



淡江大學外國學生新生註冊及入學須知

親愛的新生們，歡迎來到淡江大學。

請同學於 **2019 年 9 月 2 日 (9:00~11:00)** 報到註冊

● 報到流程：

請到境外生輔導組（以下簡稱境輔組）報到（淡水校園-驚聲大樓 10 樓 T1001 室）。來蘭陽校園請至 **CL312 報到**

● 到境輔組/蘭陽校園應繳資料：

1. 2 吋正面脫帽半身照片 4 張
2. 居留證影本；臺灣簽證影本
3. 護照影本
4. 外籍生資訊表（填寫完畢）
5. 緊急事件授權同意書
6. 淡江大學境外學生保險與健保投保須知
7. 個人資料同意書

* 如果你是臺灣獎學金學生請再準備以下文件：

1. 台灣獎學金證明書正本與影本（外交部或教育部）
2. 本人的郵局帳戶簿影本
3. TOCFL 證書（若未曾於華語中心研習華語且為英語專班之學生，可免）

● 外國學生新生入學須知將於 5 月中旬公告於國際暨兩岸事務處網頁上，請於網頁上查詢。

國際暨兩岸事務處網址：<http://www.oieie.tku.edu.tw/>

【國際暨兩岸事務處首頁】 → 【境外新生入學須知】 → 【外籍生】

● 【境外新生入學須知】網頁內將會公告：選課、學費、宿舍、新生講習、體檢、臺灣獎學金、全民健康保險及簽證問題、銀行、交通、團體接機服務等相關注意事項。

● 學校行事曆網址：http://www.acad.tku.edu.tw/app/super_pages.php?ID=OAA201

● 校園地圖：<http://www.tku.edu.tw/road.asp>



Registration Instructions and Admission information for International Students

Welcome to Tamkang University!

Registration Day is on 2nd September, 2019 (9:00AM~11:00AM).

● Registration process:

Please hand in the documents to **International and Mainland Student Guidance Section**. (Tamsui campus - Ching-sheng Memorial Hall 10F T1001 room). (CL501 at Lanyang Campus)

● Required Documents for the **International and Mainland Student Guidance Section**:

1. 2-inch, half-body passport photos 4 pcs.
2. ARC **copy**; Taiwan visa **copy**. (If you have ARC, please provide ARC copy.)
3. Passport **copy**.
4. Personal Information Form. (Filled-in)
5. TKU Authorization for Emergency Treatment.
6. TKU International Student Insurance and NHI Insurance Information.
7. TKU Consent to Provide Personal Data.

* If you are a Taiwan scholarship student, **please also bring the following documents**:

1. **Taiwan Scholarship Certificate (MOFA or MOE) and a copy.**
2. Post office account book **copy**. (Under your name)
3. Optional: The TOCFL certificate copy. (The certificate is necessary for students who have studied in any Chinese language center in Taiwan, or is going to study non-English taught course in TKU.)

● Foreign Freshmen Admission information will post at Office of International and Cross-Strait Affairs website during **middle of May, 2019**. Please check it on webpage.

Office of International and Cross-Strait Affairs website: <http://www.oieie.tku.edu.tw/>

【Office of International and Cross-Strait Affairs】 → 【Freshmen Admission Information】 → 【Foreign Students】

● 【Freshmen Admission Information】 will be included: *Course Selection, Tuition, Dormitory, Orientation, Medical checkup, Taiwan scholarship, National health insurance and Visa, Bank issue, Transportation, Group Airport Pickup* etc.

● Academic Calendar: http://english.tku.edu.tw/StudyinTKU_ImportantInformation.asp

● Campus Map: http://english.tku.edu.tw/Campus_maptoTKU.asp#

淡江大學境外生資訊表(外籍學位生)

Tamkang University Foreign Students Information Form

- Pictures * 4
- ARC copy
- Passport copy
- Taiwan visa copy
- Emergency authorization
- Medical insurance proof
- TKU Consent to Provide Personal Data

- Scholarship Certificate
- Post account book copy

- I already have the NHI card
- NHI card copy

- 教育部獎學金 (Ministry of Education Scholarship)
- 外交部獎學金 (MOFA Scholarship)

個人資料 / PERSONAL INFORMATION

學號 / Student ID :		就讀系所 / Department :			
中文姓名 Chinese Name					照片/PHOTO
英文姓名 English Name as passport (Capital Letters)	(Surname)		(Given Name)		
出生日期 Date Of Birth	(YYYY) / (MM) / (DD)	性別 Sex	<input type="checkbox"/> 男 / Male <input type="checkbox"/> 女 / Female		
E-MAIL					
國籍 Nationality			居留證號碼 ARC Number		
護照號碼 Passport Number			護照發照地點 Passport Issue Place		

在台資訊 / INFORMATION IN TAIWAN

電話 TEL	(H)	住址 Address	1. <input type="checkbox"/> 松濤女宿 / Sung-tao dorms 2. <input type="checkbox"/> 淡江學園 / Tamkang Dormitory 3. <input type="checkbox"/> 蘭陽宿舍 / Lanyang Dormitory 4. <input type="checkbox"/> 其他 / Others: (ADD)
	(M)		

在地資訊 / INFORMATION IN YOUR COUNTRY

電話 TEL	(H)	住址 Address	
	(M)		

※ 緊急聯絡人資訊 / EMERGENCY CONTACT INFORMATION-your country

姓名 Name	電話 TEL	(H) (M)	與本人關係 Relationship	<input type="checkbox"/> 在臺灣 In Taiwan <input type="checkbox"/> 國外 Not in Taiwan
姓名 Name	電話 TEL	(H) (M)	與本人關係 Relationship	<input type="checkbox"/> 在臺灣 In Taiwan <input type="checkbox"/> 國外 Not in Taiwan

淡江大學緊急醫療授權書

TKU Authorization for Emergency Medical Treatment

I, _____(name of parent/guardian) understand that in the case of emergency of my child, _____(name), Tamkang University will try to notify me or the person I have listed below as an emergency contact.

本人_____ (父母或監護人之姓名)，已瞭解如本人之子女 (姓名) _____ 遭遇緊急危險時，淡江大學將會試圖緊急通知本人或本人於本授權書中所指定之下列緊急聯絡人。

In case of a medical emergency concerning my child, at a time when I or my listed emergency contact, for any reason, cannot be reached, I hereby grant with full power to Tamkang University and its employees to act on my or my child's behalf the following treatments:

本人子女如需接受緊急醫療通知，基於任何原因致本人或本人所指定之緊急聯絡人無法接獲該通知時，本人在此謹全權授予淡江大學及其受雇人代表本人及本人子女為下列行為：

- 1.Administer first aid; 提供第一時間之救助。
- 2 Authorize a medical doctor to examine or treat my child; 授權醫生對本人子女為檢查及醫療行為。
- 3.Arrange for the transportation of my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment is normally administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic; 安排本人子女之運送(不論利用救護車或其他交通工具)，以前往適宜施行緊急醫療之場所，包括醫院之急診室、醫生之診療室或診所，但不以上述場所為限。
- 4 Sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.於醫療機構中為獲得相關醫療或手術，得簽署任何經醫療機關判斷後，所要求出具之相關文件。

I hereby agree to accept the financial responsibilities for any cost thus incurred in the treatment of any illness, accident. I further agree that in the process of seeking or providing such treatment, neither nor its employees shall be liable, de facto or de jure, for any complications that may arise thereof.

本人在此並同意負擔所有因治療意外或傷病所生之相關費用。本人亦同意於尋求或提供上述醫療行為之過程中，不論淡江大學或其受雇人皆無須負擔任何因處理前開相關事務，所可能引起之事實上或法律上之責任。

The following persons are appointed as my/our child's Emergency Contact (if I/we cannot be reached):

如無法聯絡本人時，本人所指定本人子女之緊急聯絡人如下(以住在台灣為佳，可寫1位)：

1. Name 姓名 _____

Cell Phone Numbers 行動電話_____

Home Phone Numbers 住所電話_____

Office Phone Numbers 公司電話_____

2. Name 姓名 _____

Cell Phone Numbers 行動電話_____

Home Phone Numbers 住所電話_____

Office Phone Numbers 公司電話_____

Signature of Parent/Guardian _____ Date _____ MM/DD/YY

立書人(即父母或監護人簽名) _____ 立書日 年 月 日

Cell Phone Numbers 行動電話_____

Home Phone Numbers 住所電話_____

Office Phone Numbers 公司電話_____

The authorization comes into force upon legally-binding signature. Please complete this form and submit it along with all other application documents on the day of registration.

This information will be kept confidential in the possession of the university. Should the need arise, this information may be given to the proper medical authorities.

簽名後即具法律效力。請貴子弟於註冊時繳回，以釐清責任歸屬。

本資訊將由淡江大學所持有並加以保密，然必要時得提供予相關醫療機構使用。

AUOX-Q03-001-FM006-02

淡江大學個人資料公務使用同意書

本同意書說明淡江大學國際暨兩岸事務處境外生輔導組（以下簡稱本組）將如何處理本組所蒐集到的個人資料。

當您勾選「我同意」並簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容及其後修改變更規定。若您未滿二十歲，應於您的法定代理人閱讀、瞭解並同意本同意書之所有內容及其後修改變更規定後，方得使用本服務，但若您已接受本服務，視為您已取得法定代理人之同意，並遵守以下所有規範。

一、基本資料之蒐集、更新及保管

1. 本組蒐集您的個人資料在中華民國「個人資料保護法」與相關法令之規範下，依據本校【隱私權政策聲明】，蒐集、處理及利用您的個人資料。
2. 本組因執行業務所蒐集您的個人資料包括姓名、原屬機構、護照號碼、身份證字號/居留證號/統一編號、生日、國籍、聯絡方式(電話、E-Mail)等，請於申請時提供您本人正確、最新及完整的個人資料。若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將損失相關權益。
3. 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
(1)請求查詢或閱覽。(2)製給複製本。(3)請求補充或更正。(4)請求停止蒐集、處理及利用。
(5)請求刪除。

但因本組執行職務或業務所必須者，本處得拒絕之。

若您因行使上述權利，而導致權益受損時，本處將不負相關賠償責任。

二、蒐集個人資料之目的

1. 本組為執行輔導業務之相關作業所需。
2. 當您的個人資料使用方式與當初本組蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本處提供個人資料，但您可能因此喪失您的權益。
3. 本組利用您的個人資料期間為即日起 10 年內，利用地區為台灣地區。

三、基本資料之保密

您的個人資料受到本校【隱私權政策聲明】之保護及規範。本處如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本組將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

四、同意書之效力

1. 當您勾選「我同意」並簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容，您如違反下列條款時，本組得隨時終止對您所提供之所有權益或服務。
2. 本組保留隨時修改本同意書規範之權利，本組將於修改規範時，於本組網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請勿繼續接受本服務。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。
3. 您自本同意書取得的任何建議或資訊，無論是書面或口頭形式，除非本同意書條款有明確規定，均不構成本同意條款以外之任何保證。

五、準據法與管轄法院

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理。

我已閱讀並接受上述同意書內容

當事人簽名

(請親簽)

年 月 日

TKU Consent to Provide Personal Data

This consent letter (this "Consent") sets forth how Office of International and Cross-Strait Affairs, International and Mainland Student Guidance Section, Tamkang University

("OICSA, IMSGS, TKU") will process the personal data collected hereunder.

By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed, understood, and agreed to the terms of this Consent and its amendments. If you are under the age of 20, you cannot use the service until your legal guardian has reviewed, understood, and agreed to the terms of this Consent and its amendments. Nevertheless, you will be deemed to have obtained your legal guardian's consent and agreed to comply with the following terms if you have used the service.

A. Collection, Updating, and Custody of Personal Data

1. OICSA, IMSGS, TKU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and other relevant laws and regulations as well as TKU's Privacy Policy.
2. To practice our duty, we need to collect the personal data, including your name, institution, passport, ARC ID, date of birth, nationality, and contact information (phone numbers or email) from you. You are asked to provide the most correct, updated, and completed personal data when you fill out the application. Your rights and interests may be affected if you provide OICSA, IMSGS, TKU with false, outdated, partial, or misleading personal data.
3. You may exercise the following rights as regards your personal data in accordance with the Personal Data Protection Act: (a) inquire or review your personal data; (b) ask for duplicates of your personal data; (c) ask to supplement or correct your personal data; (d) ask to stop collecting, processing or using your personal data; and (e) ask to delete your personal data.
OICSA, IMSGS, TKU may refuse your request(s) in order to perform its duties or conduct its business.
OICSA, IMSGS, TKU will not compensate any loss or damage you may sustain from the exercise of such rights.

B. Purposes of Collecting Personal Data

1. In order to process international and mainland students through TKU, OICSA, IMSGS, personal information must first be submitted.
2. OICSA, IMSGS, TKU will ask for your written consent in advance if your personal data needs to be used for any other purpose. You may refuse to provide your personal data, but you may lose your rights or interests accordingly.
3. OICSA, IMSGS, TKU may use your personal data in Taiwan for a period of 10 years commencing from now on the date of submitting your application.

C. Protection of Personal Data

Your personal data is protected by TKU's Privacy Policy. Please review the Privacy Policy for its full text. If OICSA, IMSGS, TKU violates the Personal Data Protection Act or your personal data is stolen, divulged, modified, or damaged owing to any natural disasters, extraordinary event or circumstance beyond its control, OICSA, IMSGS, TKU will notify you by telephone, mail or e-mail, or post the notification at our website, whichever TKU deems appropriate, after conducting necessary investigations.

D. Effect of Consent

1. By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed, and understood, and agreed to all the terms of this Consent. If you breach any terms of this Consent, OICSA, IMSGS, TKU may terminate all the rights and services given to you whenever it deems necessary.
2. OICSA, IMSGS, TKU reserves the right to amend this Consent at any time. OICSA, IMSGS, TKU will post the amendments at its website and will not send a separate notification to you. Do not keep using the service if you object to the amendments. If you continue using the service, you will be deemed to have agreed to be bound by the amendments.
3. Unless otherwise expressly provided herein, no suggestion or information, neither in written format or orally delivered, that you may obtain in connection with this Consent.

E. Governing Law and Jurisdiction

This Consent shall be construed and interpreted in accordance with the laws of the Republic of China.

I have reviewed and accept the terms of this Consent

Signature _____ Date: _____
(hand-written signature is necessary) (YYYY/MM/DD)

淡江大學境外學生保險與健保投保須知

依據「外國學生來臺就學辦法」第 22 條中規定：外國學生註冊時，新生應檢附已投保自入境當日起至少六個月效期之醫療及傷害保險，在校生應檢附我國全民健康保險等相關保險證明文件。

前項保險證明如為國外所核發者，應經駐外館處驗證。

為保障學生在校在台安全，未符合投保全民健康保險前，您必須被持續強制參加本校提供之「境外學生醫療保險」，保費共計新台幣 3,000 元（6 個月），此費用將在學費單內一併收取。

外籍學生來台就學者，擁有居留證後並在臺居留滿六個月，指進入臺灣地區居留後，連續居住達六個月或曾出境一次未逾三十日，其實際居住期間扣除出境日數後，併計達六個月後，需在其就讀之學校或居住地區公所辦理參加全民健保。

另外，外籍人士可依附於有工作的配偶或直系血親，請至其配偶或直系血親的投保單位，以眷屬身分補辦理投保。

全民健康保險係屬強制性保險，凡符合投保條件的民眾均應依規定參加全民健康保險。若不依規定參加保險，處新台幣三千元以上一萬五千元以下的罰鍰，並追溯合於投保條件之日起補辦投保；於罰鍰及保險費未繳清前，暫不予保險給付。上述罰鍰，經書面通知限期繳納，屆期仍未繳納者，移送強制執行。

■ 本人已詳細閱讀以上告知事項，如有問題將自行負責。

淡江大學境外學生保險與健保投保須知

簽名：_____

學號：_____

日期：_____年_____月_____日

TKU International Student Insurance and NHI Insurance Information

Following article 22 of 'International Students Undertaking Studies in Taiwan'. At the time of registration a new international student shall present proof of a medical and injury insurance policy which is valid for at least 6 months from the date the student enters Taiwan. Current student shall present written proof that they have joined Taiwan's the National Health Insurance Plan. The abovementioned written proof of insurance issued in foreign country shall be verified by the 'Overseas Agencies'.

Before you qualify to Taiwan's the National Health Insurance, we are obligated to help students join the International student medical insurance provided by TKU University. The six months fee is NTD3,000.(This fee will be included within tuition payment.

The international student who, after entering Taiwan and gaining an ARC, has stayed in Taiwan for six consecutive months, or exited Taiwan once for less than 30 days, with their actual period of stay amounting to six months after deducting the number of days that he or she has been away from Taiwan, may apply for NHI through their university or the local district office.

Foreign students with relatives who qualify as an insured person under the NHI program can enroll in NHI as dependents. (e.g.: With parents living outside Taiwan but grandparents living in Taiwan, the student may enroll as a dependent of the grandparents.)

The National Health Insurance Program is mandatory; anyone who qualifies for the Program must enroll. Any qualified person who doesn't enroll is subject to a fine of NT\$3,000 to NT\$15,000. In addition, this person is required to pay the full premiums starting from the date he or she should have been enrolled. No benefits will be offered before the premiums are paid in full. If fined, a notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement.

■I have carefully read and fully understand all the above information and take full responsibility for any problems.

TKU International Student Insurance and NHI Insurance Information

Signature : _____

Student ID number : _____

Date : _____

Tamkang University Foreign Freshman Students (Overseas and International) Important Information
Regarding Application for School Dormitory

1. Applicant Requirements: Must be a foreign student studying at the Tamsui Campus
2. Application Period: Applications are open from August 6th till August 12th, limited rooms available
3. Application Procedure: Applicants must pay online a deposit of NTD 10,000 for their bedspace
4. Online Payment Website: <https://bit.ly/2rvgNii>
 - Note 1: Overseas freshman students who have not received their student ID number, please enter your eight digit birth date in the format of YYYYMMDD (ex. 20190101)
 - Note 2: The university will send out registration notices mid-August along with your student ID number
 - Note 3: International freshman students can login with their student ID directly
5. Confirmation of dormitory bedspace
 - a. Foreign freshman students who have applied for the school dormitory will be accommodated at Tamkang Dormitory; accommodation at Sung-Tao Hall Female Dormitory will prioritize students from low-income families (Note 1: Students applying for Sung-Tao Female Dormitory must provide a proof of income)
 - b. Due to limited availability of bedspaces, students who are applying for the school dormitory should complete the application procedures online before 12th August including the full payment of NTD 10,000 as deposit for their bedspace. The deposit paid goes towards your accommodation fees, once you have moved in, please make sure you pay for the rest of your accommodation fees. **There will be no deposit refunds after you have moved in.**
 - c. Bedspace arrangement: Available online at the Student Housing Guidance Section website early-September
 - d. Students wishing to relinquish their bedspace after the allocation:
 - (Note 2: Must fill in **【Tamkang University Tamsui Campus Student Dormitory Withdrawal Parental Consent Form】** and submit as notification to the International and Mainland Students Guidance Section by email: auox@oa.tku.edu.tw before 12pm of August 15th. Deposits will be refunded. Late notifications will not have deposits refunded and shall be dealt with according to the university's Rewards and Punishments regulations)
 - e. Students who have allocated bedspace, if you are unable to check in before the deadline (please check online at the Students Housing Guidance Section for the specific date), must notify the Students Housing Guidance Section; Students who are late without prior notice will be treated as having relinquished their bedspace regardless of whether you have completed payment.

淡江大學境外新生(僑生、外籍生)申請學校宿舍須知

一、申請資格：淡水校園境外新生。

二、申請時間：2019年8月6日起至8月12日額滿為止。

三、申請方式：申請者上網線上繳交新生床位定金新台幣10,000元。

四、繳費網址：<https://reurl.cc/gp1on>

註：請先至本校教務處網頁新生入學資訊查詢學

號。http://www.acad.tku.edu.tw/stu/super_pages.php?ID=OAA501

五、住宿床位確認

(一)境外新生申請住宿學校宿舍者，將安排住宿於淡江學園；松濤館女生宿舍則以清寒學生優先安排，欲申請住宿於松濤館的學生須提供清寒證明(註1)，請將清寒證明掃描後，Email至gchao@mail.tku.edu.tw信箱。

(二)因為床位有限，欲申請住在本校宿舍，請於8月12日前至上述網頁完成線上繳費支付新生床位定金新台幣10,000元整。新生床位定金為宿舍費之一部分，入住後請依住輔組繳費單儘速繳清餘款，若之後決定不住，本定金不退還。

*新生床位定金並非宿舍保證金，新生床位定金確保你的床位，宿舍保證金則為住宿期間確保宿舍設備、環境不被損壞，退宿時寢室清潔及寢室設備檢查通過後會退還。

(三)床位編排：9月初於住輔組網頁公告。

宿舍報到當日人潮眾多，住輔組將不受理床位更換事宜，有需要者請於入住後依規定申請。

(四)已核定床位但欲放棄者：

檢具【淡江大學淡水校園學生宿舍退宿家長同意書】(註2)，於8月15日中午12時前Email至auox@oa.tku.edu.tw通知境外生輔導組，床位定金可退；逾期未辦理退宿通知者，除床位定金不退之外，依本校學生獎懲辦法相關規定處理。

(五)經核定住宿者，未能於期限內進住報到(請至住輔組網頁查詢規定時間)，請通知境外生輔導組；無故未於規定期間內辦理進住報到者，視為放棄權利，即使已完成繳費亦立即取消床位住輔組網頁：<http://spirit.tku.edu.tw/tku/main.jsp?sectionId=8>

六、住宿收費標準

(一)核定住宿學生應於規定期限分上、下學期繳交住宿相關費用(詳下表)，且需住宿一學年。繳費方式與期限詳繳費單說明；未宿滿一學年者，宿舍保證金及住宿費不予退還，爾後不核予床位。除畢(結)業、出國交換(留學)、休學、退學、轉學、重大疾病或開除學籍外，遇特殊情況，須於學年中退宿者，應提交相關證明文件及「退宿家長同意書」，經核可後始得辦理退費(含宿舍保證金)；宿舍保證金於學年結束扣除相關費用後，無息退還至學生本人之郵局帳戶。

(二)住宿收費標準如下(依正式繳費單為準)：

項目	松濤館(女宿)		淡江學園(男、女宿)	
房型	4人雅房		3或4人套房(含獨立衛浴設備)。	
住宿費	上學期	下學期	上學期	下學期
	10,900元	10,900元	19,250元	19,250元
宿舍保證金	2,000元/每學年		5,000元/每學年	

項目	松 濤 館(女宿)	淡江學園(男、女宿)
管理費	0	3,000 元／每學期
水電費	0	照表收費
空調費	依電表度數，以冷氣儲值卡付費	電腦計費
網路暨電話使用費	639 元／每學期(寒暑假另計)	不另收費
學生宿舍自治會費	100 元	100 元
住宿期間	(1)自宿舍進住報到日起至學期結束閉館日止，屆時於本組網頁公告。 (2)寒、暑假期間住宿，須依公告作業時間另行申請及付費。	(1)自宿舍進住日起至學期結束閉館日止，屆時於本組網頁公告。 (2)暑假假期間住宿，須依公告作業時間另行申請及付費。

註 1：清寒證明文件開立單位 (以下擇一)

1. 一般性開立單位

- (1) 僑居地留臺校友會所核發之證明
- (2) 來臺就學前一學程畢業學校所開立之證明文件
- (3) 僑居地同鄉會所開立之證明文件
- (4) 僑居地政府機構所開立之證明文件
- (5) 僑居地保薦單位所開立之證明文件
- (6) 我國政府機構開立之中低收入戶或低收入戶證明文件

2. 特定國家或地區具公信力之個人

- (1) 香港地區區議員開立之證明文件
- (2) 越南地區村長、里長、黨（社、坊）人民委員會主席開立之證明文件
- (3) 馬來西亞地區國會議員、州議員、市議員及村長（不含拿督）開立之證明文件

註 2：【淡江大學淡水校園學生宿舍退宿家長同意書】如下。

註 3：若希望校外租屋，建議可瀏覽本校住宿輔導組網頁，點選左下方「校外賃居資訊提供及輔導服務 Accommodation Off Campus」，提供多元校外賃租資訊。

淡水校園學生宿舍簡介 <http://spirit.tku.edu.tw/tku/main.jsp?sectionId=8>

★淡江學園

淡江學園係學校於校外 BOT 的學生宿舍，依安全及設施標準建造，全棟採防火建材，建物及設備均符合消防安全標準，定期接受政府相關單位之建物及消防檢測，並於新生進住時，舉辦消防設備說明及安全逃生實作演練。

1 樓入口處設置接待大廳，共有三部電梯，3 號電梯為女生專屬使用，直達 3 至 6 樓女生宿舍，1、2 號二部電梯為男生專屬使用，直達 7 至 14 樓為男生宿舍(7、8 樓為寧靜樓層)。以下概述安全管理及生活輔導等，提供參考：

1.大門管制：學園全區共 160 處監視器，由 24 小時專業保全管控，寢室房門獨立刷卡進出；夜間進出紀錄定期寄發家長，俾利家長瞭解學生住宿情形。

2.硬體設備：學園寢室為 3 人或 4 人一間套房，衛浴設備係採獨立式使用空間，設有網路節點。雙數樓層有小型交誼廳，內設有冰箱、微波爐、烤箱、電鍋，頂樓設有大型多媒體交誼廳與健身器材，供同學休閒使用。

3.休閒活動：成立宿舍自治會，適時舉辦各項溫馨活動，如迎新、電影欣賞、社團表演、湯圓晚會等，讓住宿生有家的感覺。

4.生活輔導：編配 3 名輔導員及 1 名水電技術人員，負責行政及生活輔導與修繕工作；另，夜間及假日均有學校教官駐守，處理臨時及突發緊急狀況。

5.生活機能：週一至週五有免費接駁公車送住宿生至校園上課(步行約需 15 分鐘)。學園附近生活機能多元、交通便利。

★松濤館

松濤館為校園內的女學生宿舍，宿舍全棟為水泥建築物、走道天花板為防火建材，每寢設有煙霧偵測器與警報器連線，每半年進行建物及消防檢測，並於開學後舉辦消防設備說明及安全逃生實作演練。

1.大門管制：24 小時刷卡(學生證)進入宿舍區，紅外線偵測感應出館；夜間進出紀錄定期寄發家長，俾利家長瞭解學生住宿情形。宿舍大門口有監視設備並有定點夜間巡邏站。

2.硬體設備：每間寢室住宿 4 人，寢室內部設備有床(不含床墊)、書桌、椅子、桌燈、衣櫃、百葉窗，供同學使用。為提高住宿品質，提供學生依冷氣儲值卡付費之冷氣空調設備。宿舍公共區域有交誼廳、健身區、自修室、洗衣部、美食廣場，並提供冰箱、電視機、微波爐、烤箱、黑晶爐、電鍋、飲水機、公共電話及寢室信箱，以符合住宿生活之基本需求。

3.休閒活動：成立宿舍自治會，由熱心服務的同學義務籌劃各類活動，例如：祝福考試歐趴活動、湯圓晚會、耶誕溫馨情等。

4.生活輔導：編配 3 名輔導員，負責住宿同學生活輔導工作；另，夜間及假日均有安排人員駐守，處理臨時及突發緊急狀況，讓家長無須為同學在校生活擔憂、煩惱。

5.生活機能：松濤館樓下有美食廣場，校區設有郵局、書店等，周邊生活機能多元。校園內有公車及至淡水捷運站，交通便利。