

## ARC APPLICATION

Once you arrive in Taiwan, make sure to apply for your Alien Residency Certificate (ARC) at the soonest possible time. Unfortunately, the system will not accommodate applicants whose arrival in Taiwan is more than 15 days.

1. Visit the [ARC Application System](#) to access the portal of the application. To start the application, click the option for **Foreign Students and Overseas Chinese Students**, as shown in the image below.

內政部移民署  
NATIONAL IMMIGRATION AGENCY

中文

Foreign and Overseas Chinese  
Mainland China, Hong Kong and Macao  
Nationals without registered household in the Taiwan Area  
**Students Online Application System**

**Online Application**  
If students apply by themselves, please choose the type of identity first.

Foreign students and Overseas Chinese students

Nationals without registered household in the Taiwan Area (Students)

**Information For Foreigners In Taiwan**  
Domestic : 0800-024-111  
Overseas : 886-800-024-111

**The office hours of the NIA's service centers nationwide**  
08:00-17:00  
through the lunch hour from Monday to Friday.

**Service Line of Computer Operation/ System Maintenance**  
02-27967162  
from 08:30-17:30  
Monday to Friday

© NATIONAL IMMIGRATION AGENCY Address: No. 15, Guangzhou St., Zhongzheng District, Taipei City 100213, Taiwan, ROC.

2. For first-time users, select the **Create an Account** option.

## Alien Resident Certificate Application for Foreign Students and Overseas Chinese Students - Individual Application

Login to Your Account

Account  [Forgot Account?](#)

Password  [Forgot Password?](#)

Please enter the verify:  [change](#)

[Create an Account](#) [Resend Confirmation letter](#) [Login](#)

\* Description:

- For first-time users (the foreign and overseas students studying in Taiwan) using this system, please click on the "Create an Account" to fill in the correct personal data, then check your email mailbox and find our email titled " Please Verify your e-mail address", click on the link in the email to complete the account enabling process, you can now log in to the system.
- This system provides the foreign and overseas students studying in Taiwan to apply ARC online, including first-time ARC application, extension application including change of ARC information, ARC replacement for unregistered e-ARC to registered IC ARC, and change of ARC information application.
- Due to cyber security policy, it is suggested that applicants refrain from using email addresses from a mainland China provider, in case of missing NIA notification emails.
- After 5 consecutive unsuccessful login attempts, your account will be locked, to unlock please use "Forgot Password" to retrieve your new password.
- You are required to change your password at least every 90 days.

- Fill in all the required information. Although a Chinese name is not required, make sure that you don't miss filling it out to avoid inconveniences in the future, such as applying for Postal Office Bank Account. After successful registration, you will be prompted to verify your email address. First, check your email account to verify. Do not forget your account details since you will need this to log into the system; you can write them on a paper/notebook. A pop-up message will appear once your account is activated.

Alien Resident Certificate Application for Foreign Students and Overseas Chinese Students - Register

Registration form with fields for Name in Chinese, English surname, English given name, Nationality, Date of Birth, Gender, Passport No., Contact Phone Number, EXT, Email, Account ID, Login Password, and Re-Enter Login Password. Includes a 'Register' button and a 'Clear' button.

Due to cyber security policy, it is suggested that applicants refrain from using email addresses from a mainland China provider, in case of missing NIA notification emails.

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

Password cannot be the same as your account ID.

coatest.immigration.gov.tw says  
 Registration is successful, please verify your e-mail address  
 OK

- For the basic information, go to the **Account Maintenance -> Basic Information Maintenance** to input your personal information. You will be prompted when there are incorrect entries in the form. Make sure to click **save**. You can also modify your password using the account maintenance page.

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY, REPUBLIC OF CHINA(TAIWAN)  
 外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統  
 Students Online Application System

中文 NANCY CHOU

To Do List Online Application- Case Status Check- Online Payment- Account Maintenance- Download Area-

Change Password

Basic Information Maintenance

To Do List

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Important	Subject	Released by	Release Date
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Basic personal information ▼

Name in Chinese	English surname NANCY	English given name CHOU	*Nationality MALAYSIA
*Date of Birth 1999/09/10	*Gender MALE	*Passport No. P19990910	
*Contact Phone Number 12345678	EXT		

Save

- For first-timers, go to **Online Application-> First Time ARC Application of Foreign Students and Overseas Chinese Students** to apply for a resident certificate.

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY  
REPUBLIC OF CHINA (TAIWAN)  
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統  
Students Online Application System

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To Do List ▼

Bulletin Board

Important

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ARC for Foreign Students

New Application

Application Awaiting Supplementary Documents

First-time ARC Application of Foreign Students and Overseas Chinese Students

Extension Application (including Change of ARC Information)

ARC Replacement (unregistered e-ARC to registered IC ARC)

Change of ARC Information

Application for Foreign Students and Overseas Chinese Students

Item	Application ID	Application No.	Status	Submission Date	Actions

- Click **agree** and then **OK** for the Terms and Conditions Page for Resident Certificate Applications to proceed.

Statement for Use of Online ARC Application, Extension and Modification System by Foreign Students and Overseas Chinese Students

1. The online system for foreign students and Overseas Chinese Students ("the System" hereinafter) is set up and maintained by the National Immigration Agency under the Ministry of the Interior ("the Agency" hereinafter) to facilitate the Agency in retrieving, reviewing, and approving the Alien Resident Certificate ("ARC" hereinafter) applications, extension and data change requests.

2. The System script, layout design, and other related copyrights are the property of the Agency, and the System application shall not be modified, counterfeited or faked, or decoded for improper use.

3. The Agency shall collect, process, and use the information you provide in the System pursuant to the relevant provisions in the Personal Information Protection Act of R.O.C. and the Enforcement Rules thereof. Appropriate protective measures have been adopted according to the law to prevent your personal information from being released, stolen, modified, or used for other improper purposes. In accordance with Article 28 of the Personal Information Protection Act, the R.O.C. government shall not be liable to compensation for damages to your personal information and rights caused by natural disasters, incidents or other force majeure, or illegal collection by a third party.

4. When an applicant or Agency officer makes or reviews an application in the System with the Agency-approved certificate, it is deemed the act of the applicant or the agency.

5. The use of the System is considered agreement to the use of electronic documents as the way of presentation.

6. If you represent other than the applicant to submit, extend or change an ARC application, you are considered to have obtained the applicant's authorization. The Agency shall not be liable for any disputes thus arise between the aforementioned person and the applicant. The information you provide in the System must be accurate, true, and complete; otherwise, the Agency will be unable to review and approve your application and may impose penalty or enforcement to your detriment.

7. The Agency will request online payment of the standard fees pursuant to the Standards for Fees Charged for Entry, Exit and Immigration Documents when your application is approved. The Agency has not designated any travel agencies, immigration service agencies, private employment service agencies, or individuals as intermediaries. The Agency shall not be liable for any charges and fees arising from your commissioning of a third party for making application.

8. According to the Personal Information Protection Act, information provided or uploaded are used solely for the ARC application, extension or modification of foreign students and Overseas Chinese students. Those who provide or upload false information shall be held legally liable.

9. For details about the services available in the System, please refer to the Notes on Online ARC Application, Extension and Modification by Foreign Students and Overseas Chinese Students.

10. Uploaded documents in foreign languages should be authenticated by overseas embassies as stipulated, and a Chinese translation authenticated by the overseas embassy or a local notary public should be attached.

11. Applicants may edit their online applications before they are submitted for review. No more editing is allowed once successfully submitted. Applicants are advised to confirm if the application information is correct before submitting.

12. The process takes 3 working days to review an online application (excluding holidays and the time for submitting supplementary information). The System will notify applicants via e-mail if their application is returned due to need of correction or supplementary information and when the applicants can collect their certificates. Applicants should make the corrections or submit the supplementary information immediately after receiving the notification. (Supplementary information should be provided within 3 working days from notification; if you fail to do so or if the submitted supplementary information is non-compliant, the application will be rejected. Identity verification is required for collecting the ARC. Please present yourself at the designated counter in your domicile's municipal or county/city service center on the specified date, and bring the receipt and your original ARC for certificate collection.)

13. Applicants should pay the certificate fee via credit card, online ATM, virtual account, or the government e-payment gateway within five working days after the approval. After the certificate is completed, the agency will inform the schools or students through e-mail to claim their certificate with their personal identification, payment receipt, and the original ARC at the city or county service centers of the administration corps.

14. For problems relating to the use and operation of the online system, please call the customer service hotline of the Agency's Immigration Information Division at 02-27901862, for questions about application, please browse the Agency website (<https://www.immigration.gov.tw>) or consult the municipal or county/city service center at your place of residence.

15. By reading the above terms and conditions and continuing to use the System, you agree to abide by the terms herein.

Agree

OK Cancel

## 7. Make sure to enter all required information to continue.

\*Please select identity :  Please select  
Foreign Student

\*Program of Study : Overseas Chinese Student

\*Status of Study : Please select

Who is the exchange student should upload the letter or certification with duration of study issued by his/her school.

Send Clear

Application - Case Status Check - Online Payment - Account - Download -

\*Please select identity : Please select

\*Program of Study :  Please select  
Elementary School  
Junior High School  
High School  
Bachelor's Degree  
Master's Degree  
PhD Degree  
Preparatory School for Overseas Chinese Students  
Overseas Youth Vocational Training School  
Exchange Student  
Short-term Language Learning Program  
Technical Training Class for Overseas Youth  
Industry-Academia Collaboration Program

\*Status of Study : Please select

Who is the exchange student should upload the letter or certification with duration of study issued by his/her school.

Send Clear

Copyright © NATIONAL IMMIGRATION Agency, Taipei 100213, Taiwan (R.O.C.)  
Enquiry hotline for computer operation/ Service Hours : Monday to Friday 08:30-17:30 (GMT+8)

The **Study's status depends on whether** you are already **enrolled** or have admission but **not yet officially registered** due to quarantine requirements. Select whatever applies to your condition.

A screenshot of a web form with three dropdown menus. The first is labeled '\*Please select identity :', the second '\*Program of Study', and the third '\*Status of Study'. The third dropdown menu is open, showing options: 'Please select' (checked), 'Received but not enrolled', and 'Enrolled'. Below the dropdowns is a blue bar with text: 'Who is the exchange student should... on with duration of study issued by his/her school.' At the bottom are 'Send' and 'Clear' buttons.

8. Enter your application details. Make sure to upload your photo and follow the requirements. Your application will not proceed once photo upload requirements are not followed. Don't forget to put a checkmark on the **Status of Study**. The ARC Validation Period should be one year. The format of the documents for uploads should be JPB, JPEG, PNG, BMP, and PDF.

#### Application Details

A screenshot of the 'Application Details' form. On the left is a photo upload area with a placeholder image and a 'Cropping photo automatically' button. On the right are several fields: '\*Upload Photo' with a 'Choose File' button and 'no file selected' text; '\*Eligibility' with the text 'Foreign students and Overseas Chinese Students entering Taiwan for study'; '\*Program of Study' with 'PhD Degree' text; '\*School' with a 'Please select' dropdown; '\*Status of Study' with 'Enrolled Scholarship student' (circled in red) and a help icon; and '\*ARC Valid Period' with a '1 Year(s)' dropdown. A 'Clear' button is also present.

For the **Proof of Enrolment**, if you are not yet officially enrolled, you can upload your NTOU Certificate of Admission. For the **Resident Visa**, take a photo of it in your passport. For the **Proof of Accommodation**, you need to attach your Contract or House Lease Agreement if you live outside the campus. If you live in the dorm, you must upload your receipt or any proof of payment. If you are still in the quarantine and have reserved a space in the dorm, attach your Reservation Form instead. The Office of International Affairs will also provide a letter for you to be uploaded into the system as additional proof.

**Required Docs**

- 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.
- File size should be smaller than 512K.
- A Chinese translation should be uploaded for documents in languages other than Chinese and English.
- Please scan the required documents in original size and then upload.
- All documents are required to scan and upload both sides unless those blank sides.

<b>* 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))</b>		
Choose File	no file selected	Clear
<b>* Passport</b>		
Choose File	no file selected	Clear
<b>* Resident Visa</b>		
Choose File	no file selected	Clear
<b>* Proof of Accommodation (Housing agreement, household registration transcript, or other related documents. for example: lease contract, proof of dormitory payment or etc.)</b>		
Choose File	no file selected	Clear
<b>Proof of Scholarship</b>		
Choose File	no file selected	Clear
<b>Other Supporting Documents (Optional);</b>		
Choose File	no file selected	Clear

9. For the **Applicant Information**, make sure to enter the correct information.

For your residential address, use **traditional Chinese Characters**. If you are unsure about this, ask the OIA staff to provide the translation for you. Later, if you plan to transfer to another residence, update your ARC information to reflect your recent address, and secure a new card that reflects your recent address.

You will also be required to indicate your Contact Person. If you already know someone in Taiwan, ask that person if he is willing to be added to your application and ask for the required information. If not, ask the staff of the OIA assigned to international students to help you find one.

The **Method of Collection** should be *In-Person*, and the location of the collection should be at the *Keelung Service Center*. You can ask someone to accompany you or ask for directions when you plan to collect your card.

Applicant Information

<b>Name in Chinese</b> <input type="text"/> <small>Please enter using traditional characters</small>	<b>*Name in English</b> NANCY CHOU	<b>*Date of Birth</b> 1999/09/10	<b>*Gender</b> MALE ▼
<b>*Passport No.</b> #19990910	<b>*Valid Date of Passport</b> <input type="text"/>	<b>*Nationality</b> MALAYSIA ▼	<b>ARC No. (UI No.)</b> <input type="text"/>
<b>*Issue Date of Resident Visa</b> <input type="text"/>	<b>*Resident Visa Code</b> Please select ▼	<b>Highest Academic Qualification</b> Please select ▼	<b>*Marital status</b> Please select ▼
<b>*School Enrolled</b> <input type="text"/>	<b>Year of Study</b> Please select ▼	<b>Telephone No. in Taiwan</b> <input type="text"/>	<b>*Residential Address in Taiwan</b> Select City ▼ Select Dist. ▼ Village Neighborhood Street/Road Lane Alley Number & Floor <small>Please enter using traditional characters</small>
<b>Email</b> yinnora@gmail.com	<b>*Name of Contact Person in Taiwan</b> <input type="text"/>		
<b>ID No. of Contact Person in Taiwan (Passport No. or ARC No.)</b> <input type="text"/>		<b>*Telephone No. of Contact Person in Taiwan</b> <input type="text"/>	<b>*Nationality of Contact Person in Taiwan</b> Please select ▼
<b>*Method of Collection</b> In person (In Taiwan) ▼	<b>*Location of Collection</b> KEELUNG SERVICE CENTER ▼ <small>Contact Information of Service Section of National Immigration Agency, Ministry of Interior</small>		

10. Once the application is complete, a prompt box will appear on your screen and confirm by clicking **OK**. Make sure to take note of your application number.

coatest.immigration.gov.tw says

Application sent; Application No.108696500220

OK

This page will be the last part of the information entered from the applicant.

11. Your application can now be seen under the **New Applications Tab** and will be reviewed by the immigration officers. Wait and keep checking for email notification of the results of the assessment. You will be informed if documents are lacking, incomplete or incorrect information. You will need to log into the system to modify your application content or submit additional documents. If all requirements were satisfied, you could now proceed to Payment.

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY  
REPUBLIC OF CHINA(TAIWAN)  
外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統  
Students Online Application System

To Do List Online Application Case Status Check Online Payment Account Maintenance Download Area

To Do List

Bulletin Board

Important	Subject	Released by	Release Date
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ARC for Foreign Students ARC Replacement Extend Application Change Information

New Application

Item	Application ID	Application No.	Status	Submission Date	Actions
1	NANCY CHOU	108696500220	Under inspection	2019/09/10	View

Application Awaiting Supplementary Documents

Item	Application ID	Application No.	Submission Date	Actions
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12. Once your application is approved, you can now make your payment. You need to pay **NT\$1,000** for this application. The payment page can be found under **Online Payment->Permit Payment**. You need to click the check box to select the item for payment and then click **Pay**.

中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY, REPUBLIC OF CHINA  
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→ 中文 NANCY CHOU

To Do List Online Application Case Status Check Online Payment Account Maintenance Download Area

Permit Payment

Online Payment - List

All	Application Submitted	Application ID	Certificate to be Issued	Application No.
<input type="checkbox"/>	Foreign/Overseas Chinese Students	NANCY CHOU	居留證 ARC	108696500220

Pay

Confirm the payment to proceed to the payment options.

Online Payment - Details

Standard Fee	Administration Fee	Total
1000	A transaction fee or administration fee will be charged by the payment platform depending on the payment method selected.	NT 1000

Item	Application No.	Number of Payers	Payment Amount
1	108696500220	1	NT 1000

1. No refund will be given once the payment is made.  
 2. The Agency will only issue a receipt for the standard fees paid; no receipt will be issued for the transaction fee or administration fee.

Confirm Payment

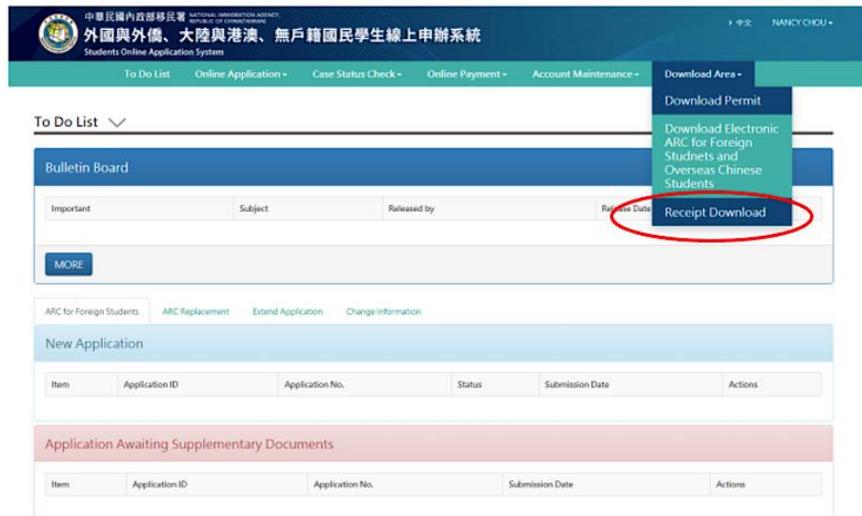
13. Options for the payment method are provided. The most convenient payment method for first-time applicants is the **International Credit Card Payment**. However, since new students might be in quarantine during the application, they cannot go to convenience stores for payment. Also, new students cannot use the Web ATM Payment for first-time applications since they don't have a Post Office Bank Account yet. Therefore, you can use other forms of payment for the following application. Some payment options have processing charges, so please check them as well.

Online Payment - Select Payment Method

Payment methods	Online Payment with International Credit Card	WebATM	Payment via Virtual Account	Account Transfer and WebATM Payment via E-Government Platform	Credit Card Online Payment via E-Government platform	(E) 網路繳費
Fees	Credit card transaction fee	Online payment processing fee and administration fee	Virtual account transaction fee and administration fee	E-Government platform processing fee	Credit card processing fee	(E) 網路繳費之處理費及手續費
Description	Administration fee is equivalent to 2% of credit card payment.	An administration fee of \$7 per transaction is charged for debit cards of Bank of Taiwan online payment system; additional interbank transaction fee is charged for other debit cards according to the respective banks' charging standards.	An administration fee of \$10 is charged for in-person payment at the Bank of Taiwan counter with the payment bill; additional interbank transaction fee is charged for ATM transfer according to the respective banks' charging standards.	E-payment, transfer or tax payment operations require the collaborative work of different financial institutions via an interbank platform; the processing fee is the sum of the fees of the related transaction units.	E-payment, transfer or tax payment operations require the collaborative work of the card issuing institutions and the acquiring institutions via an interbank platform; the processing fee is the sum of fees charged by the related transacting units.	(E) 網路繳費之處理費及手續費 - 依10元手續費
Fees	2% the payment amount (inclusive) per transaction	Additional \$7 per transaction + interbank administration fee	As described above	Additional NT\$15 per transaction	Fee Clearance date for the administration fee is to be decided by individual card issuing banks. Please refer to the Fee List of Card Issuing Institutions for the relevant fees.	As described above

14. Once you complete the payment, a similar image below will be displayed on your screen.

15. Once you're finished with the payment, and it is authorized, you can now download your receipt from the **Download Area->Receipt Download**.



The complete tutorial manual for the online application system for international students (application, renewal) can be downloaded from the [Taiwan Immigration Website](#).