

# Procedures for New Faculty 新進教師報到流程

## 1. Office of Personnel

### A. Group A (file the personnel information)

Staff-in-charge: Ms. Chen (Ext.2042)

Requirements:

- (1) Government employee resume (paper or electronic file) (with signature or stamp)
- (2) Government employee serving oath (with signature or stamp)
- (3) Letter of authentication of foreign nationality (with signature or stamp)
- (4) A photo
- (5) Photocopy of ID card (or ARC), both sides
- (6) Photocopy of graduate certificate
- (7) Photocopy of employment certificates
- (8) Photocopy of last-received notification of promotion/notification of evaluation
- (9) Photocopy of teacher's certificate

### B. Group A (application of the service license)

Staff-in-charge: Mr. Lin (.Ext.2057)

Required documents:

- (1) New faculty orientation form
- (2) One color photo (2"x 2" without hat)

### C. Group A (application of teacher's license and salary unit)

Staff-in-charge: Ms. Kuo (Ext.2043)

Required documents:

- (1) filled in the form from the website: <https://www.schprs.edu.tw/> and then printed the letter of authentication of teacher's qualification (two photos are needed; one for the photo side; the other for the teacher's certificate (not for those with teacher's certificates)
- (2) Those who have served in any national or private colleges or universities in ROC (Taiwan), must submit the service certificate/ leaving certificate, and promotion notification of yearly salary.
- (3) Those who served in public or private colleges, universities, institutes, foundations abroad or non-research hospitals (either abroad or in Taiwan), must fill out the application form to account for the years working in the places mentioned above for calculation of yearly salary increments. (Enclose certificates of working experiences either abroad or in Taiwan) (Foreign documents should be enclosed with a version in Chinese authenticated by ROC embassies, consulates or

representative offices); for those who served in private institutes either abroad or in Taiwan, enclose a certificate of the capital amount (company license) and business registration certificate (business tax statement).

**D. Group B (insurance)**

Staff-in-charge: Ms. Hsiao (Extension 2045)

Required documents:

- (1) Application form of health insurance
- (2) Lists of public functionaries insurance
- (3) Notification of charge (with signature) of the public functionaries pension plan (The years serving in public enterprises will be counted as years of leave of absence without retirement pay), the years of voluntary military as years of service before employment (in reference to the notification of rights). Those who do not have those years do not have to submit these documents. Signature required on those documents.
- (4) Application of insurance transfer from the previous school
- (5) Photocopy of related documents or certificates (as enclosed)

**2. Office of General Affairs**

**A. Cashier Division (apply for the deposit of salary and claim allowances)**

Staff-in-charge: Ms. Wu (Extension 2324)

Required documents:

- (1) Claim Annual Income Recipient Tax Exemption
- (2) Photocopy of passport
- (3) Photocopy of residence visa (not for non-foreigners)
- (4) Personal signature
- (5) Deposit of public functionaries (see public functionaries saving deposit procedures)

**B. Property Manage Division (application of dormitory)**

Staff-in-charge: Ms. Fang (Extension 2375)

Required documents:

- (1) Application form of renting faculty/staff dormitory
- (2) Certificate of household registration
- (3) Personal signature and Chairperson/Chief Stamp
- (4) Public functionary Loan (see staff-in-charge)

**C. Motor and Vehicle Council**

Staff-in-charge: Ext.2382

Required documents:

- (1) Application of motor vehicle parking permit

- (2) Mopeds: photocopy of driver's license, certificate of moped license plate, original copy (or photocopy) of exhaust gas check-up and 200NT  
Cars: photocopy of car driver's license, certificate of car license plate and 400 NT.
- (3) Parking ticket for the application day (after the procedures are processed, parking for that day is free of charge.)
- (4) Office and Department Stamp

### **3. Office of Library and Information**

#### **A. Circulation Division (library privileges)**

Staff-in-charge: [\(Ext. 2421\)](#)

Document to be submitted: library new faculty file

Enclosed: photocopy of certificate of employment

#### **B. Applied Information Division (application of email and ADSL account)**

Staff-in-charge: [Mr. Tzeng \(Extension 2522\)](#)

Document to be submitted: application form for email and ADSL account

Enclosed: photocopy of certificate of employment

Stamp: personal stamp and stamp from office Chief or Dept. Chairperson

### **4. Post Office (apply for new account)**

Location: Post Office (2F, Student Activity Center) [Extension 5911](#)

Requirements for opening new post office account:

ID card, Stamp, 200 NT\$ or more for initial deposit

Note: Those who already have a post office account do not have to open one again. Please fill out the bank number and account number on the Annual Income Recipient Tax Exemption Application Form. New faculty are not required to bring their bank book for administrative processing.