萬能科技大學
Vanung University

1+4國際專修部網路報名注意事項說明
International Foundation Program Online Application Instructions

1. 報名起訖日期:自2025年9月22日(星期一)09:00起至2025年10月28日(星期二)16:00 止。
   Application deadline: from 09:00 September 22 , 2025 to 16:00 October 28 ,2025.

2. 報名網址 Apply on line:https://saip.vnu.edu.tw/admission/

3. 報名步驟 Step for online application:
   A. 選擇報名項目 Select registration program: 國際專修部1+4 International Foundation Program
   B. 填寫報名表(申請人個人資料、教育背景、財力狀況、華語文能力) Fill up the application form (Applicant's personal information, educational background, financial status, and Chinese language proficiency)
   C. 上傳資料 Upload the required documents:請將下列應繳文件存檔為單獨文件PDF檔，依據系 統指定項目分別上傳於資料夾。
   Please upload the following documents as separate PDF files to specified folders.
   (1) 高中畢業證書(原文) Original Certificates of the high school
   (2) 高中畢業證書(翻譯為中文或英文，並公證之版本) A notarized copy of a Chinese or English translation of high school Certificates
   (3) 高中1~3年級成績單(原文) Original Transcripts of the high school
   (4) 高中1~3年級成績單(翻譯為中文或英文，並公證之版本) A notarized copy of a Chinese or English translation of high school Transcripts
   (5) 財力證明(由銀行開立本人之財力證明,金額須為台幣10萬元以上) A financial statement within the last 3 months issued by a formally registered local bank of the home country proving sufficient support for the student's study in Taiwan with a minimum of

balance TWD 100,000 or USD 3,000.

(6) 外國學生切結書 Declaration for International Students (招生專區 https://www.oia.vnu.edu.tw/5106?s=5111 下載填寫並簽名 Upload from the website)

(7) 外國學生申請人在臺就學檢核表及切結書 Checklist and Declaration for International Applicants undertaking Studies in Taiwan (招生專區 https://www.oia.vnu.edu.tw/5106?s=5111 下載填寫並簽名 Upload from the website)

(8) 文件驗證切結書 Affidavit of admissions documents to be verified (招生專區 https://www.oia.vnu.edu.tw/5106?s=5111 下載填寫並簽名 Upload from the website))

(9) 身份證影本 A copy of ID

(10) 護照影本 A copy of passport (尚未辦理護照者，可先不上傳 Please ignore it, if you have not applied passport now)

(11) 華語學習證明 Chinese language learning certificate (本項為選繳項目，如申請者有華語學習背景， 可提供華語學習證明文件，如華語中心開立上課證明等文件 This item is an optional item. If the applicants have Chinese language learning background, may provide Chinese language learning certification documents, such as the certificate issued by Chinese language center.)

(12) 自傳與讀書計畫 Autobiography & Study Plan

網路報名範例說明

Online application Instructions

步驟一:選擇報名網址 Select website for application

https://saip.vnu.edu.tw/admission/

步驟二:選擇報名項目 Select registration program

編號	考 試 名 稱
1	114學年度第1學期國際專修部 Application of 1+4 International Foundation Program Spring Semester 2025 (Apply on line from 2025/4/21 to 2025/5/29 the application system will be closed at 16:00,May 29th , 2025)
2	114學年度外國學生申請入學春季班 Application of for International Student Degree Program Fall Semester 2025 (Apply on line from 2025/5/15 to 2025/7/15 the application system will be closed at 16:00, July 15th , 2025)
3	114學年度第1學期國際學生產學合作專班(秋季班) Application of Industry-Academia Collaboration Program Fall Semester 2025 (Apply on line from 2025/5/1 to 2025/6/13 the application system will be closed at 16:00, June 13th , 2025)
4	114學年度高中生四技申請入學 (查詢)
5	萬能科技大學114學年度研究所碩士班招生 (報名時間：114年3月10日（星期一）9:00起至4月8日（星期二）15:00止)

【回主畫面】

114學年度第1學期國際專修部
Application of 1+4 International Foundation Program Spring Semester 2025

功 能 名 稱	開 放 時 間
我要報名(Apply here)～ 開放中～	起:2024/10/27 上午 09:00:00 迄:2025/8/14 下午 04:00:00

請 輸 入 您 要 查 詢 的 資 料	
身分證字號：	
生日：	民國 年 月 日 登入

(填寫完以上查詢資料登入後，點選下列開放中的功能名稱，即可查詢資料內容)

狀態：未登入

查 詢 功 能 名 稱	開 放 時 間
查詢是否已完成報名	起: 迄:

步驟三:填寫報名表 Fill up the form

Application of 1+4 International Foundation Program Fall Semester 2024

Step 1：Apply on line

All fields of the application form are required.

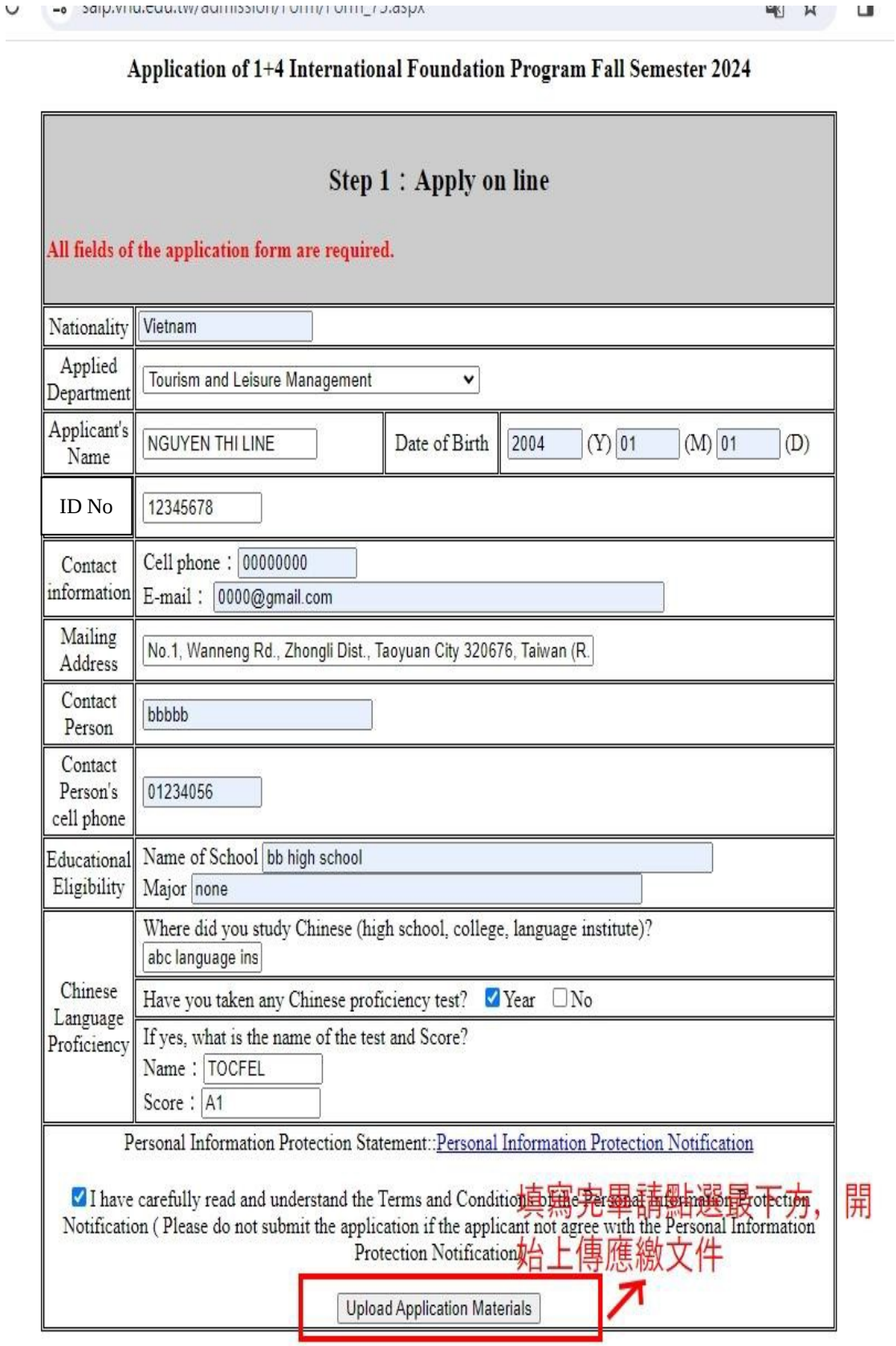
Nationality	國籍
Applied Department	Please Select 選擇報名科系
Applicant's Name	輸入英文姓名
Date of Birth	(Y) 出生年月日 (M) (D)
ID No	身分證號碼
Contact information	Cell phone： 聯絡電話及email E-mail：
Mailing Address	通訊地址
Contact Person	在台聯絡人姓名或是越南聯絡人
Contact Person's cell phone	聯絡人電話
Educational Eligibility	Name of School 畢業高中名稱 Major 主修科系，如無，請填無
Chinese Language Proficiency	Where did you study Chinese (high school, college, language institute)? 曾經學過中文者，請填學習中文學校或機構 Have you taken any Chinese proficiency test? ☐Year ☐No 是否曾參加華語測驗? If yes, what is the name of the test and Score? Name： Score： 如曾參加過華測，請填寫考試名稱及成績

Personal Information Protection Statement::Personal Information Protection Notification

☐I have carefully read and understand the Terms and Conditions of the Personal Information Protection Notification (Please do not submit the application if the applicant not agree with the Personal Information Protection Notification) 我已閱讀並了解個資保護訊息，請勾選

Upload Application Materials

步驟四:報名表填寫完成，下一步上傳文件 Complete the application form and click nest step for uploading the documents.



Application of 1+4 International Foundation Program Fall Semester 2024

Step 1：Apply on line

All fields of the application form are required.

Nationality	Vietnam		
Applied Department	Tourism and Leisure Management		
Applicant's Name	NGUYEN THI LINE	Date of Birth	2004 (Y) 01 (M) 01 (D)
ID No	12345678		
Contact information	Cell phone：00000000 E-mail：0000@gmail.com		
Mailing Address	No.1, Wanneng Rd., Zhongli Dist., Taoyuan City 320676, Taiwan (R.		
Contact Person	bbbbb		
Contact Person's cell phone	01234056		
Educational Eligibility	Name of School bb high school Major none		
Chinese Language Proficiency	Where did you study Chinese (high school, college, language institute)? abc language ins Have you taken any Chinese proficiency test? ☑ Year ☐ No If yes, what is the name of the test and Score? Name：TOCFEL Score：A1		

Personal Information Protection Statement::Personal Information Protection Notification

☑ I have carefully read and understand the Terms and Conditions of the Personal Information Protection Notification (Please do not submit the application if the applicant not agree with the Personal Information Protection Notification)

填寫完畢請點選最下方，開始上傳應繳文件

Upload Application Materials

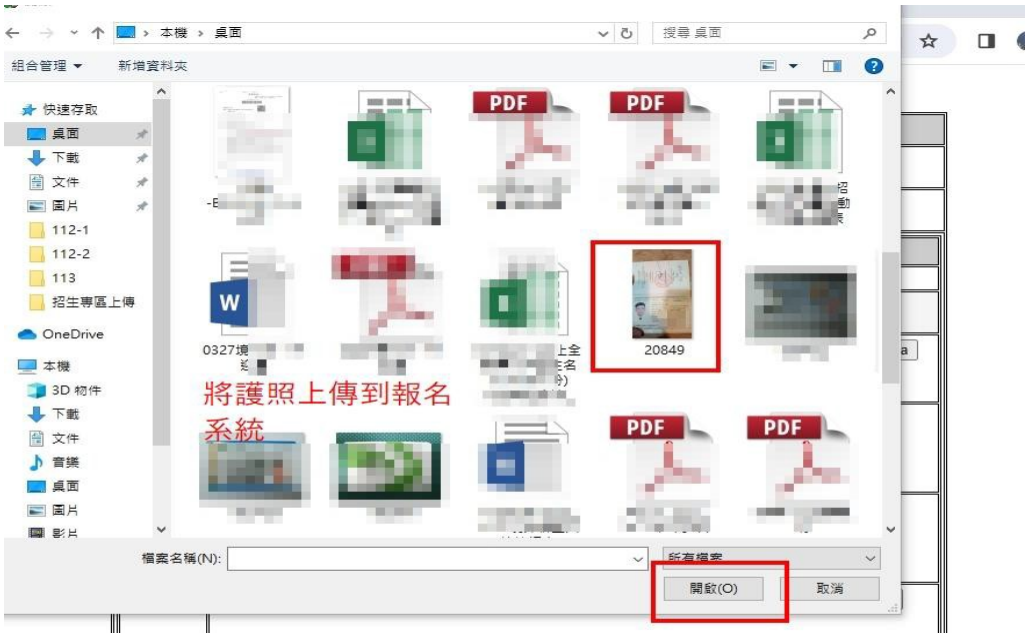
步驟五:上傳應繳文件 Upload required documents

-選擇檔案 choose the file

Application of 1+4 International Foundation Program Fall Semester 2024

Upload Application Materials	
Applied Department	Tourism and Leisure Management
Applicant's Name	NGUYEN THI LINE

Upload Item	
	Item
Upload Completed	【Required documents】-Qualification Review
	1.A copy of passport or A copy of ID 選擇檔案 未選擇任何檔案 Upload Data
	2.photocopy of the certificate or diploma of high school 選擇檔案 未選擇任何檔案 Upload Data
	3.photocopy of Academic year-by-year transcript 選擇檔案 未選擇任何檔案 Upload Data
	4.Study Plan in Chinese or English 選擇檔案 未選擇任何檔案 Upload Data
	5.A financial statement issued by financial institutes 選擇檔案 未選擇任何檔案 Upload Data
	6.Declaration 選擇檔案 未選擇任何檔案 Upload Data
	7.Checklist and Declaration for International Applicants Undertaking Studies in Taiwan 選擇檔案 未選擇任何檔案 Upload Data
Upload Completed	【Optional documents】
	8.The certificate of Test of Chinese as Foreign Language (TOCFL) 選擇檔案 未選擇任何檔案 Upload Data



	5.A financial statement issued by financial institutes 選擇檔案 未選擇任何檔案 Upload Data
	6.Declaration 選擇檔案 未選擇任何檔案 Upload Data

-上傳檔案 Upload

Application of 1+4 International Foundation Program Fall Semester 2024

Upload Application Materials	
Applied Department	Tourism and Leisure Management
Applicant's Name	NGUYEN THI LINE

Upload Item	
	Item
Upload Completed	【Required documents】-Qualification Review
	1.A copy of passport or A copy of ID 選擇檔案 20849.jpg Upload Data
	2.photocopy of the certificate or diploma of high school 選擇檔案 未選擇任何檔案 Upload Data
	3.photocopy of Academic year-by-year transcript 選擇檔案 未選擇任何檔案 Upload Data
	4.Study Plan in Chinese or English 選擇檔案 未選擇任何檔案 Upload Data
	5.A financial statement issued by financial institutes 選擇檔案 未選擇任何檔案 Upload Data
	6.Declaration 選擇檔案 未選擇任何檔案 Upload Data
	7.Checklist and Declaration for International Applicants Undertaking Studies in Taiwan 選擇檔案 未選擇任何檔案 Upload Data
Upload Completed	【Optional documents】

-確認檔案完成上傳 Confirm file upload is completed

Application of 1+4 International Foundation Program Fall Semester 2024

Upload Application Materials	
Applied Department	Tourism and Leisure Management
Applicant's Name	NGUYEN THI LINE

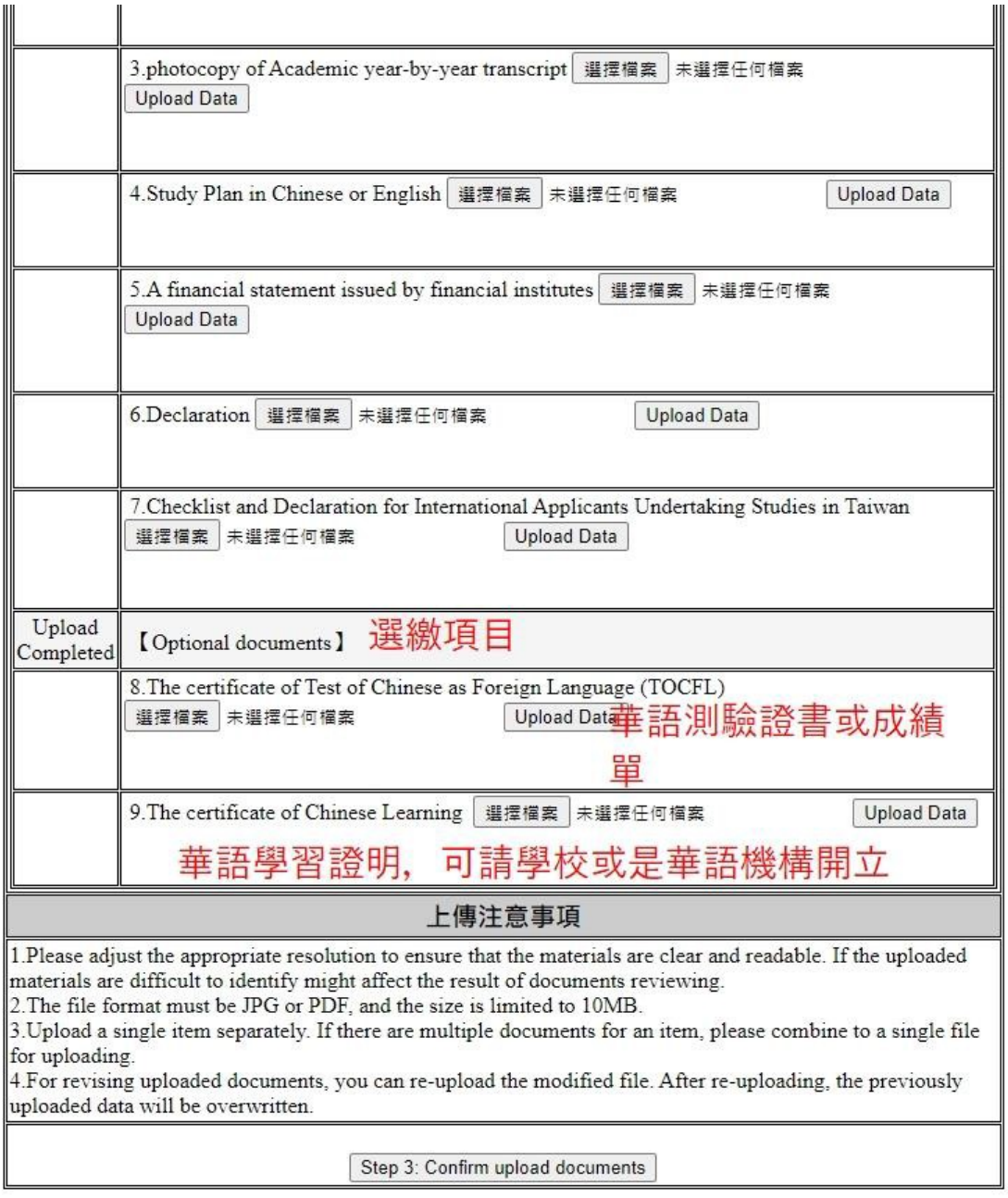
Upload Item	
	Item
Upload Completed	【Required documents】-Qualification Review
OK	1.A copy of passport or A copy of ID 選擇檔案 未選擇任何檔案 Upload Data Query the uploaded data content (browser: Please remember to check to enable the pop-up blocking program to query the content normally) 完成上傳會出現OK
	2.photocopy of the certificate or diploma of high school 選擇檔案 未選擇任何檔案 Upload Data
	3.photocopy of Academic year-by-year transcript 選擇檔案 未選擇任何檔案 Upload Data
	4.Study Plan in Chinese or English 選擇檔案 未選擇任何檔案 Upload Data
	5.A financial statement issued by financial institutes 選擇檔案 未選擇任何檔案 Upload Data
	6.Declaration 選擇檔案 未選擇任何檔案 Upload Data

-應繳文件，請每項分別上傳 Please upload each item separately

	Item
Upload Completed	【Required Documents】-Qualification Review 必繳項目
OK	1.A copy of passport or A copy of ID 選擇檔案 未選擇任何檔案 Upload Data Query the uploaded data content (browser: Please remember to check to enable the pop-up blocking program to query the content normally)
	2.photocopy of the certificate or diploma of high school 選擇檔案 未選擇任何檔案 Upload Data 上傳高中畢業證書
	3.photocopy of Academic year-by-year transcript 選擇檔案 未選擇任何檔案 Upload Data 上傳高中1~3年級成績單
	4.Study Plan in Chinese or English 選擇檔案 未選擇任何檔案 Upload Data 上傳自傳及讀書計畫
	5.A financial statement issued by financial institutes 選擇檔案 未選擇任何檔案 Upload Data 上傳財力證明
	6.Declaration 選擇檔案 未選擇任何檔案 Upload Data 上傳切結書
	7.Checklist and Declaration for International Applicants Undertaking Studies in Taiwan 選擇檔案 未選擇任何檔案 Upload Data 上傳外國學生切結書
Upload Completed	【Optional documents】
	8.The certificate of Test of Chinese as Foreign Language (TOCFL) 選擇檔案 未選擇任何檔案 Upload Data
	9.The certificate of Chinese Learning 選擇檔案 未選擇任何檔案 Upload Data
上傳注意事項	

上傳選繳項目 Upload optional items: 如學生無此項，可以略過 This item is an optional item.

學生如有學習過華語，可請華語學習學校或機構開立上課 證明(詳述學生華語學習時數及蓋單位章)，供本校了解學 生華語學習背景。If students have learned Chinese, may upload a certificate of class attendance (details of the student's Chinese language learning hours and a stamp of the unit) issued by Chinese language learning school or institution for school to understand the student's Chinese language learning background.



步驟六:文件上傳確認 File upload confirmation

	Upload Data
	3.photocopy of Academic year-by-year transcript 選擇檔案 未選擇任何檔案 Upload Data
	4.Study Plan in Chinese or English 選擇檔案 未選擇任何檔案 Upload Data
	5.A financial statement issued by financial institutes 選擇檔案 未選擇任何檔案 Upload Data
	6.Declaration 選擇檔案 未選擇任何檔案 Upload Data
	7.Checklist and Declaration for International Applicants Undertaking Studies in Taiwan 選擇檔案 未選擇任何檔案 Upload Data
Upload Completed	【Optional documents】
	8.The certificate of Test of Chinese as Foreign Language (TOCFL) 選擇檔案 未選擇任何檔案 Upload Data
	9.The certificate of Chinese Learning 選擇檔案 未選擇任何檔案 Upload Data

上傳注意事項

1.Please adjust the appropriate resolution to ensure that the materials are clear and readable. If the uploaded materials are difficult to identify might affect the result of documents reviewing.
2.The file format must be JPG or PDF, and the size is limited to 10MB.
3.Upload a single item separately. If there are multiple documents for an item, please combine to a single file for uploading.
4.For revising uploaded documents, you can re-upload the modified file. After re-uploading, the previously uploaded data will be overwritten.

所有文件上傳後，請按下確認鍵

Step 3: Confirm upload documents

確認所有文件已上傳，已完成報名 Confirm that all documents have been uploaded and registration has been completed

Department	Tourism and Leisure Management		
Applicant's Name	NGUYEN THI LINE	Date of Birth	2004 年 01 月 01 日
Passport or ID No	12345678		
Contact information	Cell phone：00000000 E-mail： 0000@gmail.com		
Mailing Address	No.1, Wanneng Rd., Zhongli Dist., Taoyuan City 320676, Taiwan (R.O.C.)		
Contact Person	bbbbb		
Contact Person's cell phone	01234056		
Educational Eligibility	bb high school none		
Chinese Language Proficiency	Where did you study Chinese (high school, college, language institute)? abc language institute		
	Have you taken any Chinese proficiency test? 是		
	If yes, what is the name of the test and Score? Name：TOCFEL Score：A1		

上傳的審查資料

請於113年5月31日(星期日) 17:00報名截止日前，將證明文件上傳至報名系統，以利審核。

	Item 「Query the uploaded data content (browser: Please remember to check to enable the pop-up blocking program to query the content normally)」
Upload Completed	【Required documents】-Qualification Review
OK	1.A copy of passport or A copy of ID
	2.photocopy of the certificate or diploma of high school
	3.photocopy of Academic year-by-year transcript
	4.Study Plan in Chinese or English
	5.A financial statement issued by financial institutes
	6.Declaration
	7.Checklist and Declaration for International Applicants Undertaking Studies in Taiwan