

ARC Application Instructions

After receiving your enrollment certificate, please follow the instructions at the bottom of this page to apply for your ARC (Alien Resident Certificate):

<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

I recommend using the “**How to apply online for the ARC (instruction manual)**” as your main reference.

Important Reminders:

- **Only fill in the fields marked with a * (asterisk).**
- **Application Method:**
 - *Application with a residence visa*
 - If you are changing your visitor visa to an ARC, please select *Application with a stay visa*.
- **Program of Study:** Exchange Student
- **Status of Study:** Enrolled
- **Residential Address in Taiwan:** Enter in **Traditional Chinese only**.
Dormitory address:

高雄市(City) 鼓山區(District) 蓮海路(Lienhai Road) 70 號(Number)
- **Contact Person in Taiwan:**
Name: Hana Ting
Phone: 07-5252000 #2636
Nationality: Taiwan
- **Proof of Accommodation:** Upload your dormitory payment receipt or your rental contract. You can download the dorm payment receipt from the **NSYSU APP** (download from app store and log in with your student ID and course selection password).
Note: If paid at a convenience store, your dorm fee payment record will update in 2-3 days.
- **Method of Collection:** In-person / Kaohsiung City 1st Service Center
- **Important:** Make sure to click **SUBMIT**. If you only click **SAVE**, your application will not be submitted.
- If you do **not receive any notification email within 10 working days**, please contact your **OIA coordinator**.