



“AFTER GRADUATION” GUIDEBOOK

For Foreign Students



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1. 畢業證書公證

Certificate of Graduation - Document Authentication

文件證明主要目的是使文件產生跨國公信力，便利有跨國使用需要之文件得以透過我國公證或外交機構之驗證，產生一定之公信力而被接受。

畢業證書及台灣相關文件驗證需先至「地方法院公證辦事處」辦理，再至「外交部領事事務局」或中部、南部、東部及雲嘉南辦事處辦理復驗。或送至各國駐台領事館、大使館及辦事處辦理。

Most foreign governments require that documents be authenticated by Bureau of Consular Affairs, BOCA or Ministry of Foreign Affairs, MOFA'S branch offices, but some do not. Therefore, BOCA suggests applicants contact the embassy/office of the country related to the documents to determine whether or not these documents need BOCA's or a MOFA branch office's authentication.

There are two steps to authenticate :

Step1. Go to District Court or Notary Public Office to notarize

1. Required Documents

Passport 、 ARC 、 Original Degree/Transcript (you must apply for verification in person)

2. Cost for notarizing a document

TWD 750 for document in English (you may get up to 5 copies max. for each document)

TWD 500 for document in Chinese (you may get up to 5 copies max. for each document)

Step2. Go to Bureau of Consular Affairs (BOCA) to authenticate

1. Required documents

Passport, ARC, notarized documents

2. Cost for Authentication

TWD 400 per document (one copy only)

【嘉義地方法院（Chiayi District Court）】

📍 嘉義市東區林森東路 282 號.

(No.282, Linsen East Road, East District, Chiayi City)

☎ 05 278 3671

🕒 Open : Mon-Fri, 0800-1730

[Google map link](#)



【外交部雲嘉南辦事處（Chiayi Branch office of BOCA）】

📍 嘉義市東區吳鳳北路 184 號 2 樓.

(Chiayi City, East District, Wufeng North Road, 184 號 2 樓)

☎ 05 225 1567

🕒 Open : Mon-Fri, 0830-1700

[Google map link](#)



※Attentions from BOCA :

In addition to the regulations set forth above, applicants and their agents are also requested to pay attention to the following:

- (1) BOCA and MOFA's branch offices provide walk-in-service only. Applicants are served on a first-come first-served basis.
- (2) When applying for document authentication, applicants must prepare enough copies, namely, in addition to the documents to be authenticated, they must provide BOCA or MOFA's branch offices with one supplementary copy of each document for record-keeping.
- (3) Please allow two working days for the necessary procedure of authentication.
- (4) Failure to adhere to BOCA or MOFA's branch offices guidelines may prolong the authentication process.
- (5) A 24-hour expedited service is now available; the extra charge for each original document is NT\$200, for each document copy NT\$100.

更多詳情及辦理公證所需文件，請參閱網站

Please visit for more information

www.boca.gov.tw

2. 退稅須知

Tax Refund

1. 僑外生停留中華民國已超過 90 天者(尤其是當年度所得累計滿 15 萬以上的), 請務必自行去國稅局據實申報納稅。
2. 若有應繳稅額而未申報情形, 稽徵機關除依規定處以應補稅額 3 倍以下罰鍰外, 並將通報入出國境之審核機關於該生入出境時查驗其完稅證明, 無證明者, 則無法出境。
3. 扣繳憑單上, 若「扣繳金額」顯示為 0, 表示未被該工作機關扣稅, 因此毋需辦理退稅。

【外籍生&僑生非居住者, 在台居住未滿 183 天】

1. 不管工讀金額多寡, 請務必預先扣繳稅款(當月總所得小於\$35,700 元以下者扣繳 6%, 若超過者全數扣繳 18%)。*每月基本工資 1.5 倍, 106 年為新臺幣 35,700 元。
2. 經核准之外籍生及僑生, 如某一個月份之薪資所得超過新臺幣 35,700 元, 但未告知僱用單位時, 經國稅局查獲須辦理更正或追補稅款時, 除由聘用主持人(或聘用單位主管)負追繳之責外, 並取消該生原核准適用 6%稅率扣稅之資格。
3. 前業已以 18%稅率報繳薪資所得稅並具居住者身分者, 因稅法規定係屬須辦理結算申報者, 爰請於次年 5 月底前至國稅局外僑股辦理稅額結算事宜(多退少補)。

【外籍生&僑生非居住者, 在台居住已滿 183 天】

如當年度超過 183 天以上, 就比照本地生處理。

- (1) If the recipient of the income has resided in Taiwan for less than 183 days within the tax year, regardless of the total amount of income, 6% of amounts up to NT\$35,700 will be withheld, and 18% of amounts exceeding that.
- (2) If the recipient of the income has resided in the R.O.C. for 183 days or more within the tax year, withholding rates for local students will apply, that is, only amounts exceeding NT\$68,500 will be subject to withholding.
- (3) For example, for a particular tax year, if the days of residence are calculated beginning with January 1 and the income recipient does not leave Taiwan, then on July 3 the income recipient will have reached 183 days of residence, and the withholding rates for local students will start to apply beginning on July 4.

簡單來說，若只是從事打工的學生，通常只會被扣 6% 的稅額而已

Briefly speaking, students with only part-time jobs will normally be charged 6% income Tax.

更多資訊請參考財政部網站

Please visit for more information

www.etax.nat.gov.tw

3. 畢業後延期居留證

ARC Extension after graduated

學生畢業後，若想留下來找工作或旅遊，要在畢業後 15 天內到移民署辦理延長居留，可延期 6 個月，延期屆滿前，有必要者，得再申請一次 6 個月的延長，總延長居留期間最長為一年。

若畢業 15 天內就回國不回來了，不用延期居留證。

超過 15 天才回國者，建議先打電話和移民署確認是否要先延期居留證。

等找到了工作，拿到工作許可之後，居留證需要再重辦一次，同樣要在 15 天內完成更新，將居留事由從「其他」更改成「就業」。

※特別提醒，如果畢業後你的居住地址有更換，比如你已經從宿舍搬到其他地方住，請記得一併更改居留地址。你要準備房屋契約書，正本與影本（若不是你本人承租的就要請承租人撰寫同意讓你一起住的同意書，都需在同意書上簽章）

Graduates seeking employment or traveling in Taiwan must apply extended ARC in 15 days after graduation. The maximum extension is 6 months, starting from the month of graduation. It can be applied again for another 6 month after first extension expires.

If students have postponed their graduation, they are required to provide documentation to keep or extend their ARC. Students will be granted a maximum extension of one year, according to their academic situation.

Those who will leave Taiwan in 15 days don't need to extend. However, for those who won't leave Taiwan in 15 days, we suggest making a phone call to National Immigration Agency to confirm it.

If you get a job offer, you have to renew you ARC again, changing your staying reason from "others" to "employment"

※ If you move to another residence. Be sure to change you address when extend ARC after graduation. And be sure to bring your house rental contract (both original and copy) to complete the process.
If you live with your friends without contract, you can ask your friend to make a consent for you to replace the house rental contract.

居留證逾期罰款 **Overstay fine**

以上流程若未於時間內完成，將會被罰款如下

罰款規定：

逾期 1-10 天：新臺幣 2,000 元
逾期 11-30 天：新臺幣 4,000 元
逾期 31-60 天：新臺幣 6,000 元
逾期 61-90 天：新臺幣 8,000 元
逾期 91 天以上：新臺幣 10,000 元

The extension must be done in 15 days, or you fill be fined.

Overstay fine :

1-10 days: NTD\$2,000
11-30 days: NTD\$4,000
31-60 days: NTD\$6,000
61-90 days: NTD\$8,000
over 91days: NTD\$10,000

※If you plan to leave Taiwan during the enrollment period, please make sure before your departure that your ARC will still be valid when you return to Taiwan. If necessary, please renew your ARC at the service center of National Immigration Agency in your local residence.

If you apply to leave the school (suspension, withdrawal, and graduation), your ARC with the purpose of study will become invalid after you complete the related school-leaving procedure. You shall return the ARC to the service center of National Immigration Agency in your local residence and leave Taiwan within the prescribed period. If you would like to return to NHU after the suspension is over, you will need to re-apply a new visa to enter Taiwan.

4.工作證

Working Permit

應屆畢業生的工作證效期會在畢業通報後截止。延長居留期間無法申請工作證，找到工作才能藉由公司申請工作證。

For those who are the graduates, their **Work Permits will expire once the graduation process is done**. The only way you can apply a Work Permit again is through your new company where you will work for.

5. 全民健康保險

National Health Insurance

應屆畢業生的健保會在 7 月退保，**畢業後留台找工作的同學需自行到健保署或租屋處的區公所加保。**

畢業生若是要提早離開台灣回國請通知國際及兩岸事務處；畢業生如果在台灣找到工作必須由公司辦理加健保。

若續讀本校研究所者，健保不必轉出，可續保。

考上他校研究所者，於學校辦理健保轉出後，請同學持轉出單影本至就讀研究所承辦單位辦理健保轉入。

如果畢業退保後沒有去辦理加保的話，若你之後在台灣找到工作，公司開始投保後，健保署就會發現之前有欠費，依然會發出追繳單讓你補繳之前退保至公司加保這段期間的費用

National Health Insurance for Graduated Student will be withdrawal on July for the graduation year. **Student staying in Taiwan for seeking a job after graduation should proceed to National Health Insurance Administration or District Office nearby your housing area to maintain your health insurance active.**

Those who study in the same school for master degree don't need to withdraw.

Those who will go to another college for master degree need to activate your health National Health Insurance by the new school.

If you stay in Taiwan after graduation but forget to activate national health insurance. After you find a job, the company is responsible to handle your national health insurance, and the fee for the period from graduation will be recharge.

6. 畢業後留台實習申請

Apply internship in Taiwan after graduation

在台未曾設有戶籍之僑外生具有下列資格之一，並取得符合下列規定之擬實習機構同意實習文件（包括實習內容、津貼及期程等），至遲應於居留效期屆滿之二個月前，向學校提出畢業後實習之申請：

申請人之資格、機構之資格

詳情請見：<https://edu.law.moe.gov.tw/LawContent.aspx?id=GL000516>

Graduates can apply internship two months before ARC expires. Applicants and the organization offering internship must be qualified as this stipulation lists:

<https://edu.law.moe.gov.tw/LawContent.aspx?id=GL000516>

實習期間每 3 個月要繳交這個實習機構蓋章的實習報告到學校相關單位。

Intern student is obligated to turn in internship report to the authority of the school.

更多詳情及所需文件，請參閱網站

Please visit for more information

[教育部網站](#)

7. 畢業僑外生留台工作

Work in Taiwan after graduation

考量已在臺讀書之僑外生，以學經歷、薪資水準、特殊專長、語言能力、成長經驗及配合政府產業發展政策等 8 項目進行評點，累計點數超過 70 點者，即符合資格。採依僑外生及雇主資格進行評點。雇主向勞動部申請聘僱許可，除由雇主及國際學生填具申請表，並檢附相關文件。

There will be two parts of qualification, one is to score the applicant, the other is to score the company that the applicant will be work in. Graduates can check your score first with the information provided below.

評點項目	內容及等級	點數
1.學歷 (Educational background)	博士學位(PhD)	30
	碩士學位(Master)	20
	學士學位(Bachelor)	10
2.聘僱薪資 (Salary)	每月平均新臺幣四萬七千九百七十一元以上 (more than \$47971 / monthly)	40
	每月平均新臺幣四萬元以上未達四萬七千九百七十一元(\$40000~\$47971 / monthly)	30
	每月平均新臺幣三萬五千元以上未達四萬元 (\$35000~\$39999 / monthly)	20
	每月平均新臺幣三萬一千五百二十元以上未達三萬五千元(\$31520~\$34999 / monthly)	10
3.工作經驗 (Working experience)	二年以上	20
	一年以上未達二年	10
4.擔任職務資格	具有企業所需該職務特殊專長能力者	20

5.華語語文能力 (TOCFL)	經華語文能力檢定達「流利」等級以上 (C1)	30
	經華語文能力檢定達「高階」等級 (B2)	25
	經華語文能力檢定達「進階」等級 (B1)	20
6.他國語言能力 (Other language ability)	具有華語以外二項以上他國語文能力 (more than two language ability except Mandarin)	20
	具有華語以外一項他國語文能力 (one language ability except Mandarin)	10
7.他國成長經驗 (Life experience in other country)	具有於他國連續居留六年以上之成長經驗 (Living experience in other country successively over 6 years)	10
8.配合政府政策 (Government policy)	配合政府產業發展相關政策之企業受僱者 (Employers comply with related policy)	20
合格分數 (Qualified score)		70

更多詳情及所需文件，請參閱網站

Please visit for more information

<https://ezworktaiwan.wda.gov.tw/cp.aspx?n=06CB6C2CFA89541D>

<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=N0090027>