

## 申請類型及時間 Type and Time for ARC Application

辦理類型 Type	辦理時間 Time	注意事項 Note
新辦 New Applicant	<p>持居留簽證入境之隔日起 15 天內，或在臺灣取得居留簽證後 15 天內。</p> <p>Within 15 days counted from the next day of arrival or the next day of receiving resident visa in Taiwan.</p>	<p>學生入境初次辦理外僑居留證時，尚未完成註冊手續，先行核發效期 6 個月之外僑居留證者。待完成註冊後，再至移民署申請延長。</p> <p>Students, who have just arrived in Taiwan and have not finished school registration, will receive a 6-month ARC and will be able to extend their period of stay upon completion of school registration.</p> <p>學生入境初次辦理外僑居留證時，已完成註冊手續，核發效期 1 年之外僑居留證。</p> <p>Students who have finished school registration will be able to apply for 1 year ARC.</p>
延長 Extension	<p>居留期限到期前 1 個月內必須申請「延期」。</p> <p>It is mandatory to apply for an extension "a month before the date of expiry".</p> <p>*舊生離臺期間 ARC 將到期者，請於離臺前 1 個月內申請「延期」。</p> <p>*If applicants are NOT in Taiwan during ARC's expiration day, please apply for an extension "a month before leaving".</p>	<p>逾期申請外僑居留證需支付罰款。</p> <p>The overdue ARC application will be fined.</p> <p>逾期停留或逾期居留者，主管機關得強制驅逐出境，且可能會被禁止入境。</p> <p>Overdue stay or application, the competent authority can order such students to voluntarily exit and be prohibited to entry.</p> <p>一般逾期多日需要出境重新辦理居留簽證再入臺，請同學務必親自注意自己的居留證延長期限，以免留下紀錄，影響再次入境。</p> <p>Generally overdue certain days, students have to leave for applying for new Visa then ARC. Please note data expiry of ARC.</p>
畢業生留臺求職 Graduates seek employment in Taiwan	<p>居留效期統一以畢業當月加計 6 個月為延期居留期限</p> <p>The maximum extension is six months, starting from the month of graduation.</p>	<p>申請資料 Application Materials</p> <ol style="list-style-type: none"> <li>1. 申請書 application form</li> <li>2. 照片 1 張：白底正面照 One 2" x 2" color photo</li> <li>3. 護照 passport (original and copy)</li> <li>4. ARC (正本 original)</li> <li>5. 畢業證書 Diploma (正本 original)</li> <li>6. 手續費 operation fee (依個人情況而定 depends on personal situation)</li> </ol>

## 外僑居留證辦理申請資料

## Application Materials for Alien Resident Certificate (ARC)

<b>新生初辦 ARC First-time Application</b>	<b>新生初辦 (臺灣獎學金生) ARC First-time Application (Recipients of Taiwan scholarship)</b>
<ol style="list-style-type: none"> <li>1. 申請書 Application form</li> <li>2. 照片 1 張：白底正面照 One 2" x 2" color photo</li> <li>3. 護照（正本、影本） Passport (original and copy)</li> <li>4. 簽證（正本、影本） Visa (original and copy)</li> <li>5. 入學許可（正本、影本） Certificate of Admission (original and copy)</li> <li>6. 在學證明或學費繳費單 Proof of Registration OR receipt of tuition fee</li> <li>7. 居住證明：合約或繳費單 Proof of Residence: contract OR house rent receipt</li> <li>8. 手續費 Operation Fee：NTD1,000 元</li> </ol>	<ol style="list-style-type: none"> <li>1. 申請書 Application form</li> <li>2. 照片 1 張：白底正面照 One 2" x 2" color photo</li> <li>3. 護照（正本、影本） Passport (original and copy)</li> <li>4. 簽證（正本、影本） Visa (original and copy)</li> <li>5. 入學許可（正本、影本） Certificate of Admission (original and copy)</li> <li>6. 臺灣獎學金證明（正本、影本） Certificate of Taiwan scholarship (original and copy)</li> <li>7. 居住證明：合約或繳費單 Proof of Residence: contract OR house rent receipt</li> <li>8. 手續費 Operation Fee：NTD1,000 元</li> </ol>
<b>舊生延長 ARC Extension</b>	<b>舊生延長 (初次入境未註冊，經先行核發效期 6 個月之外僑居留證者) ARC Extension (Students who have just arrived in Taiwan, currently hold a 6-month ARC, and haven't finished school registration will be able to extend their period of stay upon completion of school registration.)</b>
<ol style="list-style-type: none"> <li>1. 申請書 Application form</li> <li>2. 照片 1 張：白底正面照 One 2" x 2" color photo</li> <li>3. 護照（正本、影本） Passport (original and copy)</li> <li>4. ARC（正本 original）</li> <li>5. 學生證（正本、蓋註冊章之正反面影本，註冊組位於 YP209 室） Student ID card (original and copy both sides with the registration stamp, the location of the registration office is in YP209) ，或在學證明 OR proof of registration</li> <li>6. 手續費 operation Fee：NTD1,000 元</li> <li>7. 來回電子機票影本（離臺期間 ARC 將到期者適用） Copy of return airplane ticket (If applicable, applicants are NOT in Taiwan during ARC's expiration day)</li> <li>8. 若為延畢者，至註冊組申請證明，依實際就學情形酌予核居留證延長期間 (If applicants who are students delay graduation, please apply for an approved letter from the registration office. ARC will be extended a period of time, according to their academic situation)</li> </ol>	<ol style="list-style-type: none"> <li>1. 申請書 Application form</li> <li>2. 照片 1 張：白底正面照 One 2" x 2" color photo</li> <li>3. 護照（正本、影本） Passport (original and copy)</li> <li>4. ARC（正本 original）</li> <li>5. 學生證（正本、蓋註冊章之正反面影本，註冊組位於 YP209 室） Student ID card (original and copy both sides with the registration stamp, the location of the registration office is in YP209) ，或在學證明 OR proof of registration</li> </ol>

## 辦理居留證相關資訊 Useful information to Apply for ARC

- 移民署服務站

- 新北市服務站：新北市中和區民安街 135 號 1F
- 網址：<http://servicestation.immigration.gov.tw/mp.asp?mp=S003>
- 臺北市服務站：臺北市中正區廣州街 15 號
- 網址：<http://servicestation.immigration.gov.tw/mp.asp?mp=S002>

### Immigration Service Center

- **New Taipei City Service Center:** 1F, No.135, Min-An Street, Jung-He District, New Taipei City
- **Taipei City Service Center:** No.15, Guangzhou St., Zhongzheng Dist., Taipei City
- Website: <http://www.immigration.gov.tw/mp.asp?mp=2>

- 櫃檯受理服務時間：星期一至星期五 8:00-17:00 中午不休息

Opening hours: the office hours of the NIA's service centers 08:00 a.m.-17:00 p.m. through the lunch hour from Monday to Friday.

- 電話 TEL.

- 新北市服務站 (New Taipei City Service Center) : 02-8228-2090
- 臺北市服務站 (Taipei City Service Center) : 02-2388-9393

- 交通方式 Transportation :

- 新北市服務站—在輔仁大學正門口對面搭乘 810 公車到「板橋公車站」下車→換搭 307 公車到「積穗國中」站下車→往民安街走約 10 分鐘。
- 臺北市服務站—在輔仁大學正門口對面搭乘 235 公車到「東吳大學城中校區」下車→沿著延平南路走約 10 分鐘。
- **New Taipei City Service Center**—take Bus #810 to “Banciao Train Station” on the opposite side of FJU front gate → transfer to Bus #307 to “Ji-Sui Junior High School” → walk on Min'an Street for 10 minutes.
- **Taipei City Service Center**—take Bus #235 to “Soochow U. Downtown Campus” on the opposite side of FJU front gate → walk along the Yanping South Road for 10 minutes.

詳細規定請參考「內政部移民署」：<http://www.immigration.gov.tw/>

For detailed regulations, please visit the National Immigration Agency:

<https://www.immigration.gov.tw/mp.asp?mp=2>