



KMU | **INSPIRE
TALENTS**

**Kaohsiung Medical University
International Student
Registration Guide**

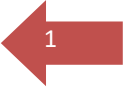




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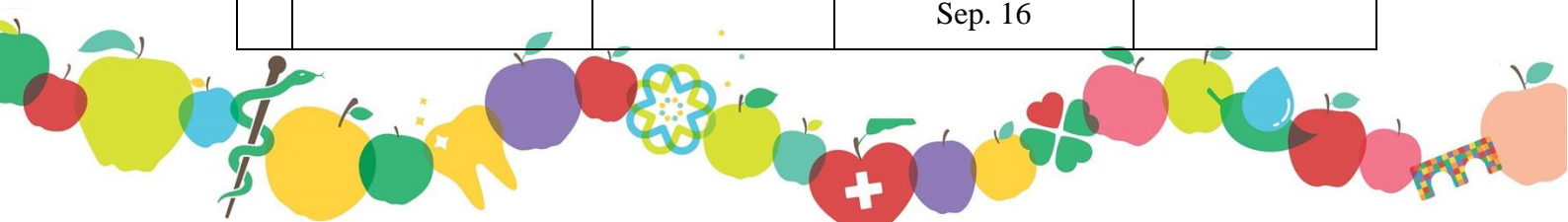
Registration Procedures





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	July 12 ~July 30	This must be completed before registration process
		Post Baccalaureat		
		B.S.		
2	Alply for Dorm	M.S. / Ph.D	July 1 ~July 30	
		Post Baccalaureat		
		B.S.		
3.	Submit ‘ <u>Quarantine and Self-Health Management Affidavit</u> ’	M.S. / Ph.D	Please submit it when you receive the file and confirm your flight.	We will send you the newest file in accordance with the policy in Taiwan.
		Post Baccalaureat		
		B.S.		
4	Arrive in Taiwan / campus	M.S. / Ph.D	(Tentative) Before Aug. 2	(Tentative) For the newest timing, please follow the instructions of CDC, Taiwan. (We will inform you with the latest news via email.)
		Post Baccalaureat	(Tentative) Before Sep. 6	
		B.S.	(Tentative) Before Sep. 23	
5	Health Exam	M.S. / Ph.D	(Tentative) July 13~ Aug. 2	
		Post Baccalaureat	(Tentative) Sep. 23	
		B.S.	(Tentative) Sep. 10, Sep. 11, Sep. 16	





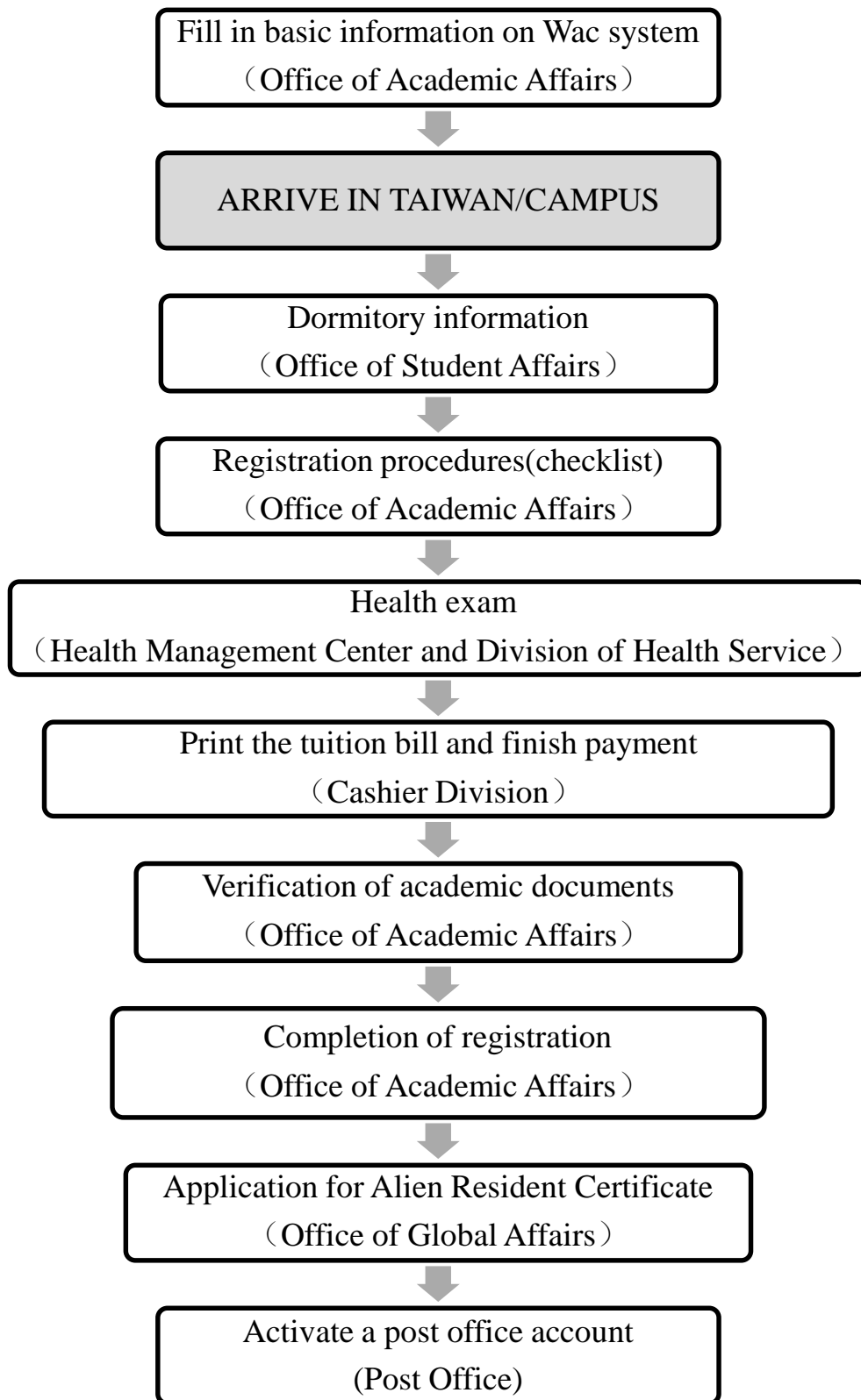
	Issue	Program	Time	PS
6	Print the tuition bill and finish payment	M.S. / Ph.D	(Tentative) July 23~ Aug. 2	
		Post Baccalaureat	(Tentative) Sep. 1~Sep. 6	
		B.S.	(Tentative) Sep. 9~Sep. 17	
7	Verification of academic documents	M.S. / Ph.D	(Tentative) Aug. 2	
		Post Baccalaureat	(Tentative) Sep. 6	
		B.S.	(Tentative) Sep. 27	
8	Application of Alien Resident Certificate	M.S. / Ph.D	(Tentative) Within 30 days after quarantine period	
		Post Baccalaureat		
		B.S.		
9	Activate a post office account	M.S. / Ph.D	(Tentative) Aug. 30 ~ Sep. 6	
		Post Baccalaureat	(Tentative) Sep. 29 ~ Oct. 14	
		B.S.	(Tentative) Oct. 7 ~ Oct. 13	

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)



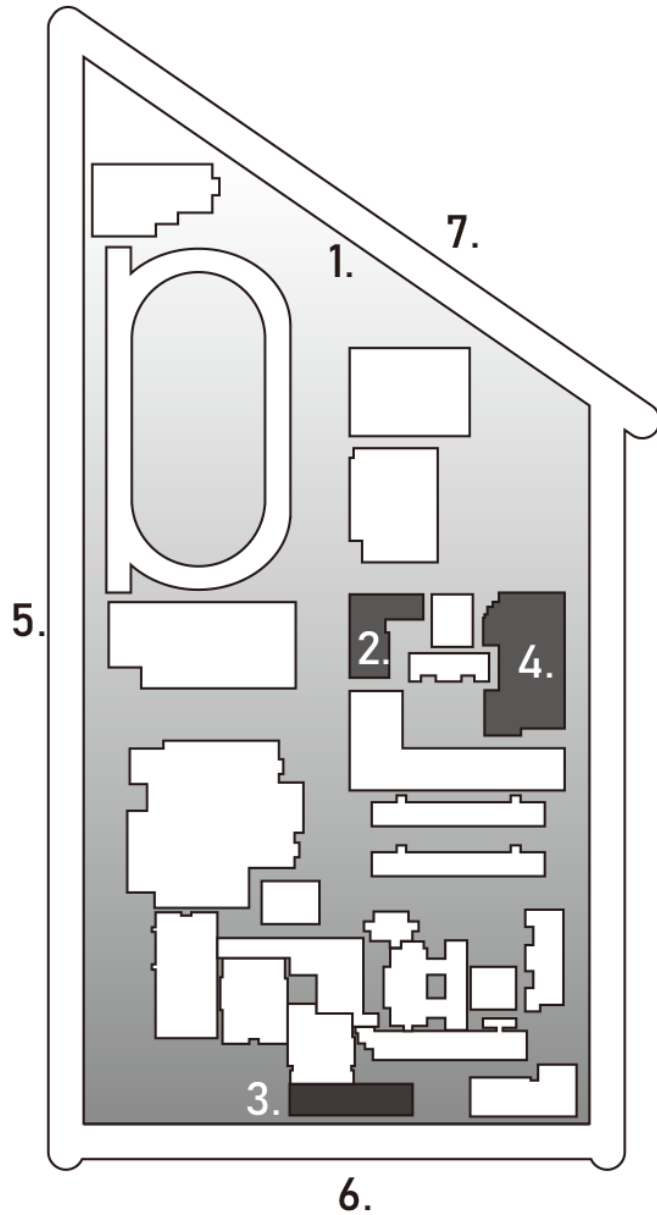


KMU Campus Map

Important buildings for registration

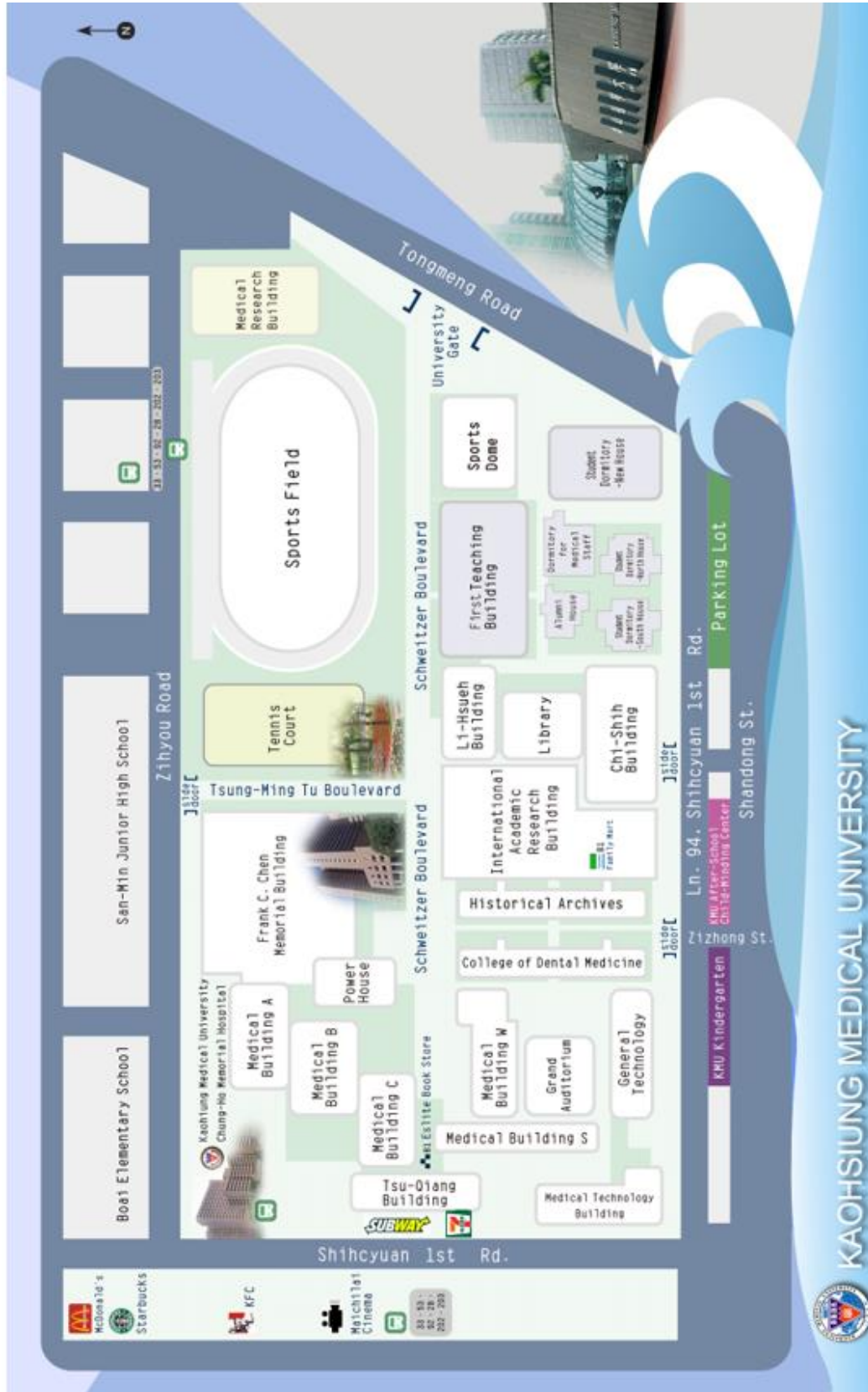
Kaohsiung Medical University

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

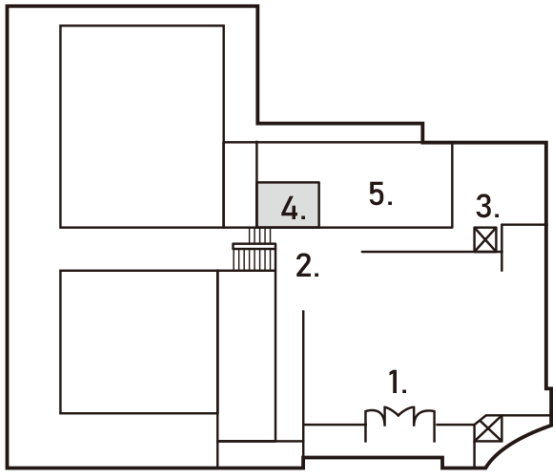




Office sites for the registration procedures

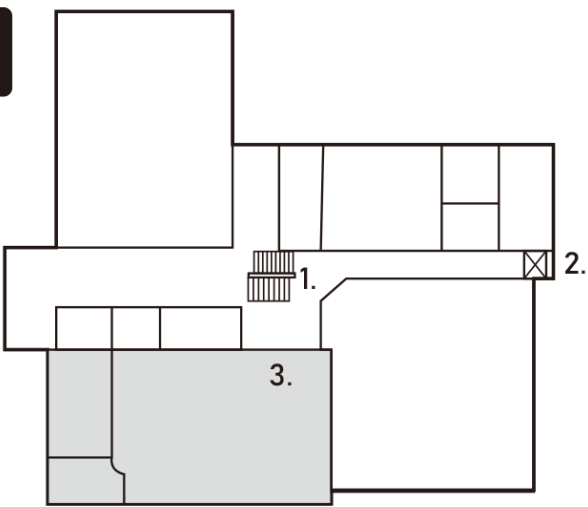
**Li-Hsueh Building
1F**

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



**Li-Hsueh Building
2F**

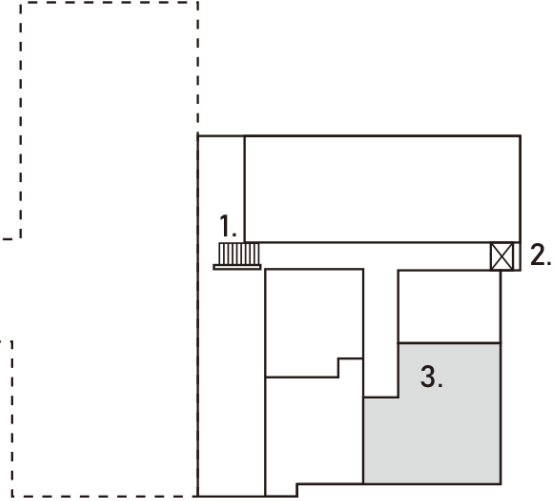
- 1. Stairs
- 2. Elevator
- 3. Office of
Academic
Affairs.
(Division of
registration and
curriculum)





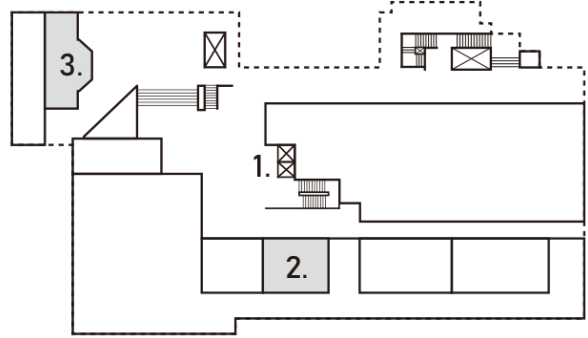
**Li-Hsueh Building
4F**

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



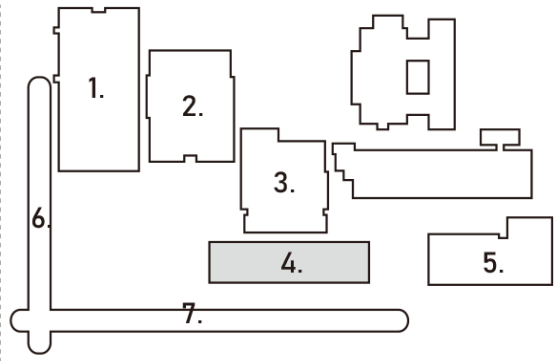
**Chi-Shih Building
1F**

- 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

NOTICE How to find my student ID number?

You can find it here: <https://wac.kmu.edu.tw/qur/qurq0020.php>

Master program and PhD program students can search it since June 21.

※Please finish it before you arrive in Taiwan.

※Time schedule for this step:

All Students

Operation time: 2021/07/12(Mon.) to 2021/07/30(Fri.)

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

※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” and “International Student Scholarship Type A Affidavit”.

Please refer to Page.11-12 for these documents and email the soft copy to reachkmu@kmu.edu.tw.

※Time schedule for this step:

All Students

Operation time: 2021/07/12(Mon.) to 2021/07/30(Fri.)

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

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





1. International Student Admission Affidavit

**Kaohsiung Medical University
International Student Admission Affidavit**

[Freshmen of 2021 academic year]

I, [Person's 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/ARC): _____

Contact Phone Number: _____

E-mail: _____

Date: _____





2. International Student Scholarship Type A Affidavit

**Kaohsiung Medical University
International Student Scholarship Type A Affidavit**
[Freshmen of 2021 academic year]

I, [Person's 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 2021 academic year (started in August, 2021 and ended in July.,2022), 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. Quarantine and Self-Health Management Affidavit

We will send you the newest file in accordance with the policy in Taiwan. When you confirm your flight, please email the soft copy to reachkmu@kmu.edu.tw.

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





Apply for the Visa and Entry Permit

According to the newest COVID-19 prevention policies, foreign students need to get VISA Applying Approval and Entry Permit from Ministry of Education, Taiwan (MOE) before booking flight to Taiwan. KMU will give you VISA Applying Approval and Quarantine and Self-Health Management Affidavit soon after we receive it from MOE.

After receiving Resident Visa, students can book the flight and inform OGA your flight information. **The date of the flight has to be at least 10 working days after you inform OGA.** OGA will send those information to MOE to get entry permit for you. After this steps students have to **fill in the quarantine system** after receiving the entry permit, (<https://hdhq.mohw.gov.tw/Default1?openExternalBrowser=1>)

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.**

Arrive in Taiwan

According to the present regulations, students have to apply for a **prepaid card** when landing at Taiwan airport. The expiration date must be longer than **30 days so the CDC can track your location.**

Students are allowed to enter campus after completing **the quarantine period and self-health management period.**

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> or contact Mr. Chen (m867015@kmu.edu.tw).
2. If there are off-campus dormitory available, the related application procedure will be announced on the website: <https://reurl.cc/QK7O9> or contact Ms Hsieh (peicih@kmu.edu.tw).
3. If you want to be on the alternative list of Dorm, please email to (reachkmu@kmu.edu.tw) before July 30th.
4. For students who live outside campus, please send your address to (reachkmu@kmu.edu.tw).

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>

<Finish payment>

1. **The process for the Elite(培英), MOE, MOFA and MOST scholarship students**
Students can pay the tuition by installment plan for the monthly stipend. We will confirm the installment plan according to your preference after you finish the registration.

2. **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 Sally, staff of Office of Global Affairs (sallyiean@kmu.edu.tw) directly.

3. **The process for the ICDF scholarship students**

Please ask the program manager of the department. The Program in Tropical Medicine: mstm@kmu.edu.tw

4. Time schedule for this step:

Master program, PhD

from 2021/07/23 (Fri.) to 2021/08/02 (Mon.)

Post Baccalaureat

from 2021/09/01 (Wed.) to 2021/09/06 (Mon.)

B.S.

from 2021/09/09 (Thurs.) to 2021/09/17 (Fri.)

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





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 reachkmu@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 within 30 days after quarantine period.

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 guideline:

※Directly Apply Online.

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

※ 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 a stamp from Office of Academic Affairs.
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 working days.**

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 :reachkmu@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 2021 Academic Calendar (Eng-Vision): [2021-2022 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/>
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):

2021/08/18(Wed.) to 2021/09/01(Wed.)

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

2021/09/06(Mon.) to 2021/09/10(Fri.) 11:59

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

2021/09/10(Fri.) 20:00 to 2021/09/22(Wed.) 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
*Quarantine hotel	40,000 (\$1600/per day*25 days)
* COVID-19 / PCR test	5,500-7,000
*Quarantine taxi (to and from airport, quarantine hotel, hospital...etc)	3,000-5,000
*Health exam	600
*ARC Application (For those who hold resident visa)	1,000
*Tuition and miscellaneous fees	Depends on one's affiliated department
*Accommodation fees	6,000~15,000 per month
Group Insurance (For those without authenticated overseas insurance)	3,000-4,000
*Textbook, stationary, others	2,000-4,000
*Daily Expenses	Approximately 7,000 per month
Security Insurance	381
Campus Internet Usage	350

*mandatory item

*Scholarship recipients can receive stipened at least one month after providing the post account to Office of Global Affairs.

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

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 Eas 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	10:30-21:00





	City	
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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>

MRT Information- Kaohsiung Rapid Transit Corporation

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

Emergency Contact

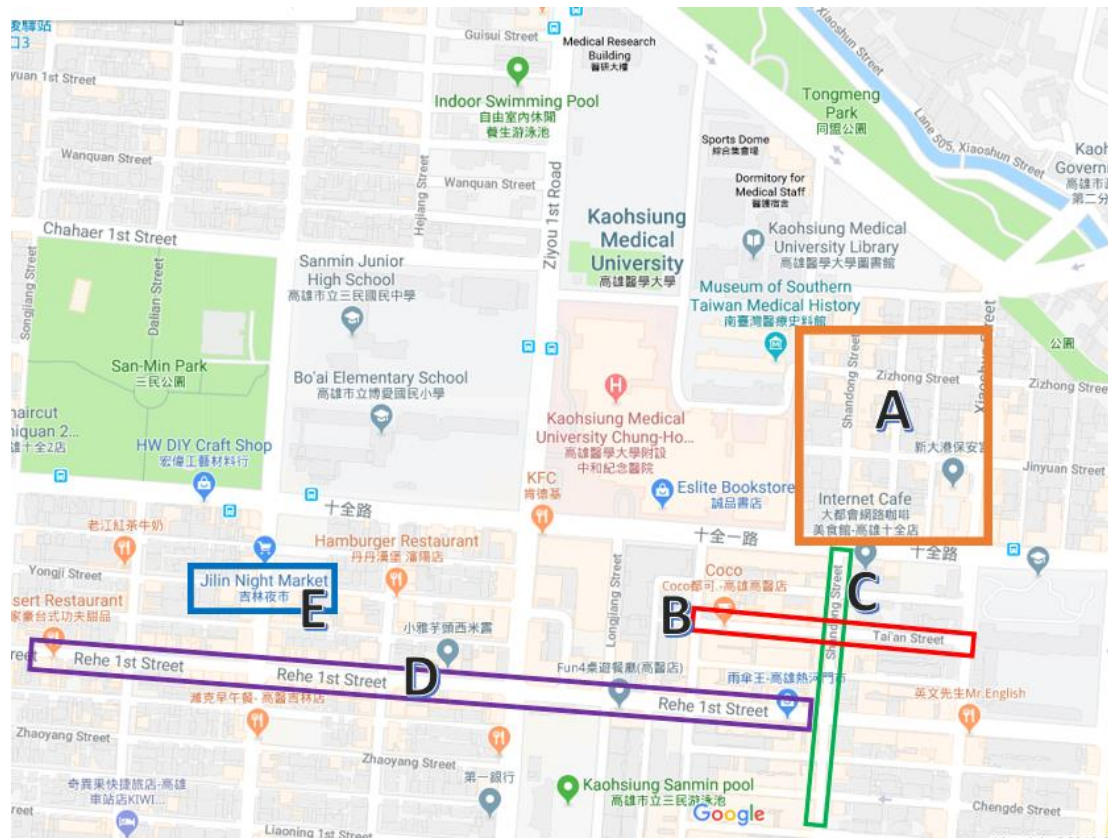
1. Police Station: 110
(In case you are in a car accident, please do not move the vehicles for keeping the science intact.)
2. Fire Bureau: 119
3. Campus Security Center: 07-3220809(24H)
4. KMU Hospital Emergency Room: 07-3208249



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, Ziyou 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

