

# 新進教師報到時應攜帶證件表單一覽表

## Document Checklist for New Faculty Registration

109.11 修/109.12 譯

### ★證件 Documents

應攜帶證件 <u>Required documents</u>		說明 <u>Description</u>
1	本人身分證（外籍人士護照、居留證）正本 Identification Card (Original copy) For international faculty: passport and Alien Resident Certificate (ARC)	外籍人士如居留證尚未辦妥者，於其辦好居留證後再送至人事室資料室。 Foreigners who yet to acquire their ARC upon registering may submit the document to the Document Office of the NTU Personnel Department afterwards
2	身心障礙手冊正本 Disability Card (Original copy)	如本人或依附加保眷屬，領有身心障礙手冊者方需提供。 Please provide if you or any of your family has one
3	健保特殊身分證明正本 Special National Health Insurance ID (Original copy)	如本人或依附加保眷屬，領有健保特殊身分證明者方需提供。 Please provide if you or any of your family has one
4	<u>專科</u> 以上學歷證書正本 Diploma from college and above (Original copy)	
5	國家考試及格證書正本 Certificate of Qualification for National Examinations (Original copy)	如有，方需提供。 Please provide if any
6	專業證照正本 Professional Certification (Original copy)	如有，方需提供。 Please provide if any
7	戶口名簿影本 Household Certificate	需含父母、配偶、子女資料。 Must include your parents, spouse, and children
8	退伍令或其他兵役資料正本 Military Service Discharge Paper (Original copy)	如有，方需提供。 Please provide if any
9	經歷證件(離職證明書)正本 Experience/Resignation Certificate (Original copy)	辦理相關年資併計，如有方需提供。 Please provide the combination of relevant years of service if any
10	照片 2 張 (2 吋正面半身) 2 photos (2-inch, front-facing, half-body photo)	
11	臺大薪資入帳存摺影本 1 份(郵局、玉山銀行、華南銀行皆可) 1 copies of your passbook cover for payroll transfer	Passbooks from the Post Office, E.SUN Bank, and Hua Nan Bank are all accepted
12	臺大聘書正本 Certificate of Appointment (Original copy)	
13	教師證書正本 Teacher Certificate (Original copy)	前已獲教育部核發之教師證書。 Obtained from the Ministry of Education

★ 表單 (以下表單除「健保轉出表」外均可自本校網路報到系統產生)

Forms (Except for the National Health Insurance Withdrawal (Transfer-out) Application Form, all forms listed below can be generated from the online registration website)

應攜帶表單 Required forms		說明 Description
1	到職通知單 Confirmation of Employment	本人簽章後，請先至服務單位請單位主管簽章 Please have the document signed by the dean (or director) of the affiliated unit.
2	人事資料簡表 Personnel Information Sheet	須本人簽章。 The document must be signed by the applicant
3	年員工薪資所得受領人免稅額申報表 (扶養親屬申報表) Annual Wage Tax Exemption Declaration Form for Taxpayer Dependents (including a list of spouse or dependents qualified for tax deduction)	須本人簽章。 The document must be signed by the applicant
4	健保轉出表 (※) National Health Insurance Withdrawal (Transfer-out) Application Form	請前一健保投保單位提供，日期須銜接。 Please provide your previous NHI end date
5	教師(研究人員、助教)改敘薪級申請書 Pay Scale Reclassification Application Form for Full-time Faculties (teacher, researcher, teaching assistant)	無改敘年資者免。 Please provide if applicable
6	「教師資格審查履歷表」(1式3份) Teacher Qualification Resume (3 copies)	尚未獲教育部核發本校聘任職稱教師證書之教師始須檢附。 Only applicable to teachers who have not yet received a Teacher Certificate by the Ministry of Education.
7	「國外學歷送審教師資格修業情形一覽表」、「修業期間入出境臺灣紀錄」 Verification Form for the List of Foreign Teacher Qualifications, and Records of Entry and Exit from Taiwan During the Period of Study	最高學歷為國外學歷，且未曾以該學歷送審教師證書之教師始須檢附。 Only applicable for teachers who received their highest academic diploma from a foreign institute but have not yet submitted their teacher certificates.

※「健保轉出表」係由前一健保投保單位提供，非由網路報到系統產生。

National Health Insurance Withdrawal (Transfer-out) Application Form should be provided from the previous service unit.

## Document Checklist for New Faculty Registration

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### ★ Documents

Required documents		Description
1	Identification Card (Original copy) For international faculty: passport and Alien Resident Certificate (ARC)	Foreigners who yet to acquire their ARC upon registering may submit the document to the Document Office of the NTU Personnel Department afterwards
2	Disability Card (Original copy)	Please provide if you or any of your family has one
3	Special National Health Insurance ID (Original copy)	Please provide if you or any of your family has one
4	Diploma from college and above (Original copy)	
5	Certificate of Qualification for National Examinations (Original copy)	Please provide if any
6	Professional Certification (Original copy)	Please provide if any
7	Household Certificate	Must include your parents, spouse, and children
8	Military Service Discharge Paper (Original copy)	Please provide if any
9	Experience/Resignation Certificate (Original copy)	Please provide the combination of relevant years of service if any
10	2 photos (2-inch, front-facing, half-body photo)	
11	1 copies of your passbook cover for payroll transfer	Passbooks from the Post Office, E.SUN Bank, and Hua Nan Bank are all accepted
12	Certificate of Appointment (Original copy)	
13	Teacher Certificate (Original copy)	Obtained from the Ministry of Education

★ Forms (Except for the National Health Insurance Withdrawal (Transfer-out) Application Form, all forms listed below can be generated from the online registration website)

Required forms		Description
1	Confirmation of Employment	Please have the document signed by the dean (or director) of the affiliated unit.
2	Personnel Information Sheet	The document must be signed by the applicant
3	Annual Wage Tax Exemption Declaration Form for Taxpayer Dependents (including a list of spouse or dependents qualified for tax deduction)	The document must be signed by the applicant
4	National Health Insurance Withdrawal (Transfer-out) Application Form (※)	Please provide your previous NHI end date
5	Pay Scale Reclassification Application Form for Full-time Faculties (teacher, researcher, teaching assistant)	Please provide if applicable
6	Teacher Qualification Resume (3 copies)	Only applicable to teachers who have not yet received a Teacher Certificate by the Ministry of Education.
7	Verification Form for the List of Foreign Teacher Qualifications, and Records of Entry and Exit from Taiwan During the Period of Study	Only applicable for teachers who received their highest academic diploma from a foreign institute but have not yet submitted their teacher certificates.

※ National Health Insurance Withdrawal (Transfer-out) Application Form should be provided from the previous servicing unit.