

INT'L EXCHANGE STUDENT HANDBOOK

2018 FALL SEMESTER



OFFICE OF INTERNATIONAL AFFAIRS
INTERNATIONAL STUDENT AFFAIRS DIVISION

Tainan City: The City in the Southern Taiwan with A Long History That Never Fades

Tainan is the oldest city in Taiwan. With its time-honored 300-year history, the city is well woven into the fabric of rich culture and interesting anecdotes. Details hidden inside the corners of streets, they yield the footprints left behind by ancestors as well as those precious, little stories being passed down generation by generation. Go on a gate trip to see and feel how Tainan, also once “Prefecture City”, has evolved and developed, and how those ancient gates closely interact with its geography, commerce and human activities. There are also many important heritage sites in Tainan. Due to traditional architectures and the surroundings around being revived and renovated, local art, industrial activities, and sightseeing are hence enhanced accordingly.

Historic streets and old houses, on the other hand, are life reflection of all different eras, carrying and preserving memories and spaces of ordinary Taiwanese people. Let those heritage sites and historic streets guide you to explore and witness Tainan cement an irreplaceable status in Taiwan history. Find out more details about attractions and transports within Tainan :

<https://www.twtainan.net/en-us/Home/Submenu?categoryId=2#menu-entry>



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Schedule for 2018 Fall semester exchange students

Date	2018
May 18	Email acceptance notice
Before May 23	Study confirmation
Jun.6-Jun.13	Send admission letter
Before Jun. 20	Confirm on-campus accommodation survey and NCKU buddy sign up
July 2-July 31	Signing the housing contract online
July 5-July 12	1st stage of course enrollment
Before Aug. 15	Login your arrival flight survey
Aug. 16	Dormitory arrangement released
Before Aug. 20	Sign up the orientation
Aug. 20-Aug. 27	2nd stage of course enrollment
Sep. 1-Sep. 30	Discount period for the health check at NCKU hospital
Sep. 6- Sep. 8	Dormitory check in and fee payment
Sep. 7	Orientation and Registration at OIA
Sep. 7-Sep. 20	3rd stage of course enrollment
Before Sep. 10	Login online basic data entry for new student (Registrar division)
Sep. 10	Opening day (Semester start)
Sep. 21-Sep. 27	Course enrollment under special circumstances
Sep. 28- Oct. 2	Course enrollment confirmation
Sep. 24	Moon Festival (holiday)
Oct. 10	National day (holiday)
Nov. 11	University founding day and university games (Teachers and students will have adjusted day off on 2019 Apr. 1)
Nov. 23	Deadline for course withdrawal
Dec. 22	Adjusted working day (for Dec. 31)
Dec. 31	Deferred holiday
Date	2019
Jan. 1	National Founding day (holiday)
Jan. 7-Jan. 11	Final examinations
Jan. 12	End of accommodation

For more information about school calendar please check

<http://web.ncku.edu.tw/files/11-1000-14450-1.php?Lang=en#106-1>

2018 秋季班國際交換學生時程表

時間	2018
5/18	Email 通知錄取結果/確認就讀
5/23 前	確認是否就讀(成功大學 Incoming 交換生線上申請系統)
6/6-6/13	寄送錄取通知及入學資訊
6/20 前	確認住宿意願調查與成大學伴登記
7/2-7/31	線上申請宿舍及簽訂宿舍線上契約
7/5-7/12	初選第 1 階段網路選課
8/15 前	登記抵台班機資訊
8/16	住宿安排查詢
8/20 前	報名新生研習
8/20-8/27	補改選第 2 階段網路選課
9/1-9/30	成大新生體檢優惠期間，需先線上預約門診
9/6-9/8	宿舍統一開放及入住手續辦理
9/7	上午新生研習、下午國際處新生報到
9/7-9/20	補改選第 3 階段
9/10 前	登入註冊組新生基本資料並列印
9/10	開學
9/21-9/27	特殊因素加退選
9/28-10/2	選課確認
9/24	中秋節放假
10/10	國慶日放假
11/11	校慶(2019/04/01 調整放假)
11/23	最後退選期限
12/22	補行上班(12/31 調整放假)
12/31	調整放假。教師自行補課
時間	2019
1/1	開國紀念日放假
1/7-1/11	期末考週
1/12	離宿時間

更多學校資訊，參閱成大行事曆：<http://web.ncku.edu.tw/files/11-1000-6149.php>

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)



Transportation

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.

NOTE

By Shuttle bus: Pick-up Service Reservation

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

Company	Jie-Rui shuttle bus company (傑瑞車行)	Line	0955713178
Email	po7887@hotmail.com	Contact number	+886-6-2592966
Shuttle bus	From Kaohsiung International Airport to NCKU	Fax	+886-6-2592931

Price (including 5% tax):

1. **\$315NT** per seat, shared car
2. **\$1,050NT** for 4 seats, per car
3. **\$1,260NT** for 9 seats, per car

Provide information to book a reservation:

English name		中文姓名	
Gender		Nationality	
Airline company		Arrival date	
Flight number		Arrival time	
Destination (Campus dorms address)			
Buddy's name		Buddy's phone number (Must)	

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.

公司名稱	環台車行	Line	0910831587
Contact number	+886-6-2490755	Fax	+886-6-2490756
備註	1. 僅接受中文預約 2. 接送地點：高雄小港機場-成大		

價格：

1. 合車，一人新臺幣 **350** 元
2. 包車，新臺幣 **1,100** 元，4 人座（建議 3 人搭乘）
3. 包車，新臺幣 **1,300** 元，9 人座

須提供車行資訊：

英文姓名		中文姓名	
性別		國籍	
航空公司		抵臺日期	
航班號碼		抵臺時間	
目的地(接送校區)			
接待義工姓名		義工臺灣號碼	

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.

從桃園機場搭乘客運到台南

除了上述高鐵之外，你也可以選擇客運巴士抵達台南。在機場中有提供客運服務，直接到客運櫃台告知你要到台南成功大學，櫃台服務人員會協助你購票及轉乘資訊。注意，客運抵達台南後下車地點離成功大學需要步行 15-25 分鐘，你也可以選擇從下車地點搭乘計程車前往學校，費用約新臺幣 150-200 元。

Websites:

Kaohsiung International Airport (KHH): <https://www.kia.gov.tw/English/>

Taoyuan International Airport (TPE): <https://www.taoyuan-airport.com/english>

Taiwan Railways: <https://www.railway.gov.tw/en/index.aspx>

Taiwan High Speed Rail: <https://www.thsrc.com.tw/tw/Home/Index>

Kaohsiung Rapid Transit: https://www.krtco.com.tw/en/StationGuide_map.aspx

Taoyuan MRT: <https://www.tymetro.com.tw/tymetro-new/en/index.php>

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 校內宿舍

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>).
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.

NCKU Prince House 太子學舍

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

NCKU housing services division: <http://housing.osa.ncku.edu.tw/files/11-1065-17026.php?Lang=en>
International house- Prince Hall 成大太子學舍: https://nckudorm.prince.com.tw/Introduction_List.aspx
成大校外住宿服務網: http://dorm2.osa.ncku.edu.tw/~military/outside/student_login.php

2018 年秋季班來校國際交換生住宿相關注意事項及作業時程

Notice of On-Campus Accommodation for Incoming International Exchange Students of 2018 Fall Semester

Ver.: 2018.04

壹、申請單位(系所)作業項目及時程		
作業項目	時間	說明
資料建檔	06 月 22 日 17:00 前	請各申請單位(系所)聯絡人提供住宿申請名單電子檔， 檔案格式下載連結： http://tinyurl.com/NCKU-EX-HOUSING-APP-FORM

貳、交換生個人申請作業項目及時程	
說明	Instruction
一、簽署住宿契約	I. Signing the Housing Contract Online
1. 簽署時間: 2018 年 07 月 02 日 10:00AM – 2018 年 07 月 31 日 10:00AM 2. 簽署網址: http://dorm.osa.ncku.edu.tw/index_lic.php?m=10 3. 簽署狀況查詢: http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125 ※未於 07 月 31 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。	1. Time: 10:00AM, Jul. 02, 2018 - 10:00AM, Jul. 31, 2018 2. System: http://dorm.osa.ncku.edu.tw/index_lic.php?m=10 3. Check your contract status here: http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125 ※Applicants who fail to sign the housing contract by 10:00AM, Jul. 31 , are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room to stay. ※Students applying for the Prince Dorm do not need to sign this housing contract. Please

<p>太子學舍聯絡資訊: 電話: +886-6-208-7166 、EMAIL ADDRESS: nckuservice@prince.com.tw 。</p>	<p>contact the Prince Dorm and apply. Contact information of the Prince Dorm: TEL: +886-6-208-7166, EMAIL ADDRESS : nckuservice@prince.com.tw 。</p>
<p>二、 住宿棟別安排</p>	<p>II. Dorm Building Arrangement</p>
<p>預定於 08 月 16 日開放於住宿服務組英文首頁查詢。 http://housing.osa.ncku.edu.tw/bin/home.php?Lang=en</p>	<p>To be announced on Aug. 16 http://housing.osa.ncku.edu.tw/bin/home.php?Lang=en</p>
<p>三、 住宿床位放棄及其計費方式</p>	<p>III. Accommodation Cancellation & Charge Standard</p>
<p>1. 辦理方式: 請 EMAIL 洽住宿服務組承辦人林小姐申請取消 TEL: 886-6-2757575#86357 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</p> <p>2. 辦理時間及計費方式: (1) 申請後至 08 月 15 日止: 尚未公告住宿安排, 不需繳費。 (2) 08 月 16 日-09 月 05 日: 需繳交 250 元行政手續費。 (3) 09 月 06 日起: 因已預留住宿床位, 除 250 元行政手續費外, 另加計自 09 月 06 日起每日 130 元之短期住宿費至完成床位放棄相關手續止。</p>	<p>1. How to cancel your application: Please contact Ms. Lin via email TEL: 886-6-2757575#86357 Email Address: ysluc@mail.ncku.edu.tw Email template: Subject: Accommodation Cancellation-RA8058023 (Std. No.)-David Hoffman(Name) Content: ➢ Std. No.: RA8077023 ➢ Name: David Hoffman ➢ Reason for cancellation: I have reserved a space in the Prince Dorm.</p> <p>2. Charge Standard for Cancellation: (1) By Aug. 15: Free of charge. (2) Aug. 16-Sep. 05: A handling fee of NT\$ 250 will be charged. (3) From Sep. 06: NT\$ 130/day, including the handling fee of NT\$ 250, will be charged till the day when cancellation procedure is completed.</p>
<p>四、 提前進住申請</p>	<p>IV. Application for Early Check-in</p>
<p>1. 洽詢及申請時間:08 月 20 日 10:00AM – 08 月 30 日 10:00AM。 2. 承辦人及聯絡方式: 林小姐</p>	<p>1. Time for Inquiry and application: 10:00AM, Aug. 20 ~ 10:00AM, Aug. 30 2. Responsible personnel & contact info: Ms. Lin TEL: 886-6-2757575#86357 EMAIL: ysluc@mail.ncku.edu.tw</p>

<p>TEL: 886-6-2757575#86357 EMAIL: ysluc@mail.ncku.edu.tw</p> <p>3. 可申請入住日: 09月03日-09月05日。(來校國際交換生於09月06日 09:00AM起開放入住) ※因交換生床位可空出時間不同, 請電話或EMAIL 與承辦人確認安排住宿寢室可提前入住時間及相關手續辦理方式。</p> <p>4. 計費方式: 130 元/日, 電費另計。</p> <p>5. 繳費地點: (1) 勝利校區—勝一舍外、D-24 討論室外之自動繳費機 (2) 光復校區—光二舍外之自動繳費機 (3) 敬業校區—敬三舍外之自動繳費機</p> <p>6. 備註: (1) 提前進住須於進住日前 3 個工作天前申請, 逾期須繳交行政手續費(NT\$250 元)。 (2) 申請完成後, 如已完成住宿安排, 則無法變更申請資料, 如須異動請以 Email 與承辦人聯絡, 須繳交行政手續費(NT\$250 元)。</p>	<p>3. Dates open for early check-in: Sep. 03-Sep. 05(For incoming international exchange students, student dormitories are open for check-in from 09:00AM, Sep. 06.) ※Whether the applicant's room is available by appointed date for check-in, it depends on the reservation of the room. Please confirm with Ms. Lin for detailed information via phone or email.</p> <p>4. Charge standard: NT\$130/day. Electricity will be charged separately.</p> <p>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.</p> <p>6. Remarks: (1) Application for early check-in shall be done 3 working days before your check-in date. A handling fee of NTD 250 will be charged for late application. (2) Once the accommodation arrangement is done, the applicant cannot revise application items. The applicant shall contact Ms. Lin via email, requesting for revision and a handling fee of NT\$ 250 will be charged once the revision request is approved.</p>
<p>五、 統一開放入住時間&入住手續辦理地點</p>	<p>V. Time & Venue for Check-in Procedures</p>
<p>1. 時間: (1) 09月06日-9/08 09:00-12:00、13:00-17:00 (2) 09月10日起上班日之 09:00-12:00、13:00-17:00</p> <p>2. 地點: 敬三舍北棟管理員室</p> <p>3. 所需物品: (1) 2 吋證件照 (2) 附照片之證件或錄取通知</p>	<p>1. Time: (1) 09:00-12:00 & 13:00-17:00 of Sep. 06~Sep. 08 (2) 09:00-12:00 & 13:00-17:00 of working days from Sep. 10</p> <p>2. Venue: 1F of Ching-Yeh Dorm 3, the dorm manager's office.</p> <p>3. Items required: (1) a 2 inch colored ID photo (2) Admission letter or passport (3) NT\$ 500 deposit for access card and key. (4) Receipt for dorm fee payment</p>

<p>(3) 磁卡及鑰匙押金 500 元 (完成離宿手續時退還)</p> <p>(4) 住宿費繳交證明</p>	
<p>六、 住宿費繳交方式、繳費時間</p>	<p>VI. Dorm Fee Payment</p>
<p>1. 繳費方式:至自動繳費機繳費。自動繳費機提供感熱紙收據。自動繳費機位置:</p> <p>(1) 勝利校區—勝一舍中庭外, D-24 討論室外</p> <p>(2) 光復校區—光二舍外</p> <p>(3) 敬業校區— 敬三舍外.</p> <p>※如需正式之紙本收據向相關單位申請住宿費用補助核銷, 請於 8/31 10:00AM 通知本組開立紙本繳費單後, 向管理員領取繳費單、持單至出納組繳費, 請勿使用自動繳費機繳費。</p> <p>2. 繳費截止時間: 辦理入住前。請持繳費收據辦理入住。</p>	<p>1. Payment methods: Please pay via auto-payment machines. The machine provides a thermal receipt.</p> <p>Auto-payment machines available in:</p> <p>(4) Sheng-Li Campus— Sheng-Li Dorm 1 , D-24 discussion room</p> <p>(5) Kuang-Fu Campus— Kuang-Fu Dorm 2</p> <p>(6) Ching-Yeh Campus— Ching-Yeh Dorm 3.</p> <p>※If you need an official receipt to apply for reimbursement for accommodation fee, please inform Housing Service Division by 10:00AM, Aug. 31. You will be given the bill and pay at the Cashier Division. Do not use auto payment machines.</p> <p>2. Deadline for payment: Upon check in. The payment receipt is required for check-in procedures.</p>
<p>七、 宿網登錄時間、方式</p>	<p>VII. Registration for Dorm Internet</p>
<p>1. 時間: 09 月 06 日起</p> <p>2. 登錄方式: 請以”短期住宿”進行登錄</p> <p>登錄網址: http://dorm.cc.ncku.edu.tw/</p>	<p>1. Time: From Sep. 06</p> <p>2. Method: Register for short-term accommodation with your NCKU student ID No. http://dorm.cc.ncku.edu.tw/</p>
<p>八、 非上班時間抵校之入住手續代辦方式</p>	<p>VIII. Check in during non-office hours</p>
<p>如您預定於非上班時間抵校, 請先請您的接待義工閱讀以下訊息並協助您事先完成相關手續。敬三舍於非上班時段之入住手續辦理方式如下表所列。</p>	<p>If you are going to arrive during non-office hours , please suggest your buddy or contact person in NCKU to read the following information and help you with the procedures required in advance. They can find information on check-in procedures during non-office hours for Ching-Yeh Dorm 3 from the following:</p>
<p>敬三舍非上班時間抵校之入住手續辦理方式—</p> <p>請接待人員協助:</p> <p>1. 引導交換生至敬三舍自動繳費機繳交住宿費後, 持繳費收據及出示交換生證件至管理員室(分機 36200)向保全借用備用鑰匙及備用磁卡入住。</p> <p>2. 提醒交換生須於次一工作日持 A. 2 吋證件照 1 張、B. 附照片之證件或錄取通知、C. 磁卡及鑰</p>	

匙押金 500 元、D. 住宿費繳費證明，向管理員繳還備用鑰匙及備用磁卡，領取寢室鑰匙及磁卡，完成入住相關手續。

九、 2018 年秋季班來校國際交換生學期
住宿截止時間

IX. End of Accommodation Term of
2018 Fall Semester

2019 年 01 月 12 日 中午 12:00

12:00PM, Jan. 12, 2019

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.

NOTE

Registration and Enrollment at NCKU

Required documents:

<input type="checkbox"/> Admission letter and 2 copies	<input type="checkbox"/> Health check report (Appendix 4) & (Appendix 5 or Appendix 6) and 2 copies
<input type="checkbox"/> Passport / Taiwan Entry permit and 3 copies	<input type="checkbox"/> 3 head photo copies* ₁
<input type="checkbox"/> Visa and 3 copies(with entry stamp)	<input type="checkbox"/> Basic data entry for new student* ₂
<input type="checkbox"/> NCKU registration and enrollment procedure sheet (Appendix 2)	<input type="checkbox"/> Student group insurance fee(around NT\$100-NT\$150)/tuition fee for fee-paying exchange student only* ₃
<input type="checkbox"/> Overseas medical insurance copy	<input type="checkbox"/> CIDS registration form and test fee

Note:

*1: 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>

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

*3: Students will receive their payment bill on OIA registration day, and the fee can be paid at convenience stores (ex: 7-11, Family Mart) or Cashier division (located at Yung-ping building, Kung-Fu campus, 1st floor)

International Student Affairs Division, Office of International Affairs

Registration date and time: September **7, 2018, Friday**, afternoon: 13:00-15:00

Registration location: Cheng-Kung Campus, Computer Network Center 2nd floor, Room 75209

報到地點：成功校區計算機網路中心 2 樓 75209 教室

Link: <http://isad.oia.ncku.edu.tw/files/14-1381-179160,r11-1.php?Lang=zh-tw>

Registrar division and other departments

Registration date and time: September **10, 2018, Monday**, morning: 08:00-12:00; afternoon: 13:00-17:00

Location: Each department/ division

Orientation for 2018 fall semester international student

All exchange students are requested to attend the orientation held by ISAD. Remember to sign up the application form **before August 20, 2018**, Monday. Link: <http://isad.oia.ncku.edu.tw/files/14-1381-179160,r11-1.php?Lang=zh-tw>

Orientation date and time: September 7, 2018, Friday, from 08:30 to 12 pm

Location: Cheng-Kung Campus, Information Technology Building B1 floor, Ge-Chi Conference Room, (CK12) 地點：成功校區資訊大樓地下 1 樓格致廳

Visa and Alien resident certificate (ARC)

Exchange Student from non-China, Hong Kong and Macao area

One-semester Exchange Student

When admitted to an exchange program, one-semester exchange students must apply for a Taiwan (ROC) student visa with annotation **“FS”** followed by the name of the university to enter Taiwan.

Student Visa holders who are permitted to stay in Taiwan for 60 or 90 days and whose visas bear no such remark as "no extension will be granted" may apply at local service centers of **the National Immigration Agency(NIA)** for a maximum of 120 or 90 days of extensions. The applicant shall apply for extension within 15 days before the expiry date of their visitor visa. [Please do extend your visitor visa before it expires.](#)

[How to extend Visitor Visa in Taiwan?](#)

Required documents (verify the original and take its copy):

- | | |
|---|--|
| (1) Admission letter | (4) Certificate of enrollment issued by ISAD |
| (2) Passport with visitor visa | (5) Fee: Free |
| (3) 1 Photo (size: 2 inches, background in white) | |

Please come to ISAD office for Certificate of Enrollment. You may send us a mail before coming, and we may prepare the Certificate for you in advance. (ISAD email: em50990@email.ncku.edu.tw)

NOTE

One-year Exchange Student

When admitted to an exchange program, one-year exchange students must apply for a Taiwan (ROC) resident visa. However, if you can't apply for it in your country successfully, you may apply for "visitor visa" with annotation "**FS**" followed by the name of the university to enter Taiwan and then apply for a change to resident visa after enrolling at the university at the **Bureau of Consular Affairs (BOCA)**, or before the visitor visa expires.

How to apply for a Resident Visa in Taiwan?

Required documents:

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

Visa fees:

- (1) The process fee for applicants with US nationality: NTD 4,960
- (2) The process fee for applicants of other nationalities: NTD 2,200
- (3) An additional charge for applications submitted in Taiwan: NTD 800

How to Apply for the Alien Resident Certificate (ARC)?

Students who have obtained a resident visa before arriving in Taiwan are required to apply for an Alien Resident Certificate (ARC) at **the National Immigration Agency (NIA)** within 15 days after entering Taiwan. If you have not received a certificate of enrollment when you applied for an ARC, you can use the admission letter for the ARC application process.

Required documents:

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

***Only accept Student visa and Resident visa.**

Do not use the landing visa or E-visa to enter Taiwan. Those who do will need to leave Taiwan, and apply for a new Taiwan (ROC) visa in another country or territory after duration day, since such visa can't apply for visa extension in Taiwan. For further information, please check Ministry of Foreign Affairs (MOFA) website. (<https://www.boca.gov.tw/mp-2.html>)

Exchange Students from China, Macao and Hong Kong 中國及港澳交換生

Students from China, Macao and Hong Kong will need to apply for “Exit & Entry Permit Taiwan Republic of China” before entering Taiwan. Office of International Affairs (ISAD) of NCKU will help students from China for applying for Entry permit after receiving your confirmation of acceptance for studies; as for students from Macao and Hong Kong, please apply it by yourself.

來自大陸、香港、澳門的交換學生需要申請「中華民國台灣地區入出境許可證」。國際事務處在收到大陸交換學生確認就讀意願後，會協助學生申請文件；香港及澳門交換學生請自己上網並以「**雲端線上申請**」方式完成手續。

雲端線上申請：非香港澳門出生首次申請者，或在臺灣地區停留超過 30 天。

自 2017 年 7 月 1 日起，本處櫃檯停止受理持有香港特區護照或 BNO 護照及回鄉證(未持有其他國家護照者)之香港永久居民書面申請入出境證，申請人須於雲端系統申辦入臺證，透過網絡填寫申請書，上載照片及應備文件，若文件齊全只要 5 個工作日(不包含星期六、日、10 月 10 日、及臺灣香港兩地之公眾假期)，經核准後就可自行上網以信用卡繳費及列印入臺證。

※注意僅接受【雲端線上申請】方式入臺。

其他簽證方式抵臺須於停留期滿後離境並重新辦理簽證來臺，**無法**以任何方式在臺延長簽證效期，詳細資訊請參考行政院大陸委員會香港事務局：<https://www.teco-hk.org/cp.aspx?n=23B1A3A6BA521F00&s=70EA5C099B0B29A3>

NOTE

Website:

Bureau of Consular Affairs (BOCA)

The nearest branch to NCKU is the Southern Taiwan Office in Kaohsiung.

Address: 2nd Floor, 436 Cheng Gung 1st Road, Kaohsiung City

Tel: +886-7-211- 0605

Further information can be obtained at <http://www.boca.gov.tw/mp.asp>

National Immigration Agency (NIA)

The nearest branch to NCKU is First Tainan City Service Center, National Immigration Agency.

Address: No.370, Section 2, Fuqian Road, West Central District, Tainan City

Tel: +886-6-293-7641

Transportation:

Take the Tainan City System Bus No. 6 or No. 14 at bus stop: Tainan Train Station (bus stop location: across the Front Exit of Tainan Train Station), and get off at the National Tainan Living Art Center stop(國立臺南生活美學館), then walk to First Tainan City Service Center, National Immigration Agency.

Further information can be obtained at <https://servicestation.immigration.gov.tw/mp.asp?mp=s015>

中國及港澳交換生

香港事務局行政院大陸委員會，香港及澳門永久居民申請入出境證：

<https://www.teco-hk.org/cp.aspx?n=23B1A3A6BA521F00&s=70EA5C099B0B29A3>

中華民國內政部移民署境外人士線上申辦系統：

<https://coa.immigration.gov.tw/coa-frontend/overseas-honk-macao>

Insurance Policy

As an international exchange student, insurance is very important. Medical and injury insurance, which over the entire exchange period is required. We strongly recommend you purchasing your own travel insurance before arriving in Taiwan and provide the related documents on registration day at ISAD.

If you don't purchase your own travel insurance in your country, then you **must buy** one upon registration at ISAD to ensure sufficient insurance coverage during your stay at NCKU.

Please note that you will need to take full financial responsibility for any medical procedures upon arriving in Taiwan and prior to receiving your International Student Medical Insurance (ISMI).

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

1. Student Group Insurance (SGI)

SGI is mandatory for all students of NCKU. The charge will be about NT\$100 to \$150 per semester. You will get the bill and pay on the ISAD registration day at the conveniences stores (ex: 7-11, Family mart) or Cashier division located at Kung-Fu campus, Yung-ping building, east building, 1st floor.

The payment of this insurance fee is regarded as part of the enrollment process for each semester. This insurance specifically covers unexpected non-disease incidents only, and the final compensation is decided by the insurance company's evaluation. For more information about insurance coverage, please check Student Assistance Division: <http://assistance.osa.ncku.edu.tw/files/11-1064-17070.php?Lang=en>

2. International Student Medical Insurance (ISMI)

Students without NHI can insure against ISMI and can apply for reimbursement based on ISMI policy after receiving medical treatment. This insurance costs NTD 500 per month, NTD 2,500 per semester (Spring semester: February to June; Fall semester: September to January). Below is the reimbursement process:

- (1) Come to ISAD and get the insurance reimbursement application form or download it on ISAD's website before or after the treatment.**
- (2) Go to any NHI-authorized clinic or hospital.**
- (3) Pay the medical and treatment fee by yourself first and request a certificate of diagnosis and a receipt(s) from the clinic or hospital. If you need to make another appointment with the doctor, please apply the diagnosis report after you complete the final treatment.**
- (4) Bring the reimbursement application form, certificate of diagnosis (Chinese version) in original, receipt(s) in original, copy of your visa, passbook (if available), and student ID card to ISAD. We will send the documents to the insurance company.**

If your documents are complete and within the coverage policy, the insurance company will transfer the claims payment to your bank account or write you a check in one month.

The reimbursement amount is decided by the insurance company's evaluation of your application. The payment of outpatient medical benefit shall not exceed the limit of NTD1,000 per visit.

3. National Health Insurance (NHI) (for one-year exchange student only)

The National Health Insurance Act stipulates that foreign nationals who are legal residents of Taiwan (including those from Hong Kong and Macao) must be registered in the National Health Insurance program, either by themselves, 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 hold an Alien Residence Card (ARC) and have met the six-month minimum residency in Taiwan. However, one trip abroad, which doesn't exceed 30 days, is allowed during the six-month period.

For more information, please check National Health Insurance's Website:

<https://www.nhi.gov.tw/English/Default.aspx>

NOTE

International student medical insurance (ISMI)

Students without NHI can insure against ISMI and can apply for reimbursement based on ISMI policy after receiving medical treatment. This insurance costs NT\$ 500 per month, and total is NT\$ 2,500 per semester (Spring semester: February to June ; Fall semester: September to January).

If you would like to receive medical treatment, please check remarks below to ensure if your medical treatment is not excluded from this insurance and follow the procedures for reimbursement:

- (1) Come to ISAD and get the insurance reimbursement application form or download it on ISAD's website before or after the treatment.
- (2) Go to any NHI-authorized clinic or hospital.
- (3) Pay the medical and treatment fee by yourself first and request **a certificate of diagnosis** and **a receipt(s)** from the clinic or hospital. If you need to make another appointment with the doctor, please apply for the diagnosis report after you complete the whole treatment.
- (4) Bring the following documents to ISAD office, and we will send the documents to the insurance company for you.
 - a. reimbursement application form
 - b. certificate of diagnosis in original
 - c. receipt(s) in original
 - d. passport copy
 - e. student ID card copy
 - f. passbook copy (if available)

The reimbursement amount is decided by the insurance company's evaluation. The payment of outpatient medical benefit shall not exceed the limit of NT\$1,000 per visit. If your documents are complete and within the coverage policy, the insurance company will transfer the claims payment to your bank account or write you a check in one month.

Policy Coverage: Insurance covers accidents or sickness occurring in the Taiwan area. Accidents or sickness requiring specialized medical care or occurring before the insurance policy will not be covered.

Remarks:

This policy does NOT cover medical treatment incurred by the following situation or personal behavior:

- (1) Suicidal behavior, alcohol abuse, drug abuse, overdose, any sickness or damage result from illegal behavior and warfare.
- (2) Vibriosis, pregnancy, miscarriage or labor, and the complication incurred.
- (3) Health exams, optical correction, inoculation, elective cosmetic surgery, dental scaling, denture, prosthesis, ocular prosthesis.
- (4) The fee for assigning doctors, special nursing, any costs not relevant to the treatment.
- (5) Systemic lupus erythematosus, Hemophilia, Hyperhidrosis, AIDS-Acquired Immunodeficiency Syndrome, sexual y transmitted disease, congenital disorder, vasectomy, organ transplant, and any disease diagnosed before the insurance policy taken out.

Outpatient/Emergency treatment benefit :

While this Policy is still effective, if the insured suffers from an illness or injury and receives (emergency) treatment at a hospital/clinic as an outpatient, the company will reimburse all medical expenses incurred. However, the payment of benefit shall not exceed the limit of 1000 NTD (per visit).

Daily hospital room benefit :

While this Policy is still effective, if the Insured suffers from an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred. However, the payment of benefit shall not exceed the limit of 1000 NTD (per day). The maximum days per hospital stay is 365 days.

1. Ward fees difference of upgraded hospitalization
2. Food, except for fee of tube feeding.
3. Nursing care fee excluding special nurse fee.

Hospital miscellaneous benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Physician instructions medication.
2. Blood, except for blood transfusions deemed necessary by a doctor providing emergency care
3. Registration fee and cost of obtaining related certificates
4. Ambulance fee (from or between hospitals).
5. Physician examination fees (including consultation fees)
6. Operation fee.
7. Operation room, post-operative recovery room, emergency room or the application of its equipment.
8. Medication for specific disease prescribed by attending physician
9. Dressing, Surgical splint and Plaster shaping
10. Laboratory test, ECG, Basal metabolic check
11. Necessary physical therapy for specific disease
12. Anesthetics, oxygen, and its application.
13. X-ray examination
14. Intravenous infusion fees and infusion liquid
15. Necessary Blood or Plasma infusion fees due to first aid by physician diagnosis
16. All materials for treatment (including special materials, surgical materials, except for healthcare materials)
17. Other medical expenses not being covered under the National Health Insurance system

The payment of benefit shall not exceed the limit of 120,000 NTD (per hospitalization).

The provisions of the insured insurer qualifications are for foreign students, including Mainland China students and Overseas Chinese students.

Insured age limit : From 15 years old to 30 years old. Insured's name shall be specified in the policy.

Note :

1. The above information is for reference only. For details of the terms and conditions, please refer to the policy contract on ISAD's website.
2. The terms and conditions of insurance policy shall prevail if there is any inconsistency between the above information and the insurance policy.

Health Exam Policy

All exchange students are required to submit a health check-up form (Appendix 4) plus the proof of positive measles and rubella antibody titers or measles and rubella vaccination certificates and chest X-Ray for Tuberculosis record (Appendix 5 or Appendix 6) for university enrollment. You may get the exam done in your home country and ask the doctor to fill out and sign the form, then submit the proofs on the registration day. If you couldn't complete the health exam in your home country, you can take the exam at NCKU Hospital when you are in Taiwan. After finishing the exam, please send the health check payment receipt to ISAD at (em50990@email.ncku.edu.tw).

From **September 1st to September 30th, 2018** is the discount period for student health check at NCKU hospital, please make sure you do the checkup during this discount period. After the discount period, you need to pay the original price without any excuses.

If you do not have the measles, rubella vaccination certificates and the chest X-Ray for Tuberculosis record with you, you must take the vaccines and the Chest X-ray exam at NCKU hospital or a private clinic. After you submit the vaccination and the chest X-Ray record to NCKU hospital, you can complete the health check-up. Kindly note that you will be charged extra fees for measles, rubella vaccination and chest X-Ray exam.

Note: Visitor visa holders (only for one-year exchange students, with annotation “FS” followed by the name of the university or “FR” followed by the Chinese language center) must apply for a resident visa after enrolling. To apply for a resident visa in Taiwan, it is necessary to have a Health Certificate (**Type B**) issued by an authorized hospital in Taiwan.

NOTE

Notice for Health Check at NCKU hospital

Health Check is a required process for every NCKU new student, including international students and local students. Only if you have done the health check as the form of **Appendix 4**, and (**Appendix 5** or **Appendix 6**) before coming to Taiwan, you will not need to do the health check at NCKU hospital. Otherwise, please go to the hospital for it. You may ask a friend or a local buddy to guide you to the hospital for the health check.

Notice: you have to make an online appointment before having health checkup at NCKU hospital.

New Student Health Check-up

- 1 Discount Period: September 1 to September 30, 2018
- 2 Time: Monday-Friday, Morning: 8:30-10:30, Afternoon: 13:30-15:30
- 3 Location: NCKU Hospital (New Outpatient Building → Referral Center on 1st Floor for registration → Physical Examination Center on 2nd Floor)
- 4 Online appointment(成大醫院線上掛號：<http://service.hosp.ncku.edu.tw/Tandem/DeptUI.aspx?Lang=>)

	Visitor visa	Resident visa
Clinic	OPD Physical Examination Clinic	NCKU new student physical examination clinic
Discount fee	NT\$850 (Original fee NT\$1,200) (measles and rubella antibody titers or measles and rubella vaccination are not included)	NT\$1,300 (Original fee is NT\$1,680)
Discount period	September 1 to September 30, 2018	

Required documents:

- Admission letter
- Passport
- NTD 850
- The attached forms: <http://isad.ISAD.ncku.edu.tw/ezfiles/381/1381/img/2686/150823104.pdf>

Please inform the front desk about what kind of health check you would need to do. You need to do **Health check for new students** (NTD 850).

Note:

1. 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.
2. Please wear loose and comfortable clothing on the designated date.
3. For students on prescribed lenses, please bring the lenses on the day of the exam so that post-treatment eyesight can be tested.
4. Once you finish the whole procedure, the hospital will send the report to you around 1 month.

Course Enrollment

Exchange students share the same course enrollment and the same schedule as NCKU's degree students. Here are some crucial points you will need to take a note of:

1. The 1st stage course selection is for internal courses only. You may add courses of your year offered by your own department. Only from the 2nd stage, you will be able to choose courses of other years or other departments.
2. General Education (A9), Physical Education (A2), English (A1, serial number 101-500), and Second Foreign Language (A1, serial numbers 501-700) can be booked since the 1st stage course selection. The final enrollment list will be determined by a computer balloting system.
3. General Education (A9), Physical Education (A2), English (A1, serial number 101-500), and Second Foreign Language (A1, serial numbers 501-700) are **OPTIONAL** for exchange students, not required.
4. If you do not get enrolled for any A9 courses, you may consult the General Education Center during the 3rd stage course selection for a special enrollment for one A9 course.
5. **Some of you may find courses assigned to your account already. Do not panic. You may still keep whatever you like and drop the ones you do not need. If you find no courses assigned in your account, do not panic, either. Please just add courses as planned.**
6. You may find yourself assigned to one of the classes of your year, such like Class A or Class B. If you want to take courses of the other classes, you will need to drop the ones of your own before you add the ones of the other classes. Such adjustments can be done at the 2nd stage.
7. The system will check on schedule conflict. You will not be allowed to add a course if it clashes with any in your schedule.
8. During the 1st stage 2nd stage course selection, you may not be allowed to select certain courses because you do not have any course records at NCKU. For those courses, you may go to departments' offices which offer the courses to finish the course enrollment during the first week of the semester.
9. There may be some courses you do not get at 1st stage and 2nd stage. You may consult the departments' offices which offer the courses and request a special arrangement with an Add form (available at the departmental offices) at 3rd stage (special circumstances). However, the final result is up to the departments' discretion. You are encouraged to sit in such classes once they start so that you do not miss a substantial portion of the classes.

Please click the following links for the official schedules posted by the Registrar's Division.

<http://reg.acad.ncku.edu.tw/files/11-1055-17043.php?Lang=zh-tw>

NOTE

Notice of Course Enrollment

In accordance with the NCKU calendar for the 2018-19 academic year and related enrollment regulations, this notice of course enrollment, coded as (107) Jiao-Zhu-Zi No. 021, was issued by the Office of Academic Affairs on May 7, 2018 to provide registration instructions for course enrollment for the fall semester of 2018.

Course Registration and Enrollment Instructions

- I. New transfer students for the 2018-19 academic year are allowed to complete their online registration for preferred courses in the category of General Education for computer-selected course enrollment from August 23 to 27.
- II. 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:

Category	Code	Maximum no. of courses
General Education	A9	3 (not including the course of Stepping Through Tainan's Past) no later than the 2 nd stage)
		according to rules of enrollment for the 3 rd stage
Physical Education	A2	1
English Module Program	A1, serial numbers 101~500	1
Second Foreign Language	A1, serial numbers 501~700	1

- III. 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 (including those who need to drop any other courses during this process) should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage (7/12) and before the end of the 3rd stage (9/27) designated for online course enrollment, which shall be approved by the relevant offices and processed by the Division of Registrar.
- IV. 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.

NOTE

- V. Registration by designated students in every stage of course enrollment is regulated as follows:
<http://reg.acad.ncku.edu.tw/files/14-1055-178619,r82-1.php?Lang=en>

1 st Stage of Course Enrollment	
Duration	9am, July 5 to 12am, July 10
Designated Students	1. All continuing students 2. New graduate students of 2018 (including extra-territorial students at NCKU) 3. New exchange students
Registration	Online Course Enrollment System
2 nd Stage of Course Enrollment	
Duration	9am, August 23 to 5pm, August 27
Designated Students	Freshman students of 2018 (including extra-territorial freshman students)
Registration	Online Course Enrollment System
3 rd Stage of Course Enrollment	
Duration	9am, September 7 to 12pm, September 27
Note	More information, please check on website: http://reg.acad.ncku.edu.tw/ezfiles/55/1055/img/2680/1071sel_engok.pdf
Course Enrollment Confirmation	
Duration	September 28 to October 2
Designated Students	All students
Registration	Online
Course Withdrawal	
Deadline	9am, September 28 to 5pm, November 23
Designated Students	Those who decide to withdraw from courses
Registration	Online

Course enrollment system: <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→ Announcement).
- (2) Contact information for offices in charge of course enrollment is available at the website of the Division of Registrar (Division Website→ Online Service→ Course Enrollment System→ Contact Information) at http://reg.acad.ncku.edu.tw/ezfiles/55/1055/img/2680/choose_cont.htm: A9 General Education: 50212, 50215; A1 English; A1Second Foreign Language (Foreign Language Center): 52273; A7 General Chinese (Dept. of Chinese Literature): 52151; A2 Physical Education (Physical Education Office): 50405; Military Training (Military Training Office): 50722.

This English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.

Leaving National Cheng Kung University

When you are leaving school, make sure the following steps:

1. Finish the Feedback of Exchange Students on google form: <https://goo.gl/ALM9Ez>. Deadline for Spring semester student, who is leaving in June, is **May, 31st** and Fall semester student, who is leaving in January, deadline is **December, 31st**. Fail to do so may result unable to obtain your transcripts on time.
2. Before you leave, you need to download the Leave-school Procedure Form (**Appendix 9**) and get all stamps from different divisions, including Library, your Department office, Housing Services Division, Chinese Language Center, Cashier Division. International Student Affairs Division (ISAD) is the last stop and you need to hand in to the ISAD office located at Kung-Fu Campus, Yung-Ping building, East building, 1st floor.
3. Make and confirm your travel plans. Check your home country regulations before bringing belongings and souvenirs home. Check your luggage weight against your airline's allowances.
4. You might want some souvenir at NCKU, you can go shopping at Sheng-Li campus, Souvenir shop: <https://www.facebook.com/NCKU.SOUVENIRS.STORE/>

NOTE

Other services and useful information

CHINESE CLASS for INTERNATIONAL DEGREE STUDENTS

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

Who is Eligible to Apply

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

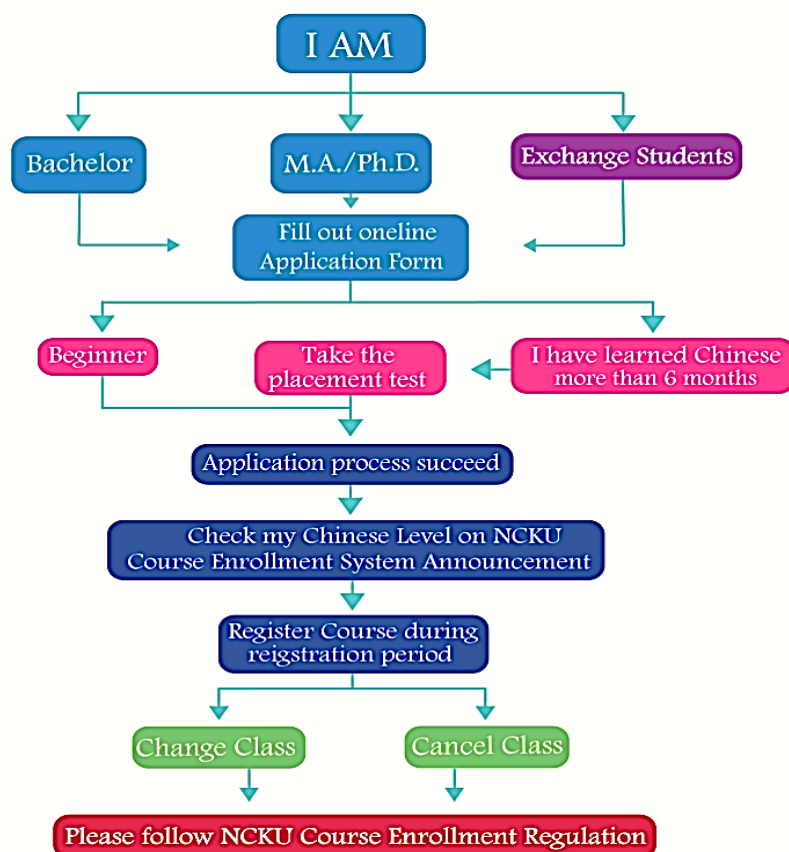
How to Apply

1. The application must be processed through online registration→ <https://goo.gl/HQn5g7>
 - Deadline for 1st stage for CIDS application: 2018.08.03(12 am)
 - Available date for 2nd stage for CIDS application: 2018.08.06– 2018.09.09
2. Students having more than six months of Chinese language training:
 - The online placement test shall be taken before the deadline.
3. Students who do not take the placement test
 - CLC has sole authority to determine whether you will participate in a course at the Center, waive the requirement, and/or assign you to the appropriate class level.
4. Confirmation email will be sent once your application is received.
5. Before NCKU course selection period, the CLC will announce the lists of the accepted students (including the assigned class level) via NCKU Course System Announcement.



(<http://course.ncku.edu.tw/course/signin.php>)

6. After you received the email and checked your Chinese level from NCKU Course Enrollment System Announcement, please register CIDS course during online course selection period.
7. For further information about the application procedure, please link to the online registration website (<https://goo.gl/HQn5g7>).



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.

Levels Provided	Level 1 (Beginner) Level 2 (Basic)	Level 3-4 (Novice) Level 5-6 (Intermediate) Level 7 (High-intermediate)
Students No./Class	17	17
Academic Credits	2 (Undergraduate Students)	2 (Undergraduate Students)
Class Duration	4 hours/week, 9 weeks	2 hours/week, 17 weeks

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

1. Foreign Undergraduate students (Not including Chinese students) are allowed to take “Chinese Course for NCKU International Degree Students (CIDS)” in Chinese Language Center and the credits can substitute “Basic Chinese Course”.
2. These courses may count as Chinese language credits (two credits per semester). International undergraduate students are required to fulfill these credits during their period of study at the University.
3. Only international undergraduate students qualify for the credit waiver. University-level exchange 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 2018 Fall Semester

2nd Stage for online Application is available.

→ 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>



Aug. 6

Aug. 15

1st Stage for Online Application Deadline

Aug. 3

To register class successfully, you have to complete, submit application form, and send out the answer sheet of placement test before those deadline. Confirmation email will be sent once your application is received.

★ Students having more than 6 months of Chinese language training should take the online placement test.

2nd Stage for NCKU Course Enrollment Period

→ <http://course.ncku.edu.tw/course/signin.php>

Please register course on NCKU Course Enrollment System during this period.

Category: Others

Dept. Code: AH

Add class with Dept. Code & Serial No.

Aug. 20
to
Aug. 27

Sep. 9

2nd Stage for 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 before those deadline. Confirmation email will be sent once your application is received.

★ Students having 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>



Sep. 13

Sep. 17
to
Sep. 20

3rd Stage for NCKU Course Enrollment Period

→ <http://course.ncku.edu.tw/course/signin.php>

Please register course on NCKU Course Enrollment System during this period.

Category: Others

Dept. Code: AH

Add class with Dept. Code & Serial No.

Sep. 21
to
Sep. 27

CIDS Class Begins

Adding or Dropping Course Procedure

Adding or Dropping Course

Adding or dropping course under special circumstances (apply to the CLC Office)

Financial plan in Taiwan

As an exchange student at NCKU, you will be responsible for your insurance fee, accommodation fee, and living expense, which will be around USD 300 per month. 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.

在成大的交換生必須自行負擔保險費、住宿費、生活費等，每個月的支出大約美金 300 元。請確認您的提款卡在臺灣可以使用。此外，在臺花費項目中建議您可預先備妥預備金以防突發意外或緊急事件，因為財務規劃是每位學生自己的責任。

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 incoming exchange portal 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 exchange 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.

*International Student Associations: <http://isad.oia.ncku.edu.tw/files/50-1381-1203-1.php?Lang=en>

*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/>

Stored Value Card (Smart card) in Taiwan

When you take public transportation at the station or go shopping at a convenience store, you might wonder why people don't pay cash instead of a card. In Taiwan, there are 3 types of smart cards. They provide most of the same functions, but they might have a little differences on their discount price for different use. You can check more details on their website and choose the one which is suitable to you.

Please note no matter which cards you take, the card price basically is NT\$100. You need to store some money in and use it. You can buy cards and add value easily at the convenience stores.

1. iCASH card 愛金卡

It issued by Taiwan biggest convenience store, 7-Eleven. Sometimes you can get some discount by using this card. Since convenience stores in Taiwan is multifunction and super convenient. If you might go

there often, you can consider this one. More information, check the website:

https://www.icash.com.tw/en_web/#home

2. iPASS 一卡通

If you like travel and plan to discover Taiwan by public transportation. We recommend you choose this one. More information, check the website: <https://www.i-pass.com.tw/en>

3. Easy card 悠遊卡

Easy card is the first issued smart card in Taiwan; therefore, it has the most circulation. However, from some students' experiences, this card with better discount is in Taipei area not southern Taiwan. NCKU is located at the southern Taiwan, you need to take it into your consideration. More information, check the website: <https://www.easycard.com.tw/en/>

Emergency numbers in Taiwan

Medical emergency and fire rescue: 119

Police: 110

NOTE

NCKU Main Library

During college, most college students will find that the library is their best friend. It's the most convenient place to meet with friends, find a book, use a computer, listen to music or just find a quiet place to study. NCKU's main library boasts seven stories, ample seating, plenty of resources and air conditioning.

Checking In

Students are free to use any of NCKU's libraries with a valid student ID. The main library is also free to use by the general public. So, exchange students or other students who don't have a student ID for any reason can present an ID with a photo and swap it for a day pass that will get students access to all of the library's resources. Here is the floor plan of the library: http://www.lib.ncku.edu.tw/guide/floor_en.php

Study Rooms

If studying at one of the desks or chairs and table sets around the library isn't exactly your speed and you prefer some quiet and privacy, check out one of the many private studying rooms at the main library. Private rooms come in both individual and group arrangements. Just book in advance! Reserve a room link: http://www.lib.ncku.edu.tw/service/facility/group_study_en.php

Art Gallery and Coffee Shop

On the B1 floor of the library is a space that is used for both exhibiting NCKU art students' work and a coffee shop. It's a convenient place to grab a cup of joe and get back to the books or just contemplate some art.

Media Room

Located on B1, this is the gem of the library. With a day pass or student ID, visitors to NCKU library can enjoy free use of everything from DVDs, VHS tapes, cassettes, CDs and classic vinyl. Visitors can use the media room's equipment to enjoy any of the library's materials. They also have free monthly movie screenings.

Magazines

NCKU also offers magazine and newspaper for students. There are a ton of publications to choose from. However, these are available only for use in the library. Catalog: http://weblis.lib.ncku.edu.tw/*eng

NCKU the “KnowLEDGE” learning commons

The learning commons of the NCKU Library (named it “KnowLEDGE”) is a “new place for learning”, located on the first and second floor of the Dormitory No.3 of the University's Ching-Yeh Campus(MAP). As a campus hub for student-centered learning activities, this venue is a shared or common space in which NCKU students, teachers and others can come together to interact, and participate in various kinds of learning activities held there. Semester Period: Monday to Sunday 09:00-23:00. More information: http://www.lib.ncku.edu.tw/service/facility/knowledge_en.php

Café around NCKU

Chimei Café

Located conveniently on NCKU's campus, Chimei cafe offers a wide range of baked goods and coffee drinks for all of your cafe needs right here on campus. Chimei also offers a relaxed atmosphere that would be perfect for both studying or having a chat with a friend or two. If you're looking for a quick caffeine fix and a quick bite to eat, this cafe should be on your list!

Location: 1 Daxue Rd. (Electrical Engineering building, NCKU), Tainan, Taiwan 701
Hours: 08:00 - 20:00

NCKU C-Hub Café

This cafe is also located on NCKU's campus but is a little bit different from other traditional cafes. It's almost completely DIY. For the small price of 30 NT, visitors can use of the cafe's coffee machines to make their own coffee. In addition to the coffee, visitors can also rearrange the furniture in anyway they would like according to their tastes. All of the furniture in the cafe was designed by NCKU mechanical engineering alumnus Shih-Chen Chiang.

Location: 1 Daxue Rd. Tainan, Taiwan 701
Hours: 11:00 - 18:00

Masa Loft

Masa loft is an obvious choice for NCKU students to study at. It's located conveniently across campus. There are plenty of chairs and lots of natural lighting coming in from the cafes many large windows. It's a great place to wind down with a cup of coffee after a day of classes.

Location: 53 Daxue Rd., Tainan 701
Hour: 10:00-21:00

Birdeye Espresso

A very cute cafe located about .8 miles from NCKU campus. This cafe has a beautiful, relaxed atmosphere with pretty plants and great coffee and smoothie options to boot. Though this place is a bit far from NCKU, its charm and drinks are worth the commute.

Location: No. 29, Lane 24, Section 2, Changrong Road, Tainan, Taiwan 701
Hours: 08:00 - 17:00

Parkview Coffee

This cafe is about a 10 minute walk from campus and is located near a public park. The cafe itself has ample seating and beautiful decor. There are plenty of food options, so if you're feeling peckish, this is the perfect place to pick up a quick meal and a pick-me-up cup of joe.

Location: 250 Yule Street, Tainan, Taiwan 701
Hour: 11:30-21:00

Starbucks @ NCKU Hospital

And of course, Starbucks. The Starbucks located at the NCKU hospital offers all of the usual things that Starbucks across the world do, however, the one located at NCKU hospital offers NCKU students a 10% discount with a valid student ID.

Location: NCKU Hospital-1F
No. 138, Shengli Rd., East District 1F, 701 Tainan, Taiwan
Hour: 07:00-21:00



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 dē xué shēng , wǒ yào qù xué xiào.

Hello	你好	Nǐ hǎo
Thank you	謝謝	Xiè Xiè
You are welcome	不客氣	Bù kè qì
Goodbye	再見	zài jiàn
I don't understand	我不懂	Wǒ bù dǒng
I'm sorry I cannot speak Chinese	我不會中文	wǒ bú huì zhōng wén
Excuse me, where is...?	...在哪裡？	...zài nǎ lǐ
How much does it cost?	多少錢？	Duō shǎo Qián?
What is this?	這是什麼？	zhè shì shén me
Do you have...?	有沒有...？	yǒu méi yǒu
I want to go to...?	我想去...？	wǒ xiāng qù
I want to buy ...	我想要買...	Wǒ xiǎng yào mǎi
Yes	是	Shì
No	不是	Bú shì

I want to buy ... 我想要買... Wǒ xiāng yào mǎi

Beef	牛肉	niú ròu	Water	水	shuǐ
Pork	豬肉	zhū ròu	Rice	飯	fàn
Chicken	雞肉	jī ròu	Noodles	麵	miàn
Fish	魚肉	yú ròu	Bread	麵包	miàn bāo
Goat	羊肉	yáng ròu	Fruit	水果	shuǐ guǒ

I want to go to...? 我想去...? wǒ xiāng qù

Restroom/Toilet	廁所	cè suǒ
Police office	警察局	jǐng chá jú
Restaurant	餐廳	cān tīng
Hospital	醫院	yī yuàn
Railway Station	火車站	huǒ chē zhàn
National Cheng Kung University	成功大學	chéng gōng dà xué



APPENDIX

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Appendix 1 : National Cheng Kung University Campus



National Cheng Kung University

Campus Map



- TzC8** Aeronautical & Astronautical Eng. Dept.
SL1 Alumni Association Center
KF1 Architecture Dept.
TzC9 Center for Micro/Nano Science & Technology
CK14 Chemistry Dept.
TzC2 Chemical Eng. Dept.
KF8 Chinese Lit. Dept.
CK8 Civil Eng. Dept.
- ChKuo2** College of Bioscience & Biotech.
TzC7 College of Eng.
TzC3 College of Eng. & Computer Science
KF20 College of Management
ChKuo1 College of Medicine
KF1 College of Planning & Design
CK12 College of Sciences
LHs5 College of Social Sciences
KF3 College of Liberal Arts
CK18 Computer Science & Info. Eng. Dept.
CK15 Earth Sciences Dept.
TzC3 Electrical Eng. Dept.
CK21 Eng. Science Dept.
CK6 Environmental Eng. Dept.
CK17 Ge-Chi Hall
CK11 Geomatics Dept.
KF11 History Dept.
CK3 Hydraulics & Ocean Eng. Dept.
KF10 Industrial Design Dept.
KF5 Institute of Art Studies
CK2 Life Sciences Dept.
CK11 Materials Science & Eng. Dept.
CK10 Mathematics Dept.
TzC6 Mechanical Eng. Dept.
LHs1 Medicine & Nursing Dept.
LHs3 Mental Health Center
CK1 Natl. Center for Theoretical Sciences
- ChKuo1** Nursing Dept.
ChKuo3 Occupational Therapy Dept.
ChKuo3 Physical Therapy Dept.
CK16 Physics Bldg. No.2
CK13 Physics Dept.
LHs4 R&D Foundation
CK14 Resources Eng. Dept.
TzC7 Systems & Naval Mechatronic Eng. Dept.
KF4 Taiwanese Lit. Dept.
- ChKuo2** University Center for Bioscience & Biotech.
KF2 Urban Planning Dept.
- KF5** Architecture Research Bldg.
TzC4 Chi Mei Building
CK7 Geotechnical Eng. Bldg.
KF3 Hsiu-Chi Building
CK12 Info. Tech. Bldg.
TzC5 Instrumentation Equipments Bldg.
CK5 Main Library
- ChKuo2** Medical Lab. Science & Biotech. Bldg.
CK19 Multi-Purpose Bldg.
CK12 Physics & Chemistry Bldg.
LHs4 Public Health Bldg.
02 Science & Tech. Bldg.
SL2 Students' Reading Hall
LHs2 The Uni. President Health Research Building
KF15 Wei-Nong Building
- ChKuo1** NCKU Hospital
LHs7 NCKU Hospital Bldg. No.2
- KF17** Military Training Office
KF16 Yun-Ping Administration Bldg.
- KF19** Art Center
ChKuo1 Cheng-Hsing Auditorium
KF19 Cheng-Kung Auditorium
CK13 Ge-Chi Auditorium
KF9 History Archives
KF19 International Conference Hall
LHs6 Magic School of Green Technology
KF19 Student Activity Center I
SL5 Student Activity Center II
- KF6** Banyan Garden
KF7 Cheng Kung Lake
CK20 NCKU Museum
KF16 Phoenix Theater
KF12 Small West Gate
SL1 Zenda Suites
- KF23** Chung Cheng Gym
KF22 Kuang-Fu Sports Court
KF18 Kuang-Fu Sports Field
SL3 Swimming Pool
TzC1 Tzu-Chiang Sports Field
- TzC10** Aeronautical & Astronautical Eng. Dormitory
CY1 Ching-Yeh Student Dorm No.1
CY2 Ching-Yeh Student Dorm No.2
CY3 Ching-Yeh Student Dorm No.3
CK4 Guest House
KF14 Kuang-Fu Student Dorm No.1
KF13 Kuang-Fu Student Dorm No.2
KF24 Kuang-Fu Student Dorm No.3
CY5 Medical Doctor Dormitory
DN1 Scholar Dormitory
SL9 Sheng-Li Student Dorm No.1
SL7 Sheng-Li Student Dorm No.2
SL6 Sheng-Li Student Dorm No.3
SL8 Sheng-Li Student Dorm No.4
SL4 Sheng-Li Student Dorm No.6
SL10 Sheng-Li Student Dorm No.8
SL11 Sheng-Li Student Dorm No.9
SL12 Prince House NCKU Dorms
TzC11 Single Faculty Housing
CY4 Single Faculty Housing
- CK9** Hsin Yuan
CK20 Mail Room
KF21 Post Office
- Centers & Dept.
■ Buildings
■ Hospital
■ Administrations
■ Auditorium
■ Scenic Spots
■ Sports
■ Dorms & Lodgings
■ Others

Appendix 2 : Registration & Enrollment Procedure Sheet for International Exchange Students 交換學生註冊程序單

Semester 學期：_____ (year/年) ☐ Fall 秋 / ☐ Spring 春

* Name (姓名)：

* Student ID Number (學號)：

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

* Department/ Institute (就讀系所)：

No	Place	Event	Signature / Stamp
1	<p>International Student Affairs Division & International Relations Division Office of International Affairs</p> <p>國際事務處</p> <p>(1st floor of Yun-ping Administration Building 雲平大樓 1 樓)</p> <p>Date: Sep. 7, 2018</p>	<p>You need to bring 需攜帶：</p> <ol style="list-style-type: none"> 1. Admission Letter 錄取通知信 2. Registration & Enrollment Procedure Sheet 註冊程序單 3. Insurance 保險 <ol style="list-style-type: none"> (1) Copy of oversea insurance 海外醫療保險影本 (2) If students don't have their own oversea insurance, they will need to be insured by OIA with International student medical insurance. Please prepare cash NT\$2500. 如學生無自行購買海外醫療保險，需至國際事務處購買保險(請準備現金 NT\$2500) 4. Health check report/Health Certificate for short term students 健康檢查報告/短期研修健康檢查項目表 5. One 2-inch photo 兩吋照片 1 張 6. Passport identification page(s) 護照/大通證 7. Visa/ Page of Entry Permit 簽證 8. Taiwan Entry Permit 入臺證 9. Taiwan Entry Permit Fee of NT\$ 615 入臺證費用新台幣 615 元(手續費 15 元) <p>* Only China, Hong Kong, and Macao students need to provide item 8 and 9 僅大陸、香港及澳門地區學生須繳交第 8 及第 9 項文件與費用</p>	<p>(ISAD)</p> <p>University-Level only 院系交換 生流程不用經過國際事務處</p> <p>(IRD)</p> <p>僅大陸、香港、澳門學生需要</p>
2	<p>Office of Your Department/Institute</p> <p>各學系/所 辦公室</p> <p>Date: Sep. 10, 2018</p>	<p>You need to bring: 需攜帶：</p> <ol style="list-style-type: none"> 1. Admission letter 錄取通知信 2. Copy of your passport 護照影本/大通證 <p>* The availability of some courser is limited, so please confirm with your department regarding the course selection. 部分課程名額有限，請同學與相關系所詢問確認。</p> <p>* Please follow the school course selection schedule. 請依學校選課時程辦理加退選作業。</p> <p>* Please see the following website for course information. 課程資訊請參考以下網頁： http://course-query.acad.ncku.edu.tw/qry/index.php?lang=en (EN) http://course-query.acad.ncku.edu.tw/qry/index.php?lang=zh_tw (中文) </p>	
3	<p>NCKU Chinese Language Center</p> <p>華語中心</p> <p>Application(報名)</p> <p>Date: Sep. 10, 2018</p>	<p>You need to bring 需攜帶：</p> <ol style="list-style-type: none"> 1. Admission letter 錄取通知信 2. Online Registration Form of Chinese Course with your signature 中文特別班線上報名表(含簽名) 3. One 2-inch Photos 兩吋照片 1 張 4. NTD350 for the NCKU Chinese placement test (if you need it) 中文測驗費 新台幣 350 元(如需要) <p>* Visiting students & Students from Hong Kong, Macau and the Peoples of Republic of China are not qualified for free Chinese Language Courses 訪問學生與香港、澳門及中國大陸地區學生無法報名中文特別班</p>	

No	Place	Event	Signature / Stamp
4	Cashier's Division 出納組 (1 st floor of Yun-ping Administration Building 雲平大樓 1 樓) Date: Sep. 10, 2018	You need to bring: 需攜帶： 1. Bill of school payment 繳費單 2. New Taiwan Dollars in cash 台幣現金 3. Pay for GSI (Student Group Insurance) 學生平安保險費 4. Pay for tuition fee (fee-paying students only) 學雜費 (自費生需繳納)	
5	Health Center 衛生保健組 (2nd floor of Yun-ping Administration Building 雲平大樓 2 樓) Date: Sep. 10, 2018	<input type="checkbox"/> I have health check report. 我已經母國完成體檢 Please bring your health check report copy (Appendix 4) and (Appendix 5 or Appendix 6). 請攜帶體健報告影本(附件 4)及(附件 5 或 6)。 <input type="checkbox"/> I do health check at NCKU hospital. 我在成大醫院做體檢 Please bring your health check payment receipt. 請攜帶體檢繳費收據。	
6	Registrar Division 註冊組 (1 st floor of Yun-ping Administration Building 雲平大樓 1 樓) Date: Sep. 10, 2018	You need to bring: 需攜帶： 1. Registration & Enrollment Procedure Sheet 註冊程序單 2. National Cheng Kung University Student Information 國立成功大學新生基本資料表 (Link: http://140.116.165.4/wwwmenu/program/net/checkin/index.html) 3. One 2-inch photo 兩吋照片 1 張 4. A copy of passport identification page(s) 護照影本/大通證影本 5. A copy of visa page 簽證影本 6. A copy of Taiwan Entry Permit 入臺證影本(for students from China, Hong Kong, and Macao) (僅大陸、香港及澳門地區學生須繳交)	

Note:

1. Please hand in this sheet to Registrar Office after all the procedures are completed. You can pick up your student ID card at your department office after 2 weeks of submitting this sheet.

2. Registration at OIA is on Friday, September 7, 2018; as for other divisions, registration is on Monday, September 10, 2018.

注意事項：

1. 當註冊程序完成後，請將此單送回註冊組各學系（所）承辦人。您的學生證將能於 2 週後於系辦公室領取。

2. 國際處報到日為 2018 年 9 月 7 日（五），其他處室為 2018 年 9 月 10 日（一）。

國立成功大學保險切結書

Declaration of Insurance

(You will sign this on registration day)

本人為 **107 學年第 1 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並支付保險費用 5 個月(春季班為 2 月至 6 月底；秋季班 9 月至隔年 1 月)共新臺幣 2 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 **2018 Fall semester**; hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU and pay NTD 2,500 for 5 months insurance from **September 2018-January 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: 請確認你的保險狀態為下列哪一種

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, cost NTD 2,500) 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，花費 NT\$2,500)。

I have an overseas insurance which has been authenticated by Taiwan Embassies or TECO and valid for at least six months. 我有至少六個月效期且驗證過的海外保險。

If you have overseas 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建保證明？

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

I need to apply for "Certificate of Alien Residence in Taiwan (ROC)" from Immigration agency if I want to transfer my NHI to NCKU group. 我需要到移民署申請居留證明，才能在註冊時申請把我的健保轉至學校加保。

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」。

☐日間部

☐碩士班

☐博士班

國立成功大學健康檢查紀錄卡

學生健康檢查表

Appendix 4.1

檢查日期：中華民國 年 月 日

請張貼 1吋相片	姓名：	性別： <input type="checkbox"/> 男 <input type="checkbox"/> 女	出生： 年 月 日
	學院	系（所）	年級 班（組）
	學號：		電話：（ ） 手機：
	e-mail：	電話：（ ） 手機：	
家長姓名：		職業：	電話：（ ） 手機：
永久地址：		現在住址：	
病史： <input type="checkbox"/> 無 <input type="checkbox"/> 糖尿病 <input type="checkbox"/> 高血壓 <input type="checkbox"/> 癲癇 <input type="checkbox"/> 肝炎 <input type="checkbox"/> 氣喘 <input type="checkbox"/> 其他			血型：
檢 查 記 錄			檢 查 人 員 簽 章
1. 身高：公分	2. 體重：公斤	3. 體脂肪率：%	4. 發育營養：
5. 腰圍：公分	6. 脈搏：次／分鐘 規則： <input type="checkbox"/> 是 <input type="checkbox"/> 否	7. 血壓：／毫米汞柱	一般檢查
8. 視力：左（矯正後）；右（矯正後）			眼睛
9. 辨色力：	10. 砂眼：	11. 其他眼疾：	
12. 聽力：左：右：			耳鼻喉
13. 耳：	14. 鼻：	15. 喉：	
16. 牙齒：右：8 7 6 5 4 3 2 1 左：1 2 3 4 5 6 7 8 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8 △=補牙 ○=齲齒 ×=缺少牙 §=阻生牙			牙齒
17. 胸部：心：	肺：	（理學檢查） （內科）	
18. 腹部：肝：	脾：		
19. 皮膚：	20. 甲狀腺：		
21. 淋巴腺：	22. 脊柱：		
23. 四肢：	24. 畸形：	X-光	
25. 言語及精神狀態：			
26. 胸部X光檢查：（檢查日期 年 月 日），結果：			
27. 尿液：尿蛋白：潛血：尿糖：			
28. B型肝炎表面抗原(HbsAg)：		各項檢驗	
29. B型肝炎表面抗體(HbsAb)：			
30. 肌酐酸(CREA)：腎絲球過濾率(eGFR)：			
31. 血液常規：血色素(Hb)：g/dl；白血球(WBC)：K/cmm 紅血球(RBC)：M/cmm；血小板(PLT)：K/cmm 血球比容(Hct)：%；平均血球容積(MCV)：fl			
32. 總膽固醇：mg/dl			
33. 肝機能：GOT；GPT			
34. 血糖(AC)：mg/dl			
35. 尿酸(Uric Acid)：mg/dl			
36. 三酸甘油酯(TG)：mg/dl		37. 高密度脂蛋白膽固醇(HDL)：mg/dl	
總評			
醫師簽章：			

參加校內團體健檢，不需下載本表；如選擇自行至其他公立醫院（不包括衛生所）健檢，請務必持本表完成表列各項檢查，並同意體檢報告轉交校部衛生保健組備查。*未完成入學體檢者，將會造成您在校期間健康方面相關的福利及權利之損失，如未來造成校園公共衛生問題受到處分，請您自行承擔。

- ☐ undergraduate
☐ master's
☐ doctorate

NCKU Student Health Check Form (English)

Appendix 4.2

Date of Examination: _____

Attach one 2.5cm x 2.5 cm upper body photo here.	Name: _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: _____		
	Class: _____ Year: _____ Dept.: _____ College: _____				Student No.: _____		
	Email: _____				Tel: () Mobile Phone: _____		
	Name of Parent: _____		Profession: _____		Tel : () Mobile Phone: _____		
Home Address: _____				Present Mailing Address: _____			
Medical History: <input type="checkbox"/> No, <input type="checkbox"/> Hypertension, <input type="checkbox"/> Epilepsy, <input type="checkbox"/> Hepatitis, <input type="checkbox"/> Asthma, <input type="checkbox"/> Allergy, <input type="checkbox"/> Others _____							
Examination Record						Signature of Examiner	
1. Height: _____ cm 2. Weight: _____ Kg		3. Chest Circumference: _____ cm Breathing Difficulty: _____ cm		4. Nutrition: Body Fat Percentage: _____ % Age 18-30: _____ Age 30 above: _____		General Examination	
5. Waist Circumference: _____ cm Hip Circumference: _____ cm		6. Pulse: _____ bpm Regular: <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Blood Pressure: _____ mm Hg			
8. Vision: L (corrected) R (corrected) 9. Color Vision: _____ 10. Trachoma: _____ 11. Any Other Eye Disease: _____						Eyes	
12. Hearing: L: _____ R: _____ 13. Ears: _____ 14. Nose: _____ 15. Throat: _____							
16. Teeth: R : _____ L : _____ 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8				△ = filled ○ = caries × = lack \$ = impacted		Teeth	
17. Chest: _____ Heart: _____ Lungs: _____ 18. Abdomen: _____ Liver: _____ Spleen: _____ 19. Skin: _____ 20. Thyroid Gland: _____ 21. Lymph Glands: _____ 22. Spine: _____ 23. Extremities: _____ 24. Deformity: _____							
25. Speech and mental state: _____						Physical Examination (internal)	
26. Chest X-ray: (Date of Examination: _____), Result: _____							
27. Urine: Protein: _____ Occult blood: _____ Sugar: _____						X-ray	
28. HbsAg: _____ 29. HbsAb: _____							
30. VDRL: _____							
31. creatinine(CREA): _____ glomerular filtration rate(eGFR): _____							
32. Blood Routine		Female: Hb : _____ g/dl ; WBC : _____ K/cmm ; RBC: _____ M/cmm ; PLT : _____ K/cmm ; Hct: _____ % ; MCV : _____ fl Male: Hb : _____ ; WBC : _____ K/cmm ; RBC : _____ M/cmm ; PLT : _____ K/cmm ; Hct : _____ % ; MCV : _____ fl					
33. Total Cholesterol: _____ mg/dl		34. Liver Function: GOT _____ ; GPT _____					
35. Blood Sugar (AC): _____ mg/dl		36. Uric Acid: _____ ; mg/dl					
37. Triglycerides (TG): _____ mg/dl		38. HDL: _____ ; mg/dl					
Suggestion _____							
Signature of physician : _____							

短期研修健康檢查項目表

Health Certificate for Short-Term Students

Appendix 5

(醫院名稱、地址、電話、傳真)(Hospital's Name, Address, Tel, Fax)

檢查日期 / Date of Examination YYYY / MM / DD

基本資料 / Basic Data

姓名 : Name	性別 : <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F Sex
國籍 : Nationality	護照號碼 : Passport No.
出生年月日 : <u>YYYY</u> / <u>MM</u> / <u>DD</u> Date of Birth	

實驗室檢查 / Laboratory Examinations

A. 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 / Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates :

a. 抗體檢查 / Antibody Tests

麻疹抗體 / Measles Antibody ☐ 陽性 / Positive ☐ 陰性 / Negative ☐ 未確定 / Equivocal

德國麻疹抗體 / Rubella Antibody ☐ 陽性 / Positive ☐ 陰性 / Negative ☐ 未確定 / Equivocal

b. 預防接種證明 / Vaccination Certificates (證明文件應註明接種日期、接種院所及疫苗批號。如檢附幼時接種證明，其接種年齡必須大於1歲。 / The certificate should include the date of vaccination, the name of administering hospital or clinic and the batch no. of vaccine. If the childhood vaccination certificate is submitted, it is important to include the record of the vaccines administered only after one year of age.)

☐ 麻疹預防接種證明 / Measles Vaccination Certificate

☐ 德國麻疹預防接種證明 / Rubella Vaccination Certificate

c. ☐ 有接種禁忌，暫不適宜預防接種 / Having contraindications, not suitable for vaccination

B. 胸部 X 光肺結核檢查 / Chest X-ray for Tuberculosis :

X 光發現 / Findings :

判定 / Result :

☐ 合格 / Passed ☐ 疑似肺結核 / TB suspect ☐ 無法確認診斷 / Pending ☐ 不合格 / Failed

☐ 孕婦免驗 / Not required for pregnant women

健康檢查總結果 / The final result of health examination :

☐ 合格 / Passed ☐ 須進一步檢查 / Need further examinations ☐ 不合格 / Failed

負責醫檢師簽章 / Signature of Chief Medical Technologist :

負責醫師簽章 / Signature of Chief Physician :

醫院負責人簽章 / Signature of Superintendent :

日期 / Date : YYYY / MM / DD

備註 / Note : 本表為來臺短期研修停留之健康檢查項目表。表單格式僅供參考，學生可分別檢具預防接種證明及胸部 X 光檢查報告。 / This form lists the required medical examination items for students applying for short-term study in Taiwan. This form is only used for reference, students may submit a copy of vaccination certificates and the chest X-ray report instead of completing this form.

本證明三個月內有效。 / The certificate is valid for three months.

麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明(二擇一)
Proof of Positive Measles and Rubella Antibody or Measles and Rubella
Vaccination Certificates (alternative)

Appendix 6.1

基本資料/ Basic Data

姓名 : Name :	性別 : <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F Sex :
國 籍 : Nationality :	護 照 號 碼 : Passport No. :
出生年月日 : <u>YYYY</u> / <u>MM</u> / <u>DD</u> Date of Birth :	

a. 抗體檢查 / Antibody Tests

麻疹抗體 / Measles Antibody ☐ 陽性 / Positive ☐ 陰性 / Negative ☐ 未確定 / Equivocal

德國麻疹抗體 / Rubella Antibody ☐ 陽性 / Positive ☐ 陰性 / Negative ☐ 未確定 / Equivocal

b. 預防接種證明 / Vaccination Certificates (證明文件應註明接種日期、接種院所及疫苗批號。如檢附幼時接種證明，其接種年齡必須大於1歲。 / The certificate should include the date of vaccination, the name of administering hospital or clinic and the batch no. of vaccine. If the childhood vaccination certificate is submitted, it is important to include the record of the vaccines administered only after one year of age.)

☐ 麻疹預防接種證明 / Measles Vaccination Certificate

☐ 德國麻疹預防接種證明 / Rubella Vaccination Certificate

c. ☐ 有接種禁忌，暫不適宜預防接種 / Having contraindications, not suitable for vaccination

負責醫檢師簽章 / Signature of Chief Medical Technologist :

負責醫師簽章 / Signature of Chief Physician :

醫院負責人簽章 / Signature of Superintendent :

日期 / Date of Examination : YYYY / MM / DD

備註 / Note : 本證明三個月內有效。 / The certificate is valid for three months.

胸部 X 光肺結核檢查報告

Chest X-ray for Tuberculosis Report

基本資料/ Basic Data

姓名 : Name :	性別 : <input type="checkbox"/> 男 / M <input type="checkbox"/> 女 / F Sex :
國 籍 : Nationality :	護 照 號 碼 : Passport No. :
出生年月日 : <u>YYYY</u> / <u>MM</u> / <u>DD</u> Date of Birth :	

X 光發現/ Findings :

判定/ Result :

- ☐ 合格 / Passed
 ☐ 疑似肺結核 / TB suspect
 ☐ 無法確認診斷 / Pending
 ☐ 不合格 / Failed
☐ 孕婦免驗 / Not required for pregnant women

負責醫師簽章/ Signature of Chief Physician :

醫院負責人簽章/ Signature of Superintendent :

日期/ Date of Examination : YYYY / MM / DD

備註/ Note : 本證明三個月內有效。 / The certificate is valid for three months.

緊急事件授權同意書
Authorization for Emergency Treatment
(You will sign this on registration day)

Appendix 7

本人於 **107 學年第 1 學期** 入學，就讀於國立成功大學_____系/所，因緊急事件需要

I am enrolled in department/Institute of _____ at NCKU for the 2018 Fall 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:

立書日期/ Date of authority (yyyy/mm/dd) :

個人資料蒐集同意書

Personal Data Collection Agreement

(You will sign this on registration day)

國立成功大學（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書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。

According to the Personal Data Protection Act, National Cheng Kung University (hereinafter as NCKU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

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。

I. Basic Data Collection, Renewal and Management

- (I) NCKU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCKU to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCKU of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 1. To check or review the collected data.
 2. To receive a photocopy of the collected data.
 3. To supplement or revise the collected data.
 4. To cease the collection, processing or use of the collected data.
 5. To delete the collected data.

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力，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.

學號 Student ID number: _____

簽名 Signature: _____

日期 Date of Signature: _____

交換生離校程序單

系所 Dept./Inst.	學年度 Academic Year
學號 Student ID No.	姓名 Name
電子郵件 Email Address	原就讀學校 Home School
預定離台日 Expected Departure date	宿舍房間號碼 (Stay in campus dorms only 非住宿生免填) Dorm Room No.

Registration Checklist

圖書館 Library	系所 Department	宿舍及住服組 Dorm Manager and Housing Service Division	華語中心 Chinese Language Center	財務處出納組 Cashier Office	國際學生事務處 International Student Affairs Division
借書記錄查核 (圖書與滯納 金已還清) Confirm the Circulation Record (material return / overdue fine paid up)	已歸還借用的 各種資料儀器 等物品 Return necessary documents, equipment, etc. To the related department.	住宿生退宿，繳清 住宿費(繳回鑰匙領 回押金) (非住宿生免辦) Check out from Dorm and pay the fee (Return the room key and refund the deposit)(Stay in dorms only)	至華語中心確認繳 清學習費 (給非簽約校學生) Pay the tuition of Language Center (for students of non- partner universities)	持本手續單至出納 組確認離校程序 Confirm leaving school status	繳回本手續單至國際 事務處國際學生事務 組 Submit this form to ISAD
經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp

*Remarks

- 交換學生於交換計畫結束後，須繳回本手續單至國際事務處，完成離校手續。如學生未完成離校手續，之後將不發給修習證明及成績單。The international exchange students must submit this form to ISAD when finishing the exchange program to complete the leave-school procedure. If the leave-school procedure is not completed, NCKU will not provide proof document and transcript to student's home school later.
- 於交換計畫結束後約兩個月內，國際事務處將寄發中英文版成績單各一份至交換學生就讀學校，不另寄成績單予交換學生。Two months after the exchange program is completed, Office of International Affairs will mail transcripts in both Chinese and English (1 copy for each version) to the student's home school. No transcript will be mailed to the student personally.
- 國際事務處國際學生事務組位置：光復校區雲平大樓東棟1樓。ISAD location: Kung-fu campus, Yung-ping building, east building, 1st floor.

ISAD website:

<http://isad.oia.ncku.edu.tw/bin/home.php?Lang=en>

Follow us on Facebook: Fun at NCKU

(<https://www.facebook.com/funatisadncku/>)



ISAD



Fun at NCKU



Email: em50990@email.ncku.edu.tw

Phone: +886-6-2085-608 / +886-6-275-7575 ext. 50990

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