



Welcome to 2023 Fall Semester NTUCE Orientation

Some Reminders for International & Overseas Students



國立臺灣大學
National Taiwan University

2023.Aug.28



1. Dept Info

APPLY NTU OIA CONTACT US 中文

臺大土木工程學系
Department of Civil Engineering
National Taiwan University

About Latest News Programs People International Collaboration Scholarships **Resources**

Resources

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Useful Information

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Current Student FAQ

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Current Student FAQ: International Degree & Overseas Chinese Students

General Information

- NTU Mail:** Please don't ignore messages sent by the OIA. Please read your NTU mail more frequently and carefully, as you may find important announcements now and then, from time to time.
- Work Permit:** International Degree Students who wish to apply for the Work Permit, please refer to the OIA's website at <https://oia.ntu.edu.tw/en/current-students/international-degree-and-dual-degree-students-wpwq/others-nl1t/work-permit-4mnp>. After submitting the Work Permit application online, please inform Ms. Tzu-Yu (Nina) CHEN at nina222chen@ntu.edu.tw. Overseas Chinese Students, please inform the Overseas Student Advising Division (學務處僑生及陸生輔導組).
- Quarantine Fund:** The Government subsidy might still be available to new incoming students. The information is posted at https://swis.mohw.gov.tw/covidweb/home/index_en.jsp. Please apply by yourselves. No Quarantine Fund is available from the Department of Civil Engineering.
- CE Professors Emails:** You can find Civil Engineering Professors' information on our website at <https://www.ce.ntu.edu.tw/en/home/> → People →



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2. Part-Time Jobs or Internships in Taiwan

Simple Facts for Work Permit:

- ✓ Only for **International Degree Students** who hold an **ARC**.
- ✓ Application fee: NT\$100.
- ✓ Valid: September 30 to March 31, or March 31 to September 30 (**maximum 6 mths**).
- ✓ Maximum work hours: **20 hours/week**, except during summer and winter vacation.

For more details, please be sure to visit: <https://oia.ntu.edu.tw/en/internationalstudents/degreestudent/survivalguide/workpermit>

Pathway: NTUOIA website > International Students > International Degree and Dual Degree Students > Survival Guide > Work Permit

Impt: After you've apply, please write an **email to our Dept's Ms Nina Chen** [<nina222chen@ntu.edu.tw>](mailto:nina222chen@ntu.edu.tw) to check and pass your application to the next Office-in-charge.



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 - Prospective Students ▾
 - International Students ▾**
 - Short-term Programs
 - Study Abroad
 - International Guests and NTU Global Scholars ▾
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Home > International Students > International Degree and Dual Degree Students

All you need to know ▾

International Degree and Dual Degree Students ▾

Before Arrival

Academic (enrollment and courses)
Information at a Glance for new coming
Students

Scholarships <

Survival Guide ▾

- Resident Visa
- Alien Resident Certificate (ARC)
- Group Medical Insurance
- National Health Insurance
- Work Permit**
- Enrolment Certificate
- Academic Policies and Student Appeal

Work Permit

International students who would like to do part-time jobs or internships in Taiwan (either on or off campus) are required to have a valid work permit before starting work. Please note that if you hold a job without a work permit, you may be fined from NTD 30,000 to NTD 150,000 and expelled from Taiwan immediately. The maximum working time for students is 20 hours per week, except during summer and winter vacation.

The maximum validity period of a work permit is six months. For applications made in the fall semester, the work permit will expire on March 31th of following year at the latest. For applications made in the spring semester, the work permit will expire on September 30th of the same year at the latest.

Work Permit Online Application System (International Degree Student Only)

1. Please create an account on the Workforce Development Agency website and follow the instructions in the manual to submit an application.

Application Website: [Work Development Agency EZ Work Permit](#)

Manual: [EZ Work Permit Website User Manual for Foreign Students, Overseas Chinese Students, and Ethnic Chinese Students](#)

Work Permit Application Process

1. For first time applicants, please refer to the manual above and create an account on the application system first.
2. Please select "foreign students - 4 year universities," "foreign students - Master," or "foreign students - Doctor" for the "Identity" column.
3. Please fill in **full** department name **in Chinese** for the "Faculty" column (please refer to your department website or your student ID card).
- 4. After you have submitted the online application, please inform the administrative staff at your department** to complete the application review. Your application will be submitted to OIA only **after** it has been approved by your department.



3. Your Taiwan Contact Details

HOW TO EDIT YOUR E-PORTFOLIO

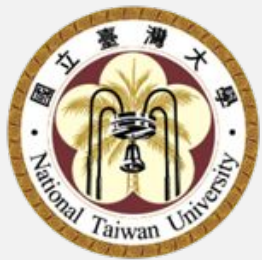


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1. Go to "**MyNTU**" website, log in into your account and go to the "**Students**" tab. Under the "Students" tab, you can find "**NTU ePortfolio**" and click on it.



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2. On the "NTU ePortfolio" website, click "Sign-In" and log into your NTU account.



NTU ePortfolio
臺灣大學學習歷程檔案

Sign-in Q&A Manual Contact Us Chinese

Experiences + Personalization + Opportunities = My ePo

NTU ePortfolio (ePo) offers the best way to record your college life by following means:

- ▶ Combining all your official records at NTU, including grades, attendance record, semester schedule, etc.
- ▶ Simple to create and edit
- ▶ Demonstrating in the form of personalized web page, easy to show and share with friends
- ▶ Can be transformed into CV format and be printed out, helpful in pursuit of a job or higher education

Have a go now!

News [more...](#)

- 2022/11/21 [\[System\] Online Course Questionnaire System, Fall Semester, Academic Year 2022 \(2022/12/02 ~ 2022/12/15\)](#)
- 2022/10/27 [Temporary service suspension for system maintenance: 111/5/4 16:00-17:00](#)
- 2022/10/15 [The midterm course feedback survey system Spring Semester, Academic Year 2022 \(2022/10/17 ~ 2022/10/28\)](#)
- 2022/05/03 [\[System\] Online Course Questionnaire System, Fall Semester, Academic Year 2022 \(2022/5/13 ~ 2022/5/26\)](#)
- 2022/04/29 [Temporary service suspension for system maintenance: 111/5/4 16:00-17:00](#)



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3. After you've signed in, click on the "**Online Application for Change of Address and Phone Number**"

Basic Information	✔ Online Application for Change of Address and Phone Number Click here
Course Map	



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4. On the empty fields below, **fill in your personal information.**

請輸入新的通訊資料：
(若欲修改之項目為以下某一項，可僅輸入欲申請之項目即可)

SELECT "國內"

區域別 國內 國外

CURRENT ADDRESS IN TAIWAN 通訊地址 (以下欄位請輸入剩餘地址即可)

RESIDENTIAL PHONE NUMBER (IF ANY) 住宅電話 (範例：02-33663366)

TAIWAN MOBILE PHONE NUMBER 手機號碼 (範例：0932123456)

OTHER PHONE NUMBER (IF ANY) 其他聯絡電話 (範例：02-33663366)

EMERGENCY CONTACT 1 其他電話一 (範例：0932123456)

EMERGENCY CONTACT 2 其他電話二 (範例：02-33663366)

EMAIL ACCOUNT 個人電子信箱

After you've filled in your data, **click on this** to complete.



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5. Click on the "確認"



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網路申請通訊地址電話修改系統

請再次確認您欲修改的通訊地址、住宅電話、手機號碼、其他聯絡電話、電子郵件信箱是否正確。

- 通訊地址：
- 住宅電話：
- 手機號碼：
- 其他聯絡電話：
- 其他電話一：
- 其他電話二：
- 電子郵件信箱：

確認

返回修改



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5. Your application has been **successful** and it'll take around **1-2 working days** to update your data.



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線上申請通訊地址電話修改系統

您已申請成功。

您的申請單號為 _____ 審核作業時間約為5個工作天，您可於【[歷史申請資料查詢](#)】功能查詢您的申請進度。

返回申請首頁



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4. Who to Contact

1. Bachelor's Students
2. Master's Students
3. International Graduate Students
4. Doctoral & International Graduate Students

Tzu-Yu (Nina) CHEN

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