

## **Important Matters for Recently Appointed Ming Chuan University Faculty Members**

Article 1. New faculty members are requested to complete the following forms which can be obtained from the Human Resources Division:

1. Report-in Form.
2. Personal Data Form.
3. Biographical Data Form with a 2-inch passport photo attached.
4. National Health Insurance Status Change (Transfer In) Application Form.
5. Automatic Salary Transfer to Taipei Fubon Bank Form.
6. Income Tax Dependent Qualification Application Form.
7. Letter of Guarantee of Service (for Teaching Assistants and administrative staff members only).

Article 2. New faculty members are requested to turn in the following documents:

1. Diploma of highest degree attained (both original and a copy; the original will be returned after being examined) and an academic transcript.
2. Two copies of Household Registry Transcript or Household Registry Certificate.
3. One copy of completed National Health Insurance Status Change (Transfer Out) Application Form.
4. Four 2-inch passport photos.
5. Proof of Resignation from previous employer (this is not necessary if there is none).
6. One copy of passport and Alien Resident Certificate (ARC).
7. Two copies of ROC (Republic of China) ID card