

持外國護照入境之外籍生(FS、FR)、僑生(TC或FC)申辦案件應備文件簡表

Students with foreign passports (FS - foreign student, FR - foreign research, TC- Taiwan Chinese or FC-foreign Chinese)

應備證件Required documents	初辦居留證 The first petitioner (寒暑假入境尚未註冊Arrival during summer/winter vacation not enrolled)	初辦居留證The first petitioner (開學後入境已註冊Arrival after semester begin and enrolled)	展延Extension for residence	補發 Reissuance	地址異動Change resident address	僑生重入國許可Re-entry permit for TC or FC	備註Note
申請書A completed application form	V	V	V	V	V	V	本人務必簽名(若委託代辦者,被委託人也要簽名) Sign the form in person
2吋相片一張 One 2"X2" colored photo	V	V	V	V	V		相片規格同臺灣身分證white background, from head to chin not be shorter than 3.2cm or longer than 3.6cm
護照Passport	V &(copy)	V & (copy)	V	V	V	V	
居留簽證影本Resident visa	V &(copy)	V & (copy)					
居留證正本ARC			V	V	V	V	
入學通知書Notification of enrollment	V						
在學證明Enrollment Certificate		V	V	V			如學生證影本(須加蓋校章)、在學證明copy of the student card with school's stamp; Proof of registration
住宿證明Certificate of accommodation	V	V	V	V	V		如學校宿舍證明、新租賃契約正影本 Certificate of accommodation, new lease
僑輔室同意書Approval paper from school						V	
重入國許可 Re-entry permit		主動配發多次mutiple	主動配發多次 mutiple	同原證	主動配發多次mutiple	依申請核發單次single	
居留證規費Fees	V	V	V	V			NT1,000 for FS & FR; NT500 for FC or TC.
效期	1. 效期只到9/30, 暫不製證; 2. 待註冊後再繳1000元(TC繳500元), 效期核至隔年9/30; 3. 於大四展延時不收費, 補效期至大一入境日	1年	1年	同原證	同原證	平時1個月; 寒假2個月; 暑假3個月	1. 若在學期間無休學紀錄者, 畢業可憑畢業證書延至9/30, 期間不核給重入國 2. 外籍生(Fr & Fs)休、退學應離境 3. 僑生(Tc or Fc)大學畢業, 已取得研究所入學許可, 可延期至9/30, 若要出國者, 須向僑委會取得出境許可後方得到站申請單次重入國。 4. 若僑生(Tc or Fc)因緊急事故需返僑居國, 於非公務時間不及辦理申請重入國許可者, 由學校僑輔單位於核發僑生出國同意書時, 請僑生填妥「外國人居(停)留案件申請表」, 申請項目勾選「重入國」, 於出境時向本署國境事務大隊報備。僑生於入國時須持憑該核備之申請表查驗入境, 並於入境後7日內到服務站補辦重入國許可。
Validity	1. 9/30, ARC not issued; 2. After registration, pay NT1,000 validity to the next 9/3; 3. The senior year not pay for extension to the same day of arrival.	1 year	1 year	same as the original	same as the original	1 month during semester; 2 months during winter vacation; 3 months during summer vacation.	
申辦時限與罰則Deadline & penalty.	※入境翌日起15日內須到站辦居留證, 逾期罰2千-1萬元 Foreigners holding resident visa should go to local immigration service center to apply for ARC within 15 days counted from the next day of arrival. Otherwise, the penalty will be NT2,000-NT10,000.	※入境翌日起15日內須到站辦居留證, 逾期罰2千-1萬元 Foreigners holding resident visa should to local immigration service center to apply for ARC within 15 days counted from the next day of arrival.	※到期前一個月即可申辦展延居留證 Within 30 days before expiration of residency		※地址變更15日內須到站辦理地址異動, 逾期罰2千-1萬元 A foreigner moving to a new residence shall apply for change of residence within 15 days after occurrence. Otherwise, the penalty will be NT2,000-NT10000.		

PS:

1. 居留證領證為10天 10 days for claiming an ARC.
2. 移民署網址為http://www.immigration.gov.tw The NIA's web site :http://www.immigration.gov.tw
3. 移民署桃園縣服務站電話03-3310409 National Immigration Agency Taoyuan County Service Center TEL:03-3310409