

Guidelines for ASIoP Full-time Contract-Based Employee Formal Registration

2025.05

Please prepare the following documents upon your arrival (Please skip items 3-4 if not applicable)

1. Valid original passport and Alien Resident Certificate (ARC, if you already have it).
 2. Diploma (Foreign diploma should be verified by R.O.C Taiwan embassies/consulates/representative offices, and translated into Chinese if it is not issued in Chinese or English.)
 3. Termination Certificate from previous institution (If you need to cumulate your job tenure.)
 4. Disability identification or certification.
- ✧ If your start date falls on a weekend or public holiday, please complete your registration procedure a couple of days beforehand.
- ✧ If you have ever worked at the Academia Sinica before, please inform and provide the name of your former institute.

Prior to registration

Contact your group secretary to make appointment of registration.

Your group secretary will guide you to complete [Information and Safety test for new IOP employees](#) and [New Employee's Personnel information input](#) and read the "IOP Staff Notice" accordingly.

Please ensure you complete your input BEFORE you turn to the personnel.

Registration

Please show up at IoP 1F administration room together with your group secretary or lab member who is willing to offer help.

1. Personnel

(1) Sign and fill in the documents

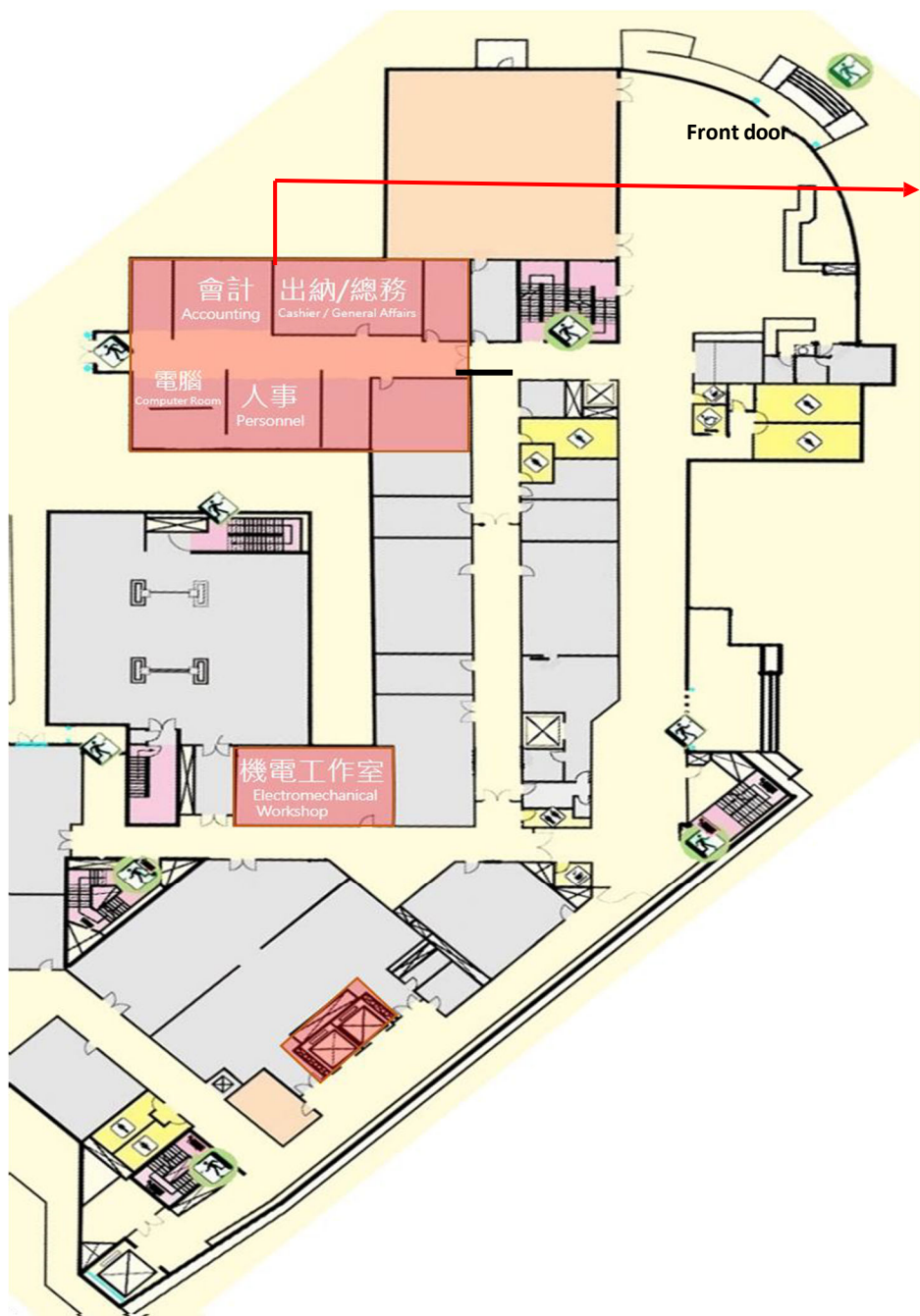
- ① Contract (Full-time contract-based employee only)
- ② Declaration (that you don't have any personal relationship with your supervisor)
- ③ Agreement on Ownership and Confidentiality of Research and Development Achievements by Academia Sinica Laboratory Personnel
- ④ Document Declaration<The Prohibition Against Unauthorized Software>
- ⑤ Labor Pension Document (for those who married to R.O.C citizens or holding permanent ARC.)
- 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.)

(2) Apply AS ID badge

(Please offer JPG format headshot file; Personnel will notify you of the pick-up time when it is ready. The process may take from approximately one to two weeks)

According to AS relevant regulations, you must complete registration procedures before 11 a.m. of your employment start date, or your start date have to be postponed to next working day.

2. Accounting: Confirm the exact start date of your salary.
3. Cashier: Fill out tax payer application forms for dependents. (R.O.C Taiwan citizens only)
4. Computer room: (After 1 hour) [Administrative System](#) → [Computer Room](#) → [計中 Gate 帳號申請 \(Gate SSO Account\)](#) → [SSO application](#) Please provide your SSO account to Mr. Ming-Hung Chien after your SSO application and you are required to join the IoP all-users mail group.



1F Administration

Personnel

林慧菁 Huei-Jing Lin
陳揚文 Yang-Wen Chen
黃郁潔 Yu-Jie Huang
周淑愛 Shu-Ai Chou

Accounting

鄒武哲 Wu-Che Tsou
賴宜瑩 Yi-Ying Lai
謝姝琪 Wen-chi Hsieh
李欣凌 Hsin-Ling Lee

Cashier

王怡文 Yi-Wen Wang
王姿婷 Tzu-Ting Wang

Computer room

施宏儒 Hong-Ju Shih
楊惠玲 Hui-Ling Yeo
簡明宏 Ming-Hung Chien

Important Notes/Reminder(s)

【Attendance】

Please Clock-in and Clock-out every working day.

(IoP systems are limited access by issuing restricted network IP. To access to IoP Intranet outside AS campus, you need to use VPN. Please contact Mr. Chien, Ming-Hung for VPN-related account application.)

[Attendance system \(inside staff\)](#) → [Attendance record](#)

【Annual leave】

Please ensure set up your annual leaves.

[Attendance system \(inside staff\)](#) → [Annual leaves system](#)

- ✧ Concerning year-end bonus, please provide your certifications if your previous employments are in a government organization.
- ✧ If you have any questions about your ARC, please contact your group secretary or personnel Ms. Chou, Shu-Ai.
- ✧ Please submit your group secretary color scan copy of your new ARC in both sides SOON after you obtain it, for Taiwan National Health Insurance and NHI card application.