



職員英文電子實務手冊

**English for Administrative
Personnel at I-Shou University**



義守大學
I-SHOU UNIVERSITY

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新生說明會、新生手冊及入學各項時程資訊歡迎參考課務組網頁。

Helpful information for new enrollees is available at the website of the Curriculum Section.

新生學生證請參考新生手冊。於開學前至應用資訊系統點選新生基本資料填寫並上傳大頭照、身分(居留)證正反面、畢業證書(修業證明書)。

新生訓練或開學時即可於系上領取；逾期補繳資料者，須至註冊組領取。

如需協助請洽詢註冊組為您服務。

To pick up the student ID card, a new enrollee please refer to the following instructions (or to the new student handbook):

1. Before the first day of school, please complete your personal information on the Information System and upload your headshot, both sides of your national ID card (or the ARC), and the diploma (or a certificate of study).
2. You can pick up your student ID card during the new student orientation or after the first day of school. Those submitting documents late should pick up the student ID card at the Registration Section.

If you need any help, please feel free to contact the Registration Section.

註冊、補註冊、延期註冊等事宜，請至註冊組網頁參考最新公告。

If you have any questions about registration, late registration, or deferral of registration, please refer to the latest announcement by the Registration Section.

提供以下學雜費繳費方式，如需協助請洽詢出納組。

1. 持繳費單至各地超商、彰化銀行及郵局繳費
2. 利用 ATM(自動付款機)、網路轉帳繳費
3. 信用卡繳費

You can pay your tuition and other required fees with one of the following options. Welcome to contact the Cashier Section if you need any assistance.

1. Pay at a convenience store, a branch of Chang Hwa Commercial Bank, or a post office with the payment slip.
 2. Pay via an ATM or online transfer.
 3. Pay by credit card.
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各學系的學雜費及學分費用請參考會計處網頁，如需協助可以洽詢各系系辦。

Please visit the website of the Office of Accounting for the tuition and other required fees applicable to your department. If you need any help, feel free to ask your department assistant.

學生證遺失時，請依據下列步驟辦理：

1. 至學生證掛失專區線上申請掛失。
2. 至教務處自動繳費機繳交 200 元補發費用。
3. 繳費後，於申辦聯填妥姓名及電話再繳回註冊組。
4. 3 個工作天(醫學院區 5 個工作天)後攜帶存根聯至註冊組領取新證。

If your student ID card is lost, please follow the steps below:

1. Report your loss at <http://140.133.45.45/std/index.php/user/login>.
2. Pay NT\$200 at the automatic payment machine for a replacement.
3. Write down your name and phone number on the application form and submit it to the Registration Section.
4. After 3 working days (or 5 working days for the Medical Campus), you can pick up your new student ID card with the receipt at the Registration Section.

若您的學生證無法感應，請先至使用單位（圖書館、停車場或宿舍）重新過卡。

若仍無法使用請至註冊組填寫票卡處理單，送回一卡通公司檢查約須 14 個工作天。

If your student ID card malfunctions, please reactivate your student ID card at the Library, the parking lot, or the dormitory.

If it fails again, please complete an application form at the Registration Section, and then the Section will send the card to iPASS Corporation for further processing, which may take about 14 working days.

學生證遭鎖卡，請先確認是否為搭乘義大客運時未刷導致，如被義大客運鎖卡，請至義大客運辦公室解卡(校門口學城診所地下室/高鐵站)。

如被其他客運公司鎖卡請至註冊組填寫票卡處理單，須送回一卡通公司解卡，約 14 個工作天後再至註冊組領取。

If your student ID card is locked, please check whether it is locked by E-Da Bus because of your failing to tap your card before you get off the bus. If yes, please visit the office of E-Da Bus (B1 of Syuecheng United Clinic or THSR Zouying Station).

If it is locked by a bus company other than E-Da Bus, please complete an application form at the Registration Section. The Section will then send your card to iPASS Corporation for further processing, and you may pick up your card after 14 working days at the Registration Section.

如需中文在學證明，請將學生證正、反面影印後，持正本及影印本至註冊組加蓋戳章，即可視為中文在學證明。

Please bring a photocopy of both sides of your student ID card and the student ID card to the Registration Section for an official stamp, and then the photocopy is recognized as a certificate of enrollment in Chinese.

申請中、英文成績單、在學證明、學生證等資料，請至行政大樓 1F 門口自動繳費機申辦，中文成績單直接於列印機領取，其餘持收據至註冊組領取。

獎懲證明請至生輔組辦理。

For an academic transcript in Chinese/English, a certificate of enrollment, and a student ID card, please apply at the automatic payment machine on 1F of the Administration Building. An academic transcript in Chinese can be collected from the printer, and the rest should be collected from the Registration Section with a payment receipt.

For a certificate of student rewards and punishments, please visit the Student Campus Life Guidance Section.

1. 畢業校友可申請中英文歷年成績單，但無學期成績單。

2. 在校生可申請學期成績單和歷年成績單。

3. 英文成績單只提供歷年成績。

1. Alumni can apply for an academic transcript for all semesters in Chinese and English but not for one semester.

2. Currently enrolled students can apply for an academic transcript for both one semester and all semesters.

3. Only academic transcripts for all semesters can be provided in English.

如您的學位證書遺失時，請參考下方說明：

【臨櫃辦理】臨櫃辦理學位證書補發，可由本人攜帶身分證正本至註冊組辦理(若委託他人代辦，須攜帶雙方身分證正本)

【通訊辦理】寄件辦理學位證書補發，可至註冊組網頁下載「中文學位證明書補發申請表」，填妥後連同回郵(36 元)、信封及工本費 100 元寄回辦理。

If your diploma is lost, please refer to either one of the following instructions:

1. Visit the Registration Section in person with your national ID card. If you want to ask another person to apply on your behalf, both your and his/her national ID cards should be presented.

2. Download an application form on the website of the Registration Section and send the application form to the Section along with a self-addressed stamped envelope (NT\$36) and NT\$100 for a replacement.

如欲更改學籍資料，可照下列說明辦理：

1. 下載「學籍資料更改申請表」，填寫後至註冊組辦理。
2. 申請更改姓名、出生年月日、身分證字號、監護人姓名、戶籍住址者，須檢附戶籍謄本(含記事)正本。
3. 畢業校友更名者，須攜帶中文畢業證書(正本)一併提出申請更名。

If you need to revise any information about the student record, please follow the instructions below:

1. Download an application form on the website of the Registration Section, complete it, and visit the Registration Section for further processing.
2. Please present the original of the household registration transcript (with official notes) if you want to change your name, the birth date, the national ID number, the name of the legal guardian, or the permanent address.
3. For alumni who want to change their names, please present the original of the diploma in Chinese along with the application form.

如欲辦理畢業證書的姓名變更，請至註冊組網頁下載「學籍資料更改申請表」填妥後，攜帶畢業證書正本、戶籍謄本正本(須記事更名時間)至註冊組臨櫃辦理或加附回郵、信封以通訊方式辦理。

Please download the Application for Data Change of Student Information on the website of the Registration Section. And then, visit the Registration Section with the completed application form, the original of the diploma, and the original of the household registration transcript (with the date when you changed your name). Or, you can send the said documents with a self-addressed stamped envelope to the Registration Section for further processing.

關於修業年限可參考下列選項：

【學士】大學修業年限以四年為原則，除學士後中醫學系修業年限為五年，在修業年限內未能修滿應修科目學分或未完成實習者，得延長修業年限二年。

【碩士】學生修讀碩士學位之修業期限為一年至四年。

(在職進修研究生：未在規定修業期限修滿應修課程或未完成學位論文者，得申請延長修業期限，最高以二年為限。)

【博士】博士學位之修業期限為二年至七年。

(在職進修研究生：未在規修業期限修滿應修課程或未完成學位論文者，得申請延長其修業期限，最高為二年。)

Please refer to the following information for the prescribed duration of study:

【Undergraduate Students】4 years for all undergraduates, except for those of the School of Chinese Medicine for Post Baccalaureate (5 years). If you fail to earn all your credits for graduation or complete an internship within 4 (or 5) years, you may extend the prescribed duration of study for another 2 years.

【Master's Students】1 to 4 years.

(In-service master's students may extend the prescribed duration of study for another 2 years if they fail to earn all credits for graduation or complete the thesis within 4 years.)

【Doctoral Students】2 to 7 years.

(In-service doctoral students may extend the prescribed duration of study for another 2 years if they fail to earn all credits for graduation or complete the dissertation within 7 years.)

在規定修業期限內(大學部 4 年)未修滿畢業學分即為延修生，無須申請但延長修業期限，以二年為限。

如有延畢相關問題，可以諮詢註冊組！

You will be considered a super senior if you fail to earn the total credits required for graduation within the prescribed duration of study (4 years for undergraduate students), and you must make up insufficient credits within the following two years.

If you have any questions about the deferral of graduation, you are more than welcome to contact the Registration Section!

休學辦理請至註冊組網頁下載「休學申請書」，填寫申請書及家長同意書至註冊組臨櫃辦理，如有問題請聯繫註冊組為您服務。

*因病、服義務役、懷孕、生產或哺育三歲以下子女等因素申請休學，需檢附證明文件。

Please download the Application Form for Suspension of Studies, complete it and the Parents' Agreement, and then submit them to the Registration Section for further processing. If you have any questions, you are more than welcome to contact the Registration Section.

*The applicant should provide supporting documents along with the application form if the suspension is connected to or arises out of illness, mandatory military service, pregnancy, giving birth, or taking care of a child under the age of three.

如欲辦理退學，請填妥相關表單並攜帶至行政大樓 1F 註冊組辦理，如有其他退學相關問題請洽詢註冊組。

To withdraw from ISU, please download and complete the Application for Withdrawal of Study and visit the Registration Section on 1F of the Administration Building for further processing. If you have any other questions about withdrawal, please feel free to contact the Registration Section.

休學相關諮詢可以請教註冊組！

提醒您，如果在就學期間辦理休學，該學期的成績紀錄將不列入計算。

If you have any questions about the suspension of schooling, you are more than welcome to contact the Registration Section!

Friendly reminder: If you intend to apply for suspension of schooling during the semester, the grades you attained this semester will not be recorded.

休學期間如欲辦理復學，可直接至註冊組告知辦理。

相關問題可以諮詢註冊組！

If you want to resume the schooling during the suspension of schooling, please visit the Registration Section.

If you have any questions, you are more than welcome to contact the Registration Section!

成績查詢可於註冊組公告的期間內至應用資訊系統查詢，如需協助請聯繫註冊組為您服務。

To check your grades, you may log in to the Information System within the period announced by the Registration Section. If you need any help, you are more than welcome to contact the Registration Section.

成績計算方式可以參考下列選項，如需協助可以諮詢註冊組為您服務。

【學業平均成績】每學期「學業平均成績」=每學期修習科目學分數乘以各該科成績之總和，再除以當學期修習總學分數。

【暑修科目學分成績】暑期修習科目學分成績，不列入學期學業平均成績計算，但列入畢業成績計算。

【畢業成績】畢業成績=歷學年修習科目學分數乘以各該科成績之總和，再除以歷學年修習總學分數。

To calculate your grades, please refer to the following formulas. Should you have any other questions, please feel free to contact the Registration Section.

【Average Semester Grade】First multiply the number of credits a course carries by the points you have earned for that course in the semester (i.e. a product). Next, total all the products and then divide them by the total number of credits that you have attempted.

【Scores of Summer Courses】The scores of summer courses will not be counted in the average semester grade but will be counted in the average graduation grade.

【Average Graduation Grade】First multiply the number of credits a course carries by the points you have earned for that course (i.e. a product). Next, total all the products for all semesters and divide them by the number of credits that you have attempted.

如需辦理提前畢業，請確認下方資格後，至註冊組辦理。

提前畢業標準：

- 1.符合本校學則第三十七條規定。
 - 2.至少在本校修滿五學期者。
 - 3.每學期學業平均成績各在八十分以上者。
 - 4.每學期操行成績在八十分以上者。
 - 5.名次在本校該系該年級學生數前百分之五（含）以內者。
- 須於預計畢業的學期期末考試結束後下一學期開學日前提出。

If you want to graduate earlier, please make sure that you have met the following requirements before you visit the Registration Section for application.

Requirements for early graduation:

1. Satisfying Article 37 of the Academic Rules of I-Shou University;
2. Having studied at the University for at least five semesters;
3. Having received an average semester grade of 80 points or higher every semester;

4. Having received a conduct score of 80 points or higher every semester; and
5. Having been ranked among the top 5% in terms of the average academic grade among students of the same grade level within the department.

Qualified students should submit an “Early Graduation Petition” between the end of the final exam week of the semester they plan to graduate and the first day of school of the following semester.



有關輔系、學程及雙主修事宜，請聯絡註冊組了解詳情。

Please contact the Registration Section for more information about a minor study, interdisciplinary programs, and a second major.

雙主修、輔系及學程不需要繳費的，但非國際學院學生至國際學院修課，須補繳差額費用，其他不另收費用！

You don't have to pay extra fees for taking a second major, a minor study, or an interdisciplinary program. However, if you are not a student under the International College, you should pay the difference as long as you want to take courses offered by the International College.



除必修課程外，同學每學期須自行至應用資訊系統辦理選修及通識博雅課程加選，選課時程及操作說明請參考課務組網頁。如同學有選課上的問題可以詢問系辦或洽詢課務組為您服務。

Except for required courses, students must add electives and general liberal arts courses by themselves on the Information System. To know when and how to add courses, please visit the website of the Curriculum Section. If you have any questions about course registration, you are more than welcome to contact your department office or the Curriculum Section.

每學期至應用資訊系統完成期中和期末教學意見調查 100% 的學生即可優先上網選課。

Students who have fully completed the midterm and final teaching surveys on the Information System are given priority for online course registration.

同學都可以選修外系的課程，且至少需完成 15 外系學分做為畢業選修學分(國考學系除外)。相關選課規定可以查看各系網頁或直接詢問系上。

Students are allowed to take courses offered by other departments, and they should earn at least 15 credits from other departments for graduation (this rule is not applicable to students who must take a national exam before graduation). For more information, please check the website of your department or ask your department assistant.

同學在畢業前須修完一門院共同基礎核心必修課程。應用資訊系統選課時，課程備註會寫「外院」，詳細資訊歡迎參考課務組公告。

Students are required to take at least one of the college-level cornerstone courses before graduation. To know whether the course is offered by another college, please check the notes on the Information System. For more details, please check the announcement by the Curriculum Section.

跨領域(微)學程通常在每學期開學的前三週開放報名，填好申請表後，由系主任簽章，再繳回學程的承辦系所即可。申請表及各學程的詳細資訊請參考課務組網頁。

Applications for admission to interdisciplinary (micro) credit programs are usually accepted within the first three weeks of the first day of school every semester. All you need to do is complete an application form with a signature from your department chair and submit it to the responsible department. For the application form and more details about every program, please visit the website of the Curriculum Section.

同學如需辦理課程超修，需符合下列任一資格，完成相關申請表後繳至課務組辦理即可。

1. 雙主修或輔系
2. 跨院系學分學程學生修讀學程跨系課程
3. 前一學期學業平均成績達前百分之十五

Students must meet one of the following requirements to apply for credit overload:

1. Taking a second major or a minor study;
2. Being a student enrolled in an inter-college/departmental program to register inter-departmental courses; or
3. Having been ranked among the top 15% in the class in terms of the average semester grade in the previous semester.

各系每學期的課程擋修規範請至課務組選課資訊頁面查詢。

To know more about rules for prerequisite courses of each department every semester, please visit the website of the Curriculum Section.

大學部同學可於暑假期間參加暑修（每期最多 10 學分），並應依照規定繳納學分費，開課資訊及繳費方式請至課務組暑修網頁查詢。

Undergraduates can pay credit fees to take summer courses during summer vacations (up to 10 credits during each summer vacation). For course information and payment methods, please visit the website of the Curriculum Section.

微學分學程、全英語課程、服務學習課程的開課資訊請至課務組網頁查詢。

For more information about micro-credit programs, English-taught courses, or service-learning courses, please visit the website of the Curriculum Section.

同學如欲選修外校的課程，請填寫校際選課申請表後，繳交至課務組辦理。如需協助，歡迎聯繫課務組為您服務。

If you want to take courses offered by other universities, please complete the Application Form of Interscholastic Course Selection and submit it to the Curriculum Section for further processing. If you need any help, please feel free to contact the Curriculum Section.

補救教學課程由各學院統籌開設，開學第三週各學院會張貼海報，公告補救教學課程內容、上課時間及地點，同學可以直接到場免費參加課程！

Remedial courses are offered by each college. Everything you need to know about them is on the poster put up by each college on the 3rd week after the first day of school. Students are welcome to join them at no cost!

提供您教學助理相關的網頁，如需協助請洽詢教務處教發中心為您服務！

For more information about becoming teaching assistants, please contact the Center for Teaching and Learning Development!

同學可申請下列主題的讀書會來精進學習！

詳細資訊歡迎聯繫教發中心為您服務。

1. 精進課業
2. 能力檢定
3. 國家考試
4. 實作成果

Students can apply for establishing study groups with the following themes to improve their learning!

For more information, please contact the Center for Teaching and Learning Development.

1. Improving academic performance
 2. Licensure/Certification
 3. National exams
 4. Hands-on Experience
-

如有 Moodle 相關問題歡迎聯絡教學發展中心。

If you have any questions about ISU Moodle, please contact the Center for Teaching and Learning Development.

每學期的開學日、休假日、選課及考試等重大時程，可以至學校行事曆查看最新資訊！

Please refer to the latest school calendar for important events.

辦理學分抵免可至應用資訊系統線上申請後，列印學分抵免單並持原學校成績單正本，繳交至各學系辦公室審查。

Please apply for credit transfer on the Information System, print out the list of credits to be transferred, and submit it along with the original transcript issued by the former university to your department office for review.

轉系時程為每年三月及十月（以註冊組最新消息公告為主），可先至應用資訊系統填寫並列印申請書，於期限內交至註冊組。

對象：日間大學部一至四年級及碩、博士班一年級學生。

Applications for inter-departmental transfer are accepted every March and October (depends on the latest announcement by the Registration Section). Applicants should complete and print out the application form on the Information System and submit it to the Registration Section before the deadline.

The inter-departmental transfer is only available to undergraduates of daytime programs and first-year students of master's and doctoral programs.

各系畢業門檻皆由系上認定，可以查看各系網站的課程規劃區，或直接洽詢系辦！

Graduation requirements differ from one department to another department. Please check them on the website of your department or directly contact the department office!

通識核心課程包含一學年的華語文學 1.0 及 2.0、實用英語〈一〉、〈二〉、〈三〉、〈四〉，及一學期的健康醫學密碼、全球化之公民素養、程式設計、智慧科技密碼課程。

通識核心課程會自動排入課表，同學不用自行選修！

各學系開課學期請見四年授課計畫表。

Required general core courses include Chinese Literature 1.0 and 2.0, and English in Practice I, II, III, and IV for one academic year, as well as Unraveling the Mystery of Health, Civic Literacy in the Era of Globalization, Programming, and Smart Tech 101 for one semester.

The required general core courses will be automatically added to your course list, so you don't need to select these courses on your own.

If you want to know when these courses will be offered, please refer to the four-year curriculum of your department.

通識核心課程包含一學期的程式設計課程，同學修完學院規定的程式語言，如果還想學 python，可以選修其他學院的課程！

Required general core courses include programming for one semester. If you want to learn Python after having completed the programming language course required by your college, you are more than welcome to take courses offered by other colleges.

108 學年度起大一新生在畢業前須自行選修通識博雅 10 學分，且每學期至多可修習 2 門，提醒您『各院系指定學生應修習通識教育博雅課程領域一覽表』，打「x」之領域，為所屬學院不能修習之領域，且同一領域的博雅通識最多認定 2 門！

*自 106 學年度起大一新生(國際學院學生除外) 於畢業前至少應修畢 1 門外院共同基礎核心課程，修畢之學分數承認為通識博雅學分，4 學分為上限(不限領域)。

All undergraduates admitted in or after Academic Year 2019 are required to take general liberal arts courses for at least 10 credits. Students can take up to 2 courses every semester. Please refer to the website (<http://www.cpd.isu.edu.tw/upload/621/108-2.pdf>). An “x” indicates that students of the college are not allowed to take courses from the area indicated. Each student can take two courses at most from the same area.

* Undergraduates admitted in or after Academic Year 2017 (excluding those admitted to the International College) are required to take at least one college-level cornerstone course offered by another college before graduation, and the credits of such a course will be recognized as those for liberal arts education. Each student can earn up to 4 credits (in any area).

通識博雅課程分成七大領域：生命科學與健康、藝術與美學、語言溝通與表達、文化思想與情意涵養、社會科學議題、科技與未來世界、自然環境與人類。

Liberal arts courses can be divided into seven areas, including Life Science and Health, Arts and Aesthetics, Language Communication and Expression, Culture and Cultivation, Social Science, Technology and Future, and Natural Environment and Human.

大學四年間通識微學分的活動，只要累計滿 2 學分就可抵免通識博雅 2 學分。

活動資訊可至通識行事曆查詢，線上報名活動並於活動結束後兩天內填心得表單即可獲得微學分！

*累計的微學分可至 Eportfolio → 課外活動 → 其他項目中確認。

2 credits that you have earned by taking part in micro-credit activities within four years may be recognized as 2 credits earned by taking general liberal arts courses.

For more details, please check the calendar for micro-credit activities. You can earn the micro-credit by taking part in an activity and completing your reflections within two days after the activity.

*If you want to know how many micro-credits you have earned, please visit your E-portfolio.

新生定向輔導營相關資訊歡迎詢問生活輔導組。

For more information about the New Student Orientation, please contact the Student Campus Life Guidance Section.

新生定向營為學校重大集會且涉及新生適應與課業問題，全體新生皆須參加。

如有特殊情形需請假者，請務必先打電話至系辦公室報備，再於開學當週繳交紙本請假文件，事假需附家長證明，病假需附醫生診斷證明或收據。

The New Student Orientation is an important university-level assembly that helps new enrollees adapt to the college life and assists them with learning. In principle, all new enrollees are required to attend the Orientation.

If you are unable to attend the Orientation under special circumstances, you have to report to your department office in advance and then make a leave application in writing along with supporting documents within one week of the first day of school. If you apply for personal leave, a proof signed by your parent or guardian is required; if you apply for sick leave, a certificate of diagnosis or a payment receipt should be submitted.

生活助學金申請資格及須繳交之資料，歡迎參考服教組相關網頁，每學期之申請期限則依服務教育組「最新消息」內容為主。

Please visit the Service Education Section's website for more details about how to apply for grants for living expenses. As the application deadline varies every semester, please visit the Section's website for the latest updates.

已經申請「弱勢學生助學金」或「就學優待」的同學，也可同時申請「生活助學金」！

Students who have applied for (1) subsidies on the tuition and other required fees or (2) an exemption from or reduction in the tuition and other required fees may also apply for grants for living expenses.



提醒您，完成銀行對保手續後，至應用資訊系統填寫就貸申請，並將台灣銀行就貸申請書郵寄至本校生活輔導組即完成註冊，如需協助請聯繫生輔組為您服務。

Please note that you have to complete a student loan application on the Information System after having your personal information verified by the Bank of Taiwan, and then you have to send the student loan application form of the Bank of Taiwan to the Student Campus Life Guidance Section to complete the registration process. Please feel free to contact the Student Campus Life Guidance Section should you need any help.

就學優待提供低收及中低收入、身心障礙學生、原住民、軍公教遺族、現役軍人子女、特殊境遇家庭等身份的學生可享學雜費減免，申請方式及減免項目歡迎聯絡生輔組。

如欲申請就學優待，請登入應用資訊系統填寫申請書並列印，完成後將申請書、相關證明文件及繳費單繳交至生輔組即可。

如需協助歡迎聯繫生輔組為您服務。

*提醒您：每學期繳費前皆需辦理就學優待。

Students (1) who are from a low-income or medium-low-income family, (2) who are physically or mentally challenged, (3) who are of indigenous descent, (4) who are the survivors of military and civil servants, (5) who are the children of servicemen, and (6) whose family is in hardship are eligible for an exemption from or reduction in the tuition and other required fees. Please contact the Student Campus Life Guidance Section for more details.

To apply for an exemption from or reduction in the tuition and other required fees, you need to log in to the Information System and complete and print out an application form. Afterward, please submit the application form, supporting documents, and the payment slip of the tuition and other required fees to the Student Campus Life Guidance Section for further processing.

Please feel free to contact the Student Campus Life Guidance Section should you need any help.

*Please note that you MUST apply for an exemption from or reduction in the tuition and other required fees before payment.

欲同時辦理就學貸款者，務必先辦理「就學優待」後再至台灣銀行「辦理貸款」。

If you also want to apply for a student loan, you MUST apply for an exemption from or reduction in the tuition and other required fees before applying to the Bank of Taiwan for the student loan.

寒暑假申請就學優待的同學，會在寄件後 3~5 工作天完成資料審核，通過後即可自行至應用資訊系統列印新繳費單。

如有就學優待相關問題歡迎聯繫生輔組為您服務。

If you file an application for an exemption from or reduction in the tuition and other required fees during the summer or winter vacation, ISU will complete the review of your application within 3-5 working days of receipt of your application. Once your application has been approved, you can print out the updated payment slip on the Information System.

Please feel free to contact the Student Campus Life Guidance Section if you have any further questions or concerns.

已申請住宿費貸款的同學可先行繳納住宿費或繳交「先行墊撥切結書」至生活輔導組，待加貸款項撥款扣抵校內住宿費。

如需協助請聯繫生輔組為您服務。

If you have applied for an additional loan for accommodation fees, you may pay the fees in full yourself or request ISU to pay the fees on your behalf by submitting a signed affidavit to the Student Campus Life Guidance Section. If you choose the latter, the fees paid will be deducted from the approved loan amount after your loan application has been approved.

Please feel free to contact the Student Campus Life Guidance Section should you need any help.

同學如需請假請至應用資訊系統申請並依規定檢附相關證明文件，系統將自動通知師長進行審核。

If you want to take leave of absence, please file an application on the Information System, along with supporting documents. The System will send a notification to the competent authorities for review.

同學如果代表國家學校出賽、經指派擔任公務或其他符合公假情形，可以由系助理或活動承辦單位協助申請公假（學生無法自行辦理公假）。

If you represent the Republic of China in a competition or event, are appointed by the head of an administrative or academic unit to perform official duties, or get involved in any other circumstances that entitle you to official leave, you may ask your department or the unit in charge of the competition or event to apply for official leave for you. (Students are unable to apply for official leave themselves.)

同學如無法參加重大集會時(系/院週會、學務活動)，應事先完成「集會假」申請手續。

If you are unable to attend an important assembly (e.g. a department/college-hosted assembly and student-related activities), you have to apply for leave of absence from an assembly in advance.

家長聯繫方式修改方式如下：

進家長專區應用資訊系統 → 假單申請作業 → 學生假單查詢 → 申請學生請假通知方式 → 填入家長 EMAIL 信箱。

*提醒您，每位學生僅有一次更改的機會，若填錯資料或無法修改等問題，請家長聯繫生輔組為您服務！

To change your parent's/guardian's contact info:

Log in to the Information System for Parents → Student Leave Application → Inquiries into Student Leave Applications → Method of Notification → Enter your parent's/guardian's email address.

* Please note that each student is allowed to change the method of notification only once. If you have entered the incorrect email address or are unable to make any changes, please ask your parent or guardian to contact the Student Campus Life Guidance Section for help.

若請假後仍被登記為曠課，可能是老師駁回請假或未完成家長通知流程，請確認家長聯繫方式確實填入並完成請假手續，如需協助歡迎聯繫生輔組為您服務。

If you are considered absent from class after a leave application has been made, the reason may be that the competent faculty member has turned down your application or your parent/guardian has not been notified yet. Please confirm that your parent's or guardian's contact info is correct and that you have completed the application process. Please feel free to contact the Student Campus Life Guidance Section should you need any help.

若同學在學期間有到醫院就診，可於療程結束後申請學生團體平安保險理賠，若需協助歡迎聯繫生活輔導組為您服務！

【校本部理賠申請單位】電話：657-7711：日間部-生活輔導組（分機 2215）、進修部-學務組（分機 2524）

【醫學院理賠申請單位】電話：615-1100：日間部-生活輔導組（分機 3214）、進修部-學務組（分機 3522）

If you have sought medical attention at a hospital while studying here, you can file a student group insurance claim after recovery. Please feel free to contact the Student Campus Life Guidance Section should you need any help.

【File an Insurance Claim at Main Campus】Tel: 657-7711: Daytime Programs - Student Campus Life Guidance Section (ext. 2215) / Division of Continuing Education - Student Affairs Section (ext. 2524)

【File an Insurance Claim at Medical Campus】Tel: 615-1100: Daytime Programs - Student Campus Life Guidance Section (ext. 3214) / Division of Continuing Education - Student Affairs Section (ext. 3522)

「微型傷害保險」提供低收入、中低收入、身心障礙學生本人、原住民或特殊境遇家庭的學生免費申請，詳細內容請詢問生輔組。

Personal accident microinsurance is provided free of charge to students (1) who are from a low-income or medium-low-income family, (2) who are physically or mentally challenged, (3) who are of indigenous descent, and (4) whose family is in hardship. Please contact the Student Campus Life Guidance Section for more information.

同學若要申請役男緩徵或儘後召集者，可於期限內至應用資訊系統填寫或親自至學校生輔組洽辦。

詳細說明可詢問生輔組。

If you want to apply for military draft deferral (reaching conscription age) or deferred call (for servicemen and reservists), you may file an application on the Information System or apply in person to the Student Campus Life Guidance Section before a given deadline.

For more details, please contact the Student Campus Life Guidance Section.

要出國短期旅遊的役男，可持護照、身分證及印章向鄉（鎮、市、區）公所兵役單位提出申請，或至役政署網頁線上提出申請。

If you, after reaching the conscription age, want to travel abroad for a short period of time, you should apply to the local conscription or military service authorities at the township (city/district) office for approval, along with your passport, national ID card, and personal seal. You can also file an application on the website of the National Conscription Agency.

役男在學期間若想在暑假先行服兵役，可至役政署網頁申請！

If you want to do military service during summer vacations, you can file an application on the website of the National Conscription Agency.

關於兵役折抵的計算，以每 8 堂國防軍訓相關課折一日兵役，最多可折抵 2 日。

辦理方式：

1. 自行列印成績單後至軍訓室辦理
2. 填寫申請表後寄到註冊組（需附回郵信封及 20 元成績單列印費）

Regarding offsetting the length of military service, every 8 military education classes you have completed can be used to offset one day of military service, and a maximum of 2 days of military service can be offset.

How to apply:

1. Print out an academic transcript and then apply in person to the Office of Military Education; or
2. Complete an application form and then send it to the Registration Section for further processing (please enclose a self-addressed stamped envelope and NT\$20 for printing out your academic transcript).

國軍人才招募中心，歡迎您加入國軍！

Welcome to join the military and start your military career! For more information, please contact the Recruitment Center of National Armed Forces.

大學儲備軍官訓練團（ROTC），可享有學雜費及生活費補助，並於畢業至軍事單位任官，詳細資訊歡迎向軍訓室詢問每年招生簡章。

If you are admitted to the Reserved Officers Training Corps (ROTC), you will receive grants for the tuition and living expenses, and you will be assigned to a military unit as an officer after graduation. For more details, please contact the Office of Military Education.



服務教育課程結合各項學習單元，協助學生建立服務思維及自我反思能力，每人必修「服務教育(一)」及「服務教育(二)」，各含下列三個單元：

『基礎認知單元』

註冊台北 E 大並選修服教組公告於網站上之「台北 E 大講座指定課程清單」滿 12 小時，完成後上傳學習證明至「學校應用資訊系統」>「服務教育課程作業」>「單元一」。

『服務學習施作』

至服教媒合系統尋找服務單位>列印服務申請單至與服務單位簽章確認>服務開始前三天將申請單繳至服教組>服務完成後拍下整張申請單上傳應用資訊系統的「服務教育課程作業」並送審即可。

『反思及回饋』

根據基礎認知單元及服務學習施作的過程，至學校應用資訊系統>服務教育課程作業>單元三，填寫心得與回饋問卷，心得第三題填寫至少一百字。

The aim of service education courses is to help students adopt a positive attitude toward service and acquire the ability of self-reflection. Each student is required to complete both “Service Education (I)” and “Service Education (II).” Every service education course consists of the following three sections:

“Fundamental Knowledge”

Apply for membership to Taipei e-Campus > Watch the designated online courses on Taipei e-Campus for at least 12 hours > Upload the proof of course completion to the Information System (Service Education Courses > Section I).”

“Service-Learning Practice”

Find opportunities on the ISU-Volunteer Matching Platform > Print out and complete the Application Form for Public Service Participation and have the form signed by the service-receiving unit for confirmation > Submit the form to the Service Education Section at least 3 working days prior to the date of service > Take a photo of the form after having completed the required number of hours of public service, upload the photo to the Information System (Service Education Courses > Section II), and then click “Submit” for review.”

“Reflection and Feedback”

After having completed both Sections I and II, please log in to the Information System (Service Education Courses > Section III) to complete an experience report and a feedback questionnaire. Please complete the 3rd question in the experience report with at least 100 words.”

服務教育課程為零學分的必修單元！

Please note that service education courses are zero-credit required ones!

服務學習資料上傳並送審後，將於一個月內審核完畢，可以在應用資訊系統中修課狀態查詢審核狀態。

如超過一個月仍未審核完畢，請聯繫服教組協助！

In principle, the review of supporting documents will be completed in one month after they are uploaded to the Information System and submitted for review. You can check the review status on the Information System (Service Education Courses > Course Completion Status).

If the review is not completed after one month, please feel free to contact the Service Education Section.

服務學習的申請時間依每學期的服教組公告為主，請至服教組網頁查詢或聯繫專員為您服務！

The deadline for application for participating in public service activities is subject to the announcement by the Service Education Section every semester. Please visit the Service Education Section's website or call for more details.

提供您服務學習施作申請表（服教單）相關資訊：

1. 可至服教組網站自行下載列印，
2. 亦可至影印部(綜合教學大樓一樓)影印與購買。

You may download and print out the Application Form for Public Service Participation on the Service Education Section's website or buy one at the Photocopy Shop on the 1st floor of the Teaching Building.

服務教育課程第二單元服務學習施作僅限於本校行政與學術單位施作(可施作單位可至服教媒合系統查詢)、或經課指組認可之社團如至校外舉辦服務性質活動，社團可向服教組申請折抵服教時數，審核通過後，學生亦可向活動負責人報名參加該活動並折抵服教時數。

You can (1) find opportunities offered by administrative and academic units on the ISU-Volunteer Matching Platform or (2) apply to officially approved student clubs for off-campus service-oriented activities that can be used to offset the required hours of public service.

服務教育課程第二單元服務學習施作時數須在當學期修課期間完成，未修課、未在修課期間或未事先向服教組申請，都不算進服務時數！如需協助請聯繫服教組。

The hours of public service you have completed will NOT be recognized if you don't take the service education course in the semester, if you have completed the hours before or beyond the recognition period, or if you don't apply to the Service Education Section in advance.

Please feel free to contact the Service Education Section if you have any questions or concerns.

「志工基礎訓練證書」可折抵上學期服務教育課程-單元(一)6小時時數；

「志工特殊訓練證書」則可折抵下學期服務教育課程-單元(一)6小時時數。

但服務應自入學後開始施作，且應於服務前事先申請，故無法以過去之服務折抵。

A certificate of basic volunteer education and training can be used to offset six hours under Section I of “Service Education (I)” in the first semester; a certificate of advanced volunteer education and training can be used to offset six hours under Section I of “Service Education (II)” in the second semester.

However, only the hours of public service completed after you were admitted to ISU will be recognized, and you should apply to the Service Education Section in advance. The hours completed before you were admitted to ISU will NOT be recognized.

台北 E 大無法正常認證居留證號碼，如外籍學生有修習服務教育課程，請至教學資源平台 (Moodle) 觀看服務教育課程第一單元：基礎認知講座影片。

※限有選修本學期服務教育課程且無法註冊台北 E 大帳號之外籍學生觀看。

As the Alien Resident Certificate (ARC) number is not accepted on the Taipei e-Campus, international students taking the service education course should log in to ISU Moodle and watch the designated videos (Service Education > Fundamental Knowledge).

※Only applicable to international students who take the service education course and are unable to apply for membership to Taipei e-Campus.

關於退宿：

第一宿舍及醫學院區宿舍除休退學外，所繳納住宿費不會退還。

第二宿舍、國際學舍三館及義大醫院宿舍住宿合約為 1 學年，中途退宿保證金無法退還，僅退還未住月份租金。

詳細內容可參考宿舍費用規定中第七、八點相關退費說明！

When moving out of the dormitory:

For dormitory residents of Dormitory 1 and Medical Campus Dormitory, any accommodation fees already paid will NOT be refunded unless a resident applies for suspension of schooling or withdrawal from ISU.

For dormitory residents of Dormitory 2, ISU International House III, and E-Da Hospital Dormitory, the lease term is one year. If a resident moves out of the dormitory halfway through the lease term, only the rent for the rest of the lease term will be refunded, but the deposit will not be refunded.

各宿舍的進宿時間可以參考住宿組的公告，如需協助歡迎洽詢宿舍管理站或致電住宿組為您服務！

The date of moving into the dormitory varies every semester, please visit the Student Housing Section's website for the latest updates. If you need any help, please contact the dormitory management office or call the Student Housing Section.

義守的學生宿舍都備有自助洗衣機及烘衣機，設置於各樓層浴廁及洗衣間(第一宿舍 B 棟位於 B2)，每次投幣十元即可，記得自備洗衣精/粉。

For laundry, a self-service washer and dryer are provided on each floor of each dormitory building (except for Building B of Dormitory 1: only on B2 Floor), and the charge is NT\$10 per time. Please use your own laundry detergent.

義守各宿舍除了烘衣機外，頂樓皆有曬衣場，校本部第二宿舍區則可直接晾曬於寢室外陽台(不得高於圍欄)。

In addition to using a dryer, dormitory residents may hang their clothes out on the top floor. Residents at Dormitory 2 may hang their clothes on the balcony of their rooms (but not higher than the balcony enclosure).

學生宿舍各樓層皆備有冷熱飲水機，如需協助可以直接洽詢各宿舍管理站！

沒事多喝水多喝水沒事！

A water dispenser is provided on each floor of each dormitory building. Drinking water is the key to better health!

寢室內不開放烹煮食物，相關器具也請勿帶至學校，如需要微波爐可至宿舍區全家便利商店使用。

No cooking is allowed in the dormitory, and also, do not bring any cookware into the dormitory. You may use the microwave oven at the nearby FamilyMart convenience store to heat food.

考量到衛生問題宿舍區不提供公共冰箱，唯校本部第一宿舍 B、C、D 棟、第二宿舍區、國際學舍三館及義大醫院宿舍可自行購置冰箱。

For the sake of food hygiene, no public refrigerator is provided. If you live at Building B/C/D of Dormitory 1, Dormitory 2, ISU International House III, or E-Da Hospital Dormitory, you may buy a mini or compact refrigerator if necessary.

為了幫助新生儘速適應大學生活及認識同系同學，校本部第一宿舍及醫學院區宿舍的大一新生一律採用學號順序排定床位。第二學期便開放自組寢室，屆時即可找熟悉的朋友同寢。若有寢室編制相關問題，可以在開學期間至各宿舍管理站詢問！

To help college freshmen adapt to college life and get acquainted with peers, dorm beds at Dormitory 1 (Main Campus) and Medical Campus Dormitory (Medical Campus) are assigned according to their student numbers.

Starting the second half of the freshman year, you and your friends can apply for moving into the same dorm room.

Please feel free to contact the dormitory management office if you have any questions about dorm assignment.

學校在新生進行宿舍申請時，將進行生活作息習慣調查，會安排作息相近的同學同寢，避免宿舍生活影響生活作息！如需協助請聯繫宿舍管理站或住宿組為您服務。

When new students apply for on-campus accommodation, ISU assigns roommates using a questionnaire on personal lifestyle and then uses the responses to match compatible applicants. Please feel free to contact the dormitory management office if you have any questions about dorm assignment.

新生入住的第一宿舍及醫學院區宿舍於寒、暑假會有整修工程進行，故寒假期間住宿學生應將物品收納於可上鎖衣櫃內，避免因維修造成物品遺失，暑假則需一律淨空以利新生進住。其它宿舍則依租約期間內無須淨空。

Dormitory 1 and Medical Campus Dormitory, where freshman students live, will be under renovation every summer and winter vacation. During the winter vacation, dormitory residents should lock their personal belongings up in the closet for fear of loss, while in the summer vacation, their rooms should be emptied of all personal belongings to accommodate new freshman students.

The residents of other dormitories need not empty their rooms during summer and winter vacations as long as the lease is in effect.

為維護學生安全，學校宿舍在 23:30~06:00 時會實施進出管制，若有特殊情況需要外出者，依申請手續即可外出。

* 23:30 後進入宿舍將紀錄於家長專區，月達 3 次則通知師長與家長。

For the sake of residents' safety, dormitory access control will be implemented from 11:30 p.m. to 6 a.m. daily. If you want to leave the dormitory during the aforesaid period, please file an application in advance.

* If you return to the dormitory after 11:30 p.m., the situation will be recorded online. If you have returned late to the dormitory three times in one month, your advisor and parents (or the guardian) will be notified of this situation.

第一宿舍區大燈開放時間為每日 06:00 至 23:30，其餘宿舍區則自主管理！如需協助可聯繫住宿組為您服務。

The main lighting in dorm rooms of Dormitory 1 is on from 6 a.m. to 11:30 p.m. every day, while the room lighting in other dormitories is up to respective residents. Please feel free to contact the dormitory management office if you have any questions about dorm assignment.

第一宿舍區熱水供應時間為每日 07:00 至 09:00 及 16:00 至 24:00，其餘宿舍區全天候供應。

Hot water at Dormitory 1 is available from 7 a.m. to 9 a.m. and from 4 p.m. to 12 midnight daily, while hot water is available around the clock in other dormitories.

親友或非住宿生如需拜訪宿舍，應按規定事先向管理處辦理登記，會客時間為早上 08:00 至晚上 20:00！

If any family members, relatives, friends, or non-residents want to visit you at the dormitory, they should first register at the dormitory management office. The time to visit is from 8 a.m. to 8 p.m. every day.

如果您無法準時返宿，需事前在各層樓長室前紙本登記請假即可。

若為長期因打工或補習等原因無法於 23:30 前返回宿舍，可準備打工或補習相關證明及申請單至管理站提出長期晚歸申請。

If you cannot return to the dormitory on time, you have to register in writing at the floor leader's room in advance.

If for a long period of time you have to return to the dormitory after 11:30 p.m. because of taking a part-time job, going to a cram school, etc., you can apply to the dormitory management office for permission for returning late for a certain period of time, along with supporting documents.

關於新生住宿：

本校大一新生優先提供住宿，欲申請住宿者，請參閱新生手冊內容提出申請，如需協助可聯絡義守住宿組為您服務！

Freshman students are given priority for on-campus accommodation. If you want to live on campus, please refer to the new student handbook for more information. Please feel free to contact the Student Housing Section should you need any help.

校本部第一宿舍在每年預估新生床位後，其餘床位才會提供舊生抽籤或有住宿權的舊生住宿，建議需長期住宿的學生可申請校本部第二宿舍、國際學舍三館或義大醫院宿舍，在無違規情況下且依期完成續住調查將可住至畢業！

Every year, ISU makes forward projections of the number of new freshman students and reserves a certain number of dorm beds at Dormitory 1. Afterward, the rest of the dorm beds will be released for continuing students to apply for or for current residents to continue living there. If you need to live on campus during your studies here, you may apply for accommodation at Dormitory 2, ISU International House III, or E-Da Hospital Dormitory, where you can live until graduation as long as you abide by all the applicable regulations and rules and apply for continuing to live on campus as scheduled.

學生寒、暑假期間如因在校打工、修課等原因留校，遇原宿舍關閉時，可另申請短期住宿(須檢附證明)，校本部將安排於國際學舍三館，醫學院區安排於義大醫院宿舍住宿，申請方式將於期末時公告。

If you need to live on campus during the summer or winter vacation because of having a work-study job or taking courses and the dormitory you originally live in will be closed, you may apply for short-term accommodation with supporting documents provided. ISU will arrange for you to live at ISU International House III at the Main Campus or E-Da Hospital Dormitory at the Medical Campus, based on your application. Application details will be announced at the end of every semester.

義守宿舍床位約有 6,800 床，第一、二宿舍區、醫學院區宿舍及義大醫院宿舍在安排完新生床位後開放申請，申請人數高於床位數時，採登記抽籤制，而國際學舍一館則採申請制。抽籤及申請方式請參閱住宿組公告或聯繫住宿組為您服務。

ISU can accommodate about 6,800 students. If the number of applicants for accommodation at Dormitory 1, Dormitory 2, Medical Campus Dormitory, or E-Da Hospital Dormitory exceeds the availability of the dormitory being applied for, a lot drawing will be conducted. Applications for accommodation at ISU International House I will be handled on a first-come-first-served basis.

For more details about the lot drawing and on-campus accommodation application, please visit the website of the Student Housing Section or call the Student Housing Section.

如果您有在住宿組申請宿舍抽籤，可以住宿組網頁的最新消息查看抽籤結果，如需協助可聯繫住宿組為您服務！

If you have applied for on-campus accommodation, and a lot drawing was conducted, you can visit the website of the Students Housing Section to check the lot drawing results. Please feel free to contact the Section should you need any help.

升上大二後，可依下列方式取得優先住宿權：

1. 擔任學生宿舍區「環保志工」達規定時(次)數及考核標準。
2. 擔任學生宿舍區「交管志工」達規定時(次)數及考核標準。
3. 宿舍整潔競賽及平時整潔評比爭取，累積積點達 15 點者可獲住宿權。
4. 參加學生宿舍「幹部志工」申請、見習、甄選、培訓
5. 具有特定身分：
 - (1)肢體障礙、有重大疾病，不利於通車、通勤者。
 - (2)政府核定低收、中低收入戶子女。
 - (3)優秀新生入學，有 2 年以上住宿權者。
 - (4)設籍 6 個月以上之離島學生、非設籍於高雄市及高雄市偏遠行政區之原住民學生。

After advancing to the sophomore year, you can try one of the following methods to be eligible for on-campus accommodation:

1. serving as an environmental protection volunteer in the dormitory, having fulfilled certain hours of service, and satisfying the evaluation criteria;
2. serving as a traffic control volunteer in the dormitory, having fulfilled certain hours of service, and satisfying the evaluation criteria;
3. having earned 15 points in dormitory cleanliness competitions and general cleanliness evaluations;
4. having applied for becoming a dormitory cadre member and taken part in the selection and training; or
5. meeting one of the following conditions to be eligible for on-campus accommodation:
 - (1) having a disability card or having a physically catastrophic illness, which makes it inconvenient for you to take public transportation or commute every day;
 - (2) coming from a low-income or medium-low-income family recognized by the government;
 - (3) being an outstanding new enrollee and granted free on-campus accommodation for two years or longer; or
 - (4) having held household registration in outlying islands for a minimum of six months, or being an indigenous student whose household address is not registered in Kaohsiung City or is registered in a remote district of Kaohsiung City.

住宿費繳費期限標示於繳費單上說明欄，如超過期限請盡快聯繫住宿組協助。

The deadline for paying accommodation fees is clearly stated in the payment slip. If you miss the deadline, please contact the Student Housing Section as soon as possible.

學校提供低收入戶同學於校本部第一宿舍或醫學院區宿舍可以申請住宿補助，申請流程如下：

1. 填妥低收入戶學生住宿補助申請表。
2. 備齊當年度低收入戶證明正本（證明文件內須登載申請學生姓名及身分證字號）。
3. 釘妥寄回學生住宿組辦理即可。

如需協助請聯繫住宿組。

Dormitory residents from low-income families may apply for subsidies for accommodation at Dormitory 1 or Medical Campus Dormitory.

Please complete and submit an application form, together with the original low-income certificate issued in the year of application (detailing the applicant's name and national ID no.), to the Student Housing Section for further processing.

Please feel free to contact the Student Housing Section should you need any help.

學校宿舍如下，費用以每學期公告為主，詳細資訊歡迎聯繫住宿組！

『校本部－第一宿舍區』(新生優先)

A 棟/四人雅房/27,800(學年)

B 棟/三人套房/35,600(學年)

B 棟/二人套房/39,600(學年)

C、D 棟/三人套房/37,000(學年)

『校本部－第二宿舍區』

雙人套房／47,190 (學年)

『校本部－國際學舍一館』

飯店級雙人套房／77,000 (學年)

『醫學院－醫學院宿舍』(新生優先)

三人套房／35,000 (學年)

『醫學院－義大醫院宿舍』

雙人套房／49,500 (學年)

Estimated on-campus accommodation fees are as follows. The actual accommodation fees per semester are subject to the announcement by ISU. For more details, please feel free to contact the Student Housing Section.

“Main Campus - Dormitory 1” (Freshmen First)

Building A / 4-person rooms with shared bathroom / NT\$27,800 per person-academic year

Building B / Triple rooms with private bathroom / NT\$35,600 per person-academic year

Building B / Twin rooms with private bathroom / NT\$39,600 per person-academic year

Buildings C and D / Triple rooms with private bathroom / NT\$37,000 per person-academic year

“Main Campus - Dormitory 2”

Twin rooms with private bathroom / NT\$47,190 per person-academic year

“Main Campus - ISU International House I”

Deluxe twin rooms with private bathroom / NT\$77,000 per person-academic year

“Medical Campus - Medical Campus Dormitory” (Freshmen First)

Triple rooms with private bathroom / NT\$35,000 per person-academic year

“Medical Campus - E-Da Hospital Dormitory”

Twin rooms with private bathroom / NT\$49,500 per person-academic year

每位日間部大一新生皆優先提供住宿，欲申請住宿者，請參閱新生手冊內容提出申請。

校本部第二宿舍區及醫學院區義大醫院宿舍若有空床位亦可申請(申請方式請參閱新生手冊)；如欲申請國際學舍一館，可電洽(07)6568311 進行申請。

Freshman students are given priority for on-campus accommodation. If you want to live on campus, please refer to the new student handbook for more information.

If availability permits, freshman students may also apply for accommodation at Dormitory 2 or E-Da Hospital Dormitory; please refer to the new student handbook for more information. If you want to live at ISU International House I, please directly call (07)6568311 to apply.

如果您的住宿繳費單已遺失，請盡快聯繫住宿組為您服務。

If your payment slip is lost, please contact the Student Housing Section as soon as possible.

如有物品需寄送至宿舍，請依照下列格式填寫收件地址：

高雄市大樹區學城路一段 1 號(義守大學) + (第幾宿舍區) + (房號) + (姓名)

包裹寄達後管理站會通知住宿生領取哦！

If someone wants to send you a letter, a package, etc., your address should be written as follows:

Recipient's Name

Dormitory Name

Room No.

I-Shou University

No.1, Sec. 1, Syuecheng Rd., Dashu District, Kaohsiung City 84001, Taiwan, R.O.C.

You will be informed by the dormitory management office of picking up your letter or package upon arrival at ISU.

宿舍冷氣儲值卡，面額為新台幣 500 元整(包含押金 100 元及儲值金 400 元)，可自行購買及儲值。

A stored-value card for air-conditioning is NT\$500 (including a deposit of NT\$100 and a value of NT\$400).

提供您宿舍冷氣儲值卡購買方式：

- 1.校區全家便利商店：開學後一個月內開放購買。
- 2.行政大樓 1F 出納組：開學一個月後的上班時間皆可購買。
- 3.麗文書局：營業時間皆可購買。

售價均為 500 元(含 100 押金及 400 儲值金)，每學期的購買時程及資訊請參考出納組公告。

You can buy a stored-value card for air-conditioning at one of the following places:

1. FamilyMart convenience stores on campus: available within one month after the first day of school.
2. Cashier Section on 1F of the Administration Building: available after one month following the first day of school (during office hours).
3. Liwen Bookstore: available during the opening hours.

A stored-value card for air-conditioning is NT\$500 (including a deposit of NT\$100 and a value of NT\$400). Please refer to the announcement by the Cashier Section for the purchase period and more information.

冷氣卡如需儲值請至出納組辦理。

校本部：行政大樓 1F 總務處出納組

醫學院：教學大樓 B 棟 1F 總務處出納組

To top up the stored-value card, please visit the Cashier Section.

Main Campus: 1F of Administration Building

Medical Campus: 1F of Teaching Building B

冷氣卡退卡退費事宜請至總務處出納組辦理，辦理時程請參考每學期公告內容。

If you want to request a refund of a stored-value card for air-conditioning, please visit the Cashier Section before the announced deadline.

冷氣儲值卡可至麗文書局辦理舊卡換新卡，押金轉移至新卡，僅需支付新台幣 400 元整即可。

To replace your old stored-value card for air-conditioning with a new one, you can visit Liwen Bookstore and pay NT\$400. The deposit will be transferred from the old card to the new one.

提供您住宿生的郵件收送方式：

文書組會送至各宿舍管理站，再由宿舍管理員投至各寢室之信箱，若為掛號信件或包裹，宿舍管理人員則會通知學生領取，文書組也會於總務處網頁公告招領訊息。

注意事項：

(一)信封上面務必寫上寢室編號，以方便通知及投遞。

(二)領取掛號信件者，務必於通知後兩週內攜帶學生證或相關證件領取。

How to pick up your mails or packages:

The Documentation Section will deliver them to each dormitory management office, and the dormitory superintendent will put them in the corresponding mailboxes. If it is a registered mail or package, the dormitory superintendent will notify the recipient for pick-up. Also, the Documentation Section will make an announcement on its website as a notification for recipients.

Notices:

1. Your room number should be included in the address to make sure that you can be notified and mails/packages delivered.
 2. To pick up registered mails or packages, please present your student ID card or an identity document within two weeks of being notified.
-

義守有超過上百個社團可以參加，讓同學在課業之餘也能發展興趣與第二專長！

社團相關問題歡迎聯繫課指組為您服務。

Participating in student clubs are a great way to enrich yourself while acquiring a second specialty.

At ISU, you have more than 100 student clubs to choose from.

To learn more about student clubs, please feel free to contact the Student Activity Section.

學生活動費則為每學年 500 元，由學生會用於全校性活動、社團補助及系學會大型活動經費等。

系學會會費是由各學系的系學會自訂，提供各學系辦理系上活動使用。

學校鼓勵學生多發展課外活動，仍依照學生意願自由繳納。

The membership fee collected by the ISU Student Association is NT\$500 per student/academic year and will be used to support university-level events, student clubs, and large-scale events held by departmental student associations.

The amount collected by your departmental student association as membership is decided by the association and will be used to support activities and events held by your department.

Although students are greatly encouraged to take part in extracurricular activities, paying the membership fees is not compulsory.

義守學生會相關資訊可以參考課外活動指導組網站！

To learn more about the ISU Student Association, please visit the website of the Student Activity Section.

學校提供各式證照獎勵金，鼓勵學生取得多元專業證照，提昇專業能力及就業競爭力。
每學期依公告申請期限內，備齊相關資料及作業送系辦統一申請。
詳細資訊可參考辦法或聯繫課指組為您服務。

ISU provides students with a wide variety of subsidies on professional licensure and certification to encourage them to develop professional competencies and gain a competitive edge in future employment.

For further information about application, please refer to the corresponding announcement. Qualified students should submit a completed application form and supporting documents to their department offices for further processing.

Please refer to the applicable regulations or contact the Student Activity Section should you need any help.

義守學生參加校外專業競賽可以在 7 天前申請交通費或材料費補助，比賽若有得獎更可於辦法規定期限前，備齊資料送各系及院核章後，繳交至課外活動指導組續辦。

詳細的辦法內容課指組網頁查詢！

If you will take part in a professional competition outside ISU, you may apply for subsidies on transportation or supplies 7 days prior to the competition. If you win an award in the competition, you can apply for a reward before a given deadline by submitting a completed application form and supporting documents to your department and college for approval and then to the Student Activity Section for further processing.

For more details, please visit the website of the Student Activity Section.

義守大學校本部活動中心五樓借用事宜，詳細資訊請至課外活動指導組網頁查詢！

If you want to book the 5th floor of the Student Activity Center at the Main Campus, please visit the website of the Student Activity Section for more details.

義守大學活動中心跑馬燈使用申請事宜歡迎洽詢課外活動指導組。

If you want to put a text on the LED scrolling display in the front of the Student Activity Center, please contact the Student Activity Section for more details.



學校校隊目前包含棒球、籃球、排球、足球、羽球、桌球及游泳隊等。

除了每學期初會舉辦校隊徵選，學生亦可隨時聯繫體育室，主動跟校隊教練討論入隊事宜。

Currently, ISU has the following varsity teams: baseball, basketball, volleyball, soccer, badminton, table tennis, and swimming.

In addition to attending a tryout at the beginning of every semester, you may also contact the Office of Physical Education to meet with the responsible coach to discuss your joining the team.

體育課程是二年級開始，為期一學年必選修課程，同學可以依照自己興趣選課。

PE courses are offered in the sophomore year as required ones. You can take a course that you are interested in.

新生盃、校際盃或校慶活動等體育競賽資訊，歡迎參考體育室網頁。

For more information about sporting competitions on campus, including those for undergraduate freshmen, among universities, and for the ISU anniversary, please visit the website of the Office of Physical Education.

學校健身房開放時間如下（假日不開放），出示學生證或職員證即可免費使用。

校本部：運動空間地下二樓 17:30 - 21:30

醫學院：宿舍地下室樓梯左邊 17:00 - 21:00

The opening hours of gyms on campus are as follows (closed on weekends and national holidays).

You can use the gyms free of charge by showing a valid ISU student ID card or faculty/staff ID badge.

Main Campus: B2 floor of the Sporting Zone (near the Athletic Field), 5:30 p.m. ~ 9:30 p.m.

Medical Campus: Basement of Medical Campus Dormitory (left side of the stairway), 5:00 p.m. ~ 9:00 p.m.

學校體育場館包含籃球場、羽球場、排球場、網球場、溜冰場、桌球室、游泳池、操場、健身房等，開放時間及使用規定可以參考體育室網頁！

At ISU, you can use basketball, badminton, volleyball and tennis courts, a roller skating rink, table tennis rooms, swimming pools, athletic fields, and gyms. Please visit the website of the Office of Physical Education for opening hours and rules.

每學年 9 月入學新生(含轉學生)，請依據校內團體健康檢查時間，攜帶新生手冊中檢附之健康資料卡、身分證及健檢費用，於校本部體檢地點體檢。

In September, new enrollees (including transfer students) should take a physical examination at the Main Campus according to the group examination schedule. On the examination date, they should bring the student health form attached to the new student handbook, the national ID card, and physical examination fees with them.

每學年 2 月入學之轉學生，請持新生手冊中檢附之健康資料卡，自行至地區醫院以上層級之醫療院所體檢，體檢報告請自行繳交至校本部或醫學院衛保組。

If you are a transfer student admitted to ISU in February, please take a physical examination at a medical institute at the regional level or above by using the student health form attached to the new student handbook. And then, please submit the student health form to the Health Section at either the Main Campus or the Medical Campus.



如有健康問題或需要就醫協助，歡迎寫信、來電或於服務時間親洽衛保組，護理師將給予個別衛教諮詢。

If you have any questions or concerns about health, or you need help with medical service, you can email, call, or visit the Health Section. Our nurses will provide you with individual counseling services.

校本部衛保組服務時間：週一至週五上午 8 點至 12 點、下午 1 點至 10 點。

醫學院區衛保組服務時間：週一至週五上午 8 點至 12 點、下午 1 點至 5 點。

Health Section at Main Campus: 8 a.m. ~ 12 noon and 1 p.m. ~ 10 p.m., from Monday through Friday

Health Section at Medical Campus: 8 a.m. ~ 12 noon and 1 p.m. ~ 5 p.m., from Monday through Friday

本校共設置 7 台 AED(校本部 5 台、醫學院區 2 台)，提供緊急救護使用。

7 automated external defibrillators (AED) are provided at the University (5 at the Main Campus and 2 at the Medical Campus) for emergency use.

校本部設置 2 個吸菸區，醫學院區設置 1 個吸菸區，同學吸菸時務必到吸菸區，禁止違規吸菸！

There are two smoking corners at the Main Campus and one smoking corner at the Medical Campus. Please DO smoke at the designated smoking corner if you need to. Violators will be punished!

衛保組最新活動歡迎至衛保組網頁或粉絲專頁查看最新消息。

For health promotion activities, please visit the website of the Health Section or its Facebook fan page for the latest updates.

衛保組提供保健箱、冰敷袋、拐杖及輪椅等借用服務；如需借用，務必攜帶借用者之證件至衛保組申請。

The Health Section has first-aid kits, cold packs, crutches, wheelchairs, etc. If you want to borrow one, please visit the Health Section and show your identity document.

衛保組守護大家身體健康，提供健康服務、健康諮詢及教學，健康服務含括體溫量測及輔具借用、緊急傷病護理等；健康諮詢及教學包含健康輔導、就醫諮詢及保健諮詢等，同學可以於服務時間到衛保組洽詢。

The Health Section offers healthcare services, healthcare counseling, and health education, including, but not limited to, checking the body temperature, lending medical equipment, giving first aid, and offering health-related advice. You can visit the Health Section during office hours should you need any help.

任何生活、感情、心情上的困擾，都歡迎申請諮商服務，找諮輔組的心理師聊聊！

請透過線上申請，將會有專人在 7 個工作天內與你聯繫；或是前往校本部行政大樓 3 樓/醫學院 B 棟 1 樓諮商輔導組洽詢。

Psychologists at the Counseling and Guidance Section are someone you can talk to if there is anything bothering you, such as your life, affection, and emotions.

If you need any help, you can file an application online, and someone will contact you in seven working days. Or you may directly visit the Counseling and Guidance Section on 3F of the Administration Building at the Main Campus or on 1F of Teaching Building B at the Medical Campus.

如果室友或同學情緒低落、除了關心他/她是否生活上遇到甚麼困難或事件，也可以邀請同學申請諮輔組的服務，由諮輔組專業的輔導人員來協助同學渡過難關。

If you notice a roommate or classmate is in low spirits, you can not only show your consideration by asking and listening but also encourage him/her to make a counseling appointment where counselors of the Counseling and Guidance Section can step in to help.

學校特別重視性別事件，如發生騷擾或侵害等情形，請務必通知導師、教官或諮輔組，將有專人協助你。

【聯繫教官】(07)657771#2885

ISU pays great attention to gender incidents. If sexual harassment, sexual assault, or sexual bully happens to you, please notify your advisor, the Office of Military Education, or the Counseling and Guidance Section without delay, and we will offer all possible assistance and support.

【Office of Military Education】(07)657771 #2885

導師的聯繫方式可透過應用資訊系統點選「導師資訊」查詢，如需拜訪導師，建議先在系統確認導師的 office hour，在寫信跟老師約定時間！

* 外系老師可依其照所服務的系所網頁查找！

You can log in to the Information System and look for your advisor's contact info under "My tutor."

If you want to visit your advisor in person, please first confirm the office hours online and then make an appointment by email.

* If your advisor is from another department, you can look for his/her contact info or office hours on his/her department's website.

諮輔志工是個溫暖活潑的大家庭，除了基本志工服務外，也時常舉辦志工聚會、讀書會及培訓課程等，不僅拓展人脈更累積專業服務經驗！

歡迎有興趣加入諮輔志工的同學填寫線上報名表或直接到行政大樓三樓/醫學院 B 棟 1 樓諮商輔導組洽詢。

The team of counseling & guidance volunteers is a warm and supportive environment that helps volunteers not only develop their interpersonal networks but also enrich their service experience. In addition to volunteer service, volunteers will take part in gatherings, study groups, and training sessions.

If you are interested in becoming a counseling & guidance volunteer, please file an application online. Or you may visit the Counseling and Guidance Section on 3F of the Administration Building at the Main Campus or on 1F of Teaching Building B at the Medical Campus for more details.

諮輔志工的一般值班時間不採記服教時數，但會核發志工服務時數！

Generally, the hours of service completed by a counseling & guidance volunteer are not recognized as those for service education, but he/she will receive a certificate of volunteer service hours.

諮輔志工培訓約 20 人左右，志工聚會為 30~50 人不等。

諮輔志工可以依照同學的空閒時間安排值班，每學期至少值班 16 小時(以核發志工服務時數證明)並至少參與一場志工培訓課程即可！

Each batch of counseling & guidance volunteers is made up of some 20 people, and about 30-50 volunteers attend the gathering each time.

Counseling & guidance volunteers can arrange their service sessions according to their schedule and usually commit to at least 16 hours per semester (a certificate of volunteer service hours will then be issued). And they are required to attend at least one training session.

參加諮輔志工不僅能拓展交友圈，更享有諮輔服教時數志工優先權、諮輔組活動保障名額及培訓課程、讀書會、餐敘、桌遊借用等福利，讓大學生活更精彩充實！

快加入諮輔大家庭吧！

Becoming a counseling & guidance volunteer will enrich your college experience. You can not only develop the interpersonal network but also enjoy the priority to earn service education hours and take part in activities and training held by the Counseling and Guidance Section. Moreover, you can participate in study groups and gatherings and borrow board games.

諮輔志工主要值班時間會協助活動辦理、行政事務的完成，更希望透過志工培訓之後，大家可以變成校園中的小種子，在其他同學需要協助的時候給予幫助，散發溫暖！

Counseling & guidance volunteers mainly assist with activities and administrative affairs. We hope that through volunteer training, our volunteers can bring joy, make an impact, and touch others' lives, in order to make the campus a better place for all.

諮輔組會不定期透過 Mail 邀請同學參與活動，也歡迎同學加入義守諮輔組臉書粉絲頁，更容易獲得諮輔組的活動資訊！

The Counseling and Guidance Section will send a notification via email to all students as long as it holds an activity. You may also like and follow the Section's Facebook page to get first-hand information.

諮商內容原則上都是保密的，不會讓老師或家長知道！

但為了保護你，以及法律上的規定，仍然有一些重要的事需要讓他人知道，如果有任何疑慮歡迎在諮商時提出與心理師討論。

保密例外包括：

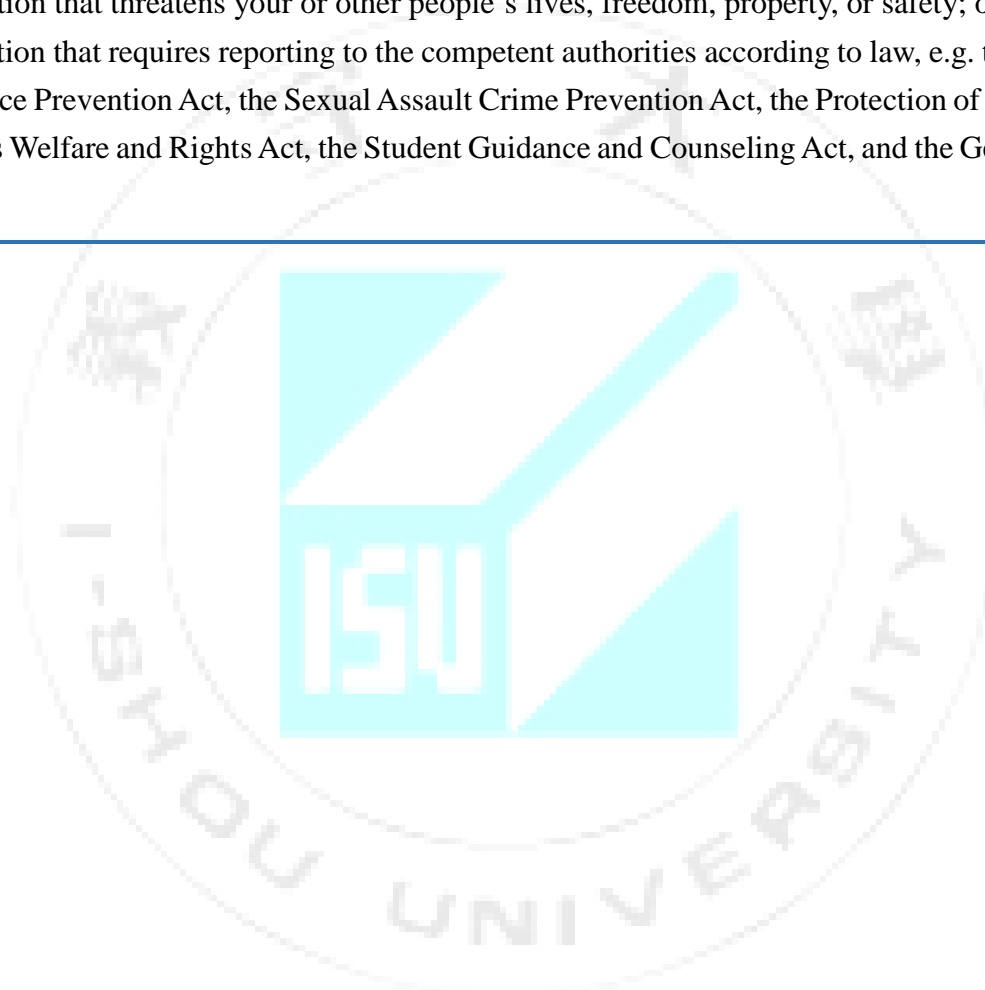
1. 在您有危及自己或他人之生命、自由、財產與安全的情況時；
2. 涉及法律規定通報責任（如：家庭暴力防治法、性侵害犯罪防治法、兒童及少年福利與權益保障法、學生輔導法、優生保健法等等）。

In principle, all information learned in the counseling session is kept confidential and will not be released to your advisor or parents (or guardian).

For the sake of personal safety or as required by law, however, exceptions may be permitted. Please feel free to discuss with the psychologist if you have any questions or concerns.

Exceptions are as follows:

1. a situation that threatens your or other people's lives, freedom, property, or safety; or
2. a situation that requires reporting to the competent authorities according to law, e.g. the Domestic Violence Prevention Act, the Sexual Assault Crime Prevention Act, the Protection of Children and Youths Welfare and Rights Act, the Student Guidance and Counseling Act, and the Genetic Health Act.



義守學生或社團組織，如有不服學校的懲處、措施或決議，認為有違法不當或損害其權利者，可向校方提出申訴，亦可至學生會粉絲專頁留言提出建議哦。

Students, student clubs, or other student self-governing organizations can put forward an appeal against punishments meted out by ISU, or measures or resolutions adopted by ISU, which they think unlawful or obviously illegitimate and causes the infringement of their rights or interests. You may also leave a message on the ISU Student Association's Facebook fan page.

如需辦理銷過，請至生輔組網頁下載並完成愛校服務證明單後，繳至生輔組即可。

愛校服務時數：警告一支 4 小時 以此類推；大過則依獎懲委員會決議而定。

If you want to offset admonitions or minor demerits, please download the Application Form for I-Shou University Campus Service on the website of the Student Campus Life Guidance Section, fulfill certain hours of campus service, and submit the application form to the Student Campus Life Guidance Section for further processing.

One needs to fulfill 4 hours of campus service to have one admonition offset and so on. Whether major demerits can be offset is subject to the Student Reward and Disciplinary Committee.

義守學生校外租屋資訊可以參考校安中心提供的資源！

You can visit the website of the Campus Security Report Center for more details about off-campus housing.

同學如發生緊急事故，請儘速聯繫校安中心協助您！

【校安中心】0911-885115

【軍訓室分機】657771#2885

In case of an emergency, please contact the Campus Security Report Center for help without delay!

【Campus Security Report Center】0911-885115

【Office of Military Education】657771 ext. 2885

同學物品遺失時，可先至可能遺落的單位詢問，再洽詢生輔組為您查詢失物招領。

If you lost anything on campus, you may ask the unit in which you might lose your stuff and then contact the Student Campus Life Guidance Section for lost and found items.

學士班學生皆可以在校內申請工讀，最多同時一份，若有需要歡迎至媒合系統查詢！

【境外生工作證】外國學生請洽國際處；僑生請洽生輔組

All undergraduate students can apply for an on-campus work-study job at a time. Those interested in getting a work-study job may log in to the Temporary Job Placement System for more information.

【Work Permits】Please contact the Office of International and Cross-Strait Affairs (for international students) or the Student Campus Life Guidance Section (for overseas Chinese students).

義守親善大使是學校的第一線公關，負責協助及支援校內各項活動！

Student ambassadors play a crucial role in receiving guests and holding a wide range of events.



研究生或教師赴國外出席國際會議、短期研究等，可以申請國家科學及技術委員會及校內的獎補助！

相關辦法請參考研發處網頁。

Faculty members and graduate students can apply to ISU and the National Science and Technology Council for subsidies on attending international conferences, doing short-term research overseas, etc. Please refer to the website of the Office of Research and Development for more information.

每學年度依國家科學及技術委員會公告補助專題研究計畫、國家科學及技術委員會大專生計畫或校內的專題研究計畫，同學如有意願任研究助理協助老師執行計畫，歡迎參考研發處的公告並主動與計畫主持人接洽後，填寫同意書與經歷說明書繳交至研發處申請！

The Office of Research and Development announces information about NSTC-funded research projects, college student research projects, and ISU-funded research projects every academic year. If you are interested in becoming a research assistant, please refer to relevant announcements and contact the principal investigator, and then complete and submit a letter of consent and a personal information form to the Office of Research and Development for further processing.

大學部同學如果英語能力達任一項標準，可以申請免修大一通識英文必修課程。

申請時間為每學期開學第一週（公告於行事曆），請檢具相關證明文件至應用資訊系統申請，詳細資訊請參考外語文中心網頁「免修申請」。

If an undergraduate student meets one of the criteria for English proficiency, he/she can apply for an exemption from taking freshman-level general English courses.

The application period is the first week of classes every semester (please refer to the school calendar). Please complete and submit an application, along with supporting documents, on the Information System. For more details, please check the “Exemption” page on the website of the Foreign Language Center.

義守學生在畢業前須自行報名並達成至少一項英文檢定的畢業門檻！

Students should take an English proficiency test and satisfy one of the criteria for English proficiency before graduation.

學生參加外語文檢定（含英語、日語、韓語、法語、德語、泰語、越南語），可申請最高三千元的獎勵！

申請時程為每學期三月及九月，詳細資訊請外語文中心公告。

If you have taken a foreign language proficiency test (including English, Japanese, Korean, French, German, Thai, and Vietnamese) and satisfied one of the corresponding criteria, you can apply to ISU for an award of up to NT\$3,000.

The application period is March and September every year. For more details, please visit the website of the Foreign Language Center.

如果在畢業前若未達英文檢定的畢業門檻，可選擇以下方式替代：

『修習英語能力課程』

選修並通過寒暑期針對大一升大二以上年級學生所開授之「英語能力」課程，其收費標準比照暑修課程。

『英文遠距教學課程』

三年級以上學生可參加本校「英語能力—遠距教學」必修課程（0學分），課程之報名費每次收費新臺幣壹百元。

『英文能力檢定會考』

四年級以上學生及延修生得參加本校「英語能力—檢定會考」必修課程（0學分），課程之報名費每次收費新臺幣壹百元。

If you fail to satisfy any of the criteria for English proficiency before graduation, you may choose one of the following measures:

“English proficiency course”

Take and pass the course “English Proficiency” offered during the summer or winter vacation to students in the sophomore year or above; the course fee is the same as that for summer courses.

“Online English course”

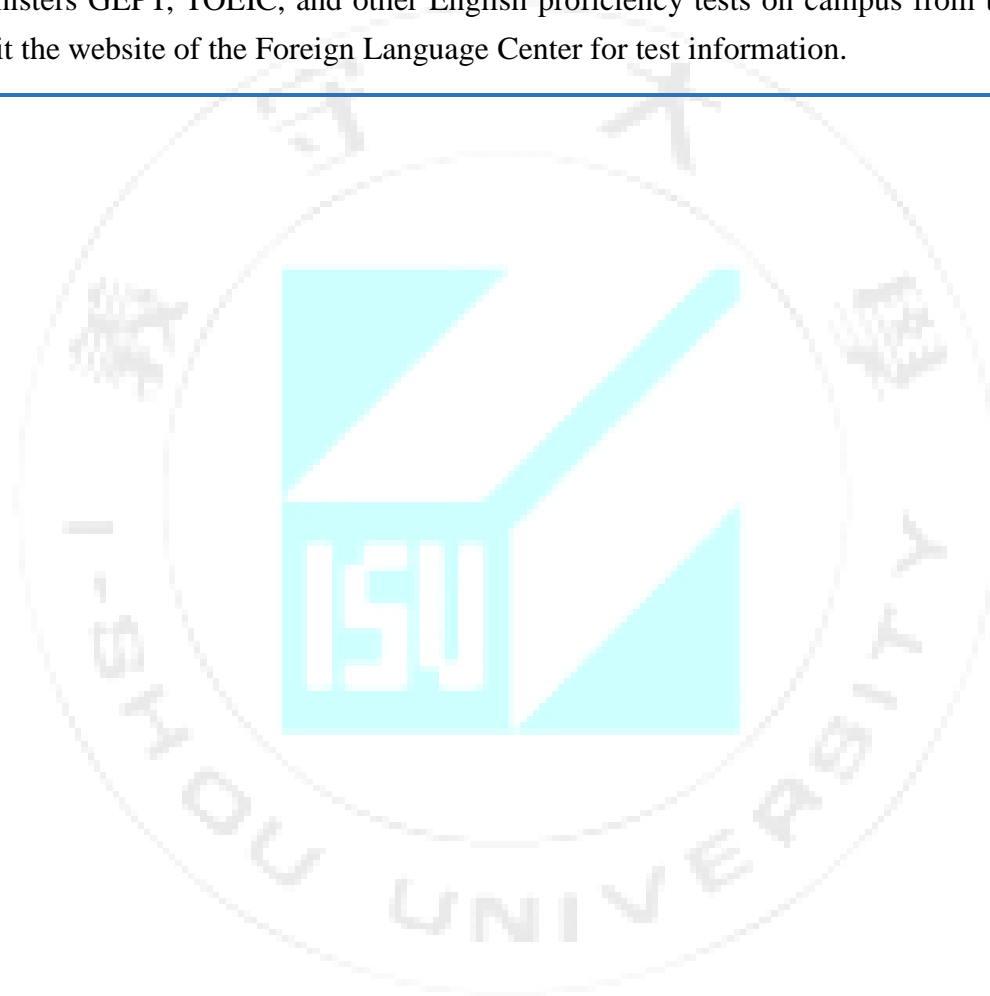
Students in the junior year or above can take the zero-credit required course “English Proficiency - Distance Learning,” and the course fee is NT\$100 each time.

“On-campus English proficiency test”

Students in the senior year or above can take the zero-credit required course “On-campus English Proficiency Test,” and the course fee is NT\$100 each time.

學校不定期有舉行全民英檢、多益測驗及英語能力測驗等，詳細時程及報名方式歡迎參考外語文中心網頁。

ISU administers GEPT, TOEIC, and other English proficiency tests on campus from time to time. Please visit the website of the Foreign Language Center for test information.



外籍學生就讀臺灣任一大學學位學程，並在臺停留 180 天以上，皆須申請「居留簽證」(Resident Visa) 並在入境後 15 天內向內政部移民署申請改換為「外僑居留証」(ARC)。

International students who will pursue a degree at Taiwan-based universities and stay in Taiwan for 180 days or longer have to apply for a resident visa, and they then should apply to the National Immigration Agency for an Alien Resident Certificate (ARC) within 15 days upon the arrival.

如外籍學生申請居留證以外的簽證類型入臺(如停留證)，應在臺先申請「居留簽證」(Resident Visa)，再持該簽證轉申請外僑居留證 (ARC)。

If an international student enters Taiwan on a visa other than a resident visa (e.g. a visitor visa), he/she should first apply for a resident visa in Taiwan and then apply for an Alien Resident Certificate (ARC).

「外僑居留證」一般簡稱為居留證或 ARC，可作外籍人士在臺時的臨時身份證明文件。

ARC 常用於郵局或銀行開戶時使用或出入境臺灣時也須給予通關檢驗。

如需協助歡迎洽詢國兩處為您服務。

The Alien Resident Certificate (ARC) is an identity document issued to foreign residents in Taiwan. The ARC is required when a foreign resident opens a bank account in Taiwan or enters/leaves Taiwan. Please feel free to contact the Office of International and Cross-Strait Affairs should you need any help.

外籍新生於入學時，「國際及兩岸事務處」會統一協助申請外僑居留證；一年居留期限滿後，學生需於到期前一個月內線上申請居留證延期。

申請方式可洽詢國兩處為您服務。

After new international enrollees arrive at ISU, the Office of International and Cross-Strait Affairs will assist them in applying for an ARC. As the ARC is valid for one year, international students must apply for renewing the ARC online at least one month before expiry date.

For more details, please contact the Office of International and Cross-Strait Affairs.

外國學生於臺灣實際居留滿 180 天且出境總天數未超過 30 天者，可以將「醫療保險」改投「全民健康保險」。

若於入學後第二學期不符合參加「全民健康保險」者，則須依規定繼續投保「醫療保險」。

如外國學生有保險相關問題可聯繫國兩處為您服務！

International students who have stayed in Taiwan for 180 days or longer and have left Taiwan for fewer than 30 days in total are qualified to apply for the National Health Insurance.

Students who are ineligible for the National Health Insurance starting the second semester after enrollment will continue to be enrolled in the commercial medical insurance program.

Please feel free to contact the Office of International and Cross-Strait Affairs if you have any further questions or concerns.

外國學生申請工作許可證明（工作證）後即可在臺灣打工，相關規定如下：

1. 工作證申請每次有效期間最長為 6 個月
2. 工作時間除寒暑假外，每星期最多為 20 小時。

更多資訊請洽國兩處。

International students who wish to work in Taiwan either on campus or off campus are required to apply for and obtain a work permit before starting a job.

1. A work permit is valid for six months at most.
2. The maximum work hours are 20 hours per week, except for time during summer and winter vacations.

For more details, please contact the Office of International and Cross-Strait Affairs.

提醒您，美金在臺灣並不通用，請在機場銀行將美金或其他貨幣兌換成新臺幣。

若未及在機場銀行兌換，可至義大世界購物廣場 A 區服務臺兌換，唯匯率與銀行不同。

Please note that US dollars is not the circulating currency used in Taiwan. You have to exchange US dollars or other currencies for New Taiwan dollars in the banks at the airport.

Or, you may exchange currencies at the Reception in Zone A of E-Da Outlet Mall. However, the exchange rates at E-Da Outlet Mall are different from those in the banks.

外國學生從機場到學校交通資訊如下：

『高雄國際機場』

A. 計程車：車程 45 分鐘，車資約 500-700 元

B. 大眾運輸：搭乘捷運紅線從「R4 高雄機場」至「R16 高鐵左營站」，轉乘義大客運 8501 線從「高鐵左營站」至「義守大學校本部」。

『桃園國際機場』

「桃園國際機場」→「高鐵桃園站」→「高鐵左營站」→「義守大學校本部」

1. 桃園機場第一航廈（入境 B1 巴士乘搭區）及第二航廈（1F 接機大廳東北側走廊）皆可搭車往桃園高鐵（車程約 15 分鐘，車資約 30 元）
2. 搭乘高鐵從「高鐵桃園站」至「高鐵左營站」（車程約 90 分鐘，車資約 1,330 元）
3. 高鐵左營站轉乘義大客運 8501 線至「義守大學校本部」。

Here are the instructions for you to travel from either of the two airports to ISU.

“Kaohsiung International Airport”

1. By taxi: It takes around 45 minutes and the fare is approx. NT\$500-700.
2. By public transportation: Take the MRT Red Line at R4 (Kaohsiung International Airport) and get off at R16 (Zuoying). Then, take E-Da Bus Route 8501 at THSR Zouying Station to ISU Main Campus.

“Taoyuan International Airport”

“Taoyuan International Airport” → “THSR Taoyuan Station” → “THSR Zouying Station” → “ISU Main Campus”

1. Take the shuttle bus heading to THSR Taoyuan Station at either Terminal 1 (bus zone on B1) or Terminal 2 (on the northeast hallway on 1F arrival hall.) It takes about 15 minutes and the fare is NT\$30.
2. Take a high-speed rail from Taoyuan Station to Zouying Station. It takes about 90 minutes and the fare is approx. NT\$1,330.
3. Take E-Da Bus Route 8501 at THSR Zouying Station to ISU Main Campus.

學校在每學期開學前，提供外國新生從高雄機場及高鐵左營站的接駁服務。

如需接駁服務請務必至應用系統填寫「接駁服務或自行到校調查表」。

Pick-up service to incoming overseas students from either Kaohsiung International Airport or THSR Zouying Station is available before the semester starts.

Students requesting pick-up service should apply on the Information System.

外國新生註冊方式：

於報到及註冊日當天領取繳費單 → 當日繳費或隨後至郵局繳費 → 持收據與新生註冊程序單至出納組（行政大樓1樓）核對蓋章。

三天後即可上應用系統查看個人註冊狀況。

Payment and Registration: Collect the payment slip on the day of registration → Pay on the same day or pay later at a post office → Bring the payment receipt and the registration form to the Cashier Section on 1F of Administration Building for a verification stamp.

You can check your registration status on the Information System after three days.

外國學生可攜帶以下證件到銀行或郵局開戶：

1. 印章
2. 護照
3. 居留證
4. 學生證

Documents required for opening a savings account in a bank or post office:

1. Personal seal
 2. Passport
 3. Alien Resident Certificate (ARC)
 4. Student ID card
-

境外新生享有優先住宿申請，須在接獲入學通知後，在規定期限前（可參考當學年度的《外國學生-新生入學須知》手冊），至學校「應用資訊系統」進線上刷卡繳住宿保留金費用，以保障就學期間的優先住宿之權利。

Incoming overseas students are eligible to apply for on-campus housing with priority. Those who want to live on campus must pay a deposit online on the Information System by credit card before a given deadline (please refer to the new student handbook for incoming overseas students) after receiving the admission letter.

外國舊生如需辦理續住，可參考下列方式：

一宿：4 月至國際事務處登記，再彙整名單給住宿組。

三宿：直接向館站登記即可。

其它宿舍或住宿問題可聯繫住宿組或國兩處為您服務！

For current students who would like to extend the stay in dormitories, please follow the instructions below:

Dormitory 1: Register at the Office of International and Cross-strait Affairs in April, and then the Office will deliver the list to the Student Housing Section.

ISU International House III: Register at the front desk of ISU International House III.

If you have any further questions about dormitories or accommodation, you are more than welcome to contact the Student Housing Section or the Office of International and Cross-strait Affairs!

境外學生需先確保在入境前，於所在地銀行開通「海外現金提領」功能，方能在臺灣各地銀行所設之 ATM 提款機領取現金。

【境外學生繳費】新生可於報到及註冊當天至「國際及兩岸事務處」領取繳費單（在校生則統一由各系系辦代發），並攜帶繳費單至郵局繳費。

Overseas students should activate the overseas ATM cash withdrawal function before departure to Taiwan in order to withdraw cash from ATMs in Taiwan.

【Payment by Overseas Students】Incoming overseas students can collect the payment slip at the Office of International and Cross-Strait Affairs on the day of registration (currently enrolled students will get the payment slip from their department offices) and then pay at a post office with the payment slip.

外國學生如有任何需要協助的地方，可以聯繫以下單位為您服務：

【外國學生、港澳僑生及陸生】

國際及兩岸事務處

地點：校本部國際學院 1 樓

電話：07-6577711 轉分機 2092-2098

【醫學院區境外生】

醫學院區

地點：醫學院區 B 棟 1 樓

電話：07-6577711 轉分機 3214

Overseas students can contact the following units if they need any help:

【International Students, and students from Hong Kong, Macau, and China】

Office of International and Cross-Strait Affairs

Location: 1F of International College Building at the Main Campus

Tel.: 07-6577711 ext. 2092 ~ 2098

【International Students at the Medical Campus】

Medical Campus

Location: 1F of Teaching Building B at the Medical Campus

Tel.: 07-6577711 ext. 3214



義守學生前往海外交換、遊學、實習或雙聯學位，可以參考國兩處網頁說明。

If you want to participate in an exchange program, go on a short-term study abroad trip, undertake an internship overseas, or pursue a dual degree program, please visit the website of the Office of International and Cross-Strait Affairs for more details.

請參考華語文中心網頁關於在義守學習華文的管道。

Please visit the website of the Chinese Language Center if you are interested in learning the Chinese language at ISU.



進修部同學如有就學貸款相關問題，可聯繫專員為您服務。

【聯繫專員】(07)6577711 轉 2524

Students of evening programs are welcome to contact the Division of Continuing Education if they have any questions about student loans.

【Contact the Division of Continuing Education】(07)6577711 ext. 2524

進修部同學如在 16:00 後需申請成績單、學生證及中英文在學證明，請填妥申請表後繳至教學大樓 1F 進修部教務組並完成繳費，三天後即可憑收據領取證明文件。

If students of evening programs want to apply for an academic transcript, a replacement of the student ID card, or a certificate of enrollment in Chinese/English after 4 p.m., please submit a completed application form to and make payment at the Academic Affairs Section of the Division of Continuing Education on 1F of the Teaching Building. You can pick up the document(s) three working days after your application by showing the payment receipt.

進修部同學若遺失或需重辦學生證，請先線上申請掛失，並至進修部網頁下載申請表格，填妥後至進修部繳費，三天後即可至進修部領取！

If you lose the student ID card and need a replacement, please report your loss online first. And then, please download an application form on the website of the Division of Continuing Education, complete it, and make payment at the Division of Continuing Education. The new student ID card will be ready for you three working days after your application!

圖書館提供電腦開放學生使用，有需要的同學歡迎到圖書館借用！

*本館 3F、國際分館需持學生證至櫃檯登記使用；本館 2F、醫學分館則可以直接使用，不需登記。

Our libraries provide students with computers. Welcome to use computers at the Library!

* Students need to register at the Information Desk with their student ID cards if they want to use the computers on 3F of the Main Library or at the International College Library. As for the computers on 2F of the Main Library or at the Medical Campus Library, no registration is required.

書籍查詢可至「圖書資源系統」查詢，期刊則需洽圖書館櫃檯（電子版期刊可至電子資源整合查詢系統 Hyint 查詢）。

To search books, please use the Library Catalog. To search journals, please visit the Information Desk; for e-journals, you may search on Hyint E-Resources.

學生借閱圖書館書籍期限為 30 天，上限為 15 冊。

逾期還書則每日每冊罰款貳元，詳細資訊可以參考圖資處網頁！

Students can borrow up to 15 books with a loan period of 30 days.

If you don't return the book on or before the due date, you will be charged NT\$2 per day per overdue book. For more information, please visit the website of the Office of Library and Information Services.

續借圖書以壹次為限，到期日將會從申請續借成功當日重新計算借期。

The books you check out can only be renewed once. The new due date will be calculated from the date the book is renewed.

查詢個人的圖書借閱紀錄，可登入「館藏資料查詢系統」中的個人化服務查詢！

To check your loan history, please log in to the Library Catalog and click "My Library."

圖書館經常舉辦資料庫講習、資訊檢索課程及圖書利用教育等活動，歡迎至圖資處網頁申請報名！

Our libraries often hold seminars and activities to introduce databases and show how to search and use our resources. Welcome to sign up for seminars and activities on the website of the Office of Library and Information Services!

如果您想借閱的書籍在學校找不到，可以至圖資處網頁查詢看看，學校圖書館也提供代借代還服務！

If you cannot find the book you need, please search on the website of the Office of Library and Information Services. You can pick up and return books at the library through the interlibrary loan service!

若圖書館的資料無法滿足您的需求，歡迎您至線上薦購書籍或視聽資料，讓圖書資源越來越豐富！

If the resources provided by our libraries cannot meet your needs, you are more than welcome to recommend worth-buying books or audiovisual materials so that we can enrich our collection!

學校提供線上申請跨校區借書服務(甲館圖書乙館借還)，申請後 1-2 個工作天即可在您所在的校區取書！

You can make an online request to borrow books and audiovisual materials from the Medical Campus to the Main Campus or vice versa. After you make an online request, you can pick up what you have requested after 1-2 working days!



學校常見的 Wifi 名稱為「ISU」透過學生 Email 帳號登入即可使用，其他 Wifi 常見問題可以參考圖資處網頁！

Most of the Wifi connections provided are named “ISU.” Students can connect to Wifi networks by entering their ISU email account and password. For any further questions about Wifi connections, please visit the website of the Office of Library and Information Services!

學校網路主要為提供教學與學術研究活動使用，因此宿舍網路管制線上遊戲及 P2P 的交流軟體，並於星期一至星期五 00:00~12:00、例假日及國定假日為 07:00~00:00 進行網路流量管制，鼓勵學生正常作息及健康生活。

The internet service provided by ISU is mainly for teaching and research purposes. Therefore, ISU controls the dormitory network access to online games and peer-to-peer (P2P) transmission. The time for internet access control is 00:00-12:00 on weekdays, and 00:00-07:00 on weekends and national holidays.

如宿舍網路出現異常，可於上班時間親洽圖資處資訊網路組，或透過 E-mail、電話提供時間地點及問題描述給專員，將盡快協助您解決問題。

* 夜間時段後可先至男/女管理站，由宿網工讀生協助處理。

【E-mail 報修】dormnet@isu.edu.tw

【日間電話報修】07-6577711#2776

If you have any problems with the dormitory network, please feel free to visit the Information Network Section or tell your problem to the staff via email or phone. We will help you with the problem as soon as possible.

* At night, please visit the dormitory management office for help.

【Report Problems via Email】dormnet@isu.edu.tw

【Report Problems via Phone】07-6577711#2776

如果忘記 Email 密碼請攜帶學生證或教職員證至科技大樓 4F「圖資處資訊網路組」辦理，若無法前來請傳真至(07)6578085 或寄信至 chang@isu.edu.tw 協助辦理。

If you forget your email password, please visit the Information Network Section on 4F of the Science and Technology Building with your student ID card or faculty/staff ID badge. If you cannot visit the Section in person, you may photocopy or scan your student ID card or faculty/staff ID badge and then send it via fax (07-6578085) or via email (chang@isu.edu.tw) for further processing.

學生的帳號格式為學號之前加上 isu，例如學號為 10712345A，則帳號為 isu10712345a；密碼初始格式為身分證字號(英文字母大寫)

Students' email account is "isu+student No." For example, if your student No. is "10712345A," your email account is "isu10712345a." Your default password is your national ID No. with a capital letter.



校園授權教學軟體僅供校內電腦設備使用，同學如有其他軟體需求可至自由軟體專區查詢！
Campus licensed software is available to on-campus computers only. If you need other software, please check free software resources on the website of the Office of Library and Information Services!



提供您由臺鐵轉乘客運至義守大學的交通資訊：

1. 搭至楠梓火車站下車後，至附近市公車站牌轉搭義大客「運 8506 岡山線」到義大世界站。
2. 搭至新左營站下車後，由 2 號出口出站至 1 樓 3 號公車月台轉搭義大客運「8501 高鐵左營線」到義大世界站。

You can transfer from train to bus to visit I-Shou University:

1. Transfer to E-Da Bus Route 8506 at Nanzi Train Station and get off at E-Da World.
2. Transfer to E-Da Bus Route 8501 at Xinzuoing Train Station and get off at E-Da World. (Please exit from Exit 2 and wait for a bus at Stop No. 3 on the 1st floor.)

從高鐵左營站至義守大學的大眾交通資訊：

高鐵站 2 號出口出站至 1 樓外面 3 號公車月台轉搭義大客運 8501 高鐵左營線，到義大世界站下車即可。

From THSR Zuoying Station to I-Shou University: Transfer to E-Da Bus Route 8501 and get off at E-Da World. (Please exit from Exit 2 and wait for a bus at Stop No. 3 on the 1st floor.)

提供您由中北部開車至義守大學（高雄市大樹區學城路一段 1 號）的交通資訊：

『國道 1 號』

至高雄「鼎金系統」交流道 362 km 連接「國道 10 號」⇒ 仁武交流道 6.7km 下 ⇒ 第二個紅綠燈(水管路)右轉直走(約 2 公里)⇒ 左轉義大二路(高 52 線) 直走 ⇒ 右轉直達義大。

『國道 3 號』

過田寮收費站 373km，穿過中寮隧道約 2 公里處，連接「國道 10 號」往高雄方向直走 ⇒ 仁武交流道 6.7km 下 ⇒ 第一個紅綠燈左轉水管路直走(約 2 公里)⇒ 左轉義大二路(高 52 線) 直走 ⇒ 右轉直達義大。

If you drive southwards to I-Shou University (No.1, Sec. 1, Syuecheng Rd., Dashu District, Kaohsiung City), please refer to the following instructions:

“National Highway No. 1”

At the 362-km mark, enter National Highway No. 10 ⇒ take the exit at the 6.7-km mark to Renwu ⇒ turn right at the second traffic light (Shuiguan Rd.) and go straight for about 2 km ⇒ turn left to Yida 2nd Rd. and go straight ⇒ turn right at the end and you will see I-Shou University.

“National Highway No. 3”

After you drive through the Zhongliao Tunnel for 2 km, enter National Highway No. 10 towards Kaohsiung ⇒ take the exit at the 6.7-km mark to Renwu ⇒ turn left at the first traffic light (Shuiguan Rd.) and go straight for about 2 km ⇒ turn left to Yida 2nd Rd. and go straight ⇒ turn right at the end and you will see I-Shou University.

開車北上至義守大學（高雄市大樹區學城路一段 1 號）可以參考：

國道一號高雄「鼎金系統」交流道 362 km 往旗山方向 ⇒ 接「國道十號」⇒ 仁武交流道 6.6 km 下（往仁武、大樹）⇒ 第二個紅綠燈（水管路）右轉直走（約 2 公里）⇒ 左轉義大二路（高 52 線）直走 右轉直達本校。

If you drive northwards to I-Shou University (No.1, Sec. 1, Syuecheng Rd., Dashu District, Kaohsiung City), please refer to the following instructions:

At the 362-km mark of National Highway No. 1, enter National Highway No. 10 towards Qishan ⇒ take the exit at the 6.6-km mark to Renwu ⇒ turn right at the second traffic light (Shuiguan Rd.) and go straight for about 2 km ⇒ turn left to Yida 2nd Rd. and go straight ⇒ turn right at the end and you will see I-Shou University.

提供您開車到義大醫學院（高雄市燕巢區角宿里義大路 8 號）的交通資訊：

1. 國道 1 號楠梓交流道出口，沿旗楠公路（台 22 線）往旗山方向直行約 4.5 公里
2. 國道 1 號岡山交流道出口沿安招路往燕巢方向行駛至中興路右轉往楠梓方向前進即可順著角宿路（與中興路同一條）抵達義守大學醫學院區。
3. 國道 10 號高速公路下燕巢交流道，直行穿過義大醫院院區即可抵達。

If you drive to the Medical Campus (No.8, Yida Rd., Jiaosu Village Yanchao District, Kaohsiung City), please refer to the following instructions:

1. Take the exit to Nanzih on National Highway No. 1 and drive for about 4.5 km along Provincial Highway No. 22 towards Qishan.
2. Take the exit to Gangshan on National Highway No. 1 and drive along Anjhao Rd. towards Yanchao. Turn right on Zhongxing Rd. towards Nanzih and drive along Jiaosu Rd., and then you can see the Medical Campus.
3. Take the exit to Yanchao on National Highway No. 10 and go straight to arrive at the Medical Campus.

提供您大眾運輸轉乘至義大醫學院區的交通資訊：

1. 左營高鐵站：搭乘義大客運 E03A、E03B 至義大醫院站
2. 高雄火車站：搭乘 8008 行經義大醫院
3. 楠梓火車站：公車站牌處搭乘紅 58B、7、97、8023 行經義大醫院

Here are some methods for you to get to the Medical Campus by public transportation:

1. THSR Zouying Station: Take E-Da Bus Route E03A or E03B to E-Da Hospital.
 2. Kaohsiung Main Station: Take Kaohsiung Bus Route 8008 to E-Da Hospital.
 3. Nanzih Train Station: Take Kaohsiung City Bus Route R58B, 7, 97, or 8023 to E-Da Hospital.
-

學校餐廳的營業時間及位置歡迎參考總務處每學期的最新公告！

For the locations and opening hours of campus restaurants, please refer to the latest announcement by the Office of General Affairs!

麗文書局營業時間：

『校本部-麗文書局』

星期一至星期五

09:00am-09:00pm

星期六

10:00am-04:00pm

『醫學院-麗文書局』

星期一至星期四

09:00am-07:00pm

星期五

09:00am-06:00pm

Opening hours of Liwen Bookstore:

“Main Campus”

Monday ~ Friday

9 a.m. ~ 9 p.m.

Saturday

10 a.m. ~ 4 p.m.

“Medical Campus”

Monday ~ Thursday

9 a.m. ~ 7 p.m.

Friday

9 a.m. ~ 6 p.m.

出納組辦理繳費及領款的時間為平日早上 8:10 至中午 12:00 及下午 1:00 至 4:00 止，歡迎在時間內辦理相關業務。

Below is the information about the Cashier Section:

Location and Contact Info:

Main Campus: 1F of Administration Building; 07-6571111 ext. 2333

Medical Campus: 1F of Teaching Building B; 07-6151100 ext. 3315

Office Hours: 8 a.m. ~ 5 p.m.

Friendly reminder: To handle anything relating to payment, please visit the Cashier Section between 8:10 a.m. and 12 noon and between 1 p.m. and 4 p.m.

學校多處設有提款機地點方便同學使用！

『校本部』

1. 土地銀行提款機：行政大樓三樓通廊、活動中心麗文書局旁
2. 郵局提款機：學校大門口左邊郵局門口
3. 台新銀行：活動中心全家便利商店
4. 國泰世華銀行：第二宿舍全家便利商店外

『醫學院』

1. 土地銀行提款機：教學大樓 A/B 棟穿廊
2. 彰化銀行提款機：教學大樓 B/C 棟穿廊
3. 台新銀行提款機：教學大樓 BIF、全家便利商店外

There are many ATMs around the campus.

“Main Campus”

1. ATM of Land Bank of Taiwan: On 3F of Administration Building and next to Liwen Bookstore at Student Activity Center
2. ATM of Post Office: Next to the entrance of the post office near the main gate
3. ATM of Taishin Bank: Inside the FamilyMart convenience store at Student Activity Center
4. ATM of Cathay United Bank: Outside the FamilyMart convenience store at Dormitory 2

“Medical Campus”

1. ATM of Land Bank of Taiwan: At the corridor between Teaching Building A and B
2. ATM of Chang Hwa Commercial Bank: At the corridor between Teaching Building B and C
3. ATM of Taishin Bank: On 1F of Teaching B and outside the FamilyMart convenience store

提供您非住宿生的郵件收送方式：

1. 掛號、包裹信件：文書組會通知學生至文書組（行政大樓 1 樓）領取。
2. 一般信件：未住宿生的信件，文書組會投至各系之信箱，再由系助理帶回各系投至各班之信箱

注意事項：

(一)信封上面務必寫上系所班別，以方便通知及投遞。

(二)領取掛號信件者，務必於通知後兩週內攜帶學生證或相關證件領取。

【洽詢文書組】鄭先生，電話：07-657-7711 分機 2343

How to pick up your mails or packages:

1. For registered mails or packages, the Documentation Section will notify you of picking up the mail or package at the Documentation Section on 1F of the Administration Building.
2. For ordinary mails or packages, the Documentation Section will put mails or packages in corresponding mailboxes of departments, and department assistants will put mails or packages in corresponding mailboxes of classes.

Notices:

1. Your department and class should be included in the address to make sure that you can be notified and mails/packages delivered.
2. To pick up registered mails or packages, please present your student ID card or an identity document within two weeks of being notified.

【Contact the Documentation Section】Mr. Cheng (Tel.: 07-657-7711 ext. 2343)

同學如有訂購書籍，送達後會由書局代收，可至文書組頁面查詢招領公告或洽詢活動中心麗文書局。

【洽詢麗文書局】分機 2563

The books you order will be sent to Liwen Bookstore. You can check the announcement on the website of the Documentation Section or contact Liwen Bookstore.

【Contact Liwen Bookstore】Ext. 2563

學位服借用相關問題歡迎洽詢總務處保管組！

If you have any questions about academic dresses, you are more than welcome to contact the Property Management Section of the Office of General Affairs!

若校園、教室或宿舍的公共設施發生故障異常，請聯繫相關單位，專員會盡快協助您！

『校園公共設施』

水電、電風扇、宿舍桌子、空調、電梯、日光燈、熱水器、飲水機、地板、廁所設施以及校園路燈、道路、水管破裂等請登入總務系統報修。

『宿舍公共設施』

椅子、窗簾、洗脫烘衣機的維修支援可直接聯繫各宿舍管理站為您服務。

『教室設備報修』

如教室設備故障問題請至 <http://140.133.45.37/isusub/> 申請報修。

If you find any broken public facilities around the campus, in the classroom, or in the dormitory, please contact the responsible unit for assistance!

“Public facilities around the campus”

Utilities, fans, desks, air-conditioners, elevators, lights, water heaters, water dispensers, floors, toilets, road lamps, roads, water pipes, etc. Please make a repair request at <http://ga.isu.edu.tw/>.

“Public facilities in the dormitory”

If you find any broken desks, curtains, washing machines, dryers, or spin dryers, please directly contact the dormitory management office for assistance.

“Public facilities in the classroom”

If you find any broken facilities in the classroom, please request a repair at <http://140.133.45.37/isusub/>.

申請汽機車通行證可以參考下列說明！

登入網址至機車通行證申請欄 → 填寫學籍資料及車籍資料 → 填寫完畢送出後並列印繳費劃撥單 → 至郵局繳費 → 攜帶繳費單二、三聯及學生證、駕照、行照、強制責任險卡至安全組辦理領證（進修部學生至進修總務組辦理）。

帳號：學號(學號前加 isu) 例如：isu9912345a

密碼：預設為身份證字號

『汽車通行證』

登入網址至汽車通行證申請欄 → 填寫學籍資料及車籍資料 → 填寫完畢後按送出並列印繳費劃撥單 → 至郵局繳費 → 攜帶繳費單二、三聯及學生證、駕照、行照、強制責任險卡至安全組辦理領證（進修部學生至進修總務組辦理）。

帳號：學號 例如：9912345A

密碼：第一次申請需自行設定

To apply for a car/motorcycle parking permit, please refer to the following information:

“Motorcycle Parking Permit

Log in to <http://bike.isu.edu.tw/> → Complete your personal information and motorcycle information → Submit the application and print out the payment slip → Pay at a post office with the payment slip → Present the second and third pages of the payment slip, your student ID card, your driver's license, the vehicle license, and the compulsory automobile liability insurance card at the Safety Section to pick up your parking permit (for students of evening programs, please visit the General Affairs Section of the Division of Continuing Education).

Account ID: Student No. (plus “isu” at the very beginning) Example: isu9912345a

Password: The default password is your national ID No.

“Car Parking Permit”

Log in to <http://ga.isu.edu.tw/student/index.htm> → Complete your personal information and car information → Submit the application and print out the payment slip → Pay at a post office with the payment slip → Present the second and third pages of the payment slip, your student ID card, your driver's license, the vehicle license, and the compulsory automobile liability insurance card at the Safety Section to pick up your parking permit (for students of evening programs, please visit the General Affairs Section of the Division of Continuing Education).

Account ID: Student No.

Example: 9912345A

Password: For first-time applicants, please set up the password on your own.

學校基於安全考量，校園內禁止騎車機車與腳踏車！

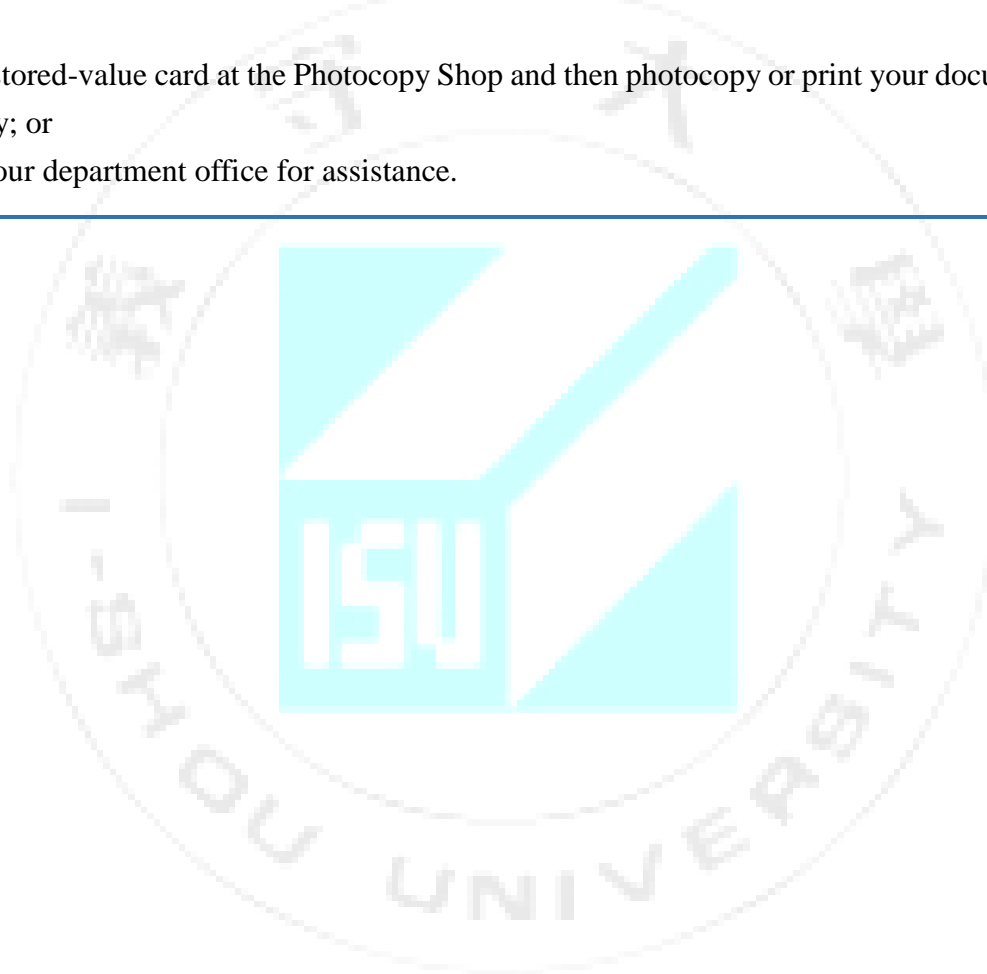
For everyone's safety, riding bikes and motorcycles is banned on campus!

同學如果有影印的需求，可以參考下列方式：

1. 直接在教學大樓 1 樓影印部或全家商店列印。
2. 先在影印部購買影印儲值卡，即可在圖書館進行檔案列印。
3. 各系辦複印文件。

If you need to photocopy or print any documents, you may:

1. visit the Photocopy Shop on the 1st floor of the Teaching Building or the FamilyMart convenience store;
 2. buy a stored-value card at the Photocopy Shop and then photocopy or print your documents at the Library; or
 3. visit your department office for assistance.
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如果有實習的意願可以參考職涯發展中心的公告！

Welcome to check the announcements released on the website of the Career Development Center for internship opportunities!

有就職需求的同學，可以參加學校每年舉行徵才博覽會，或至企業徵才公告網頁查看有沒有適合的職缺！

Welcome to attend the annual on-campus job fair held by ISU or check the announcements released on the website of the Career Development Center for job opportunities!

