register the courses. However, according to the Division of Registration and Curriculum, the student number will not be ready until August 9th. We will inform you once we get your student number. **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 (1983-1911=72).**

Operation time of course selection: 2018/1/29(Mon.) to 2018/2/5(Mon.)

Operation time of adding and dropping course:

2018/2/12(Mon.) to 2018/2/13(Fir.) and 2018/2/23(Fir.) to 2018/3/5(Mon.)

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

Contact person: Ms. Lin jessiel@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





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Others

Visa

1. Please contact Taiwan Embassy or Taipei Economic and Cultural Center in your country directly.
2. **Please Make sure the type of your visa is Resident VISA.**

Accommodation

- ✓ Live in dorm: please hand in the application on time.
- ✓ Rent house outside: please find the house and sign the contract by yourself.
Remember to tell Global Affaris Office your address before 1st March.

The map of campus

Please check this website:

<http://english2.kmu.edu.tw/front/bin/ptlist.phtml?Category=43>

Pick-up service

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

Checklist for Students' Expenditure Upon the Arrival in Taiwan

Items	Amount (NTD)
*Medical Examination	550
*ARC Application (For those who hold resident visa)	1000
*Tuition and miscellaneous fees	Depends on one's affiliated department
*Accommodation fees	Depends on the situation
Medical Insurance (For those without authenticated overseas insurance)	3000
*Textbook, stationary, others	2000-4000
Daily Expenses	Approximately 7000 per month

*mandatory item

