

中華語文國際教育股份有限公司
附設
臺中市私立大西華中外語會話短期補習班

Taipei Language Institute Taiwan Limited

Private Tai Si Hua Chinese/Foreign Language Short-Term Busiban

4F-3 No.489 Taiwan Boulevard, Sec 2,W. District, Taichung, Taiwan

Tel. : 886-4-2321-1998

Fax. : 886-4-2321-1209

Email : ch.tc@tli.com.tw

http://www.taixiihua.com.tw

APPLICATION FORM

* (1) Name : Mr / Mrs / Miss _____			
Surname		First	Middle
(2) Name in Chinese Characters, if any _____			
* (3) Nationality _____		* (4) Passport No. _____	
* (5) Date of Birth (mm/dd/yy/): _____			
* (6) Address (Home): _____ (Taiwan) _____			
* (7) Tel. No. _____		(8) Mobile No. _____	
(9) E-mail Address: _____			
(10) Emergent Contact Person: _____ Relationship _____ Tel No. _____			
(11) Date of entry_ _____		(12) Type of Visa _____	
(13) Name of Sponsor for the course, if any: _____ Tel. No._ _____ Fax _____			
(14) <input type="checkbox"/> New student <input type="checkbox"/> Returning			
(15) Referred to Taisihua by _____			
* (16) Period of study(mm/dd/yy): _____ to _____			
(17) Name of course	(18) Number of hours per week	(19) Group /Tutorial	(20) Remarks

Note:

Application should be completed each term by all students before beginning to attend classes.

Application is not complete until the following procedure has been completed:

1. Fill out this copy of the registration form and hand in the forms to department director one week before course start.
2. The Students who apply for full-time courses must provide the copy of the front page of their passports, a copy of their financial statement (attachment B) and study plans (see attachment C).
3. Pay full tuition or deposit.

CANCELLATIONS, MAKE UPS & DEDUCTIONS

1. All schedule changes and class cancellations must be made at least 1 working day (24hours) before the session begins. Please make up your classes before the end of the semester. (Not applicable to cultural and national holidays.)
2. Due to an illness or a medical emergency, a student is required to bring proof of illness (or medical emergency) in the form of a doctor's certification and a medical receipt in order to re-schedule their lesson(s).
3. Students must re-schedule missed classes before the end of a semester. Failure to do so will result in a student not being refunded nor reimbursed for missed lessons, nor will the re-scheduling deadline be extended.
4. If students stop class over one month, TLI office reserves the right to change their teacher when students start their class again.
5. Classes missed due to typhoons or in the event of a natural disaster in which the R.O.C. Government (Taichung City Government) declares work is cancelled cannot be made up.
6. **Group classes are no reschedule for absence (including National Holidays), no off-days.**

Date _____

Student Signature_____

Department Director _____

Treasurer/Business Manager _____

入學申請查核項目

For office only

- ☐ Application Form 入學申請書 (請注意“*”為必填)
- ☐ Photo Copy of Passport 護照影片
(照片頁，有效期須超過六個月)
- ☐ Fincial Statement for International Applicants 財力證明
- ☐ Study Plan 學習計畫書
(含學生學習資料 including Student Profile)

行政部門_____查核

Tuition 學費

- ☐ Paid in Full 全額付清
- ☐ Deposit 訂金 NT_____

會計部門_____查核

FINANCIAL STATEMENT FOR INTERNATIONAL APPLICANTS

For use by Full-Time Student applicants

ACADEMIC YEAR _____

FINANCIAL STATEMENT is required by the R.O.C Government for all accepted international students planning to study Chinese Language at Taiwan under an visitor visas marked "FR".

Following are descriptions of possible sources of funds and the required documents for each. Please make sure that **all documents are less than three months old** when you submit them.

(1) PARENT and/or other SPONSOR:

Submit a **current, original letter (in English) from your sponsor's bank.**

The bank letter must be on official letterhead paper and include your

1. Name of Parent or Sponsor
2. Amount of money in the account

(showing the amount of at least US\$5,500/NT\$ 150,000)

3. Your sponsor must also complete and sign the **Sponsor's Statement** on the following page.

(2) PERSONAL FUNDS:

Submit a **current, original letter (in English) from your bank.**

The bank letter must be on official letterhead paper and include your

1. Your Name
2. Amount of money in the account

(showing the amount of at least US\$5500/NT\$ 150,000)

(3) SCHOLARSHIP:

Submit a photocopy of your award letter.

(4) GOVERNMENT OR INTERNATIONAL ORGANIZATION

SCHOLARSHIP/ SPONSORSHIP:

Submit an **official, original scholarship letter** from the organization or government that awards you a scholarship or loan. The letter must be on official letterhead paper and include:

1. Your Name
 2. Amount of funding (in US/NT dollars)
 3. The duration of the award (including dates)
 4. The signature of an authorized representative
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Mail **originals** with the attached completed **Statement of Finance form** to:

(Faxes of official documents will not be accepted)

4F-3 No.489 Taiwan Boulevard, Sec 2,W. District, Taichung, Taiwan

TYS Limited Private Tai Si Hua Chinese/Foreign Language Short-Term
Busiban

Chinese Language Department

SPONSOR'S STATEMENT / AFFIDAVIT OF SUPPORT:

If your financial documents are not in your name, the account owner (your sponsor) must complete the section below. If you have multiple sponsors, please copy this form and have each sponsor sign a separate statement with supporting bank letters.

I certify that the attached financial document(s) are complete and accurate to the best of my knowledge.

I pledge financial support to meet the educational and living expenses of _____

(student's name) for the

_____ academic year in the amount of \$

.

Sponsor's

Name:

Relationship to Student (for example, "mother"):

Sponsor's

Address:

Sponsor's Signature: _____ Date: __

Complete and return with attached financial documents to:

4F-3, No.489 Taiwan Boulevard, sec. 2, West District, Taichung city 403, Taiwan R.O.C.

TYS Limited Private Tai Si Hua Chinese/Foreign Language Short-Term

Busiban
Chinese Language Department

Questions?

Contact at +886 4-2321-1998 or e-mail at tys.taichung@gmail.com

附件三 **attachement C**

Study Plan

申 請 人 Applicant	
申 請 課 程 C o u r s e	

請撰寫學習計畫一份約 500 字，敘述個人背景、學習動機、及本中心求學期間之讀書計畫等，以及完成學業後之規劃。如有需要，可續反頁。

In the following space please write a statement about 500 words, stating your background, motivation, study plan at TaiSiHua Language Short-term Busiban, and career plan after finishing your study. Use both sides if needed.

(續反面 Continue on reverse side)



附件四 **attachement D**

天洋心有限公司
附設
臺中市私立大西華中外語會話短期補習班
TYS Limited

Private Tai Si Hua Chinese/Foreign Language Short-term Busiban

4F-3 No.489 Taiwan Boulevard, Sec 2,W. District, Taichung, Taiwan

Tel. : 886-4-2321-1998

Fax. : 886-4-2321-1209

Email : tys.taichung@gmail.com

<http://www.taixiihua.com.tw>

Date : _____(Y)_____(M)_____(D)

Student : _____

Passport No. : _____

Mr./Mrs. _____,

We are pleased to inform you that your application has been officially accepted.

You have applied the following program:

Program : _____

Period of Study : _____

Program hours per week : _____

Location of Learning Center :

4F-3, No. 489 Taiwan Boulevard, Sec 2, Taichung, Taiwan, ROC

Please come to our institute located at the above-printed address to complete your registration for classes before _____.

At this time you may pick up your class schedule and textbooks.

Please do not hesitate to contact us if we can be of any further assistance.

Contact information:

Office Hours: 07:30 ~ 21:30 Monday through Friday,

08:30~17:30 on Saturday and Sunday.

Email: tys.taichung@gmail.com

TEL: (886-4)23211998

FAX: (886-4)23211209

We look forward to your arrival.

Sincerely yours,

境外學生申請簽證流程

Applying For A visitor Visa

Foreigners who come to Taiwan to study Chinese must submit the documents and pay the visa fee at the nearest **ROC embassy, consulate or representative agency** to apply for a **Visitor Visa for Studying Chinese Purpose**.

According to the policy of Ministry of Education of ROC, TaiSiHua can **only enrolls students who are national of countries that eligible for the visa exemption program to ROC**.

(Please refer to Bureau of Consular Affairs, Ministry of Foreign Affairs website : <http://www.boca.gov.tw> Home → Visa → Visa-Exempt Entry and Landing Visas → Visa-Exempt Entry.)

Procedures for applying for a visitor visa for studying Chinese purpose

VISITOR VISA FOR STUDYING CHINESE PURPOSE	
Requirements	Description
1.A certificate of admission of TaiSiHua Language Institute.	Students must take at least 15 hours of classes per week, from Monday to Friday.
2.Plan for studying Chinese (original & photocopy)	Describe the motive and plan for studying Chinese
3.Proof of financial support (original & photocopy)	A proof of banking account balance or foreign remittance showing the amount of at least US\$5,500/NT\$ 150,000.
4.Passport (original & photocopy)	Valid for 6 months with blank pages
5.Completed & signed application form. Two passport-size photos in color within 6 months	Please access the website: https://visawebapp.boca.gov.tw/ to fill out application form online and print it out. Photos with a white color background

6. Other requested documents for certain individual cases.	Please consult the nearest office of Taiwan Foreign Affairs, consulate or representative agency
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Application Procedure

Foreigners who come to Taiwan to study Chinese must submit the documents and pay the visa fee at the nearest **ROC embassy, consulate or representative agency** to apply for a visitor visa.

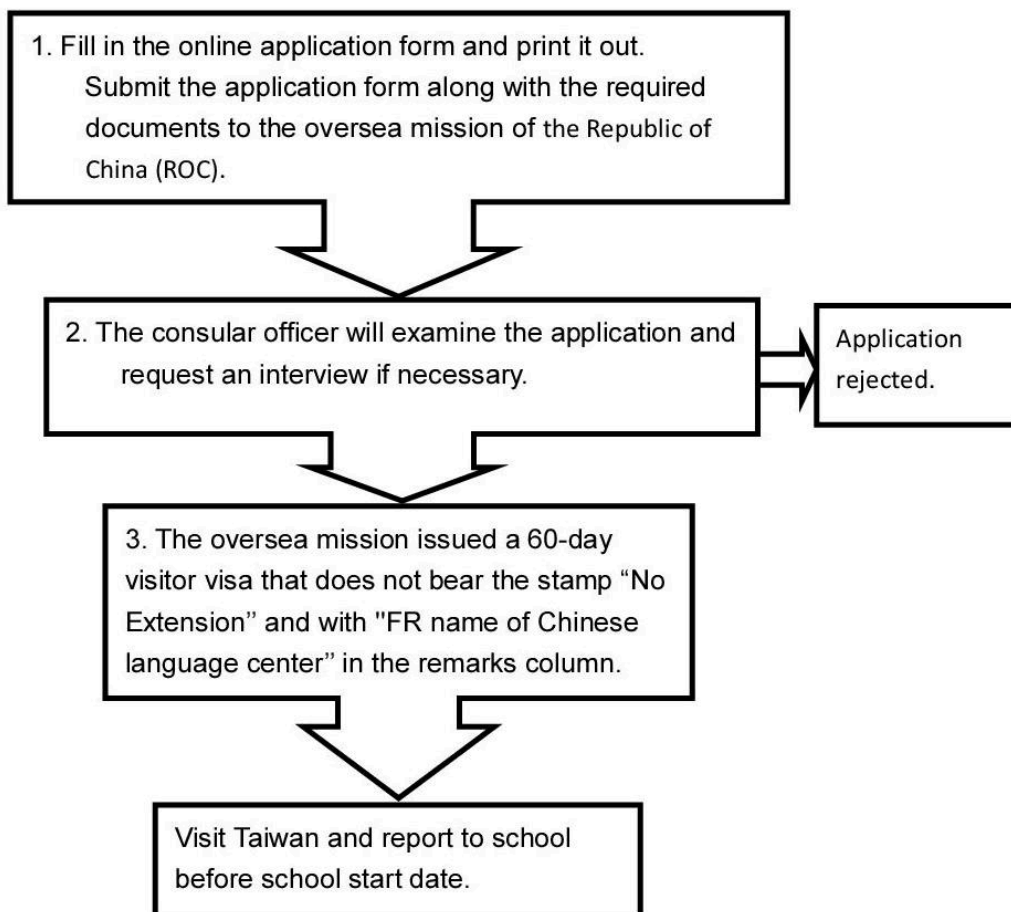
Notices :

1. Visas are issued as stipulated by Article 12 of the Statute Governing Issuance of ROC Visas for Foreign Passports. As a sovereign nation, the ROC has the right to refuse applications for visas without providing any explanation for such decisions; visa application fee is not refundable.
2. Foreign passport holders who had ever engaged in the jobs specified in items 8 to 10, paragraph 1, article 46 of Employment Services Act or who come from the " designated countries " (please refer to **Procedures for Nationals of the Designated Countries Applying for Visitor Visas to the Republic of China (R.O.C.)**) are not eligible for visitor visas for studying Chinese purpose.
3. Those who enter Taiwan under the visa-exemption program, with a landing visa or a visitor visa for other purposes than "studying Chinese" and those who have already resided in Taiwan for other purposes are **not eligible** for converting to a visa for the purpose of "studying Chinese" in Taiwan.
4. The original will be returned after processing. Those who cannot update documents within 2 weeks of being informed to do so will not have their visas issued and will not be returned their application fee.
5. Please refer to <http://www.boca.gov.tw/> → Visa → visa fees for the information of application fees.
6. A certificate of admission issued by accredited language center does not guarantee visa issuance.
7. **Foreigners coming to Taiwan as students with intention of learning Chinese Language are not allowed to work.**
8. Be sure that you understand the rules and regulations regarding visas before you leave your country. For further details, contact the nearest Taiwan embassy, consulate or representative agency, or log on the following

Bureau of Consular Affairs, Ministry of Foreign Affairs, ROC (Taiwan)

website: <http://www.mofa.gov.tw>

Flow Chart of Visitor Visa Application



- Students who have to re-enter Taiwan during the term of study may apply for a multiple entry visa. For those who hold a single-entry visa and would like to leave Taiwan during the period of study, please apply for a Certificate of Enrollment at TaiSiHua before leaving Taiwan, and be sure to apply for a new visa before entering Taiwan.

Visa Types:

1. Sixty days extendible: Visas bear no such remark as "no extension" may be extended twice for a maximum stay of up to 180 days. Please see the student hand book p.7 for visa extensions.
2. Non-extendible: Visas bear such remark as "no extension" may not apply for extension, unless his (her) request for changing to an extendable visa is approved by the Bureau of Consular Affairs.

3. Landing visa or visa-exemption: For those who entered Taiwan with a landing visa or visa –exemption cannot apply for an extension.

Non-extendible or when no further extensions will be granted, the holder must leave Taiwan for a short time. Student should pay close attention to the date stamped by customs upon entry into Taiwan.

境外學生申請延簽流程

Procedures for visa extensions

Students shall apply for a visa extension within 15days before the expiry date of their visitor visa in the local National Immigration Agency service center. The visa can be extended twice for a maximum stay of up to 180 days. Be sure to make a copy of your certificate of enrollment for the National Immigration Agency to keep.

Note that late applications for extending a visa are not acceptable. The applicant may have to pay a fine and take a trip off Taiwan to apply for the new visa.

Students who are absent for more than a quarter of total course hours are not allowed to extend visa.

You can also consult National Immigration Agency First Taichung City Service Center:

1F., No.91, Gancheng St., Nantun Dist., Taichung City 408, Taiwan (R.O.C.)

Tel: (04)22549981

Website: <http://www.immigration.gov.tw>

Requirements:

1. The applicant who holds at least 60-day visitor visa remarked "FR" and without a stamp of no-extension.
2. The applicant shall apply for extension within 15days before the expiry date of their visitor visa (60 days from the next day of arrival).

Required documents:

1. An application form of visa extension.
2. Original and photocopied passport (the original will be returned after verification)
3. An enrollment of Private TaiSiHua Chinese/Foreign Language Short-Term Busiban.
4. An attendance record (The first time extension does not need to submit.)

Application method:

Can be done in person or applicant may authorize another person to represent them.

(In the case of authorizing a representative, applicant should fill out an authorized statement on the application form or attach a letter of authorization.)

Notices:

1. Foreigners who authorize an agent shall submit an authorization statement on the application form or attach an authorization letter.
2. The period of stay is calculated from the following day after entry.
3. Each extension must not exceed the originally permitted time on the visa. The cumulative length of stay must not exceed 180 days.
4. Those who expect the cumulative length of stay to exceed 180 days in case of force majeure or other major events should apply for an extension in advance at the local service center of the National Immigration Agency.

Admissions for students residing in the country

Foreigners who entered the country by themselves are not eligible for the aforementioned regulations.