



# Useful Guides for New Employees

Institute of Physics, Academia Sinica  
Taipei, Taiwan R.O.C.

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Personnel Dept.  
Institute of Physics, Academia Sinica

\*For any suggestions of updates, please contact Ms. Stella Huang at the Personnel Dept.

## Introduction to Academia Sinica

Academia Sinica, the most preeminent academic institution in the Republic of China, was founded in 1928 to promote and undertake scholarly research in sciences and humanities. Many of the research institutes and research centers are now headed by world-renowned scholars and staffed by highly trained, motivated, and creative young investigators. Major strides have also been made toward raising the standards of academic research, and Academia Sinica is presently positioning itself to move its research activities to the international level.

Aside from placing greater emphasis on opening up new areas of intellectual endeavor, Academia Sinica is also taking a leadership role in launching new initiatives in applied areas to meet a broad spectrum of social needs in Taiwan. Academia Sinica has adopted various measures to promote the internal integration of research activities in the three research disciplines of mathematics and physical sciences, life sciences, and humanities and social sciences. We also make great efforts on international cooperation and scholarly exchanges that will accelerate the overall development of academic research in Academia Sinica and the Republic of China.

## Introduction to Institute of Physics, Academia Sinica (IOPAS)



The Institute of Physics, Academia Sinica (IOPAS) as one of the most prominent institutes in “mathematics and physical sciences” research group, was founded in Shanghai in 1928 and re-established in Taiwan in 1962, with Dr. Ta-You Wu as its first Director.

At present, current research areas can be grouped into three main categories:

Quantum Materials Physics, Physics of Active Biological Systems, Medium and High Energy Physics. the Institute has research faculty in different academic level and various research fields, including distinguished research fellows, research fellows, associate research fellows, assistant research fellows, senior research scientist, associate research scientists and assistant research scientist in three research groups. The Institute also maintains more than 400 young bloods, which include visiting scholars, postdoctoral researchers, administrative assistants, research assistants, and students from collaborative universities. With the active research energy, creativity and togetherness of all laboratories and administrative divisions, the Institute of Physics is expected to play an increasingly significant role in the development of physics and technology in Taiwan.

## Before your arrival

After you reach an agreement about your future employment / stipend with your PI (supervisor/professor in IOPAS), his/her secretary should contact you and ask you to offer the required documents for employment/stipend for inside-IoP applications. Please send the complete files to them in time, especially when you are coming to AS from abroad. The secretaries will be the most important people in your future life in IOPAS. If you have any questions or troubles before and after your arrivals, they will try their best to help you. They will be the main character in close contact with you about your employment/stipend. Each secretary manages the duties of different PIs.

## List of Group secretary

Secretary	Group / PIs belongs to
Ms. Hung, Min-Ling (Judy)	Director of IOPAS (Currently Dr. <a href="#">Chang, Chia-Seng</a> )
Ms. Lee, Fu Fang (Fiona)	Quantum Materials Physics : <a href="#">Hwu, Yeu-Kuang</a> <a href="#">Yip, Sungkit</a> <a href="#">Lee, Wei-Li</a> <a href="#">Lin, Kung-Hsuan</a> <a href="#">Lin, Hsin</a> <a href="#">Hsu, Chen Hsuan</a>
Ms. Tseng, Yu-Ping	Quantum Materials Physics : <a href="#">Chen, Yang Yuan</a> <a href="#">Lee, Shang-Fan</a> <a href="#">Ke, Chung-Ting</a> <a href="#">Wen, Yu-Chieh</a> <a href="#">Ou, Min-Nan</a>
Ms. Chu, Michelle	Quantum Materials Physics : <a href="#">Chang, Chia-Seng</a> <a href="#">Hwang, Ing-Shouh</a> <a href="#">Chou, Chia-Fu</a> <a href="#">Su, Wei-Bin</a> <a href="#">Chuang, Tien-Ming</a> <a href="#">Raman, Sankar</a>
Ms. Rao, Cindy	Physics of Active Biological Systems : <a href="#">Leung, Kwan-Tai</a> <a href="#">To, Kiwing</a> <a href="#">Chen, Yeng-Long</a> <a href="#">Lin, Keng-hui</a> <a href="#">Guo, Chin-Lin</a> <a href="#">Hiraiwa, Tetsuya</a> <a href="#">Tsai, Jih-Chiang(JC)</a> <a href="#">Shih, Hong-Yan</a> <a href="#">Huang, Jung-Ren</a>
Ms. Sam, Svetlana CY	High Energy Physics (Theory) : <a href="#">Li, Hsiang-Nan</a> <a href="#">Ng, Kin-Wang</a> <a href="#">Wu, Meng-Ru</a> <a href="#">Yuan, Tzu-Chiang</a> <a href="#">Yang, Di-Lun</a> <a href="#">Fedynitch, Anatoli</a>
Ms. Liu, Tsui-Shya (Tracy)	High Energy Physics (Experiment) : <a href="#">Chang, Yuan-Hann</a> <a href="#">Hou, Suen</a> <a href="#">Chu, Ming-Lee</a> <a href="#">Lin, Chih-Hsun</a> <a href="#">Haino, Sadakazu</a>
Ms. Su, Jing-Xuan	High Energy Physics (Experiment) : <a href="#">Chang, Wen-Chen</a> <a href="#">Wong, Henry Tsz King</a> <a href="#">Wang, Song Ming</a>
Ms. Chow, Miranda	<a href="#">Wu, Maw-Kuen</a>
Ms. Chen, Yu-Wen	<a href="#">Chen, Chii Dong</a>
Ms. Huang, Ying-Feng	<a href="#">Shiue, Jessie</a>
Ms. Liao, Nereid	AGRC (Grid) <a href="#">Chang, Yuan-Hann</a> <a href="#">Yen, Eric</a>
Ms. Wu, Flora	TIGP program - Nanotechnology

## Required documents for starting your employment/stipend

Based on different job categories/status in IoP, you will need to offer different required documents for employment/receiving stipend in IoP to your group secretary.

### **For Employment (Work as a Postdoc, or research assistant)**

1. Valid original passport and Alien Resident Certificate (ARC, if you already have it).
2. Diploma of your highest degree (**Foreign diploma should be verified by Taiwan embassies/ representative offices, and translated into Chinese if it is not issued in Chinese or English.**)
3. Certificate of withdrawal National Health Insurance from previous company or institution (If your previous job is in Taiwan)
4. Termination Certificate from previous institution (If you need to cumulate your job tenure)
- \* If you have ever worked at the Academia Sinica before, please inform and provide the name of your former institute.
5. One photo of you in JPG format (for applying Sinica ID card)
6. Account book from Taiwan Post Offices (if you already have it)
7. Other required documents asked by your group secretary.

### **For Student Stipend (Current students from other universities)**

1. Valid original passport and Alien Resident Certificate (ARC, if you already have it).
2. Certificate of current student status issued by the university
3. One photo of you in JPG format (for applying Sinica ID card.)
4. Account book from Taiwan Post Offices (if you already have it)
5. Other required documents for students asked by your group secretary.
- \* If you have ever received stipends from other institutes in Academia Sinica before, please inform and provide the name of your former institute.

Note: In this guide for new employees, we will mainly focus on the part of employees (contract-based postdocs, research assistants) since they are more enrolled and have only support from Academia Sinica.

For the part of students receiving stipends here, your main identity and support will come from the university you receive education (AS collaborative universities, such as National Taiwan University, National Tsing Hua University, National Central University, and so on.) You will not need to apply visa, ARC through Academia Sinica, nor use IOPAS attendance system, join NHI or labor insurance here, neither. But still, as we collected these useful information for IOP new comers, we hope this can also help you get used to our institute and Academia Sinica more conveniently and quickly. Please refer to the parts related to you.

## Visa Application Procedures

If you are entering Taiwan as a hired employee (e.g. postdoc, assistant) in Academia Sinica, information required for your visa application must be sent to your group secretary in time (approximately 3-4 months prior to the date you intend to enter Taiwan.)

- A color-scanned copy of your valid Passport photo page
- Updated CV including publication list
- The approximate date of your visa application
- The specific location of the Representative Office you will go to apply for visa.

After receive the application from the group secretary, IOP personnel department will send the application to the headquarters of Academia Sinica. When we receive the official document from Academia Sinica, an electronic copy together with other attachments (including a signed invitation letter) will be sent to you by your secretary. Then you can initiate your visa application at the Taiwan Representative Office in your home country (the place of your long residence). Then, the office will issue either a “Visitor Visa” or “Resident Visa” to you based on different conditions. You will need to change visa to ARC after you start to work in Taiwan.

If you are entering Taiwan as other identities, for example you are receiving stipend / internship as a student already studying in foreign university, or a visiting scholar in IOPAS, we may also need to send application to the headquarters of Academia Sinica depends on different occasions due to the length of your stay and whether your home country is visa-exempt or not. Please check with your secretary in advance.

Since the regulations and policies keep changing, please check the official website of Bureau of Consular Affairs <https://www.boca.gov.tw/> every time before you plan for your entry.

\* If you are a student start pursuing degree in Taiwan, the application of your visa may be managed by your university.

## Foreign Diploma Verification (For postdocs and assistants only)

If your highest diploma is not issued by universities in Taiwan, you will need to have it verified by the Taiwan Representative Office in your home country. The procedure may take a month or longer, so please be sure to initiate the process as soon as you reach an agreement about your employment with your PI. After you receive the verification, please send your group secretary a scanned copy as soon as possible. When we send your employment application to the headquarters of Academia Sinica after your registration (report on duty in Academia Sinica), they will ask for your diploma copy together with your passport photo page. Besides, if the diploma is not issued in Chinese or English, it will also need to be translated into English or Chinese.

Please check the information on the website of Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C. Taiwan for foreign documents authentication services.

<https://www.boca.gov.tw/np-138-2.html>

## **Before your flight to Taiwan**

Once you obtain your Taiwan visa, you are advised to fix your travel schedule as early as possible, and start to look for a place for the beginning days of your AS life. It can be a hotel or the residence of a friend, and you are also suggested to prepare a cell phone with internet functions (Taiwan SIM card is needed.)

After everything is done, please notify your group secretary of your itinerary, hotel information and other contact information, so that she can make some further arrangement if need. If there are any changes about your arrival dates, please keep in contact with her or notify your PI.

In addition to your future work, you may want to gain more understandings of Taiwan before you start to work in Academia Sinica. On Youtube, there are several videoclips made by foreigners in Taiwan, such as “Top 10 Taiwan Travel Tips for First Time Visitors,” “Taiwan Travel Tips” which may help you get a clearer image of Taiwan in advance.

## After you arrive Taiwan ~ Before you come to IOPAS for Registration

### AS ↔ Airport

[Google Map from Taiwan Taoyuan International Airport to Academia Sinica](#)

### Taiwan Taoyuan International Airport (Airport code TPE):

#### 1. By Taxi:

Taxis queue outside the Arrival Halls of both Terminal I and Terminal II of Taiwan Taoyuan International Airport. Airport taxis charge according to the meter plus a 50% surcharge (highway tolls not included). Typical fare to Taipei downtown is around NT\$1,500. Duration of the ride: about 60 minutes in moderate traffic.

#### 2. By Long-Distance Bus:

Take 國光客運 Kuo-Kuang Motor Transport - **【1843】Nangang - TPE Airport**

Ticket counter is located in the Arrival Passenger Reception Areas of both Terminals. Adult single fare is about NT\$145. Duration of the ride: about 90 minutes in moderate traffic. You can get off at "Nankang Exhibition Center Station" stop, from where you can take a taxi to Academia Sinica for about NT\$100 (it takes less than 10 minutes to arrive at Academia Sinica), or transfer the buses for NT\$15 as mentioned in above section.

#### 3. By TaoYuan Metro System+ Bus:

[https://www.tymetro.com.tw/tymetro-new/en/\\_pages/travel-guide/road.html](https://www.tymetro.com.tw/tymetro-new/en/_pages/travel-guide/road.html)

You can get off at "Taipei Main Station", take MRT "Blue Line" (Banqiao-Nangang Line) and get off at the terminal stop "Nankang Exhibition Center Station". Walk out the station and take a taxi to Academia Sinica for about NT\$100 or take the buses.

### Songshan Airport (Airport code TSA)

#### 1. By Taxi:

The taxi charges by meter. Typical fare from Songshan Airport to Academia Sinica is around NT\$500. Duration of the ride: about 30 minutes in moderate traffic.

If you are taking a taxi, you can show this to the driver:

請載我到中央研究院，謝謝！  
台北市南港區研究院路二段 128 號

(Please take me to Academia Sinica, thanks!  
Address: 128 Academia Road, Section 2,  
Nangang, Taipei.)

#### 2. By MRT + Bus

Take MRT Wenhu Line (Brown Line) from "Songshan Airport Station" to "Nangang Exhibition Center Station" (the last stop), get out from Exit No. 2 or No.5 and then cross the street for bus route 276, 306, 620, 645, get off at "Academia Sinica Stop".

## Coming to IOPAS for your employment : Registration Procedure

### Before Registration

Please contact your group secretary to make appointment of registration. If your start date falls on a weekend or public holiday, please complete your registration procedure a couple of days beforehand.

Your group secretary will guide you to complete [Information and Safety test for new IOP employees](#) and [New Employee's Personnel information input](#) (intranet only) and read the “IOP Staff Notice.” Please ensure you complete all the tests and personal information input before you turn to the personnel.

### Registration

For employees (with labor insurance) only: According to AS regulations, you must complete registration procedures before 11 a.m. of the start date of your employment, or your start date have to be postponed to the next working day. Please complete registration procedure the day before your start date if it is a holiday.

Please show up at IoP 1F administration room together with your group secretary or lab member who can accompany you and help to translate. You will need to complete registration at several departments, including personnel, accounting and cashier.

### Personnel

In IOP, we have different personnels for different job categories or budget(project). Your group secretary will accompany you to whom you should go to. Besides group secretary, personnels will manage many parts of your career life in ASIOP, including your salary, insurance, attendance, leaves and absence, Sinica ID card, and your identity in ASIOP.

Name of Personnel	Categories of Management
Mr, Jim Kao (Supervisor of Personnels)	Faculty (PIs), civil servant
Ms. Ruby Chiang	Postdocs, part-time employees, AS and NSTC research projects application
Ms. Stella Huang	Full-time assistants and students in Academia Sinica budget, TIGP students, interns.
Ms. Yu-Jie Huang	Full-time assistants and students in NSTC projects
Ms. Shu-Ai Chou	Visa, ARC, short-termed visiting scholars



At the part of personnel, you will need to:

(1) Hand in your official copy of diploma for examination, and your labor health check report (must be offered to Academia Sinica no later than one month after your employment started. For the details, the group secretary should have told you when she collects the documents for employment from you.) Be sure to verified your diploma if it was issued by foreign universities outsides Taiwan.

(2) Sign and fill in the documents or registration

① Contract (2 copies, 1 for ARC application.)

Under current employment legislation, each employee must receive written particulars of the terms for the specific employment. A formal and official employment contract, together with a job description, must be issued to the person to be employed by the appointing institute, written in the standard Academia Sinica format. If you are in doubt or have any questions about your conditions of employment, you should first consult the administrator (or equivalent) of your institute.

② Declaration that you don't have any personal relationship with your supervisor.

Due to Law constraints, we cannot hire the spouse or relatives of PI (especially the Director and Deputy Directors) in same institute.

③ Agreement on Ownership and Confidentiality of Research and Development Achievements by Academia Sinica Laboratory Personnel

④ Document Declaration <The Prohibition Against Unauthorized Software>

⑤ Labor Pension Document for Domestic **(Only if you married to Taiwanese citizens or you hold a permanent ARC. Please notify us if you are applicable.)**

⑥ Before-the-job Disclosure Statement for Academia Sinica Staff Holding Part-time jobs.

⑦ National Health Insurance application for Dependents. (Foreign dependents could be insured after stay in Taiwan for 6 months, or new born baby after 2017-12-01.)

(3) Apply the Sinica ID card (AS ID badge)

After registration, the personnel in charge will help to apply the Sinica ID card from the personnel office in the Headquarters of Academia Sinica. This usually takes several days to 2 weeks. Ms. Miao-Chen Chang <[jackiechang@gate.sinica.edu.tw](mailto:jackiechang@gate.sinica.edu.tw)> will notify you or your secretary when your card is ready.

## Accounting

The accountants will confirm the starting of your salary and the budget used.

## Cashier

The cashier will confirm the status of your future tax, labor pension distributions, and the way you will receive salary (post office saving account). In the future, if you have

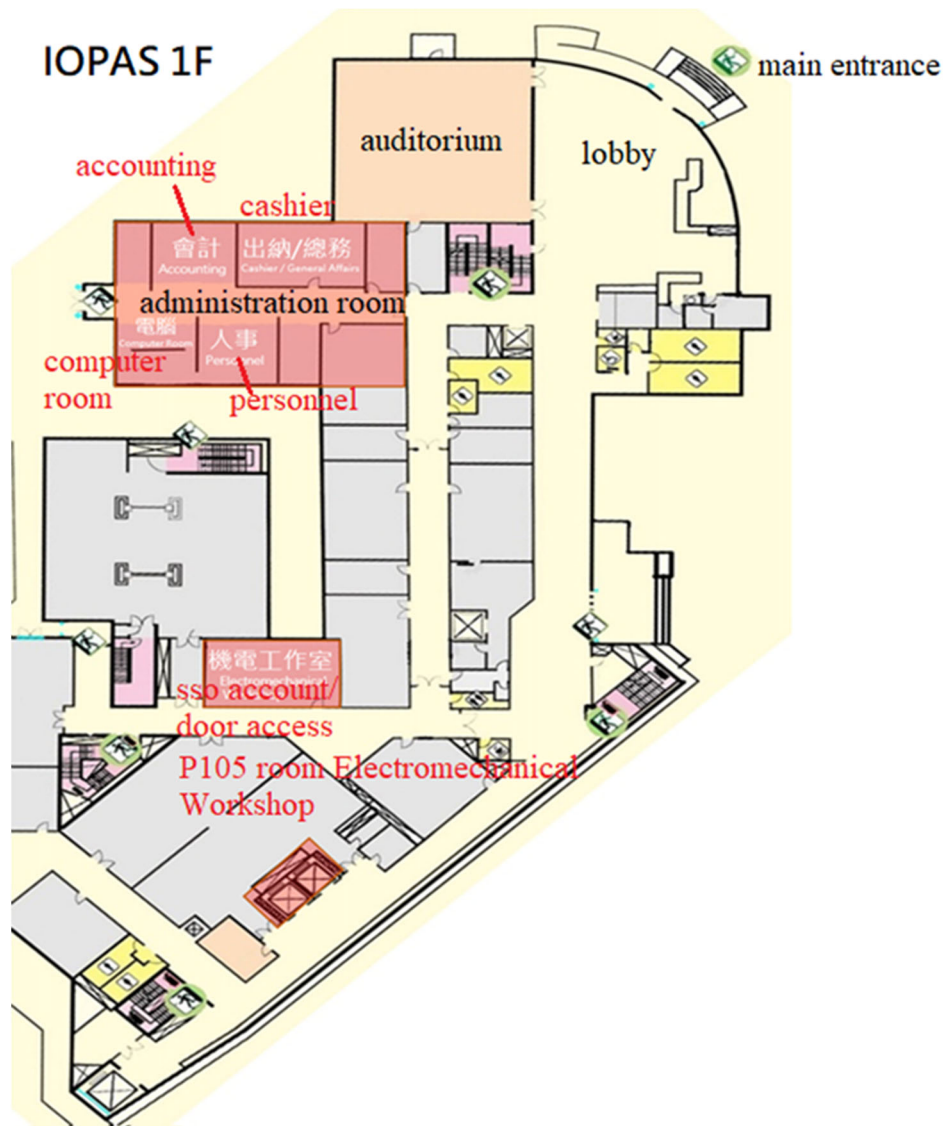
problems of not receiving salary, tax documents, or questions about tax payment (different tax rate based on the days of residence in a year), please confirm with her.

## Electromechanical Workshop

Please apply for a SSO (gate email) account 2 hours later, after you complete the registration procedures and after the start date of employment begins. Students can use university mailboxes instead of applying a new SSO account.

[Computer Room-related applications](#) → [計中 Gate 帳號申請](#) → [SSO application](#)

After successful application of SSO, please provide your Sinica email or university email address (students) to Mr. Ming-Hong Chien <[ddj@phys.sinica.edu.tw](mailto:ddj@phys.sinica.edu.tw)> at IOP Electromechanical Workshop to complete registration, and you are required to join the IoP all-users mail group. For security reasons, employees should use this account for official communications.



## Life in IOPAS

### Documents and Things you will need in IOPAS or Taiwan

#### Labor Health Check for new employees in AS

Since February 2022, new employees (postdocs, assistants, etc.) in Academia Sinica must offer the official copy of labor health check report in a month after registration. You are highly recommended to take labor health check in hospitals or clinics in Taiwan.

Health check for new employees should include certain categories listed:

- (1) Survey on work experience, past medical history, living habits and subjective symptoms.
- (2) Height, weight, waist circumference, vision, color vision, hearing, blood pressure, physical examination and consultation with the doctor.
- (3) Chest X-ray photographic examination.
- (4) Examination of urine protein and urine occult blood.
- (5) Examination of hemoglobin and white blood cell count.
- (6) Examination of Blood sugar, serum alanine aminotransferase (ALT), creatinine, cholesterol, triglycerides, high-density lipoprotein cholesterol (LDT).
- (7) Other examinations designated by the central authority of labors.

體格檢查項目
(1) 作業經歷、既往病史、生活習慣及自覺症狀之調查。
(2) 身高、體重、腰圍、視力、辨色力、聽力、血壓與身體各系統或部位之身體檢查及問診。
(3) 胸部X光（大片）攝影檢查。
(4) 尿蛋白及尿潛血之檢查。
(5) 血色素及白血球數檢查。
(6) 血糖、血清丙胺酸轉胺酶(ALT)、肌酸酐(creatinine)、膽固醇、三酸甘油酯、高密度脂蛋白膽固醇之檢查。
(7) 其他經中央主管機關指定之檢查。

You can show this list to the hospital (part of the hospitals or clinics do not have labor health check services. You can check with the hospital or your group secretary in advance.)

#### Alien Resident Certificate (ARC) application – Employment

According to Immigration Law and Regulations Governing Alien visits, Residence and Permanent Residence, all foreigners holding resident visas and intending to live in Taiwan for more than 180 days are required to apply for the ARC.

A visitor Visa is generally valid for 30-90 days. The Institute will help to apply for a Resident Visa if needed when the foreigner starts work/study at Academia Sinica. With a resident visa or Type-A visitor visa at hand, you can apply for the Alien Resident Certificate (ARC). This is the most prominent identity card for foreign residents in Taiwan, so be sure to extend it before it expires in advance, or renew it immediately whenever you change your passport number, residence address in Taiwan, or reason of residence.

The application procedures will be: When you receive your employment contract upon your formal registration, the group secretary will apply for an Academia Sinica approval letter (work permit) required for the ARC application at the local Immigration Service Center. Ms. Shu-Ai Chou from personnel department of IOPAS will notify you or the group secretary, when the document is approved and issued by the headquarters of Academia Sinica. One copy of contract and certificate of employment will be together with the approval document.

And then, you can carry the documents and your original passport with resident visa (or type A visitor visa), residence rental lease, fee (about NT\$1000 for one-year validity), one color photograph, and go to the Immigration office. You should apply for an ARC within 15 days upon entering the country or changing status to resident visa.

For ARC application requirements and application fee, please refer to

<https://www.immigration.gov.tw/5475/5478/141465/141808/141970/>

National Immigration Agency—Taipei City Office (For residents of Taipei City only)

Office hours: Mon.~Fri. 08:00~17:00

Address: No.15, Guang Zhou St., Zhong Zheng District, Taipei City

Subway: Xiaonanmen MRT Station, Exit 2

The benefits of holding ARC include: you may reside in Taiwan legally, request a re-entry permit to allow one to re- enter the country within the validation date, open a savings account (and ATM card) in Chunghwa Post Office and banks (which is the only way to receive monthly salary in Academia Sinica), join the labor insurance and the pension plan, join the National Health Insurance (NHI) Program (see below section.)

As a result, please go to the Immigration office as soon as you received the documents, and send a color scanned copy of both sides of your new ARC to your group secretary and personnel when you receive it.

\* If you are a student start pursuing degree in Taiwan, the application and extension of ARC will be managed by your university. Please send your group secretary a color scanned copy of both sides of new ARC every time you received it, so that we can keep the latest one to join student group insurance in IOPAS for you.

## National Health Insurance (NHI) Card

After you received your first ARC with the reason of residence: Employment-Academia Sinica, please send a color scanned copy of its both sides to your group secretary and the personnel. The personnel will help you to join National Health Insurance program in Taiwan, with which you can go to clinics or receive medical care with lower fees. If you have spouses and children in Taiwan with you, you may also apply to pay for their NHI under your salary.

If this is your first time applying for the NHI card, (e.g. newborns or newly-hired foreign employees who have completed the enrollment), please complete the “Application For NHI Card” and either go to the National Health Insurance Administration’s regional division, or send it there via registered mail for application. For more details, please refer to the National Health Insurance Administration's website at <http://www.nhi.gov.tw>

## Post office saving account

In Academia Sinica, all salary must be wired into post office passbook saving account. Your monthly salary will be deposited directly to your post saving account on the first day of every next month unless your start date of employment exceeds the date Cashier processes monthly salary. Please check your monthly salary pay slip you receive via an email notification, and check with the Cashier if there’s any problems about your salary.

Accounts can be opened at any branch office of Chunghwa Post offices, there is one conveniently located on the Academia Sinica campus, close to the Hi-Life convenience store in Academia Sinica. Hours of service are Mon - Fri 08.00 am - 05.00 pm (postal services 05.30pm), and Sat 08.30 am - 12.00 pm.

Account opening (foreigners: ARC as identity card) and documents for application:  
[https://www.post.gov.tw/post/internet/U\\_english2/index.jsp?ID=3515010102](https://www.post.gov.tw/post/internet/U_english2/index.jsp?ID=3515010102)

## Attendance (Working hours and Leave-of-Absence)

In IOPAS, administrative and technical staffs are required to clock in and clock out, and should follow the regular work shift schedules (work hour 9hrs including lunch time). Lab/research assistants follow a flexible work shift schedules assigned by their PIs. Sign in and sign out (login with your SSO account) is required on IoP lab members’ Attendance System at: <https://oa.phys.sinica.edu.tw/attendance/index.html>. Please pay attention to regular sign in in time. One cannot sign in the dates after 7 days.

You can also apply for leaves in the system. Please apply in advance for official leave of absence (business trip), personal affairs and annual leaves categories. You will have your

first 3-day annual leaves in the same year after you begin to work for continuous 6 months. For the annual leaves of the following years, please refer to the list and categories of leaves in the system you take leaves.

## **Income Tax**

The tax year in Taiwan runs from January 1st to December 31st. Taxes for the past year must be filed before May 31th every year. The income tax rate for foreign employees is 6% if your income is less than 1.5\*annual basic salary (floating, based on the announcement of the government every year) and 18% if your income exceeds 1.5\* annual basic salary. However, you are eligible for the same tax benefits and deductions of a Taiwanese citizen if you stay in Taiwan for more than 183 days in the year concerned and offered related proofs and apply to the Cashier. The adjusted rate will be deducted based on the rate of domestic nationals. For detailed information please refer to the Ministry of Finance website: <https://www.mof.gov.tw/eng>, or consult with IOPAS Cashier who sends your salary slip to you every month.

## **Labor pension (distributions) for foreign employees**

Employers and foreign employees contribute 2% to 15% of employee's monthly wages to a special account as a reserve fund of retirement payment for employees. The rate of contribution for Academia Sinica is 6% of the employee's monthly wages. As a result, except tax, you will have 6% salary taken away every month.

However, the taken part along with the 6% offered by Academia Sinica, will be returned to your salary account (post office saving account) after you resigned / retired from Academia Sinica.

According to the Nationality Act, foreign nationals who become more involved in Taiwanese citizens, for example (1) married to Taiwanese citizens, (2) change nationality to Taiwan R.O.C, or (3) be issued a permanent ARC (APRC), are subject to the Labor pension Acts applies to domestic employees. Therefore, once you married a Taiwanese husband/wife, get a Taiwanese national ID, or APRC, please notify your group secretary and personnel immediately. The personnel will need to change your Labor pension (distribution) from foreign to domestic type.

Retirement Payment can commence upon the following retirement conditions being met: When a worker attains the age of 55 and has worked for 15 years. Or  
When a worker attains 60 years of age and has worked for 10 years. Or  
When a worker and has worked for more than 25 years.  
And (4) A worker has been employed by one and the same business entity.



## **During you are in IoP – Other tips and information**

### **Problems with wifi, VPN, computer or printers**

For IT-support, including IOP wifi account, VPN, SSO account, printer setup, or all-users mailing list, please contact Mr. Hong-Ru Shih and Ms. Hui-Ling Yeo at IOP Computer Room in 1F administration room, or write to [service@phys.sinica.edu.tw](mailto:service@phys.sinica.edu.tw)

### **IOP General Service**

In the administrative system of IOPAS, there are several sub-systems you can use. IOP intranet is required. [https://oa.phys.sinica.edu.tw/inside/index\\_en.php](https://oa.phys.sinica.edu.tw/inside/index_en.php)

### **Lunchbox reservation system (in Chinese only)**

We have a Lunchbox reservation system in Chinese only due to the constraint of nearby restaurants. If you are a new comer having no idea where to eat, and you can read Chinese, or you can ask your lab members or group secretary (if possible) to help and reserve a lunchbox at 1F lobby counter.

<https://oa.phys.sinica.edu.tw/admin/meal/index.php>

### **SSO General Service**

You can login into SSO system – Individual services

[https://ssportal.sinica.edu.tw/portal/svcItems\\_3.php?Icon=Icon02](https://ssportal.sinica.edu.tw/portal/svcItems_3.php?Icon=Icon02)

to use various administrative services linked to SSO account. For example, to receive gate webmail, set up alternate e-mail in staff directory inquiry system, activate Sinica VPN, check your AS Employee Training Record, and so on. (Do not use the attendance management system here; use the one in IOPAS intranet.)

### **Chinese Class**

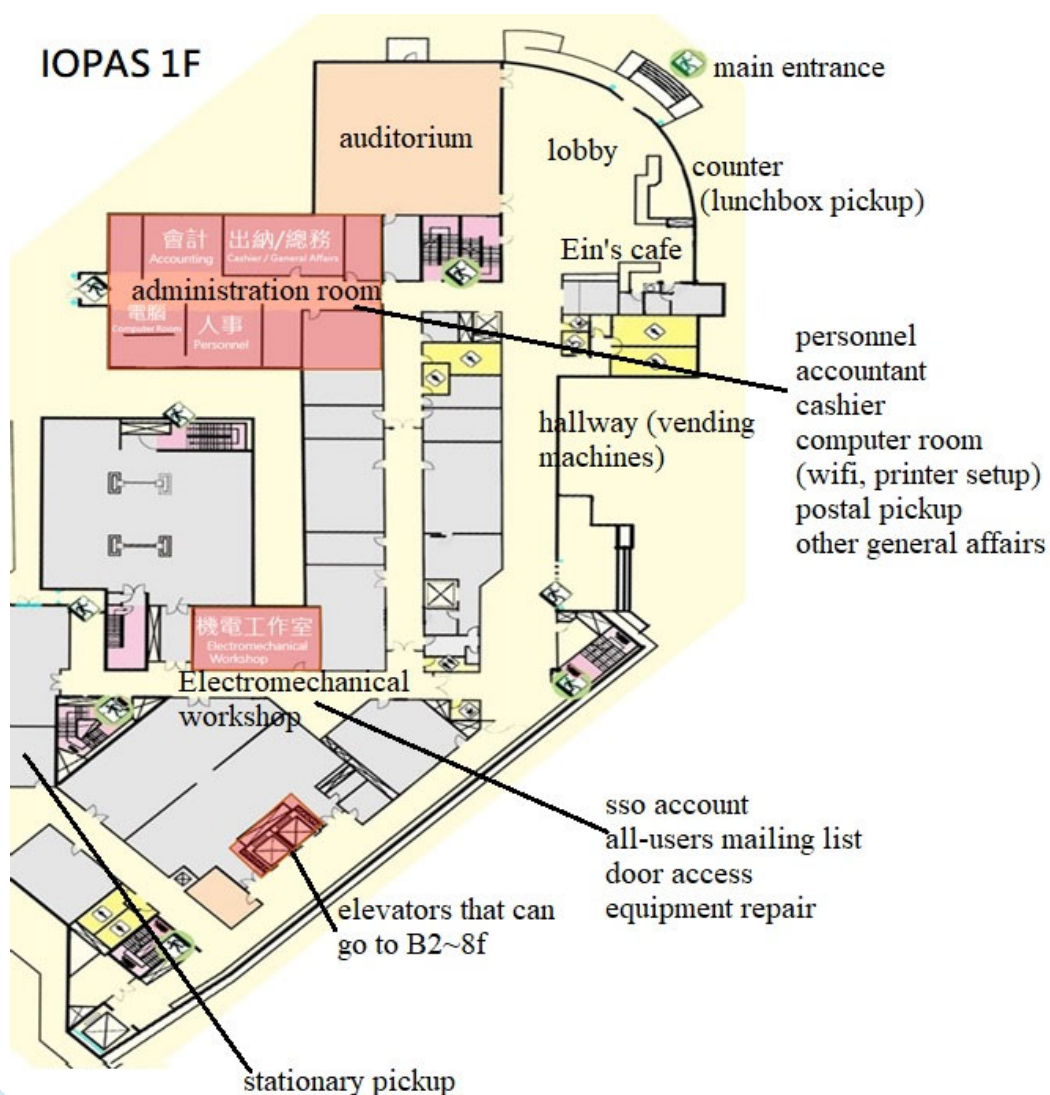
Academia Sinica provides Chinese classes for foreign researchers to improve their Chinese communicative skills in daily life. There are 2 semesters of the intermediate Chinese Class per year. Autumn Semester is from September to January, while Spring Semester is from the end of February/ the Beginning of March to June. Foreign nationals (faculty, postdocs, research assistants, visiting experts) is in Monday, Friday class and TIGP students in Thursday class. If you are interested in learning Chinese, please pay attention to related announcement. Or contact Ms. Nicole Chen from Department of International Affairs, Academia Sinica at [<tigpsip@gate.sinica.edu.tw>](mailto:tigpsip@gate.sinica.edu.tw)

## Stationary pickup

You can apply and pick up stationary or part of laboratory consumables in a shop operated by General Affairs Office of IOPAS. The opening hours are 14:00-16:00 every Wednesday. Please go to P113 room on 1F of IOPAS during its opening hours.

## Café and beverage vending machines in IOPAS

In the lobby of IOPAS, we have a well-equipped cafe named Ein's Café. The opening hour is Mon to Fri 12:45-13:45, selling various drinks including espresso, latte, americano, milk tea, matcha or hot chocolate and the price is around 35-60 in the average. The staffs are all volunteered IOP staffs (administrative assistants or lab members) who spent their own lunchbreak to cook delicious coffee for customers inside or outside IOPAS. Besides this, IOPAS also set up two vending machines in the hallway on 1F, selling bottled beverages and coffee.





## Life in AS, Nangang and Taipei (Outsides IOPAS)

### AS campus map

### Academia Sinica Map Guide



## **Gym**

Academia Sinica has a well-equipped gym located besides the activity center with discounted entry fee for AS employees/students with Sinica ID card. For single entry, you need to pay NT\$50. You can also buy tickets or deposit entry fee in your Sinica card. In the gym, we have swimming pool, fitness room, dance(aerobics) room, jogging track, badminton courts, tennis court, basketball/volleyball court, and table tennis area. Facilities Opening Hours: around 06:00-22:00 pm daily, some facilities have cleaning time or additional fee. Check <https://dga.sinica.edu.tw/pages/1396> for more details.

## **Medical service**

There is an infirmary located on the 1st floor of the gymnasium building. The service hours are basically Monday to Friday from 14 to 16 pm. For medical appointments, feel free to make on-line reservation at <https://dga.sinica.edu.tw/pages/2412> before you go to the infirmary. Due to its limited equipment and space, the symptoms to deal with and the medicines (therapy) are basic. On the other hand, the medical fee is quite cheaper than clinics outsides AS and you don't need to bring NHI card.

## **Groceries Store / Convenience stores**

There is an on campus general (groceries) store located at the 2nd floor next to the campus post office. This store is open: Monday to Friday from 09:30 to 16:30. Besides, we have one Hi-Life convenience store located at the 1F besides the post office.

## **Post office Postal & Banking Services**

The banking hours are from 9:00 to 15:30 on weekdays in Taiwan. Foreigner may open a saving account and apply for ATM card at Chunghua Post Office or bank by presenting a valid passport and ARC. Please inquire at each bank about their banking policies, especially exchanging traveler's checks, wiring money, opening foreign dollar accounts, ...etc, before you open an account. The most convenient saving services is the post office in Academia Sinica, located near the Hi-Life convenience store and bus stop. In Academia Sinica, we only accept post office saving account as your salary account.

## **IoP Ein's Café and beverage vending machines**

In the lobby of IoP, we have a well-equipped Ein's Café. The opening hour is Mon to Fri 12:45-13:45, selling various drinks including espresso, latte, americano, milk tea, matcha or hot chocolate and the price is around 35-60 in the average. The staffs are all volunteered IOP staffs who spent their own lunchbreak to cook delicious coffee for customers inside or outside IOP. Besides this, there are two vending machines in the hallway on 1F.

## **Transportation outsides AS**

**A Quick Look of How to get to AS:** <https://www.ifs.sinica.edu.tw/pages/1966>

### **AS ↔ Some collaborative university in Taiwan**

To go to AS's collaborative universities (National Taiwan University, National Tsing Hua University, National Central University, National YangMing ChiaoTung University) during office hours, you can take AS shuttle bus.

For the details, such as route map, fares, operating period, please check [AS Shuttle Bus Service Schedule](#).

### **AS ↔ Other places in Taipei by bus**

The nearest bus stop will be “Academia Sinica” stop near the post office.

Route : 205, 212, 212(Express), 212(Shuttle), 270, 276, 306, 620, 645, S12, BL25, 679, S5, S1. All of these buses will pass by MRT stations.

Due to the location of Academia Sinica, for public transportations, we must take bus and then go to other transportation spots such as MRT stations, train stations or airports. Or you may choose to drive your own car, take taxi, uber, or ride a bicycle/motorcycle.

### **AS ↔ Train station:**

Take Bus 306, 205, 276, and get off at Nangang Administrative Center. Walk to Nangang Train Station.

Take Bus 270, 212(Express/Shuttle), 679, BL25 and get off at MRT Nangang Station. Walk to Nangang Train Station.

Take Bus 306, 205, 276, and get off at Songshan Train Station.

### **AS ↔ MRT station**

Bannan(Blue) Line: Nangang Station

Take Bus 270, 212(Express/Shuttle), 679, BL25 and get off at MRT Nangang Station Stop.

Bannan(Blue) Line and Wenhua(Brown)Line: Nangang Exhibition Center Station

Take Bus 306, 205, 276, 620, 645, 679, S1, S5, S12 and get off at Nangang Exhibition Hall Stop.

Metro Tickets & Travel Pass Recommendations:

<https://english.metro.taipei/cp.aspx?n=BECC2E7AC426F659>

Recommended: Stored value card (IC cards, can be topped up), including EasyCard, iPASS, icash cards. These Stored value card can be topped up and are accepted both on public transports and for small payments such as in the convenience stores.



# Route map of Taipei METRO MRT

<https://english.metro.taipei/cp.aspx?n=1BE0AF76C79F9A38>

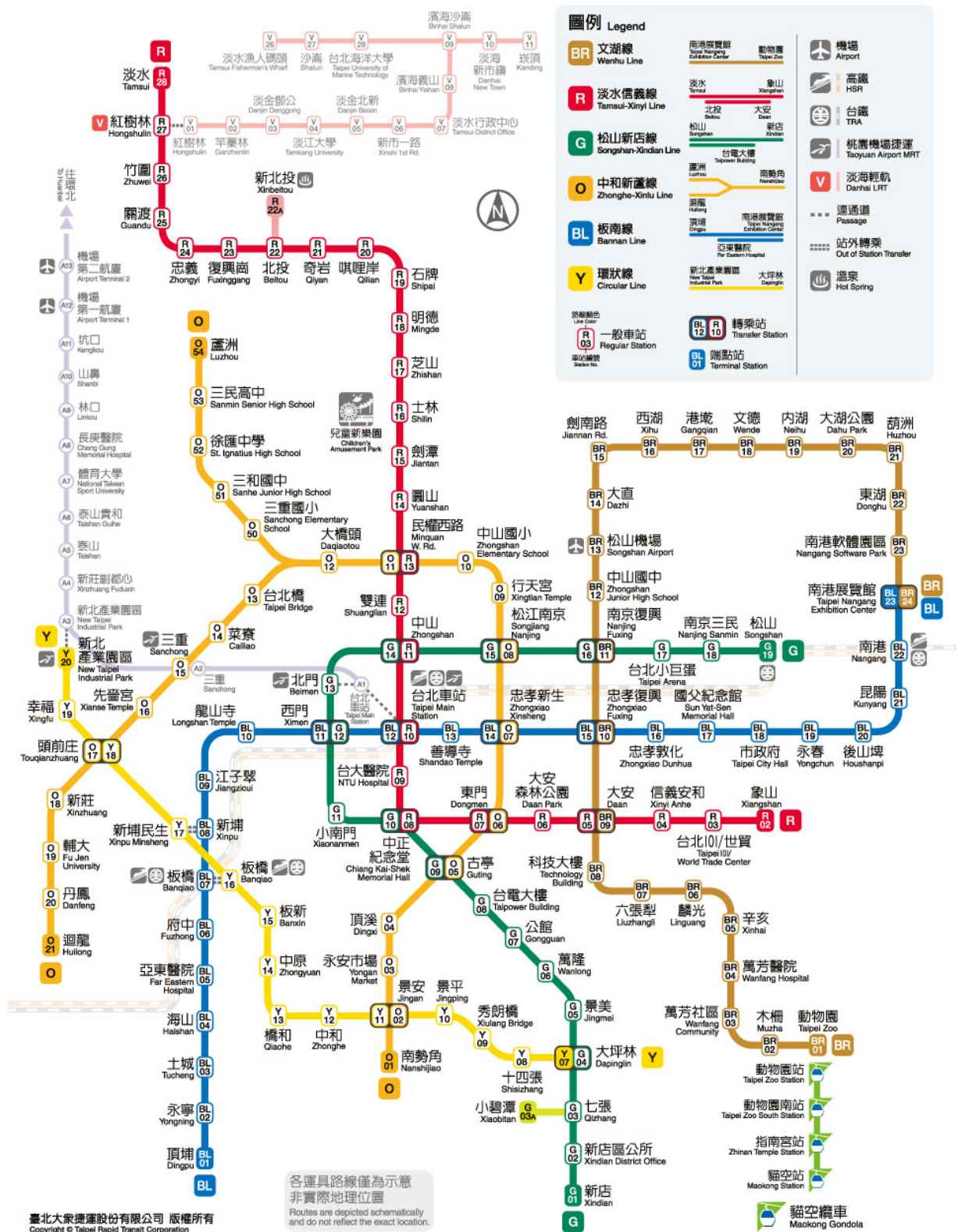


Image source: Taipei MRT official website <http://english.trtc.com.tw/>