

新進教師報到時應攜帶證件表單一覽表
Document Checklist for entering faculty

109.11.13 譯

★證件

應攜帶證件 <u>Required documents</u>	說明 Description
1 本人身分證（外籍人士護照、居留證）正本 Identification document (Original copy) For foreigners: passport /residence permit	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。 For foreigners who yet to acquire their residence permit upon entering, you may submit the documents 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 this document 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 this document 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	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	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 your total job tenure
10 照片 2 張 (2 吋正面半身) 2 photos (recent 2-inch bust and hatless photo)	
11 臺大薪資入帳存摺影本 2 份(郵局、玉山銀行、華南銀行皆可) 2 copies of your bank book cover for payroll transfer	Bank books from the Postal Service, 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。 Previously 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 (Besides the Application for withdrawal (transfer) from the National Health Insurance, all forms listed below can be generated from the online registration website)

應攜帶表單		說明
1	到職通知單 Job notice	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 your supervisor
2	人事資料簡表(含簡要自傳) Personal information summary (including a brief autobiography)	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) Tax Payers' Application for Tax Deduction (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(※) Application for withdrawal (transfer) from the National Health Insurance	請前一健保投保單位提供，日期須銜接。 Please provide your previous NHI ended date
5	健保眷屬依附加保明細簡表 National Health Insurance application for dependents	有依附本人加保之眷屬者始需檢附。 Please provide if there is any dependent who would like to join the NHI with you.
6	補繳退撫基金年資權益通知書 Notice of Rights for the Public Service Pension Fund	有 85 年 2 月 1 日退撫新制實施後，曾任公營事業人員、公職、服義務役等相關年資者始需檢附 Only applicable for those who have served in the public service sector after the new policy took place on Feb 1st 1996
7	教師(研究人員、助教)改敘薪級申請書 Reappointment of Salary Scale for Full-time Faculties (teacher, researcher, teaching assistant)	無改敘年資者免。 Please provide if applicable
8	「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 yet to receive a teaching appointment certificate from NTU.
9	「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」 Form for Requesting Inspection of a Diploma Obtained Overseas for the Purpose of Determining That the Holder is Qualified to Teach at the Junior College Level or	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 receive their highest diploma from a foreign institute and have yet been reviewed.

	Above, entry and exit records during the time period of the studies	
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※「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。

Application for withdrawal (transfer) from the National Health Insurance Program should be provided from the previous work place.