**中華民國111年3月23日本校111學年度外國學生申請入學招生委員會第2次會議通過**

**中華民國111年5月4日本校110學年度招生委員會第5次會議通過**

 大漢學校財團法人大漢技術學院

**111**學年度外國學生申請入學招生

簡章

**Application Information for**

**International Students**

Academic Year 2022 - 2023

**Dahan Institute of Technology**

Address：No.1, Shuren St., Dahan Village, Sincheng Township, Hualien County, Taiwan, R.O.C.

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E-mail：x195@ms01.dahan.edu.tw

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備註：本簡章英文翻譯僅供參考，中英文內容文意有差異處，以中文為準。

Note: The English translation is for reference only. In case of inconsistency between the Chinese and English versions, the Chinese version shall prevail.

考生之個人資料蒐集、處理及利用告知事項

Disclosure of Collecting, Processing and Using Personal Information of Exam Takers Examinee

依據「個人資料保護法」（以下簡稱個資法），請詳細閱讀大漢學校財團法人大漢技術學院（以下簡稱本校）依個資法第8條及第9條規定所為以下「考生之個人資料蒐集、處理及利用告知事項」。

In accordance with the Articles 8 and 9 of the "Personal Data Protection Act" (hereinafter referred to as the Personal Information Law), please read in details the following" Collection, Handling, Utilization and Notifications of Personal Information of Examinee" by Dahan Institute of Technology (hereinafter referred to as the School).

1. 組織名稱/大漢學校財團法人大漢技術學院。

I. Name of the institution : Dahan Institute of Technology.

1. 個人資料蒐集之目的：

本校蒐集您個人資料的目的在於辦理入學考試相關之試務、提供成績、招生、分發、證明、日後報名及相關統計使用及其他完成考生入學考試必要工作或經考生同意之目的，且當錄取時轉入學生學籍資料。

II. Purpose of personal data collection:

The purpose of collecting your personal data is to handle the works related to the entrance examination, provide the results, student enrolment, affiliation assignment, certification, registration and related statistical data analysis, and also other specific purposes those with the consent of the examinee. The personal data shall be transferred into student registration one after enrollment.

1. 個人資料之蒐集方式：

透過考生網路報名或書面遞交而取得考生個人資料。

(一)透過考生報名參加本校獨立招生考試或各類聯合招生委員會提供考生個人資料。

(二)學生於本校招生資訊網路系統登錄或修改之各項相關資料。

III. Collection methods of personal data:

Personal data will be obtained through the following sources:

a. Data of examinees provided by the School or the Joint Board College Recruitment Commission.

b. Personal data submitted by examinees in person, by mails or through internet.

1. 個人資料之類別

(一) 辨識個人者(C001)。

(二) 辨識財務者(C002)。

(三) 政府資料中之辨識者(C003)。

(四) 個人描述(C011)之性別、出生年月日、國籍。

(五) 家庭其他成員細節(C023)之監護人或緊急連絡人等。

(六) 移民情形(C033)之護照、居留證明文件。

(七) 意外或其他事故及有關情形(C040)。

(八) 學校紀錄(C051)、資格或技術(C052)。

(九) 著作(C056)。

(十) 學生、應考人紀錄(C057)。

(十一) 現行之受僱情形(C061) 、工作經驗(C064)、工作之評估細節(C071)、受訓紀錄(C072)。

(十二) 保險細節(C088)、健康紀錄(C112)。

前項各款個人資料類別，內容包括姓名、國民身分證或居留證或護照號碼、生日、相片、性別、教育資料、緊急聯絡人、住址、電子郵遞地址、聯絡資訊、轉帳帳戶、低收入戶或中低收入戶證明方式等。

IV. Codes assigned to the categories of personal data:

(1) C001 – individual’s identification.

(2) C002 – financial profile.

(3) C003 - governmental data identifier.

(4) C011 - demographic description, i.e., gender, date of birth, ethnicity, nationality.

(5) C023 – family members, i.e., guardian, parents, contact person in case of emergency.

(6) C033 - immigration status, i.e., passport, residency proof document.

(7) C040 – accidents and related information.

(8) C051 - school records, C052 -qualification and certificates

(9) C056 – publication.

(10) C057 – student, examinee.

(11) C061 – current employment, C064 – work experience, C071 – detailed work evaluation, C072 – training records.

(12) C088 – insurance policy, C112 – health records

The personal data mentioned above includes name, ID number, ARC number passport number, date of birth, photo, gender, education background, emergency contact, physical address, email address, phone number, family profile, bank account number, and low-income household proof.

五、個人資料處理及利用：

(一)個人資料利用之期間：

考生個人資料及相關試務（含成績）資料，除法令或中央事業主管機關另有規定外，以上開蒐集目的完成所需之期間為利用期間。

(二)個人資料利用之地區：

臺灣地區（包括澎湖、金門及馬祖等地區）或經考生授權處理、利用之地區。

(三)個人資料利用之對象：

除本校外，尚包括本於完成上開蒐集目的之相關合作單位，包含教育部或其他學術研究機構等。

(四)個人資料利用之方式：

入學考試期間之試務作業、考試成績與相關資訊之發送通知，提供作為試務、錄取、分發、報到、查驗等作業，考生（或法定代理人）之聯絡，基於試務公信的必要揭露與學術研究及其他有助上開蒐集目的完成之必要方式。

V. Scope of Use of Collected Personal Data.

(1) Time period:

Applicant’s Personal Data, including examination score, is to be used only for the data collecting period and stated purposes, unless otherwise regulated by the government authorities.

(2) Regions where personal data is used:

Geographic areas affected Taiwan, including Penghu, Kinmen and Matsu or other areas authorized by examinees.

(3) Objects of personal data utilization:

The School and the institutes which sharing the information such as the Ministry of Education, and other academic research institutes.

(4) Usage of personal data:

The personal data shall be used for works related to entrance examination including admission, registration, enrolment, affiliation assignment, information for contact etc. The data shall also be used for academic researches and necessary information disclosure based on public trust.

六、考生如未提供真實且正確完整之個人資料，將導致無法進行考試報名、緊急事件無法聯繫、考試成績無法送達等等，影響考生考試、後續試務與接受考試服務之權益。

VI. Incorrect personal data will lead to the incomplete of registration, incapability of emergency notification, or failing to receive test results. For enrolled students, incomplete data could jeopardize student’s legal rights in entrance exam at the School.

七、考生應確認提供之個人資料，均為真實且正確；如有不實或需變更者，應即檢附相關證明文件送交招生事務中心辦理更正。

VII. Each examinee is responsible for the accuracy of all personal data provided. Should correction or update be needed, proof of authentication is required when submitting to the Admissions Affairs Center for correction.

八、本校得依法令規定或主管機關或司法機關依法所為之要求，將個人資料或相關資料提供予相關主管機關。

VIII. Upon request from government administrations or authorities, the School will release student information as requested.

九、個人資料之權利及權益：您依法得行使個人資料保護法第3條之查閱、更正個資等權利，但因法令另有規定者，本校得拒絕之。權利之行使方式請洽本校招生事務中心。若因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

IX. Examinee has the rights towards his/her own personal data, and he/she may exercise these rights to review and amend according to Article Three of the Personal Information Law. However, the School reserves the rights to deny such request if it interferes with DIT’s school operation; details of the way how to exercise such request can be obtained through DIT’s Admissions Affairs Center; DIT bears no responsibility to any possible damages occurred to the examinee’s rights as a consequence from such request.

十、除法令另有規定或主管機關另有要求外，考生如提出停止蒐集、處理、利用或請求刪除個人資料之請求，經評估會妨礙本校執行職務或完成上開蒐集目的，或導致本校違背法令或主管機關之要求時，本校得繼續蒐集、處理、利用或保留個人資料。

X. Should an examinee make requests to stop collecting, processing, using or request to remove personal date, DIT shall do it accordingly except:

(1) The request is against the regulations of government administration or authorities.

(2) The request will interfere DIT to perform proper functions of works mentioned above.

**附表1：外國學生入學申請表Attachment 1-Application Forms for International Students**

最近二吋半身脫帽相片

2-inch

passport photo

大漢學校財團法人大漢技術學院外國學生申請入學申請表

APPLICATION FOR ADMISSION

International/Foreign Students

Dahan Institute of Technology

請以中文正楷或英文逐項電腦繕打輸出 Please type or print clearly in Chinese or in English.

擬申請就讀之系（組）及學位The Department/Graduate Institute and Degree you apply for：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 學系  Department |  | |  | | --- | | 擬申請學位  Degree Applied | | □學士Bachelor/一年級1st Year  □研究所Master/一年級1st year |
| 是否領有居留證Do you possess an Alien Resident Certificate?□是Yes居留證號碼ARC No.: □否No | | | |

個人資料/Personal Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 中文姓名Applicant’s Name (Chinese) |  | | 英文姓名  Applicant’s Name (English) | Surname Given name Middle name | | |
| 性 別  Sex | □男Male □女Female | | 出生日期  Date of Birth |  | 出生地點  Birth Place |  |
| 國 籍  Nationality |  | | 護照號碼  Passport No. |  | | |
| 申請人通訊地址  Postal Address |  | | 電子郵件  E-mail |  | | |
| 電 話  Telephone | ( ) | | 行動電話  Cell phone |  | | |
| 申請人生父/監護人Biological/Legal Father | 姓名  Name |  | 通訊地址  Postal Address |  | | |
| 國 籍  Nationality | □中華民國R.O.C  □其他Other | 出生日期  Date of Birth |  | 出生地點  Birth Place |  |
| 申請人生母/監護人  Biological/Legal  Mother | 姓名  Name |  | 通訊地址  Postal Address |  | | |
| 國 籍  Nationality | □中華民國R.O.C  □其他Other | 出生日期  Date of Birth |  | 出生地點  Birth Place |  |
| 在台聯絡人Local  Contact Person | 姓名/Name | | 與申請人關係  Relationship | □朋友Friend □家人Family  □其他Other | | |
| 聯絡人通訊地址  Postal Address |  | | 電 話  Telephone | ( ) | | |

註：請務必填列中文姓名，否則本校將自行暫譯妥適文字，以利作業。

Note: Please fill out your Chinese name, or we will provide ONE in accordance with phonetic translation for further operation.

教育背景/Educational Background

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 學程/文憑  Degree/ Diploma | 學校名稱  Name of School | 學校所在地  City and Country | 主修學門  Major | 副修學門  Minor | 學位  Degree | 取得學位日期  Date of Graduate |
| 高中  High School |  |  |  |  |  |  |
| 大學/學院University/ College |  |  |  |  |  |  |
|  |  |  |  |  |  |

中文語文能力/Chinese Language Skills

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 學習中文幾年?  How many years have you studied Chinese? | | | | □0~1year□1~2□2~3□3~5□5~10□10~20years | | | | | |
| 學習中文環境？Where did you study Chinese? | | | | □高中high school □大學college  □語文機構language institute□其他other | | | | | |
| 您是否參加過任何中文語文能力測驗?  Have you taken any Chinese language proficiency tests? | | □是Yes  □否No | | 何種測驗If yes, what is the test? |  | | 分數  Score | |  |
| 自我評估Please evaluate your Chinese language skills. | | | | | | | | | |
| 聽Listening | □優Excellent | | □佳Good | | | □尚可Average | | □差Poor | |
| 說Speaking | □優Excellent | | □佳Good | | | □尚可Average | | □差Poor | |
| 讀Reading | □優Excellent | | □佳Good | | | □尚可Average | | □差Poor | |
| 寫Writing | □優Excellent | | □佳Good | | | □尚可Average | | □差Poor | |

在本校求學期間學雜費及生活費用來源

What will be your major source of financial support during your studies at DIT?

|  |  |
| --- | --- |
| □個人儲蓄Personal Savings | 來源Source：  □獎學金Scholarship □台灣獎學金Taiwan scholarship  □其他：請說明other: please explain |
| □家庭支援Family Support | □其他Other(來源Source： ) |

其他others

|  |  |  |
| --- | --- | --- |
| 健康情形  Health Condition | □優Excellent □佳Good  □尚可Fair □差Poor | 如有疾病請敘明 Please indicate the previous disease, if any |

**附表2：同意具結書 Attachment 2-Declaration**

**同意具結書**

Declaration

|  |
| --- |
| 一、本人保證不具僑生身分且未曾以「僑生回國就學及輔導辦法」申請入學中華民國國內之其他大學院校。  I, the undersigned applicant, guarantee that I am not an Overseas Chinese Student and never used the provisions in “ Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan” to apply for admission to any university in Taiwan.  二、本人保證符合本簡章第6頁之申請資格。  I guarantee that I meet the Qualifications on Page 6 of this brochure.  三、本人所提供之最高學歷畢業證書（初中/高中/專科/大學畢業證書）在畢業學校所在國家均為合法有效取得畢業資格，並所持之證件相當於中華民國國內之各級合法學校授予學位。如有不實或不符規定或變造之情事，經查屬實即取消入學資格，並註銷學籍，且不發給任何有關之學分證明或畢業證書。  The certificate of the highest level of education attained which I have provided (junior high school diploma/ high school diploma/ junior college diploma/University degree) is valid and legally recognized by the country in which I received such education. The diploma or degree provided is equivalent to that which is awarded by certified school in Taiwan. If this is found to be fraudulent (including those through alterations and forgery) and in violation of any regulation, I know my admission will be refused, my student status will be revoked, and no transcripts or diplomas will be issued.  四、本人未曾因操行、學業成績不及格或因犯刑事案件經判刑確定致遭退學。  I have never been dismissed / withdrawn from any academic programs in any educational institutions due to failure of my conduct, failure of my academic grade, or found guilty of criminal cases.  五、本人知悉於就學期間在臺設戶籍登記、戶籍遷入登記、歸化或回復中華民國國籍者，喪失外國學生身分，需經退學處分。  I acknowledge that I will be withdrawn from Dahan Institute of Technology if my identity of international student has been lapsed by establishing household registration, moving-in registration, naturalizing or regaining R.O.C. citizenship.  六、上述所陳之任一事項, 本人同意授權貴校查證，如有不實或不符規定等情事，於入學後經查證屬實者，本人願意接受貴校註銷學籍處分，絕無異議。  I authorize Dahan Institute of Technology to verify the authenticity of all the documents provided hereby. If anything is found to be false after admission, I will accept revocation of my status as a student of Dahan Institute of Technology. The decision by DIT is final and irrevocable. |

申請人簽名Signature 日期Date

**附表3：財力保證書（存款證明非申請人帳戶者填寫）Attachment 3-Financial Affidavit (If the certificate of deposit is not the applicant’s account, please enclose the guarantor’s financial affidavit)**

大漢學校財團法人大漢技術學院

申請入學資助者財力保證書

Financial Affidavit for International Applicants

【存款證明非申請人帳戶者，請附上本項資助者財力保證書】

If the certificate of deposit is not the applicant’s account, please enclose the guarantor’s financial affidavit.

本人願擔保申請人在大漢學校財團法人大漢技術學院就學及生活所需一切費用支出。

I hereby guarantee that the applicant's total tuition and living expenses while attending Dahan Institute of Technology will be paid in full.

此致

Submitted to

大漢學校財團法人大漢技術學院招生委員會

Dahan Institute of Technology Admissions Committee

保證人Guarantor：(簽章Signature)

申請人Applicant：(簽章Signature)

關係Relationship：

護照號碼PassportNo.：

聯絡電話Phone：

電子郵件Email：

具結日期Date：年Y/ 月M/ 日D

**附表4：讀書計畫表 Attachment 4-Study Plan**

讀書計畫**STUDY PLAN**

申請人Applicant’s name:

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**附表5：資料繳交紀錄表 Attachment 5-List of documents to submit**

資料繳交紀錄表

**List of Submitted Documents**

◎請申請人務必就已繳交之資料，在下面表格檢核欄內打

Please check items that you have submitted.

請依各系所規定以中文或英文書寫

Please write in Chinese or English according to the regulations of each department

|  |  |
| --- | --- |
| 檢核  Check | 繳交資料項目  Application Materials |
|  | 入學申請表（請附貼2 吋半身脫帽照片）  Application forms (Please attach passport photo to each form) |
|  | 護照影本（如有外僑居留證，請併附影本1 份；已申請喪失中華民國國  籍者，請附相關證明文件）  Photocopy of your valid passport (Please provide copy of ARC if any; if you have applied for nationality loss of R.O.C., please provide related proof document.) |
|  | 最高學歷證明文件影本（需含中文或英文譯本）  Copies of degree or diploma of the highest degree obtained in foreign countries. (With Chinese or English translation) |
|  | 最高學歷歷年成績單影本（需含中文或英文譯本）  Copies of transcripts of the highest degree obtained in foreign countries.(With Chinese or English translation) |
|  | 同意具結書（請依簡章所附表格2 填寫）  Declaration (Please fill out the form of Attachment 2) |
|  | 財力保證書（存款證明非申請者本人者請繳交簡章所附表格3）  Financialaffidavit(ifthecertificateofdepositisnottheapplicant’saccount, please enclose the form of Attachment 3) |
|  | 讀書計畫表（請依簡章所附表格4 填寫）  Study Plan (Please fill out Attachment 4) |
|  | 外語能力(華語或英語)證明；華語部分以「華語文能力測驗」(TOCFL)成績2級以上能力證明為準。  Language certificate (Chinese or English): For Chinese, an applicant should provide a TOCFL certificate for Level 2 or above. |
|  | A4大小信封（請寫明申請人收件地址及姓名）  Envelope of A4 size (Please write applicant’s address and name) |

※上述寄繳之資料請自行備份留存，本校審核後，不論錄取與否，均留校存查，不予退還。

※All documents submitted with your application shall not be returned regardless of admission status. Please keep your own personal copy for future reference.