附件一：新進教師報到時應攜帶**證件**

Appendix 1: **Documents** to file by new faculty member when reporting for duty

|  |  |  |
| --- | --- | --- |
| **應 攜 帶 證 件**  **Documents** | | 說 明  Description |
| 1 | 離職證明  Employment Separation Certificate | 無任職經歷者免。  Does not apply to those who have no work experience. |
| 2 | 本人身分證（外籍教師護照、居留證）  影本3份  Identity Card [for international teachers: passport and Alien Resident Certificate (ARC)] | 用於申辦借書證、E-mail帳號、人事室歸檔。  Purpose: to apply for Library Card, email account, and to be kept by the Office of Personnel Services. |
| 3 | 身心障礙手冊影本  A photocopy of Disability Manual | 含本人及加保眷屬。  持有本手冊者才需繳交。  Holder’s and his/her insured dependents.  Applies only to holders of Disability Manual. |
| 4 | 照片4張（2吋正面半身）  Four photographs (2-inch photo) | 辦理服務證、公務人員履歷表、教師證書、大專教師資格審查履歷表用，已有教師證書者附2張即可。  Purpose: to attach to Service Certificate, Civil Servant Resume, Teacher Certificate, and University Teacher Resume for Qualification Review. If you already hold a Teacher Certificate, you are only required to submit 2 photographs. |
| 5 | 機車駕照影本、行照影本、排氣檢驗單正（影）本、200元  A photocopy of Motorcycle Driver's license, a photocopy of Motorcycle Registration Certificate, the original copy (or a photocopy) of Emissions Inspection Certificate, and a fee of $200. | 暫不申請機車停車證者免。  Does not apply to those who temporarily do not apply for Motorcycle Parking Permit. |
| 6 | 汽車駕照影本、行照影本、400元  A photocopy of Car Driver’s License, a photocopy of Car Registration Certificate, and a fee of $400. | 暫不申請汽車停車證者免。  Does not apply to those who temporarily do not apply for Car Parking Permit. |
| 7 | 報到當日停車票卡  Parking ticket on the day you report for duty. | 如當日辦理停車證完竣，當日停車費用可免。  If the application for Parking Permit is completed that day, the parking fee on that day is free. |
| 8 | 退伍令或其他兵役資料影本  A photocopy of Military Service Discharge Order or other document on military service | 無須補繳退撫基金年資者免。  Does not apply to those who do not have to submit Public Service Retirement Fund Replenishment. |
| 9 | 聘書影本2份  Two photocopies of the Letter of Employment | 辦理汽機車停車證、申請E-mail。  Purpose: to apply for Car Parking Permit or Motorcycle Parking Permit, and email account. |
| 10 | 畢業證書影本（包括學士、碩士、博士）  A photocopy of each of the academic diplomas (including bachelor's, master’s and doctoral diplomas) | 人事室歸檔。  To be kept by the Office of Personnel Services. |
| 11 | 原加保單位健保轉出單  Health Insurance Transfer Out Application Form issued by your previous servicing unit. | 健保加保憑據用。  Purpose: evidence of enrollment in National Health Insurance. |
| 12 | 自然人憑證  Citizen Digital Certificate | 本校自104學年度啟用公文電子化資訊作業系統，需使用自然人憑證簽核。  Citizen Digital Certificate is needed for verification by the Official Electronic Document Information Operating System implemented by the University since the academic year 2015-2016. |

＊備註：請辦理郵局開戶，俾便薪資撥入。

已有郵局帳號者免再開戶，請將局號、帳號填入「年薪資所得受領人免稅額申報表」即可。報到時無須攜帶存摺。

\* Remarks: Please open a bank account at Chunghwa Post for the transfer of your salary to your account.

If you have previously opened a Chunghwa Post bank account, you are not required to open a new account. Please fill in the Tax Return Report Form for Annual Income Recipient and provide the Chunghwa Post Office number and account number. You are not required to bring your passbook when reporting for duty.