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<tr>
<td>Nov. 20</td>
<td>Admission announcement released (online) 放榜</td>
</tr>
<tr>
<td>Nov. 30</td>
<td>Mailing address confirmation 郵寄地址確認 Deadline for applicants to confirm acceptance who are admitted by two departments or institutes 重榜生(錄取兩系所者)確認就讀系所</td>
</tr>
<tr>
<td>Nov. 20- Dec. 29</td>
<td>Online registration 線上填妥就讀程序</td>
</tr>
<tr>
<td>Nov. 20- Feb. 10</td>
<td>NCKU ISAD Orientation Application (online) 國際處新生說明會報名</td>
</tr>
<tr>
<td>Nov. 20- Dec. 15</td>
<td>Accommodation Application (online) 線上申請宿舍</td>
</tr>
<tr>
<td>Nov. 20- Jan. 22</td>
<td>1st Stage “Chinese for International Degree Students (CIDS)” Application (online) 第一階段學生線上申請中文特別班</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>Admission letters sent to applicants 寄送錄取通知</td>
</tr>
<tr>
<td>Dec. 15- Jan. 17</td>
<td>Online accommodation contract sign-up 線上簽訂宿舍契約書</td>
</tr>
<tr>
<td>Dec. 29</td>
<td>Deadline for admitted applicants to accept 學生回覆就讀意願期限</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1</td>
<td>New year’s holiday 元旦放假</td>
</tr>
<tr>
<td>Jan. 19-24</td>
<td>1st stage course selection (online) 第一階段線上選課</td>
</tr>
<tr>
<td>Jan. 24- Feb. 25</td>
<td>2nd Stage “Chinese for International Degree Students (CIDS)” Application (online) 第二階段學生線上申請中文特別班期限</td>
</tr>
<tr>
<td>Feb. 1-7</td>
<td>2nd stage course selection (online) 第二階段線上選課</td>
</tr>
<tr>
<td>Feb. 2- Feb. 26</td>
<td>Fee payment (registration) 繳費期間（註冊費）</td>
</tr>
<tr>
<td>Feb. 6-Feb. 22</td>
<td>Dormitory fee payment 新生宿舍繳費</td>
</tr>
<tr>
<td>Feb. 15-20</td>
<td>Chinese New Year (Office closed) 農曆新年(不上班)</td>
</tr>
<tr>
<td>Feb. 21-Mar. 20</td>
<td>Discount for health check-up at NCKU Hospital (Health check-up required. See section “New Student Health Check-up”) 成大新生健檢日期（新生必做！）</td>
</tr>
<tr>
<td>Feb. 23 &amp; Feb. 25</td>
<td>Dormitory check-in 宿舍入住</td>
</tr>
<tr>
<td>Feb. 24</td>
<td>NCKU ISAD Orientation 國際處新生說明會 ISAD Enrollment 國際處新生註冊</td>
</tr>
<tr>
<td>Feb. 26</td>
<td>Spring semester starts/Class begins 開學</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Peace Memorial Day (Office closed/No class) 和平紀念日（不上班/課）</td>
</tr>
<tr>
<td>Mar. 5-8</td>
<td>3rd stage course selection (online) 第三階段線上選課</td>
</tr>
<tr>
<td>Date</td>
<td>2018</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mar. 12-14</td>
<td>Adding or dropping courses under special circumstances （特殊因素加退選）</td>
</tr>
<tr>
<td>Mar. 15-19</td>
<td>Course enrollment confirmation (online) 線上選課結果確認</td>
</tr>
<tr>
<td>Apr. 2-6</td>
<td>Inter-university activity week and holidays (Office closed/No class) 校際週&amp;春假（放假）</td>
</tr>
<tr>
<td>May 11</td>
<td>Deadline for course withdrawal 最後退選期限</td>
</tr>
<tr>
<td>June 2</td>
<td>Commencement/Graduation Ceremony 畢業典禮</td>
</tr>
<tr>
<td>June 18</td>
<td>Dragon-Boat Racing Festival (holiday) 端午節</td>
</tr>
<tr>
<td>June 25-29</td>
<td>Final examinations week (期末考週)</td>
</tr>
<tr>
<td>July 5-10</td>
<td>Course selection for 2018 Fall semester 下學期選課開始</td>
</tr>
<tr>
<td>July 31</td>
<td>Spring semester ends 學期結束</td>
</tr>
</tbody>
</table>

For more information about school calendar please check

校園行事曆請上網查詢

International Student Affairs Division (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
(4) Location: 1st floor, East Wing, Yun-Ping Administration Bldg, Kuang-Fu Campus
(5) Website: http://isad.oia.ncku.edu.tw/bin/home.php?Lang=en
(6) Facebook: NCKU OIA, ISAD

Please comply with the regulations of intellectual property rights while making copies of the handbook and materials. Any violation of the rules shall assume personal legal responsibility.
請遵守智慧財產權法規，請勿非法影印手冊。若有違法情事須自付法律責任。
**Kuang-Fu Campus / 光復校區**
1. Kuang-Fu Sports Field
2. Kuang-Fu Sports Court
3. Chung Cheng Gym
4. Post Office
5. Student’s Activity Center I
6. Accountancy Dept.
7. College of Management
8. Military Training Office
9. Kuang-Fu Student Dorm No.1
10. Kuang-Fu Student Dorm No.2
11. Kuang-Fu Student Dorm No.3
12. Wei-Nong Building
13. Yun-Ping Administration Bldg.
15. Institute of Art Studies
16. Industrial Design Dept.
17. History Dept.
18. Remains of the Small West Gate
19. NCKU History Museum
20. College of Planning & Design
22. Architecture Dept.
23. Banyan Garden
24. Cheng Kung Lake
25. Chinese Literature Dept.
26. C-HUB
27. Urban Planning Dept.
28. Hsiu-Chi College of Liberal Arts

**Cheng-Kung Campus / 成功校區**
1. Multi-Purpose Bldg.
2. NCKU Museum
3. Engineering Science Dept.
4. Physics Dept. Bldg. No.2
5. Ge-Chi Hall
7. Earth Sciences Dept.
8. Physics Dept. (Ge-Chi Auditorium)
11. Chemistry Dept.
13. Information Technology Bldg.
15. Hsin Yuan (NewPark/House)
16. Kindergarten
17. Civil Eng. Dept.
18. Guest House
19. NCKU Main Library
22. Natl. Center for Theoretical Sciences
23. Life Science Dept.

**Tzu-Chiang Campus / 自強校區**
1. Single Faculty Housing
2. Center for Nano Science & Technology
5. Chi-Mei Building
6. College of Engineering
7. College of Electrical Eng. & Computer Science
9. Chemical Engineering Dept.
10. Instrumentation Equipment Bldg.
11. Tzu-Chiang Sports Field.

**Sheng-Li Campus / 勝利校區**
1. Zenda Suites / Prince Dorm
2. Students’ Study Hall.
3. Student Activity Center II.
4. Sheng-Li Student Dorm No.1
5. Sheng-Li Student Dorm No.2
6. Sheng-Li Student Dorm No.3
7. Sheng-Li Student Dorm No.5
8. Sheng-Li Student Dorm No.6
9. Sheng-Li Student Dorm No.8
10. Sheng-Li Student Dorm No.9
11. Swimming Pool
12.

**Cheng-Hsing Campus / 成德校區**
1. NCKU Hospital Bldg. No.2
2. Mental Health Center
3. Medicine & Nursing Dept.
4. The Uni President Health Research Bldg.
5. Public Health Bldg.
7. College of Social Sciences.
8.

**Dong-Ning Campus / 東寧校區**
1. Schoolar Dorm

**Li-Hsing Campus / 力行校區**
1. NCKU Hospital Bldg. No.2
2. Mental Health Center
3. Medicine & Nursing Dept.
4. The Uni President Health Research Bldg.
5. Public Health Bldg.
7. College of Social Sciences.
8.
2 RESIDENT VISA & ALIEN RESIDENT CERTIFICATE

Students admitted to a degree program must apply for a Taiwan (ROC) resident visa before arriving in Taiwan. If they fail to obtain a “Resident Visa” from their home country, they can apply for a “Visitor Visa” to enter Taiwan and then go to the Ministry of Foreign Affairs to change from “Visitor Visa” to “Resident Visa” after enrollment 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).

To apply for an ARC in Taiwan, it is necessary to complete the registration procedures at NCKU and obtain a Student ID card or Certificate of Enrollment. Students who have obtained a Resident Visa are required to apply for an ARC at the National Immigration Agency within 15 days after entering Taiwan.

1.1. ARC APPLICATION

Application: Within 15 days after entering Taiwan

Required Document

1. Application form with TWO 1*1.5 inch. Taiwan standard size Photos (check here: http://www.boca.gov.tw/cp-140-467-29b1d-2.html)

2. Passport valid for at least 6 months at the time of application

3. ONE photocopy of the main identification page(s) of your passport

4. Taiwan (ROC) VISA page

5. Student ID card or Certificate of Study

6. NCKU admission letter

7. NTD 1,000 processing fee

Agency:

National Immigration Agency, 1st Tainan City Service Center Station

<table>
<thead>
<tr>
<th>Address</th>
<th>No.370, Section 2, Fuqian Road, West Central District, Tainan City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel.</td>
<td>+886-6-293-7641</td>
</tr>
</tbody>
</table>

How to get there?

Take bus No.6 from NCKU Kuang-Fu Campus to “National Tainan Living Art Center (國立臺南生活美學館)”

For precise location of bus stop, please refer to the link (http://tourguide.tainan.gov.tw/newtnbusweb/IframeUrl.aspx?7 and choose City Bus 6)

If you fail to apply for Resident Visa, you 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.
1.2. RESIDENT VISA APPLICATION via VISITOR VISA

Required Document:

(1) Passport valid for at least 6 months at the time of application
(2) Application form with TWO 2*1.5 inch. Taiwan standard size Photos (check here: http://www.boca.gov.tw/cp-140-467-29b1d-2.html)
(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)

Visa Process Fee

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>American applicants</td>
<td>NTD 4,800</td>
</tr>
<tr>
<td>Applicants from other nationalities</td>
<td>NTD 2,200</td>
</tr>
<tr>
<td>Additional charge for applications submitted</td>
<td>NTD 800</td>
</tr>
</tbody>
</table>

Agency:

**Bureau of Consular Affairs (BOCA)**

| Address                                           | 2nd Floor, 436 Cheng Gung 1st Road, Kaohsiung City  
|                                                  | (2nd Floor of The Southern Taiwan Joint Services Center of the Executive Yuan) |
| Tel.                                             | +886-7-211-0605 |
| Website                                          | http://www.boca.gov.tw |

How to get there?

→Take Train to Kaohsiung train station
→Take Kaohsiung Rapid Transit (KRT) to “O4 City Council Station Exit 1”
→Walk to The Southern Taiwan Joint Services Center of the Executive Yuan

NOTE:

1. **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.
2. 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. (http://www.boca.gov.tw/ct.asp?xItem=1836&ctNode=777&mp=2)
3 ENROLLMENT

3.1. PROCEDURES
Applicants who fail to complete any one of the following procedures before the deadline will be regarded as giving up their admission enrollment and their student status will be cancelled.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration (online)</td>
<td>Nov. 20 – Dec. 29, 2017 (Admission Confirmation)</td>
</tr>
<tr>
<td></td>
<td>Feb. 24 – Feb. 26, 2018 (Online Registration)</td>
</tr>
<tr>
<td></td>
<td>Jan. 15 – Feb. 26, 2018 (Basic Data Entry)</td>
</tr>
<tr>
<td>Registration for ISAD Orientation (online)</td>
<td>Nov. 20, 2017 – Feb. 10, 2018 [<a href="https://goo.gl/67x53g">https://goo.gl/67x53g</a>]</td>
</tr>
<tr>
<td>ISAD Orientation</td>
<td>February 24 08:30 – 12:00</td>
</tr>
<tr>
<td>ISAD Enrollment</td>
<td>February 24 13:30 – 15:30</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>February 26</td>
</tr>
<tr>
<td>Enrollment (for other divisions)</td>
<td>February 26</td>
</tr>
<tr>
<td>Registration payment</td>
<td>Feb. 2 – Feb. 26</td>
</tr>
</tbody>
</table>

Step 1. Online Registration

- NCKU ISAD Admission Confirmation
  ([http://admissions.oia.ncku.edu.tw/](http://admissions.oia.ncku.edu.tw/))
  The system is very important for the new students regarding the admission confirmation, buddy-buddy program, scholarship, dorm application, and etc. Please be sure to fill out all of them.
  - Admission Confirm before December 29, 2017
  - On-campus dormitory application before December 15, 2017 (refer to Housing Accommodations section)
  - Buddy-buddy program application before December 15, 2017
  - Confirm insurance status before February 14, 2018
  - Comprehensive Records: Accessible before February 23, 2018

- NCKU ISAD Online Registration
  Dates: 2018.2.24 – 2018.2.26
  Students who join the orientation held on 2/24 will be required to hand in enrollment documents (refer to Appendix 1 & 2) and to complete this online registration on that day. If you cannot attend the orientation, please complete it by yourself before due date.

- NCKU Basic Data Entry for New Students (for Registrar Division)
  Dates: 2018.1.15 – 2018.2.26
  ([http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html](http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html))
  Please print out and submit the document to registrar division for enrollment. If you didn’t complete this procedure before Feb. 26, you **CAN’T** get student ID card on time and **CAN’T** access the course selection system.
Step 2. Registration payment procedure

(1) Dates: 2018.2.2 – 2018.2.26

(2) Login to the Bank of Taiwan website and download the bill for registration fee
   (https://school.bot.com.tw/twbank.net/index.aspx?pgid=3) or go to the department to pick up
   the bill

(3) Pay the bill at Convenience store/ATM machine/the Bank of Taiwan
   (If you pay at the convenience store, you will be charged for NTD 10 process fee)

(4) If you miss the payment due date, please present your bill and complete payment by cash at
   the Cashier Division.

How to login in the Bank of Taiwan website:

- 身分證字號: please fill in your Passport/ARC/Student ID number
- 學號: please fill in your Student ID number
- 出生年月日 Birth of Date (yyymmd): please enter your birthdate in Taiwan Year.
  
  ex. 1980/01/01→0790101  (079=1980 -1911)

Step 3. Enrollment: required documents handed in to ISAD on Feb.24 and to other divisions on Feb.26

- Required documents:

  (1) Copy of passport identification page(s) 護照身分頁影本
  (2) Copy of visa page (with arrival stamp or write down arrival date) 台灣簽證影本 (入境章)
  (3) Verified graduation diploma (original & copy)* 經外館驗證之畢業證書
      If you don’t have a verified diploma, please sign up the Declaration of diploma submission
  (4) One 2-inch photos 1 張兩吋照片 (for NHI card application)
(5) Insurance (if available) 保險文件（如果有）

- Authenticated certificate of the insurance copies 驗證之有效當地保險證明
- Copies of both sides of the National Health Insurance card and insurance certificate 台灣健保卡影本及加保證明

**If you don’t have NHI eligibility, please read the information on the insurance section.**

(6) Copy of scholarship 獎學金證明文件

- Copy of Taiwan Scholarship Certificate (if available): MOFA or MOE 台灣獎學金證明書影本（如果有）
- Copy of another government’s scholarship, such as ICDF scholarship, DIKTI scholarship, Aceh Scholarship or VEST Scholarship 其他政府獎學金證明書影本（如果有）
- Copy of NCKU Scholarship Certificate 成功大學獎學金影本

(7) Copies of both sides of the Alien Resident Certificate (if available) 居留證正反面影本（如果有）

(8) Copy of Taiwan Post Office Passbook (if available) 臺灣郵局存簿影本（如果有）

(9) New student health check up confirmation 新生體檢

- Enrollment in other divisions will be on Feb. 26. After completing “the Enrollment Procedure Sheet (see Appendix 3)”, please submit the sheet to the Registrar Division.
- After about two weeks, please go to the Registrar Division to pick up your Student ID card.

**NOTE:**

1. Highest degree diploma shall be 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.
   - A temporary diploma is acceptable for registration. If you have special reason cannot submit the official document on time, please inform International Student Affairs Division (ISAD) and Registrar Division. [A declaration form for those who can’t provide the official diploma with verification stamps needs to be submitted on the registration day.](#) The official diploma verified with official stamps needs to be handed in before the designated date.
   - If you have a diploma issued by any school in Taiwan, the diploma is no need to be verified. DIKTI scholarship holder does not need to do diploma verification. Please email to ISAD first if you are a DIKTI scholarship holder.
   - Please note if you hold a visitor visa to enter Taiwan, you will need an official verified diploma to do the visa transfer and ARC application.
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. ONLY the health report issued by the hospital in Taiwan is acceptable by the Ministry of Education and the school.

If you do NOT have the measles and rubella vaccination certificates with you in Taiwan, you must take three-in-one vaccine (measles, rubella and parotitis) at the NCKU hospital or a private clinic and be charged for extra fees.

<table>
<thead>
<tr>
<th>Available Date</th>
<th>For Resident VISA Holder (new student health check-up)</th>
<th>For Visitor VISA Holder (type B+ new student health check-up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>February 21 – March 20</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>NCKU Hospital</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Outpatient Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Referral Center on 1st Floor for registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Check-up Center on 2nd Floor</td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td>NTD 850 (discount) / NTD 1200</td>
<td>NTD 1,300 (discount) / NTD 1,680</td>
</tr>
</tbody>
</table>

Remark
1. Type B health check-up is for Resident VISA application
2. If you cannot join ISAD orientation, please come to ISAD to sign up for health check-up before going to NCKU hospital.
3. If you do not do the health check-up before due date (available date), you won’t have discount price.
4. If you are an ARC holder, you still need to do the health check-up for new students.

3.2. INFORMATION on SCHOLARSHIPS and ENROLLMENT FEES

Financial Planning 財務計畫

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 3 months after semester starts.

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 SIX MONTHS.

There are two stages of fee payment each semester. The payment schedule is:

A. First payment for Mandatory Fee (Registration fee): February 2 - February 26
B. Second payment for tuition & other fees: Mid-April

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 first payment for mandatory fees.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Group Insurance (SGI)</td>
<td>NTD 100</td>
</tr>
<tr>
<td>International Student Medical Insurance (ISM1)</td>
<td>NTD 3,500</td>
</tr>
<tr>
<td>National Health Insurance (NHI)</td>
<td>NTD 5,243 for 1 semester (NTD 749 per month)</td>
</tr>
<tr>
<td>Internet registration fee for new student</td>
<td>NTD 1,200</td>
</tr>
<tr>
<td>Teaching materials fee for undergraduate students</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>
NOTE:
1. 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
Students who are not eligible to have NHI will join ISMI. The ISMI will cost NTD 500 per month. NTD 3,000 (Fall semester)/NTD 3,500 (Spring semester). 學生尚未符合全民健保資格時可投保國際學生團體醫療保險。每月保費 500 元，每學期保費 3,000 元(秋季班)或 3,500 元(春季班)。
2. Students who are eligible for the NHI program pay the NHI fee of NTD 5,243 (covered from February to August) at the first semester for spring semester student, so need to pay the difference NTD 1,743. 經確認符合健保資格學生須於第一學期繳納健保 5,243 元，需補差額 1,743 元
3. Internet registration fee applies only to the first semester. 新生網路使用費僅於第一學期收取

For the second stage of payment, graduate student recipients receiving the NCKU Distinguished International Student Scholarship 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, credit fees and all other fees at this stage.

<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</td>
<td>NTD 40,851</td>
<td>NTD 31,040</td>
<td>NTD 71,891</td>
</tr>
<tr>
<td>College of Medicine</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</td>
<td>NTD 30,583</td>
<td>NTD23,000</td>
<td>NTD 53,583</td>
</tr>
<tr>
<td>College of Electrical Engineering &amp; Computer Science</td>
<td>NTD 30,583</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Planning and Design</td>
<td>NTD 30,583</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Sciences</td>
<td>NTD 30,583</td>
<td>NTD 22,520</td>
<td>NTD 53,103</td>
</tr>
<tr>
<td>College of Bioscience &amp; Biotechnology</td>
<td>NTD 30,583</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Management</td>
<td>NTD 30,311</td>
<td>NTD 15,540</td>
<td>NTD 45,851</td>
</tr>
<tr>
<td>College of Liberal Arts</td>
<td>NTD 30,311</td>
<td>NTD 14,760</td>
<td>NTD 45,071</td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td>NTD 30,311</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Tuition and Other Fees for Graduate students

<table>
<thead>
<tr>
<th>College 學院</th>
<th>Tuition fee 學費 (per semester)</th>
<th>Credit fee 學分費 (per credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Medicine 医學院</td>
<td>NTD 44,010</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Engineering 工學院</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Electrical Engineering &amp; Computer Science 電資學院</td>
<td>NTD 41,100</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Planning and Design 規設學院</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Sciences 理學院</td>
<td>NTD 39,600</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Bioscience &amp; Biotechnology 生科院</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Management 管理學院</td>
<td>NTD 34,740</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Liberal Arts 文學院</td>
<td>NTD 34,200</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

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

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. Further information for Implementation Guidelines on Distinguished International Student Scholarship, please refer to Appendix 4.
3.3. INSURANCE
As an international student, health insurance is very important. Medical and injury insurance, covering a period longer than 6 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 have an overseas medical and injury insurance (with at least 1 month) in your home country. There are three types of insurance coverage in Taiwan after the students enroll at school.

Student Group Insurance (SGI)
SGI is the REQUIRED insurance for all NCKU students. The payment of this insurance fee (NTD 100) 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.

<table>
<thead>
<tr>
<th>Insurance Coverage</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death (caused by accident or disease)</td>
<td>NTD 1,000,000</td>
</tr>
<tr>
<td>Surgery</td>
<td>NTD 6,000 (maximum for each general case)</td>
</tr>
<tr>
<td>Bone Fracture</td>
<td>NTD 6,000 (maximum for each case)</td>
</tr>
<tr>
<td>Hospitalization</td>
<td>NTD 500 (maximum for each day less than 60 days)</td>
</tr>
<tr>
<td>Accident or Serious Injury</td>
<td>NTD 5,000 (maximum for each case)</td>
</tr>
</tbody>
</table>

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) or NTD 3,500 (Spring semester) per semester.

The reimbursement process:
1. Pay the medical and treatment fee by yourself first
2. Request a certificate of diagnosis and a receipt(s) from the clinic or hospital.
3. Come to ISAD and get the insurance reimbursement application form.
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. 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.
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 read and complete the “NCKU Declaration of Insurance” (refer to Appendix 5) and upload it to the system at http://admissions.oia.ncku.edu.tw/ using the insurance tab.

**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 **6 CONTINUOUS MONTHS**. However, one trip abroad, not to exceed 30 days, is allowed during the six-month period.

- You will receive an NHI card after joining the program.
- 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.
- Students who are eligible for the NHI program must pay the NHI fee of NTD 4,494 (covered for 6 months) at the beginning of each semester. Spring semester students pay the NHI fee of NTD 5,243 (covered from February to August) at **THE FIRST SEMESTER**, so those who eligible for NHI but only paid NTD 3,500 during the first stage of registration need to make up the difference of NTD 1,743.
- NHI covers most medical expenses, but certain registration fees and co-payments will be charged.
- 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.
- NHI coverage will be canceled if **the ARC expires or if the visa changes**. Please inform ISAD and reapply for ISMI.
- 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)
- 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.
4 COURSE SELECTION

Course Information

Please check the below link to find desirable courses.


Notice of Course Enrollment

Please follow the schedule for selecting courses on Registrar Division’s website.

(http://reg.acad.ncku.edu.tw/bin/home.php?Lang=en)

Course Selection System

Based on the selection schedule, please enter the website to choose courses on time.

(http://course.ncku.edu.tw/course/signin.php)
5 CHINESE CLASS for INTERNATIONAL DEGREE STUDENTS

The Office of International Affairs (OIA), the parent of ISAD, funds and provides free Chinese language course at the NCKU Chinese Language Center (CLC) for our enrolled international students.

Who is Eligible to Apply

1. Chinese Class for International Degree Students (CIDS) are provided free for two semesters (only). Students are strongly encouraged to take Chinese classes within their first academic year.
2. International degree students and certain exchange students are eligible for CIDS courses. Space is limited, and newly-arriving students have first priority. Students from Hong Kong, Macau, and the People’s Republic of China are not eligible for these courses.
3. Students who have taken a leave of absence from their studies during the first academic year must apply for the course upon returning to be considered eligible. However, priority will be given to first year international students as described above.
4. The number of accepted students is limited and dependent upon actual conditions every academic year, including the total number of the eligible international students and available funds. Application is on a first-come first-served basis.

How to Apply

1. The application must be processed through online registration→ https://goo.gl/xD4SPL
   • Deadline for 1st stage for CIDS application: 2018.01.22 (12 am)
   • Available date for 2nd stage for CIDS application: 2018.01.24 – 2018.02.25
2. Students having more than six months of Chinese language training:
   → The online placement test shall be taken before the deadline.
3. Students who do not take the placement test
   → CLC has sole authority to determine whether you will participate in a course at the Center, waive the requirement, and/or assign you to the appropriate class level.
4. Confirmation email will be sent once your application is received.
5. Before NCKU course selection period, the CLC will announce the lists of the accepted students (including the assigned class level) via NCKU Course System Announcement. (http://course.ncku.edu.tw/course/signin.php)
6. After you received the email and checked your Chinese level from NCKU Course Enrollment System Announcement, please register CIDS course during online course selection period.
7. For further information about the application procedure, please link to the online registration website (https://goo.gl/xD4SPL).
Course Information

CIDS is 2 hours, one day per week. The course is designed for students who have not studied Chinese, or who have limited Chinese communication abilities.

<table>
<thead>
<tr>
<th>Levels Provided</th>
<th>Level 1 (Beginner)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 2 (Basic)</td>
</tr>
<tr>
<td></td>
<td>Level 3-4 (Novice)</td>
</tr>
<tr>
<td></td>
<td>Level 5-6 (Intermediate)</td>
</tr>
<tr>
<td></td>
<td>Level 7 (High-intermediate)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students No./Class</th>
<th>17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Credits</td>
<td>2 (Undergraduate Students)</td>
</tr>
<tr>
<td>Class Duration</td>
<td>2 hours/week, 17 weeks</td>
</tr>
</tbody>
</table>

Credit-waiver for “Basic Chinese” (for Undergraduate Students)

1. Foreign Undergraduate students (Not including Chinese students) are allowed to take “Chinese Course for NCKU International Degree Students (CIDS)” in Chinese Language Center and the credits can substitute “Basic Chinese Course”.

2. These courses may count as Chinese language credits (two credits per semester). International undergraduate students are required to fulfill these credits during their period of study at the University.

3. Only international undergraduate students qualify for the credit waiver. University-level exchange
19 students are not qualified for the credit waiver.

4. Students who apply for the credit-waiver must complete the courses and follow the NCKU Course Enrollment regulations.

5. NCKU enacts the following Notes in accordance with Item 2, Article 1 of NCKU General Education Course Enrollment Guidelines.
6 HOUSING ACCOMMODATIONS

6.1. CAMPUS DORMITORY

<table>
<thead>
<tr>
<th>Registration (online)</th>
<th>Nov. 20 – Dec. 15, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Contract Sign-up (online)</td>
<td>10am Dec. 15, 2017 –10am Jan. 17, 2018</td>
</tr>
<tr>
<td>Dorm Fee Payment</td>
<td>Feb 6 – Feb 22, 2018</td>
</tr>
</tbody>
</table>

Application

• NCKU ISAD Admission Confirmation for dormitory application
  Dates: 2017.11.20 - 2017.12.15
  (http://admissions.oia.ncku.edu.tw/)

• Sign the agreement at the Online Housing Contract System
  Dates: 2017.12.15 (10 am) - 2018.1.17 (10 am)
  (http://dorm.osa.ncku.edu.tw/index_fr.php)

※ Applicants who fail to sign the housing contract by 10:00AM, Jan. 17 are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room to stay.

※ Students applying for the Prince Dorm do not need to sign this housing contract. Please contact the Prince Dorm and apply.

Dorm Fee (excluding electrical expenses)

<table>
<thead>
<tr>
<th>Dorm</th>
<th>Charge(NTD)</th>
<th>Location</th>
<th>No. of Occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall Semester</td>
<td>Spring Semester</td>
<td>Rent in Winter</td>
</tr>
<tr>
<td>Sheng-Li 1 (Male)</td>
<td>5,850</td>
<td>5,850</td>
<td>1,130</td>
</tr>
<tr>
<td>Basic Level*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheng-Li 3 (Female)</td>
<td>6,000</td>
<td>6,000</td>
<td>1,160</td>
</tr>
<tr>
<td>Basic Level*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheng-Li 4 (Male-Master &amp; Doctoral Program) (with Kitchen)</td>
<td>9,873</td>
<td>9,873</td>
<td>2,025</td>
</tr>
<tr>
<td>Kuang-Fu 3 (Male-Master Program)</td>
<td>8,784</td>
<td>8,784</td>
<td>1,763</td>
</tr>
</tbody>
</table>
Due to limited vacancies available in each dormitory, students applying for university dormitories will be assigned a space including but not limited to the dorms listed above.

Applicants may specify their requests and special needs in the ISAD admission system, yet please be noted that not all the requests and needs will be fulfilled.

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/bin/home.php?Lang=en

### Dorm Fee Payment

<table>
<thead>
<tr>
<th>學制 Degree level</th>
<th>大學部 Undergraduate student</th>
<th>碩博研究生 Graduate student</th>
</tr>
</thead>
</table>
| 年級 Year       | 1
1年級新生       | 1年級新生                |
| 2-4年級舊生     | 2-7年級舊生               |
| 繳費日期 Date for Payment | Feb.06-Feb. 22 | Jan.29-Feb.22 |
| 繳費日期 Date for Payment | Feb.06-Feb. 22 |  |
| 繳費日期 Date for Payment | Jan.29-Feb.22 |  |

1. If you miss the payment due date, 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

2. Convenience stores do NOT accept overdue bills. 超商不受理逾期繳費

3. Please check-in your dorm with receipt of payment, 2-inch photo, and admission letter.

4. Suggested branches for Bank of Taiwan 鄰近學校之臺灣銀行分行:
   
   • 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
   
   • Nandu Branch: No. 180, Section 2, Zhongyi Road, West Central District, Tainan City (1.7 km from NCKU) 營銀行南都分行：台南市中西區忠義路2段180號
Payment Procedure

Step 1: Login to the Bank of Taiwan website [https://school.bot.com.tw/twbank.net/index.aspx?pgid=3]

- 身分證字號: please fill in your Passport/ARC/Student ID number
- 學號: please fill in your Student ID number
- 出生年月日 Birth of Date (yyymmdd): please enter your birthdate in Taiwan Year.
  ex. 1980/01/01—0790101 (079=1980-1911)

Step 2: Click “確認登入”
Step 3: Click “查詢”

Step 4: Click 産生繳費收據(PDF檔) to download your bill and Print it out.

Step 5: Pay the bill at Convenience store/ATM machine/the Bank of Taiwan
   (If you pay at the convenience store, you will be charged for NTD 10 process fee)

NOTE:
1. Please complete the online Housing Contract on time to secure your dormitory space. If you fail to complete either step on time, your application will fail to process.
2. NCKU housing is operated by the Office of Student Affairs, Housing Service Division, if you have any question, you can contact Housing service division Ms.Lin, for further information. (ysluc@mail.ncku.edu.tw)
3. NCKU 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.
4. 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.
5. Applicants are NOT able to choose their own roommates, it’ll be assigned randomly.
6. Dorm building arrangement will be announced at
   http://housing.osa.ncku.edu.tw/bin/home.php?Lang=en on Feb. 06, 2018

Time & Venue for Check-in Procedures
1. Dates:
   2018.02.23 (9am-12pm & 13pm-17pm)
   2018.02.25 (9am-12pm & 13pm-17pm)
   Working days from 2018.02.26 (9am-12pm & 13pm-17pm)
2. Venue: Dorm manager’s office.

3. Items required:
   (1) Receipt for dorm fee payment
   (2) Admission letter or passport
   (3) A 2 inch colored ID photo

4. Please visit the following link to obtain detailed information on check-in service:
   http://tinyurl.com/NCKU-dorm-check-in-calendar

**Accommodation Cancellation & Charge Standard**

1. How to cancel your application: Please contact Ms. Lin via phone or email
   TEL: 886-6-2757575#86357
   Email Address: ysluc@mail.ncku.edu.tw
   - Email template:
     Subject: Accommodation Cancellation- (Std. No.)- (Name)
     Content:
     Std. No
     Name
     Reason for cancellation

2. Charge Standard for Cancellation:
   - By Feb. 05: Free of charge.
   - Feb. 06- Feb. 22: A handling fee of NT$ 250 will be charged.
   - From Feb. 23: NT$ 130/day, including the handling fee of NT$ 250, will be charged to the day when cancelation procedure is completed.

**6.2. NCKU PRINCE HOUSE**

Students who desire a single room can apply for the Prince House which is NOT managed by Housing Service Division, Office of Student Affairs. You can send a request via email (nckuservice@prince.com.tw), the Prince House staff will contact you once your request is accepted and approved. For more information, please refer to Prince House website.
(http://nckudorm.prince.com.tw/About_List.aspx)

**House Payment**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Single-room</th>
<th>Double-room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation Deposit</td>
<td>NTD 6,700</td>
<td>NTD 4,000</td>
</tr>
<tr>
<td>(a refundable of 1 month’s rent)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check-in Deposit</td>
<td>NTD 13,400</td>
<td>NTD 8,000</td>
</tr>
<tr>
<td>(a refundable 2 months’ rent)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NOTE:
1. Occupants must sign a one-year contract.
2. A kitchenette is located on the top floor, equipped with oven, microwave oven, electric rice cooker, and induction cooker.
3. Applicants signing up for a double-occupancy room without indicating a roommate will be paired randomly with another student.

6.3. OFF-CAMPUS ACCOMODATION
If you wish to stay in off-campus housing accommodation, here are some resources for you to find a place.
1. Facebook group “成大租屋 噓メ嗷メ” (NCKU students only) (https://www.facebook.com/groups/NCKUhouse/)
2. Facebook group “Tainan Rental Apartment”
7 LIFE in NCKU

7.1. TRANSPORTATION

Airport to NCKU

Kaohsiung International Airport (KHH)

→ Take the Kaohsiung Rapid Transit (KRT) Red line from “Kaohsiung International Airport” (R4) to “Kaohsiung Main Station” (R11)

→ Take Train to Tainan train station (NCKU)

NOTE:
You can choose to take Daisuki Taxi to NCKU, it costs approximately NTD 1,200 per car for 4 seats.
Reservation information: LINE ID: 063000000 or dial +886-6-3000000 / Facebook:
https://www.facebook.com/DaisukiTaxi/?fref=ts
For those who arrive at KHH airport, you can call for pick-up service directly to your NCKU dorm, and it costs NTD 300 per person.

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

Please send your information for pick-up service to the above email address
(Name/Gender/Nationality/Airline & Flight no./Arrival date & time/Campus dorm or Apartment address/Buddy’s contact (just in case if they need interpreter)

Taoyuan International Airport (TPE)

→ Take MRT to Taoyuan HSR Station/Taipei HSR Station to Tainan HSR Station

→ Transfer to “Sha-Luen Line” to Tainan Train Station (NCKU)

Bicycle

A bicycle is highly recommended for students who take courses in various departments across the campus. It is much easier to travel within campus and the surrounding vicinity with a comfortable bicycle.

There are some bicycle stalls on campus, such as the one close to the Physical Therapy Department on Cheng-Hsing campus, the one next to Students’ Reading Hall on Sheng-Li campus, and the one behind the Electrical Engineering Department on Tzu-Chiang campus. These stalls sell both new and secondhand bicycles and offer repair and maintenance services. The price for a bicycle can range from NTD 850 to NTD 2,800, depending on the type and the condition of the bicycle.

Each semester, students can get second-hand bike for FREE provided by the Military Division. However, the number is limited and dependent upon actual conditions every academic year. Application is on a first-come first-served basis. For further information, please check the Military Division online website.
Motor Vehicle
Motor vehicles are a very popular choice for students to move around in Tainan, especially motorcycles and scooters. To drive a motor vehicle in Taiwan, you would need a Taiwan Domestic Driver’s License. To own a motor vehicle legally, you must put your name on the driving permit (vehicle license).

Driver’s License for Motorcycle
Remember to keep Taiwan’s Domestic Driver’s License with you all the time when you drive, otherwise you will be fined NTD 6,000 to NTD 12,000. You can also try to use your International Driver’s License to obtain a valid license that you can use in Taiwan.

- Requirement:
  - Alien Residence Certificate (ARC) Card with a validity of over one year.
  - Three Photos (taken within the past 6 months, front view of face without hat, 1 inch).
  - Application Form for Driver’s License Test (available at the office).

Driver’s License Conversion from International Driver’s License
Current international regulations regarding the validity and transferability of International Driver’s License are based on the reciprocity principle. To learn more about these regulations, please go to the Directorate General of Highways MOTC (Ministry of Transportation and Communication) website: http://www.thb.gov.tw/TM/new english/Default.aspx.

Motor Vehicle Transfer Registration
If you decide to buy a new or secondhand motor vehicle of your own, please have it registered at the Motor Vehicle Office, Directorate General of Highways, Ministry of Transportation and Communications (MOTC). Usually, the store clerk will take care of it for you if you provide the required documents. But if you buy one from a friend or acquaintance, you will have to do it by yourself.

- Required Documents:
  - ID documents of both seller and buyer.
  - Buyer’s driving license.
  - Compulsory Automobile Liability Insurance certificate issued under the name of the new owner.
  - Processing Fees (for driving license): Automobile NTD200, Motorcycle NTD150.
  - Motorcycle owners shall pay NTD 900 for the consecutive of two years’ fuel fee upon expiration of the driving license.

NOTE:
Outstanding taxes (including taxes for the current period) and fines should be settled before transferring. Automobiles shall pass the inspection first if they are overdue for an inspection. Vehicles older than 10 years shall pass the on-site inspection first.
Tainan Station, Chiayi Motor Vehicles office, D.G.H, M.O.T.C.臺南監理站

<table>
<thead>
<tr>
<th>Address</th>
<th>No.1, Chung-de Rd., East District, Tainan City, 70102, Taiwan 70102 臺南市東區崇德路一號</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>8:00~17:00, Monday to Friday</td>
</tr>
<tr>
<td>Tel / Fax</td>
<td>06-2696678 / 06-2697627</td>
</tr>
</tbody>
</table>

Parking Permission

<table>
<thead>
<tr>
<th>Application</th>
<th>Bicycle Parking</th>
<th>Motorcycle Parking</th>
<th>Car Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Military Training Division</td>
<td>Military Training Division</td>
<td>Office of General Affairs (B1F, Yun-Ping Administration Building)</td>
</tr>
<tr>
<td>Office Hours</td>
<td>8:00~17:00, Monday to Friday</td>
<td>8:00~17:00, Monday to Friday</td>
<td>8:00~17:00, Monday to Friday</td>
</tr>
<tr>
<td>Requirement</td>
<td>Student ID</td>
<td>Driving License &amp; student ID</td>
<td>Driver’s License &amp; Student ID (Only for PhD Students)</td>
</tr>
<tr>
<td>Fee</td>
<td>Free</td>
<td>NTD 150 per semester NTD 300 per year</td>
<td>NTD 1,200 per month</td>
</tr>
<tr>
<td>Parking Area</td>
<td>Inside NCKU Campus</td>
<td>Inside NCKU Campus</td>
<td>Chang-Rong Rd (Next to the Engineering Science Department, Cheng-Kung campus) Dong-Ning Rd, 15 Lane (Behind the Sheng-Li campus)</td>
</tr>
</tbody>
</table>

City Bus
For any information about city bus services, please visit the website of Tainan City Dynamic Bus Information System at:

Coach Bus
There are many buses which you can utilize to go to other cities such as Taipei, Kaohsiung, Taichung, Hsinchu, Chiayi, etc. The price for bus tickets is often cheaper than the railway. You can find the bus station just on the north of the train station on Beimen Road.

<table>
<thead>
<tr>
<th>UBus (統聯客運)</th>
<th>KUO-KUANG (國光客運)</th>
<th>HO-HSIN (和欣客運)</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="http://www.ubus.com.tw/" alt="UBus" /></td>
<td><img src="http://www.kingbus.com.tw" alt="KUO-KUANG" /></td>
<td><img src="http://www.ebus.com.tw/" alt="HO-HSIN" /></td>
</tr>
</tbody>
</table>

7.2. NCKU CAMPUS
7.2.1 BUDDY BUDDY PROGRAM
Deadline for Buddy-buddy program online application: 2017.12.15 (http://admissions.oia.ncku.edu.tw/)
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. Once our assignment of buddy is done, you can check your buddy’s information via Admission system.
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).

7.2.2 Diploma and transcript authentication,
If you need to authenticate your NCKU diploma when you graduate, it must be notarized first by Taiwan Tainan District Court, and the notarized copies should be verified in the Kaohsiung Bureau of Consular Affairs.

<table>
<thead>
<tr>
<th>Taiwan Tainan District Court</th>
<th>Bureau of Consular Affairs, Ministry of Foreign Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 308, Sec. 3, Jiang Kang Rd., Tainan City (台南市健康路三段 308 號)</td>
<td>2F, 436 Cheng Gung 1st Rd., Kaohsiung City, Taiwan, ROC (高雄市成功一路 436 號 2 樓)</td>
</tr>
</tbody>
</table>
Office Hours 08:00~18:00 Monday to Friday  08:30~17:00 Monday to Friday

Required Documents
(1) Diploma/Transcript
(2) Rubber Stamp (if available)
(3) ARC/ passport

(1) The original and copies of the notarized Diploma and
Transcript to be authenticated.
(2) The original ARC/passport to identify yourself.

Notes
The fee is NTD 750 for 5 pieces, one
copy will be kept in court files; the
process takes 2-3 working days.
The fee is NTD 400 to authenticate the original one, and NTD
200 for the copy; the process takes 2 working days.

NOTE:
If you cannot do the authentication by yourself, your friend can act as your representative. Please fill out
the authorization form that can be downloaded from the Ministry of Foreign Affairs’ website and give
him/her your original ARC/passport, also remind your friend to take his/her own original ID card or
ARC/passport.

7.2.2 STUDENT CLUBS
You can find Multiple, Technics & Art, Recreational, Sports, Alumni, Social Service Clubs in NCKU. In
the beginning of each semester, there is NCKU Student Club Festival to present all the clubs. During
this time, it is a good chance for students to look around and choose any student clubs that they would
like to join. Please search the Facebook page: NCKU Club Festival for more information.

7.2.3 SPORTS FACILITIES
There are many sport fields and courts in the NCKU campus as follows:

<table>
<thead>
<tr>
<th></th>
<th>Ching-Yeh Campus</th>
<th>Kuang-Fu Campus</th>
<th>Sheng-Li Campus</th>
<th>Tzu-Chiang Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Fitness</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rugby</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Soccer</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swimming</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Table Tennis</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Track and Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
There are also fitness centers and swimming pools available. You may show your Student ID Card to buy a prepaid card (NTD200 / 10 times) that can be used in either place, or choose to apply for a membership card for the fitness center by paying NTD1,000 valid for one year or for the swimming pool by paying NTD350 valid from April to October.

7.3. OTHER INFORMATION

Campus Wireless Network (NCKU_WLAN)
The campus wireless local area network (WLAN) are restricted to some public areas within the campus, such as library, the International conference center, Banyan tree garden, Cheng-Kung lake, and the Computer and Network center. Please use the center-verified email account and password to perform the authentication. The default username is your Student ID and the password is the last 4 digits of Student ID + the last 4 digits of birthdate. ex. If your Student ID is R12345678 and your birthdate is 1989/12/06, then your Default Username would be R12345678 and Default Password would be 56781206.

NCKU Portal
The NCKU Portal is an online service system integrating several online campus services such as the course enrollment system, personal email (with 500 MB), and campus wireless network service. (http://i.ncku.edu.tw/)

NCKU app
This app provides the latest school’s news, academic calendar, library information, and so on. Personalization design can help you to check your timetable, grade, and so on.
NCKU Mail
NCKU mail provides each student a school mail which you will receive any official information from this mail system. ([http://mail.ncku.edu.tw/cgi-bin/owmmdir2/openwebmail.pl](http://mail.ncku.edu.tw/cgi-bin/owmmdir2/openwebmail.pl))

NCKU Moodle
Moodle, as an open source and multi-language Learning Management System (LMS), has been used by many departments. Any information such as notices of class, course materials, grade inquiry, can be found in this website. Furthermore, we also provide “Moodle Mobile for NCKU” app for any portable device to access the information. ([http://moodle.ncku.edu.tw/?lang=en](http://moodle.ncku.edu.tw/?lang=en))

NCKU EIS
The electronic interactive system for teachers and students (EIS) provides the platform for communication between teachers and students. If you have any academic or curriculum problem, you can report in this EIS system. ([http://campus1.ncku.edu.tw/ts/index.php](http://campus1.ncku.edu.tw/ts/index.php))

Daily Commodities

<table>
<thead>
<tr>
<th>LaoCiou Grocery store</th>
<th>WATSONS</th>
<th>COSMED</th>
</tr>
</thead>
</table>
| **No.141, Sheng-Li Rd., East Dist., Tainan City** | ● No.157, Sheng-Li Rd., East Dist., Tainan City 701, Taiwan (09:30~00:00, Monday to Sunday)  
● No.171, Sec. 2, Chang-Rong Rd., East District, Tainan City (9:30~23:00, Monday to Sunday) | No.118, Sheng-Li Rd., East Dist., Tainan City (09:00~23:00, Monday to Sunday) |

Mainly selling stationaries and household supplies
Mainly selling cosmetics, body care and drugs
Mainly selling cosmetics and drugs


### Electronics

When purchasing electronic products such as laptops, tablets, mobile phones, and digital cameras, it is better to compare the price in several different stores before you make the decision. Stores that sell electronic products are mostly located on Beimen Road.

### Night Market

<table>
<thead>
<tr>
<th>Da-Dong Night Market</th>
<th>Hua-Yuan Night Market</th>
<th>Wu-Sheng Night Market</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intersection of Sec. 1, Lin-Sen Road and Chung-De Road</td>
<td>Intersection of Sec.3 Hai-An Road, and He-Wei Road, Wu-Sheng</td>
<td>No.69, Wu-Sheng Rd., Tainan City</td>
</tr>
<tr>
<td>Nearest night market from NCKU</td>
<td>Voted as the most famous night market in Taiwan, and the biggest one in Tainan</td>
<td>Furthest night market from NCKU</td>
</tr>
</tbody>
</table>

#### Timetable

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Da-Dong</td>
<td>Da-Dong</td>
<td>Wu-Sheng</td>
<td>Hua-Yuan</td>
<td>Da-Dong</td>
<td>Wu-Sheng</td>
<td>Hua-Yuan</td>
</tr>
</tbody>
</table>

### OTHER LINKS

NCKU Second Hand Books FB Group: [https://www.facebook.com/groups/NCKUBOOK/](https://www.facebook.com/groups/NCKUBOOK/)

NCKU Sales & Sold FB Group: [https://www.facebook.com/groups/384397068383429/](https://www.facebook.com/groups/384397068383429/)
Name 姓名：
Student ID Number 學號：
Department/ Institute 就讀系所：

**Enrollment Checklist**

<table>
<thead>
<tr>
<th>Item 應收項目</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copy of passport identification page(s), 護照身分頁影本</td>
</tr>
<tr>
<td>2. Copy of visa page (with arrival stamp or write down arrival date), 台灣簽證頁影本</td>
</tr>
</tbody>
</table>
| 3. Verified graduation diploma (original & copy), 經外館驗證之畢業證書  
if you don’t have a verified diploma, please sign up the Declaration of diploma submission  
如未攜帶畢業證書及驗證文件則無法完成報到手續，請洽國際處詢問後續處理方式 |
| 4. One 2-inch photos, 1 張兩吋照片 (for NHI card application) |
| 5. Insurance: 保險狀況, Either one of A, B or C  
□ A. I do not have the required health insurance and will join the International Student Medical Insurance (ISMI). Please submit the NCKU declaration of insurance or signup online 我要加入 ISMI，並繳交成大保險切結書或上網登記  
□ B. Authenticated certificate of the insurance copies, 駐外館處驗證之有效當地保險證明  
□ C. Copies of both sides of the National Health Insurance card and insurance certificate, 台灣健保卡影本及加保證明 □應聘 □依親 (公所加保) □由成大加保 (由承辦人勾選) |
| 6. Copy of scholarship  
□ Copy of Taiwan Scholarship Certificate (if available), 台灣獎學金證明書影本 (如果有)  
□ Copy of another government’s scholarship, such as ICDF scholarship, DIKTI scholarship, Aceh Scholarship or VEST Scholarship, 其他政府獎學金證明書影本 (如果有)  
□ Copy of NCKU Scholarship Certificate, 成功大學獎學金影本, Copies of both sides of the |
| 7. Alien Resident Certificate (if available), 居留證正反面影本 (如果有)  
居留事由 stay reason □就學 Study □應聘 Work □依親 Joining family □其他 Others |
| 8. Copy of Taiwan Post Office Passbook (if available), 臺灣郵局存簿影本 (如果有) |
| 9. New student health check up confirmation |

If you have not did the new student health check-up, please take the health check-up forms from ISAD staffs when you submit this form to ISAD staffs.

I read and confirmed all the statement that I signed up online  
1. Declaration of Insurance  
2. Acknowledgment of Regulations and Accepting NCKU Regulations  
3. Authorization for Emergency Treatment

Signature: ________________________

*The official document will be provided on February 24, 2018.*
個人在台文件  
Personal Documents for Studying in Taiwan

系所 Department/Institute:
學號 Student ID No.:
姓名 Name:
手機號碼 Cell Phone number in Taiwan: _______________

為了確保您在校的學生資格與獎學金核發等相關事宜，請將以下所指之文件貼於以下欄位。並在 3 月 21 日前繳交該表予系所辦公室。

To ensure your student status and the scholarship remittance, please paste copies of the assigned documents in the columns below. Then, submit the form to your department/institute office by March 21. (*After completing enrollment, please apply for the ARC and post office bank account as soon as possible.) 在註冊後，煩請儘快申請在台居留證與郵局帳戶

<table>
<thead>
<tr>
<th>Copy of ARC (front side)</th>
<th>Copy of ARC (back side)</th>
</tr>
</thead>
<tbody>
<tr>
<td>居留證影本(正面)</td>
<td>居留證影本(反面)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Copy of the post office bank account passbook (郵局帳戶影本)</th>
</tr>
</thead>
</table>

If you already know your advisor’s information, please fill in the information below. If not, leave blank.

<table>
<thead>
<tr>
<th>指導教授/導師姓名 /Advisor’s name</th>
</tr>
</thead>
<tbody>
<tr>
<td>指導教授/導師聯絡方式 /Advisor’s contact information</td>
</tr>
<tr>
<td>Phone number:</td>
</tr>
</tbody>
</table>

The official document will be provided on February 24, 2018.
# International Degree Students Enrollment Procedure Sheet

**For Spring Semester 2018**

**Name (姓名):** ____________________________

**Student ID Number (學號):** ____________________________

**Degree (學位):**
- □ Bachelor (學士)
- □ Master (碩士)
- □ Doctor (博士)

**Department/Institute (就讀系所):** ____________________________

<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
</table>
| 1  | Registration  (報到) -1 | Date: February 24, 2018 (13:30-15:30)
1. A copy of the admission letter
2. One photo (3.5cm*4.5cm)
3. Copy of your passport identification page(s) and the Taiwan ROC visa page
4. Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version)
5. Insurance documents: (either A, B, or C)
   - A. NCKU Declaration of Insurance online (ISMI)
   - B. Authenticated oversea Insurance documents
   - C. National Health Insurance records (for Working visa or NHI card holder) & Certificate of Alien Residence in R.O.C.
6. Copies of both sides of your Alien Resident Certificate (if available)
7. Copies of Taiwan Scholarship Certificate or other Scholarships’ certificate
8. Copy of Taiwan Post office passbook (if available) |

| 2  | Registration  (報到) -2 | Date: February 26, 2018
1. A copy of the admission letter
2. Copy of your passport identification page(s) and the Taiwan ROC visa page
3. “Original” and “copy” of the highest diploma verified by the Taiwan ROC embassy
4. NCKU Student Information (need to be printed by login: [http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html](http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html))
5. (5) Copies of both sides of your Alien Resident Certificate (if available) |
<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
</table>
| 3 | **Tuition Fee and Other Fees Payment**
   (繳交相關學費或其他費用) | Date: February 26, 2018
Pay it by cash and get the stamp from Cashier’s office on this sheet. | |
| 4 | **Cashier’s Division**
   (1st floor of Yunping Administration Building West wing 雲平大樓西棟一樓) | | |
| 1 | **Registration (報到)** - 3 | (1) A copy of the admission letter 錄取通知信影本
(2) NCKU Student Information 新生基本資料
(printed by login http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html) (登錄網站後印出)
(3) Copy of your passport identification page(s) and the Taiwan (ROC) visa page
(4) Copies of both sides of your Alien Resident Certificate (if available) | |
| 2 | **Office of Your Department/Institute**
   (各學系/所辦公室) | | |

**Note:**

1. Please return this sheet to Registrar Division after all the procedures are completed. Then, you can pick up the student ID card in the Department Office or Registrar Division after 1-2 weeks of submitting this sheet.
   (註冊程序完成後，將此單送回註冊組各學系/所承辦人，而學生證則於之後的 1~2 個禮拜後領取。)

2. If you need the enrollment certificate to apply for ARC, you can hold the receipt of the enrollment payment to Registrar Division to apply for the certificate after the enrollment.
   (若需要註冊證明申請居留證，請註冊後，持著註冊費收據至註冊組申請。)
國立成功大學優秀國際學生獎助學金實施要點

一、實施要點

1. 國立成功大學（以下簡稱本校）為招收優秀國際學生至本校就讀，提升本校國際化，並整合國際化相關資源，特訂定本要點。

二、國際化學生獎助學金經費來源如下：

1. 教育部補助款；
2. 本校校務基金；
3. 本校「邁向頂尖大學計畫」經費；
4. 其他捐助捐贈收入。

三、國際化學生獎助學金總金額及獎助名額，得視當年各項經費收支情形及國際學生人數而彈性調整。

四、獎助期間：自註冊入學起，至畢業離校、休學或退學月止。但延長修業年限期間，不得申請獎助。

1. 大學部：除醫學系及藥學系不得逾六年、建築系建築設計組不得逾五年外，餘以四年為限。
2. 研究所：碩士班以二年為限，博士班以四年為限，碩士生逕修讀博士學位以五年為限。

五、申請資格：

1. 新生：凡依本校「外國學生申請入學」方式申請者，本校招生委員會於審查入學資格時，同時核定其獎助。

2. 舊生：在本校就學一學年以上，具有正式學籍之國際學位生，行為表現無不良紀錄，並符合下列規定：

   1. 研究生：已修滿畢業學分者，須另提供指導教授推薦函及論文撰寫計畫。

      (1) 碩士生：前一學年至少須修習各系所規定畢業課程十五學分，學業平均成績達八十分以上者。

      (2) 博士生：前一學年至少須修習各系所規定畢業課程總學分數之三分之一，學業平均成績達八十分以上者。

   2. 大學生：

      (1) 前一學期學業平均成績達七十分以上。

      (2) 班排名前 40% 或國際學生學業平均成績之排名前 40%。

      (3) 已修滿畢業學分者，須另提供系上教師之推薦函。

六、本校優秀國際學生獎助學金分為三類，其獎助金額如下：

1. 優秀國際研究生獎學金：每名可獲得十二個月獎助生活費，並得核予減免學雜費及修讀學分費。

   1. 碩士生：每月獎助生活費最高新臺幣 8,000 元整。

   2. 博士生：每月獎助生活費最高新臺幣 15,000 元整。
（二）優秀大學部國際學生獎學金：在校住宿費減免，以當年度本校宿舍之最低收費為標準。自動放棄入住者，不再補發其他金額。

1. 新生：依該年度系所錄取之大學部位國際學生人數按比例計算，依系所錄取前 20% 以內者，可獲得十二個月獎學金，每月新臺幣 15,000 元；前 20.01% 至 40% 以內者，可獲得十二個月獎學金，每月新臺幣 10,000 元。
2. 舊生：依前一學期在學成績於就讀班級之排名為依據。
   (1) 於班上排名前 20% 以內者，可獲得六個月獎助學金，每月新臺幣 15,000 元。
   (2) 於班上排名前 20.01% 至 40% 以內者，或國際學生學業平均成績排名前 40% 者，可獲得六個月獎助學金，每月新臺幣 10,000 元。

七、申請時間：
（一）新生：依本校「外國學生申請入學」時間辦理。
（二）舊生：
   1. 研究生：
      (1) 秋季班入學者：於每年 8 月 1 日至 8 月 30 日前向各系所申請。
      (2) 春季班入學者：於每年 1 月底至 2 月底前向各系所申請。
   2. 大學生：每學年分上下兩學期申請，每年 9 月 20 日至 10 月 20 日與每年 3 月 1 日至 3 月 30 日前向各系所申請。

八、申請資料：
（一）新生：依本校「外國學生申請入學」方式辦理。
（二）舊生：
   1. 研究生：備「申請表、前一學年之上下學期成績單、在學證明（至本校教務處註冊組申請）、有效期之居留證、郵局帳戶影本」，其他文件得視各系所之公告為主。
   2. 大學生：備「申請表、前一學期具有就讀班級排名之正式成績單（向本校教務處註冊組申請）、在學證明（至本校教務處註冊組申請）、有效期之居留證、郵局帳戶影本」。

九、審核時間：
（一）研究生：每次核定一學年，並須逐年審核。
（二）大學生：每學期重新申請審核。

十、核予期間：
（一）優秀國際研究生獎學金：
   1. 秋季班入學者：當年度 9 月至隔年度 8 月。
   2. 春季班入學者：當年度 2 月至隔年度 1 月。
（二）優秀大學部國際學生獎學金：
   1. 新生：
      (1) 秋季班入學者：當年度 9 月至隔年度 8 月。
      (2) 春季班入學者：當年度 2 月至隔年度 1 月。
   2. 舊生（指一年級後在校生）：
      (1) 第一學期：當年度 9 月至隔年度 2 月。
(2) 第二期學：當年度 3 月至 8 月。

十一、獎助原則：
（一）受獎生需於每學期完成註冊，並查驗居留證後，始得領取獎助學金。
（二）受獎生如保留學籍，原核定獎助學金之資格即予取消，待復學之該學年度，於指定申請期間（依照本校「外國學生申請入學」時間）重新提出申請。
（三）受獎生註冊入學後，經查驗居留證持有「應聘」身分或簽證持有「工作」身分者，不得領取。
（四）減免學分費之獎助學分總數，以不超過各系所規定之畢業課程學分數為限。
（五）因故休學或退學者，應即停止核發獎助學金，並撤銷其受獎資格。
（六）受獎生如因學習之需要，須赴國外擔任交換學生、短期研究者，出國期間停止核發，原獎助期間不得展延。
（七）受獎生註冊入學後，於獎助期間內，離校時間超過一個月以上者，應即停止核發獎助學金。
（八）受領其他政府機關或機構獎助學金之學生，得於原受獎期限屆滿後提出申請。
（九）受獎生於獎助期間內，如有違反本校校規，受小過處分者，自處分確定後之次月，立即取消當學期已核定之獎助學金與次學期獎助申請資格。但經學校評估後，得以校園服務代替懲處者，於抵除後回復下一學期之獎助申請資格。受大過以上處分者，自處分確定後應即停止核發獎助學金並註銷其受獎資格。

十二、本獎助學金與政府各機關所提供之獎助學金不得重覆領取，違反者得撤銷獎助資格。若有溢領情事，一經查證屬實，應予繳回。

十三、本要點未盡事宜，悉依相關法令規定辦理。

十四、本要點經主管會報通過後實施，修訂時亦同。
1. National Cheng Kung University (hereinafter referred to as the University), in an effort to promote the recruitment of distinguished international students, raise its international profile, and continue its internationalization efforts, has enacted the following guidelines.

2. The sources of the scholarship are as follows:
   (1) Subsidies from the Ministry of Education;
   (2) The University Endowment Fund;
   (3) Grants from “Aim for the Top-tier University and Elite Research Center Development Plan”;
   (4) Revenues generated from contributions and donations.

3. The number of scholarships awarded is subject to adjustment, depending on the total number of international students as well as the funds available for the current academic year.

4. Award Timeframe: From enrollment until graduation, withdrawal and/or suspension. Students who extend their study period are no longer eligible to apply for the scholarship.
   (1) Undergraduate students: Limited to six years for School of Medicine and School of Pharmacy, five years for Department of Architecture (design division), and four years for the other majors.
   (2) Graduate students: Two years for Master’s and four years for PhD students. Master’s students who advance to a PhD program have a five-year limit with regard to receiving the scholarship.

5. Application requirements:
   (1) Admission applicants: The NCKU Admissions Committee will evaluate applicants who apply in accordance with the regulations governing “NCKU Guidelines for International Student Admission Applications” and assess their scholarship offers accordingly.
   (2) Former and continuing students: Eligible applicants who are officially enrolled as international students, have completed at least their first year of academic study without any official record of misconduct and accord with the following qualifications:
      A. Graduate students: A graduate student who has completed all the required coursework should submit a thesis/dissertation proposal and a letter of recommendation by their advisor.
         a. Master’s program: Must have completed a minimum of 15 required course credits for graduation in the preceding academic year, with an average grade of 80 or above and
without any official record of misconduct.

b. Doctoral program: Must have completed a minimum of one-third of the required course credits for graduation in the preceding academic year, with an average grade of 80 or above and without any official record of misconduct.

B. Undergraduate students: Students who have completed all required graduation credits should submit a letter of recommendation by their professor from their own department.

a. Must have an average grade of 70% or above in the preceding semester.

b. Have ranked within top 40% in class or ranked within top 40% of academic performance (average grade) among the international students.

6. The NCKU Distinguished International Student Scholarship is classified into the following two categories:

(1) Distinguished International Graduate Student Scholarship: Recipients can get the stipend of 12 months and the waivers of tuition fees and course credit fees.

A. Master’s program: A maximum monthly stipend of NT$8,000.

B. Doctoral program: A maximum monthly stipend of NT$15,000.

(2) Distinguished International Undergraduate Student Scholarship: On campus accommodation fees waived. (*It should be noted that the accommodation fee waived under this scholarship is equivalent to the basic rate for on-campus accommodation. A scholarship recipient who chooses not to live in the school dormitory will not receive any payment for the waiver of accommodation fee.)

A. Admission applicants: The scholarship is given based on the ranking of admitted students, as submitted by each department. Those ranked in the top 20% of students admitted into each department will each receive a monthly stipend of NT$15,000, while those ranked between the top 20.01% and 40% will each receive a monthly stipend of NT$10,000.

B. Former and continuing students: The scholarship is given based on the class ranking of students with regard to their academic performance in the preceding semester.

a. Those ranked in the top 20% in each class: A monthly stipend of NT$ 15,000.

b. Those ranked between the top 20.01% and 40% in class: A monthly stipend of NT$ 10,000.

c. Those ranked within top 40% of academic performance (average grade) among the international students: A monthly stipend of NT$ 10,000.

7. Application Period:

(1) Admission applicants: A scholarship application is part of an admission application, which shall be submitted within the period prescribed in the NCKU Guidelines for International Student Admission Applications.

(2) Former and continuing students:
A. Graduate students:
   a. Those admitted in the fall semester are entitled to submit an annual scholarship application to their respective departments during the period of August 1 to 30.
   b. Those admitted in the spring semester are entitled to submit an annual scholarship application to their respective departments during the period from the end of January to the end of February.

B. Undergraduate students: Undergraduate students are entitled to submit a scholarship application to their respective departments for each semester in an academic year, with the application period from September 20 to October 20 set for the fall semester, and from March 1 to March 30 set for the spring semester.

8. Application Materials:
   (1) Admission applicants: The materials required for a scholarship application are referred to the **NCKU International Admission Online System**.
   (2) Former and continuing students:
      A. Graduate students: A completed application form, an official transcript, an official study certificate (obtained from the Registrar Division), a copy of a valid ARC, a copy of the cover of a Post Office bank account and other relevant documents as required by a student’s department.
      B. Undergraduate students: A completed application form, an official transcript for the preceding semester with class ranking from the Registrar Division, an official study certificate (obtained from the Registrar Division), a copy of a valid ARC and a copy of the cover of a Post Office bank account.

9. Review Period:
   (1) Graduate students: The award period is for one academic year and this is evaluated on an annual basis.
   (2) Undergraduate students: Evaluated on a semester basis.

10. Award Period:
    (1) Distinguished International Graduate Student Scholarship:
        A. The scholarship is awarded to those admitted in the fall semester for the period from September to next August.
        B. The scholarship is awarded to those admitted in the spring semester for the period from February to next January.
    (2) Distinguished International Undergraduate Student Scholarship:
        A. New Freshmen:
           a. Those who are admitted in the fall semester: from September to next August.
           b. Those who are admitted in the spring semester: from February to next January.
B. Former and continuing students (i.e., students studied officially for one or more than one academic year):
   a. Fall semester: from September to the next February.
   b. Spring semester: from March to August

11. Conditions for Receiving a Scholarship:
   (1) Approved recipients are required to be officially enrolled and done the ARC verification to receive the granted scholarship every semester.
   (2) Approved recipients who defer admission must reapply for the scholarship upon returning, based on the time set by the NCKU Guidelines for International Student Admission Applications. The original scholarship is deemed invalid.
   (3) After being officially enrolled, recipients who are identified as having an employment status on their ARC or who hold a work visa are not entitled to receive the scholarship.
   (4) The total amount to be waived for course credits shall not exceed the sum for the minimum number of course credits required for the recipient to graduate from his/her respective department.
   (5) Recipients who suspend their studies or drop out from school will have their stipend halted immediately and their qualifications for receiving it are cancelled.
   (6) Recipients who travel overseas to participate in any student exchange program or any short-term research project will not receive any of the scholarship during their overseas stay. The duration of the original scholarship will not be extended to account for this.
   (7) During the award period, recipients who have been absent from school for more than a month will have their scholarship halted immediately.
   (8) Students who receive stipends from other governmental organizations/institutions are entitled to apply for NCKU scholarships once the period of the previous awards has been completed.
   (9) Recipients who have violated University rules will face the following consequences:
       B. Recipients who are disciplined with a penalty of more than a minor demerit will immediately have their monthly stipend cancelled for the rest of the semester, starting from the following month after the penalty is officially confirmed. Meanwhile, their eligibility to apply for a scholarship will be revoked for the following semester. Should the penalty be commuted into a campus service following a resolution by the University administration, after the service is completed, their eligibility to apply for a scholarship will be resumed for the following semester.
       C. Recipients who are disciplined with a penalty of more than a major demerit will immediately have their monthly stipend cancelled for the rest of the semester once the penalty is officially confirmed. Meanwhile, their eligibility to apply for a scholarship will be completely revoked.

12. Those who receive scholarships or grants for international students offered by Taiwan government
agencies are not eligible to receive this scholarship. Any recipients of this scholarship found to be acting in violation of this rule will be disqualified from receiving this scholarship, and must return the funds they have already received.

13. Matters that are not covered by the guidelines indicated here shall be administered according to the relevant regulations.

14. These guidelines and their revisions are in effect subject to the approval of the Administrative Council meetings.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.*
I enrolled at NCKU in 2018 Spring semester; hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU and pay NTD 3,500 for 7 months insurance from February 2018-August 2018. By signing this document I also declare that I will take full financial responsibility for any medical procedures I should incur upon arriving in Taiwan and prior to receiving my ISMI.

Note: Please pay attention to your own insurance status and check which of the described condition matches your status and make sure to provide the correct documents while register:

I don’t have any insurance before coming to Taiwan. 我沒有任何保險。
If you don’t have any kind of insurance before coming to Taiwan, please join International student medical insurance (ISMI) for the first seven months (NTD 3,500) while registration. 如果你在來台灣前沒有任何保險，前七個月請加入國際學生醫療保險(ISMI，花費 NT$3,500)。

I have an oversea insurance which has been authenticated by Taiwan Embassies or TECO and valid for at least six months. 我有至少七個月有效期且驗證過的海外保險。
If you have oversea insurance which is valid for at least seven months and has been authenticated by Taiwan Embassy, you may submit the authenticated insurance documents to ISAD office instead of join ISMI. 如果你有至少七個月的海外保險並且通過台灣使館的驗證，請於註冊時繳交至 ISAD，以取代 ISMI 保險。

How to apply for “National Health Insurance records” from Bureau of NHI (for students who hold working visa) 持有工作簽證的學生如何申請健保證明？
For student who hold working visa, please provide “National Health Insurance records” to ISAD office as references due to the Ministry of Education needs to make sure every student has insurance while studying in Taiwan. You can get the insurance document from the employer. 持有工作簽證的學生，請提供 ISAD“健保證明”以供台灣教育部確認每位外國學生在台就學時之保險狀態。可向公司申請加保證明。

I need to apply for “Certificate of Alien Residence in Taiwan (ROC)” from Immigration agency if I want to transfer my NHI to NCKU group. 我需要到移民署申請居留證明，才能在註冊時申請把我的健保轉至學校。
If you used to have NHI card and don’t know whether you can use it or not after enroll at NCKU, please go to Immigration Agency and apply for “Certificate of Alien Residence in Taiwan (ROC)”. It’s a timeless effort and really important for Bureau of NHI to assist you on insurance issues. To reduce the redundant expenses on insurance, please try to do so if you are under this kind of situation. 如果你曾經持有健保卡卻不知道在註冊後是否能繼續使用，請至移民署申請“外國人居留證明書”。申請此證明書非常方便並且該證書可協助健保局審核你的健保資格。為了降低多餘支出的保險費用，請符合此種情況的同學記得至移民署申請“外國人居留證明書”。
Office of International Affairs
International Student Affairs Division
Website: http://isad.oia.ncku.edu.tw/bin/home.php
Email: em50990@email.ncku.edu.tw
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