## NCKU Appendix
### Fall Semester 2013

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NCKU Reminder: You Need to Complete the Forms Online

Guidelines:

A. Fill in the forms online.
   1. Login with your registered application account (http://admissions.oia.ncku.edu.tw/).
   2. Choose “Admission Confirm” before **Jun. 30, 2013** to let us know if you want to accept this offer or not.
   3. Choose “Admission Procedure”
      (1) Complete 3 steps below (see Appendix 1B)
         a. Dormitory Apply (School Dormitory) before **Jun. 30, 2013**
         b. Insurance status confirmation before **Aug. 31, 2013**
         c. Comprehensive Records: It is open from **Jun. 15~Aug. 31, 2013**. Please make sure about your own personal information, print it out and submit to the designated office when you enroll at NCKU.
      (2) Airport Pick-up Service:
         It is open from **Jun. 25~Aug. 31, 2013**. If you register earlier or later than the designated time, there is no pick-up service for you.

B. Fill in NCKU Student’s Contract for Accommodation. (For Housing Service Division)
   2. Accommodation application is open from **Jul. 1~Jul. 31, 2013**

C. Fill our NCKU “Student Information” for Registrar Division
   1. [http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html](http://140.116.165.4/wwwmenu/program/net/checkin/netfreshman.html)
   2. The system is open from **from Aug. 1 to Aug. 24**
   3. The instruction can be referred to “NCKU Instruction Handout”
   4. This information is related to the course selection system, it needs to be done before online course selection.

D. Online Application
   1. Online Application of NCKU OIA Chinese Language Course: [http://goo.gl/FIoQD](http://goo.gl/FIoQD)
      (Application Deadline: **Aug. 31, 2013**)
   2. Online Application of 2013 Fall Orientation: [http://goo.gl/fK1ap](http://goo.gl/fK1ap)
      (Application Deadline: **Sept. 9, 2013** First-year student must apply and attend the orientation
Instruction of Online Admission Confirmation

1. Login with your registered application E-mail & password (http://admissions.oia.ncku.edu.tw/)
2. Indicate whether you accept this offer of admission. Besides, you can download all the admission info from this webpage. It is strongly recommended that you take it seriously to read them regarding the important information about your admission.
3. After you confirm the notification of acceptance, you have to fill in another form
   a) Apply dormitory
   b) Insurance
   c) Comprehensive records (Please fill out the form, print out and submit to OIA and your department on the registration day)
Please fill in and print out “declaration of insurance (for all students)” and “NHI card insurance condition confirmation (only for the students who have had the NHI card)” and submit to OIA.
Please fill in comprehensive records, remember to print out 3 copies to submit to OIA, your department and the related offices on the registration days.

### Records of International Students at National Cheng Kung University

Please be sure to complete "Admission Procedure" before ... It is the must to bring with you.

#### Basic Personal Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student ID:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Department/Institute:</strong></td>
<td>College of Planning &amp; Design Dept. of Urban Planning Doctor</td>
</tr>
<tr>
<td><strong>Chinese Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name in English:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Sex:</strong></td>
<td>Male</td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nationality:</strong></td>
<td>Spain</td>
</tr>
<tr>
<td><strong>Marital Status:</strong></td>
<td>Married</td>
</tr>
<tr>
<td><strong>Permanent Address (home country):</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Scholarship:** Which scholarship package will you accept when you enroll?

- [ ] NCKU Distinguished International Student Scholarship
- [ ] Taiwan Scholarship
- [ ] IICDF Scholarship
- [ ] VEST Scholarship
- [ ] Indonesian DIKTI Government Scholarship
- [ ] Indonesian Aceh Government Scholarship
Enrollment will start from Sept 16-17, 2013, so below we would like to remind you of a few important issues to save time during enrollment.

1. Our office provides enrollment packages to all new international students, so when you come to our office, please show your NCKU Notice of Admission. It will facilitate our assistants in locating your package.

2. All the required documents are in the enrollment package. Please follow the checklist instruction (Appendix 9. The official version will be provided when you enroll to the University.), submit the required document to OIA assistants. If everything is in order, the assistants will sign their name on it and give the first stamp on the enrollment procedure sheet (Form 2). We highly recommend you prepare before coming to our office.

3. We also suggest you prepare other assigned documents other offices need in advance. The assigned documents are listed on the enrollment procedure sheet.

4. Multiple copies of each document are needed to submit to several offices. Thus, make copies of these assigned documents before proceeding with the enrollment. We will NOT provide free copy services for students.
## NCKU Academic Calendar

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>August</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14-23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19-23</td>
</tr>
<tr>
<td></td>
<td>September</td>
<td>13-15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23-27</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>9/30-10/1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>November</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>2014</td>
<td>January</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6-10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13-17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23-29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>
NCKU Dates of the Course Selection
1st Semester of 2013/2014 Academic Year (2013 Fall Semester)

* Important Notes:

1. Class Start: Sep. 16 (Monday)
2. The number of the course selection (max.) in the 2nd ~ 3rd stage online (only for Undergraduate):
   (1) A9 (General Education): 3 courses;
   (2) A2 (Physical Education): 1 course;
   (3) A1 (English of Sophomore, Code: 301~500): 1 course
3. The timetable of separate time of online course selection in the first 2 days of the 2nd stage:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 14</td>
<td>09:00-12:00</td>
<td>Open to the 4th grade of the undergraduate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(including delay-graduated student)</td>
</tr>
<tr>
<td>Aug. 14</td>
<td>13:00-17:00</td>
<td>Open to the 3rd grade of the undergraduate</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>09:00-12:00</td>
<td>Open to the 2nd grade of the undergraduate</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>13:00-17:00</td>
<td>Open to all of the graduate students (including the freshmen)</td>
</tr>
<tr>
<td>Aug. 16-23</td>
<td>09:00-17:00</td>
<td>Open to all enrolled students (including all graduate students &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the undergraduates)</td>
</tr>
</tbody>
</table>

4. The deadline of canceling the courses (have the record of the cancelation on the transcript and need to pay the credit fees): Before Nov. 29 (Friday)
5. After course selection, the students need to do the online verification of the courses you selected from October 4 to October 11.
6. The payment for the students who apply for suspension or withdrawal this semester:
   (1) On Sept. 16, 2013: The students won’t pay the tuition fees (but need to pay the student safety insurance fee).
   (4) After Dec. 7, the fees you paid won’t be reimbursed.

* Once the recipients of NCKU Distinguished International Student Scholarship apply for the suspension during the semester, the duration of the scholarship will not be postponed to the time of the return.
7. Dates of the Course Selection, including the notes (see the info below).

<table>
<thead>
<tr>
<th>Time</th>
<th>Way</th>
<th>Note</th>
</tr>
</thead>
</table>
2. Open to add/drop any course online.  
3. Students for a makeup course are allowed to select from Aug. 19-23.                              |
| ~ Aug. 23  | Online Selection                          |                                                                                                         |                                                                                                      |
|            | Open to All Enrolled Students, **EXCLUDING** the freshmen of the undergraduates |                                                                                                         |                                                                                                      |
| Aug. 19    | Open to **the Freshmen (102 year)** of the undergraduates | 1. All the courses are designated by the dept. (including Physical Education) except for the dept. code A9, A7, AG, and A1(code from 100-300).  
2. Before registering Freshman English (A1, from 100-300), freshmen are required to check your personal English level position online. |
| ~ Aug. 23  |                                                                                     |                                                                                                         |                                                                                                      |
| Sep. 16    |                                                                                      | The 1st Semester starts!                                                                                                               |                                                                                                      |
| Sep. 23    | 3rd Stage Course Selection                | 1. Last chance to add/drop any course online.  
2. For General Education (A9),  
1) Last chance to add/drop any course online.  
2) Open to register online from Sep. 27, and the result will be posted on Sep. 30.                   |
| ~ Sep. 27  | Online Selection                          |                                                                                                         |                                                                                                      |
|            | Open to All Students                      |                                                                                                         |                                                                                                      |
| Sep. 30    | Irregular Changes---Inquire your Dept. Office | Any changes made due to irregular change, such as course schedule re-arranged by professor, etc, needs to be submitted to the Department Office.                                               |
| ~ Oct. 1   |                                                                                      |                                                                                                         |                                                                                                      |
| Oct. 4     | Courses Verification                      | Please go to the Cheng-Kung Portal to proceed with the verification.                                                                      |                                                                                                      |
| ~ Oct. 11  | Online                                    |                                                                                                         |                                                                                                      |
| Nov. 29    | The Deadline of Cancelling the Courses    | 1. Having the record of the cancelation on the transcript.  
2. No credit fees returned.  
3. Link to download the application form of the course cancelation.                              |
|            |                                                                                      |                                                                                                         | http://www.ncku.edu.tw/~register/chinese/acad1-6.htm                                              |
# 成功大學102學年度第1學期學生選課事宜

## 公告事項:

一、102學年度之轉學新生及102學年度通過轉系之轉系生8/19~8/23可參加大一新生通識(A9)登記抽籤。

二、網路選課限修科目數如下:

- 通識(A9):3科
- 體育(A2):1科
- 大二英文(A1,序號301~500):1科
- 第二外語(A1,序號501~700):1科

三、第2階段選課前2天分年級上網選課時間表:

<table>
<thead>
<tr>
<th>開放日期</th>
<th>開放時間</th>
<th>開放對象</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/14</td>
<td>9:00~12:00</td>
<td>學士班四年級學生(含延畢生)上網選課</td>
</tr>
<tr>
<td>8/14</td>
<td>13:00~17:00</td>
<td>學士班三年級學生上網選課</td>
</tr>
<tr>
<td>8/15</td>
<td>9:00~12:00</td>
<td>學士班二年級學生上網選課</td>
</tr>
<tr>
<td>8/15</td>
<td>13:00~17:00</td>
<td>碩博士舊生及102入學碩博士新生(含專班)上網選課</td>
</tr>
<tr>
<td>8/16~8/23</td>
<td>9:00~17:00</td>
<td>全校舊生及102入學碩博士新生(含專班)上網選課</td>
</tr>
</tbody>
</table>

四、各階段選課日期、時間及注意事項如下:

<table>
<thead>
<tr>
<th>選課</th>
<th>開放期間</th>
<th>受理對象</th>
<th>注意事項</th>
</tr>
</thead>
<tbody>
<tr>
<td>第2階段</td>
<td>8月14日9:00起</td>
<td>大學部新生</td>
<td>1.大一新生一年級課程採全部內定(含體育),但志願選項課程仍須上網登記,大一新生志願選項課程如下:(先登記,本階段選課結束後,再進行電腦抽籤) 2.102學年度之轉學新生及102學年度通過轉系之轉系生8/19~8/23可參加大一新生通識(A9)登記抽籤。</td>
</tr>
<tr>
<td></td>
<td>8月23日17:00止</td>
<td></td>
<td>2.教育學程課程本階段開始(8/19)新舊生一併上網選課 3.大一英文分級課程登記抽籤之前,大一新生務必進入選課系統→選課公告→查詢英文分級原則及個人英文級次。</td>
</tr>
<tr>
<td></td>
<td>8月19日9:00起</td>
<td>102大學部新生</td>
<td>1.大一新生一年級課程採全部內定(含體育),但志願選項課程仍須上網登記,大一新生志願選項課程如下:(先登記,本階段選課結束後,再進行電腦抽籤) 2.102學年度之轉學新生及102學年度通過轉系之轉系生8/19~8/23可參加大一新生通識(A9)登記抽籤。</td>
</tr>
<tr>
<td></td>
<td>8月23日17:00止</td>
<td></td>
<td>2.教育學程課程本階段開始(8/19)新舊生一併上網選課 3.大一英文分級課程登記抽籤之前,大一新生務必進入選課系統→選課公告→查詢英文分級原則及個人英文級次。</td>
</tr>
<tr>
<td>9月16日(舊生開始上課)</td>
<td>9月23日9:00起</td>
<td>102學年度轉學生、轉系生、外籍新生及復學生、交換生</td>
<td>1.至各學系(所)選課承辦人登錄選課 2. A9通識課程僅受理外籍新生、復學生、交換生</td>
</tr>
<tr>
<td></td>
<td>9月27日17:00止</td>
<td></td>
<td>10月4日<del>10月11日選課確認 10月14日</del>10月11日選課確認選課資料及表格下載(註冊組→申請表)</td>
</tr>
<tr>
<td>11月29日截止</td>
<td>有需要的學生</td>
<td>成績單留記錄、不退費</td>
<td>10月4日~10月11日選課確認選課資料及表格下載(註冊組→申請表)</td>
</tr>
</tbody>
</table>
國立成功大學優秀國際學生獎助學金實施要點

一、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, 提昇本校國際化, 並整合國際化相關資源, 特訂定本要點。

二、本校優秀國際學生獎助學金經費來源如下：
（一）教育部補助款；
（二）本校校務基金；
（三）本校「邁向頂尖大學計畫」經費；
（四）其他捐助捐贈收入。

三、本校優秀國際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。
（一）大學部：除醫學系最長不得逾六年、建築系建築設計組不得逾五年外, 餘以四年為限。
（二）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：
（一）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。
（二）舊生：在本校就學一年以上, 具有正式學籍之國際學位生, 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：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, 行為表現無不良紀錄者。
   （2）博士：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, 行為表現無不良紀錄者。
2. 大學生：前一學期至少須修習十二學分, 學業平均成績達七十五分以上, 於班排名前30%, 行為表現無不良紀錄者。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二類, 其獎助金額如下：
（一）優秀國際研究生獎學金：每月獎助生活費, 博士生以新臺幣32,000元, 碩士生以新臺幣18,000為上限。
（二）優秀大學生國際學生獎學金：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學位國際生人數按比例計算, 依系所錄取前20%可獲得獎學金每月新臺幣15,000元, 前20.01%~30%可獲得獎學金每月新臺幣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15%者, 可獲得獎學金每月新臺幣15,000元。
   （2）於班上排名前15.01%~30%者, 可獲得獎學金每月新臺幣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。
14

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、有效期之護照（包含台灣簽證頁）、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、有效期之護照（包含台灣簽證頁）、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) 第二學期：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）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。
（五）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。
（六）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。
（七）受領其他政府機關或機構獎學金之學生，得於原受獎期限屆滿後提出申請。
（八）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外國獎助學金不得重覆領取，違反者得撤銷獎助資格。若有濫領情事，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 medical students, five years for architecture (design division) students, 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 and who have completed at least their first year of academic study 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: Must have completed a minimum of 12 course credits in the preceding semester, with an average grade of 75 or above and ranked within top 30% in class without any official record of misconduct. Students who have completed all required graduation credits should submit a letter of recommendation by their professor from their own department.

6. The NCKU Distinguished International Student Scholarship is classified into the following two categories:
   (1) Distinguished International Graduate Student Scholarship: Recipients in this category may be entitled to receive a maximum monthly stipend of NT$32,000 (PhD students) and NT$18,000 (Master’s students).
   (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 a on-campus 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 NTS15,000, while those ranked between the top 20.01% and 30% will each receive a monthly stipend of NTS10,000.

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 15% in each class will each receive a monthly stipend of NTS 15,000.
   b. Those ranked between the top 15.01% and 30% in class will each receive a monthly stipend of NTS 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, a copy of a student ID (obtained from the Registrar Division), a copy of a valid ARC, a copy of the passport pages with personal data and the Taiwan visa, 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, a copy of a student ID (obtained from the Registrar Division), a copy of a valid ARC, a copy of the passport pages with personal data and the Taiwan visa 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 to receive the granted scholarship.
   (2) Approved recipients who suspend from school or 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) Recipients who suspend their studies or drop out from school will have their stipend halted immediately and their qualifications for receiving it are cancelled.
   (5) 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.
   (6) During the award period, recipients who have been absent from school for more than a month will have their scholarship halted immediately.
   (7) 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.
   (8) Recipients who have violated University rules will face the following consequences:
      A. 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.
The Office of International Affairs (OIA), the parent division of ISAD, funds and provides free Chinese language course at the NCKU Chinese Language Center (CLC) for our enrolled international students. There are some notices for the courses below.

**A. Who Are Qualified to Apply?**
1. These courses are only provided for 2 semesters. Students are strongly encouraged to take their Chinese classes within their first academic year.
2. It is only accepted for our enrolled international degree students and our inter-university international exchange students. However, the students from Hong Kong, Macau, and the People’s Republic of China are not qualified for these courses.
3. Students who have taken a leave of absence from their degree study during the first academic year will need to apply for the courses upon returning. However priority will be given to first year and international exchange students as described above.

**B. How to Apply?**
1. The application must be processed through online registration.
2. OIA will attach the registration link to the students along with the admission package. Students must complete the form online before the deadline. After confirming the applicants’ qualification and registration, the application info of the qualified students will be forwarded to the CLC. CLC will evaluate the class level according to the info and the placement test.
3. Be sure to print out the online form you fill in and submit to CLC when enrolling to the school.
4. The number of the accepted students is dependent upon the actual situation every academic year, including the total number of the international students and the available funds. Our office will make adjustments accordingly. Application is on a first-come first-serve basis.
5. One week before the class starts, the CLC will announce the list of the accepted students (including the assigned class level) via the email.

**C. How to Identify Your Own Chinese Level?**
1. If you have never learned Chinese or have learned less than 6 months, please write your own exact learning experience on the online registration form.
2. If you have learned Chinese for at least 6 months,
   1.1 please write your own exact learning experience on the online registration form.
   1.2 you can take the placement test to test your Chinese language ability and know your own class level. The fee of the test, NTD350, is required. Payment will be processed by the CLC when you enroll to the University.
3. Please note that misreporting your Chinese language ability may result in being dropped or failed from your Chinese language class. The OIA and CLC will not be responsible in such an event.

D. Credit-waiver for “Basic Chinese” (for Undergraduate students)

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

2. Only international undergraduate students qualify for the credit waiver. Inter-university exchange students are not qualified for the credit waiver.

3. Students who apply for the credit-waiver must complete the courses and follow the regulations of the NCKU Chinese Language Center.
Brief Introduction to Chinese Classes for Foreign Students (CFS) & Application Information for CFS

Brief Introduction to CFS 中文特別班課程簡介
The Office of International Affairs (OIA) offers one-year free Chinese Classes for Foreign Students (CFS) to the NCKU foreign students in order to assist incoming students to adapt to the whole new environment. The CFS classes run from September 23, 2013 to January 17, 2014.

Who can apply for CFS 申請對象
According to the Office of International Affairs (OIA) regulations, we only accept the international degree students and inter-university international exchange students. And the new coming students first. The quota is limited. The international undergraduate students who are required to take at least 2 credits of “Basic Chinese” can apply for waiver after successfully completing CFS classes.

How to apply for CFS 申請方法及時間
The application is processed through The Office of International Affairs (OIA). Please complete and submit the online application form before August 31st.
In order to complete your application process, you would need to submit the “Checklist for Application for CFS class of Fall Semester of 2013 Academic Year” with one copy of “Notice of Admission” to Chinese Language Center during registration days.
If you could not submit the application during the application period, your class will be only assigned upon space available.

Choose your CFS class 選擇你的中文特別班課程
The course information listed below:
CFS- (3 hours/week) These classes are designed for:
- The students without studying Chinese or with limited Chinese learning
- The students who need to apply for credit-waiver for “Basic Chinese”

Class time: Monday 15:10 - 18:00
Tuesday 13:10 - 16:00
Wednesday 15:10 - 18:00
Thursday 15:10 - 18:00.
Friday 13:10 - 16:00

Regulation for the CFS class 中文特別班上課規定
1. About placement test 關於分班測驗
   a. If you have learned Chinese for more than six months, you should have the on-line placement test and submit before August 31st. The placement test fee is NT$350, and you would need to pay at the Chinese Language Center (CLC) after the test.
   b. Without taking the test according to the actuality and leads to different corresponding level, the Chinese Language Center and also the teaching teacher have the right to decide to continue the class or not.
2. Deadline to change or drop the course 换課或棄選期限
   a. How to change the class:
   You need to change the class at the counter of Chinese Language Center and need to make the decision before October 11th but the class re-arrangement is not guarantee.
   b. How to drop the class:
   You should make the decision before October 11th, or you will be regarded to take the class.
   c. If you want to drop the class after the deadline or during the session, you will be regarded as taking the class for one semester.
3. **Your attendance 出缺席及曠課**
   a. Your attendance will be considered as a part of your academic records. Your records will be influenced by your absences/absences without leave.
   b. Students who miss more than one third of their classes will not be able to take the mid-term exam or final exam. Also, students who are absent for more than one third of Chinese Language Classes will lose their qualifications for continuing their studies in the next semester.
   c. Please notify your teachers and the staff of CLC of your absence before classes. If you are absent for illness, please provide us with medical certifications then.
   d. CFS students who miss without attending a field trip held by Chinese Language Center will be regarded as absent without leave.

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**When to receive the notification for CFS classes 上課名單公告時間**

Please check your email for the notification, which includes the class arrangement and classroom, after 6:30 p.m. on September 21 (Fri). If you do not receive the notification on that day, please send an email to shanfreerock@gmail.com to request.

**Where to have CFS 上課地點**

The classrooms for CFS are located in the College of Liberal Art at Kuangfu Campus. The further information will be attached in the e-mail.

Notes:
1. CFS students will need to participate in experimental teaching activities.
2. CFS students will need to attend a field trip held by Chinese Language Center.

**Contact information 聯絡方式**

If you have any further questions, please kindly contact:

Debby Tsai  
NCKU Chinese Language Center  
E-mail: shanfreerock@gmail.com  
TEL: 06-2757575 ext. 52040

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![Kuangfu Campus Diagram](image)
At Orientation, you will...

Meet other new students.
Learn academic policies and procedures.
Learn about campus life from current NCKU students.
Get your questions answered about coming to campus.

**Place:** Information & Technique Building B1F, Cheng-Kung Campus 成功校區格致聽
**Date:** Sept. 14, 2013 (Sat.)
**Online Application:** [http://goo.gl/fK1ap](http://goo.gl/fK1ap) (Open from Jun. 25 to Sept. 9, 2013)

You will receive useful information about studying at NCKU and living in Tainan, having the chance to interact with the senior international students and local students, getting a series of specific NCKU gifts, and etc.
Sample: ISAD Enrollment Checklist for Fall Semester 2013  
註冊程序確認清單

<table>
<thead>
<tr>
<th>Item 應收項目</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Records of International Students at NCKU (For ISAD) 外籍學生綜合記錄表</td>
</tr>
<tr>
<td>2. Copy of the passport, including the visa page 護照影本（含台灣簽證與照片頁）</td>
</tr>
<tr>
<td>Visa Type 簽證類型 □ A. Resident □ B. Visitor</td>
</tr>
<tr>
<td>3. Verified diploma of graduation (copy &amp; original) 經外館驗證之畢業證書</td>
</tr>
<tr>
<td>※ If you do not bring it, the registration procedure will be incomplete. Please inquire the assistants of ISAD office for the following matters. ※ 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</td>
</tr>
<tr>
<td>4. Declaration of the school regulations 學校學則聲明書(see attached)</td>
</tr>
<tr>
<td>5. Label of the permanent mailing address 永久地址標籤 (see attached)</td>
</tr>
<tr>
<td>6. Two 2-inch photos 兩張兩吋照片</td>
</tr>
<tr>
<td>7. Insurance condition: 保險狀況</td>
</tr>
<tr>
<td>□ A. I don’t have any insurance and will join International Student Medical Insurance (ISMI), submit NCKU declaration of insurance and take an application form for NHI 我沒有保險，要加入 ISMI，並繳交成大保險切結書、索取一張健保卡申請表</td>
</tr>
<tr>
<td>□ B. Authenticated certificate of the insurance copies 駐外館處驗證之有效當地保險證明</td>
</tr>
<tr>
<td>□ C. Copies of both sides of National Health Insurance card and insured certificate 台灣健保卡影本及加保證明 □ a. 應聘 □ b. 依親(公所加保) □ c. 由成大加保 (由承辦人勾選)</td>
</tr>
<tr>
<td>8. Copies of both sides of your Alien Resident Certificate (if available) 居留證正反面影本（如果有）</td>
</tr>
<tr>
<td>居留事由 □ A. 就學 □ B. 應聘 □ C. 依親 □ D. 其他(由承辦人詢問後勾選)</td>
</tr>
<tr>
<td>9. Copies of Scholarship</td>
</tr>
<tr>
<td>□ A. Copies of Taiwan Scholarship Certificate (if available) MOFA or MOE 台灣獎學金證明書影本（如果有）</td>
</tr>
<tr>
<td>□ B. Copies of the other 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）</td>
</tr>
<tr>
<td>□ C. Copies of NCKU Scholarship Certificate 成功大學獎學金影本</td>
</tr>
<tr>
<td>10. Copy of Taiwan Post Office Passbook (if available) 臺灣郵局存簿影本（如果有）</td>
</tr>
<tr>
<td>11. Others (Remark) 其他（請填寫）</td>
</tr>
</tbody>
</table>

* The official sheet will be provided in the registration days (Sept. 16-17, 2013).
Personal Documents in Taiwan (個人在臺文件):
Dept./Inst.:
Student ID No.:
Student’s Name:
★Cell Phone number in Taiwan:

* To ensure your student status and the related matters about school scholarship remittance, please paste the assigned documents in the columns below. Then, submit the form to the department office before Oct. 3. (*After completing the enrollment, please apply for the ARC and post office bank account ASAP. 在註冊後，煩請儘快申請在台居留證與郵局帳戶)

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。並在十月三日前繳交該表予系所辦公室。

<table>
<thead>
<tr>
<th>The copy of the ARC (Front side)</th>
<th>The copy of the 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>

A copy of the post office bank account passbook (郵局帳戶影本)

(For Postgraduate) If you already know your supervisor, please fill in the columns below. If not, leave it blank.

<table>
<thead>
<tr>
<th>Supervisor’s name</th>
<th>Supervisor’s contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

The official sheet will be provided in the registration days (Sept. 16-17, 2013).