**簽證須知**

**一、更換簽證：停留簽證 ⇒ 居留簽證(簽證註記代碼：FS)**

如果你是持停留簽證入境，且需在台就學超過180天者，請至外交部領事事務局辦理居留簽證。(如果你已經持有居留簽證者，請直接跳至 **" 二 "**。)

申請人如已持符合改換就學資格之停留簽證入境，得於停留期限屆滿前7個工作天前，提出申請改辦居留簽證。

**應備文件及費用:**

1. 申請表
2. 護照，有效期限需在六個月以上(正本及影本各一份)。
3. 景文科技大學入學許可(正本及影本各一份)或學生證(正本及影本各一份，須蓋註冊章)或註冊證明。
4. 健康證明書(需為三個月內之證明，如在國外檢查，請到其本國所屬的中華民國(台灣)駐外使領館或代表辦事處，辦理認證，或入台後至指定醫院辦理)。
5. 兩張2吋背景為白色的彩色照片 (需為六個月內的近照) 。
6. 申請費用: 新台幣3,000元；持美國護照者為新台幣5,600元。
7. 核發時間需7-10天。

 **•[外交部領事事務局](http://www.boca.gov.tw/content.asp?CuItem=6316)**

  地址：台北市濟南路一段2-2號
  電話：(02) 2343-2888
  交通：請搭乘MRT(淡水線)至台大醫院站出口2出站，步行約10分鐘。

**二、居留簽證 ⇒ 外僑居留證**

如果你是持居留簽證入境或已經換發居留簽證者，**請於入境15天內**，盡速向居留地之內政部入出國及移民署各縣市服務站辦理外僑居留證及重入國許可。

**應備文件及費用:**

1. ⑴申請表(如委託他人辦理，需附委託書)。
2. ⑵一張2吋半身脫帽白色背景彩色正面相片。
3. ⑶護照及入境簽證(正本、影本各一份)。
4. ⑷學生證或在學證明書(正本及影本各一份)
5. ⑸申請費用：一年期新台幣1,000元。
6. ⑹核發時間需7-10天。

[**內政部入出國及移民署**](http://www.immigration.gov.tw/ct.asp?xItem=1090287&ctNode=30085&mp=2)
全台皆設有內政部入出國及移民署各縣市服務站，如果你住在新北市，必須至「移民署新北市服務站」辦理居留證。如果你是住在台北市，則請至「移民署台北市服務站」辦理居留證。

**(1)移民署新北市服務站**
地址：新北市中和區民安街135號(前國防管理學院)
電話：（02）8228-2090
交通：搭捷運至板橋站轉乘公車者(307號公車至積穗國中站下車)
**(2)移民署台北市服務站**
地址：臺北市中正區廣州街15號
電話：(02) 2388-3929
交通：請搭乘捷運(西門線)至小南門站，於2號出口出站，出站後，一直走至延平南路左轉，該服務站則位於延平南路左手邊的第2棟大樓。步行約5分鐘。

**三、外僑居留證延長**

**應備文件:**

1. 申請表。
2. 護照及外僑居留證(正本及影本各一份)。
3. 學生證(正本及影本各一份)。
4. 申請費用：一年期NT$1000。
5. 核發時間需工作天7-10天。

**注意事項:**

1. 居留證期限到期前1個月內需至移民署辦理延長，如遇7、8、9月(暑假期間)到期者，且需離境台灣者，可提前至6月1日起辦理；請攜帶來回機票及相關文件至移民署辦理。
2. 未於期限內辦理延期者，主管機關得依規定罰鍰及註銷其居留資格，並勒令出國。

International Student-Visa

1. **Changing Your Visa Status：Visitor Visa ⇒ Resident Visa (Remark：FS)**

(If you were issued a Resident Visa in your home country, you can skip directly to 2)

Let’s assume you entered Taiwan on a Visitor Visa. To make this change, go to the Bureau of Consular Affairs (BOCA).

Applicants who enter the R.O.C. (Taiwan) on a Visitor Visa which qualifies the applicants for Resident Visa application for the purpose of undertaking studies must apply for a Resident Visa 7 work days before the duration of stay expires.

**Required Documents and Fees:**

1. Application form
2. Passport, valid for at least 6 months (original and photocopy)
3. JUST Letter of Admission (original and photocopy) or Student ID card (original and photocopy, stamped by JUST Registration Section) or regisrtarion proof from JUST
4. Health certificate issued in the last three months: If you take the medical tests before coming to Taiwan, the certificate must be stamped and verified by a Taipei Representative Office in your home country; or, if in Taiwan, you must take the medical examination at a designated hospital
5. Two 2-inch color photos with white background taken in the last 6 months
6. Application fee: NT $3,000 (NT $5,600 for holders of American passports)
7. Processing time: 7-10 working days

[**Bureau of Consular Affairs (BOCA) Taipei Headquarters**](http://www.boca.gov.tw/ct.asp?xItem=6139&ctNode=778&mp=2)

Address: 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC
Ph : (02) 2343-2888

1. **Resident Visa ⇒ Alien Resident Certificate (ARC)**

Remember, you need to make this change at the National Immigration Agency **within 15 days of receiving your Resident Visa**!

**Required Documents and Fees:**

1. ARC Application form
2. One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
3. Passport and visa (original and photocopy)
4. Student ID card or Proof of Enrollment certificate (original and photocopy)
5. Application fee: NT $1,000 (one year)
6. Processing time: 10 working days

[**National Immigration Agency**](http://www.immigration.gov.tw/ct.asp?xItem=1090287&ctNode=30085&mp=2)

The National Immigration Agency has service centers set up all around Taiwan. If you live in New Taipei City (this includes Tamsui residents), you must change your visa status from Resident Visa to ARC at the New Taipei City Service Center. If you live in Taipei City, the change must be made at the Taipei City Service Center. If, however, you live at the

**(1) New Taipei City Service Center**
      Address: No.135, Min-An St, Jung-He Dist, New Taipei City
      Ph: (02) 8228-2090
**(2) Taipei City Service Center**
      Address: No.15, Guangzhou St., Zhongzheng Dist., Taipei City
      Ph: (02) 2388 3929

1. **Extending Your Alien Resident Certificate (ARC)**

**Required Documents and Fees:**

1. Application form
2. Passport and ARC (original and photocopy)
3. Student ID card (original and photocopy)
4. Application fee: NT $1,000 (one year)
5. Processing time: 10 working days

**(2) Note**
Please make sure to apply for the visa extension at least two weeks before your ARC expires. Late applicants will be subject to heavy fines and may have to leave Taiwan to apply for a new visa.