**Matters of Attention for Contract Faculty Appointments**

**Before the first day of the semester, faculty must prepare the following documents and complete registration at the Personnel Office on the 3rd floor of the Administration Building. Otherwise, your salary will be calculated from your start date in accordance with NCHU regulations:**

**(1) Arrival Notice stamped with the seal of your department and college then sent to the Personnel Office**

**(2) Photocopy of your Appointment Letter**

**(3) Photocopy of your National ID Card (or passport for foreigners)**

**(4) Photocopy of your academic credentials (foreign degrees and transcripts must be verified by overseas consular offices; transcripts not required for non-degree certificates)**

**(5) Photocopy of previous proof of service**

**(6) Photocopy of your discharge order**

**(7) Medical exam results from a public hospital (must include X-rays and items required by the Bureau of Labor Insurance)**

**(8) Photocopy of household register (or Alien Resident Card for foreigners)**

**(9) Civil Service Resume (printed off the Form Download section of the Personnel Office website)**

**(10) Doctoral thesis (not required for faculty with a teacher's certificate or domestic academic credentials)**

**(11) NCHU *Affidavit for New Full-Time Faculty* (printed off the EZ-Come system)**

**(12) 3 photocopies of the Employment Contract**

**(13) Project Personnel Appointment Recommendation Form**

**The above documents must be prepared the week after arrival to complete registration and protect your rights and interests.**