Dear trainee of the Tri-service General Hospital,

Greetings and we are happy to have you here with us. For the convenience of your staying in Taiwan, here is some information that we would like to provide you for your reference.

First of all, there are some papers and procedure that you need to prepare and hand in 2 months before your arrival.

a) Personal resume, with your avatar photo and a training plan which indicates the arrival and leaving date in Taiwan, subject and main goal of your study.

b) A copy of your passport.

c) Physician certificate (including a Chinese or English translation).

d) Document(s) proving at least one year of work experience in medical services (including a Chinese or English translation).
e) A copy of the certificate of degree/diploma.

f) Insurance during your stay in Taiwan.

g) If you are staying for more than 3 month, you will also need a health exam report including chest X-ray for Tuberculosis, Syphilis, measles and rubella exam.

Your application will be confirmed in advance whether the department (division) agrees to provide clinical training or not. After the application has been granted by the hospital, we will inform the Ministry of Health and wait for government approval. After approval of the Ministry of Health, you will have to get your VISA with the approval letter from the Ministry of Health.

There are some FAQs for your stay in Taiwan:

**1. Electricity**

Before you come please be sure that you have a proper adapter for all the electronic devices you bring if your country is not using the American/Japanese standard shaped, 110V output plug.

**2. Training Fee**

The **accommodation fee** will be: dorm rent $3000NT per month, or, $100NT per day.

The **training fee** will be $5000NT per month, and $2500 for less than 10 working days if less than a month.

There will also be $500NT deposit for your ID and $500NT deposit for your key, the money will be returned to you when you leave.

**3. Food**

There is a food court at the basement of the hospital, divided to civilian restaurant area and staff cafeteria area. By presenting your ID card you will enjoy 10% off at all civilian shops, stores and restaurants within the hospital. Average meal will cost around $100NT per meal. Only staff is allowed to purchase at the Staff cafeteria, a meal there will cost about $60NT, and can only be purchased with the money you saved in your staff ID card.

To save money in your ID card, you will have to use cash and process at the information counter located at the corner of the Staff cafeteria.

The opening hours of the restaurants in the hospital basement will be from 11:00AM thru 9:30 PM, while the staff cafeteria will open at 6:30AM and closing at 6:00PM.

There are also 2 convenient stores in the hospital, they will always be open.

If you wish to visit night markets, there is one (RaoHe night market) near the hospital, will open until 11:30 PM every night.

If you have special requirements for food, such as allergy to certain food, vegetarian, or religious restrictions, please tell us before you come. Halal foods and full vegetarian foods are available in our restaurants, we will guide you to find your suitable meal at the first day.

**4. Internet Connection**

The dorm has free WiFi connection. If you have brought your lap top, you will have to apply for using it in the dorm and it takes some time (maybe a week) for paper work. It is recommended to **buy a SIM card** for your cell phone with internet connection **at the airport**. If you have limited funds, the hospital has 2 free WiFi but can only be used at the food court (Breeze) and some areas (iTaiwan) in the hospital, and it will also require a local SIM card to register.

**5. Doctor's Robe**

Please bring your white robe with you. A robe will be required while you work with us.

**6. Transportation**

There are buses and a metro line connecting the airport to Taipei city, the terminals for buses are:

1819 - Taipei Main Station, the hub for most transports of the city

1840/1841 - SongShan Airport, a smaller airport located in the city connecting nearby states

1960 - Taipei City Hall, near the shopping centers located in Eastern Area of Taipei

The nearest Metro station to the hospital is KunYang station.

You may take the Airport metro line (purple) and change train at Taipei Main Station, then take the blue line to KunYang station.

Or, take the bus to Taipei City Hall then change to the blue Metro line to get to KunYang Station.

Take the taxi from KunYang to the Tri-service General Hospital (三總 San-Zone, in Chinese) will cost you about $180NT.

If you wish to take the taxi from Taoyuan CKS airport to the Hospital directly, it will cost you more than $1200NT.

**7. Regulations**

Smoking is prohibited inside the walls of the hospital. It means no smoking in the hospital building, not in the dorm, not in the parking lot, not in the toilet, nor in the balconies. The hospital have the rights to refuse your access to the dorm if you are being reported smoking inside the hospital and academy perimeter.

Drinking liquor and wrestling is not recommended.

As a trainee, you must be able to speak English or Chinese. Most of our instructors cannot speak other languages. If you cannot speak fluent Chinese or English, you may hire a translator.

Please hand in all papers on time.

Do not be late on all meetings or classes. The hospital is working with strict timing, since a few minute late could change the fate of a patient.

If you need help, please look for advice from your instructor, the Chief Resident of your department, or the Teaching Office. It is advised to use social media (Facebook, LINE, whatsapp, etc.) to contact each other, so we can help you as soon as possible.

**8. FAQ**

8.1 Where do I get a simcard for my cellphone?

Once you arrive Taiwan, there are some mobile phone companies selling packages for short term stay. If you are not willing to stay for over 3 months, we would suggest you to buy it at the airport, since those packages are only available at the airport. If you missed it, you will have to find the nearest mobile phone shop near the hospital, which is 3 bus stops away, it may take 20 minutes’ walk going there.

8.2 Where do I eat and live?

You will be staying at our dorm along with other staff of the hospital. We have a shopping area at B1 floor of the hospital. There are multiple restaurants, bakery, fast food, buffet, and a staff cafeteria.

8.3 If I want to visit the city, is there any public transport?

We have multiple bus lanes and a free shuttle bus in the hospital. If you wish to go to the MRT Kun-Yang Metro station, take the free shuttle bus.

8.4 How do I get to the airport if there is no one picking us up?

You will have to take the MRT to BeiMen Metro station and transfer to the airport MRT (purple lane).

8.5 How much cash should I bring?

A meal in Taiwan costs about $100 NTD for lunch and dinner. The hospital staff cafeteria is cheaper, but still costs $60 NTD per meal. We would ask for $500 NTD for your ID card and $200 NTD for the dorm key card as deposit, and another $40 NTD for cleaning. You may get your $700 NTD back if you can return the key and your hospital ID card before your leave. Dorm rent would be $100 per day. Metro ticket may take $20 NTD to $45 NTD, depends on where you are heading to. We will suggest you bringing $10000 NTD per month for your daily use and another $5000 NTD for the training fee.

8.6 What is the climate of Taiwan?

Taiwan is a humid tropical island while Taipei is having an annual rainfall of 2100mm in average, which is 1.3 times than the rainy England. It is steamy hot from 31 to 35 C in the summer while damp and cool in the winter ranging from 10 to 18 C.

8.7 Are we getting a certificate after training? Is there an internship program?

Yes, there will be a training certificate after you finished your course. There is no internship program for short term training.

8.8 Are we allowed to cook in the dorm? How do we do laundry?

There is a public microwave oven at the 1st floor of the dorm, you may use it at your convenience, but beware not to overheat your food. There is a laundry room at each floor of the dorm, you can pay for the washing machine and dryer or just hand wash your clothes and hang them dry.

8.9 Can I have a single room? Or at least a double room?

The dorm belongs the National Defense Medical Center, it is a military standard 4-bed-room. If the dorm is full of residents, you will have to live with a few roommates.

The dorm is likely to be full of fresh nurses, PGY, and interns from July until November. If you wish to have more privacy, please avoid the mentioned time.