



美和科技大學華語文中心  
華語生 學生手冊

Meiho University Chinese Language Center  
Mandarin Course Student Handbook

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# 壹、關於美和科技大學 About Meiho University

美和科技大學（Meiho University，簡稱美和科大），創校於1966年，學校現設健康暨護理、經營管理與民生三大學院，具備多個學系與研究所。校訓「美而有禮，和而好學」，並致力於「專業化、全人化、國際化」的教學理念，強調「證照第一、就業優先」。為落實政府推廣對外華語文教育，增進國際間之文化交流，本校於2020年設置華語文中心(以下簡稱本中心)，中心旨在為本校國際學生及外籍人士提供華語學習課程，推廣華語文教學，為日後在台進修、工作或生活溝通奠定基礎，進而宣揚中華文化，增進國際交流。

Meiho University (est. 1966) is a private university in Pingtung, Taiwan, with colleges in Health & Nursing, Business & Management, and Human Ecology. We focus on professional training, holistic growth, and global vision, helping students gain certifications and career opportunities. To support international students, the Chinese Language Center was established in 2020. It offers Mandarin courses and cultural programs, preparing students for life, study, or work in Taiwan.

# 貳、華語中心簡介 Introduction to the Chinese Language Center

## 一、 中心宗旨

本中心配有 4 間專用教學空間各具功能，大型教室與電腦教室兼備，教室內並有多點觸控螢幕、桌上型電腦等多媒體設備。中心師資皆為華語文相關碩士或取得教育部對外華語教學能力認證，並具備豐富教學經驗，能因應學生的需求客製化課程，從聽、說、讀、寫等各面向培育外國學生的華語溝通能力，進而輔導外國學生取得國家級的華語文能力證照(TOCFL CERTIFICATE)。教材方面，中心置有《當代中文課程》系列專業華語文教材、TOCFL 輔導教材及其他商用華語教材，並有多套桌遊教具以豐富課程。學生輔導方面，中心訂有課後輔導機制讓學生可安心延續華語文學習。

Our Center offers four purpose-built classrooms, including a spacious lecture room and a fully equipped computer lab. All classrooms feature modern multimedia facilities such as multi-touch screens and desktop computers.

Our professional instructors hold a Master's degree in Teaching Chinese as a Second Language or related fields, or are certified by the Ministry of Education. With rich teaching experience, they design customized courses to help students improve their listening, speaking, reading, and writing skills, and prepare them for the Test of Chinese as a Foreign Language (TOCFL).

We use high-quality teaching materials, including the Contemporary Chinese Course series, TOCFL preparation books, Business Chinese textbooks, and interactive educational board games to make learning engaging and effective.

To support our students, we provide an after-class tutoring system, ensuring continuous and confident progress in learning Chinese.

## 二、 中心規劃 Center Plan

本中心課程設計依類型區分有短期客製課程、TOCFL 證照班、華語研習營，以及對本

校國際專班和先修班學位生的華語文課程。

The Center's curriculum is categorized into short-term customized courses, TOCFL certificate preparation classes, Chinese language study camps, and Chinese language courses for international degree and preparatory program students at our university.

- 培養華語文聽、說、讀、寫、譯的能力，應用於日常生活溝通。

To develop proficiency in listening, speaking, reading, writing, and translating Chinese, and apply these skills in daily communication.

- 提升學習華語文的興趣，並涵育積極的學習態度。

To enhance interest in learning Chinese and foster a positive and proactive learning attitude.

- 運用高效的學習方法，強化自學能力，奠定終身學習的基礎。

To apply effective learning methods, strengthen self-learning abilities, and lay the foundation for lifelong learning.

- 了解、尊重與悅納多元文化。

To understand, respect, and embrace diverse cultures.

- 使用華語文學習各種知識。

To use Chinese as a medium for acquiring knowledge in various fields.

- 培養以華語文進行邏輯性思考與論述的能力。

To develop the ability to think logically and present arguments in Chinese.

### 三、 本中心課程 Course Introduction

#### 1. 正規班課程 More descriptive version

本中心採學季制，分別為春、夏、秋、冬四季開班，每季 12 週，每週 15 小時，共 180 小時。

The Center operates on a quarterly basis, with spring, summer, autumn, and winter terms. Each term runs for 12 weeks, 15 hours per week, for a total of 180 hours.

每年招生時間 Annual Enrollment Period	春季班 Spring Term	夏季班 Summer Term	秋季班 Autumn Term	冬季班 Winter Term
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課程規劃 Curriculum Plan	1 月初 Early January	4 月初 Early April	7 月初 Early July	10 月初 Early October
招生宣傳 Enrollment Promotion	1 月中 Mid-January	4 月中 Mid-April	7 月中 Mid-July	10 月中 Mid-October
報名時間 Registration Period	1 月底 Late January	4 月底 Late April	7 月底 Late July	10 月底 Late October
上課期間 Class Period	3 月~5 月 March to May	6 月~8 月 June to August	9~11 月 September to November	12 月~2 月 December to February
上課時數 Total Class Hours	每季 12 週，每週 15 小時，共 180 小時。 Each term lasts 12 weeks, with 15 hours of classes per week, for a total of 180 hours.			冬季 10 週，每週 15 小時，共 150 小時。 The winter term lasts 10 weeks, with 15 hours of classes per week, for a total of 150 hours.
每班人數 Class Size	6 人即可開班(一般不超過 20 人) A class can be opened with a minimum of 6 students, and generally will not exceed 20 students.			

# 美和科技大學 華語文中心

## 客製化華語課程

### 課程人數

1對1教學

1對2教學

1對3教學

1對4教學

1對5教學

### 費用

700/節/人

400/節/人

300/節/人

280/節/人

250/節/人

✓ 課程特色:依照學生需求設計課程

✓ 上課方式:實體/線上課程

### 報名資訊

☎ (08)-7799821 # 8164

✉ X00012444@MEIHO.EDU.TW







美和學校財團法人

美和科技大學

MEIHO UNIVERSITY

# MEIHO UNIVERSITY CHINESE LANGUAGE CENTER

## Customized Mandarin Courses



Learn Mandarin Your Way — Anytime, Anywhere!

### Class Size & Fees

1-on-1 Instruction	NT\$700 / session / person
1-on-2 Instruction	NT\$400 / session / person
1-on-3 Instruction	NT\$300 / session / person
1-on-4 Instruction	NT\$280 / session / person
1-on-5 Instruction	NT\$250 / session / person

✓ **Course Highlights:** Tailor-made lessons based on your learning needs

✓ **Class Formats:** In-person / Online options available

### Registration Information

☎ (08)-7799821 # 8164

✉ X00012444@MEIHO.EDU.TW





美和學校財團法人  
**美和科技大學**  
MEIHO UNIVERSITY



# 美和科技大學 華語文中心

## 華語正規班課程

快來加入我們的華語課程！  
沉浸式學習，開啟你的華語之旅！

### 課程特色



**密集課程：**每週15小時，讓你迅速提升華語能力！



**小班教學：**專業師資指導，強調聽、說、讀、寫的綜合發展。



**分級學習：**初級、中級、高級皆有，依據入學測驗安排最適合你的班級。



**文化融入：**結合台灣文化特色的教學活動，給你深厚的文化體驗！

### 適合對象

- 想快速提升華語能力的學員
- 想到台灣留學、工作或旅遊的朋友
- 有興趣認識台灣文化的人



X00012444@MEIHO.EDU.TW



(08)-7799821 # 8164



<https://clc.meiho.edu.tw/>

**BOOK NOW**



## 2.外籍移工短期速成華語課程 Short-term Intensive Chinese Language Course for

### Foreign Migrant Workers

#### 2.1 課程介紹 Course Introduction

- ◆ 課程目標：幫助外籍移工快速掌握基本華語聽說能力，能夠在工作、生活、醫療、金融等場合進行簡單溝通。**Course Objective:** To help foreign migrant workers quickly acquire basic Chinese listening and speaking skills, enabling them to engage in simple communication in work, daily life, medical, and financial situations.
- ◆ 適合對象：零基礎或僅懂少量華語的外籍移工。**Target Students:** Foreign migrant workers with no prior knowledge or only a limited understanding of Chinese.
- ◆ 課程時數：共 30 小時（每週 1 次，每次 3 小時，10 週完成）。**Course Hours:** A total of 30 hours (once a week, 3 hours per session, completed in 10 weeks).
- ◆ 教學方式：情境對話、角色扮演、實境練習。**Teaching Methods:** Situational dialogues, role-playing, and real-life practice.

#### 2.2 教學特色 Teaching Features

- ◆ 情境教學：以工作、生活、醫療、銀行等情境為主，讓學員能立即應用。  
**Situational Teaching:** Focusing on work, daily life, medical, and banking scenarios to enable students to apply what they learn immediately.
- ◆ 實用句型：以短句為主，幫助移工快速記憶與運用。  
**Practical Sentence Patterns:** Emphasizing short sentences to help migrant workers quickly memorize and apply them.
- ◆ 互動練習：角色扮演、小組對話，提高學習效果。  
**Interactive Practice:** Role-playing and group dialogues to enhance learning effectiveness.

#### 2.3 課程計畫表 Course Syllabus

課次 Lesson	課程主題 Course Topic	內容重點 Key Content	目標句型 Target Sentence Patterns
1	自我介紹 與問候 Self- introduction and Greetings	簡單問候語、稱謂、打招呼、道謝、請求、道別 Simple greetings, titles, salutations, expressions of thanks, requests, and farewells.	你好、我是…、你叫什麼名字？謝謝、不好意思、請問…？ Hello./I am .../What is your name?/Thank you./Excuse me./May I ask ...?

2	數字與時間 Numbers and Time	數字 1-100、時間、日期、班表 Numbers 1-100, time, dates, class schedule.	現在幾點？今天是幾月幾號？ What time is it now?/What is today's date?
3	方向與位置 Directions and Locations	指路、問地點、公司(工廠)內部位置 Giving directions, asking about locations, locations within a company (factory).	廁所在哪裡？請往左/右(邊)走。 Where is the restroom?/Please go to the left/right (side).
4	宿舍生活 Dormitory Life	環境介紹、收包裹、垃圾分類、宿舍安全須知 Introducing the environment, receiving parcels, waste sorting, and dormitory safety guidelines.	我住在__號房。星期幾可以丟垃圾？我的燈壞了。 I live in room number __./On which day can I throw away the garbage?/My light is broken.
5	購物與價格 Shopping and Prices	超市、便利商店對話 Conversations in supermarkets and convenience stores.	我要這個，這個多少錢？ I want this one./How much is this?
6	餐飲用語 Dining Expressions	點餐、買便當、飲食習慣 Ordering meals, buying bento, and eating habits	我要一個便當，不要辣 I want a bento, no spicy food
7	交通與搭車 Transportation and rides	搭乘交通工具 Take public transport	怎麼去__？公車站在哪裡？ How do I get to __? Where is the bus stop?
8	醫療與健康 Medical and Health	生病表達、看醫生、藥局買藥 Expressing illness, seeing a doctor, and buying medicine at a pharmacy	我頭痛、肚子痛。這個藥怎麼吃？我要掛號、哪裡領藥？ I have a headache and stomachache. How should I take this medicine? I need to register and where can I get the medicine?
9	銀行與匯款 Banking and Remittance	開戶、提款、匯款、換錢 Account opening, withdrawal, remittance, money exchange	我要提款、怎麼匯錢回家？ I want to withdraw money. How can I send money home?
10	工作基本指令 basic work instructions	職場專業術語與安全規則 Professional terminology and safety rules in the workplace	(依企業需要提供客製化設計) (Customized design is provided according to enterprise needs)

# 【美和科技大學 華語文中心】

## 外籍移工華語課程招生公告

想學中文但沒時間上課？現在機會來了！  
我們開設「線上華語課程」，讓您在家也能輕鬆學中文！

**一起輕鬆學中文，  
讓生活更方便、工作更順利！  
快來報名吧！**

### 課程內容

- 每週主題明確，生活情境為主：自我介紹、購物、銀行、宿舍、看醫生等
- 重點教學實用短句與生活詞彙，幫助學員立即開口、快速上手
- 搭配互動練習與情境模擬，讓你學得會、用得上

### 課程特色

- 無須通勤，在家用手機或電腦就能學
- 一對多互動教學，輕鬆學會中文會話
- 小班教學、學員有機會發言與練習

### 課程費用

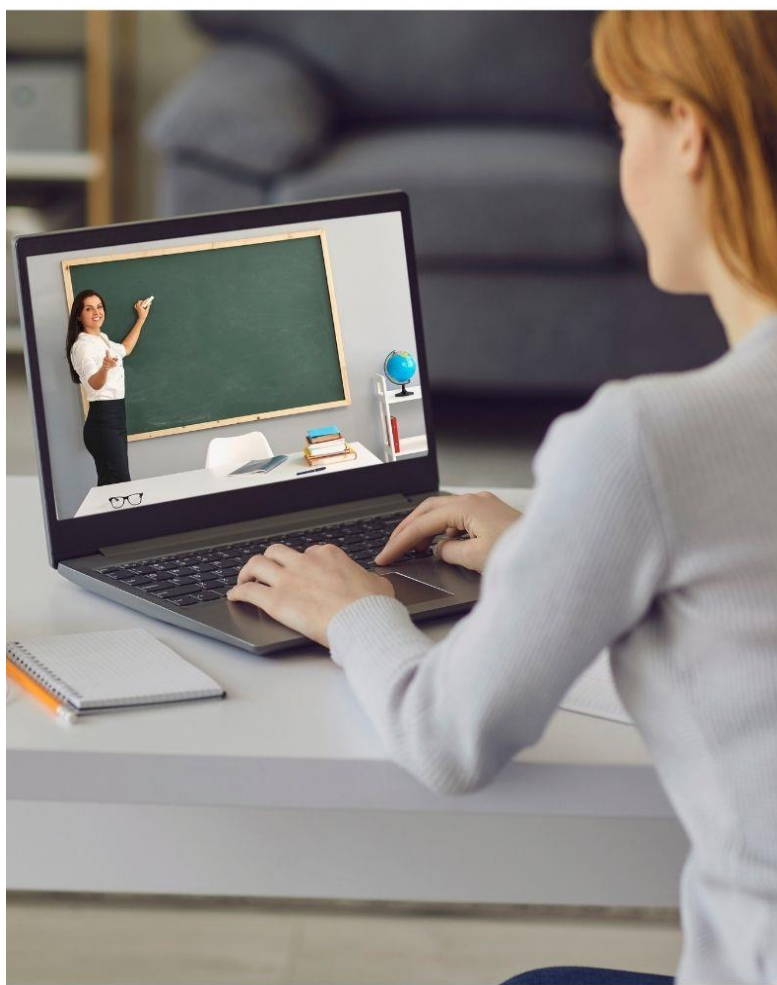
- 每人每小時 200 元，一期課程 5 小時，共計新台幣 1000 元

### 報名方式

請填寫以下 Google 表單完成報名



如有問題，歡迎聯絡華語文中心  
電話：(08)-7799821 # 8164  
Email：X00012444@MEIHO.EDU.TW



### 課程資訊

- 課程名稱：線上華語短期課程（共5堂課）
- 上課方式：線上教學（報名後提供連結）
- 上課時間：每週日 晚上 7:00 - 8:00，共 5 週
- 上課日期：8/3、8/10、8/17、8/24、8/31
- 適合對象：想提升中文聽說能力的外籍學員

## 二、 華語文中心教學課程目標 Chinese Language Centre Curriculum

### Objectives :

1. 具備華語文口語表達能力 Possess oral Chinese communication skills
2. 具備華語文聽力理解能力 Possess Chinese listening comprehension skills
3. 具備華語文閱讀理解能力 Possess Chinese reading comprehension skills
4. 具備華語文書寫基本能力 Possess basic Chinese writing skills
5. 了解華人社會與文化 Understand Chinese society and culture
6. 多元文化交流，擴大國際視野 Multicultural exchanges to expand international horizons
7. 終身學習能力 lifelong learning ability

## 三、 正規班使用教材 Course Materials

初級:當代中文課程1-2、作業本、漢字練習本、其他輔助教材

Elementary: A Course in Contemporary Chinese, Book 1-2, other supplementary materials

中級:當代中文課程3-4、作業本、其他輔助教材

Intermediate: A Course in Contemporary Chinese, Book 3-4, other supplementary materials

高級:當代中文課程 5-6、作業本、華人社會與文化、華語新聞教材、教師自訂教材



# 參、申請資訊 Application

## 一、如何申請 How to Apply

請備妥以下資料，並於開課前**2**個月內將以下資料寄至本中心。

To apply for enrollment, please send the following to the Center **2 months** before an intended class starts:

(1) 入學申請表

Application form, available online: <https://clc.hwu.edu.tw/>

(2) 護照影印本（個人資料頁）

A photocopy of your passport (personal information)

(3) 2吋證件照片3張

3 2-inch ID photos

(4) 讀書計畫表

Study plan

(5) 健康證明

Recent health certificate including blood test for HIV and X-ray report

(6) 財力證明（三個月內／**US\$ 2,500**）

Financial statement (within 3 months/**US\$ 2,500**)

本中心地址：91202屏東縣內埔鄉美和村屏光路23號

收件人：美和科技大學華語文中心

To: Hsing Wu University Chinese Language Center

Address: No. 23, Pingguang Rd., Meiho Village, Neipu Township, Pingtung County 91202, Taiwan (R.O.C.)

Tel: +886 08-779-9821, ext. 8739/8177/8810

Email: [x00012375@meiho.edu.tw](mailto:x00012375@meiho.edu.tw)

## 二、 申請入學流程圖 Application Flow Chart

華語文學生申請入學流程表



符合中華民國「外國學生來台就學辦法」規定

(Check “Regulations Regarding International Students Undertaking Studies in Taiwan” at <https://law.moj.gov.tw/eng/LawClass/LawAll.aspx?PCode=H0110001>)

本中心採學季制，有春、夏、秋、冬季班，開課前兩個月為申請截止日

(We provide quarter programs on a monthly basis. Class starts in the Spring, summer, autumn and winter and application deadline is about 2 months before each class)

準備申請所需文件

1. 入學申請表Application Form
2. 護照影印本(個人資料頁) A photocopy of your passport (personal information)
3. 2吋證件照片3張3 2-inch ID photos
4. 健康證明Recent health certificate including blood test for HIV and X-ray report
5. 讀書計劃表Study plan
6. 財力證明(三個月內/US\$2,500) Financial statement (within 3 months/US\$2,500)

錄取須知: Required Documents after admission

1. 對於已經取得入學通知書的申請者，你可以持入學許可書到臺灣駐外館處辦理學生簽證

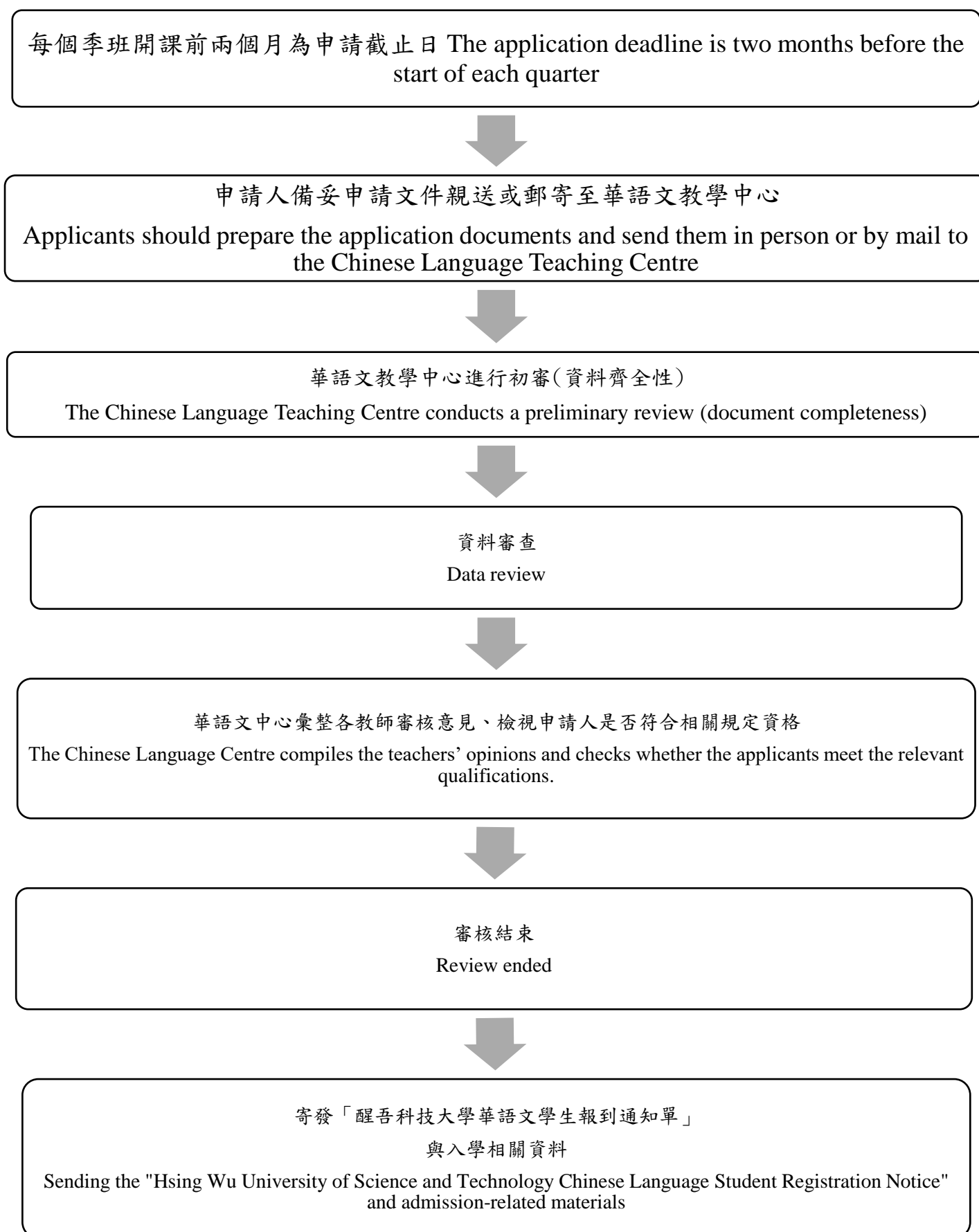
Those who are admitted can take the letter of admission to apply for student visa at the Taiwanese embassy.

2. 請注意，取得入學通知書不代表你一定可以獲得臺灣辦事處核發的學生簽證，若你想知道臺灣駐外處聯絡方式，請至臺灣外交部的網站查詢<http://www.mofa.gov.tw/>

Please note that a letter of admission does not ensure approval of a visa.

For contact information of Taiwanese embassies, please visit the website of the Ministry of Foreign Affairs at <http://www.mofa.gov.tw/>

### 三、 申請審核流程圖 Application Review Flow Chart



#### 四、申請表

### 美和科技大學 MEIHO University

1. 姓名 Full Name (In English): _____ / _____ / _____ First Middle Last
2. 中文姓名 Chinese Name : _____
3. 國籍 Nationality: _____
4. 性別 Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
5. 婚姻狀況 Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married
6. 出生地 Place of Birth: _____
7. 出生日期 Date of Birth: ____ / ____ / _____ Month Day Year
8. 護照號碼 Passport Number : _____
9. 住家電話 Home Number : _____ 手機號碼 Cellphone Number : _____
10. 永久住址 Home Address: (Please print clearly in English) _____
11. 通訊住址 Mailing Address: (The admissions letter will be mailed to this address, please print clearly in English) _____
12. 電子信箱 Email Address: _____
13. 緊急聯絡人(父母或親友)/Emergency Contact Person (Parents, relatives or close friends) 地址: _____ 電話/Tel: _____ 電子信箱 Email Address: _____
14. 在台聯絡人(若無則可不填)/Contact Person in Taiwan (leave this column blank if none) 姓名/Name: _____ 關係/Relationship : _____ 地址: _____ 電話/Tel: _____ 電子信箱 Email Address : _____
15. 最高學歷/ Highest Education Qualification 學校名稱 School Name : _____ 所在地 School Location (Country, City) : _____ 學位 Degree : <input type="checkbox"/> High School <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctor 畢業日期 Graduation Date : _____ 科系 Major : _____

# 華語文中心Chinese Language Center



16. 請勾選你要上課的期別/Please tick the term(s) you wish to study

(1) ☐ 團體班 Group classes ☐ 個人班 Individual classes

(2) ☐ 入門級 Beginner ☐ 基礎級 Basic ☐ 進階級 Intermediate

☐ 高階級 Advanced ☐ 流利精通級 Fluent level ☐ 客製化課程 Customized courses

(3) ☐ 學季制課程 Quarter Session

☐ 春季班 (3月-5月) Spring Term (March –May)

☐ 夏季班 (6月-8月) Summer Term (June –August )

☐ 秋季班 (9月-11月) Fall Term (September –November)

☐ 冬季班 (12月-2月) Winter Term (December –February)

17. 是否學習過華語文? Have you ever studied Chinese?

☐ 否 No ☐ 是 Yes ( If yes, complete the following )

(1) 學習多久呢? How long have you studied Chinese? \_\_\_\_\_

(2) 在哪裡學習呢? Where did you study? \_\_\_\_\_

(3) 學習正體字或簡體字呢? Did you study emphasize standard or simplified characters?

☐ 正體字 Standard ☐ 簡體字 Simplified ☐ 兩者皆有 Both

(4) 使用過何種教材? What learning materials have you used before?

18. 如何支付學習費用? How will you finance your study?

個人存款 Personal savings NT\$ \_\_\_\_\_

父母支援 Parental support NT\$ \_\_\_\_\_

獎學金 Scholarship NT\$ \_\_\_\_\_ Awarded by \_\_\_\_\_

其他 Other ( Specify ) \_\_\_\_\_

19. 語言能力 Language proficiency

Language Name	Skill	優 Excellent	良 Good	可 Fair	差 Poor
Chinese	聽 Listening				
	說 Speaking				
	讀 Reading				
	寫 Writing				
English	聽 Listening				
	說 Speaking				
	讀 Reading				
	寫 Writing				
Othwe: _____	聽 Listening				
	說 Speaking				
	讀 Reading				
	寫 Writing				

20. 除填送本申請表外，務請提出下列文件，申請逾期或文件不全將不予受理 The following documents must accompany this completed application form. Incomplete application documents

and applications received past the application deadline will not be processed:

- ☐ 護照影本 Copy of your passport or, if available, your Alien Resident Certificate.
- ☐ 文憑影本 A photocopy of diploma (for applicants not currently enrolled in university)
- ☐ 健康證明 Recent health certificate including blood test for HIV and X-ray report (within the past 3 months)
- ☐ 財力證明 Financial Statement showing at least US\$2,500 (within the past 3 months)
- ☐ 讀書計畫 Study Plan (at least 150 words)
- ☐ 照片三張 Three of 2-inch photos. Please attach one of them to this application
- ☐ 越南學生須繳外語能力證明(中文或英文) All Vietnamese students are required to submit a foreign language proficiency certificate (Mandarin or English)

注意/Notice :

(1) 所有文件一經繳交不予退還。 All submitted documents shall not be returned.

(2) 申請者提供的個人資料僅供本中心使用，不會對外公開或做其他用途。 The personal data you provide will only be used by the Chinese Language Center, Hsing Wu University and will not be published or used for any other purpose.

申請人簽名 **Applicant's Signature** \_\_\_\_\_

日期 **Date** \_\_\_\_\_

請詳細填寫入學申請表，連同所需的申請資料，於截止日期前寄回下方地址

Please fill out the form and send it with all documents to the Hsing Wu University address.

地址：91202屏東縣內埔鄉美和村屏光路23號(美和科技大學)

No. 23, Pingguang Rd., Meiho Village, Neipu Township, Pingtung County 91202, Taiwan (R.O.C.)

TEL：886-8-779-9821 ext. 8739；8177；8810

如報名以電子檔案寄送，請將本檔轉成PDF檔案寄回。

If registering by on-line please convert this file to PDF format.

電子信箱 Email

[x00012375@meiho.edu.tw](mailto:x00012375@meiho.edu.tw)

## 肆、新生須知 Student Manual

### 簽證與居留 Visa and Residence

申請簽證步驟如下：Follow the steps below to apply for a visa:

1. 取得美和科技大學華語文中心入學許可。

Apply for admission from Chinese Language Center at Meiho University.

2. 收到本中心入學許可信後，先到線上填寫中華民國簽證線上申請表

([https://visawebapp.boca.gov.tw/BOCA\\_EVISA/](https://visawebapp.boca.gov.tw/BOCA_EVISA/))，填寫完成後，列印出紙本申請表，

表格必須要有條碼。然後，再前往最近的中華民國大使館或辦事處申請90天停留簽

證。

After receiving Hsing Wu University admission letter, visit the ROC [online visa application \(https://visawebapp.boca.gov.tw/BOCA\\_EVISA/\)](https://visawebapp.boca.gov.tw/BOCA_EVISA/) to fill out an application form. You must print the completed form with a barcode on it and bring the form to the nearest ROC embassy, consulate or representative agency to apply for a 90-day extendable **Visitor Visa**.

3. 申請時，請註明在美和科技大學華語文中心研習華文，申請研習華語簽證（**FR**簽證）。

When applying, please note your visa as **FR** for studying Chinese at Meiho University

申請簽證所需文件如下：

Required documents are as follows:

(1) 華語文教學中心入學許可信正本及影本

An original copy and a photocopy of Hsing Wu University admission letter 17

(2) 線上填寫、列印的簽證申請表，貼上兩張六個月之內的兩吋證件照

Printed visa application form attached with two 2-inch color ID photos taken within the past 6 months

(3) 研習計畫書正本及影本

An original copy and a photocopy of your study plan

(4) 最高學歷之畢業證書正本及影本

An original and a photocopy of your highest education diploma

(5) 最高學歷之成績單正本及影本

An original and a photocopy of your highest education transcript

(6) 健康檢查合格證明正本及影本

An Original and a photocopy of health certificate

(7) 三個月內財力證明正本及影本

An original copy and a photocopy of your financial statement taken within the last three months

(8) 護照正本及影本(效期6個月以上且須有空白頁)

An original copy and a photocopy of your passport (validity for at least 6 months and with blank pages)

(9) 其他視個案要求提供之文件

Documents demanded by visa officers if required.

● 來台研習中文之外籍人士一律持上列文件及簽證規費向其本國、永久居留地或所

屬轄區之駐外館處(各駐外館處聯絡資訊可至[www.taiwanembassy.org](http://www.taiwanembassy.org)查詢)申請停留

簽證入境

Foreigners who come to Taiwan to study Chinese must submit the documents and pay the processing fee at the nearest ROC embassy, consulate or representative agency to apply for a visitor visa. (Search for the nearest embassy at [www.taiwanembassy.org](http://www.taiwanembassy.org).)

● 60天簽證 Visa valid for 60 days

滿45天可到移民署申辦延期簽證：在本校連續就讀華語課程滿 4個月且預繳三個月

學費者可到外交部申辦居留簽證。

In 45 days, students can go to the Immigration Office for the Visa Extension Application. Those who have studied at our center consecutively for at least four months and prepaid the tuition for the next quarter can apply for the Resident Visa at the Ministry of Foreign

Affairs.

- 90天簽證 Visa valid for 90 days

滿60天可到外交部改為可延期簽證：在校就讀華語課程滿 4個月 ,可到外交部申辦居留簽證。

After 60 days, students can go to the Ministry of Foreign Affairs for the Visa Extension Application. Those who have studied at our center consecutively for at least four months and prepaid the tuition for the next quarter can apply for the Resident Visa at the Ministry of Foreign Affairs.

### 學習華語證之工作法規 Regulations for Work Permit

持學習華語簽證學生須在台學習華語滿一年後才可以向勞動部申請工作許可證 ,若未依規定申請工作許可證 ,即受催為他人工作者 , 係違反「就業服務法」第 43 條暨第 68條第1項規定 ,得處新臺幣 3萬元以上15萬元以下之罰鍰。

Students with a Mandarin Chinese study visa can apply for a work permit only after studying here consecutively for a year. Anyone who is found working without a permit commits a violation of Article 43 and Article 68, Paragraph 1 of the Employment Service Act, and is subject to a fine of NT\$30,000 to NT\$150,000 and disqualification of his/her VISA status.

## 伍、保險Insurance

國際學生團體傷病醫療保險(加入全民健康保險前所需 ) 境外 華語生須投保「團體醫療保險」，本中心可協助學員代辦，每月保險每人費用約 500元，欲參加學員請於每期註冊時，於本中心辦理登記繳費。

International Student Group Injury and Medical Insurance (Required before joining the National Health Insurance): Overseas Chinese language students must enroll in "Group Medical Insurance." Our center can assist students in handling this process. The insurance fee is approximately 500 NT dollars per person per month. Interested students should register and make payments at our center during each registration period.

保險給付範圍：

限於台灣地區之醫療行為(不含健康 檢查)。投保前之傷病及保險公司規定之特

殊疾病及醫療行為

不予給付。

Insurance Coverage: Limited to medical treatments within Taiwan (excluding health check-ups). Pre-existing conditions and specific illnesses or medical treatments stipulated by the insurance company are not covered.

- ◆ 門診：就近到附近合格診所或醫院就醫，所有費用應由被保險人先行支付，再檢附「收據正本」及「中文診斷證明書」及您在台灣開立的金融帳戶資料與統一證號至本中心辦公室填寫理賠申請書。門診給付相同症狀每日以一次為限，且每次給付額以 1,000元為限。

Outpatient Services: Patients can seek treatment at nearby qualified clinics or hospitals. All expenses must be paid upfront by the insured person. Subsequently, submit the original receipt, Chinese diagnosis certificate, and details of your Taiwanese bank account and ARC (Alien Resident Certificate) to our office to complete the claims application. Outpatient benefits are limited to once per day for the same condition, with a maximum reimbursement of 1,000 NT dollars per visit.



- ◆ 住院：到衛生署規定之合法醫院就醫，所有費用應由被保險人先行支付。每日病房費上限為 1,000 元，同一次住院最高給付額以 12 萬元為限。兩次住院須間隔 4 日。

Inpatient Services: Limited to treatment at legally approved hospitals designated by the Department of Health. All expenses must be paid upfront by the insured person. Daily room charges are capped at 1,000 NT dollars, and the maximum reimbursement for a single hospitalization is 120,000 NT dollars. Two hospitalizations must be separated by at least 4 days.

急診可至衛生署規定之合法醫院就診，俟就診後檢具「收據正本」、「中文診斷證明書」、您在台灣開立的金融帳戶資料與統一證號至本中心辦理理賠。

#### Emergency Services:

Emergency treatment is available at legally approved hospitals designated by the Department of Health. After treatment, submit the original receipt, Chinese diagnosis certificate, details of your Taiwanese bank account, and ARC to our center for claims processing.

上述各項診療看診後請攜帶下述資料，到華語文中心辦理理賠申請：

After receiving medical treatment, please bring the following documents to the Chinese Language Center for claims processing:

1. 您在臺灣開立的金融帳戶資料 Details of your Taiwanese bank account
2. 統一證號（外僑居留證號）ARC (Alien Resident Certificate) number
3. 繳費收據正本 Original payment receipt
4. 中文診斷證明書 Chinese diagnosis certificate

診療給付項目及費用係由保險公司依診斷證明書內容逕行認定。

Medical treatment reimbursement eligibility and costs are determined by the insurance company based on the diagnosis certificate.

#### 注意事項:

1. 理賠申請文件於用印後由學生自行掛號郵寄。

2. 本項保險中心屬代辦性質，若有任何醫療糾紛，請投保學員自行與保險公司協商解決，本中心概不負責。

3. 依承保公司規定，60歲以上恕不提供保險服務。

Notes:

After sealing, please mail the claims application documents via registered mail.

This insurance center serves as an intermediary. In case of any medical disputes, the insured students are responsible for resolving issues with the insurance company; the center assumes no liability.

According to the insurance company's policy, services are not provided for individuals aged 60 and above.

## 陸、全民健康保險 National Health Insurance (NHI) Card

投保資格：在臺灣地區領有居留證明文件者，應自在臺居留滿6個月（在臺灣連續居住達 6個月或曾出境一次未逾 30日，其實際居住期間扣除出境日數後，併計達 6個月）之日起參加健保。居留證明文件效期屆滿即喪失加保資格，應辦理退保。

Eligibility for Enrollment: Individuals holding proof of residency in Taiwan should enroll in the National Health Insurance (NHI) after residing continuously in Taiwan for six months (either consecutive residence in Taiwan for six months or one departure not exceeding 30 days, subtracted from the actual residency period, totaling six months).

Eligibility for additional coverage expires upon the expiration of the proof of residency, and cancellation procedures must be undertaken.

每月保費:NT\$/826月，每學期初註冊時一次繳齊

Monthly Premium: NT\$/826 for six months, payable in full at the beginning of each semester upon registration.

注意事項 Notes:

外籍人士出入境之健保資格處理原則：

Handling of NHI eligibility for foreigners entering and exiting Taiwan:

居留證明文件有效期限內出境者，其出境預定超過6個月以上，得依健保法施行細則第 37條及第 39條規定，選擇辦理停保，入境時辦理復保。

For those exiting within the validity period of their proof of residency with a planned absence exceeding six months, they may choose to suspend coverage in accordance with Articles 37 and 39 of the NHI Regulations and resume coverage upon re-entry.

選擇繼續投保：不須申請，證件效期內出境不受離境日數之限制，可以持續投

保，繼續繳納保險費，於國外發生緊急傷病或分娩，應於就醫後 6個月內，填送

自墊醫療費用核退申請書，併同醫療費用收據正本、費用明細及診斷書，並影印

護照上當次出入境紀錄等資料，向投保單位所在地的健保署業務組申請核退醫療

費用。

Choosing to continue coverage: No application is required. Individuals can continue coverage within the validity period of their documents without restrictions on days spent outside the country, continuing to pay premiums. In the event of emergency illness or childbirth abroad, applicants must submit a self-advance medical expense reimbursement application within six months of treatment, along with the original medical expense receipt, detailed breakdown, diagnosis, and a copy of the passport showing the relevant entry and exit records, to the local NHI Administration Office where the insurance was processed.

選擇辦理停保後出國，在國外期間不能辦理復保，亦不能申請核退醫療費用，須等到返國並自返國之日辦理復保後，才能享有健保醫療權益，返國復保後，欲再次出國，應於復保屆滿 3 個月，重新申請停保。

Choosing to suspend coverage and leaving the country: While abroad, individuals cannot resume coverage or apply for medical expense reimbursement. They must wait until their return to Taiwan and reinstate coverage before enjoying NHI medical benefits. After reinstating coverage upon return, if planning to leave Taiwan again, they must wait for three months after reinstatement to apply for suspension once more.

# 柒、上課須知Mandarin Course Attendance Regulations

1. 上課時間：每節課五十分鐘，兩節課之間休息十分鐘。上課鈴響後 20分鐘，若無一學生出席，該堂課取消且 老師不需另外補課。反之，若老師遲到，則需負責補課。

Each class is 50 minutes long, with a 10-minute break between classes. If no students are present 20 minutes after the class has started, the class will be canceled, and the teacher will not be required to make it up. Conversely, if the teacher is late, they will be responsible for making up the class.

2. 遲到：上課遲到逾二十分鐘者，需線上請假,否則該節以缺課論。若老師遲到，則需負責補課。

If a student is more than 20 minutes late to class, they must submit an online leave request. Otherwise, it will be marked as absent. If the teacher is late, they must arrange a make-up class..

3. 假日：本中心放假日依照行政院人事行政總處所公告之行事曆國定假日一律放假。

The center observes national holidays as announced by the Directorate-General of Personnel Administration, Executive Yuan.

4. 停課：若遇颱風、地震、或其他天然災害、空襲警報等人力無法控制之事件時，本中心將依據政府指示停課，並擇期公告補課

In the event of typhoons, earthquakes, natural disasters, air raid alerts, or other uncontrollable events, the center will suspend classes according to government directives and will announce makeup classes at a later date.

5. 按中華民國勞動部「勞動力發展署」之規定，華語生須修習華語課程滿一年

以上方得申請工作證。未經許可而非法打工者，經查獲將立刻通知主管單位取消其簽證資格。

According to the Workforce Development Agency, foreign students must study at the center for at least one year before applying for a work permit. Those found working illegally will have their visa status revoked.

6. 學員之學籍如有任何變更 (如 : 未報到、休退學、退費等 ), 本中心將知會相關單位。

The Language Center will notify the relevant authorities, such as the Ministry of Education, Ministry of Foreign Affairs, and Immigration Office, of any changes in students' enrollment status (e.g., non-attendance, leave of absence, withdrawal, refund).

7. 學生因個人因素無法前來上課者，不可要求老師個別補課或至別的班級補課。

Students who cannot attend class due to personal reasons may not request individual makeup classes or attend other classes for makeup.

8. 課程主要以中文教學，學生不可要求老師以中文以外的語言授課。

The course is conducted primarily in Chinese, and students cannot request that the teacher use a language other than Chinese.

9. 重要事項將公布在教室佈告欄、網頁與粉絲專頁，請自行查看。若超過申請時間，請自行負責。

Important information will be posted on the classroom bulletin board, the center's website, and social media pages. Please check these sources regularly. The center is not responsible for missed deadlines.

10. 如有任何學習適應等問題，得隨時向行政人員反應，以尋求幫助。

If you encounter any issues related to learning or adaptation, please feel free to inform the administrative staff to seek assistance.

11. 學生上課時間應調整手機為靜音，以保持良好的學習氣氛。

For any issues related to adapting to the course, students should contact administrative staff for assistance. Students should set their phones to silent mode during class to maintain a good learning environment.



## 捌、請假 Leave of Absence

1. 學生遇事無法出席上課，務必填寫「請假單」，並經任課老師簽名後繳交至辦公室存查；請假時數亦列入缺課時數。學生上課遲到超過二十分鐘視同缺課，需填寫請假單。

Students who cannot come to class should fill out the "Request for Leave" form, and give it back to the office with the signature of his/her class instructor. Every class missed will be counted into absence hours whether asking for leave in advance or not.

2. 學生缺課(含請假) 總時數不得超過整學期上課時數的25%。(18週課程總授課時數為180小時，缺課(含請假) 最高不得超過45小時)，領有獎學金之學生亦同。

Students cannot miss more than 25% of total class hours in a term (45 hours for 12 week course with 180 hours). The rule also applies to scholarship students.

3. 缺課時數超過規定者，本中心得視實際情況取消其學生資格，亦不接受該生下期之入學申請。

Students who do not meet the regulated attendance hours can be deprived of his/her student status at the center, and his/her application for the following term will not be accepted.

4. 請假核准後，學生應於上課前知會該課程之任課教師，若因病假無法上課前知會任課教師，可於事後通知。

Students have to get the approval and notify the instructors before attending class. Due to leave of sickness, students can notify the instructors afterwards.

5. 缺課時數超過規定者，不發予結業證書。

The certificate will not be issued to students who don't meet the regulated

attendance hours.

6. 學生應自己留意簽證時效、出缺席情況，若因缺課問題而導致無法辦理居留證或延長簽證，或因此影響臺灣獎學金受獎權益，學生須自行負責。

Students should take full responsibility if their absence causes any trouble to their visa, ARC or scholarships.

7. 請假種類及條件 Leave types and

- (1) 病假：四日以上者，應檢附醫療（院）證明（收據或其他足以證明之文件）。

Leave of sickness: Submit the certificate of sickness when the absence is more than four days.

- (2) 事假：四日以上者，未成年學生須有家長或監護人函件或其他相關證明。

Leave of affairs: Submit certificates of parents or guardians or other certificates when the absence is more than four days.

- (3) 公假：代表學校者或辦理全校性活動經輔導單位人員及主管簽核之公假證明。

Leave of official affairs Approval or signature of school administration or the activity manager

- (4) 喪假：學生或其配偶之直系親屬及學生之同胞兄弟姊妹喪葬，需檢附死亡證明或訃聞。

Leave of funeral: A certificate of death is necessary.

- (5) 產假：需檢附醫院證明或出生證明，陪產假另需檢附身分證影本或足資證明關係之文件。

Leave of maternity: A certificate of maternity is necessary. Paternity leave is acceptable when the photocopy of ID card or other documents that can prove the relationship are attached.



## 玖、退學規定 Discontinuance of Studying Policy

學生有下列任一行為者本中心 得勒令退學 並通知內政部移民署 且有權拒絕該生下期之入學申請。

If a student is involved in any of the following misconducts, the Language Center reserves the right to disqualify their student status, discontinue their studies, and reject their application for the next term. The center will also inform the National Immigration Agency of this decision.

### 1. 毆打教職員、同學

Commitment of assault and battery on the Language Center faculty or students

### 2. 破壞公物 情節嚴重。

Destruction of public property, causing serious damage.

### 3. 蓄意傷人 情節嚴重。

Commitment of assault and battery, resulting in serious harm

### 4. 因個人因素影響校園安全或課程進行 情節嚴重。

Serious violation of the safety rules on the campus or the proceeding of the course

### 5. 有觸犯刑事法律之行為 經學校查證屬實或經法院判決有罪確定者。

Any behaviors violating the Criminal Code are proved true by the school or convicted by the Court.

6. 其他特殊情形經中心會議認可者。

Other misconducts that are considered to be unsuitable for continuing studying by the Language Center administration meeting.

## 拾、退費 Refund Policy

1. 開課前申請退費者 退還已繳學費 90%。

Students who file a refund application after the payment is made and before the course starts are entitled to a 90% refund of the tuition.

2. 自實際上課日起兩週內申請退費者 退還已繳學費 50%。

Students who file a refund application within the first 2 weeks after the first day of the course are entitled to a refund of 50% of the tuition.

3. 自實際上課之日起，已逾全期授課時數三分之一者，不得申請退費。

There will be no refund after 2 weeks after the course has started.

4. 若招生不足或其他非歸咎於學員之事由 因此無法開課 無息退還已繳費用。

If the class is not open because of low enrollment or other reasons that has nothing to do with students, all the paid fees will be refunded.

5. 除上述原因無法開課之班別外 報名費概不退還或保留。

Application fee will not be refunded except for the situation mentioned above in Point 4.

6. 申請退費之學員須於截止日當日 16:00前 攜帶下列文件親自至華語文中心辦公室辦理。

Refund application shall be filed by 16:00 of the deadline date. Please submit the following application documents to the Chinese Language Center in person.

7. 申請退費所需文件 Refund application documents:

- (1) 退費申請書 (現場填寫 )Application form (filling out the form on site)
- (2) 繳費證明 (收據 )正本 The original receipt
- (3) 入學許可書 The original admission letter
- (4) 身分證、護照或居留證影本 The photocopy of ID card/passport/ARC
- (5) 本人存摺封面影本 (帳號及分行名稱須清晰 )

The photocopy of the cover page of the applicant's bank book (which should clearly indicate the bank's branch's name and the account number).

備註:退費作業時間約 2~ 3週。

Note: The refund process takes two to three weeks.

## 拾壹、校園地圖 Campus Map





# 美和科技大學

MEIHO UNIVERSITY



## 拾貳、交通資訊 Transportation Information

### A. 搭乘台灣高鐵

至「高鐵左營站」下車→轉搭火車至「屏東站」→火車站左前方國光客運或往左轉直走約1分鐘

可達屏東客運，皆轉搭往麟洛、內埔、美和、恆春墾丁方向皆可到達本校，車程約20~30分鐘。

### B. 搭乘台鐵(火車)

至「屏東站」下車→火車站左前方國光客運或左轉直走約1分鐘可達屏東客運，皆轉搭往麟洛、內埔、美和、恆春墾丁方向皆可到達本校，車程約20~30分鐘。

### C. 搭客運（屏東客運/國光客運）

至屏東火車站左前方轉搭往麟洛、內埔、美和、恆春墾丁方向的（屏東客運/國光客運）可到達本校，車程約20~30分鐘。

時刻表&票價查詢：台灣高鐵、臺灣鐵路、屏東客運、國光客運。

### ◎自行開車

由南二高「麟洛交流道」下→左轉接台1線→內埔、潮州方向(南下)→美和。

由中山高至「高雄」→轉88快速道路，終點下交流道，左轉直開即可到達美和。

由高雄市--走省道台一線，經屏東市→往潮州方向即可到達美和。

或走88快速道路，終點下交流道，左轉直開即可到達美和。

## 交通資訊 Traffic Information



### 自行開車

南二高 麟洛交流道下→左轉接 **1** →內埔、潮州方向(南下)即可抵達。  
 中山高 高雄→轉 **88** 終點下交流道，左轉直開(往內埔方向)即可抵達。  
 高雄市 走省道 **1** 經屏東市→往潮州方向即可抵達。  
 88快速道路 終點下交流道，左轉直開往內埔方向即可抵達。



### 火車與公車

#### 搭乘台鐵

##### 屏東站

前站左方有屏東轉運站轉搭往麟洛、內埔、美和、恆春墾丁方向即可抵達，約20~30分鐘。

##### 潮州站

前站左方有潮州轉運站轉搭往竹田、美和、內埔、麟洛屏東方向即可抵達，約15~20分鐘。

#### 搭乘高鐵

下車→轉搭火車至「屏東、潮州」火車站→轉搭客運(屏客/國光)。



## 拾參、教學環境與設施 Facility



PBL 教室

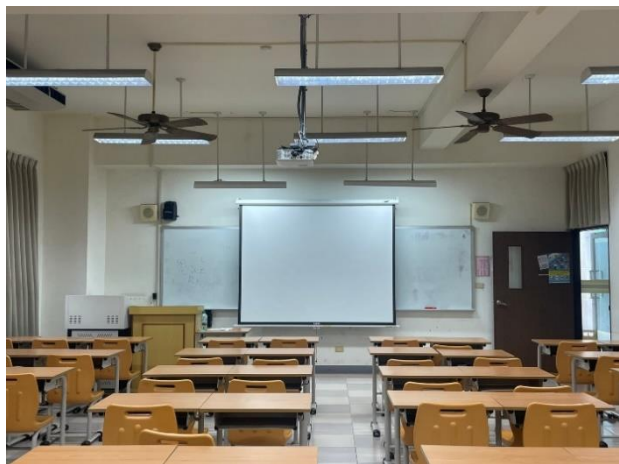


圖書館



視聽教室





南校區及北校區上課教室



健身房及休閒中心



國際及華語文共學區

行政大樓 G 棟自學空間



## 拾肆、學生宿舍 Student dormitories

### 校內學生宿舍

全校共本884個床位，本棟為智慧型宿舍，內部刷卡門禁，具備洗衣機、烘衣機、販賣機；公共空間設有交誼聽廳、語言共學區及共煮用餐區。設有宿舍輔導員專責生活輔導及管理，界和宿舍自治幹部協助住宿各項事宜之推動，使學生在優質的生活機能 and 住宿安全下生活。

宿舍收費

(電費另計)

致美軒(限女性4人套房)-12000元/人

致和軒(女性4人雅房)-9000元/人

(男性4人雅房)-9000元/人

(男性6人雅房)-8000元/人

宿舍

設施



語言共學區



房間



管理室