

**\*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! Please go to find Chanel 15 days before the expired day. At the end of the semester, exchange student cannot extend the ARC.

**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 and Certificate of Enrolment (original and photocopy, Student ID card photocopy stamped by TKU Registration Section)

\*If you come to Taiwan before school begin, please go to A-building to apply the Certificate of Enrolment (fee: \$10) and Student ID paper after you paid the Insurance fee about NT \$3,171 (B304)

5. TKU Letter of Admission (original and photocopy)
6. Proof of living in dormitory (please contact Chanel)
7. Application fee: NT \$1,000 (one year)
8. \$26 self-addressed stamped envelope
9. Processing time: 7-10 working days

**\*Overstay or overdue (penalty):**

1. Under 10 days, NT\$2,000
2. Over 11days to 30 days ,NT\$4,000
3. Over 31days to 60 days, NT\$6,000
4. Over 61days to 90 days, NT\$8,000
5. Over 91 days, NT\$10,000

(After penalty re-entry within 7 days.)

