2024/2025 學年

學士/五專課程

A. 一般申請文件

	文件	一般應備文件
1	大頭照 1 張	大頭照請上傳至報名網站。
2	英文或中文學歷證明文件影本 1 份	文件要求： 1. 影本需經中華民國駐外機構驗證。 2. 若學歷證明文件為中英文以外之語言，則需另附中文或英文譯本。 3. 當年度六月畢業生可先提交經駐外館處驗證之學生證影本或英文在校證明，但需於入學時提交經駐外館處驗證之學歷證明正本。 *備註：「文藻外語大學外國學生入學規定」第五條已針對「學歷證明文件」進行說明。
3	中文或英文高中成績單影本 1 份	文件要求： 1. 影本需經中華民國駐外機構驗證。 2. 若成績單為中英文以外之語言，則需另附中文或英文譯本。
4	財力證明文件（至少 3,500 美元）	文件要求： 1. 銀行提供之正式文件，需足以支付外籍生在台學習費用。 2. 提供全額獎學金或援助之政府、高等教育機構或民間組織提供之聲明。 *備註：印尼申請者在申請簽證時需提供 5,000 美元之財力證明或提供政府、高等教育機構或民間組織獎學金文件。
5	其他必繳文件	請見各系所申請應備文件表格。
6	監護人法定同意書	僅五專課程申請者須提供： 1. 學生家長或其他法定代表人在台灣委任法定監護人的委託書，經海外機構核實之證明監護人資格文件。 2. 經認證的台灣法定監護人的同意書。

B. 各系所申請應備文件：

五專

系所	授課語言	應備文件
英國語文科	中文授課	1. 中文或英文自傳一份。 2. 中文或英文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
法國語文科	中文授課	1. 中文或英文自傳一份。 2. 中文或英文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。

		***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
德國 語文科	中文 授課	1. 中文或英文自傳一份。 2. 中文或英文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。 ***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
西班牙 語文科	中文 授課	1. 中文自傳一份。 2. 中文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。 ***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
日本 語文科	中文 授課	1. 中文自傳一份。 2. 中文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。 ***入學最低中文門檻為 CEFR 的 B1(含以上)程度，相等於 TOCFL Level 3 (Band B)** 。 4. 推薦信一份。 5. 日語檢定證書影本、相關證照或證書、優異表現或成就證明。 6. 不招收日本籍學生。 7. 加分：英語檢定證書影本 (例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business) 。

<u>二年制學士班</u>

系所	授課 語言	應備文件
英國 語文系	全英 授課	1. 英文自傳一份。 2. 英文讀書計畫一份。 3. 英語檢定證書影本 (例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business)，英語母語者除外 。***入學最低英語門檻為 CEFR 的 B1(含以上)程度，相等於 TOEIC 550**。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
日本 語文系	中文 授課	1. 中文自傳一份。 2. 中文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。

		***入學最低中文門檻為 CEFR 的 B1(含以上)程度，相等於 TOCFL Level 3(Band B)** 。 4. 推薦信一份。 5. 日語檢定證書影本，入學最低日語檢定門檻為 JLPT N2。 6. 不招收日本籍學生。 7. 加分：英語檢定證書影本 (例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business) 。

四年制學士班

系所	授課語言	應備文件
英國語文系	全英授課	1. 英文自傳一份。 2. 英文讀書計畫一份。 3. 英語檢定證書影本 (例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business)，英語母語者除外 。***入學最低英語門檻為 CEFR 的 B1(含以上)程度，相等於 TOEIC 550**。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
法國語文系	中文授課	1. 中文或英文自傳一份。 2. 中文或英文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
德文語文系	中文授課	1. 中文或英文自傳一份。 2. 中文或英文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
西班牙語文系	中文授課	1. 中文自傳一份。 2. 中文讀書計畫一份。 3. 中文檢定證書影本(例:華語文能力測驗, 新漢語水平考試)，中文母語者除外。***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 4. 推薦信一份。 5. 相關證照或證書、優異表現或成就證明。
日本語文系	中文授課	1. 中文自傳一份。 2. 中文讀書計畫一份 。 3. 中文檢定證書影本(例:華語文能力測驗, 新漢語水平考試)，中文母語者除外 。

		***入學最低中文門檻為 CEFR 的 B1(含以上)程度，相等於 TOCFL Level 3(Band B)** 。 4. 推薦信一份。 5. 日語檢定證書影本、相關證照或證書、優異表現或成就證明。 6. 不招收日本籍學生。 7. 加分：英語檢定證書影本 (例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business) 。
應用華語文系	中文授課	1. 中文自傳一份。 2. 中文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。 ***入學最低中文門檻為 CEFR 的 B1(含以上)程度，相等於 TOCFL Level 3(Band B)** 。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
外語教學系	全英授課	1. 英文自傳一份。 2. 英文讀書計畫一份。 3. 英語檢定證書影本 (例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business)，英語母語者除外。 ***入學最低英語門檻為 CEFR 的 B1(含以上)程度，相等於 TOEIC 550**。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
翻譯系	雙語授課	1. 英文自傳一份。 2. 英文讀書計畫一份。 3. 英語檢定證書影本 (例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business)，英語母語者除外 。***入學最低英語門檻為 CEFR 的 B1(含以上)程度，相等於 TOEIC 550**。 4. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 5. 推薦信一份。 6. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
國際事務系	全英授課	1. 英文自傳一份。 2. 英文讀書計畫一份。 3. 英語檢定證書影本 (例: CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business)，英語母語者除外 。***入學最低英語門檻為 CEFR 的 B1(含以上)程度，相等於 TOEIC 550**。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
國際企業管理系	中文授課	1. 英文自傳一份。 2. 英文讀書計畫一份。 3. 中文檢定證書影本(例:華語文能力測驗, 新漢語水平考試)，中文母語者除外 。

		***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)**。 4. 推薦信一份。 5. 其他外語檢定證書影本、相關證照或證書、優異表現或成就證明。
數位內容應用與管理	中文授課	1. 中文或英文自傳一份。 2. 中文或英文讀書計畫一份。 3. 中文檢定證書影本(例:華語文能力測驗, 新漢語水平考試)，中文母語者除外 。 ***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 4. 推薦信一份。 5. 相關證照或證書影本、優異表現或成就證明。
傳播藝術系	中文授課	1. 中文或英文自傳一份。 2. 中文或英文讀書計畫一份。 3. 中文檢定證書影本(例: 華語文能力測驗, 新漢語水平考試)，中文母語者除外。 ***入學最低中文門檻為 CEFR 的 A2(含以上)程度，相等於 TOCFL Level 2(Band A)** 。 4. 推薦信一份。 5. 相關證照或證書、優異表現或成就證明。

College and Junior College programs in academic year 2024/2025

A. General application documents:

Item		General submitted documents of applicants
1	1 headshot photo	The digital file of the headshot should be uploaded to the application website.
2	1 photocopy of the academic credentials in English or Chinese	Requirements: A. The photocopy has to be verified by the Embassy of the Republic of China, representative offices, offices, or other organizations authorized by the Ministry of Foreign Affairs (hereby named overseas embassies). B. If the documentation of academic credentials is in other foreign languages beyond Chinese and English, the Chinese or English translated version should be attached additionally. C. The applicants who are going to graduate this June may submit the photocopies of their student ID card or English certificates of current enrollment verified by the overseas embassies first, but the documentation of academic credentials that is verified by overseas embassies should be submitted when they enroll. *Remarks: The definition and the requirements of "academic credentials" are elaborated in the Article V of "Wenzao Ursuline University of Languages Admission Regulations for International Students" .
3	1 photocopy of the high school official transcript in English or Chinese	Requirements: A. The photocopy has to be verified by the overseas embassies. B. If the official transcript is in other foreign languages beyond Chinese and English, the Chinese or English translated version should be attached additionally.
4	Financial proof or document with sufficient funds (USD3,500)	Requirements: A. Officially offered by a bank to support an international student's study in Taiwan. B. A statement offered by a government, institution of higher learning or civic organization providing full scholarship or aid. *Remarks: For Indonesian applicants, please provide the Financial proof of USD 5,000 or the scholarship document from government, institution of higher learning or civic organization when applying for visa.
5	Other required documents	All the other required documents of the college and junior college programs are listed in the following table.
6	Legal documents of parents' consent	For applicants applying to the Junior College Program ONLY: A. The document of the power of attorney from the student's parents or other legal representative appointing a legal guardian in Taiwan verified by an overseas agency, which shows the eligibility of the guardian. B. The notarized letter of agreement from a legal guardian in Taiwan.

B. **Required documents of the College and Junior College's degree programs:**

Junior College Program

Department	Language	Documents submitted by applicants
Department of English	Chinese Instruction	1. A Chinese or English Curriculum Vitae. 2. A Chinese or English study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR, e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of French	Chinese Instruction	1. A Chinese or English Curriculum Vitae. 2. A Chinese or English study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR (e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of German	Chinese Instruction	1. A Chinese or English Curriculum Vitae. 2. A Chinese or English study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR (e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of Spanish	Chinese Instruction	1. A Chinese Curriculum Vitae. 2. A Chinese study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR (e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of Japanese	Chinese Instruction	1. A Chinese Curriculum Vitae. 2. A Chinese study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for

		Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be B1 level or above of CEFR (e.g., TOCFL Level 3 (Band B).** 4. One reference letter. 5. Copies of Japanese languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable. 6. Japanese students are not accepted. 7. A copy of English proficiency test record will be a plus.(ex:CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business).

Two-year College Program

Department	Language	Documents submitted by applicants
Department of English	English Instruction	1. An English Curriculum Vitae. 2. An English study plan. 3. A copy of English proficiency test record (e.g., CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business), except for English native speakers; ***The minimum English proficiency test score for entry should be B1 level or above of CEFR (e.g., TOEIC 550).** 4. One reference letter. 5. Copies of other language proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of Japanese	Chinese Instruction	1. A Chinese Curriculum Vitae. 2. A Chinese study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be B1 level or above of CEFR (e.g., TOCFL Level 3 (Band B).** 4. One reference letter. 5. Copies of the Japanese languages proficiency Test (JLPT) certificate. The minimum threshold for admission is JLPT N2. 6. Japanese students are not accepted. 7. A copy of English proficiency test record will be a plus. (ex:CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business)

Four-year College Program

Department	Language	Documents submitted by applicants
Department of English	English Instruction	1. An English Curriculum Vitae. 2. An English study plan. 3. A copy of English proficiency test record (e.g., CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business), except for English native speakers; ***The minimum English proficiency test score for entry should be B1 level or above of CEFR (e.g., TOEIC 550).**

		4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of French	Chinese Instruction	1. A Chinese or English Curriculum Vitae. 2. A Chinese or English study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR (e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of German	Chinese Instruction	1. A Chinese or English Curriculum Vitae. 2. A Chinese or English study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR (e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of Spanish	Chinese Instruction	1. A Chinese Curriculum Vitae. 2. A Chinese study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR, e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of Japanese	Chinese Instruction	1. A Chinese Curriculum Vitae. 2. A Chinese study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be B1 level or above of CEFR (e.g., TOCFL Level 3 (Band B).** 4. One reference letter.

		5. Copies of Japanese languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable 6. Japanese students are not accepted. 7. A copy of English proficiency test record will be a plus. (ex:CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business)
Department of Applied Chinese	Chinese Instruction	1. A Chinese Curriculum Vitae. 2. A Chinese study plan. **3.** A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be B1 level or above of CEFR, e.g., TOCFL Level 3 (Band B).** 4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of Foreign Language Instruction	English Instruction	1. An English Curriculum Vitae. 2. An English study plan. 3. A copy of English proficiency test record (e.g., CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business), except for English native speakers; ***The minimum English proficiency test score for entry should be B1 level or above of CEFR (e.g., TOEIC 550).** 4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of Translation and Interpreting	Bilingual Instruction	1. An English Curriculum Vitae. 2. An English study plan. 3. A copy of English proficiency test record (e.g., CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business), except for English native speakers; ***The minimum English proficiency test score for entry should be B1 level or above of CEFR (e.g., TOEIC 550).** 4. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR, e.g., TOCFL Level 2 (Band A).** 5. One reference letter. 6. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.

Department of International Affairs	English Instruction	1. An English Curriculum Vitae. 2. An English study plan. 3. A copy of English proficiency test record (e.g., CSEPT, TOEFL, TOEIC, IELTS, Linguaskill Business), except for English native speakers; ***The minimum English proficiency test score for entry should be B1 level or above of CEFR (e.g., TOEIC 550).** 4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of International Business Administration	Chinese Instruction	1. An English Curriculum Vitae. 2. An English study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR (e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Copies of other foreign languages proficiency test records, other related licenses or certificates, outstanding performance and achievement works if applicable.
Department of Digital Content Application and Management	Chinese Instruction	1. A Chinese or English Curriculum Vitae. 2. A Chinese or English study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR (e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Any computer proficiency related certificate, outstanding performance and achievement works if applicable.
Department of Communication Arts	Chinese Instruction	1. A Chinese or English Curriculum Vitae. 2. A Chinese or English study plan. 3. A copy of Chinese proficiency test record (e.g., TOCFL, New HSK), except for Chinese native speakers; ***The minimum Chinese proficiency test score for entry should be A2 level or above of CEFR (e.g., TOCFL Level 2 (Band A).** 4. One reference letter. 5. Other related licenses or certificates, outstanding performance and achievement works if applicable.