

NATIONAL TAIWAN UNIVERSITY

Employment and Insurance Enrollment Application for Employment-Based Part-Time Assistants with Graduate Student Stipends in Academic Programs

(Prior to employment, the processing clerk of the academic program shall log the required information into the Graduate Student Stipends—Employment by Academic Programs system on myNTU.)

Date: ____/____/____ (MM/DD/YYYY)

Employing Unit	Department / Graduate Institute of College of		
Employment Type	<input type="checkbox"/> New employment <input type="checkbox"/> Continuing contract (please check the box that applies)		
Title	<input type="checkbox"/> Teaching Assistant (Master's - Graduate Student Stipend) <input type="checkbox"/> Teaching Assistant (Doctoral - Graduate Student Stipend) <input type="checkbox"/> Administrative Assistant (Master's - Graduate Student Stipend) <input type="checkbox"/> Administrative Assistant (Doctoral - Graduate Student Stipend) <input type="checkbox"/> Teaching and Administrative Assistant (Master's - Graduate Student Stipend) <input type="checkbox"/> Teaching and Administrative Assistant (Doctoral - Graduate Student Stipend)		
Review No.		Review no. is generated after review is passed on the Short-Term Personnel Hiring Expenses Review System (Review End).	
Fund Code	The same code as the digital reimbursement code used by the academic program (e.g., 107TT111 for the Department of Chinese Literature)	Fee Type	(e.g., fill in "Graduate Student Stipend 2018" for Fiscal Year 2018)
Job Description			
Overview of Contract Matters	1. Monthly stipend: NT\$ _____. 2. Graduate students who have received a minor demerit (or any penalty that is more severe) due to a violation of school rules may not apply for or receive a stipend until more than a year has passed since the beginning of the month following the imposition of the penalty. 3. Other matters regarding the rights and obligations of the Parties involved are stipulated separately in the employment contract.		
Term of Employment	From ____/____/____ to ____/____/____ (MM/DD/YYYY) (term of employment begins after completion of the hiring process)		

Basic Information	Name		National ID No.		Phone No.	
	Student ID No.		Email		Disability Identification	<input type="checkbox"/> Yes, expiration date: <input type="checkbox"/> None
	Household Registration Address					
	Date of Birth		Nationality		If the student is not a domestic national, do they have a work permit (must be valid throughout the term of employment)? <input type="checkbox"/> Yes, expiration date: <input type="checkbox"/> No (application needs to be filed in advance)	

<input type="checkbox"/> Labor Insurance	By law, retroactive enrollment in Labor Insurance is not allowed. Personnel who fail to enroll in Labor Insurance prior to their first day of employment will only be enrolled after they have submitted the application form to the Personnel Department.	
<input type="checkbox"/> National Health Insurance	If the weekly working hours are less than 12 hours , the University will not enroll the student in National Health Insurance. Short-term personnel employed for 3 months or less may choose not to enroll in National Health Insurance via the University.	
<input type="checkbox"/> Voluntary pension contribution: ____% (1-6%) (optional)	<p>1. The employer contribution is 6%. Fill out your voluntary pension contribution above or leave it blank if no voluntary pension contribution is to be made.</p> <p>2. This field is only required for domestic nationals and foreign nationals who have married a domestic national or who hold an Alien Permanent Resident Certificate (APRC).</p>	
Required documents:		
For domestic students, a photocopy of their national ID card; for international students, photocopies of their Alien Residence Certificate and work permit (see the following page for important notes)		
Additional remarks on personal status	<input type="checkbox"/> Foreign national who has married a domestic national (please attach a photocopy of your household registration record) <input checked="" type="checkbox"/> Foreign national who holds an Alien Permanent Resident Certificate (APRC)	
Part-Time Assistant (Signature)	<p>The relevant information can be found on the NTU website (http://www.ntu.edu.tw/) under University Affairs Information > Scholarship and Financial Aid Recipients and Part-Time Assistants</p> <p>I have also applied for the following position(s):</p> <input type="checkbox"/> Office of Academic Affairs - Teaching Assistant <input type="checkbox"/> Office of Research and Development – Employment-Based Research Assistant <input type="checkbox"/> Other position(s) <input type="checkbox"/> I have only applied for the position of Employment-Based Part-Time Assistant with Graduate Student Stipend Signature: _____	
Instructor (Signature)	Signature: _____ (signature required if the student is to be employed as a teaching assistant)	
Processing Clerk of the Employing Unit	Processing Unit Personnel Department (division responsible for Labor Insurance and National Health Insurance affairs)	1. Subsequent procedures: (1) Submit this application to the academic program. (2) If the contract (two copies) is to be submitted together with this application, please forward both documents to the Documentation Division first to have a seal affixed before submitting them to the academic program. 2. For any questions regarding Labor Insurance, National Health Insurance, or labor pensions, please contact the Integrated Affairs Division, Personnel Department (ext. 69941, 69942, 69943, 61888, 61889).
Processing Clerk's Phone No.		
Head of the Employing Unit (Seal)		
Dean (Approval)		

Important notes:

- Prospective personnel who are international students, overseas Chinese students, or foreign students of Chinese descent must first obtain a work permit, which must be valid throughout the employment period. Except during winter and summer breaks, the maximum number of weekly working hours is 20 hours.

2. Prospective personnel who hold another position at the University and who are enrolled in Labor Insurance and National Health Insurance must fill out and attach the *Letter of Consent for the Insurance Premium Sharing Scheme*. (Please download the form from the Personnel Department website under **Procedures and Forms > Integrated Affairs Division**.)
3. To ensure the rights of policyholders, prospective personnel are required to fill out and submit this form to the Integrated Affairs Division, Personnel Department prior to their first day of employment for insurance enrollment. Prospective personnel who submit this application to the Personnel Department after their first day of employment shall be enrolled in the Labor Insurance on the day of submission (by law, retroactive enrollment in Labor Insurance is not allowed). The employing unit or policyholder shall bear responsibility for any damages to the rights of either Party due to the employing unit's or policyholder's failure to complete the aforementioned processes in accordance with the relevant regulations.
4. In the event of termination or non-renewal of appointment during the employment period, the policyholder shall be notified to complete their removal from insurance coverage at the Integrated Affairs Division, Personnel Department on the Main Campus at least one day before the policyholder's departure from employment. **The employing unit or policyholder shall bear responsibility** for any additional premiums borne by the policyholder or employer incurred by the employing unit's or policyholder's failure to request changes to or suspension from insurance coverage in accordance with regulations, thus resulting in the delayed notification to the Bureau of Labor Insurance by the University to remove the policyholder from Labor Insurance.

Attach photocopies of identification documents below

<p>※ Photocopy of National ID Card or Alien Residence Certificate (Front)</p>	<p>※ Photocopy of National ID Card or Alien Residence Certificate (Back)</p>
<p>Photocopy of Disability Identification (Front) (Optional)</p>	<p>Photocopy of Disability Identification (Back) (Optional)</p>