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Appendix
## Schedule for New Students

### Spring Semester 2019

### 107 學年度春季班新生行事曆

<table>
<thead>
<tr>
<th>Date</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 20</td>
<td>Admission announcement released (online and by email) 放榜</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>Admission letters sent to applicants 寄送錄取通知</td>
</tr>
<tr>
<td>Dec. 28</td>
<td>Deadline for admitted applicants to accept 學生回覆就讀意願期限</td>
</tr>
<tr>
<td>Before Jan. 14</td>
<td>Online accommodation contract sign-up 線上簽訂宿舍契約書 (Dec.14~Jan.14)</td>
</tr>
<tr>
<td>Before Jan. 18</td>
<td>Frist stage for Online application for Chinese for International Degree Students(CIDS) 第一階段學生線上申請中文特別班 (~Jan.18)</td>
</tr>
<tr>
<td>Before Jan. 18</td>
<td>1st stage course selection online 第一階段線上選課 (Jan.14~Jan.18)</td>
</tr>
<tr>
<td>Before Feb. 01</td>
<td>2nd stage course selection online 第二階段線上選課 (Jan.28~Feb.01)</td>
</tr>
<tr>
<td>Feb. 14-16</td>
<td>Dormitory check-in 宿舍入住</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Orientation held by ISAD, OIA 國際處新生說明會</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Registration and Enrollment for new students by OIA 國際處新生報到</td>
</tr>
<tr>
<td>Before Feb. 17</td>
<td>Second stage and deadline for Online application for Chinese for International Degree Students(CIDS) 第二階段學生線上申請中文特別班限期 (Jan.21~Feb.17)</td>
</tr>
<tr>
<td>Feb. 18</td>
<td><strong>School semester starts (Class begin)</strong> 開學</td>
</tr>
<tr>
<td>Before Feb. 18</td>
<td>1st stage payment 第一階段繳費 (Jan.30 ~Feb.18)</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>English Placement Test for undergraduate 新生英語能力分級測驗檢定</td>
</tr>
<tr>
<td>Before Mar. 04</td>
<td>3rd stage course selection online 第三階段線上選課 (Feb.25~Mar.04)</td>
</tr>
<tr>
<td>Before Mar. 07</td>
<td>Adding or dropping courses under special circumstances (apply to the department office) 特殊因素加退選 (Mar.05~Mar.07)</td>
</tr>
<tr>
<td>Before Mar. 08</td>
<td>Discount period for health check at NCKU (Health check-up required. See section “New Student Health Check-up”) 成大新生健檢日期 (新生必做！) (Feb.11~Mar. 08)</td>
</tr>
<tr>
<td>Before Mar. 12</td>
<td>Online course enrollment confirmation 線上選課結果確認 (Mar.08~Mar.12)</td>
</tr>
<tr>
<td>Before May 03</td>
<td>Second payment for tuition &amp; other fees 第二階段繳費 (Apr.18~May.03)</td>
</tr>
</tbody>
</table>


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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。
Contact information

**Division:** International Student Affairs Division

**Phone number:** +886 6 2085 608 /+886 6 2757 575 ext.50990

**Email:** em50990@email.ncku.edu.tw

**Location:** No.1, University Road, Tainan City 701, Taiwan (R.O.C.)

Kung-Fu campus, Yung-Ping building, East building, 1st floor

(光復校區雲平大樓東棟1樓)
Arrival Guide

Taiwan has two international airports located in Taoyuan and Kaohsiung. Taoyuan International Airport (TPE) is located in northern Taiwan in Taoyuan County, about 280 kilometers from Tainan. Kaohsiung International Airport (KHH) is located in southern Taiwan in Kaohsiung City, about 75 kilometers from Tainan, which will be more convenient for you if you are coming from abroad to National Cheng Kung University. The following is useful transportation information for your reference. Please note that all prices are approximate and are subject to change. For the most up-to-date pricing information please check the relevant websites given below.

Kaohsiung International Airport (KHH) to NCKU

By Taiwan Railways: Kaohsiung Rapid Transit (KRT) --- Taiwan Railways --- Walk / Taxi to NCKU

Step 1: Kaohsiung Rapid Transit (KRT)
Red line: Kaohsiung International Airport (R4) →Kaohsiung Main Station (R11)
Single-journey ticket price: NT$35
Journey time: 18 minutes

Step 2: Taiwan Railways
Different type of trains take different time and money to travel from Kaohsiung to Tainan. For example, Tze-Chiang Limited Express (自強號) takes 35-40mins, and ticket price is NT$106; Local train (區間車) takes 50-60 mins and NT$68.

Step 3: Walk or Taxi to your dormitory
After you arrive at Tainan Train Station, walk out the station at the Rear Exit and walk straight then you will find your university. However, if you have lots of luggage you can also call for taxi at the Rear Exit to send you to your dormitory. It takes around 5-10 minute and NT$100-NT$150 from Tainan station rear exit to NCKU dorms.
By Shuttle bus: Pick-up Service Reservation

If you choose the shuttle bus, please directly contact the company and make a reservation in advance.

<table>
<thead>
<tr>
<th>Company</th>
<th>Jie-Rui shuttle bus company (傑瑞車行)</th>
<th>Line</th>
<th>0955713178</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:po7887@outlook.com">po7887@outlook.com</a></td>
<td>Contact number</td>
<td>+886-6-2592966</td>
</tr>
<tr>
<td>Shuttle bus</td>
<td>From Kaohsiung International Airport to NCKU</td>
<td>Fax</td>
<td>+886-6-2592931</td>
</tr>
</tbody>
</table>

**Price:**
1. **$300 NT** for 1 person/shared car  
2. **$1,000NT** for 3 person/per car  
3. **$1,200NT** for 7 person/per car

**Provide information to book a reservation:**

<table>
<thead>
<tr>
<th>English name</th>
<th>中文姓名</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Nationality</td>
</tr>
<tr>
<td>Airline company</td>
<td>Arrival date</td>
</tr>
<tr>
<td>Flight number</td>
<td>Arrival time</td>
</tr>
<tr>
<td>Destination (Campus dorms address)</td>
<td></td>
</tr>
<tr>
<td>Buddy’s name</td>
<td>Buddy’s phone number (Must)</td>
</tr>
</tbody>
</table>

**Note:** The pick-up driver will contact and confirm with your buddy before the date of your arrival, make sure you leave the right information to them.
Taoyuan International Airport (TPE) to NCKU

By Taiwan High Speed Rail (THSR):
Taoyuan Airport MRT----Taiwan High Speed Rail (THSR) --- Taiwan Railways --- Walk / Taxi to NCKU

**Step 1: Taoyuan Airport MRT**
Airport terminal 1 (A12) / Airport terminal 2 (A13) → Taoyuan HSR Station (A18)
Journey time: 20 minutes
Single-journey price: NT$35

**Step 2: Taiwan High Speed Rail (THSR)**
Taoyuan → Tainan
Journey time: 80-100 minutes
Single-journey price: Standard seat NT$1,190

**Step 3: Taiwan Railways**
Shalun Line: Shalun → Tainan
Journey time: around 25 minutes
Single-journey price: Standard seat NT$25

**Step 4: Walk / Taxi to NCKU**
1. After you arrive at Tainan Train Station, walk out the station at the **Rear Exit** and walk straight then you will find your university. However, if you have lots of luggage you can also call for taxi at the Rear Exit to send you to your dormitory. It takes around 5-10 minute and NT$100-NT$150 from Tainan station rear exit to NCKU dorms.
2. At the Tainan HSR station, you can also call for taxi to your university. It’s takes around 30-40 minutes and price are around NT$400-NT$600. Please note that prices are approximate and are subject to change. For the most up-to-date pricing information please check the relevant websites.

Websites:
Taiwan High Speed Rail: [https://www.thsrc.com.tw/tw/Home/Index](https://www.thsrc.com.tw/tw/Home/Index)
Accommodation

NCKU housing is operated by the Housing Service Division, Office of Student Affairs. All of these dorms require multiple occupants, as there are no single rooms or family rooms available. If you prefer single room, please send your request to International House- Prince Hall directly. Students with spouses and/or children need off-campus housing are encouraged to ask his or her buddy for further information (see Buddy-Buddy Program). **Notice:** 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 nearby school (Approximately NT$2,000 ~ NT$3,000).

校內宿舍僅提供同性別之多人房選擇；如需單人房，可直接向成大太子學舍詢問；若需要家庭房或伴侶房可利用「成大校外住宿服務網」尋找租屋資訊或向你的接待義工尋求幫助。要申請校內宿舍者請於規定時間內完成申請，逾期將無法申請入住。

For students who would like to apply for campus dormitories, please 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 are allocated and managed by the Housing Service Division, Office of Student Affairs, except Prince House.
3. All dorms are equipped with air conditioning, and students are responsible for this electrical expense. For more detail please check the website below. ([http://housing.osa.ncku.edu.tw/files/11-1065-17026.php?Lang=en](http://housing.osa.ncku.edu.tw/files/11-1065-17026.php?Lang=en)).
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 nearby school (Approximately NT$2,000 ~ NT$3,000).
5. Please make sure that you fill out the admission system application and complete the online Housing Contract on time, or your application will fail to process.
6. **NCKU Prince House**

NCKU Prince House, situated on the corner of Sheng-Li Road and Ta-Hsueh Road, provides single rooms. If you prefer Prince House, please send your request to below e-mail or call them for further information since the Housing Service Division, Office of Student Affairs is not charge of Prince House. Phone: +886-6-2087166 ; E-mail: nckuservice@prince.com.tw

**Website**


International house- Prince Hall 成大太子學舍:

### On-Campus Accommodation Application Calendar for Incoming International Degree Students of 2019 Spring Semester

**Ver. 2018.10**

<table>
<thead>
<tr>
<th>作業事項及說明</th>
<th>Events &amp; Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>一、 簽署住宿契約</strong></td>
<td><strong>I. Signing the Housing Contract Online</strong></td>
</tr>
<tr>
<td>1. 簽署時間: <strong>2018 年 12 月 14 日 10:00AM – 2019 年 01 月 14 日 10:00AM</strong></td>
<td>1. <strong>Time: Dec. 14, 2018 10:00AM – Jan. 14, 2019 10:00AM</strong></td>
</tr>
<tr>
<td>※未於 01 月 14 日 10:00AM 前簽署線上契約書，視同無校內住宿需求，不安排住宿床位。※如欲申請太子學舍，請勿簽署線上契約書！太子學舍床位獨立分配，請逕檢附學號、姓名、性別等資料，向太子學舍確認床位狀況、申請住宿。太子學舍聯絡資訊: 電話: +886-6-208-7166，EMAIL ADDRESS: <a href="mailto:nckuservice@prince.com.tw">nckuservice@prince.com.tw</a>。</td>
<td>※Applicants who fail to sign the housing contract by 10:00AM, Jan. 14 are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room. ※Students applying for the Prince Dorm do not need to sign this housing contract. Please contact the Prince Dorm and apply. Contact information of the Prince Dorm: TEL: +886-6-208-7166, EMAIL ADDRESS: <a href="mailto:nckuservice@prince.com.tw">nckuservice@prince.com.tw</a>。</td>
</tr>
<tr>
<td>二、 宿舍分棟名單</td>
<td><strong>II. Dorm Building Arrangement</strong></td>
</tr>
<tr>
<td>三、 提前進住申請</td>
<td><strong>III. Application for Early Check-in</strong></td>
</tr>
<tr>
<td>1. 申請系統開放時間: <strong>01 月 15 日 10:00AM – 01 月 29 日 09:00AM</strong></td>
<td>1. <strong>Application available:</strong> Jan. 15 10:00AM ~ Jan. 29 09:00AM</td>
</tr>
</tbody>
</table>
| 3. 可申請入住日: **02 月 11 日 - 02 月 13 日**。 (新生於 02 月 14 日 09:00AM 起開放入住) ※各舍辦理方式略有差異，請申請同學詳閱 | 3. **Dates open for early check-in:** Feb. 11-Feb. 13. (For incoming international students, student}
dormitories are open for check-in from 09:00AM, **Feb. 14**)

※The check-in procedure varies by dorms. The applicant shall read the instruction sent by the resident counselor via email carefully for detailed information and follow the instructions.

### 4. Charge standard:

(1) **NT$150/day.**

(2) Electricity will be charged separately.

(3) The application shall be done 3 working days before your check-in date. A handling fee of **NT$ 250** will be charged for late application.

### 5. Pay the fee for early check-in via payment machines:

(1) Sheng-Li Campus—Sheng-Li Dorm 1, D-24 Discussion Room

(2) Kuang-Fu Campus—Kuang-Fu Dorm 2

(3) Ching-Yeh Campus— Ching-Yeh Dorm 3.

### 6. Charge Standard for Cancellation:

(1) Before the applicant is informed of the arrangement: Free of charge.

(2) Once the applicant is informed of the arrangement: A handling fee of **NT$ 250** will be charged.

(3) Starting from the appointed date of check-in: **NT$ 150/day**, including the handling fee of **NT$ 250**, will be charged to the day when cancelation procedure is completed.

### 7. Remarks:

(1) Students who would like to apply for early check-in shall submit their applications in advance and their applications are valid only when approved by the resident counselors.

(2) Those who fail to do so shall be responsible for their accommodation arrangement during their early arrival.

### 四、住宿床位放棄及其計費方式

**1. 辦理方式：請 EMAIL 或電洽住宿服務組承辦人林小姐申請取消**

TEL: 886-6-2757575#86357

<table>
<thead>
<tr>
<th>IV. Cancellation Policy &amp; Charge Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>How to cancel your application:</strong> Please contact Ms. Lin via phone or email</td>
</tr>
<tr>
<td>TEL: 886-6-2757575#86357</td>
</tr>
<tr>
<td>Email Address: <a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a></td>
</tr>
</tbody>
</table>
Email Address: ysluc@mail.ncku.edu.tw

Email 來信範例:
信件主旨: 取消住宿-RA8058023(學號)-霍大衛(姓名)
信件內文:
- 學號: RA8077023
- 姓名: 霍大衛
- 取消原因: 已於太子宿舍訂房

2. 辦理時間及計費方式:
(1) 申請後至 01 月 28 日止: 尚未公告住宿安排，不需繳費。
(2) 01 月 29 日-02 月 13 日: 需繳交 250 元行政手續費。
(3) 02 月 14 日起: 除 250 元行政手續費外，另加計每曰 150 元之短期住宿費至完成床位放棄相關手續止。

2. Charge Standard for Cancellation:
(1) By Jan. 28: Free of charge.
(2) Jan. 29-Feb. 13: A handling fee of NT$ 250 will be charged.
(3) From Feb. 14: NT$ 150/day, including the handling fee of NT$ 250, will be charged to the day when cancellation procedure is completed.

五、開放入住時間&入住手續辦理地點

1. 時間:
   (1) 02 月 14 日-02 月 16 日之 09:00-12:00、13:00-17:00
   (2) 02 月 18 日起上班日之 09:00-12:00、13:00-17:00

2. 地點: 各宿舍服務站

3. 所需物品:
   (1) 住宿費繳費證明
   (2) 附照片之證件或錄取通知
   (3) 2 吋證件照 1 張

4. 請參閱以下連結之資訊，了解各時段入住手續辦理方式:
   http://tinyurl.com/NCKU-dorm-check-in-calendar

VI. Dorm Fee Payment

1. How to download your bill: You may download your bill from the website of Bank of Taiwan:

   請注意:
10

<table>
<thead>
<tr>
<th>七、宿網登錄時間、方式</th>
<th>VII. Registration for Dorm Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>進住後確認寢室即可以“一般住宿”身分進行登錄。</td>
<td>After the check-in procedure is completed, you may register with your NCKU student ID No.</td>
</tr>
</tbody>
</table>

**註：**本表所列各項時程如有異動，以本組公告為準。**THIS APPLICATION CALENDAR IS SUBJECT TO CHANGE.**
VISA & Alien Resident Certificate (ARC)

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.

Visitor Visa transfer to Resident Visa

Required Document:

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

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

Agency: Bureau of Consular Affairs (BOCA)

<table>
<thead>
<tr>
<th></th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd Floor, 436 Cheng Gung 1st Road, Kaohsiung City (2nd Floor of The Southern Taiwan Joint Services Center of the Executive Yuan)</td>
</tr>
<tr>
<td></td>
<td>Tel.</td>
</tr>
<tr>
<td></td>
<td>+886-7-211- 0605</td>
</tr>
<tr>
<td></td>
<td>Website</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.boca.gov.tw">http://www.boca.gov.tw</a></td>
</tr>
</tbody>
</table>

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](http://www.boca.gov.tw/ct.asp?xItem=1836&ctNode=777&mp=2))
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.
Enrollment

Time Schedule
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>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISAD Orientation</td>
<td>Feb. 15</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>ISAD Enrollment</td>
<td>Feb. 15</td>
<td>13:00 – 17:00</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>Feb. 18</td>
<td></td>
</tr>
<tr>
<td>Enrollment (for other divisions)</td>
<td>Feb. 18</td>
<td></td>
</tr>
</tbody>
</table>

Orientation for 2019 spring semester international student

All international students are requested to attend the orientation held by ISAD. Remember to sign up the application form before February 1st, 2019. Link: https://goo.gl/bWrwv2

Orientation Date and time: February 15, 2019, Friday, from 9:00 to 12:00.
Orientation Location: Cheng-Kung Campus, Information Technology Building B1 floor, Gen-Chi Conference Room, (CK12) 地點：成功校區資訊大樓地下 1 樓格致廳

Registration and Enrollment

Required documents:

- □ International Degree Students Enrollment Procedure Sheet \textit{(Appendix 2)}
- □ Verified graduation diploma and 3 copies\(^1\)
- □ Admission letter and 2 copies
- □ Registration Checklist at OIA for International Degree Students \textit{(Appendix 3)}
- □ Passport and 3 copies
- □ 2 head photo copies\(^2\)
- □ Visa and 3 copies(with entry stamp)
- □ Basic data entry for new student\(^3\)
- □ Insurance (if available)
  (Authenticated certificate of the insurance copies/ National Health Insurance card)
- □ Copy of Scholarship Certificate (if available)
- □ Copies of both sides of the Alien Resident Certificate (if available)
- □ Copy of Taiwan Post Office Passbook (if available)

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.

*2: The photograph must measure 45 x 35 mm in size (1.77 inches long x 1.38 inches wide)

https://www.boca.gov.tw/cp-140-467-29b1d-2.html

*3: Registrar division login link: https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/netfreshman.html

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**Registration at International Student Affairs Division, Office of International Affairs**

**Registration date and time:** *February 15, 2019, Friday, afternoon: 13:00-15:00*

**Registration location:** Cheng-Kung Campus, Computer Network Center 2nd floor, Room 75301/Room 75309

*Registration date and time:* **February 18, 2019, Monday, morning: 08:00-12:00; afternoon: 13:00-17:00**

**Registration at Registrar division and other departments**

**Registration date and time:** *February 18, 2019, Monday, morning: 08:00-12:00; afternoon: 13:00-17:00*

**Location:** Each department/division
Deferment of Admission

1. The students who have reasons as below can apply for deferment of admission. Application for student status deferment must be completed by **February 18, 2019**. An overdue application will not be accepted.
   (1) Serious disease (with medical report)
   (2) Duty for military service
   (3) Practice teaching
   (4) Pregnant or Procreation
   (5) Parenting(Child under 3)
   (6) Extra-territorial students who are unable to arrive for the designated date for enrollment due to personal reasons.

2. Required documents for deferment of admission
   (1) Explanation letter of deferring admission
   (2) Copy of the highest diploma received
   (3) Copy of passport identification page(s)
   (4) Copy of letter of admission
   (5) Supporting documents for the explanation of medical certification or military service certificate.

   If one of these documents is insufficient, the application for deferring will be regarded incomplete. The application will be evaluated by several offices, and it may be rejected without reasons being given.

3. Student should submit by email all the required deferment materials before the deadline of **February 18, 2019** to the Office of International Affairs (em50990@email.ncku.edu.tw).

4. If the deferment request is approved, NCKU, the registrar division will send the Notification of Resumption (復學通知) to your home address in August or January (as applicable). The notification is in Chinese, so please pay attention to the receiving period. Use this Notification of Resumption to apply for the Taiwan (ROC) visa. If you do not receive the resumption letter from the school by the end of the deferring application notification period (August or January, as applicable), please contact the Registrar Division directly (email: em50120@email.ncku.edu.tw).

5. The scholarship amount, if any, awarded by the University will not be reserved. Before returning to the school the resuming student must apply for the scholarship again (if the scholarship is desired) based on the designated application period for International Degree Students.

6. Admission deferment can only be applied for once.

7. The maximum duration of an approved decrement is one academic year.
Request for Leave of Absence
(Suspension)

1. Payment for students who apply for a leave of absence, in which active student status is temporarily postponed but not canceled, or who withdraw this semester:
   (1) Non-scholarship holder and holder of certain scholarship*
       Students will pay insurance fee, internet registration fee, teaching materials fee (for undergraduate students) and dorm fee by February 18, 2019.
       Students will receive reimbursement of tuition fee after they both complete the leave of absence request and receive approval, according to the following schedule.
       **Before March 29: reimbursement of 2/3 of tuition fee.**
       **Before May 10: reimbursement of 1/3 of tuition fee.**
       **After June 14 (including), no school fees are refundable.**
       *Taiwan MOFA scholarship holder and other government scholarship holder, e.g. DIKTI, ACEH, LPDP, VEST500 scholarship.
   (2) NCKU Distinguished international students scholarships, Taiwan MOE scholarship holder.
       Students will pay insurance fee, internet registration fee, teaching materials fee (for undergraduate students) and dorm fee. Tuition fee and credit fee are paid by the university.
       Students will not receive reimbursement if they apply for a leave of absence.

2. If the recipient of a NCKU Distinguished International Student Scholarship applies for the leave during the semester and this is approved, the duration of the scholarship will not be deferred to, or reserved for, next semester. A student must reapply for the scholarship before completing the suspension.
Insurance Policy

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 enrol 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”.

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.
- 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)
- If you do not have NHI coverage and leave Taiwan for more than 30 days (one-trip), then after returning to Taiwan you must wait six months before becoming eligible to join NHI.
Health Exam Policy

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>Health check up Type</th>
<th>For Resident VISA Holder</th>
<th>For Visitor VISA Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>New student health check up</td>
<td>NTD 850 (discount) / NTD 1200 (Original price)</td>
<td>NTD 1,300(Discount) / NTD 1680 (Original price)</td>
</tr>
<tr>
<td>Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discount Period</td>
<td>Feb. 15- Mar. 15</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>NCKU Hospital&lt;br&gt;New Outpatient Building&lt;br&gt;Referral Center on 1st Floor for registration&lt;br&gt;Health Check-up Center on 2nd Floor</td>
<td></td>
</tr>
</tbody>
</table>
Required documents:

- Admission letter
- Passport (or ARC)
- Fee
- First Visit Registration Form (初診申請單)
- NCKU for Freshman Physical Examination Consent for Release of Information (校部新生體檢資料蒐集同意書)

Note:

- Do not eat and drink for 12 hours before you do the health check. If you are really thirsty, then you can have some water, but don’t have any drinks with sugar.
- Please wear loose and comfortable clothing on the designated date.
- For students on prescribed lenses, please bring the lenses on the day of the exam so that post-treatment eyesight can be tested.
- Once you finish the whole procedure, the hospital will send the report to you around 1 month.
- Please inform the front desk about what kind of health check you would need to do.
- If you do not do the health check-up before due date (available date), you won’t have discount price.
- If you are an ARC holder, you still need to do the health check-up for new students.
Course Enrollment

Registration and Enrollment Instructions:

I. The maximum number of courses that can be applied for via online registration designated for the second and third stages of course enrollment, is shown in the following table for various categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Maximum no. of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>A9</td>
<td>3 (no later than the 2\textsuperscript{nd} stage) (not including the course of Stepping Through Tainan's Past)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>A2</td>
<td>1</td>
</tr>
<tr>
<td>English Module Program</td>
<td>A1, serial numbers 101~500</td>
<td>1</td>
</tr>
<tr>
<td>Second Foreign Language</td>
<td>A1, serial numbers 501~700</td>
<td>1</td>
</tr>
</tbody>
</table>

II. Under special circumstances (such as minor study, double-major study or the Educational Program), students who need to take courses over or below the required number of credits and are not allowed to register online for course enrollment should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage (1/23) and before the end of the 3rd stage (3/7), which shall be approved by the relevant offices and processed by the Division of Registrar.

III. Students who wish to drop or withdraw from any flexible intensive course shall submit an application with a written report, which shall be approved and processed by the department offering the course. It is not recommended that students drop the course after the start of the course. Under special circumstances, applications for course withdrawal may be processed at the discretion of academic units (departments, graduate institutes, and colleges) before the end of the course.

IV. Registration by designated students in every stage of course enrollment is regulated as follows:

<table>
<thead>
<tr>
<th>Pre-registration of Required Courses for Undergraduate Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
</tr>
<tr>
<td>Designated Students</td>
</tr>
</tbody>
</table>

Notes:
1. Undergraduate students are enrolled in advance by the Division of Registrar’s in the major program-designated required courses. They are allowed to log into the course enrollment system to check the pre-registered course enrollment, starting from December 26.
2. All continuing students please ensure you can log into the system before the 1st Stage of Course Enrollment. If you fail to log into the system with your password, please contact the Cheng Kung Portal Consulting Services on the 1st floor of the Computer and Network Center (ext. 61010, 61045).

1\textsuperscript{st} Stage of Course Enrollment

| Duration | 9am, January 14 to 5pm, January 18 |
| Designated Students | All students |

Notes:
1. All students, except those from the Department of Medicine in the fifth year of
In the undergraduate programs are enrolled by the Division of Registrar in the department-designated required courses for their major program. All continuing students are only allowed to register for courses designated for their own class/class category and for preferred courses for computer-selected enrollment. No quota limit is set to each course enrollment during this stage.

2. Undergraduate students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by the Division of Registrar in a required-course group/class are only allowed to cancel the assigned enrollment. Any change in registration with regard to the assigned enrollment shall be completed during the second stage.

4. Graduate students are only allowed to register for courses designated for their own graduate program during this stage. They shall be allowed to register for courses designated for other graduate programs during the second stage.

5. If a course is conditionally set up with “no registration allowed during the first stage” at course catalog system, it shall not be open to registration until the second stage.

6. Continuing transfer students are allowed to register for courses designated for other, higher levels in the same-category class under their major program. They are not allowed to register for any courses designated for another category of classes at any level, or any courses designated for the first semester of the freshman year.

6. Students in double major/minor programs are allowed to register for courses designated of other, higher levels for their second major/minor program. They are not allowed to register for any courses designated for the first semester of the freshman year.

7. Registration for preferred courses for computer-selected enrollment (with a maximum of one course selected for each of the following categories, the results of which will be announced before 17:00 on January 21.) is regulated as follows:

   (1) English (A1, serial numbers 101~500) by undergraduate students. Students admitted before the 2014-15 academic year are not subject to the class placement list. Students are not allowed to enroll in two or more English module courses with the same title.

   (Freshman students are enrolled in advance by the Division of Registrar in the course of Stepping Through Tainan's Past, which is not listed as an option for online registration of GE courses in the first stage.)

   (2) General Education (A9) and Physical Education (A2) by undergraduate students.

   (3) Second Foreign Language (A1, serial numbers 501~700) by all students.

8. The enrollment of General Chinese (A7) has been designated by the Division of Registrar. Those who intend to change their enrollment or to be enrolled in a class shall complete their registration in the second stage.

9. Registration for Remedial English courses (coded A3, A4, A5, A6, AA and AH) and online English courses for graduate students is scheduled for the second stage (from A1 701).

10. Freshman students from the five departments of Economics, Psychology,
Transportation and Communication Management Science, Industrial and Information Management, and Business Administration are enrolled in advance by the Division of Registrar in the course of Calculus. They are advised to personally confirm this course enrollment.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online Course Enrollment System</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>9am to 5pm, January 22</td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
<td>All undergraduate students</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>All continuing undergraduates and new exchange students (undergraduate) are allowed to complete their second registration for their preferred courses in the category of General Education (A9) for computer-selected course enrollment. (A maximum of one course will be selected, the results will be announced before 17:00 on July 23).</td>
</tr>
</tbody>
</table>

**2nd Stage of Course Enrollment**

<table>
<thead>
<tr>
<th>Duration</th>
<th>9am, January 29 to 5pm, February 1</th>
</tr>
</thead>
</table>
| **Designated Students** | Senior students (including deferred students) 1/29 09:00 ~ 12:00  
Junior students 1/29 13:00 ~ 17:00  
Sophomore students 1/30 09:00 ~ 12:00  
freshmen students 1/30 13:00 ~ 17:00  
All students 1/31 09:00 ~ 2/1 17:00 |
| **Notes** | 1. Please refer to the designated schedule to register for courses during the period from January 29 to 30.  
2. All students are allowed to cancel enrolled courses and/or enroll in new courses.  
3. Registration for Education Program courses (A4) shall not be allowed until 9am, January 31. |

**3rd Stage of Course Enrollment**

| Duration | February 18 to February 22  
9am, February 25 to 12pm, March 4  
9am, March 5 to 5pm, March 7 |
|----------|-----------------------------|
| **Designated Students** | Returning students, students not eligible for online registration and deferred students for the 2018-2019 academic year, Students newly accepted for the 2019-2020 academic year  
All students  
Students who have to complete course enrollment under special circumstances |
| **Notes** | 1. Please complete course enrollment through the department in charge of the course that is being applied for.  
2. Those who are not allowed to register online for specific courses with a  
1. All courses, except General Education courses (A9), are open for students to add or drop during this period.  
2. General Education courses are open for students to drop during this period. Those who  
1. Please complete course enrollment through the department in charge of the course that is being applied for.  
2. Applications will be processed for those whose course enrollment applications |
prerequisite course requirement and students on any joint and double degree program shall register for the courses upon approval of the department offering the courses.

3. FLLD students are allowed to register with the NCKU Eagle Project Office for English courses in Module III.

4. During the stage of course enrollment by department offices, should there be other requirements designated by any department offices, students should follow those requirements.

Students intend to add a General Education course shall register for computer-selected enrollment (Registration is allowed even if the quota is full. However, registration will be invalid if a class scheduling conflict arises). Students can fill in the number of intended courses to be selected, the results of which will be announced before 13:00 on March 5. Students are not allowed to drop a General Education course if they have been enrolled by computer selection. However, they may withdraw from the course, which will be indicated on their transcripts.

3. Those who drop any enrolled courses before the end of this stage will receive a refund of credit fees. Afterwards, students will not be refunded for any course withdrawal.

3. Graduate students who have completed their minimum course credit requirement for graduation and who have not enrolled in any course may apply for a note of Thesis/Dissertation Writing on the course enrollment checklist.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Department office</th>
<th>Online</th>
<th>Department office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eagle Project Office</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Enrollment Confirmation**

<table>
<thead>
<tr>
<th>Duration</th>
<th>March 8 to March 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>All students</td>
</tr>
</tbody>
</table>

**Notes**

1. All students are required to review and conduct a final confirmation about their course selection online during this period. No course adjustment may be made at a later date.

2. Those whose course enrollment applications fail to meet the related credit, graduation requirements or due to any course changes shall submit a completed
Application Form for Overdue Course Enrollment and consult with their course instructors, related department office and the Division of Registrar to complete additional course enrollment actions. Should there be more courses than are required, students are only allowed to withdraw from them.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Withdrawal</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Deadline</strong></td>
<td>9am, March 8 to 5pm, May 17</td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
<td>Those who decide to withdraw from courses</td>
</tr>
</tbody>
</table>
| **Notes** | 1. Starting with the 2016-17 academic year course withdrawals will be processed exclusively online (except flexible intensive courses).
2. Students who need to take courses below the required minimum number of credits under special circumstances are required to complete and submit a course underload request form, which shall be approved and processed by the Division of Registrar.
3. Course withdrawal will be indicated on the student’s transcript, and no refund will be made. |
| **Registration** | Online |

V. **Course enrollment system:** [https://course.ncku.edu.tw/course/signin.php](https://course.ncku.edu.tw/course/signin.php)

VI. **Notes:**

1. The rules for Computer-Selected Course Enrollment (applicable to every stage of preferred course enrollment for the A9 category of General Education) are available at the website of the Division of Registrar (Division Website ➔ Online Service ➔ Course Enrollment System ➔ Information ➔ Regulations & Note).

2. **Contact information for offices in charge of course enrollment is available on the website of the Division of Registrar (Division Website ➔ Online Service ➔ Course Enrollment System ➔ Contact Information) at [http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm](http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm):**
   - A9 General Education: 50212, 50215; A1 English; A1 Second Foreign Language (Foreign Language Center): 52273; A7 General Chinese (Dept. of Chinese Literature): 52151; A2 Physical Education (Physical Education Office): 50405; A3 Military Training (Military Training Office): 50722; AH Chinese Language Center: 52040.

   - For more information, please contact the College of Liberal Arts at ext. 52012.

*This English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.*
Chinese Class for International students (CIDS)

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. Seating 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://bit.ly/2s5PWKv
   • Deadline for 1st stage for CIDS application: 2019.01.18
   • Available date for 2nd stage for CIDS application: 2019.01.21 – 2019.02.17
2. Students who have 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 enrollment period, the CLC will announce the lists of the accepted students (including the assigned class level) via NCKU Course Enrollment 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 enrollment period.
7. For further information about the application procedure, please link to the online registration website
Course Information

CIDS is designed for students who have not studied Chinese, or who have limited Chinese communication abilities. Level 1 and 2 are intensive courses, 4 hours, 2 days per week (2 hours/day during day time, i.e. 08:00-17:00, and 2 hours/day during evening, i.e. 17:00-19:00). The courses of these two levels will be completed 9 weeks into the semester. Other levels are 2 hours, one day per week, throughout the whole semester (18 weeks).

<table>
<thead>
<tr>
<th>Levels Provided</th>
<th>Level 1 (Beginner)</th>
<th>Level 2 (Basic)</th>
<th>Level 3-4 (Novice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Level 5-6 (Intermediate)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Level 7-8 (High-intermediate)</td>
</tr>
<tr>
<td>Students No./Class</td>
<td>17</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Academic Credits</td>
<td>2 (Undergraduate Students)</td>
<td></td>
<td>2 (Undergraduate Students)</td>
</tr>
<tr>
<td>Class Duration</td>
<td>4 hours/week, 9 weeks</td>
<td></td>
<td>2 hours/week, 18 weeks</td>
</tr>
</tbody>
</table>

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

1. Foreign Undergraduate students (not including students from Hong Kong, Macau, and the People’s Republic of China) 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. This course 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 are qualified for the credit waiver. University-level exchange 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

CIDS Schedule for 2019 Spring Semester

1st Stage of Online Application Deadline
To register class successfully, you have to complete, submit application form, and send out the answer sheet of placement test (if needed) before these deadline. Confirmation email will be sent once your application is received.

- Students who have more than 6 months of Chinese language training should take the online placement test.

2nd Stage of Online Application

For Freshmen only

Check Your Chinese Level
Check your Chinese level on the NCKU Course Enrollment System Announcement.
http://course.ncku.edu.tw/course/signin.php

2nd Stage of Online Application Deadline
For Freshmen only
To register class successfully, you have to complete, submit application form, and send out the answer sheet of placement test (if needed) before these deadline. Confirmation email will be sent once your application is received.

- Students who have more than 6 months of Chinese language training should take the online placement test.

Check Your Chinese Level
For 2nd Stage Applicants only
Check your Chinese level on the NCKU Course Enrollment System Announcement.
http://course.ncku.edu.tw/course/signin.php

Adding or Dropping Course Procedure
Adding or dropping course under special circumstances (apply at the CIC Office)

NCKU Chinese Language Center
2018.11.20
English Placement Test

Required English Courses for International Undergraduate Students

1. First-year international students (except for English majors) of the University must acquire 4 credits of English courses before graduation.

2. English courses:
   (1) Starting from the fall semester of the 2019-2020 academic year, students who are eligible for credit exemption should apply in person to the Foreign Language Center (FLC) with their application forms and other related certificates before the deadline. Please check http://flc.ncku.edu.tw/p/412-1144-21150.php?Lang=en for the course exemption regulations.
   (2) Students who possess valid certificates of English proficiency equivalent to CEFR standard can register in a suitable module course in the first week of the Spring Semester at FLC. The course will start from Week 2.
   (3) Students who do not possess any valid certificate of English proficiency should take the English Placement Test to enroll in a module course.
   (4) Students who miss the test, and do not possess any valid certificate of English proficiency, should take a standardized test, such as GEPT, TOEIC, TOFEL, IELTS, on their own expenses. The test results can be used for enrolling in an English course and/or applying for course exemption. The certificate is also needed when applying for graduation. Without adequate proficiency credentials will result in not being able to elect English courses and/or to apply for graduation.

3. Information about the Placement Test:
   (1) Online registration: The registration site is open from now till February 15, 2019, at https://goo.gl/ooX17L
   (2) Test time: 4:00 PM, February 21, 2019.
   (3) Test venue: Room 26202 (Hypermedia Language Learning Lab) of FLC, Hsiu-Chi Building (Kuang-Fu Campus).
   (4) The test: “Oxford Online Placement Test” (OOPT) is a computer adaptive proficiency test assessing the test takers’ abilities in listening, reading, and English usage. Earphones are provided in the test room, but test takers are allowed to use their own.
   (5) Test takers must carry either their student IDs or the passports to be admitted to the test.
   (6) Students may apply for credit exemption at the FLC if their OOPT test grades exceed the threshold levels.

A module will be assigned to the student based on his/her test grade. The results will be announced at the website of the FLC after the test. (http://flc.ncku.edu.tw/index.php?Lang=zh-tw). Students should elect the courses online immediately after the test according to the assigned modules so to start the course in Week 2.
Financial Plan

As an international student at NCKU, you will be responsible for your insurance fee, accommodation fee, and living expense, which will be around USD 300 per month. A student not granted a scholarship must pay all fees. Please make sure to have your bank account card available here in Taiwan and carry enough NTD cash for daily use. Besides, planning for unexpected expenses and emergency funds should be made prior to your arrival since financial plan is the responsibility of each student.

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</td>
<td>NTD 40,851</td>
<td>NTD 31,040</td>
<td>NTD 71,891</td>
</tr>
<tr>
<td>College of Medicine (except Department of Medicine)</td>
<td>NTD 30,583</td>
<td>NTD 26,100</td>
<td>NTD 56,683</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></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></td>
<td></td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td>NTD 30,311</td>
<td>NTD 14,760</td>
<td>NTD 45,071</td>
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</tbody>
</table>

Tuition and Other Fees for Graduate students

<table>
<thead>
<tr>
<th>College</th>
<th>Tuition fee (per semester)</th>
<th>Credit fee (per credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Medicine</td>
<td>NTD 44,010</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>NTD 41,100</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Electrical Engineering &amp; Computer Science</td>
<td>NTD 41,100</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Planning and Design</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Sciences</td>
<td>NTD 39,600</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Bioscience &amp; Biotechnology</td>
<td>NTD 39,600</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Management</td>
<td>NTD 34,740</td>
<td>NTD 2,400</td>
</tr>
<tr>
<td>College of Liberal Arts</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>
## Mandatory Fee

<table>
<thead>
<tr>
<th>Item 項目</th>
<th>Fees 費用</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Group Insurance (SGI)</td>
<td>NTD 100</td>
</tr>
<tr>
<td>International Student Medical Insurance</td>
<td>NTD 3,000</td>
</tr>
<tr>
<td>National Health Insurance (NHI)</td>
<td>NTD 4494 for 1 semester (NTD 749 per month)</td>
</tr>
<tr>
<td>Internet registration fee for new student ³</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:
- 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.
- 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).
- Students who are eligible for the NHI program pay the NHI fee of NTD 4494 at the first semester.
- Internet registration fee applies only to the first semester.
- 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.
- A recipient of the MOFA (Ministry of Foreign Affairs) Taiwan Scholarship pays the same tuition fees as a local student.
Payment Procedure

<table>
<thead>
<tr>
<th>1st stage payment</th>
<th>Jan. 30 – Feb. 18</th>
<th>Mandatory Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd stage payment</td>
<td>Apr. 19 – May 03</td>
<td>Tuition and Other Fees</td>
</tr>
</tbody>
</table>

(1) Login to the Bank of Taiwan website and download the bill.

(2) 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)

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

Step 1: Login to 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 2: Click “確認登入”

Step 3: Click “查詢”

Step 4: Click 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)
Other services and useful information

Mobile phone
There are many mobile operators that can provide you a Taiwan sim card. For example, Chunghwa Telecom, Taiwan Mobile, T-star, Asia Pacific Telecom, Far EasTone etc.. Suggest you buy a sim card at the airport. There are also some stores nearby NCKU, but they may be out of stock since the semester just begins.

Buddy-buddy program
If you have signed up for this service, you may check the admission website for the contact information of your NCKU buddy assigned by the program. If you have not received any message from your designated student buddy 2 weeks before enrollment, please contact us (ISAD, OIA: em50990@email.ncku.edu.tw).

Counseling and Wellness Services Division
Maintaining your health and wellbeing is an important priority. You may be challenged by a variety of stressors including adjustment to a new life here at NCKU and general issues that can be associated with life as a student. Sometimes it is not easy to reach out for help due to the nature of the issues. One way to help yourself is seeking counseling. Counseling is a collaborative and confidential relationship with a psychologist. By participating in counseling, you can explore ways that you are stuck mentally and emotionally. Link: http://counseling.osa.ncku.edu.tw/files/11-1063-14882.php?Lang=en

Who can use the counseling services, and what does it cost?
All enrolled students are eligible for free counseling services. We take faculty and staff as well.

How do I make an appointment?
It's easy as 1-2-3. Log on to http://140.116.249.175/CS_NCKU/Index.aspx with your student ID and password, then fill out the form as through as possible. Should you encounter any questions, please feel free to call us at 06-2757575 # 50320 or email us em50320@email.ncku.edu.tw.

How do I contact CWSD if there is an emergency after office hours?
Call 119 or 06-2757575 # 55555 for Campus Security Incident Hotline.

Bicycle
NCKU has 10 campuses. A bicycle with you is the best way to explore NCKU and Tainan. You can choose either a new or used one, and it depends on your budget. For a basic type of a new
bicycle, it costs around $2,000NT to $3,000NT. If you prefer a second hand bicycle, there are some ways for you. First, you can ask your buddy for help. They might know where to get a used one. Second, you can borrow one from Military Training Division; however, the information probably in Chinese. You can ask your buddy's help. Third, Tainan city government provides T-BIKE around the Tainan city corner, and NCKU is lucky to have some stops around. Notice, if you want to borrow it, you need to have an IPASS card or EASY card with you. Last but not least, you can also try to find one on Facebook second hand group, e.g.: Tainan Market: Buy and Sell. However, we do not take any responsibility for your trading behaviors. Please be aware of it.

Student ID card

Student ID card is important. You need to use it to enter the libraries and borrow books. It can also help you to get some discount at NCKU nearby restaurants. As a NCKU student, you are free to visit Tainan Historic sites as well (more information: https://www.twtainan.net/en-us).

Sports and Events

NCKU Athletic Fields

With Tainan's vast variety of sugary snacks and desserts to pick from, it's important to keep a healthy body. NCKU offers a track, field, multiple gyms and an outdoor swimming pool. For students, NCKU's athletic equipment is available for use with a valid student ID and the low price of $300 NT. The pass is usable for ten visits. It's also alright to split a pass with a friend!

Student Activities

NCKU has a thriving student community with various student associations. There are plenty of associations and multicultural activities and festive events for students to participate in alongside their studies.

*Fun at NCKU: https://www.facebook.com/funatisadncku/

At the beginning of every semester, Club Association of NCKU will hold the NCKU Club Festival. It's the biggest student club fair around Tainan area. Lots of students studying in Tainan will attend this event. There will be student performances and introductions from different clubs. Welcome you to join and find new friends there. Link: https://www.facebook.com/nckuclubfestival/

NCKU United International Students Alliance consists of a group of international students studying at NCKU. They assist students to adapt to their new life and hold events e.g. welcome party. Welcome you to join them, more information: https://www.facebook.com/groups/UISA.NCKU/
Motor Vehicles

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.
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>
**Dictionary**

I am a student from NCKU, I want to go to school.

我是成功大學的學生，我要去學校。Wǒ shì chéng gōng dà xué shēng, wǒ yào qù xué xiào.

<table>
<thead>
<tr>
<th>English</th>
<th>Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>你好</td>
</tr>
<tr>
<td>Thank you</td>
<td>謝謝</td>
</tr>
<tr>
<td>You are welcome</td>
<td>不客氣</td>
</tr>
<tr>
<td>Goodbye</td>
<td>再見</td>
</tr>
<tr>
<td>I don’t understand</td>
<td>我不懂</td>
</tr>
<tr>
<td>I’m sorry I cannot speak Chinese</td>
<td>我不會中文</td>
</tr>
<tr>
<td>Excuse me, where is…?</td>
<td>…在哪裡？</td>
</tr>
<tr>
<td>How much does it cost?</td>
<td>多少錢？</td>
</tr>
<tr>
<td>What is this?</td>
<td>這是什麼？</td>
</tr>
<tr>
<td>Do you have…?</td>
<td>有沒有…？</td>
</tr>
<tr>
<td>I want to go to…?</td>
<td>我想去…？</td>
</tr>
<tr>
<td>I want to buy ...</td>
<td>我想要買...</td>
</tr>
<tr>
<td>Yes</td>
<td>是</td>
</tr>
<tr>
<td>No</td>
<td>不是</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I want to buy ...</th>
<th>我想要買...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef</td>
<td>牛肉</td>
</tr>
<tr>
<td>Pork</td>
<td>豬肉</td>
</tr>
<tr>
<td>Chicken</td>
<td>雞肉</td>
</tr>
<tr>
<td>Fish</td>
<td>魚肉</td>
</tr>
<tr>
<td>Goat</td>
<td>羊肉</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I want to go to...?</th>
<th>我想去...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restroom/Toilet</td>
<td>廁所</td>
</tr>
<tr>
<td>Police office</td>
<td>警察局</td>
</tr>
<tr>
<td>Restaurant</td>
<td>餐廳</td>
</tr>
<tr>
<td>Hospital</td>
<td>醫院</td>
</tr>
<tr>
<td>Railway Station</td>
<td>火車站</td>
</tr>
<tr>
<td>National Cheng Kung University</td>
<td>成功大學</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Duō shǎo Qian?</th>
<th>多少錢？</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xiè Xiè</td>
<td>謝謝</td>
</tr>
<tr>
<td>Bù kè qí</td>
<td>不客氣</td>
</tr>
<tr>
<td>zài jiàn</td>
<td>再見</td>
</tr>
<tr>
<td>Wǒ bù dǒng</td>
<td>我不懂</td>
</tr>
<tr>
<td>Wǒ bù huì zhōng wén</td>
<td>我不會中文</td>
</tr>
<tr>
<td>...zài ná lǐ</td>
<td>…在哪裡？</td>
</tr>
<tr>
<td>Duō shǎo Qian?</td>
<td>多少錢？</td>
</tr>
<tr>
<td>Xiè Xiè</td>
<td>謝謝</td>
</tr>
<tr>
<td>Bù kè qí</td>
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</tr>
<tr>
<td>zài jiàn</td>
<td>再見</td>
</tr>
<tr>
<td>Wǒ bù dǒng</td>
<td>我不懂</td>
</tr>
<tr>
<td>Wǒ bù huì zhōng wén</td>
<td>我不會中文</td>
</tr>
<tr>
<td>...zài ná lǐ</td>
<td>…在哪裡？</td>
</tr>
<tr>
<td>Duō shǎo Qian?</td>
<td>多少錢？</td>
</tr>
<tr>
<td>Xiè Xiè</td>
<td>謝謝</td>
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<td>Bù kè qí</td>
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</tr>
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<td>zài jiàn</td>
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<td>Wǒ bù dǒng</td>
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<tr>
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<td>我不會中文</td>
</tr>
<tr>
<td>...zài ná lǐ</td>
<td>…在哪裡？</td>
</tr>
<tr>
<td>Duō shǎo Qian?</td>
<td>多少錢？</td>
</tr>
<tr>
<td>Xiè Xiè</td>
<td>謝謝</td>
</tr>
<tr>
<td>Bù kè qí</td>
<td>不客氣</td>
</tr>
<tr>
<td>zài jiàn</td>
<td>再見</td>
</tr>
<tr>
<td>Wǒ bù dǒng</td>
<td>我不懂</td>
</tr>
<tr>
<td>Wǒ bù huì zhōng wén</td>
<td>我不會中文</td>
</tr>
<tr>
<td>...zài ná lǐ</td>
<td>…在哪裡？</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>shuǐ</th>
<th>水</th>
<th>fàn</th>
<th>飯</th>
<th>miàn</th>
<th>麵</th>
</tr>
</thead>
<tbody>
<tr>
<td>niú ròu</td>
<td>牛肉</td>
<td>zhū ròu</td>
<td>猪肉</td>
<td>jī ròu</td>
<td>雞肉</td>
</tr>
<tr>
<td>yú ròu</td>
<td>魚肉</td>
<td>yáng ròu</td>
<td>羊肉</td>
<td>hú guò</td>
<td>菜包</td>
</tr>
<tr>
<td>miàn bāo</td>
<td>麵包</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>shuǐ guǒ</th>
<th>水果</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>cè suǒ</th>
<th>廁所</th>
</tr>
</thead>
<tbody>
<tr>
<td>jǐng chá jú</td>
<td>警察局</td>
</tr>
<tr>
<td>cān tīng</td>
<td>餐廳</td>
</tr>
<tr>
<td>yī yuàn</td>
<td>醫院</td>
</tr>
<tr>
<td>huǒ chē zhàn</td>
<td>火車站</td>
</tr>
<tr>
<td>chéng gōng dà xué</td>
<td>成功大學</td>
</tr>
</tbody>
</table>

| 40 |
Appendix 1 : National Cheng Kung University Campus Map
### International Degree Students Enrollment Procedure Sheet
For Spring Semester 2019

<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
</table>
| 1  | International Student Affairs Division, Office of International Affairs | **Date:** February 15, 2019 (13:00-17:00)  
**Location:** 3F, Building of Information Technology, Cheng Kung Campus |  |
<p>|   | College of Engineering | Room 75301 |  |  |
|   | Other Colleges | Room 75309 |  |  |
|   | (1) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version) |  |  |  |
|   | (2) Copy of your passport identification page(s) and the Taiwan (ROC) visa page |  |  |  |
|   | (3) Copy of the admission letter |  |  |  |
|   | (4) One 2-inch photo |  |  |  |
|   | (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) (健保證明) &amp; Certificate of Alien Residence in R.O.C. (居留證明) |  |  |  |
|   | (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  | Office of Your Department/Institute (各學系/所 辦公室) | <strong>Date:</strong> February 18, 2019 |  |
|   | (1) 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 <a href="http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html">http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html</a>) (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) |  |  |  |</p>
<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
</tr>
</thead>
</table>
| 3  | Cashier’s Division  
(1st floor of Yunping Administration Building West wing  
雲平大樓西棟一樓) | Tuition Fee and Other Fees Payment  
（繳交相關學費或其他費用）  
Date: February 18, 2019  
Pay it by cash and get the stamp from Cashier’s office on this sheet. |
| 4  | Registrar Division  
(1st floor of Yunping Administration Building West wing  
雲平大樓西棟一樓) | Registration  
（報到）-2  
Date: February 18, 2019  
(1) NCKU Student Information (need to be printed by login:  
http://140.116.165.4/wwwmenu/program/net/checkin/netfres hman.html) 新生基本資料 (登錄網站後印出) see instruction handout  
(2) “Original” and “Copy” of the highest diploma verified by the Taiwan (ROC) embassy 最高學歷正本及驗證文件影本  
(3) Copy of the admission letter 錄取通知信影本  
(4) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本  
(5) Copies of both sides of your Alien Resident Certificate (if available) |

**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 study certificate after the enrollment.（若需要在學證明申請居留證，請註冊後，持著註冊費收據至註冊組申請。）
## Registration Checklist at OIA for International Degree Students

國際處外國學生報到程序確認清單

<table>
<thead>
<tr>
<th>Item</th>
<th>應收項目</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copy of Passport identification page(s), 護照身分頁影本</td>
</tr>
<tr>
<td>2.</td>
<td>Copy of Visa page 台灣簽證頁影本</td>
</tr>
<tr>
<td></td>
<td>簽證類別 □ 停留簽證（Visitor Visa） □ 居留簽證（Resident Visa）</td>
</tr>
<tr>
<td>3.</td>
<td>Verified graduation diploma (original &amp; copy) 經外館驗證之畢業證書</td>
</tr>
<tr>
<td></td>
<td>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，請簽署切結書</td>
</tr>
<tr>
<td>4.</td>
<td>Insurance: 保險狀況</td>
</tr>
<tr>
<td></td>
<td>□ I do not have the required health insurance, so will join the International Student Medical Insurance (ISMI). 我自己沒有買保險，所以會加入外國學生醫療保險。</td>
</tr>
<tr>
<td></td>
<td>□ I have my own oversea insurance and submit the authenticated certificate of the insurance when I enroll. Validity: _______ 我自己有保險，且於報到時繳交驗證之保險證明。</td>
</tr>
<tr>
<td></td>
<td>□ I already join NHI and submit the copies of NHI card or other certificate 台灣健保卡影本及加保證明</td>
</tr>
<tr>
<td>5.</td>
<td>One 2-inch photos 1 張兩吋照片 (Please affix it to this page/請黏貼在此頁)</td>
</tr>
<tr>
<td>6.</td>
<td>Copies of both sides of the Alien Resident Certificate (if available) 居留證正反面影本 (如果有)</td>
</tr>
<tr>
<td>7.</td>
<td>Copy of scholarship 獎學金證明文件</td>
</tr>
<tr>
<td></td>
<td>□ Copy of Taiwan Scholarship Certificate (if available): MOFA or MOE 台灣獎學金證明書影本</td>
</tr>
<tr>
<td></td>
<td>□ Copy of another government’s scholarship, such as ICDF scholarship, DIKTI scholarship, Aceh Scholarship or VEST Scholarship (if available) 其他政府獎學金證明書影本</td>
</tr>
<tr>
<td></td>
<td>□ Copy of NCKU Scholarship Certificate 成功大學獎學金影本</td>
</tr>
<tr>
<td>8.</td>
<td>Copy of Taiwan Post Office Passbook (if available) 臺灣郵局存簿影本 (如果有)</td>
</tr>
</tbody>
</table>

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: ____________________________
Personal Documents for Studying in Taiwan
個人在臺文件

Department/Institute:
Student ID No.:
Student’s Name:
Cell Phone number in Taiwan:

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 20. (*After completing enrollment, please apply for the ARC and post office bank account as soon as possible.) 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20日前繳交該表予系所辦公室。

<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</th>
</tr>
</thead>
<tbody>
<tr>
<td>郵局帳戶影本</td>
</tr>
</tbody>
</table>

If you already know your advisor, please fill in the information below.

<table>
<thead>
<tr>
<th>Advisor’s name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor’s contact information</td>
</tr>
<tr>
<td>Phone number:</td>
</tr>
</tbody>
</table>
本人為107學年第2學期至國立成功大學報到之外籍生，目前並未投保任何海外醫療或旅行平安保險，願意加入學校提供之國際學生醫療保險及支付保險費用7個月（2月至8月）共3千5百元整。在入臺後而國際學生醫療保險未生效前，如有任何意外事故發生或衍生其他醫療費用問題，概由本人自行負責，與國立成功大學無涉。特立此書為憑。

I enrolled at NCKU in 2019 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 to August, 2019. 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) while registration. 如果你在來台灣前沒有任何保險，請加入國際學生醫療險(ISMI)。
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 SIX months and has been authenticated by Taiwan Embassy, you may submit the authenticated insurance documents to ISAD office instead of join ISMI. 如果你有至少六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。可向公司申請加保單。
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加保。
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明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”。
Acknowledgment of Regulations and Accepting NCKU Regulations

(You will sign this on registration day)

I am enrolled at NCKU for the 2019 Spring semester. I have read, understand and am in agreement with the information and terms provided to me regarding the university regulations, including the NCKU General Academic Rules, International Student Insurance Policy, NHI Notification, Dormitory Regulations, Scholarship Information, etc. I agree to abide by the laws of Taiwan (ROC) during my stay in Taiwan. I also agree to allow NCKU to examine my diploma(s) and/or transcript(s) from my former school(s), the embassy or the territory. I take responsibility for any fraudulent documents, and should I default on any of the terms associated with the above-stated regulations and other relevant regulations in Taiwan, I will be held solely responsible for all penalties and will accept all final decisions by NCKU regarding admission cancelation, suspension, punishments, and related matters.

I understand that these regulations have both Chinese and English versions. In the event of any discrepancies, the Chinese version shall prevail.

----------------------------------------

國立成功大學之相關法則聲明書

本人於107學年第2學期入學，並就讀於國立成功大學。本人已閱讀、瞭解並且同意學校之各項規定(含學則、國際學生保險規範、全民健保注意事項、學生宿舍規範、獎學金施行要點等)，在臺灣停留期間遵守臺灣之相關法律。如在臺期間有任何抵觸法律、違反規定之行為，本人願意自行負責。本人亦同意授權校方與本人學校或駐外單位查驗本人學位證書、成績證明等證件。若有不實造假，願負法律責任並接受校方撤銷入學資格等相關處分。

本人瞭解任何規定均有中文與英文二種語言對照版本，如解釋有歧異時，以中文版本為準。
Authorization for Emergency Treatment
緊急事件授權同意書

(You will sign this on registration day)

本人於107學年第2學期入學，就讀於國立成功大學，因緊急事件需要
I am enrolled at NCKU for the 2019 Spring semester. In case of emergency, I hereby

□同意授權貴校或貴校再次授權予相關人員代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。
Agree and allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

□不同意授權貴校代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。
Disagree and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

此致
To

國立成功大學 National Cheng Kung University
立書人/ Applicant Signature: ________________
（未滿18歲者由法定代理人簽署/For minors under the age of 18, the applicant is the legal representative）
電話號碼/ Cellphone Number: ________________
在臺緊急聯絡人/ Emergency Contact Person(Taiwan): ________________
緊急聯絡電話/ Emergency Telephone Number: ________________
Personal Data Collection Agreement

個人資料蒐集同意書

（You will sign this on registration day）

根據成功大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本
聲明及同意書向您行文面告知並徵求您同意。

當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

根據個人資料保護法，國立成功大學（以下簡稱本校）為實施個人資料之蒐集、處理及利用，
並保障個人資料之權利，依個人資料保護法之規定，以本聲明及同意書向您行文面告知並徵求您同意。

一、基本資料之蒐集、更新及保管
（一）本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。
（二）請提供您本人正確、最新及完整的個人資料。
（三）本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。
（四）若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。
（五）若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。
（六）您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
1. 查詢或請求閱覽。
2. 請求製給複製本。
3. 請求補充或更正。
4. 請求停止蒐集、處理或利用。
5. 請求刪除。

但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，
而導致權益受損時，本校將不負相關賠償責任。

 Appendix 8
However, NCKU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU shall not be held responsible for any compensation.

二、蒐集個人資料之目的
（一）本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。
（二）當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

II. Purpose of Personal Data Collection
(I) NCKU collects your personal data to meet the needs of educational administration.
(II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU, you may lose certain rights or benefits as a consequence.

三、基本資料之保密
本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

III. Basic Information Security
Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

四、同意書之效力
（一）當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。
（二）本校保留隨時修改本同意書規範之權利，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

IV. Validity of Agreement
(I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
(II) NCKU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU website. Should you disagree with any amendments, please exercise your right to request that NCKU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

五、準據法與管轄法院
本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

V. Governing Law and Jurisdiction
The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.
Appendix 9

初診掛號申請單  First Visit Registration Form

<table>
<thead>
<tr>
<th>招號科別 Clinic</th>
<th>病歷號碼 Chart No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

姓名 Name: ___________________ 性別 Sex: [ ] 男 Male  [ ] 女 Female

身分證字號 ID No./Passport No.   出生地 Nationality

出生日期 Birth Date: [ ] 年 [ ] 月 [ ] 日 電子郵件:____________________

電話 Phone: ( ) 手機 Cell Phone:____________________

戶籍地址: ____________________ 縣市: ____________________ 鄉鎮區市: ____________________ 村里: ____________________

路(街) 段 巷 弄 號 樓之:____________________

聯絡地址 Address:____________________

是否同意看診或排診時，本院以電子郵件或簡訊通知？ [ ] 同意  [ ] 不同意
Do you agree the hospital remind you the appointment date by email or text message?

[ ] agree  [ ] disagree

是否吸菸 [ ] 否吸菸 [ ] 已戒菸 [ ] 抽菸____支/每日，共____年
Do you smoke [ ] Never  [ ] Already quit [ ] Smoke (____ cigarettes per day /for____ years)

<table>
<thead>
<tr>
<th>聯絡人姓名 Contact Person’s Name</th>
<th>關係 Relationship</th>
<th>聯絡電話 Phone</th>
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</table>

個人資料處理或利用同意書

本人 [ ] 同意  [ ] 不同意 成大醫院於醫療目的之必要時將本人資料提供給醫療體系醫院
（含分院及合作）經營醫院
I [ ] agree  [ ] disagree NCKU Hospital give my information to the other hospitals for medical
purposes.

立書同意人簽名 Signature: ____________________

日期 Date: ____________________ yyyy/mm/dd

初診請持國民身分證，或戶口名簿及健保 IC 卡繳驗。
Please show your passport and health insurance card.

[ ] 1. 新生健檢 new student health check up

[ ] 2. 簽證體檢 visa transfer (Type B)+ new student health check up
National Cheng Kung University for Freshman Physical Examination
Consent for Release of Information

In accordance with relevant laws and regulations of the “Health Examinations implementation measure” and “Governing Alien visits, Residence and Permanent Residence”;
I, ____________________________ (Name on your Passport), give my permission for National Cheng Kung University Hospital (NCKUH) to disclose my personal health information to the National Cheng Kung University (NCKU) Health Center and the NCKUH family medicine department for managing student health and labor safety and health related matters.

Would you agree to allow the Environmental Health and Security Center keep your personal health record for 5 years? If you agree, when you are applying for employment in NCKU, you don’t have to retake the physical examination and resubmit the report; as long as you have valid health record (within 5 years, from the date your personal health record was issued.)

敬致（Sincerely）

國立成功大學（National Cheng Kung University）
國立成功大學醫學院附設醫院（National Cheng Kung University Hospital）

同意人簽章 Signature (Signature of Patient)：________________________
身分證字號/護照號碼 ARC No. / Passport No.：________________________
法定代理人 Signature of Legal Representative：________________________
法定代理人與病人關係 Relation (Relationship to Patient)：_______________
連絡電話 Cellphone No.：(Contact Phone No.)________________________

日期 Date： 年 yyyy 月 mm 日 dd
為符合「學生健康檢查實施辦法」、「外國人停留居留及永久居留辦法」，同意國立成功大學醫學院附設醫院逕將本人之個人資料及體檢報告提供國立成功大學「衛生保健組」，與國立成功大學附設醫院家庭醫學部做為學生健康管理及辦理勞工健康管理業務之用。

In accordance with relevant laws and regulations of the "Health Examinations implementation measure" and "Governing Alien visits, Residence and Permanent Residence";

I, _________________________ (Name on your Passport), give my permission for National Cheng Kung University Hospital (NCKUH) to disclose my personal health information to the National Cheng Kung University (NCKU) Health Center and the NCKUH family medicine department for managing student health and labor safety and health related matters.

□ 同意 新生體檢報告提供給國立成功大學「環境保護暨安全衛生中心」，以利本人於 5 年內(依體檢日開始計算)擔任國立成功大學之臨時工、工讀生、教學行政助理、兼任助理...等職之申請，無需另繳體檢報告。

□ Agree

Would you agree to allow the Environmental Health and Security Center keep your personal health record for 5 years? If you agree, when you are applying for employment in NCKU, you don’t have to retake the physical examination and resubmit the report; as long as you have valid health record (within 5 years, from the date your personal health record was issued.)

敬致 (Sincerely,)

國立成功大學 (National Cheng Kung University)
國立成功大學醫學院附設醫院 (National Cheng Kung University Hospital)

同意人簽章 Signature (Signature of Patient) : ____________________________

連絡電話 Cellphone No. (Contact Phone No.) : ____________________________

日期 Date : 年 yyyy 月 mm 日 dd