



國立高雄餐旅大學
2026 境外學位生畢業離校注意事項
National Kaohsiung University of Hospitality and Tourism
Procedures for 2026 Graduating International Students

■ **居留證 Alien Residence Certificate (ARC)**

國際處會依規定向移民署辦理畢結業生通報(含未選課之延修生)，通報後移民署會執行相關流程，請同學務必盡快離境或完成其他事由的居留申請。若同學想留臺，要延長居留證，可參考本文件後面「畢業後留臺」相關訊息。

*延修生：

1. 若未來確定同學非在學生或確定畢業，學校也會立即通報移民署註銷居留證。
2. 若因延畢需延長居留證，請洽教務處申請延修證明。

The International Affairs Office (IAO) will report the name list of all graduating students to the Immigration Agency (including students who are not yet eligible for graduation but won't be taking any courses in the following semester), and the immigration agency will subsequently implement the relevant procedures for your ARC.

If you are not applying to extend your ARC, you must leave the country as soon as possible; if you would like to stay in Taiwan and apply to extend your ARC, consult the section later in this document titled "Staying in Taiwan after graduating from NKUHT."

* Students who not yet eligible for graduation:

1. If you are not currently enrolled as an NKUHT student or you are graduating in the future, the school will report the name list to the Immigration Agency immediately.
2. For students who are not able to graduate due to insufficient credits and who need to extend their ARC, please apply for a postponement certificate from the Academic Affairs Office for the ARC extension.

■ **工作證 Work Permit**

同學畢業就不具在學生身分，原勞動部核發之工作證即為無效證件，請勿非法打工或工作。

Graduates cannot maintain their student identity after graduation; as a result, any work permits issued by the Ministry of Labor are invalid upon graduation. Do not work illegally.

■ 健保退保 Cancellation of the National Health Insurance (NHI)

應屆畢業生健保，學校只投保到畢業當月(6月30日)，離校前請務必至本校健康中心辦理退保或轉出。若仍需居留在臺灣，請自行至健保署詢問或加保在居住地/戶籍地區公所，以免之後就診無法使用。詳細訊息可洽衛服部健保署網站：<https://www.nhi.gov.tw/ch/mp-1.html>

Graduates' NHI is registered by NKUHT until the end of June: make sure to apply for the cancellation or transfer of your NHI at the NKUHT Health Center before you leave school.

If you apply for the extension of your stay in Taiwan, you can ask the National Health Insurance Administration for more details or re-register for NHI at the or the district office of your residence. For more details, refer to the link of National Health Insurance Administration:

<https://www.nhi.gov.tw/en/mp-2.html>

■ 離校手續 Procedures for leaving NKUHT

請登入學校入口網 -> 教務系統(Academic Student)，並依系統上程序完成離校手續，有問題可洽教務處註冊課務組。

Log in to MyNKUHT → Students Information Portal (Academic Student), and complete the school leaving procedures on the system. If you have any questions, please contact the Registration and Curriculum Section of the Academic Affairs Office.

■ 畢業後留臺 Staying in Taiwan after graduating from NKUHT

目前境外生畢業後申請留臺，大略分為四種方式：

1. 延期居留(留臺覓職)

『學生本人』備妥申請文件於期限內盡快於就近的移民署提出申請。應屆畢業生畢業後可申請延期一年，得再申請展延一次，總延期居留期間最長為兩年，該期間可工作。若有相關更新或問題，以政府機關最新規定辦理或洽各地移民署。這段期間，如果找到工作，要依法辦妥工作簽證、工作證等手續，再繼續留臺工作。

2. 留臺實習

畢業當學年請隨時注意研發處就業與育成服務組最新訊息，於期限前提出申請，並依規定辦理居留證延期。詳情請洽本校研發處就業與育成服務組：行政組員 吳青樺 小姐

Tel: 07-8060505#16301 or email: ella505@mail.nkuht.edu.tw

3. 留臺工作

分評點制或專業人士來臺就業，請依規定辦理工作簽證、居留證件、工作證等申請。工作證應

由雇主或公司向勞動部提出申請。

4. 留臺升學

若已取得新學校入學許可函者，請洽移民署詢問就學居留證延期相關事宜。

There are four ways for international students to apply to stay in Taiwan after graduation:

1. Extension of residence (staying in Taiwan)

Prepare the application documents and submit the application to the nearest immigration office as soon as possible before the deadline by personal delivery. Newly-graduates students can apply to extend for one year after your graduation, and another one-year extension may be granted in some instances. The total extension of residency is capped of two years maximum. During this period, you are allowed to seek employment and work. If you find employment, please apply for the requisite work visa, work permit and complete other necessary procedures in accordance with the law. To check for any relevant updates or to inquire into questions you may have, please follow the latest regulations from the Taiwan government or contact the local immigration offices.

2. Internship in Taiwan

Please pay attention to the latest information of the Research and Development Office, making sure to apply before the deadline, and applying for the extension of the residence permit in accordance with the regulations. For details, please contact the Research and Development Office of the NKUHT :

Ms Ella Tel: 07-8060505#16301 or email :ella505@mail.nkuht.edu.tw

3. Work in Taiwan

For those who are eligible to gain employment in Taiwan under the Scoring Criteria system or who possess the requisite professional credentials, please apply for a work visa, residence permit, work permit, etc. in accordance with the regulations. A work permit should be applied for on your behalf by the employer or company, and submitted to the Ministry of Labor.

4. Study in Taiwan

If you have received an admission letter from a new school, please contact the Immigration Agency to inquire about extending your ARC for studying purpose.

■ **畢業學歷驗證 Notarizing and Authenticating Your Degree**

1. 攜帶個人證件(護照、居留證)及要驗證的文件(如:畢業證書、成績單)到臺灣各地方法院公證處或是民間公證人事務所公證

*公證人向學校確認學歷之聯絡窗口：教務處 07-8060505 分機 12101、12103、12104

2. 將公證後文件拿到外交部各辦事處辦理驗證
3. 未來因就業、就學或其他因素，需要向學校驗證個人學歷證明，請洽：教務處 07-8060505 分機 12101、12103、12104 or email: kelly@mail.nkuht.edu.tw

1. Bring your personal documents (Passport, ARC) and documents to be verified (e.g. Graduation Certificate, Transcript) to the notary office of the District Court in Taiwan or a private civil notary office for notarization.
* The school contact for the civil notary to verify your school documents: Academic Affairs Office, Tel: 07-8060505 ext. 12101, 12103, 12104
2. Bring the notarized documents to the Local Offices, Ministry of Foreign Affairs for authentication.
3. If you need the verification of your education certificate from the school due to request from prospective employers, application for further study or other purposes, please contact the Academic Affairs Office: Tel: 07-8060505 ext. 12101, 12103, 12104 or email: kelly@mail.nkuht.edu.tw.

■ 其他 **Other**

1. 銀行帳戶結戶
 2. 汽車/機車買賣或贈與，一定要完成過戶作業
 3. 畢業後離臺前，可先向教務處申請 3-5 份英文歷年成績單，以利後續各項需求
 4. 畢業後需申請成績單，請洽教務處: Tel: 07-8060505 ext. 12101, 12103, 12104 or email: kelly@mail.nkuht.edu.tw.
1. Closing of bank and/or post office accounts
 2. For the sale and transfer of vehicles (e.g. car, motorcycle/scooter), the ownership transfer process must be completed.
 3. Before leaving Taiwan after graduation, you can apply for 3-5 transcript copies of all academic years from the Academic Affairs Office for any future requirements
 4. To apply for the transcript after graduating, please contact the Academic Affairs Office: Tel: 07-8060505 ext. 12101, 12103, 12104 or email: kelly@mail.nkuht.edu.tw.

■ 相關網址 **Related URLs**

1. 移民署 **National Immigration Agency**
<https://www.immigration.gov.tw/>
(EN) <https://www.immigration.gov.tw/5475/>
2. 移民署 外國人申請辦理或展延補發外僑居留證或居留原因變更送件須知 **How does a foreigner renew or apply for an ARC?**
<https://www.immigration.gov.tw/5382/5385/7244/7250/7317/%E5%B1%85%E7%95%99/29996/>
(EN) https://www.immigration.gov.tw/5475/5478/141465/141808/141970/cp_news
3. 勞動部 **Ministry of Labor**
<https://ezworktaiwan.wda.gov.tw/Default.aspx>

- (EN) <https://ezworktaiwan.wda.gov.tw/en/>
4. 勞動部 畢業僑外生留工作 **Ministry of Labor (Graduated overseas students to work)**
https://ezworktaiwan.wda.gov.tw/Content_List.aspx?n=90B5EEEEBE3049C9B
(EN) https://ezworktaiwan.wda.gov.tw/en/Content_List.aspx?n=ACB934E235E89133
5. 教育部 外國學生畢業後實習 **Ministry of Education**
<https://depart.moe.edu.tw/ed2500/News.aspx?n=3E239BE70DFD1178&sms=81C7B086C9C24071>
(EN) <https://depart.moe.edu.tw/ed2500/News.aspx?n=3E239BE70DFD1178&sms=81C7B086C9C24071>
(English regulations and application form can be downloaded from the Chinese website.)
6. 外交部 國內文件驗證說明 **Ministry of Foreign Affairs**
<https://www.boca.gov.tw/lp-168-1.html>
(EN) <https://www.boca.gov.tw/np-138-2.html>
7. 臺灣高雄地方法院 各項公(認)證須知 **The Notarization and Authentication Notice from Taiwan Kaohsiung District Court**
<https://ksd.judicial.gov.tw/tw/cp-4483-241622-44c47-271.html>
(EN) <https://ksd.judicial.gov.tw/en/mp-272.html>
8. 司法院 民間公證相關業務及公證人名冊 **The information of Notarization and Civil Notary List**
<https://www.judicial.gov.tw/tw/lp-152-1.html>
(EN) <https://www.judicial.gov.tw/en/cp-1608-79855-262f3-2.html>
- *公證人向學校確認學歷之聯絡窗口：教務處 07-8060505 分機 12101、12103、12104
- The school contact for the civil notary to verify your school documents:** Academic Affairs Office,
Tel: 07-8060505 ext. 12101, 12103, 12104