NTNU Instructions on Required Documentation and Forms for Onboarding of Newly-Recruited Faculty Members
國立臺灣師範大學新聘教師報到須檢附之基本證件及表單資料說明

1. Please submit the required documentation in A4 format, accompanied by original copies for verification. If you have any questions, feel free to contact us by phone or visit the website of the Office of Human Resources (http://hr.ntnu.edu.tw/index.html) for reference. Thank you.

2. The required documents are as follows:

(1) Photocopies of your Citizen's ID card and household registration: If you are of dual citizenship or a non-R.O.C. national, please submit a photocopy of your passport and Alien Residence Certificate (ARC).

(2) Photocopy of your college diploma:

I. The contents shall be consistent with those written in the "Academic Qualification" column on your Government Employee Curriculum Vitae.

II. In the case of a degree obtained overseas, the diploma shall be authenticated by an R.O.C. representative body with its title translated into Chinese on your Government Employee Curriculum Vitae.

(3) Photocopy of your Teacher's Certificate:

I. The contents shall be consistent with those in the "Teacher Certification" column on your Government Employee Curriculum Vitae.

II. Not required if not applicable.

(4) Photocopy of a national examination certification:

I. The contents shall be consistent with those in the "Examination" column on your Government Employee Curriculum Vitae.

II. Not required if not applicable.

(5) Photocopy of the Employment Separation Certificate issued by your previous employing unit: For seniority-based remuneration use. (Please visit the website of the NTNU Office of Human Resources > Laws and Regulations > Salary Assessment and Remuneration. Link: http://hr.ntnu.edu.tw/rules/rules.html）

(6) Photocopies of previous employment and service certification:

I. The contents shall be consistent with those in the "Work Experience and Current Position" column on your Government Employee Curriculum Vitae.

II. Not required if not applicable.

(7) Notification letters for the most recent yearly salary increments, increase, or performance assessment. For seniority-based remuneration use. (Please visit the website of the NTNU Office of Human Resources > Laws and Regulations > Salary Assessment and Remuneration. Link: http://hr.ntnu.edu.tw/rules/rules.html）

(8) Photocopies of Military Service Discharge Order or other military service documentation:

I. The contents shall be consistent with those in the "Military Service" column on your Government Employee Curriculum Vitae.

The English version is provided for reference only.The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

II. Not required if not applicable.
(9) Two 2-inch half-body color photos showing a full frontal view of the face and top of the shoulders. These photos will be used on your Government Employee Curriculum Vitae and Faculty ID Card. On the back of the photos, please write down your "unit/department," "position," and "name (both in Chinese and English, as they appear in your passport)."
(10) Photocopy of National Health Insurance Enrollment (Transfer Out) Application Form: You may apply for the original copy from your "original group insurance applicant" (former employer).
(11) Photocopy of Indigenous ID documentation or Handicapped Person Card: Not required if not applicable.
(A1) National Taiwan Normal University Procedural Form For Faculty Onboarding: Please ensure that your form has been signed and chop-marked by your Unit Supervisor.
(A2) Government Employee Curriculum Vitae: I. Please refer to the instructions on how to fill out the form found on the last three pages of the Government Employee Curriculum Vitae. II. Please paste a photo on Page 1 of your Government Employee Curriculum Vitae and fill in your new faculty email account. In the case of overseas-obtained degrees and work experience, a Chinese translation shall be included. Please make sure to write a brief description in the "Academic Expertise and Research" column on Page 14. III. The resume may be sent directly to NTNU by your former service unit.
(A3) National Taiwan Normal University Faculty Member Declaration of Citizenship: Please read and sign.
(A4) National Health Insurance Enrollment (Transfer In) Application for Category I Applicants.
(A5) Declaration for Enrollment in Government Employee and School Staff Insurance (GESSI) (2 copies).
(A6) Notice on Rights and Interests for Beneficiaries of the Public Service Pension Fund Program Regarding Remedial Premiums & Affidavit of Re-appointed Personnel: Those who have made remedial payments of pension fund at their former institution or school may submit a photocopy of the "*Payment Form for Remedial Payments of Pension Fund by the Public Service Pension Fund Management Board* 公務人員退休撫卹基金管理委員會補繳退撫基金年資繳款單".
(A7) Affidavit of Educators (declaring that the applicant has not engaged in any of the violations specified in said Affidavit) : Please read and sign.
(A8) Investigation Form and Notice on the Prevention of Illegal Leasing (Borrowing) of Professional Licenses or Part-time Jobs by Civil Servants of the Ministry of Education and its Affiliated Agencies and Schools. : Please ensure that your form has been signed and chop-marked by your Unit Supervisor.
(A9) Non-Disclosure Affidavit: Please read and sign.
(A10) New Faculty and Staff Remuneration Data Survey (Please attach a photocopy of the front cover of your bank passbook): The account number shall be consistent with that on the photocopy of your passbook cover. (#1341)

The English version is provided for reference only.The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

(A11) Dependent Declaration Form for Recipients of Income from Salaries and Wages: I. For income tax deduction use. II. Please print out on A4-size paper. (#1341)
(A12) Application Form for Preferential Savings and Amount Amendment: I. If you wish to apply for a Civil Servant and School Staff's Savings Account, please fill out this form and open a savings account at the NTNU Post Office. (Optional and available for application any time.) II. If you already possess a postal savings account, you may continue to use it so long as it is valid. Please attach a photocopy of the front cover of your bank passbook. (#1341)
(A13) Application Form for the Activation of New Faculty Members' Library Privileges: Please fill in the required information. A library ID shall be made and issued by the Circulation and Collection Management of Library. (#5225)
(A14) New Staff General Health Exam Form: Please submit said record no later than the start of school. (#6449)
(A15) Occupational Safety and Health Education Training Record Form: Please submit the form to the Campus Security Monitoring Room of the Environmental Safety and Hygiene Center for future reference on the day you report for duty. (#6504)
(A16) Notice on Information Security and Personal Information for New Recruits.
(A17) Online Application Form for Faculty Email Account: I. Please visit the website of the University's Information Technology Center / Email Services (http://webmail.ntnu.edu.tw/). Click Apply Email Account > Faculty Member, follow the steps shown on the page of "Application for Email Account," and print out the "Email Account Submission Form (signed and chop-marked by the applicant and the Unit Supervisor prior to submission to the University's Information Technology Center)" and the Email Account Usage Explanation Form (for your own reference). Be sure to have your new email address written on the Government Employee Curriculum Vitae (Page 1), New Faculty/Staff Salary Information Questionnaire, Application Form for the Activation of New Faculty Members' Library Privileges, and Faculty/Staff Civil Servant Savings Deposit Application and Amount Change Application Form. II. Please visit the website of the University's iPortal (http://iportal.ntnu.edu.tw/ntnu/) after Aug. 1st or Feb. 1st > Activate the Account for the First Time > key in the "account (i.e. e-mail account)" and "ID number" > identification and verification > completion of changing password so as to activate the e-mail postbox. **(首次帳號啟用→輸入「啟用帳號(即電子郵件信箱帳號)」及「身分證號碼」→進行身分驗證→完成變更密碼後，電子郵件信箱即自動生效。)** (#3731)
(A18) MOST Research Project Transfer Form. (#1325)

The English version is provided for reference only.The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.