National Cheng Kung University

International Student Handbook
For Graduate and Undergraduate Students

Fall Semester 2017

International Student Affairs Division
Office of International Affairs
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### Schedule for First-Year Students

#### Fall Semester 2017

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For more information about school calendar please check


校園行事曆請上網查詢

Notice for First-Year Students

Fall
 Semester 2017

Note:

1. Please remember to bring the documents specified below.

   (1) Highest degree diploma verified with official stamps by Taiwan (ROC) embassies. If the diploma is not in English or Chinese, a notarized copy of a translation in English or Chinese is required. If you do not bring this, your registration at the University will be incomplete and your student status may be canceled.

   (2) A temporary diploma is acceptable for registration. However please submit the official diploma verified with official stamps before the end of the semester. If you have special reason can’t submit the document on time, please inform us and the registrar division. A declaration form for those who can’t provide the official diploma with verification stamps need to be submitted on the registration day, please email ISAD to get the form. However if you hold a visitor visa to enter Taiwan, you will need an official verified diploma to do the visa transfer and ARC application.

   (3) If you have a diploma issued by any school in Taiwan, the diploma is no need to be verified. DIKTI scholarship holder doesn’t need to do diploma verification. Please email to ISAD first if you are a DIKTI scholarship holder.

   (4) Bring at least six colorful photo within 1 year (vertical 4.5cm and horizontal 3.5cm, the size of the head shall be 3.2-3.6cm, background in white). These photos will be used for the student ID card, school records, Alien Resident Certificate (ARC), etc.

   (5) Foreign medical/injury insurance verified with official stamps by Taiwan (ROC) embassies or Taiwan National Health Insurance (NHI) card.

2. For those receiving a scholarship, please note scholarship payment is not received immediately following enrollment. Further registration procedures are required upon arrival before payment begins. International Student Affairs Division (ISAD) strongly suggests having sufficient funds with you to meet living expenses for at least three months.

3. ISAD provides the Buddy-Buddy Service for international students (see section “Supplemental Information). Please check online application website (https://admissions.oia.ncku.edu.tw/) concerning this if you want to apply this service. If you have not received a message from your designated student buddy two weeks before enrollment, please contact us.

4. ISAD’s contact information:

   (1) Email address: em50990@email.ncku.edu.tw
   (2) Phone no.: +886-6-208-5608
   (3) Fax no.: +886-6-276-6430
106 學年度秋季班新生注意事項

注意事項：

1. 來臺時，請務必攜帶以下文件：
   
   (1) 經臺灣駐外使館、代表處等外交部機構驗證之外國學校最高學歷證明文件（若畢業
       證書不是中文或英文版本，務必提供中文或英文認證過之譯本。如果來臺報到時，
       未提供本文件及報到所需文件，則視同未完成報到程序，此將影響入學資格。）
   
   (2) 註冊時可使用臨時畢業證明書，但須於學期末前繳交驗證之最高學歷證明文件，並
       Email 跟國際處索取聲明書填寫後於註冊日繳交，未能於學期末前繳交驗證之最高
       學歷證明文件者須通知本組及註冊組。請注意，若你持停留簽證入台，則需要驗證
       之最高學歷證明文件才能申請簽證轉換及居留證。
   
   (3) 若你的畢業證書是由台灣的學校發行，則不需驗證。DIKTI 受獎生可免繳學歷驗證
       文件，請先來信通知國際學生事務組。
   
   (4) 6 張以上的一年內內所拍攝之 3.5*4.5 公分個人大頭照，(人像自頭頂至下顎之長度
       不得小於 3.2 公分，不得超過 3.6 公分，白色背景) 使用於學生證、學校基本資料、
       臺灣居留證件等證件申請）
   
   (5) 經臺灣駐外使館、代表處等外交部機構驗證過之國外醫療及傷害保險、或臺灣全民
       健康保險

2. 入學後，因外國學生註冊時程與行政必要作業程序需費時之故，任何獲核獎助學金之發放時
   間將於註冊約 3 個月後領得，所以強烈建議外國學生攜帶足額之來臺生活、留學費用以備學
   習或日用所需。

3. 本校於外國學生註冊入學前將提供本地學生組成之接待義工服務，義工配對資訊將公告於申
   請入學系統(https://admissions.oia.ncku.edu.tw/)。其餘相關資訊將以電子郵件聯繫，故請自行留
   意電子郵件訊息。如於註冊入學前 2 週尚未收到任何來自接待義工之訊息，煩請與本處聯繫。

4. 本校國際事務處國際學生事務組（ISAD, OIA）聯絡資訊如下：
   
   (1) Email address:  em50990@email.ncku.edu.tw
   
   (2) Phone no.:  +886-6-208-5608
   
   (3) Fax no.:  +886-6-276-6430
Before Arrival
Essential Information

Visa Information
Students admitted to a degree program must apply for a Taiwan (ROC) resident visa. However, if this is unsuccessful, students can apply for “visitor visa” with annotation “FS” followed by the name of the university to enter Taiwan and then apply for a change to resident visa after enrolling at the University, or before the visitor visa expires.

However we strongly recommend students obtain a resident visa prior to entering Taiwan because only a resident visa holder can apply for an Alien Resident Certificate (ARC). ARC is an important identification card for opening a bank account and confirming one’s student status. To apply for a resident visa after entering Taiwan, it is necessary to complete the registration procedures at the University and obtain a student ID card or a certificate of study. The visitor visa holder may spend a lot of time for visa change. Applicants are required to do the Type B health check-up and go to the Ministry of Foreign Affairs (MOFA) in Kaohsiung to apply for a visa change. This will take about one hour by train and KRT and an application fee of at least NTD 3,000.

Do not use the landing visa to enter Taiwan. Those who do will need to leave Taiwan, apply for a new Taiwan (ROC) visa in another country or territory, and then reenter Taiwan. The information can be referred at Ministry of Foreign Affairs (MOFA) website.

Some designated countries (such as Afghanistan, Algeria, Bangladesh, Bhutan, Burma/Myanmar, Cambodia, Cameroon, Cuba, Ghana, Iran, Iraq, Laos, Nepal, Niger, Nigeria, Pakistan, Senegal, Somalia, Sri Lanka and Syria) have special procedures to apply for a Taiwan (ROC) visa, please check the Ministry of Foreign Affairs (MOFA) website for further information.

Financial Planning
Plan to have enough funds with you to cover expenses for getting settled in your new community (approximately NTD 80,000-100,000 or USD 3000-5000, depending on your lifestyle) for unexpected expenses, and to see you through until you can get additional money from your sponsor or receive a scholarship from the University. These funds should be arranged prior to your arrival. If you have been notified that you will receive a scholarship, then for the beginning of the semester you will need to have access to sufficient funds until the scholarship is available. Careful financial planning is the responsibility of each student. The scholarship will be remitted after receiving your ARC (with the purpose of residence of Study-NCKU) and post bank account, the procedure takes around 2-3 months after semester starts.
Remarks

1. Pillows, mattress, sheets and blankets are not provided in the dormitory for reasons of personal hygiene. You can either bring these with you or purchase them at a shop near school.

2. It is good to bring several copies of the important document with you. These include such items as diploma, transcript, passport, etc. (See section “Enrollment Procedures”.)

3. The ISAD office strongly suggests that graduate students contact their major professor before arriving. With early contact you can communicate with your advisor about your potential research area and prepare for school.
重要資訊

簽證
國際學生須持台灣居留簽證入台，若無法取得居留簽證時，可申請註記“FS”及學校名稱的停留簽證入台，並於完成註冊後於簽證過期之前辦理簽證轉換手續。

由於停留簽證持有者無法申請居留證(ARC)，故我們強烈建議您取得居留簽證(resident visa)後入台。居留證為您在台灣時重要的身分證明，且為銀行開戶之必要證件。停留簽證轉換為居留簽證之程序複雜且費時，您必須先完成學校註冊程序，並取得在學證明與三個月內有效之簽證體檢文件，備妥外交部規定之相關文件後，搭乘火車及捷運至高雄外交部領事局辦理簽證轉換手續，並依規定支付手續費用。


部分國家如阿富汗、阿爾及利亞、孟加拉、緬甸、柬埔寨、喀麥隆、古巴、伊朗、伊拉克、寮國、尼泊爾、奈及利亞、巴基斯坦、塞內加爾、索馬利亞、敘利亞等簽證申請方式特殊，請參考外交部領事局網站資訊。

財務計畫
獎學金約於開學後2個月左右核發，來台前請務必準備足夠之生活費、書籍費、雜費等，約新台幣8至10萬或美金3至5千元。請注意獎學金需待您完成註冊手續並繳交居留證(居留事由必須為：就學－國立成功大學)、郵局存簿影本至國際學生事務組後，方可辦理入帳。

備註
1. 基於個人衛生問題，本校宿舍不提供枕頭、床墊、床單、棉被等寢具用品。您可至學校附近店家自行購買。
2. 重要文件如畢業證書、護照、簽證頁請複印多份備用。
3. 我們建議研究生盡量於抵台前與指導教授取得聯繫，以利用後續學業討論及指導。
Airport Transportation Information

Taiwan has two international airports located in Taoyuan and Kaohsiung. Taoyuan International Airport (TPE) is located in northern Taiwan in Taoyuan County, about 40 kilometers from Taipei. Kaohsiung International Airport (KHH) is located in southern Taiwan in Kaohsiung City, about 75 kilometers from Tainan, and may be a more convenient destination if you are coming from abroad to National Cheng Kung University. The following is useful transportation information if you choose to land on at one of these airports. Please note all prices are approximate and are subject to change. For the most up-to-date pricing information please consult the relevant websites given below.

Kaohsiung International Airport (KHH) to National Cheng Kung University

   Travelling to Tainan from Kaohsiung by train is convenient and takes approximately 30 minutes, costing about NTD 106. Once you arrive at the Tainan Train Station, National Cheng Kung University is only a 5-minute walk away from the rear (east) entrance of the train station.

How to get to Kaohsiung train station from KHH airport? Take the Kaohsiung Rapid Transit (KRT) red line from Station R4 at Kaohsiung International Airport to Station R11 at the Kaohsiung Main Station. For more information, please visit the website for the KRT (http://www.krtco.com.tw/index.aspx).

For more transportation information, please visit the Kaohsiung International Airport website (http://www.kia.gov.tw/english/e_content/traffic.asp). However, please note the bus service from Kaohsiung International Airport to Tainan has been canceled since May 16, 2014.
A taxi can be taken directly from Kaohsiung International Airport to a particular campus or dorm. A 24-hour taxi service can be found at the west side of the International and Domestic Terminals. Travel time is around 40-50 minutes. The approximate taxi fare is NTD 1,500, but please note taxi fares are subject to change without notice.

**Taoyuan International Airport (TPE) to National Cheng Kung University**
Travelling by High Speed Rail is currently the most popular option of travelling between northern and southern Taiwan, and we recommend it because of its speed. It is fast (up to 250-300 kilometers per hour) and on time, with travel time being approximately one hour and forty minutes.

How to get to the HSR Taoyuan station from TPE airport? Take MRT from Terminal 1 or 2 of Taoyuan International Airport. The ticket fare is about NTD 35. For more information:
Once you arrive at the Tainan High Speed Rail Station (hours operation 6 a.m.-11 p.m.), you can take a taxi or a train (Sha Luen Station 沙崙線). Taxis are available in front of the HSR station, and take about 30 minutes to reach campus. The train takes only about 20 minutes and goes to the city’s train station, which is a five to ten minute walk from NCKU.

Related Links
1. Taiwan Taoyuan International Airport (TPE): http://www.taoyuan-airport.com/english/Index/

Pick-up Service Reservation
Jie-Rui Shuttle Bus Company (傑瑞車行)
Tel: +886-6-2592966 Fax: +886-6-2592931
Email: po7887@hotmail.com

* NTD300 per person
* Student who take Flight CI309 and CI758 will be charged NTD1,000 per car (4 seats) or NTD 1,200 per car (9 seats). Other passengers in the same car can share this cost.

* Please email the following information for pick-up service reservation:
  1. Name
  2. Gender
  3. Nationality
  4. Airline company and Flight number
  5. Arrival date and time
  6. Destination (campus dorm or apartment address)
  7. Buddy’s contact number (just in case if they need interpreter)

The other option is Daisuki Taxi, you may add LINE ID: 063000000 or dial +886-6-3000000 to make a reservation, NTD 1,200 per car (4 seats) Facebook https://www.facebook.com/DaisukiTaxi/?fref=ts
機場交通資訊

台灣的兩個國際機場位於桃園和高雄。桃園國際機場（TPE）位於台灣北部的桃園縣，距離台北約 40 公里。高雄小港國際機場（KHH）位於台灣南部的高雄市，距離台南約 75 公里，我們建議班機降落高雄小港國際機場對抵達成功大學來說較為方便。無論選擇哪一個國際機場降落，以下提供您相關的交通資訊。請注意所有的花費為預估值並有可能變化。對於最新價格資訊請參考以下的相關網站。

高雄小港國際機場（KHH）到成功大學

   從高雄搭火車到台南非常方便，大約花費 30 分鐘，車資大約新台幣 106 元。當你抵達台南車站，火車站後站（東邊）出口大約步行 5 分鐘即可抵達成功大學光復校區門口。
   如何從高雄小港國際機場到高雄火車站？搭乘高雄（紅線）小港站（R4）到高雄車站（R11），更多有關自行抵達資訊請見本手冊頁面「如何自行抵達成功大學」、高雄國際機場網站（http://www.kia.gov.tw/english/e_content/traffic.asp）。請注意，2014 年 5 月 16 日開始，高雄國際機場到台南的的巴士服務已取消。

   ![機場交通資訊圖](image)

   計程車可直接自高雄國際機場搭車到特定校園或宿舍。24 小時出租車服務可至國際線和國內線航廈西側服務站。搭乘計程車至台南花費時間約 40-50 分鐘，費用大約為新台幣 1,500 元。請注意，計程車車資可能會隨時間有所變動。
桃園國際機場(TPE)到成功大學

1. 搭台灣高鐵(HSR) (http://www.thsrc.com.tw) (recommended)

搭乘高鐵在花費時間和速度上是目前往來台灣南部和北部之間最普遍的選擇。搭乘高鐵的優點是快速和準時（時速可達 250-300 公里），從台北到台南所花費時間大約 1 小時 40 分鐘。


當你搭乘高鐵從桃園站抵達台南站（高鐵運營時間早上 6 點-晚上 11 點），你可以在高鐵站出口搭乘計程車或在高鐵門口出口轉搭台鐵（沙崙線）。計程車在高鐵站出口可搭乘，大約 30 分鐘可到達成功大學校園。搭乘台鐵只需約 20 分鐘即可抵達台南市，距離成功大學大約 5-10 分鐘的步行路程。

相關連結：
1. 桃園國際機場 (TPE): http://www.taoyuan-airport.com/english//Index/
接機服務預訂：
傑瑞車行(接受英文直接 email 下訂)
1. 電話 06-2592966；傳真 06-2592931
2. Email: po7887@hotmail.com
3. CI309 跟 CI758 及部分航班需要以包車方式返校，詳情請洽車行
   * 人頭$300，包車四人座$1,000，九人座$1,200
4. 請提供車行以下資訊：
   (1) 英文姓名(務必要放)、中文姓名、性別、國籍
   (2) 航空公司、班機號碼、抵台日期、抵台時間
   (3) 接送校區(下車地點)、義工姓名、義工台灣電話

另一個選項為台一大車隊，若傑瑞車行預約額滿的話可撥打電話 06-3000000 Line ID 063000000，
包車四人座$1,200。Facebook https://www.facebook.com/DaisukiTaxi/?fref=ts
How to get to NCKU by yourself?
如何自行抵達成功大學

This is the instruction to help you if you got lost or required for directions from Kaohsiung International Airport to NCKU. The file contains some set of instructions you can follow if you got lost or need for directions and some Chinese conversations that you can show to the local peoples to find your directions. 這份指引提供您從抵達高雄小港機場到成功大學的交通資訊及中文對話，在迷路時或是需要尋找方向時可以使用。其中包含迷路時該如何處理，以及提供您中英文對話以便當地人為您指引方向。

From Kaohsiung International Airport to NCKU
從高雄小港機場到成功大學

The below displayed picture is the main exit of Kaohsiung International Airport (KHH). After you finish all your custom, you will exit through this main exit. When you reach this main lobby, you can find all the above mentioned places at your left side (currency exchange, pay phone, Family Mart, etc.). Next to pay phone you can also find the exit from the airport which leads you to the elevator for the KHH MRT station. 下面是高雄小港機場出關後的平面圖及入境大廳照片。出關後即為入境大廳。往左手邊可以看到下圖中標示的地點(匯幣兌換、付費電話、全家便利商店等)。付費電話旁邊有電梯可通往高雄捷運的方向。
Kaohsiung International Airport International Arrival Lobby—MRT Station

從高雄小港機場入境大廳到高雄捷運站的路線說明：(影片)
https://www.youtube.com/watch?v=5dlr_MDTdxc

Once you reach the MRT station you can ask anyone or show the below statement:

當你抵達高雄捷運站要詢問往高雄火車站的方向時，可以使用以下對話：

1. 你好，我想要買票到高雄主要車站
   
   Hi, I want to buy tickets to Kaohsiung main station.

2. 火車到高雄車站會在此停車嗎？
   
   Train to Kaohsiung Main station will come in this lane?

3. 這是開往高雄車站的火車嗎？
   
   Is this the train to Kaohsiung Main station?

The below picture gives the number of stoppings from the airport to KHH main station.

下方是高雄捷運路線圖（http://www.travelking.com.tw/eng/tourgide/kaohsiung/krt-map/）
Once you get down from MRT you exit the subway and you can see the KHH railway station on the subway exit. 走出高雄捷運站出口後，可以看見高雄火車站。

When you enter the main station you can see the Ticket counter right in front of you. 走進高雄火車站，你可以看到購票處。下方是詢問對話：

1. 請給我票去台南車站到達成功大學。  
   Please give me tickets to Tainan station to reach National Cheng Kung University.

2. 請告訴我，我的火車會在哪一個月台抵達？  
   Can I know to which platform this train arrives? □第一 (platform 1) □第二 (platform 2) □第三 (platform 3) □第四 (platform 4) □第五 (platform 5)?

3. 當抵達台南站時請告訴我，我需要下車去成功大學。  
   Can you please inform me when we reach Tainan station. I need to go to National Cheng Kung University.

In 30 to 45 minutes you will reach Tainan Main station. The total time taken from airport to NCKU will be around 1 hour and it will cost you around 150 New Taiwan Dollars (maximum), so it is better to change some currency in the airport for your travel to NCKU. 大約30-45分鐘可抵達台南火車站。高雄小港機場到成功大學大約耗時1小時，花費約新台幣150元，所以建議您在機場時先換好新台幣。
Once you got down at Tainan Main station. You can ask direction to university. (Please make sure you come out from the Rear Exit of Tainan Railway Station).

NCKU Office of International Student Affairs Division (ISAD) is just walkable distance from the train station, as shown below. The Office building is called Yun-Pin Administration Building at Kuang-Fu Campus. The OIA Office is in the 1st or ground floor. Once you reach the office our staffs will assist you further.

國際事務處國際學生事務組就再離火車站步行不遠處。國際學生事務組位於光復校區雲平大樓東棟1樓，您抵達後即有工作人員可協助您。

1. 可以請你告訴我怎麼去成功大學嗎？(光復校區大門)

   Can you please tell me how to go to National Cheng Kung University? (Entrance of Kuang-Fu Campus)

If you have any problems in between or if you need any guidance you can contact the NCKU 24 hours Emergence contact Number listed below: (06)2757575 ext. 55555 or (06)2381187 (direct line)

如果您再抵達成功大學期間有發生任何緊急意外，請撥打成大 24 小時專線：
(06)2757575 ext. 55555 or (06)2381187 (direct line)。
Getting to Know Tainan City

Taiwan’s History Started with Tainan City
Tainan City is located in the southwest of Taiwan on the rich and fertile Jianan Plain, with a population of about 1.8 million. It is one of five capital metropolises in Taiwan (the others are Taipei City, New Taipei City, Taichung City, and Kaohsiung City). The city’s boundaries merged with adjacent Tainan County to form a single directly-controlled municipality. Tainan is historically regarded as one of the oldest cities in Taiwan and the city’s former name, Tayouan (大員), is claimed by some to be the source of the name Taiwan.
The average annual temperature is 26 degrees Celsius. January is the coolest month with an average of 18 degrees, and August the warmest, averaging 29 degrees. To learn more about Tainan City please see http://www.tainan.gov.tw/tainan/.

Useful Websites for Legal Matters
1. Bureau of Consular Affairs, Ministry of Foreign Affairs (for visa application)
   http://www.boca.gov.tw/
2. National Immigration Agency (for Alien Resident Certificate application)
   http://www.immigration.gov.tw/
3. Information for Foreigners
   http://iff.immigration.gov.tw/
4. Tainan City Government
   http://www.tainan.gov.tw/tainan/
5. Tainan Foreigner Assistance Center(TFAC)

Other Information
1. Study in Taiwan  http://www.studyintaiwan.org
2. Travelling in Taiwan  http://www.tva.org.tw/
   http://www.taiwan.net.tw/
   http://youthtravel.tw/
3. Taiwan’s climate  http://www.cwb.gov.tw/eng/index.htm
After Arrival
Visa Change & ARC Application Information

Students who have obtained a resident visa before arriving in Taiwan are required to apply for an Alien Resident Certificate (ARC) at the National Immigration Agency within 15 days after entering Taiwan. At that time, if you have not received a certificate of study, then the admission letter can be used for the ARC application process. Visitor visa holder need to get the Resident visa before applying ARC

Applying for a Resident Visa

1. Required documents:
   (1) A passport valid for at least six months at the time of application
   (2) A completed application form with two 2x1.5 inch color photos
   (3) Supporting documentation as required by the Kaohsiung branch, Bureau of Consular Affairs, MOFA or admission letter.
   (4) Other relevant documents, including diploma, transcript, etc.
   (5) Health certificate (Type B)

2. Visa fees:
   (1) The process fee for applicants with US nationality: NTD 4,800
   (2) The process fee for applicants of other nationalities: NTD 2,200
   (3) An additional charge for applications submitted in Taiwan: NTD 800

3. Agency: Bureau of Consular Affairs (BOCA)
   (1) Further information can be obtained at http://www.boca.gov.tw
   (2) The nearest branch to NCKU is the Southern Taiwan Office in Kaohsiung.
      Address: 2nd Floor, 436 Cheng Gung 1st Road, Kaohsiung City
      Tel: +886-7-211-0605
      You can take the Kaohsiung Rapid Transit (KRT) red line from Station R11 (Kaohsiung Main Station) to Station R10 (Formosa Boulevard) and transfer to the orange line to go to Station O4 (City Council). Proceed to Exit 1 and look for “the Southern Taiwan Joint Services Center of the Executive Yuan”.

Applying for the Alien Resident Certificate (ARC)

1. Required documents:
   (1) Completed application form
   (2) The original passport and one photocopy of the main identification page(s) and the Taiwan (ROC) visa page
   (3) Two 1x1.5 inch photos
   (4) Student ID card or certificate of study
   (5) NCKU admission letter
(6) Fee: NTD 1,000

The nearest branch to NCKU is located in the Tainan City Office.
Address: No.370, Section 2, Fuqian Road, West Central District, Tainan City
Tel: +886-6-293-7641
Transportation: Take the Tainan City System Bus No. 6 or No. 14, and get off at the National Tainan Living Art Center (國立臺南生活美學館), across the street from the Immigration Agency.
簽證轉換及居留證申請事宜

持居留簽證(Resident visa)學生抵台後 15 天內須至移民署申請居留證(ARC)。若您抵台時尚未取得在學證明，請持錄取通知信至移民署辦理居留證申請程序。持停留簽證(Visitor visa)者需轉換為居留簽證後才可申請居留證。

申請居留簽證 (Resident visa)

1. 應備文件:
   (1) 申請時仍具六個月以上(含)效期護照
   (2) 申請表及 2 張 2x1.5 吋彩色個人大頭照
   (3) 外交部要求之各項文件及錄取通知信
   (4) 其他相關證明，如：畢業證書、成績單等
   (5) 簽證體檢報告 (乙表)

2. 費用:
   (1) 美國籍申請者: NTD 4,800
   (2) 其他國籍申請者: NTD 2,200
   (3) 特別處理費用: NTD 800

3. 申辦地點: 外交部領事事務局南區辦事處
   (1) 詳細資訊請上網查詢 http://www.boca.gov.tw
   (2) 距離本校最近之辦事處位於高雄
      地址: 高雄市前金區成功一路 436 號 2 樓
      電話: +886-7-211-0605
      請於高雄火車站(R11)搭乘高雄捷運(KRT)紅線至美麗島站(R10)換乘橘線至市議會站(O4)後由出口 1 出站。

申請居留證 (ARC)

1. 應備文件:
   (1) 申請表
   (2) 護照正本、護照頁影本及簽證頁影本各一張
   (3) 兩張 1x1.5 吋彩色大頭照
   (4) 學生證或在學證明
   (5) 國立成功大學錄取通知信
   (6) 申請費: NTD 1,000

2. 申辦地點: 內政部移民署服務站
   距離本校最近之服務站為台南市第一服務站
   地址: 臺南市府前路 2 段 370 號
   電話: +886-6-293-7641
   搭乘台南市 6 號或 14 號公車至國立臺南生活美學館下車，服務站位於公車站牌對面。
Enrollment Procedures

**Important Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online registration:</td>
<td>June 1 - June 30, 2017 (for International Student Affairs Division)</td>
</tr>
<tr>
<td>Orientation</td>
<td>Sept 16 08:30-12:00</td>
</tr>
<tr>
<td>Enrollment at ISAD:</td>
<td>Sept 16 13:30-15:30</td>
</tr>
<tr>
<td>Classes start:</td>
<td>Sept 18</td>
</tr>
<tr>
<td>Enrollment at different divisions</td>
<td>Chinese language center: Sept 18-19</td>
</tr>
<tr>
<td></td>
<td>Registrar division: Sept 18-22</td>
</tr>
<tr>
<td></td>
<td>Cashier office: Sept 18-22</td>
</tr>
</tbody>
</table>

Note: Orientation will be held on September 16 (Saturday) in Information & Technique Building, B1 Floor, Cheng-Kung Campus (see Appendix 8). First-year students must attend Orientation. Online registration is required (at http://goo.gl/GnkpN8), and you may do so before August 31, 2017. Orientation will provide you with essential information to help you succeed academically and ease your transition to the University.

**Online Registration**

There is a form (see the link below) that you must complete online and then print them out, submit them to registrar office and your department office, as these are related to your student records and course selection.

1. NCKU Basic Data Entry for New Students (for Registrar Division)
   (http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html)

   The website is available for editing your personal information from July 1-31, 2017. Refer to the NCKU Instruction Handout posted online. (http://admissions.oia.ncku.edu.tw/). If you didn’t complete this procedure, you can’t get the student ID card on time and can’t access the course selection system.

**Enrollment**

1. International Student Affairs Division (ISAD)

   Place: (The room number will be announced by email) Information & Technique Building, Cheng Kung Campus

   Time: September 16, 13:30-15:30

   Required documents:

   (1) International Degree Students Enrollment Procedure Sheet

   (2) A copy of the admission letter

   (3) One 2x1.5-inch photo (For NHI card application)

   (4) Copy of your passport identification page(s), including the page with the Taiwan (ROC) visa
(5) Copy of the highest diploma received (English or Chinese version), and verified by the Taiwan (ROC) embassy or consulate

(6) Copy of the foreign medical/injury insurance (English or Chinese version), and verified by Taiwan (ROC) embassy or consulate. Those who do not have an insurance document verified by a Taiwan (ROC) embassy or consulate must register for the international student medical insurance (ISMI) program and submit an agreement with their signature. The NHI costs NTD 4,494 (first year fall semester student) or NTD 5,243 (first year spring semester student) per semester and can be used instead of ISMI, which costs NTD 3,000 (first year fall semester student) or NTD 3,500 (first year spring semester student) per semester. For more information on international student insurance requirements, see the section “International Student Insurance Policy”.

(7) Front and back copies of your Alien Resident Certificate (if available)

(8) Front and back copies of National Health Insurance card (if available)

(9) Copy of Taiwan Scholarship Certificate or other government scholarship (if available)

(10) Copy of Taiwan Post office passbook (if available)

2. Registrar Division
Place: 1st Floor of Yunping Building, Kuang-Fu Campus
Time: September 18-22
Required documents:
(1) International Degree Students Enrollment Procedure Sheet
(2) A copy of the admission letter
(3) Copy of your passport identification page(s), including the Taiwan (ROC) visa page
(4) Original and copy of the highest diploma received (English or Chinese version), and verified by a Taiwan (ROC) embassy or consulate.
(5) One 2x1.5-inch photo (if you didn’t upload your photo file to the system http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html)
(6) Front and back copies of your Alien Resident Certificate (if available)
(7) National Cheng Kung University Student Information (can be printed out from http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html.) The account number and the password is your student ID number.

3. Cashier Division (for fee payment)
Place: 1st Floor of Yunping Building, Kuang-Fu Campus
Time: September 18-22
Required documents:
(1) International Students Enrollment Procedure Sheet
(2) Enrollment fees (medical insurance, accidental insurance, internet fees, teaching material fees.)

Note: There are two stages for payment:
How to download the school bill? Please check the following link

First stage: All new students will be charged the enrollment fee approximately NTD 5,000-7,000 which includes the school insurance fee, internet fee, and a teaching material fee (for undergraduate students). The insurance fee NTD 3,000 (covered from September to February) will be charged for fall semester student at the first stage before we confirm the student's insurance status and coverage.

Second stage in mid-October: NCKU scholarship and MOE scholarship holders don’t have to pay at this stage, the tuition fee and the credit fee will be waived. Students with other scholarship(s) or without a scholarship pay the tuition fee and all other fees at this stage. Graduate students pay credit fees. Students who are eligible for the NHI program pay the NHI fee of NTD 4,494 (covered from September to February) at the first semester for fall semester student, so need to pay the difference NTD 1,494. If students have overseas insurance verification document for over 6 months, the NTD 3,000 will be refunded into the post office account.

4. NCKU Chinese Language Center (optional) https://goo.gl/IP7RPI
   Place: 3rd Floor, Hsiu Chi Liberal Arts Building
   Time: The students who successfully finalize online application before September 17 are supposed to hand in below required documents by email notice from Chinese center.
   https://goo.gl/IP7RPI
   (1) A copy of the admission letter
   (2) Checklist for Application for CIDS class
   (3) NTD 350 for the NCKU Chinese placement test (if you apply for CIDS)

   Note: Undergraduate students who speak Chinese are not required to take Chinese for International Degree Students (CIDS). The fee for the first year of CIDS is paid for by the Office of International Affairs.

5. Office of your Department/Institute
   Place: See school map
   Time: September 18-22
   Required documents:
   (1) International Degree Students Enrollment Procedure Sheet
   (2) A copy of the admission letter
   (3) National Cheng Kung University Student Information (can be printed out from http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html.) The account number and the password is your student ID number.
   (4) Copy of your passport identification page(s), including the page of Taiwan (ROC) visa
   (5) Front and back copies of your Alien Resident Certificate (if available)

   If you have any questions about the online courses selection system, please see “NCKU
Instruction Handout for fall Semester 2017” posted online (http://admissions.oia.ncku.edu.tw/) or contact the office of your Department/Institute directly.

6. After completing the Enrollment Procedure Sheet, remember to submit the sheet to the Registrar Division for student ID card acquisition. If you need the certificate of study for a visa change, please retain the receipt for the enrollment payment and show it to the Registrar Division for the certificate of study application.
註冊程序

重要時程

線上註冊

2017 年 5 月 20 日至 6 月 30 日(國際學生事務組)
http://admissions.oia.ncku.edu.tw/
2017 年 7 月 1 日至 7 月 31 日(註冊組)
http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html

新生說明會
9 月 16 日 08:30-12:00

國際處報到
9 月 16 日 13:30-15:30

開學
9 月 18 日

其他單位報到(繳交紙本)
9 月 18 日至 9 月 22 日 (註冊組、出納組、系辦)
(華語中心為 9 月 18 日至 9 月 19 日)

備註：本校將於 9 月 16 日上午 8 點 30 分於成功校區格致廳(B1)舉辦新生說明會，本說明會將邀請各單位說明各項重要事項，請新生務必參加，並於 8 月 31 日前完成線上報名(http://goo.gl/GnkpN8)，

線上註冊程序

下列兩項線上文件請存檔並印出，並於報到當日繳交至國際學生事務組及註冊組。
1. 新生基本資料表 NCKU Basic Data Entry for New Students (繳交至註冊組)
   (http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html.) 系統開放時間：
   2017 年 7 月 1 日至 7 月 31 日
   尚未完成以上資料登錄前，選課系統將無法操作。
   下載系統操作手冊 (http://admissions.oia.ncku.edu.tw/)

報到

1. 國際學生事務組 International Student Affairs Division (ISAD)
   地點：成功校區資訊大樓電腦教室(教室號碼另於 email 通知)
   時間：9 月 16 日 13:30-15:30
   應備文件
   (1) 註冊程序單
   (2) 錄取通知信影印本
   (3) 2x1.5 吋彩色照片 1 張(申請健保卡用)
   (4) 護照頁及簽證頁影本
   (5) 經使館驗證之最高學歷影本(正本驗畢歸還)
   (6) 經使館驗證之醫療保險證明文件。
   備註：未具備此文件者須加入國際學生醫療保險(ISMI)並繳交投保同意書及繳交保險費每學期新台幣 3,000 元(秋季班新生)或 3,500 元(春季班新生)。已具備健保資格者可免投保此險，並繳交保險費每學期新台幣 4,494 元(秋季班新生)或 5,243 元(春季班新生)。如需更多資訊請參考 “International Student Insurance Policy”.

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2. 註冊組 Registrar Division

地點：光復校區雲平大樓西棟 1 樓
時間：9 月 18-22 日

應備文件
(1) 註冊程序單
(2) 錄取通知信影印本
(3) 護照頁及簽證頁影本
(4) 經使館驗證之最高學歷影本（正本驗畢歸還）
(5) 2x1.5 吋彩色照片 1 張（已上傳新生基本資料系統者免繳）
(6) 居留證正反面影本（如有）
(7) 新生基本資料表（請登入下述系統印出，預設帳號密碼皆為學號 http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html。）

3. 出納組 Cashier Division (繳交註冊費)

地點：光復校區雲平大樓西棟 1 樓
時間：9 月 18-22 日

應備文件
(1) 註冊程序單
(2) 現金繳納

備註：學費繳納分為兩階段:

第一階段：繳交註冊費約新台幣 5,000-7,000 元，含保險費、新生網路使用費、口
語教材費等。春季班新生保險費預設金額為新台幣 3,000 元(9-2 月)，符合健保資格
者須於第二階段繳納差額 1,494 元。

第二階段：本校優秀國際學生獎助學金及教育部台灣獎學金受獎生學費及學分費由
校方協助繳納，差額直接列印帳單繳納。經確認符合健保資格學生須繳納健保差額
1,494 元。經確認於海外投保且保險文件經外館驗證者，或依親、應聘加保者，本組將
協助於學期末之前申請保險退費 3,000 元。

備註: 華語特別班首年學費由國際事務處支付，熟悉基礎華語之國際學生可免修本課程


4. 華語中心 NCKU Chinese Language Center (optional)

地點：光復校區修齊大樓 3 樓
時間：已於 9/17 前做完線上申請者，待華語中心 Email 通知後再繳交以下文件至華語中
心：
(1) 分班測驗費新台幣 350 元（如有需程度分班者，且經華語中心通知）

備註：華語特別班首年學費由國際事務處支付，熟悉基礎華語之國際學生可免修本課程
5. 系所辦公室 Office of Your Department/Institute

地點：請參考校園地圖

時間：9月18-22日

應備文件

(1) 註冊程序單

(2) 錄取通知信影本

(3) 新生基本資料表 (請登入下述系統印出，預設帳號密碼皆為學號

   http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html.)護照頁及簽證頁

   影本

(4) 居留證正反面影本(如有)

如對選課有疑問請參考“NCKU Instruction Handout” (http://admissions.oia.ncku.edu.tw/)

或逕洽系所辦公室詢問

6. 完成註冊程序後請將註冊程序單(Form1)繳回註冊組並領取學生證。需申請在學證明者請

持第一階段繳費收據至註冊組申請
International Student Housing Accommodations

Important Dates

Online registration: May 20- June 30, 2017
Online housing contract sign up: July 4 a.m.10:00, 2017-July. 31 a.m.10:00, 2017
Pay the dorm fee Aug. 29 – Sep. 7, 2017
Dorm fee payment after due date can be paid at the Bank of Taiwan (See Table 3)

How to Apply for a Campus Dormitory

Step 1: Login to the admission system and sign up using the dormitory application
http://admissions.oia.ncku.edu.tw/ (also, see Appendix 1B in this handbook)
Step 2: Sign the agreement at the Online Housing Contract System:

NCKU housing is operated by the Office of Student Affairs, Housing Service Division (http://housing.osa.ncku.edu.tw/bin/home.php?Lang=en). International students are given priority for a room in the University dormitory. The University covers only the basic-level campus dormitory fees for all undergraduate students. Student staying in a higher-priced dorm must pay the difference. Graduate students have to pay the dorm fee by themselves.

Sheng-Li Dormitory 6 will be closed for renovation project in the 106th academic year, between July 01, 2017 and August 31, 2018. In line with the renovation project, accommodation options for incoming 2017 fall semester students are adjusted as the following:
I. Female students: Sheng-Li Dormitory 3.
II. Male students:
   i. Undergraduate program: Sheng-Li Dormitory 1.
   ii. Graduate program: Sheng-Li Dormitory 1 & 4, and Kuang-Fu Dormitory 3
Information on these facilities is available in Table 2. All of these dorms just mentioned require multiple occupants, as there are no single rooms or family rooms available.

Students, either graduate or undergraduate, desiring a single room can apply to the Prince House. Please see the information below (Prince House) for this option. Students with spouses and/or children who need off-campus housing are suggested to communicate with his or her buddy (see Buddy-Buddy Program, ahead), or, if able to read Chinese, see the website (http://dorm2.osa.ncku.edu.tw/~military/outside/student_login.php)

Read the following information carefully and complete your application process before the deadline.

Campus Dormitories
1. There are no dormitories for families or couples.
2. Rooms in the student dormitories, excluding NCKU Prince House, are allocated and managed by the
Housing Service Division, Office of Student Affairs.

3. All dorms are equipped with air conditioning, and students are responsible for this electrical expense.

4. For more detailed information about university dormitories, including photos of room interiors and facilities, please check the website of the Office of Student Affairs, Housing Service Division (http://housing.osa.ncku.edu.tw/files/11-1065-17026.php?Lang=en).

5. The University can only cover Basic-level dormitory accommodation fees for undergraduate students. Students staying in a higher-priced dorm must pay the difference.

6. There are kitchenettes in Sheng-Li Dorms 4.

7. Pillows, mattress, sheets and blankets are not provided in the dormitory for reasons of personal hygiene. You can either bring these with you or purchase them at a shop near school.

8. In order to secure your dormitory space, you must fill out the admission system application and complete the online Housing Contract on time. If you fail to complete either step, on time, your application will fail to process.

Table 2: Dorm fee

<table>
<thead>
<tr>
<th>Dorm</th>
<th>Charge(NTD)</th>
<th>Location</th>
<th>Number of Occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall Semester for Incoming Students (19 weeks)</td>
<td>Fall Semester for Returning Students (18 weeks)</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>Sheng-Li 1 (Male)</td>
<td>6,164 5,850 5,850 1,130 2,260</td>
<td>Sheng-Li Campus</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Basic Level</td>
<td>6,322 6,000 6,000 1,160 2,320</td>
<td>Sheng-Li Campus</td>
<td>3</td>
</tr>
<tr>
<td>Sheng-Li 3 (Female)</td>
<td>10,410 9,873 9,873 2,025 4,050</td>
<td>Sheng-Li Campus</td>
<td>3</td>
</tr>
<tr>
<td>Basic Level</td>
<td>9,261 8,784 8,784 1,763 3,526</td>
<td>Kuang-Fu Campus</td>
<td>3</td>
</tr>
<tr>
<td>Kuang-Fu 3 (Male-Master Program)</td>
<td>9,261 8,784 8,784 1,763 3,526</td>
<td>Kuang-Fu Campus</td>
<td>3</td>
</tr>
</tbody>
</table>

Remarks

1. The dorm fee includes NTD 200 for the internet service.
2. Students who choose to stay in a higher-priced dorm are responsible for the difference.
3. Students are responsible for the electrical expenses of using air conditioning.
國際學生住宿申請

重要時程

線上申請
2017 年 5 月 20 日至 6 月 30 日

線上契約簽訂
2017 年 7 月 4 日上午 10 點至 2017 年 7 月 31 上午 10 點

繳交住宿費
2017 年 8 月 29 日至 9 月 7 日

如未能於期限前在超商繳交住宿費者，可至台銀繳費（見表三：繳費時程）

如何申請校內宿舍

Step 1: 登入申請入學系統並登記宿舍
http://admissions.oia.ncku.edu.tw/（詳見 Appendix 1B）

Step 2: 上網簽訂住宿契約

本校學務處住宿服務組負責校內宿舍事宜，並為國際學生優先安排校內宿舍
(http://housing.osa.ncku.edu.tw/bin/home.php?Lang=en)。本校將提供大學部國際學生基本住宿費，
學生若申請較高等級之宿舍應自行支付差額。研究所國際學生需自行繳納住宿費用。

為提升住宿品質，勝六舍將2017年7月1日起至2018年8月31日期間進行寢室內部及公共區
域整修工程，施工期間將停用、不開放住宿。根據前述整修作業，2017年秋季班入學學生之宿
舍分配原則調整如下：大學部及研究所女生分配至勝利四舍；大學部男生分配至勝利一舍；研究
所男生分配至勝利二舍、勝利四舍或光復三舍。關於宿舍設施請見表 2，校內宿舍均為多人房，
並無提供單人房或家庭宿舍。

需申請單人房學生可洽詢太子學舍（Prince House）如需家庭宿舍者請洽接待義工或查詢下列網址
(http://dorm2.osa.ncku.edu.tw/~military/outside/student_login.php)

請詳細閱讀本頁資訊並於截止日前完成宿舍申請。

校內宿舍

1. 本校無提供男女混宿或家庭式宿舍。
2. 本校學務處住宿服務組負責校內宿舍事宜，不含太子學舍。
3. 宿舍均裝設冷氣，學生需繳納電費。
5. 本校僅提供基本住宿費，學生若申請較高等級之宿舍應自行支付差額。
6. 勝利四舍提供簡易廚房。
7. 基於衛生考量，宿舍不提供枕頭、床墊、棉被等。請自行攜帶或於校外購買。
8. 請務必於申請期限內完成入學系統之住宿申請及簽署線上住宿契約，以便本校保留您的床位。

請注意，逾期申請無法受理。
表 2: 宿舍費用

<table>
<thead>
<tr>
<th>宿舍</th>
<th>秋季班(新生、19周計)</th>
<th>秋季班(舊生、18周計)</th>
<th>春季班</th>
<th>寒假費用</th>
<th>暑假費用</th>
<th>地點</th>
<th>人數</th>
</tr>
</thead>
<tbody>
<tr>
<td>賽一舍</td>
<td>6,164</td>
<td>5,850</td>
<td>5,850</td>
<td>1,130</td>
<td>2,260</td>
<td>Sheng-Li Campus</td>
<td>3 或 4人</td>
</tr>
<tr>
<td>(大學部及研究生男生)</td>
<td>Basic Level⁺</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>賽三舍</td>
<td>6,322</td>
<td>6,000</td>
<td>6,000</td>
<td>1,160</td>
<td>2,320</td>
<td>Sheng-Li Campus</td>
<td>3 人</td>
</tr>
<tr>
<td>(大學部及研究生女生)</td>
<td>Basic Level⁺</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>賽四舍</td>
<td>10,410</td>
<td>9,873</td>
<td>9,873</td>
<td>2,025</td>
<td>4,050</td>
<td>Sheng-Li Campus</td>
<td>3 人</td>
</tr>
<tr>
<td>(研究所男生)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>光三舍</td>
<td>9,261</td>
<td>8,784</td>
<td>8,784</td>
<td>1,763</td>
<td>3,526</td>
<td>Kuang-Fu Campus</td>
<td>3 人</td>
</tr>
<tr>
<td>(研究所男生)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

備註
1. 以上費用包含 200 元網路使用費。
2. 學生若申請較高等級之宿舍應自行支付差額。
3. 學生需繳納冷氣使用電費。
## Information for Dorm Fee Payment

### Table 3: Payment Dates and Process 表三：缴费時程

<table>
<thead>
<tr>
<th>Degree level 学制</th>
<th>Undergraduate student 大学部</th>
<th>Graduate student 硕博研究生</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 年级</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year student 1年級新生</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year student 1年級新生</td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;-4&lt;sup&gt;th&lt;/sup&gt; year student 2-4年級舊生</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;-7&lt;sup&gt;th&lt;/sup&gt; year student 2-7年級舊生</td>
</tr>
<tr>
<td>Date for Payment 缴费日期</td>
<td>Feb.03-Feb. 17</td>
<td>Jan.20-Feb.17</td>
</tr>
</tbody>
</table>

### Payment Procedure and Method 缴费步骤与方法

**Step 1:** Login to the Bank of Taiwan website and download your bill. 
步驟1: 登入臺灣銀行網頁並下載您的住宿費繳費單。

Bank of Taiwan 臺銀網址:  

Instructions: 操作教學 http://tinyurl.com/print-ur-dorm-fee-bill

If you encounter any problems, please contact Ms. Lin. 住宿費方面問題可直接連絡住服組林小姐: ysluc@mail.ncku.edu.tw

**Step 2:** Print out the bill and make the payment at a convenience store (e.g., 7-11, Family Mart, OK Mart), ATM machine, or the Bank of Taiwan.  
步驟2: 列印住宿費繳費單並持單至超商(7-11, 全家、OK等)繳費，或以ATM轉帳、臺銀臨櫃之方式繳交。

Suggested branches for Bank of Taiwan 鄰近學校之臺灣銀行分行:  
A: Yungkang Branch: No. 513, Xiaodong Road, Yongkang District, Tainan City (3.1 km from NCKU)  
臺灣銀行永康分行:台南市永康區小東路513號

B: Nandu Branch: No. 180, Section 2, Zhongyi Road, West Central District, Tainan City (1.7 km from NCKU)  
臺灣銀行南都分行:台南市中西區忠義路2段180號

### Remarks 備註

1. **Please be sure to complete the dorm fee payment before checking in.**  
   請務必於辦理進住手續前完成繳費。  
   Your receipt of payment, along with an ID (with 2-inch photo) and admission letter, is required for the dormitory check-in procedure.  
   進住時須出示住宿費繳費證明、錄取通知單或有照片之證件，並需繳交2吋證件照。

2. **Payment after due date (late payment) 逾期帳單繳費方式:**  
   (1) Please present your bill and complete payment at a branch of the Bank of Taiwan.  
   請持繳費單至臺銀臨櫃繳交。
   
   (2) ATM machines can also process overdue bills (you must know how to operate the machine). 如您會操作ATM轉帳，逾期繳費單亦可以ATM轉帳方式繳交。

   (3) Convenience stores do NOT accept overdue bills. 超商不受理逾期繳費
NCKU Prince House

NCKU Prince House, situated on the corner of Sheng-Li Road and Ta-Hsueh Road, was completed at the end of August 2008. Rooms are assigned on a first-come, first-served basis to those who request via email at nckuservice@prince.com.tw or contact +886-6-2087166. The Office of International Affairs is not responsible for room reservations at the Prince House.

A detailed introduction, contract and regulations are posted at the Prince House website (http://nckudorm.prince.com.tw/About_List.aspx). The Prince House staff will process room requests according to the numerical order of the registration code. If approved, the staff will email to the applicant the confirmation letter with attachments, including the leasing agreement and the general rules governing dormitory life. A passport and the NCKU admission letter must be shown to the Prince House staff when checking in.

Basic Information about the Prince House

1. For detailed information please check: http://nckudorm.prince.com.tw/Introduction_List.aspx
2. Dorms are currently unavailable to families or couples.
3. Occupants must sign a one-year contract.
4. Applicants signing up for a double-occupancy room without indicating a roommate will be paired randomly with another student.
5. A kitchenette is located on the top floor, equipped with oven, microwave oven, electric rice cooker, and induction cooker.
6. Each room comes with a bed frame, desk, chair, closet, refrigerator, air conditioner, and restroom.
7. Rates:
   (1) Deposits: An amount equivalent to one-month’s rent is required to reserve a room. A two-month refundable deposit is required during move-in.
   (2) Room rates: A single room is NTD 6,700 per month; double is NTD 4,000 per month.
   (3) Utilities: room electricity (including air-conditioner and induction cooker, paid using a debit card)
   (4) Water & internet: Free
8. Telephone & cable TV: Applied for on an individual basis, and at one’s own expense.

Payment for Prince House

Because the Prince House is not operated by NCKU, for payment detail please ask the front desk in Prince House or inquiry by email.

(1) Reservation fee: a refundable deposit of one month’s rent
    Single Room: NTD 6,700; Double Room: NTD 4,000
(2) Check-in fee: a refundable deposit of two month’s rent
    Single Room: NTD 13,400; Double Room: NTD 8,000
(3) Housing is subsidized only for undergraduate and monthly subsidized amount is NTD 1,255.
太子學舍
太子學舍建立於 2008 年 8 月，位於勝利路及大學路交叉口，採預約制。申請者可 email 至 nckuservice@prince.com.tw 或電洽 +886-6-2087166。太子學舍為校外宿舍，非校內單位，學生需自行洽詢及預約。

有關太子學舍簡介及設施可上網查詢（http://nckudorm.prince.com.tw/About_List.aspx）預約成功後將有專人與您聯繫並提供住宿契約書及住宿規範。提醒您入住時需攜帶護照及錄取通知書。

太子學舍
2. 本宿舍不提供男女混宿或家庭式宿舍
3. 至少需簽訂一年契約
4. 申請雙人房且未指定室友者，將由太子學生分配室友
5. 本宿舍頂樓備有簡易廚房設施，包含烤箱、微波爐、電鍋等
6. 房間包含床架、桌椅、衣櫥、冰箱、冷氣及衛浴設備
7. 費用
   (1) 押金：預約金為一個月房租，入住時需支付兩個月房租作為押金
   (2) 單人房每月租金新台幣 6,700 元；雙人房每月租金新台幣 4,000 元
   (3) 租金已包含水費及網路費
   (4) 租金不含電話及有線電視，使用者需自行申請付費
8. 設施：冷氣及廚具電費使用預付卡支付

費用說明
太子學舍為校外單位，非校方管理，故有關費用及其他細節請直接洽詢太子學舍
(1) 預約金：預約金為一個月房租
   單人房新台幣 6,700 元；雙人房新台幣 4,000 元
(2) 入住押金：押金為兩個月房租
   單人房新台幣 13,400 元；雙人房新台幣 8,000 元
(3) 校方補助大學部學生住宿太子學舍津貼每月為新台幣 1,255 元
International Student Insurance Policy

As an international student, health insurance is very important. Medical and injury insurance, covering a period longer than six months counting from the day when entering Taiwan, is required. This medical and injury insurance document must be verified with official stamps by a Taiwan (ROC) embassy or consulate. Students can buy the medical insurance after enroll at school, but should be responsible for their own medical fee before the insurance valid. Therefore, we strongly suggest you to buy the insurance in your home country.

There are three types of insurance coverage in Taiwan after the students enroll at school. The first one applies to all students, and is called Student Group Insurance (SGI). The second type is International Student Medical Insurance (ISMI), and the third type is National Health Insurance (NHI). Information about these three types is presented below.

**Student Group Insurance (SGI)**

SGI is the compulsory insurance for all NCKU students. The payment of this insurance fee is regarded as part of the enrollment process for each semester. Sickness requiring specialized medical care is not included and the final compensation is decided by the insurance company’s evaluation of your application. The insurance coverage is listed below.

1. Death (caused by accident or disease): NTD 1,000,000
2. Surgery: NTD 6,000 (maximum) for each general case
3. Bone fracture: NTD 6,000 (maximum) for each case
4. Hospitalization: NTD 500 (maximum) each day for no more than 60 days
5. Accident or serious injury: NTD 5,000 (maximum) for each case depending on the actual expense

**International Student Medical Insurance (ISMI)**

Students without NHI eligibility can apply for reimbursement based on ISMI policy, after receiving medical treatment. This insurance costs NTD 500 per month, NTD 3,000 (Fall semester student) or 3,500 (Spring semester student) per semester. Important points about the reimbursement process:

1. Come to ISAD first and get the insurance reimbursement application form.
2. Go to any NHI-authorized clinic or hospital.
3. Pay the medical and treatment fee by yourself first and request a certificate of diagnosis and a receipt(s) from the clinic or hospital.
4. Bring the reimbursement application form, certificate of diagnosis, receipt(s), copy of your ARC, passbook, and student ID card to ISAD. We will send the documents to the insurance company and the reimbursement will be remitted to your bank account in one month.
5. The reimbursement amount is decided by the insurance company’s evaluation of your application. The insurance company covers only one visit per day for a situation involving the same symptoms.
The maximum coverage per visit is NTD 1,000.

**National Health Insurance (NHI)**
The National Health Insurance Act stipulates that foreign nationals who are legal residents of Taiwan (including those from Hong Kong and Macau) **must** be registered in the National Health Insurance program, either by the school (starting the day the student enrolls) or by an employer (starting the day of employment). To be eligible for the NHI program, one must be living in Taiwan for six continuous months. However, one trip abroad, not to exceed 30 days, is allowed during the six-month period.

**Additional Information about NHI**
1. You will receive an NHI card after joining the program.
2. The Bureau of National Health Insurance provides NTD 500 for each international student each month. Therefore, a student only has to pay NTD 749 per month. NTD 4,494 will be charged at the beginning of each semester.
3. NHI medical benefits: NHI covers most medical expenses, but certain registration fees and co-payments will be charged.
4. Fines: If you are eligible to participate in the program but are not enrolled, you will be fined between NTD 3,000 and NTD 15,000 and be required by law to pay premiums dating back to the time you became qualified to enroll in the program, not to exceed five years.
5. NHI coverage will be canceled if the ARC expires or if the visa changes. Please inform ISAD and reapply for ISMI.
6. If you have any question please visit the National Health Insurance website ([http://www.nhi.gov.tw/english/index.aspx](http://www.nhi.gov.tw/english/index.aspx)).

To have active insurance coverage is essential for every international student. We strongly suggest you to have at least one month of overseas medical and injury insurance before SGI, ISMI, and NHI are in effect. OIA will apply for the ISMI for you as long as we receive your personal information and enrollment fee after you finish enrolling in courses. However, if you do not have any insurance before ISMI starts, please be sure to complete the “NCKU Declaration of Insurance” (see Form 2) and upload it to the system at [http://admissions.oia.ncku.edu.tw/](http://admissions.oia.ncku.edu.tw/) using the insurance tab.

The Taiwan Ministry of Education regulations require each international student to have insurance for each semester. If you do not have NHI coverage and leave Taiwan for more than 30 days, then after returning to Taiwan you must wait six months before becoming eligible to join NHI.
國際學生保險

保險對於國際學生來說十分重要。無健保的學生抵達台灣並領到居留證後起算六個月期間必須投保
醫療保險，學生可自行在僑居國購買保險並將文件送至外館驗證，或於註冊時在校購買保險。但請
注意，抵達台灣後到註冊前這段期間，若保險尚未生效，學生須自行負擔個人醫療費用。
以下簡介在校生投保的三種保險類別：1.學生平安保險(SGI) 2.國際學生醫療保險(ISMI) 3.全民健康
保險(NHI)

學生平安保險 Student Group Insurance (SGI)
所有的在校生均須投保學生平安保險，費用於註冊時繳交。本保險僅提供意外傷害住院申請，一般
醫療不在理賠範圍內。理賠範圍如下
1. 死亡(意外或疾病)：新台幣 1,000,000 元
2. 手術：每件最高理賠新台幣 6,000 元
3. 骨折：每件最高理賠新台幣 6,000 元
4. 住院：每日最高新台幣 500 元不超過 60 日
5. 意外傷害：每件最高理賠新台幣 5,000 元

國際學生醫療保險 International Student Medical Insurance (ISMI)
學生尚未符合全民健保資格時可投保本保險。每月保費 500 元，每學期保費 3,000 元(秋季班)或 3,500
元(春季班)。理賠申請辦法如下
1. 至 ISAD 辦公室索取理賠申請表
2. 至健保醫院或診所看診
3. 先支付醫療費並索取診斷證明書、收據
4. 攜帶理賠申請表、居留證影本、存摺影本、學生證影本至 ISAD 辦公室，校方將協助將文
件寄至保險公司申請理賠，理賠金將於 1 個月內撥付至學生個人帳戶。
5. 理賠金額由保險公司裁定，最高每日每次理賠新台幣 1,000 元

全民健康保險 National Health Insurance (NHI)
全民健康保險為強制險，凡居留台灣外籍人士(含香港及澳門)，居留證核發滿六個月且期間未出
境超過 30 天者，須自行投保或透過學校及雇主投保。

全民健康保險重要資訊
1. 首次加保後會收到健保卡
2. 健保局提供國際學生每月新台幣 500 元健保費補助，故每月僅需繳交 749 元。每學期初應
繳納該學期健保費共 4,494 元(春季班新生第一學期繳交 5,243 元，之後恢復每學期 4494 元)
3. 健保已給付大部分的醫療費用，故看診時僅繳納掛號費及部分負擔費用
4. 若符合加保資格但未投保者將處以新台幣 3,000 元至 15,000 元罰款
5. 居留證逾期或轉換簽證時，健保將失效，請通知 ISAD 協助投保國際學生醫療險 ISMI

我們強烈建議您於僑居地至少投保一個月的海外旅遊醫療險，以確保您在註冊前，各項保險尚未
生效時的醫療保障。若您在註冊前未投保任何保險，請上網簽妥及攜帶保險切結書
http://admissions.oia.ncku.edu.tw/
New Student Health Check-up

All new students are required to have a health check-up for university enrollment. Students who fail to do the health check-up could be deprived of student status. The health items checked for the enrollment process are different from those for obtaining the visa. Do not have breakfast before the examination, and please take your passport with you. The fee (see below) is not refundable.

Note: Visitor visa holders (with annotation “FS” followed by the name of the university or “FR” followed by the Chinese language center) must apply for a resident visa after enrolling. To apply for a resident visa in Taiwan, it is necessary to have a Health Certificate (Type B) issued by an authorized hospital in Taiwan. If you are a visitor visa holder, please remember to bring proof of positive measles and rubella antibody titers or measles and rubella vaccination certificates (if available) to Taiwan.

New Student Health Check-up (for Resident Visa Holder)
1. Dates: Sept 1-30, 2017
2. Time: Monday- Friday, 8:30-10:30
3. Location: NCKU Hospital (New Outpatient Building → Referral Center on 1st Floor for registration → Health Check-up Center on 2nd Floor)
4. Fee: NTD 850
5. The items checked are different from the Type B health check-up done for the visa application. All new students must do this health check. Only the health report issued by the hospital in Taiwan is acceptable by the Ministry of Education and the school.

Combo Health Check-up for Type B and new student health check up (for Visitor Visa Holder)
1. Dates: Sept 1-30, 2017
2. Time: Monday-Friday, 8:30-10:30
3. Location: NCKU Hospital (New Outpatient Building → Referral Center on 1st Floor for registration → Health Check-up Center on 2nd Floor)
4. Fee: NTD 1,300
5. For those doing the Combo Health Check-up, there is no need to do a new student medical check-up because the items checked for new students will be included.

The special prices of NTD 850 for the new student health check-up and NTD 1,300 for the Type B Health Check-up are only offered on the specific dates given above. If you do not have the measles and rubella vaccination certificates with you in Taiwan, you must take the vaccines at the NCKU hospital or a private clinic. After you submit the vaccination record to NCKU hospital, you can complete the Type B health check-up. For taking the three-in-one vaccine (measles, rubella and parotitis), you will be charged extra fees.
新生體檢

根據教育部規定，所有的新生均需要於註冊後接受新生體檢，此體檢項目與簽證體檢不同，且校方僅接受台灣醫院所提供之體檢報告。體檢時請攜帶護照，體檢前8小時請勿進食。

備註：持停留簽證(註記FS)者或任何註記FR華語中心簽證者且需轉換簽證者，需接受乙表體檢以便辦理簽證轉換。若您有麻疹、德國麻疹疫苗接種紀錄請記得攜帶至台灣。

新生體檢
1. 日期：2017年9月1日至9月30日
2. 時間：周一至周五上午8:30-10:30
3. 地點：成大醫院(門診大樓→1樓轉介中心→2樓體檢處)
4. 費用：新台幣850元（此價格僅持優惠單者，請至國際學生事務組辦公室領取）
5. 此體檢項目與簽證體檢不同，且校方僅接受台灣醫院所提供之體檢報告。

綜合體檢（簽證體檢及新生體檢）
1. 日期：2017年9月1日至9月30日
2. 時間：周一至周五上午8:30-10:30
3. 地點：NCKU Hospital (New Outpatient Building → Referral Center on 1st Floor for registration → Health Check-up Center on 2nd Floor)
4. 費用：NTD 1,300
5. 接受新生及簽證綜合體檢者不須再做新生體檢，本體檢已包含所需檢驗項目。

新生體檢費用為新台幣850元，新生及簽證綜合體檢費用為新台幣1,300元。若您未攜帶接種紀錄則必須在成大醫院或診所接種疫苗，並將接踵紀錄繳給成大醫院，以便完成乙表體檢。接種三合一疫苗(麻疹、德國麻疹、腮腺炎)費用需自行負擔。
Tuition & Other Fees 各項費用

1. Mandatory fees 註冊費

All students are required to pay mandatory fees each semester, for insurance and other essential matters. Please note that all scholarship recipients are also required to pay the mandatory fees. A detailed listing of these fees is given in Tables 4, 5, and 6.

Table 4: Mandatory Fees 表 4: 註冊費

<table>
<thead>
<tr>
<th>Items</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Group Insurance (SGI) 學生平安保險費</td>
<td>NTD 100</td>
</tr>
<tr>
<td>International Student Medical Insurance* 国際學生團體醫療保險費 (ISMI)</td>
<td>NTD 3,000</td>
</tr>
<tr>
<td>National Health Insurance* (NHI) 全民健康保險費</td>
<td>NTD 4,494 for 1 semester (NTD 749 per month)</td>
</tr>
<tr>
<td>Internet registration fee for new student** 新生網路使用費</td>
<td>NTD 1,200</td>
</tr>
<tr>
<td>Teaching materials fee for undergraduate students 大學部口語教材費</td>
<td>NTD 1,200: fee for students in the Department of Foreign Languages &amp; Literature  NTD 600: fee for the rest of students</td>
</tr>
</tbody>
</table>

* Student will pay either the ISMI fee or NHI fee, not both. However these two insurance coverages and payments will have a period of overlap. 國際學生團體醫療保險費與全民健康保險費為擇一繳納，但兩者保險轉換當月份須同時繳納兩種保險費用

**Internet registration fee applies only to the first semester. 新生網路使用費僅於第一學期收取

2. Additional information on expenses, fees, and scholarships 其他資訊

Tables 5 and 6 are based on the standard for the 2016-2017 academic year which was stipulated by the Ministry of Education and our University in 2011. The list shows the regular University payment.

(1) Cost of books is at one’s own expense and is different from program to program; living cost varies depending on individual living style.

(2) If there are any revisions to the mandatory fees, priority goes to the announcements made on the website for Registrar Division, Office of Academic Affairs (http://b2c001.web.ncku.edu.tw/bin/home.php).

(3) The “NCKU Distinguished International Student Scholarship” will be only granted in the first academic year. One must apply for it in the second academic year, and the scholarship is not
guaranteed for the entire period of study. In addition, each semester, the university will check student status, ARC status and reassess the scholarship eligibility status. If a student is not enrolled the scholarship will be terminated.

(4) A student not granted a scholarship must pay all fees.

(5) A recipient of the MOFA (Ministry of Foreign Affairs) Taiwan Scholarship pays the same tuition fees as a local student. Further information can be found at the OIA website (http://isad.oia.ncku.edu.tw/files/15-1381-131085,c15616-1.php?Lang=en).

(6) There are two stages of fee payment each semester. The payment schedule is:
   a. First payment: February 15-23
   b. Second payment: Mid-April (students will be notified by email with a specific date; alternatively one can check the ISAD website).

Table 5: Tuition and Other Fees for Undergraduates

<table>
<thead>
<tr>
<th>College or Department</th>
<th>Tuition Fees (per semester)</th>
<th>Miscellaneous Fees (per semester)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Medicine 醫學系</td>
<td>NTD 40,851</td>
<td>NTD 31,040</td>
<td>NTD 71,891</td>
</tr>
<tr>
<td>College of Medicine 醫學院</td>
<td>NTD 30,583</td>
<td>NTD 26,100</td>
<td>NTD 56,683</td>
</tr>
<tr>
<td>(except Department of Medicine)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Engineering 工學院</td>
<td>NTD 30,583</td>
<td>NTD 23,000</td>
<td>NTD 53,583</td>
</tr>
<tr>
<td>College of Electrical Engineering &amp; Computer Science 電資學院</td>
<td>NTD 30,583</td>
<td>NTD 22,520</td>
<td>NTD 53,103</td>
</tr>
<tr>
<td>College of Planning and Design 建設學院</td>
<td>NTD 30,583</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Sciences 理學院</td>
<td>NTD 30,583</td>
<td>NTD 15,540</td>
<td>NTD 45,851</td>
</tr>
<tr>
<td>College of Management 管理學院</td>
<td>NTD 30,311</td>
<td>NTD 14,760</td>
<td>NTD 45,071</td>
</tr>
<tr>
<td>College</td>
<td>Tuition fee (per semester)</td>
<td>Credit fee (per credit)</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------</td>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>College of Medicine</td>
<td>NTD 44,010</td>
<td>NTD 2,400</td>
<td></td>
</tr>
<tr>
<td>College of Engineering</td>
<td>NTD 41,100</td>
<td>NTD 2,400</td>
<td></td>
</tr>
<tr>
<td>College of Electrical</td>
<td>NTD 39,600</td>
<td>NTD 2,400</td>
<td></td>
</tr>
<tr>
<td>College of Management</td>
<td>NTD 34,740</td>
<td>NTD 2,400</td>
<td></td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>NTD 34,200</td>
<td>NTD 2,400</td>
<td></td>
</tr>
</tbody>
</table>
Supplemental Information

After settling down

After settling down in Taiwan, please submit to your department the information described in “Personal Documents in Taiwan” (see Appendix 10), which include copies of the Alien Resident Certificate (ARC) and cover of the post office passbook. These documents can ensure your student status, the school scholarship remittance, the legal stay in Taiwan etc. It is preferable to submit the documents within 15-20 days of enrollment. During your study in Taiwan, if any personal information (such as your Chinese name, ARC, passport number, and the residential address) changes, please inform your department and ISAD office.

As an international student in Taiwan, please make sure your whereabouts are known to others. If you leave the campus for private or academic matters for a few days and especially for an extended period, please inform your professor, department, classmate, and/or your roommate.

If you are a “NCKU Distinguished International Student Scholarship” recipient, please read the scholarship regulations in detail (See Appendix 5). A scholarship may be cancelled if regulations are not followed. The University will confirm your student status at the beginning of each semester before releasing scholarship funds. As explained above, be sure you have sufficient funds from your own sources for getting settled and until money arrives from your sponsor or a scholarship. Ensuring yourself with sufficient funds is an essential responsibility of each student.

Amenities and Social Involvement

1. Free Chinese Language Courses (see Appendices 6 & 7)

The Office of International Affairs (OIA) funds and provides for free Chinese language courses for all degree-seeking international students, and certain exchange students. The classes are three hours per week for two semesters. Please apply at the Chinese Language Center after you have registered at NCKU. These courses will count towards Chinese language credits that international undergraduate students are required to satisfy. But just as important, these courses provide a fun classroom setting for international students to learn Chinese. Further information can be found in Appendices 6 & 7. Use Form 3 to apply for the Chinese for International Degree Students (CIDS) course.
2. Buddy-Buddy Program

With the Buddy-Buddy Program ISAD will pair a local student with an international student to assist with such things as dorm check-in, enrollment, general class registration, and other essential activities. International students will adapt to life in Taiwan easier through the guidance of local students. See Appendix 1B for instructions to apply. A local student buddy will contact you before your arrival. Please check your email for messages concerning this, and if you have not received a message from your designated student buddy two weeks before enrollment, contact ISAD (email: em50990@email.ncku.edu.tw).

3. Main Library

One of the pride and joys of National Cheng Kung University is its recently-constructed Main Library. Located on the Cheng Kung campus, this library is the focal point for students as they pursue their studies and research. The structure spans multiple floors with study areas for group sessions, study carrels for individual study, and an efficient electronic catalogue and shelving system to aid students in their search for reference materials. On the rare occurrence the library is not in possession of what a student needs, interlibrary loan is readily available to secure resources from other facilities in Taiwan. The library is not solely limited to studying, as it also possesses an outdoor amphitheater which may be requisitioned for public performances.

4. NCKU Museum

As one of the oldest academic institutions in Taiwan, NCKU also has its own museum dedicated to the preservation and research of the historic buildings on campus and of Taiwan history in general. Admittance to the NCKU Museum is free to members of the general public, and tours are scheduled regularly throughout the day. English tours are available on request. Notably, museum tour-guide courses are offered to students.

5. On-campus Activities

The ISAD funds and regularly holds on-campus activities which are open to all students. These may include celebrations and festivities which are part of Taiwan’s national holidays, or may be activities for students to celebrate the diverse cultures represented at NCKU.
6. Campus Clubs

NCKU has various student clubs covering a wide range of interests. Most clubs are composed primarily of local students, but all students are welcome to apply for membership. Club recruitment occurs during the first week of classes when all campus clubs have kiosks set up for two nights in front of the Yunping Building. For details about the student clubs please visit the website of the Extracurricular Activities Division (http://activity.osa.ncku.edu.tw/bin/home.php).

(5) Athletic Facilities

NCKU also boasts many athletic facilities for students who wish to work-out. Currently there are two Olympic-sized track and field areas, weight-lifting rooms, and a standard gym with stationary bikes and jogging machines. There is also an outdoor swimming pool that is open year-round. For students interested in other activities, NCKU has outdoor basketball, volleyball, and tennis courts. An indoor gym with a basketball court also serves as a focal point for many tournaments and other athletic activities. Annual sports competitions are also held in which students represent their departments.

8. International student association

The international student associations welcome new coming students join them. For more information please check: http://isad.oia.ncku.edu.tw/bin/home.php, see right side column for the link. For more information about student activities, please join our Facebook group: https://www.facebook.com/groups/NCKUOIA/?ref=bookmarks
Office of International Affairs
International Student Affairs Division
Website: http://isad.oia.ncku.edu.tw/bin/home.php
Email: em50990@email.ncku.edu.tw
Tel: +886-6-208-5608
Fax: +886-6-276-6430