

Notices for the submission of online application for foreign and overseas Chinese student residence certificate extension or modification

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1. Legal basis:

- (1) Immigration Act: Article 22, Article 31 and Article 85, Subparagraphs 2 and 3.
- (2) Regulations Governing Visiting, Residency, and Permanent Residency of Aliens: Articles 5, 8 and 9.

2. Required documents for application:

- (1) First-time entry applicants (offer-received but not yet enrolled): Passport, residence visa, admission permit of enrollment, proof of residence in Taiwan, and a 2-inch color photo that is front-facing, above the waist, and without wearing a hat and taken within the past 2 years (same specification as for the National Identity Card).
- (2) First-time entry applicants (enrolled): Passport, residence visa, admission permit of enrollment, a student ID card with the current semester registration stamp or a school attendance certificate, proof of residence in Taiwan, and a 2-inch color photo that is front-facing, above the waist, and without wearing a hat and taken within the past 2 years (same specification as for the National Identity Card).
- (3) Applicants for the extension of residence: Passport, alien residence certificate, a student ID card with the current semester registration stamp or a school attendance certificate, and a 2-inch color photo that is front-facing, above the waist, and without wearing a hat and taken within the past 2 years (same specification as for the National Identity Card).
- (4) Applicants for the modification of personal information: Passport, alien residence certificate, proof of documents for (varies according to the information that the applicant wants to modify. E.g. applicants who have renewed passports or who lose the alien residence certificate must attach an affidavit of loss or police record), and a 2-inch color photo that is front-facing, above the waist, and without wearing a hat and taken within the past 2 years (same specification as for the National Identity Card).

3. To apply for and collect the certificate: (無戶籍使用”How to apply for and collect your certificate”)

- (1) The applicant shall sign up for a new account to apply for an alien residence certificate at “Online Application System for Foreign Students, Overseas Chinese Students, Mainland China, Hong Kong, and Macau Students without Registered Household in the Taiwan Area” of the National Immigration Agency(link: <https://coa.immigration.gov.tw/coa->

frontend/student/entry)

- (2) After the applicant fills out the required fields, scans and uploads the required documents, he/she shall wait for approval. Once the application has been approved, the applicant shall pay the certificate fee by online ATM, virtual account payment the e-government payment platform or other ways within 5 working days.
- (3) To collect the certificate:
 - i. First-time entry applicants (received but not yet enrolled): The electronic residence certificate valid for 6 months will be ready for download as soon as the applicant pays the fees through the online system. After completing school enrollment but before the residence certificate expires, the applicant shall apply for a residence extension as well as replacement with an alien residence certificate. The required documents are passport, original electronic residence certificate, and a 2-inch color photo that is front-facing, above the waist, and without wearing a hat and taken within the past 2 years (same specification as for the National Identity Card).
 - ii. First-time entry applicants (enrolled): The alien residence certificate will be ready for the applicant to collect at a National Immigration Agency service center three working days after the applicant pays the fees online. Please present the payment receipt when collecting the certificate.
 - iii. Non-first-time entry applicants: The alien residence certificate will be ready for the applicant to collect at a National Immigration Agency service center three working days after the applicant pays the fees online. Present the payment receipt when collecting the certificate (the old certificate must be returned).
4. Certificate fees: Application/extension fees are NT\$1,000 (each one year) for foreign students, and NT\$500 (one year) for overseas Chinese students. The one-year residence restriction does not apply to university scholarship recipients approved by the Ministry of Education. A NT\$ 500 modification fee (for reissuing the certificate) applies when applying for reissuance of alien residence certificates (including electronic certificates) due to loss or damage; the fee is the same(NT\$ 500) when changing the applicant's Chinese name, date of birth, gender, or photo for personal reasons.
5. Review period: 5 working days under normal circumstances where no correction is necessary. If the application documents are deemed incomplete according to the criteria, corrections shall be made within 3 days from the day after notification. If no correction is made after 3 days, or that the correction made does not meet the criteria, then the application shall be rejected. In the case where corrections cannot be made, the application shall be rejected directly (if correction is made, then the 5-day review period starts over again).

6. Note:

- (1) Documents shall be converted into color picture files before uploading. The file size is restricted to no more than 512 KB. Acceptable file formats are jpg, jpeg, png, or bmp. Content must be neat and clear. Please name the file according to the file type. In addition, the applicant's color ID photo shall also be converted into a picture file, leaving no extra white spaces around the photo. Make sure that the face covers at least two-thirds of space in the picture file. The person must be recognizable as the same person as his/her passport photo.
- (2) If the required document is made in a foreign country, such document needs to be verified by a ROC embassy/consulate or representative office overseas. If only original documents are verified by a ROC embassy/consulate or representative office, but not the translated Chinese text, then such translated Chinese text needs to be verified by a court (or notary) in the ROC.
- (3) Applicants who are nationals with registered permanent residence in the Taiwan Area and have entered the State with a foreign passport shall first go to a local household registration office to complete his/her household deregistration. In addition, if the applicant is an eligible male for military services or a male who is close to being an eligible male for military services, and who either does not hold an overseas Chinese identification certificate for military purposes or does not hold a ROC passport with overseas Chinese residence remarks, or is an overseas Chinese male of conscription age living in the Taiwan Area for more than one year, or is restricted to leave the ROC due to conscription according to law, then the application shall be rejected.
- (4) Foreign and overseas Chinese students shall apply for residence certificates no later than 15 days after entry to the ROC. If not, he/she shall be fined between NT\$ 2,000 and NT\$ 10,000. Applications for extensions shall be submitted 30 days prior to residence certificate expiration.
- (5) In the case of change of address, modifications shall be made within 15 days, and supported by necessary documents. If not, he/she shall be fined between NT\$ 2,000 and NT\$ 10,000.

In the case of extension for alien residence certificates, such extension application shall be made within 30 days prior to the residence certificate expiration. If an alien overstays his/her permitted residence for less than 30 days and the original purpose for residence application remains unchanged, then he/she may reapply for residence subject to penalties for violations pursuant to Subparagraph 4 of Article 85. If the alien has overstayed for more than 30 days, he/she should leave the country after paying the

fine. He/she may reapply for residence and reenter the country after the approval has been given.