



# 2015/2016 Application Procedure for Incoming Exchange Students on University-level Programs

## General Information

### Who can apply?

Students who are currently enrolled in a university with which NTU has a valid student exchange agreement can be officially nominated by their home university for NTU exchange programs.

### How to get nominated?

Each partner university has its own selection procedure; please first contact your home university's international office. Applications without nomination will not be accepted.

### Where should I submit my application?

The online application must be completed before the deadline and all supporting documents can be uploaded to the system. There is no need to send the original materials.

### When is the deadline?

**March 31, 2015** for First Semester entry (starting from September 2015)

**September 30, 2015** for Second Semester entry (starting from February 2016)

## Online Application

All students are required to apply online during the application period (**March 1-31 and September 1-30**) at <http://oiasystem.ntu.edu.tw/IncomingExchange/www/app/framework.php>

The link is also available on the NTU OIA website

([www.oia.ntu.edu.tw/study-at-ntu/incoming-exchange-student/application](http://www.oia.ntu.edu.tw/study-at-ntu/incoming-exchange-student/application)).

### Step 1: Fill in the Online Application Form

Please follow the instructions below to fill in the application online. **Once you have submitted your online application form, you cannot revise the information previously provided.**

#### 1. Personal Information

**Full Name in English:** Be sure it is the same as shown on your passport as it will be used on your acceptance letter.

**Full Name in Chinese:** You need to have a Chinese name for official use during your stay at NTU (e.g. your student ID card) and your Chinese name should remain consistent once chosen. There are two ways to fill in the name.

(1) If you already have a Chinese name, please fill it in. If your computer does not support Chinese, you can handwrite your Chinese name and send it to us by email or fax.

(2) If you do not have a Chinese name and will accept a name given by OIA manager, please tick "***accept a given Chinese name***". We will then give you a Chinese name based on the

pronunciation of your original name.

**Date of Birth:** Please note this will be your password to log in to the NTU online application system to check your application status.

**Nationality:** For those with multiple nationalities, please fill in the nationality you will enter Taiwan as first. As we do not accept exchange students who are only Taiwanese nationals, it is required that you provide a copy of a non-Taiwanese passport. Please note that for those who have both Taiwanese and foreign nationality, please fill in both information.

## **2. Contact Information**

Please make sure the contact information you provide is correct to avoid missing any important information sent. Your Email address provided here will be your login Email address.

## **3. Current Enrollment Details**

You will be asked to select your home university when you enter the NTU online application webpage, hence the name of your home university will be directly shown on the application form. Please fill in the name of your department in English and the year you are currently in at your home university.

## **4. Study at NTU**

**Level of Study:** It should correspond with your level at your home university. If the grade level is considered differently due to the education system in your country, please ask your coordinator to approve it by sending us an email.

**Department at NTU:** First select a college and then a department/graduate institute you wish to enroll in at NTU. Please note that they should be relevant to your field of study at home university. You shall visit NTU homepage and click on “Academic Programs” to have a better understanding of all the colleges and departments. If you are required by home university to take courses within a certain department, please check the course information for international students at [www.oia.ntu.edu.tw/study-at-ntu/why-study-at-ntu/courses](http://www.oia.ntu.edu.tw/study-at-ntu/why-study-at-ntu/courses)

\*Notes:

1. The College of Medicine ( ) does not accept senior and graduate exchange students for they are not allowed to enroll in practice courses ( )
2. The Department of Anthropology ( ) requires exchange students having Chinese language proficiency for there is no course taught in English.
3. The Department of Economics is under the College of Social Science at NTU. Courses related to economics can also be found in other departments (e.g. College of Management).

**Period of Study:** You will be asked to select one academic year or one semester for the duration you wish to apply as well as the starting semester when you enter the NTU online application webpage. The period of your study will be directly shown on the application form. If you need to make a change, please go back to the first page. **Once you have submitted your**

application form, you will not be able to change the information.

## 5. Sign-up for Chinese Language Courses

**General Chinese Courses:** Exchange students are welcome to attend NTU General Chinese Course which is complimentary but with credits during their exchange period. Please tick “Yes” here if you want to take Chinese course and answer the questions which will help us understand the new semester arrangement.

## 6. Accommodation

**This is a guaranteed application.** If you tick “Yes”, your accommodation will be automatically arranged; **late application will not be accepted.** Students who are assigned to the Prince House Dorms will be informed by email about the confirmation payment; for the rest students, the dorm rent will be charged while registration.

### Types of Accommodation (1 TWD = 0.031 USD = 0.028 EUR, Aug 2015)

Dormitory	Room type	Fee	Description
Prince House - NTU Shui Yuan Dorms ( <a href="#">Introduction</a> .pdf)	Single Suite with Communal Kitchen	TWD 8,800 per month ( water included )	a single room with a private bathroom and a communal kitchen shared among five residents
	Single Suite	TWD 7,400 per month (water included)	a single room with a private bathroom
	Twin Suite	TWD 4,900 per month (water included)	a room with a private bathroom shared by two residents
Guo Qing Dorm (IYC) ( <a href="#">Introduction</a> .ppt)	Twin Suite	TWD 19,900– 22,400 per semester (water and electricity included; air conditioning fee excluded)	a room with a private bathroom shared by two residents
	Twin Share	TWD 11,900– 12,900 per semester (water and electricity included; air conditioning fee excluded)	a room shared between two students, shared common bathroom

### Important Notes

- 1) Prince House – NTU Shui Yuan Dorms is the university’s newest dormitory, and its management and operation is contracted out.
- 2) Due to the limited number of rooms, we cannot guarantee that your most preferred type will be available. Therefore, please choose at least **three types** of accommodation. **Students can apply for Guo Qing Dorm but cannot choose the room type; the NTU**

**Housing office will assign them randomly.**

- 3) **It is not possible to choose your roommate.** Male and female rooms are separate in all the NTU dormitories. According to NTU accommodation Regulations, students living on campus are not allowed to host others in the dormitory overnight. Please note that there is no dormitory for couples or families.
- 4) Students who are exempted from accommodation fees due to bilateral agreements will be provided with [Guo Qing Twin Share](#) (on campus accommodation). If students who receive free housing but wish to change to the Prince House - NTU Dorms, the accommodation fee-waiver will be cancelled, and a payment of the full amount is required.

## **7. NTU Student Volunteer**

To assist international students at NTU, we will assign you a student volunteer who will help you during your stay at NTU upon request.

## **8. Emergency Contact**

Please provide information so we can contact in case of an emergency.

## **9. Use of Personal Information**

We need your permission of using your information in order to process with your application and admission at NTU.

## **10. Applicant's Declaration**

After filling in the online application form, you will be required to read the declaration carefully and submit it.

## **Step 2: Upload the Supporting Documents**

Please make sure that you have uploaded the following items before the application deadline (except items 5 and 6), otherwise your application will not be processed. **It is possible to log in to our system again and complete the uploading before the deadline.**

### **1. Passport size photo in digital format ([Guidelines for ePassport photographs](#))**

This photo will be used for your NTU student ID card.

### **2. Motivation letter/ Statement of purpose (in Chinese or English)**

### **3. Official transcripts of academic records (in Chinese or English)**

All subjects taken during the period of your current study level should be included.

### **4. A photocopy of a non-Taanesse passport**

Only the page of your personal information and photo should be provided.

### **5. [NTU health exam form](#) (can be downloaded from our online application system)**

(Second Semester), or submitted on the registration day.

## **6. Medical and accident insurance proof (in Chinese or English)**

Please provide a proof of your accident and medical insurance worth a minimum of TWD 1,000,000 (approx. USD 34,000) valid for the entire exchange period. Please note that, according to Taiwan's Ministry of Education, exchange/visiting students are not entitled to the local student insurance plan. A valid insurance proof can be uploaded by September 01 (First Semester) / February 01 (Second Semester), or submitted on the registration day.

\* Please ensure you provide the NTU Health Exam Form and insurance proof by the deadline. You won't be able to complete the registration procedure and get your NTU student ID card without them.

## **Approval by Your Home University**

NTU will notify the exchange coordinator at your home university to approve your qualification after the online application period. Please note NTU will not accept your application if the official nomination is not approved by your home university coordinator.

## **Tracking Your Application Progress**

Your E-mail address and date of birth can be used to log in our [online system](#) and track the progress of your application. Details about your application status and entry information will be available through your online account.

## **Contact us**

Office of International Affairs

National Taiwan University

[www.oia.ntu.edu.tw](http://www.oia.ntu.edu.tw)

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E: [intstudent@ntu.edu.tw](mailto:intstudent@ntu.edu.tw) (for general inquires)

## **☒ Exchange Student Program Managers**

### **Non-degree Student Affairs and Visiting Student Program:**

Ms. Han-Chen (Queeny) KO [queenyno@ntu.edu.tw](mailto:queenyno@ntu.edu.tw)

### **Africa, Europe and Oceania:**

Ms. Sarah HUANG [sarahhuang@ntu.edu.tw](mailto:sarahhuang@ntu.edu.tw)

### **Asia, America (excluding UC and CSU) and Asia:**

Ms. Amanda SHIAO [amandashiao0412@ntu.edu.tw](mailto:amandashiao0412@ntu.edu.tw)

**University of California (UC) and California State University (CSU):**

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