



# Handbook of Information for New Employees

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

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Institute of Physics, Academia Sinica

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## Introduction to Academia Sinica

Academia Sinica, the most preeminent academic institution in the Republic of China, was founded in 1928 to promote and undertake fundamental 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 its research activities to the top 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 the 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 in the 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 the “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 and Living Matter, and Medium and High Energy Physics. The Institute has the faculty members under the following ranks: distinguished research fellows, research fellows, associate research fellows, assistant research fellows, senior research scientists, associate research scientists, and assistant research scientists. The Institute also maintains more than 400 young blood, which include visiting scholars, postdoctoral researchers, administrative assistants, research assistants, and graduate 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 an inside-IOPAS administrative application. Please send the complete files to them in time, particularly if you are coming to AS from abroad. The secretaries will be the most important people to help you settle down in IOPAS. If you have any questions or troubles before and after your arrival, they will try their best to help you. They will be the main persons in close contact with you about your employment/stipend. Each secretary manages the duties of different PIs.

## **Required documents for starting your employment/stipend**

Based on different job categories/statuses in IOPAS, different documents are required for employment/receiving a stipend in IOPAS.

### **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 the secretary and provide the name of your former institute.
5. One photo of you in JPG format (for applying for the Sinica ID card)
6. Account book from Taiwan Post Offices (if you already have it)
7. Other required documents requested by your 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 for the Sinica ID card.)
4. Account book from Taiwan Post Offices (if you already have it)
5. Other required documents for students asked by your secretary.
  - \* If you have ever received stipends from other institutes in Academia Sinica before, please inform the secretary 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 IOPAS 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 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 a visa.

After receiving the application from the secretary, IOPAS 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. Then you can initiate your visa application at the Taiwan Representative Office in your home country (the place of your long-term residence). Then, the office will issue either a “Visitor Visa” or a “Resident Visa” to you based on different conditions. You will need to change your visa to ARC after you start to work in Taiwan.

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

\* If you are a student pursuing a 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 the 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 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 the 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 temporary living place for the first few days of your AS life. It can be a hotel or the residence of a friend, and you are also advised to prepare a cell phone with internet (a Taiwan SIM card with a local phone number is needed.)

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

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

## After arriving 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). The 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 the 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 Wenzhu 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 secretary to make an appointment for registration. If your start date falls on a weekend or public holiday, please complete your registration procedure a couple of days beforehand.

Your secretary will guide you to complete the [Information and Safety test for new IOPAS employees](#) and [New Employee's Personnel information input](#) (intranet only) and read the “IOPAS 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 will be postponed to the next working day. Please complete the registration procedure the day before your start date if it is a holiday.

Please show up at the IOPAS 1F administration room together with your 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 IOPAS, we have different contacts for different job categories or budget(project). Your secretary will accompany you to whom you should go to. Besides secretary, personnel will manage many parts of your career life in IOPAS, including your salary, insurance, attendance, leaves and absence, Sinica ID card, and your identity in IOPAS.

Name of Personnel	Categories of Management
Mr, Jim Kao	Supervisor of Administration. Faculty (PIs), civil servants.
Ms.Yang-Wen Chen	Postdocs, AS and NSTC research projects application, part-time employees
Ms. Stella Huang	Administrative assistants, seminar broadcast, Faculty recruitment and other faculty-related supporting services.
Ms. Yu-Jie Huang	Full-time assistants and students in NSTC projects and other non-AS projects
Ms. Huei-Jing Lin	Full-time assistants and students in Academia Sinica budget, TIGP students, interns.

Ms. Shu-Ai Chou	Visa, ARC, short-termed visiting scholars
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For the part of personnel, you will need to:

(1) Hand in the official copy of your 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 secretary should have told you when she collects the documents for employment from you.) Be sure to verify your diploma if it was issued by foreign universities outside 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 of the specific employment. A formal and official employment contract, together with a job description, must be issued to the person 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 the 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 are 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 staying in Taiwan for 6 months, or newborn baby after 2017-12-01.)

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

After registration, the personnel in charge will help to apply for the Sinica ID card from the personnel office in the Headquarters of Academia Sinica. This usually takes several days to 3 weeks. Your personnel will notify you or your secretary when the card is ready.

## Accounting

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

## Cashier

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

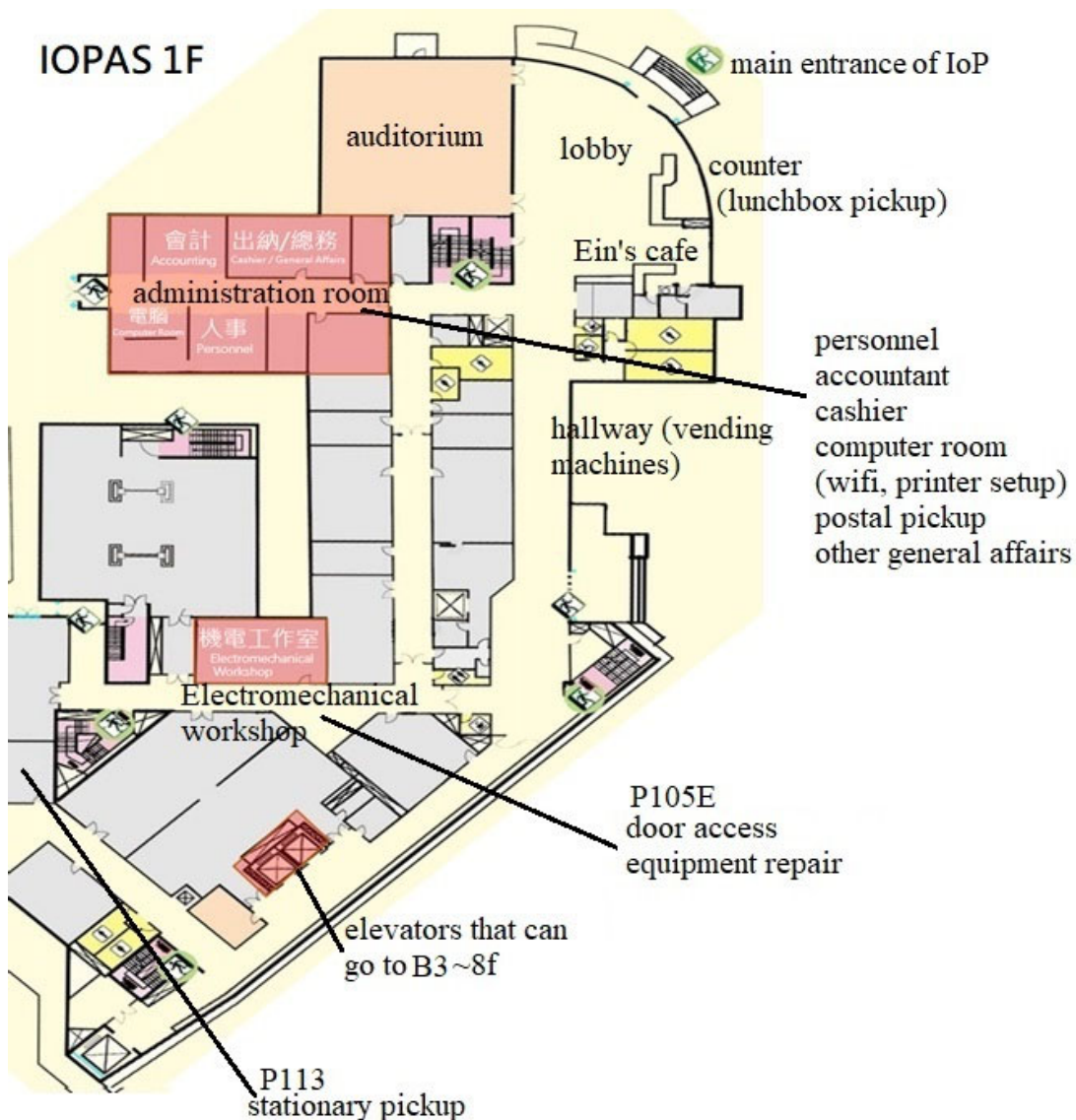
have problems with not receiving salary, tax documents, or questions about tax payment (different tax rates based on the days of residence in a year), please confirm with her.

## Computer Room

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

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

After the 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 IOPAS Computer Room to complete registration, and you are required to join the IOPAS all-users mail group. For security reasons, employees should use this account for the official communications.



## Life in IOPAS

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

#### Off-campus Accommodation

Searching for off-campus housing has always been a challenge for international employees and students in Academia Sinica. Hence, Department of International Affairs, Academia Sinica (DIA) provides a list of friendly landlords to help:

<https://www.ifs.sinica.edu.tw/pages/3452>

In principle, all properties shown on the list have been examined and confirmed to meet safety regulations. The rent is in a reasonable range and the landlords welcome international scholars/students to apply. Please feel free to make use of this service.

It is highly recommended to have a friend/colleague who can speak Chinese to accompany you when you go to see a house. And if you change your address during the period current ARC residency, remember to register the change within 15 days.

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

Starting from February 2022, new employees (postdocs, assistants, etc.) in Academia Sinica must offer the official copy of labor health check report (新進勞工健康檢查報告) in a month after registration. You are highly recommended to take the labor health check in hospitals or clinics in Taiwan.

Health check for new employees should include certain categories listed below:  
(You can show this page to the hospital, so that they can know the type of check.)

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。

- (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.

Part of other hospitals or clinics do not have labor health check services, you can check with the hospital or your secretary in advance, or search via the governmental website (in Chinese only): <https://hrpts.osha.gov.tw/Home/CertifiedHospInfoSearch>. For example, near Academia Sinica, you can go to Tri-Service General Hospital (三軍總醫院), Kang-Ning General Hospital at Neihu District(內湖康寧醫院), or Sijhih Cathay General Hospital at XiZhi District (汐止國泰醫院).

## **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 as follow. When you receive your employment contract upon your formal registration, the 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 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 reenter 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 possible when you receive the documents, and send a color scanned copy of both sides of your new ARC to your secretary and the corresponding 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 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 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 IOPAS lab members' Attendance System at: <https://oa.phys.sinica.edu.tw/attendance/index.html>.



Please set your pi/supervisor first, and you can clock-in and out, apply for different categories of leaves or overtime in different parts of the system.

Please pay attention to regular clock-in in time. You cannot clock-in after 7 days, or you will need to use "forgot to clock-in" function in the attendance system, which you only have 12 times to do so per year.

To apply for leaves, 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, and limitation of other categories of leaves, please refer to the list in the system. [https://oa.phys.sinica.edu.tw/attendance/assist\\_dayoff/dayoff\\_en.pdf](https://oa.phys.sinica.edu.tw/attendance/assist_dayoff/dayoff_en.pdf)

<p>附註：</p> <p>一、請事、休假或出差，應先辦妥差假手續（請假時請先確認年度內可請假別日數，如超過天數限制，將導致扣薪）。</p> <p>二、各假別可請天數上限及相關注意事項請參考 <a href="#">本院「員工請假參考簡表」</a>。</p> <p>三、請假非因公務出國者，請於「是否出國」欄內勾註，並填寫前往地區。</p> <p>四、本請假單於依據權責核准後由人事室確認登錄。</p> <p>五、本請假單程序：填寫請假單-&gt;完成填寫後會寄給主持人批示-&gt;主持人同意後寄至人事室確認-&gt;人事室確認後系統通知請假者。</p> <p>※請事、休假或出差，應先辦妥差假手續（請假時請先確認年度內可請假別日數，如超過天數限制，將導致扣薪）。 Before taking personal affairs leave, annual leave application in advance and make sure you do not exceed the quota limitation of each leave. If the limitations are exceeded, it will cause salary deduction.</p> <p>※假日出差者請依中央研究院聘僱人員工作規則第五章規定辦理。 For business trip during holidays (including weekends and national holidays), please follow Academia Sinica Contract Employees Work Rules.</p> <p>Remarks:</p> <p>1. Before taking personal affairs leave, annual leaves or business leave, please complete the application in advance and make sure you do not exceed the limitations of each type of leaves, please refer to <a href="#">the list of absences and vacations</a> regulated by Academia Sinica.</p> <p>2. For the details of each type of leaves, please refer to <a href="#">the list of absences and vacations</a> regulated by Academia Sinica.</p> <p>3. If you are going abroad for personal trip, please indicate the destination in the column of going abroad (for private trip/non-official trip only).</p> <p>4. This leave sheet will be archived by the personnel department after it is authorized.</p>
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Since the regulations may change according to AS guidance, please check the latest list and rules of leaves in the system before you plan to 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 31st 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.

## Student Certificate (Student only)

Students receiving stipends in Academia Sinica need to offer the latest student status certificate every semester. In IOPAS, we will send a notification at the beginning of each semester, and please reply the mail with the scanned copy of your latest student certificate. Please be noted: we only accept certificate issued by your university, or the copy of both sides of student ID card “if there are semester stamps on it.” If you refuse or fail to offer related certificates before the deadline (end of October for fall semesters and end of March for spring semester), your stipend will be suspended temporarily until you can offer documents to prove your student identity.

## 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 for this.

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.

On the other hand, 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 secretary and personnel immediately. The personnel will need to change your Labor pension (distribution) from foreign to domestic type.

For the part of domestic labor pension, you will receive it after you retire with the age of 60. At that time, whether your work experience exceed 15 years or not, may influence the type of labor pension return (monthly or lump-sum).

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

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

For IT-support, including IOPAS wifi account, VPN, SSO account, printer setup, computer maintenance, or all-users mailing list, please contact the IOPAS Computer Room in 1F administration room, or write to <[service@phys.sinica.edu.tw](mailto:service@phys.sinica.edu.tw)>.

### **IOPAS General Service**

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

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

We have a Lunchbox ordering system which we can order lunchboxes from nearby restaurants, although it's in Chinese only. If you can read Chinese (or ask your lab members / secretary to help), you can use this system and order a lunchbox at 1F lobby counter. Some restaurants need to order online before 10:00 and some before 10:30. Please order at <https://oa.phys.sinica.edu.tw/admin/meal/index.php> and pay cash to 1F lobby counter before 11:00.

## SSO General Service

You can login into SSO system – Individual services

<https://eip.apps.sinica.edu.tw/>

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 Mr. Michael Chou from Department of International Affairs, Academia Sinica at <[heimer33@gate.sinica.edu.tw](mailto:heimer33@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 IOPAS 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



#### Directions

- By Bus: Buses 205, 212, 270, 276, 306, 620, 645, 679, Blue 25, minibus 1, minibus 5, and minibus 12 all go to Academia Sinica.
- By Train: Take bus 205, 212, 276, 306, 679, minibus 5 or minibus 12 to Academia Sinica at Nankang Train Station.
- By MRT: 1. Take the Bannan Line to Nankang Station (Exit 2). Then take bus 212, 270 or Blue 25 to Academia Sinica.  
2. Take the Bannan Line to the Nangang Exhibition Center (Exit 2). Then take bus 205, 212, 276, 306, 620, 645, 679, minibus 1, minibus 5 or minibus 12 to Academia Sinica.

## **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 outside 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.

## **Hungry in AS?**

Besides using the lunchbox ordering system in IOPAS, there is a kiosk near the sub gate selling breakfast and lunchboxes for easy pick-up. In the morning, they will sell Mos Burger and vegetarian breakfast. In the Lunch time, they will sell lunchboxes (100 NTD per box, cash only) and vegetarian lunchboxes. Or you may go to AS Activity Center (Breeze Academia Sinica) for restaurants you can eat in.

## **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>

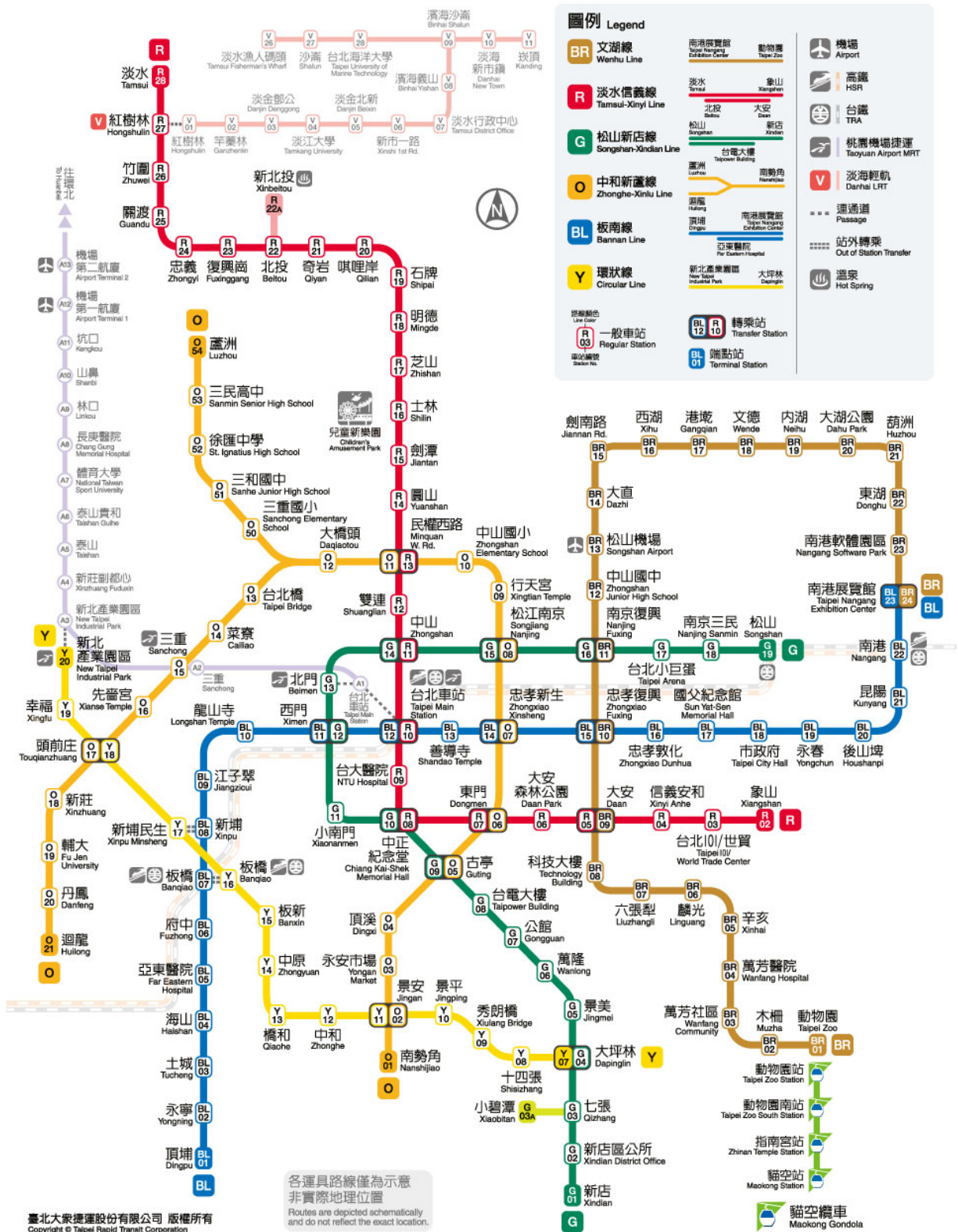


Image source: Taipei MRT official website <http://english.trtc.com.tw/>