附件一

**各單位辦理111學年院系交換生、短期研習生等境外非學位生專案入境作業相關步驟與注意事項**

1. **步驟1：專簽申請境外非學位生來校交換或短期研習**

專簽範例請參考本處網頁首頁分類清單「未來學生」→「來校交換生」→「院系交換生」→「院系校內會辦簽文範例」，已申請者接續至步驟2。

1. **步驟2：提供學生申請簽證名冊資料**
2. 請填寫附件1「非學位生申請簽證名冊」，填寫完成後檔案請寄至 em50958@email.ncku.edu.tw信箱，由國際處協助提報至教育部系統，各項資訊係為學生入境查驗使用，請單位留意所填報資訊務必完整正確。
3. 俟取得教育部轉知台灣駐外館處協助辦理簽證公文函，各單位即可通知所屬學生聯繫台灣駐外館處申請簽證。
4. **步驟3：申請學生入境**

學生備妥入境申請所需包含簽證、護照等證件後，即可安排來台航班及預訂檢疫旅館，顧及入境申請作業校內外所需工作時間，**請最晚於學生預訂班機起飛日10天之前填寫附件2**「**非學位生入境申請名冊」檢附簽證、護照、預訂機票及防疫旅館訂房證明等文件電子檔**寄至 em50958@email.ncku.edu.tw信箱，由國際處協助上傳到教育部系統，**各項資訊係為學生入境查驗使用，請單位留意所填報資訊務必完整正確**。

1. **步驟4：轉知學生入境許可證明資料及相關規定事項**
2. 國際處接獲教育部同意函後將協助辦理入境許可證明本校用印，用印後掃瞄電子檔寄送給各單位，請單位併同入境須知轉送給學生，**提醒同學務必妥善保管入境許可證明文件及詳讀相關規定**。
3. 提醒學生儘速**開通成大KUAP及依單位指示建立line或臉書等即時通訊連繫管道**，最晚需於入境前完成。
4. **步驟5：單位承辦人加入國際處境外非學位生入境單位窗口Line群組**
5. **步驟6：入境追蹤**
6. 學生預訂入境日入境前2天確認學生將如期搭乘規劃航班。
7. 入境日當天請單位承辦人待命並請確認與回報以下項目於國際處指定管道（另行提供）：
8. 確認學生完成登機報到，提醒學生抵台出登機門後向桃機小組人員報到。
9. 學生抵達機場申辦完臺灣門號後，請即刻取得學生台灣手機電話號碼並即時回報。
10. 即時回報學生搭乘防疫計程車及抵達檢疫旅館時間與房號。

**Steps and precautions to be taken by each unit (the college or department) for the entry of non-degree students from abroad such as exchange students and short-term research students for 2022**

1. **Step 1: Apply for a special visa for non-degree students to come to the university for exchange or short-term study**

Please refer to the list of categories on the home page of OIA website under 「Applications」→「Incoming Exchange」→「College/Department Level Exchange Student」→「Sample of the request for approval issued by the school department」, continue to Step 2 if you have already applied.

1. **Step 2: Provide information on the Student Visa Application Form**
2. Please fill out Attachment 1「Visa Application Form for Non-Degree Students」and send the completed form to em50958@email.ncku.edu.tw. The Office of International Affairs will assist in submitting the information to the Ministry of Education system.
3. Once the Ministry of Education has notified the Taiwan embassy to assist in the visa application process, each unit can notify their students to contact the Taiwan embassy to apply for a visa.
4. **Step 3: Apply for Student Admission**

Students can arrange their flights to Taiwan and book quarantine hotels after they have prepared the required documents including visas and passports for their entry applications. Taking into account the working hours required for the immigration application both on and off campus, **please fill out Attachment 2 「Non-degree student entry application form」and send it to** **em50958@email.ncku.edu.tw** **with visa, passport, airline ticket, and proof of quarantine hotel reservation at least 10 days prior to the departure date of the student's flight reservation.** All information is used for the student's entry check, so **please make sure that all information is complete and accurate.**

1. **Step 4: Notification of student entry permit information and related regulations**
2. After receiving the letter of consent from the Ministry of Education, the Office of International Affairs will assist in applying for the stamp of the entry permit, and then scan and send the electronic file to each unit. **Students are reminded to keep the entry permit documents and read the relevant regulations carefully.**
3. Students are reminded to **open NCKU KUAP as soon as possible and establish instant communication channels such as Line or Facebook** **according to the unit's instructions**, which must be done at the latest before entering the country.
4. **Step 5: The unit undertaker joins the Office of International Affairs Line Group for overseas non-degree students**
5. **Step 6: Entry Tracking**
6. Confirm that the student will take the planned flight as scheduled two days prior to the student’s scheduled arrival date.
7. On the day of arrival, the unit undertaker should be standby, and please confirm and report the following items in the designated channel of the Office of International Affairs (provided separately):
8. Confirm that the student has completed the check-in process and remind the student to report to the Taiwan Taoyuan International Airport team upon arrival at the boarding gate.
9. After the student arrives at the airport to apply for the Taiwan phone number, please obtain the student's Taiwan phone number and report back immediately.
10. Immediately report the arrival time and room number of the quarantine taxi and quarantine hotel.