

February 2024

Hello, Welcome to IES!

[a guide for new employees]

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Hello! We are excited to have you at IES!

Welcome to the Institute of Earth Sciences! We're thrilled to have you join us as we embark on an exciting journey together. Your fresh perspectives and expertise will add great value to our mission of advancing scientific knowledge and driving innovation.

As you get onboard, our dedicated team is here to provide any assistance you may need, ensuring a seamless transition into our vibrant community. In the following sections, we will cover many aspects of your life at IES to make your experience with us as smooth as possible.

Once again, a big warm welcome! Can't wait to see the fantastic things we'll achieve together. If you have any questions or need anything, don't hesitate to reach out.

With warm regards,
Institute of Earth Sciences, Academia Sinica



Before Your Arrival

Once you have reached an agreement about your future employment with your PI (supervisor/professor in IES), their assistants will get in touch with you to request the necessary documents for employment. It is crucial to promptly send them the complete files, especially if you are coming to Academia Sinica (AS) from abroad. The assistants play a vital role in your future life at IES, and they will be your go-to people for any questions or concerns, both before and after your arrival. Don't hesitate to reach out to your PI or their assistants if you need any assistance or support.

Required Documents for Starting Your Employment

1. Valid original and a copy of your 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. A copy of your passbook from Taiwan Post Offices (if you already have it)
4. Termination Certificate from the previous institution
 - * If you have ever worked at the Academia Sinica before, please inform and provide the name of your former institute.
5. Certificate of withdrawal National Health Insurance from previous company or institution (If your previous job is in Taiwan)
6. One color portrait photo (width: 3.5 cm; height: 4.5 cm) of yourself taken within the last 6 months in JPG format (for AS ID card)
7. An official copy of the labor health check report (in Chinese)
 - * The health check must be done within the last 6 months. You may also submit it within a month after registration. (See p.11)
8. Other required documents asked by your group assistant.

■ Visa Application Procedures

If you enter Taiwan as a hired employee (e.g., postdoc, assistant) in AS, the information required for your visa application must be sent to your group assistant in time (about one month before the date you intend to enter Taiwan.)

1. A color-scanned copy of your valid passport photo page
2. The approximate date of your arrival
3. The specific representative office where you will apply for the visa.

After receiving the application from the group assistant, IES personnel department will send the application to the headquarters of AS (ASHQ). Once we receive the official document from ASHQ, your assistant will send you an electronic copy along with other attachments, including a signed invitation letter. With these documents, you can proceed to initiate your visa application at the Taiwan Representative Office in your home country, or the place of your long residence. The office will issue either a "Visitor Visa" or a "Resident Visa" based on different conditions. You will need to change your visa to Alien Resident Certificate (ARC) after you start to work in Taiwan.

Since regulations and policies may change, please check the official website of the Bureau of Consular Affairs (<https://www.boca.gov.tw/mp-2.html>) every time before you plan for your entry.

■ Foreign Diploma Verification

If your diploma is not issued by universities in Taiwan, it will need to be verified by the Taiwan Representative Office in your home country. Additionally, if the diploma is not in Chinese or English, a translation into one of these languages will be necessary. The verification process may take up to a month or longer, so we recommend initiating it as soon as you finalize your employment agreement with your PI.

Once you receive the verification, please promptly send a scanned copy to your group assistant. This will be essential when we submit your employment

application to the ASHQ after your registration (report on duty in IES). The ASHQ will request your diploma copy along with the photo page of your passport.

Please check the information on the official 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 place for the beginning days of your AS life. You are also suggested to prepare a cell phone with internet functions (a Taiwan SIM card is needed). More details on accommodations and mobile services can be found on p.17.

After all the preparations are completed, kindly inform your group assistant of your itinerary, accommodation details, and other contact information. This will allow us to make any necessary further arrangements if needed. If there are any changes to your arrival dates, please keep in contact with your assistant or notify your PI.

After You Arrive in Taiwan

~ Before You Come to IES

Taiwan Taoyuan International Airport (Airport code TPE)

Airport ↔ AS

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

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

<https://www.taiwanbus.tw/eBUSPage/Query/QueryResult.aspx?mo=18430>

Take 國光客運 Kuo-Kuang Motor Transport - 【1843】 Nangang - TPE Airport
The 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 the "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

From the airport, you can take the airport MRT to "Taipei Main Station", then take Taipei MRT "Blue Line" (Banqiao-Nangang Line), and get off at the terminal stop "Taipei Nangang Exhibition Center". Walk out of 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 the meter. The typical fare from Songshan Airport to Academia Sinica is around NT\$500. Duration of the ride: about 30 minutes.

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 Wenhua 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". (See p.19 for AS's map)

Coming to IES for Your Employment - Registration Procedure

Before Registration

Please contact your group assistant 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.

Registration

According to AS regulations, you must complete registration procedures before 11 am of the start date of your employment, or your start date must 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 IES administration office on the 1st floor together with your group assistant or lab member who can help translate. You will need to complete registration at several departments, including personnel, accounting, cashier, computer room, library, etc.

Personnel

Besides group assistants, personnel will manage many parts of your career life in IES, including your salary, insurance, attendance, leaves, and absence, AS ID card, etc. On 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 AS no later than one month after your employment starts.) 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 to be employed by the appointing institute, written in the standard AS 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) A 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) Employee Information Form

3. Apply for the AS ID card (aka AS ID badge)

After registration, the personnel in charge will help to apply for the AS ID card from the personnel office in the ASHQ. This usually takes several days to 2 weeks. When your card is ready, Ms. Sung will notify you or your assistant. Ms. Sung's email is <sung@earth.sinica.edu.tw>.

Accounting

The accountants will confirm the first time that you will receive your salary. Please provide:

1. A copy of your passbook from Taiwan Post Offices (中華郵政)
2. ARC and passport number
3. A copy of the diploma of your highest degree

■ Cashier

The cashier will confirm the status of your future tax, labor pension distributions, and the way you will receive your salary (post office savings account). In the future, if you have problems not receiving your salary, tax documents, or questions about tax payment (different tax rates based on the days of residence in a year), please confirm with them.

■ Computer room

Computer room staff will help you apply for an employee email service and getting to know the server connection guidelines.

Each postdoc will receive a set desktop computer for your office from the computer room, while assistants' computers will be provided by your PI.

For any IT-related questions (email, wireless network, printer, VPN, hardware, software, etc.), please contact the computer room at R319 or email them at <iesit@earth.sinica.edu.tw>.

Documents and Things You Will Need in IES or Taiwan

Labor Health Check for New Employees in AS

New employees (postdocs, assistants, etc.) in AS must offer the official copy of the labor health check report within a month after registration. You are highly recommended to take labor health checks in hospitals or clinics in Taiwan.

Health checks 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.

You can show this list to the hospital.

Note: Part of the hospitals or clinics do not have labor health check services. You can check with the hospital or your group assistant in advance.

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。

Alien Resident Certificate (ARC) Application

According to the 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 you apply for a Resident Visa if needed when a foreigner starts work 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 job, passport number, residence address in Taiwan, or reason of residence.

The ARC application procedures are as follows:

1. Upon your formal registration and receipt of the employment contract, group assistants will apply for an Academia Sinica approval letter (work permit) required for the ARC application at the local Immigration Service Center.
2. Ms. Sung, from the personnel department of IES, will inform you or the group assistants when documents are approved and issued by the ASHQ. You'll receive the approval letter along with one copy of the contract and certificate of employment.
3. Next, you can proceed to the Immigration office with the required documents: your original passport with a resident visa (or type A visitor visa), residence rental lease, a fee (approximately NT\$1000 for one-year validity), and one color photo (width: 3.5 cm; height: 4.5 cm).
4. Please make sure to apply for an ARC within 15 days upon entering the country or changing your status to a resident visa.
5. As soon as you receive your ARC, please send a scanned color copy of both sides to your group assistant and personnel.

For ARC application requirements and 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. 8:00 am - 5:00 pm

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 a monthly salary in AS), join the labor insurance and the pension plan, join the National Health Insurance (NHI) Program.

■ 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 both sides to your group assistant and the personnel. The personnel will help you to join the NHI 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.

For more details, please refer to the National Health Insurance's website at <http://www.nhi.gov.tw>

■ Post Office Savings Account

In AS, all salary must be wired into a post office savings account. Your monthly salary will be deposited directly to your post savings account on the first day of every next month unless your start date of employment exceeds the date the cashier processes your monthly salary. Please check your monthly salary pay slip you receive via an email notification, and check with the cashier if there are any problems with your salary.

Accounts can be opened at any branch office of Chunghwa Post offices (中華郵政), there is one conveniently located on the AS campus, close to the Hi-Life convenience store in AS. Hours of service are Mon. - Fri. 8:00 am - 5:00 pm (postal services 5:30 pm), and Sat. 8:30 am - 12:00 pm.

Account opening and documents for application:

https://www.post.gov.tw/post/internet/U_english2/index.jsp?ID=3515010102

Attendance (Working hours and Leave-of-Absence)

In IES, both administrative and technical staff must clock in and clock out, while postdocs are required to fill out monthly timesheets. Everyone should adhere to the regular work shift schedules, clocking in between 8:00-9:00 am and clocking out between 5:00-6:00 pm, which includes a 9-hour workday, including lunchtime.

You can apply for leaves through the AS SSO system (see p.15). Please make sure to apply in advance for official leave of absence (business trip), personal affairs, and annual leave categories. After working continuously for 6 months, you'll be eligible for your first 3-day annual leave in the same year. For subsequent years, please refer to the list and categories of leaves in the system.

* 中央研究院人事室約聘僱人員及勞基法專區

Information for Contract-based Staff and Labor Standards Act, Personnel Office of ASHQ: <https://hro.sinica.edu.tw/pages/944>

(Check the webpage in Chinese for more detailed information)

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 as 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 deduced based on the rate of domestic nationals. For detailed information please refer to the Ministry of Finance website: <https://www.mof.gov.tw/eng>

■ Labor pension (distributions) for foreign employees

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

However, the taken part along with the other 6% offered by AS will be returned to your salary account after you resign/retire from AS.

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 citizen, or got a Taiwanese national ID, or APRC, please notify your group assistant and personnel immediately. The personnel will need to change the Labor pension (distribution) from foreign to domestic type.

*Labor Insurance Pension, Maternity Benefits, Injury or Sickness Benefits, and Survivor Benefits, etc.: <https://www.bli.gov.tw/en/0010254.html>

Life in IES - Other Information and Tips

AS SSO General Service

https://sso.apps.sinica.edu.tw/index_sso.php?lang=en&t=11

You can log in to the AS's SSO system - Individual services to use various administrative services linked to your SSO account. For example, to receive webmail (@gate.sinica.edu.tw), set up an alternate e-mail in the staff directory inquiry system, activate AS VPN, check your AS Employee Training Record, use the attendance management system, and so on.

Stationary Pickup

You are welcome to apply and pick up complimentary stationery at the administration office (R101). Signatures of your PI and yourself are required on the pick-up sheet.

Information for International Scholars (AS)

Department of International Affairs (DIA) at ASHQ has compiled many kinds of information that you might find useful regarding your life in Taiwan (In this document, we also refer to this site a lot.). Please feel free to check it out:

<https://www.ifs.sinica.edu.tw/> (國際學人資訊網)

Chinese Language Class

AS provides Chinese language classes for foreign researchers to improve their Chinese communicative skills in daily life. If you are interested in learning Chinese, please pay attention to the related announcement. Or contact Mr. Michael Chou of the TIGP office at <heimer33@gate.sinica.edu.tw >

Chinese language class: <https://tigp.sinica.edu.tw/pages/3192>

Cultural trip: <https://tigp.sinica.edu.tw/pages/3210>

<https://zh-tw.facebook.com/tigpas>

Accommodations

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

Tenant Survival Guide: <https://www.ifs.sinica.edu.tw/pages/3453>

Additional Rental Websites: <https://www.ifs.sinica.edu.tw/pages/3454>

You may consult the following institutes for legal issues:

<https://www.laf.org.tw/en/index.php>

Mobile Phone Service

Phone Service: <https://www.ifs.sinica.edu.tw/posts/139917>

Local Schools Information for Children

Preschool: <https://www.ifs.sinica.edu.tw/posts/135489>

Primary and Secondary Schools: <https://www.ifs.sinica.edu.tw/pages/2005>

Translation Service

New Immigrants' Hall consultation service(臺北市新移民會館通譯服務)

*For simple tasks. Services available over phone calls. Free of charge.

<https://nite.taipei/cp.aspx?n=AD5374F10BFDD2E4>

Wanhua New Immigrants' Hall consultation service						Tel: (02)2370-1046
Time	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0900/ 1200	Indonesian	Thai	Indonesian	English	Thai	Indonesian
1400/ 1700	Vietnamese	Vietnamese	English	Vietnamese	Vietnamese	Vietnamese

Shilin New Immigrants' Hall consultation service						Tel: (02)2883-7750、2883-1735
Time	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0900/ 1200	Vietnamese	English	Vietnamese	Vietnamese	Vietnamese	Vietnamese
1400/ 1700	English	Thai	Indonesian	English	Thai	Indonesian

New Residents Family Growth Association (新住民家庭成長協會)

Service hours: Monday to Friday, 9:00 am to 6:00 pm

Service phone: 02-2369-1001 #14, Ms. Su (蘇小姐)

* Arrange interpretation services. * Consultation fee required.

<https://www.immfa.org.tw/interpretationservice/>

Interpreter Service (NIA, 移民署通譯人員資料庫)

* Arrange interpretation services. * Consultation fee required.

https://idb.immigration.gov.tw/mp_en.html

Emergency Telephone Number

Police	110
Fire and ambulance	119
Emergency (used when reception is poor)	112
Police Broadcasting Service (lost and found)	02-2388-0066

Information for Foreigners in Taiwan (National Immigration Agency)

<https://www.immigration.gov.tw/5475/5478/6928/6940/>

Foreigners In Taiwan Hotline: 1990 (domestic), 886-800-001990 (overseas)

Service: <https://www.immigration.gov.tw/media/78412/hotline-1110420.pdf>

AS Campus Map

[Academia Sinica Map Guide](#) * IES is number 22 on the map.



ACADEMIA SINICA MAP GUIDE

- 01 Main Entrance
- 02 Institute of Biomedical Sciences
- 03 Environment, Health and Safety Management Division,
Department of General Affairs
- 04 Institute of Cellular and Organismic Biology
- 04 Biodiversity Research Museum, Zoological Collections
- 05 Institute of Molecular Biology
- 06 Institute of Biological Chemistry/Life Sciences Library
- 08 Interdisciplinary Research Building for Science and Technology
- 08 Biodiversity Research Center (2nd-3rd Floor, Interdisciplinary
Research Building for Science and Technology)

- 09 Eco Pavilion, Mini-Forest Restoration Area
- 10 Central Office of Administration (Chia-Hua Building)
- 11 Yellow Tile Building
- 12 Institute of Plant and Microbial Biology
- 13 Research Center for Information Technology Innovation
- 13 Center for Sustainability Sciences
- 14 Tsai Yuan-Pei Memorial Hall, Trine & Zen Café
- 15 Institute of Statistical Science
- 16 Post Office, Garage, Grocery store and Hi-Life Convenient Store
- 17 Eco Pond
- 18 Genomics Research Center
- 19 Agricultural Technology Building
- 19 Agricultural Biotechnology Research Center (Agricultural
Technology Building 1st-2nd Floor and 5th-7th Floor)
- 19 Institute of Plant and Microbial Biology (Agricultural Technology
Building 1st Floor and 3rd-4th Floor)

- 20 Academic Activities Center (Bookstore, Auditorium,
Conference Rooms, Guest Rooms, Breeze Gourmet)
- 21 Institute of Chinese Literature and Philosophy
- 22 Institute of Earth Sciences
- 23 Gymnasium
- 24 Humanities and Social Sciences Building (HSSB)
- 24 Joint Library of Humanities and Social Sciences(1st-2nd Floor
HSSB)
- 24 Institute of Linguistics (5th-7th Floor of South Wing, HSSB)
- 24 Institute of Sociology(8th-10th Floor of South Wing, HSSB)
- 24 Archives of the Institute of Taiwan History
(11th Floor of South Wing, HSSB)
- 24 Institute of Political Science(5th-6th Floor of North Wing, HSSB)
- 24 Institute of Taiwan History (7th-8th Floor of North Wing, HSSB)
- 24 Institutum Iurisprudentiae(9th-10th Floor of North Wing, HSSB)
- 26 Plant Molecular Breeding Greenhouse

- 27 Greenhouse Building
- 27 Biodiversity Research Center
- 28 Research Center for Environmental Changes (Environmental Changes Research Building C)
- 28 Institute of Statistical Science (2nd -6th Floor, Environmental Changes Research Building A)
- 28 Institute of Earth Sciences (7th- 9th Floor, Environmental Changes Research Building A)

- 30 Institute of Chemistry
- 31 Research Center for Humanities and Social Sciences
- 31 Survey Division
- 32 Institute of Information Science
- 33 Institute of Physics
- 33 Wu Ta-You Memorial Hall
- 34 Hu Shih Memorial Hall
- 35 Institute of Modern History
- 36 Institute of European and American Studies
- 37 Institute of History & Philology / Museum of the Institute
of History & Philology
- 38 Fu Ssu-nien Library
- 39 Institute of Economics
- 40 Institute of Ethnology/ Museum of the Institute of Ethnology
- 41 Lingnan Fine Arts Museum (Jin Mei Building)
- 42 Institute of Modern History Archives Buildings
- 43 Taiwan Archaeology Building

- 50 Academia Sinica Dormitory Buildings

- 60 Academia Sinica TIGP Teaching and Administration Building (TA Building)
- 60 Administrative office for TIGP, Degree Program and Foreigners Services
(2nd-3rd Floor of TA Building)
- 60 Academia Sinica Kindergarten (1st Floor of TA Building)
- 61 White Building
- 61 Biodiversity Research Museum, Herbarium (B1 Floor)
- 62 National Biotechnology Research Park
- 62 Biomedical Translation Research Center
(National Biotechnology Research Park Building A)

- Airport High-Speed Rail Station Train Station
- Metro Station Bus Stop, Shuttle bus Stop U-bike Station
- Vehicle Parking Motorbike Parking
- Restaurant Infirmary ATM

- ◆ The Institute of Mathematics, Institute of Atomic and Molecular
Sciences, Institute of Astronomy and Astrophysics and some
buildings belonging to the Institute of Biological Chemistry are
located on the National Taiwan University campus.

AS Medical Service (See #23 on map)

There is an infirmary located on the 1st floor of the gymnasium building. Service hours are Monday to Friday from 2:00 to 4:00 pm. The symptoms to deal with and the treatment are limited but the fee is cheaper than clinics outside AS and an NHI card is not needed. For more detail or to make a reservation, visit: <https://dga.sinica.edu.tw/pages/1384>

■ AS Gym (See #23 on map)

AS has a well-equipped gym located beside the activity center with a discounted entry fee for AS employees with an AS ID card. For a single entry, you need to pay NT\$50. You can also fill out Quota Accumulation Application Form to get the discount. In the gym, there is a swimming pool, fitness room, aerobics room, jogging track, badminton courts, tennis court, basketball/volleyball court, and table tennis area.

Check <https://dga.sinica.edu.tw/pages/1396> for more details.

Quota Accumulation Application Form: <https://dga.sinica.edu.tw/posts/78863>

■ Groceries Store / Convenience Stores (See #16 on map)

There is an on-campus general (groceries) store located next to the campus post office on the 2nd floor. Open hours are Mon.-Fri. 09:30 am - 4:30 pm. Besides, we have one Hi-Life convenience store located next to the campus post office on the 1st floor .

■ AS Counseling Services (See #60 on map)

AS Counseling Center provides mental health support and crisis management to all staff members of Academia Sinica, thereby improving personal wellbeing and work performance. For more details: <https://counseling.sinica.edu.tw/>

Hotline Numbers: 0988-035-728 / Service Time: Workdays, 9am - 5pm
to make an appointment, visit: <https://counseling.sinica.edu.tw/posts/142195>

Transportation Outside AS

How to Get to AS: <https://www.ifs.sinica.edu.tw/pages/1966>

AS \longleftrightarrow Some Collaborative Universities in Taiwan

To go to AS's collaborative universities (National Taiwan University, National Tsing Hua University, National Central University, and National Yang Ming-Chiao Tung University) during office hours, you can take the AS shuttle bus. The bus stop in AS is at "AS Garage" which is located near #16 on map.

For the details, such as route map, fares, and operating period, please check AS Shuttle Bus Service Schedule.

<https://dga.sinica.edu.tw/archives/ac82671ddd8b2e2b>

AS \longleftrightarrow Other Places in Taipei by Bus

The nearest bus stop will be the "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 transportation, we must first take a bus and to go to other transportation hubs such as MRT stations, train stations, or airports. Or you may choose to drive your car, take a taxi, uber, or ride a bicycle/motorcycle.

AS \longleftrightarrow Train (TRA) & HSR station

Take Bus 306, 205, 276, and get off at Nangang Administrative Center (南港行政中心). Walk to Nangang Train Station (南港車站). * You can take the High Speed Rail (HSR) at Nangang Train Station.

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

Take Bus 306, 205, 276, and get off at Songshan Train Station (松山車站).

AS \longleftrightarrow MRT station

To Nangang Station (南港站), Bannan (Blue) Line:

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

To Nangang Exhibition Center Station (南港展覽館站), Bannan (Blue) Line and Wenhua (Brown) Line:

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>

It's recommended you get a stored value cards (IC cards, can be topped up). Stored value cards include EasyCard, iPASS, and icash cards. These stored value cards can be topped up and are accepted both on public transport (except for the HSR, and some TRA designated trains) and for small payments such as in convenience stores.

Metro Taipei Route Map & Timetables



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

