

# ARC Online Application

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For International students of Feng Chia University

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# I. Website of Immigration Agency

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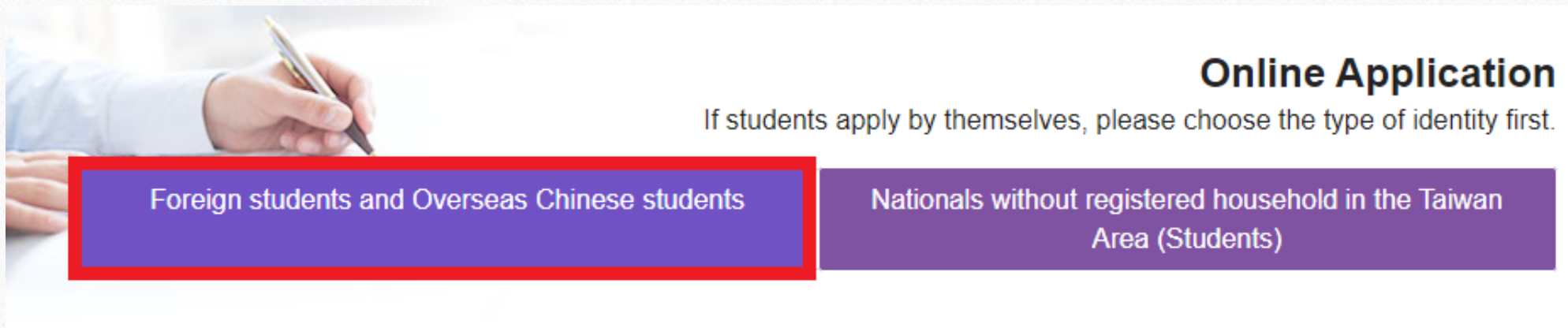
- Web: <https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>

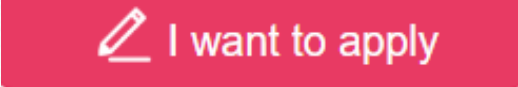



## II. Create an Account

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- Click the left button



- 
- Click  on the next page
  - Click 
  - Fill your personal information.

Name in Chinese

\*English surname

\*English given name

\*Nationality

Please select



\*Date of Birth



\*Gender

Please select



\*Passport No.

\*Contact Phone Number

EXT

\*Email

\*Login Account

\*Login Password

\*Re-Enter Login Password

Please remember your account number.

The password should be 8 characters at least with 1 lower-case English letter and 1 Arabic number at least.

- \* Required info
- English name should type in lower case
- Password should be 8~12 digits with at least 1 alphabet & 1 number.

- Click the link in the mail to activate your account.

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Dear [REDACTED] :

Your registration account number: [REDACTED]

We have to verify your e-mail address, please click the link below to complete process:

[https://coa.immigration.gov.tw/coa-frontend/register/verify/\[REDACTED\]/20200717123627536442](https://coa.immigration.gov.tw/coa-frontend/register/verify/[REDACTED]/20200717123627536442)

Please keep your account number in a secure manner.

National Immigration Agency, ROC(Taiwan)



**HOLD ON ! LOG IN LATER !**



# III. Documents Preparation

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**You have to finish filling info within 30 minutes, so prepare all documents first.**

1. ID photo
2. Residence VISA page on passport (New student)
3. ARC (current FCU student)
4. Personal info on passport
5. Proof of enrollment (don't apply with acceptance, apply by certificate of enrollment which is **available on registration day Sep. 7**)
6. Proof of lease (bill, lease or screenshot of payment for FCU dormitory)
7. Other documents: proof of scholarship, explanation for missing or extend in advance)

# IV. Notice for Documents

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## 1. Photo

- Within 413\*531 (+10%)
- Standard ID photo
- White background (wall is fine), including shoulders, forehead and ears.
- No hat, glasses

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## 2. ARC, passport, documents (ex: proof of accommodation and enrollment)

- File should be smaller than 512 KB.
- Clear without extra description or non-relevant info.
- ARC, passport and VISA page could be in one photo. (VISA for first application)
- Proof of enrollment:

Acceptance Letter-6 months (New students please don't use it for online application)

Certificate of Enrollment-1 year (New students use this!)

# Compress 2-inch Picture

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- Computer user: Use Paint or Photoshop to compress it.
- Mobile device: Use APP “IMAGE SIZE” (available for Android/iOS))



**Image Size** 4+

Vitalij Schaefer

★★★★★ 4.8 · 124 則評分

免費 · 提供 App 內購買

Choose 2-inch photo



Compress photo or **document**  
Photo should be within 413\*531(+10%)

**Adjust photo or document:**

- Photo: no frame, clear face (2/3 of it)
- Doc.: clear information

Download

**Files should be within 512KB**

# V. How to Apply

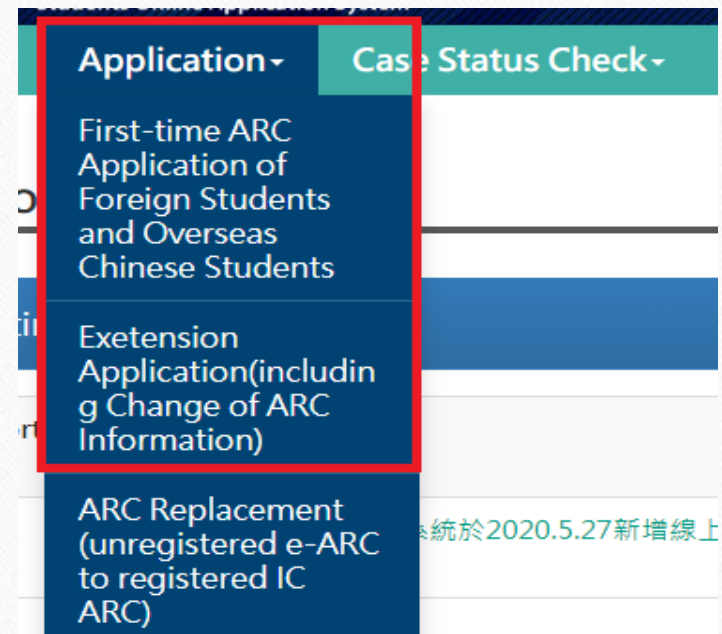
- Log in then apply.
- Choose **First-time** or **Extension**.
- First application should be done within 15 days after arriving Taiwan.

\*For students in 2020, finish it within 30 days due to quarantine regulation.

- Click menu on mobile device



## **First-time OR Extend!**



# Upload Compressed ID Photo



照片範例說明

Cropping photo automatically

\*Upload Photo  未選擇任何檔案

Clear

\*Eligibility

Foreign students and Overseas Chinese Students entering Taiwan for study

\*Program of Study

Master's Degree

\*School

Feng Chia University

\*Status of Study

~~Received but not enrolled~~

Enrolled ← choose this one!!

- Upload all compressed files.
- Smaller pictures could be in 1 photo.
- The example is for extension, so some required documents would be different.

#### Required Docs

1. Files should be in JPG|JPEG|PNG|BMP|PDF format. Uploaded documents must be clear. No words or graphics should be added on the ID card or passport, e.g., Photocopy/COPY.
2. File size should be smaller than 512K.
3. A Chinese translation should be uploaded for documents in languages other than Chinese and English.
4. Please scan the required documents in original size and then upload.
5. All documents are required to scan and upload both sides unless those blank sides.

#### \*1. ARC

選擇檔案 ARC.jpg

Clear



#### \*2. Passport

選擇檔案 passport.JPG

Clear



3. Proof of Accommodation (Housing agreement, household registration transcript, or other related documents. This is not required if the residential address has not changed.)

選擇檔案 未選擇任何檔案

Clear



\*4. Proof of Enrollment (A student ID card with the current semester registration stamp or a school attendance certificate issued by the school in the most recent semester (admission permit or record of enrollment for a student's initial application))

選擇檔案 在學證明.pdf

Clear



5. Other Supporting Documents (Optional)

選擇檔案 未選擇任何檔案

Clear





## Applicant Info

Name in Chinese

黎明新泰

Please enter using traditional characters

\*Name in English

LE MINH TAN TAI

\*Date of Birth

1995/11/15

\*Gender

MALE

\*Passport No.

C3837210

\*Valid Date of Passport



2027/10/10

\*Nationality

VIETNAM

ARC No. (UI No.)

BC30315992

\*Highest Academic Qualification

Please select

\*School Enrolled

逢甲大學

Year of Study

Please select

\*Marital status

UNMARRIED

Telephone No. in Taiwan

0424517250

\*Residential Address in Taiwan

Taichung City

Xitun Dist.

Village

Neighborhood

文華路

Lane

Alley

100號

Please enter using traditional characters

Taichung City Xitun Dist. 文華路100號

Email

\*Name of Contact Person in Taiwan

賴珮珊

ID No. of Contact Person in Taiwan (Passport No. or ARC No.)

\*Telephone No. of Contact Person in Taiwan

04-2451-7250 #2507

\*Nationality of Contact Person in Taiwan

REPUBLIC OF CHINA(TAIWAI)

- 
- **Residential Address in Taiwan: if you don't have, fill FCU address**

→ Taichung City, Xitun Dist., No 100

- **Contact Person in Taiwan: if you don't have, fill FCU contact person**

→ Ms. Crystal Lai

→ 04-2451-7250 #2507

→ Republic of China (Taiwan)

\*Method of Collection

In person (in Taiwan) ▼

\*Location of Collection

TAICHUNG CITY 1st SERVICE CENTER ▼

Contact Information of Service Station of National Immigration Agency,  
Ministry of Interior

Send

- Method of Collection: **In person (in Taiwan)**
- Location of Collection: **Taichung City 1<sup>st</sup> Service Center**

- 
- New students please fill all information and upload all documents after registration day when you get the **proof of enrollment**.

- After send your application, record the tracking number which you could check the inspection process.



- You will receive a mail, and ARC is under inspection now!

[外國與外僑學生線上申辦系統] - 送件受理通知  收件匣 X

niasys@immigration.gov.tw

寄給我 ▼

WANG JOHNONE 您好：

您於2019/06/03，申請『外國與外僑學生線上申辦系統』，資訊如下：  
本次來臺總人數：WANG JOHNONE等1人

移民署送件申請結果：

您的申請程序已經完成，目前正在審核中。


並請您紀錄申請案收件號或圖號，亦可再次進入系統，於進度查詢中查詢掌握案件審理進度與狀態。  
收件號：108696500110

您可以登入[外國與外僑學生線上申辦系統](#)查詢您的申請資料以及處理進度。

備註：此為系統自動發送信件，請勿回覆，謝謝。  
中華民國內政部移民署

-You will receive a payment notice, follow the page and pay.

-Bring the receipt to Immigration Office after 3 work days.

[外國與外僑學生線上申辦系統] - 送件線上繳費通知  收件匣 X

niasys@immigration.gov.tw

寄給我 ▼

WANG JOHNONE 您好：

您於2019/06/03，申請『外國與外僑學生線上申辦系統』，收件號為(108696500110)，經本署審查已核准。請再次進入系統完成線上繳費作業，俾利發證。  
繳費期限為核准日起六十日內。(一旦完成繳費後，不得申請退費。)

您可以登入[外國與外僑學生線上申辦系統](#)查詢您的申請資料以及處理進度。

備註：此為系統自動發送信件，請勿回覆，謝謝。  
中華民國內政部移民署

# Immigration Office

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- Taichung 1<sup>st</sup> Service Center
- 1F., No. 22, Wenxin S. 3<sup>rd</sup>., Nantun Dist., Taichung City



- Check or modify documents

Application	Case Status Check
	Case Status Check
申請名稱	The List of Supplemental Documents
	Revocation ▶

# VI. Contact Office of International Affairs

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- Contact: Ms. Crystal Lai
- Tel: 04-2451-7250 #2507
- Mail: [pslai@fcu.edu.tw](mailto:pslai@fcu.edu.tw)
- Office Hours: Mon.-Fri. 9:00-12:00, 13:00-18:00
- Office Hours in July & August Mon.-Thu. 9:00-12:00, 13:00-17:00

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- After finishing application, provide OIA with copy of ARC.
  - Mail Ms. Crystal Lai ([pslai@fcu.edu.tw](mailto:pslai@fcu.edu.tw))