

## **Residence permit application and extension / entry and exit For first time applicant (Alien Residence Certificate (ARC)-HK & Macau)**

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### **Required documents**

- An [application for entry and residence](#), one photo
- A copy of [Hong Kong or Macao resident status confirmation](#)
- Original and a photocopy of Hong Kong or Macao permanent resident ID card
- Original and a photocopy of the valid passport (the validity period is at least six months or more)
- Original entry permit (\*Only Resident Visa is accepted)
- Aged 20 or above must attach a Hong Kong or Macau Police Record Certificate (also known as a good citizen card), valid for 3 months and must be verified by a foreign resident.
- The original of the health check certificate (the project - Form B, valid within 3 months)
- The Hailian Distribution Book or the Ministry of Education approves the original copy of the letter of admission from the University of Hong Kong and Macao students and a copy of the photo
- Proof of study (apply from registration group)
- License fee: Taiwan area residence and entry permit NT\$2,600 (3-year validity period)

Time required for review: 5 working days (excluding receiving day, holiday, resupply, mailing time and police record reversal time)

**Renewal of residence permit (starting within 30 days before the due date, handle personally)**

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## Prepared document

- An [application for extension of residence permit](#), one [photo](#)
- [The school issues a consent form for the extension](#) (when leaving the country during the summer vacation and the residence permit expires during the exit period, the consent form must be prepared)
- The original residence permit for entry and exit in Taiwan (required to return the original residence permit)
- Proof of study (apply from registration group) or student ID (covered by semester registration stamp)
- One photo (within two years)
- Deferred license fee: NT\$300

Time required for review: 5 working days

## The residence permit was lost and reissued (Handle personally)

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### Prepared document

- [Immigration residence application form](#), two [photo](#)
- Original and a photocopy of residence ID card
- Original and a photocopy of passport
- Original and a photocopy of Lost Residence Permit Statement (School Official Document)
- Proof of study (apply from registration group) or student card (subject to the semester registration stamp)
- The license fee: NT\$2,600
- Lost Residence Permit (fill the form in Immigration Department)

Time required for review: 10 working days (excluding receiving day, holiday, resupply, mailing time and police record turnaround time)

Special Note: If the residence permit expiration date happens to coincide with Saturdays, Sundays, national holidays or other rest days, the deadline for applying for extension is:

- Due on Saturday: Before 12 noon on Monday
- Due on Sunday: Monday working hours
- For national holidays or other rest days: The next day (every other day)

## Data change (Handle personally)

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Documents should be prepared and completed:

1. Change of address
  - Hong Kong and Macao students who have changed their address or school should go to the Immigration Service Station for registration change within 15 days from the day after the fact.
2. Change the residential address
  - [Error correction table](#)
  - House contract or proof of accommodation
  - Original and copy of the residence permit
  - Original and a copy of passport
  - Student ID (the registration must be completed during the semester) or proof of attendance (apply from registration group)
3. Change school: If you confirm your transfer and go to the new school Documents should be prepared and completed:
  - [Error correction table](#)
  - House contract or proof of accommodation
  - Original and copy of the residence permit
  - Original and a copy of passport
  - Student ID (must be completed during the semester)
  - New school proof of study

- Record of school performance in the previous school (schools before the transfer)

Charge fee: change of address or service place (school) are free of charge; the rest will cost NT\$500

## **Graduation, suspension, dropout, change or loss of student identity (Handle personally)**

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Within 10 days of the deadline: Except for the persons who can stay or reside in Taiwan and have permission from the Immigration Department, within 10 days from the effective date of the entry into force, the following documents should be prepared to the Immigration Department to apply for a single exit permit and Departure within 10 days from the next day of certification.

### **Documents should be prepared:**

- A photo
- Original and copy of the residence permit
- Original and a photocopy of passport
- High (return) certificate or diploma
- Outbound ticket
- Fee: To apply for a single exit permit, you must pay NT\$300.

## **Precautions:**

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1. Hong Kong and Macao students come to Taiwan to apply for a residence permit.  
It is strictly forbidden to work illegally in Taiwan without the permission of the relevant authorities.
2. Overdue stay

- If the overdue residence is on Sunday, national holiday or rest day on the 29th, it shall be re-applied for residence on the next business day, and the penalty shall be calculated on the 29th.
- Those who meet the Saturday on the 29th day of overdue residence shall apply for residence again on the morning of the following Monday.
- On the 30th day of overstaying, although he/she is still in school, he/she must leave the office within 7 days after paying the fine. The school official documents will be re-applied to the exit permit to attend school.

### 3. Penalty regulations

- Those who are overdue for 10 days or less will be fined NT\$2,000.
- Those who are overdue for more than 11 days and less than 30 days shall be fined NT\$4,000.
- Those who are overdue for more than 31 days and less than 60 days shall be fined NT\$6,000.
- Those who are overdue for more than 61 days and less than 90 days shall be fined NT\$8,000.
- Those who are overdue for more than 91 days shall be fined NT\$10,000.
- Those who are under 14 years of age are not penalized; those who are 14 years of age and under 18 years of age are half of fine amount.

According to the source of the law : [Hong Kong and Macao residents entering the Taiwan area and residence permit system](#), [Ministry of the Interior](#), [Immigration Department](#), [National colleges and universities](#)

**Please going to the Immigration Agency Hualien Service Center if you handle personally**

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Hualien Service Center, Ministry of the Interior National Immigration Agency Republic of China (Taiwan)

- Address: 5F, No. 371, Zhongshan Road, Hualien City, Hualien County
- Counter reception service time: 8 a.m. to 5 p.m. from Monday to Friday

- Tel: 03-8329700, 03-8330007, 03-8332101, 03-8332103