2023/2024

National Taiwan University

Guidebook for International Degree Students

Important Dates

First Semester (August 1, 2023 –January 31, 2024)	
August 1, 2023	First Semester course information available online
August 3 -September 1, 2023	Payment of First Semester tuition/ miscellaneous fees (Payment period ends on September 1 ; For new graduate students ends on August 17)
August 9-August 17, 2023	Online application for course exemption for transfer/ new students (ends at 12.00 pm, August 17)
August 10-September 1, 2023	Online registration for new international students
August 18 -August 21, 2023	1st online course selection period
August 25-August 26, 2023	2nd online course selection period
August 27 , 2023	Semester Opening Ceremony
August 28, 2023	Dormitory check-in (Prince House starts from September 1)
August 28-September 1, 2023	Physical health examination for Freshmen. Please refer to the Online Pre-arrival Survey for New International Students
August 28-September 2, 2023	Freshman Orientation Week
August 28 , 2023	Online Chinese/English proficiency test for international undergraduate students
August 29 -September 1	Orientation Camp for Undergraduate
September 2, 2023	General Chinese Course Placement Test for international students
September 4, 2023	Fall semester classes begin
September 4 -September 16, 2023	Online course-adding period (ends at 6.00 pm, September 16)
September 5-September 18, 2023	Online course-dropping period (system opens until 8.00 am, September 18)
September 19-November 24 , 2023	Application for course withdrawal
September 25-September 29, 2023	Online confirmation for course selection results
October 2-October 6, 2023 (Tentative)	First online application for exemption from Online English Program
October 16, 2023	Payment for the additional credit fees and other fees begins(until October 27)

October 23-October 27, 2023	Midterm exam
November 15, 2023	NTU Anniversary
December 18-December 22, 2023	Final exam week

Second Semester (February 1, 2024-July 31, 2024)	
January 2 , 2024	Second semester course information available online
January 15 -January 17 , 2024	1st online course selection period
January 23 –January 24, 2024	2nd online course selection period
February 1 -February 16, 2024	Payment of Second Semester tuition/miscellaneous fees
February 9, 2024	Lunar New Year's Eve
February 10 -February 14, 2024	Lunar New Year
February 15 -February 18, 2024	Welcome orientation week for new international students
February 18, 2024	General Chinese Course Placement Test for international students
February 19, 2024	Spring semester begins
February 19 -March 2, 2024	Online course-adding period (ends at 06.00 pm)
March 3 -March 4, 2024	Online course-dropping period (system opens until 8.00 am, March 6)
March 5 -May 10, 2024	Application for course withdrawal begins
March 11 -March 15, 2024	Online confirmation for course selection results
March 18 -March 22, 2024 (Tentative)	Second online application for exemption from Online English Program
April 8 -April 12, 2024	Midterm exam
June 3 -June 7, 2024	Final exam

► NTU calendar:
https://www.aca.ntu.edu.tw/w/acaEN/Calendar

Welcome Remarks

Congratulations and welcome to National Taiwan University! Whatever path led you to this point, I am so excited you found your way here to our great university. NTU is one of the best higher education and research institutions in the world, and you have more than earned your place here. We value a diverse and inclusive campus and having each of your unique perspectives within our learning environment. You deserve to be here, to learn, grow, and be heard.

Studying abroad is an enrichening and challenging experience. My graduate studies in the United States filled me with inspiration, knowledge, and lifelong connections. I learned just as much from my peers and life outside the classroom as from my professors and mentors. I encourage you to be brave in your class discussions and personal relationships; don't be afraid to voice your thoughts and opinions. They matter.

With over 35,000 students, including more than 6,000 overseas students, and a distinguished faculty of over 5,700 professors, here there area wide variety of courses available at NTU to fuel all your interests and passions. I hope you grasp these opportunities to gather knowledge, think critically, and explore new ideas. There are plenty of chances to challenge yourself here, but remember to take care of yourself as well.

If you are anything like me, you may encounter times of doubt and insecurity as you adjust to living in a new country. It can be tough learning to navigate daily practices while dealing with language and cultural barriers. It took me time to find my people and settle into a new life when I was studying abroad. But once you find your center and community, I know you will thrive just like I did.

You are not alone in your journey at NTU. The staff at the Office of International Affairs are here to help you find the needed resources and information. You can feel free to stop by our office with any questions and problems you encounter. We will be delighted to see and support you.

There are also a multitude of student groups to help you find friends with similar interests and backgrounds. This is a place where great minds gather to grow and inspire one another and you can be one of them. Let me once again wish you my most heartfelt congratulations on your admission. It is my pleasure to be one of the first to welcome you all to National Taiwan University!

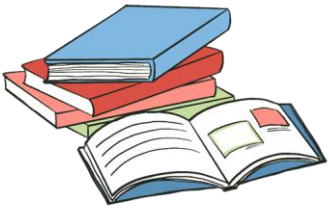
Prof. Hsiao-Wei Yuan, Ph.D.
Vice President for International Affairs
Office of International Affairs National Taiwan University

TABLE OF CONTENT

1 Welcome to NTU

02 About NTU
04 Administrative Offices

2 Before Arrival



10 Degree Verification (Authentication)
12 Resident Visa
14 Course Selection
18 Notice for Underage Students

3 Registration and Orientation

19 Getting to NTU
20 Welcome Week
21 Registration
22 Health Exam
23 Chinese and English Proficiency Test for New Undergraduate Students
24 General and Enhancing Chinese Course
25 Alien Resident Certificate (ARC)
28 Insurance

4 Accommodation

32 Contact Information for the Student Housing Service Division
32 Accommodation Note
35 Off-campus Accommodation

5 Scholarships Information

37 NTU Scholarships
39 Taiwan Scholarships

6 NTU Academic Regulations

41 Admission
41 Tuition and Registration
42 Program Requirements/ Credit System
43 Credit Transfer
43 Grades
44 Excused Absences, Unexcused Absences, and Grade Point Deduction
44 Change of Major
45 Double Major and Minor Application
45 Leave of Absence, Re-enrollment, Withdrawals, and Leaving NTU

7 Campus Life

48 Projects
49 Safety
51 Health
51 Schoolwork
52 Student Appeal
53 Counseling and Student Well-being
53 Computer and Internet Services
55 International Student Organizations
58 International Students Activity
60 Work Permit Application and Related Regulations
62 Finance and Banking
63 Mobile Phone services
64 On Campus Transportation
78 Taoyuan Airport Metro Route Map
79 Taipei Metro Route Map

1 Welcome to NTU

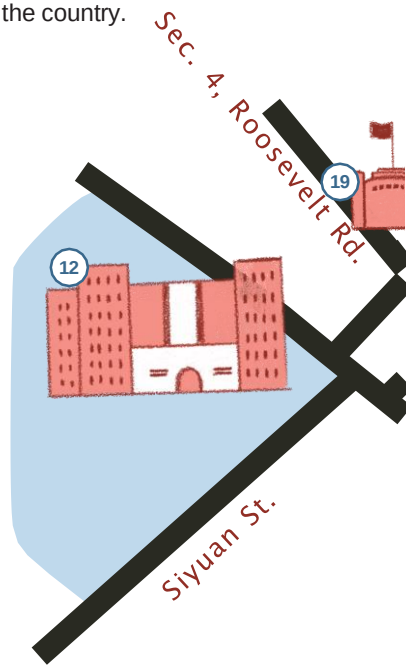
1. About NTU

National Taiwan University (NTU) is the flagship university of Taiwan. Dedicated to excellence and leadership in higher education since 1928, NTU has contributed significantly to Taiwan's rapid development into one of the world's most competitive economies and democratic societies. Over the years, the University has acquired a reputation for academic excellence, abundant resources, and cutting-edge research, right in the heart of Asia. Furthermore, NTU draws on Taiwan's rich Chinese cultural heritage and strategic regional position to offer initiatives and solutions that better connect the world.

NTU cultivates the most outstanding students in Taiwan. It is home to a diverse community of more than 35,000 students (17,000 undergraduates and 18,000 graduates) developing their talents across 16 colleges, 3 professional schools, 58 departments, 146 graduate institutes, and more than 100 research centers. Among NTU's many popular courses are its widely acclaimed Chinese language programs. On its campuses around Taiwan, one can take advantage of the most comprehensive range of academic programs in the country.

① Lixian Hall
② Administartion Bldg.
③ Jingxian Hall
④ Main Library
⑤ Foreign Language Teaching and Resource Center
⑥ Computer and Information Networking Center
⑦ Gongtong Lecture Bldg.
⑧ Putong Lecture Bldg.
⑨ Boya Lecture Bldg.
⑩ 1st Student Activity Center
⑪ 2nd Student Activity Center

❶ Canteen (Freshmen Women's Dorm)
❷ Canteen (9th Women's Dorm)
❸ Canteen (1st Student aCtivity Center)
❹ Xiao-Fu Food Square
❺ Xiao-Xiao-Fu Food Service



⑫ Prince House-NTU Shui-Yuan Dorms
⑬ Prince House-NTU Chang-Hsing Dorms
⑭ Gymnasium
⑮ Sports Field
⑯ Sports Center
⑰ Gongguan Metro Station
⑱ Fu Bell
⑲ The University Promenade
⑳ Drunken Moon Lake
㉑ Liugongjun Pool

Map of NTU Campus in Taipei City
https://www.ntu.edu.tw/about/map/B_02_A.jpg

2.Administrative Offices

Office of International Affairs (OIA)

https://oia.ntu.edu.tw/en/

- International Student and Scholar Services

The International Student and Scholar Services is in charge of providing information for international degree such as scholarships, health insurance and consultations for Visitor and Resident Visas, Alien Resident Certificates, work permits, etc.

- Location: 7th floor, Lixian Hall
- General Inquiries : intstudent@ntu.edu.tw

Contacts

Ms. Lily Hsu

- Contact Person for Degree Students from the College of Liberal Arts/ Management/Social Science
- International Student Volunteers
- Tel: +886 (0)2 3366 2007 ext 206
- Email: lilyhsup87@ntu.edu.tw

Ms. Gili Chen

- Contact Person for Degree Students from the College Engineering/Electrical Engineering & Computer Science/Advance Technology/Law/Public Health
- NTU Scholarship for International Degree Students
- Taiwan Scholarships
- General Chinese Course for International Students
- Tel: +886 (0)2 3366 2007 ext 356
- Email: yingcchen@ntu.edu.tw

Ms. Whyin Chen

- Contact Person for Degree Students from the College of Science/Medicine/ Bio-resources & Agriculture/Life Science/International College
- Dual Degree Programs
- International Foundation Program
- Tel: +886 (0)2 3366 2007 ext 365
- Email: whyinchen@ntu.edu.tw

Office of Academic Affairs

https://www.aca.ntu.edu.tw/w/acaEN/Index

The Undergraduate Academic Affairs Division is responsible for undergraduate student enrollment, grades, registration, and various academic document applications (e.g. academic transcripts, issuance of student ID cards, etc.)

- Location: Room 106, 1st floor, Administration Building
- Contact: Ms. Lin, Ying-Chun
- Tel: +886 (0)2 3366 2388 ext 224
- Email: lyc0610@ntu.edu.tw

The Graduate Academic Affairs Division is in charge of graduate student enrollment, grades, registration, and various academic document applications (e.g. academic transcripts, issuance of student ID cards, etc.).

- Location: Room 210, 2nd floor, Administration Building
- Contact: Mr. Han-Sheng Liang
- Tel: +886 (0)2 3366 2388 ext 415
- Email: hamson@ntu.edu.tw

The Curriculum Division offers information about courses and credits.

- Location: Room 208, 2nd floor, Administration Building
- Contact: Ms. Chun-Chi Tseng
- Tel: +886 (0)2 3366 2388 ext 302
- Email: tsengchi@ntu.edu.tw

Office of Student Affairs

https://osa.ntu.edu.tw/en/

Student Housing Service Division

The Student Housing Service Division is responsible for dormitory allocation, dormitory facilities maintenance, dormitory living and learning programs, sanitation arrangement of dormitory restaurants and coordination affairs of BOT Dormitory.

- Location: Next to the 2nd Administration Building (M45 on the NTU map)
- Website: https://osa_dorm.ntu.edu.tw/en
- Tel: +886 (0)2 3366 2264
- Email: admdorm@ntu.edu.tw

Contacts

Ms. An-Hua Feng

- Undergraduate Students dormitory allocation affairs
- Tel: +886 (0)2 3366 2266 ext 26777
- Email: anhua@ntu.edu.tw

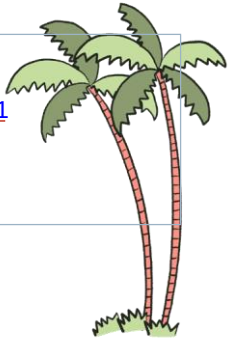
Ms. Shih-Mei Lin

- Graduate Students dormitory Allocation and BOT dormitory affairs
- Tel: +886 (0)2 3366 3366 ext 25566
- Email: shihmei1206@ntu.edu.tw

Student Activity Division

The Student Activity Division is in charge of student activities, clubs, service-learning curriculum and the first-year orientation camp.

- Location: Room 102, 1st floor, Administration Building
- Website: https://osa_activity.ntu.edu.tw/en/aboutus/aboutus1
- Tel: +886 (0)2 3366 2066
- Email: activity@ntu.edu.tw



Student Assistance Division

The Student Assistance Division is responsible for student scholarship & grants, student insurance, student honor & discipline, student appeals, and student requests for leave.

- Location: Room 111, 1st floor, Administration Building
- Website: https://advisory.ntu.edu.tw/
- Tel: +886 (0)2 3366 2048–53
- Email: advisory@ntu.edu.tw

Student Counseling Center

The Student Counseling Center provides services that promote students' mental health and psychological well-being.

- Location: Hall of Joy and Hope (M46 on the NTU map)
- Website: https://scc_osa.ntu.edu.tw/en/
- Tel: +886 (0)2 3366 2181–2
- Email: ntuscc1@ntu.edu.tw

Center of Student Well-being (CSW)

The CSW consulting specialists provide walk-in services as a primary prevention in selected colleges. The main task is to help students get accustomed to college life. After understanding students' needs, consulting specialists will coordinate resources on and off campus, further assisting students adjust to college life. Moreover, CSW aims to improve the student counseling network.

- Location: Administration Building westside cottage
- Website: https://csw.ntu.edu.tw/en/home-english
- Tel: +886 (0)2 3366 7173
- Email: ntucsw@ntu.edu.tw

Student Safety Center

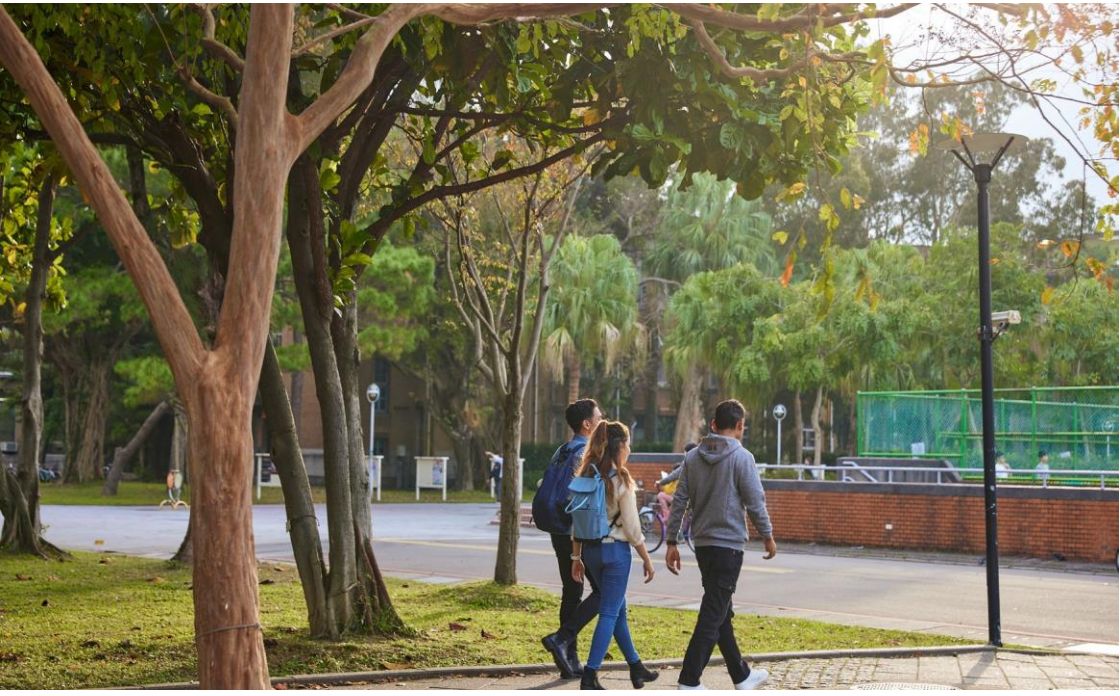
Campus safety concerns the treatment of student emergencies, the maintenance of overall security of the campus and the promotion of safety education for students.

- Location: Administration Building westside cottage
- Website: https://ssc.ntu.edu.tw/en/
- Tel: +886 (0)2 3366 9119 or +886 (0)2 3366 2060
- Email: ntumilitary@ntu.edu.tw

Health Center

The Health Center has medical services and proper referrals, health orientated activities and events, health management of students, faculty and staff, control of infectious diseases, and urgent medical services.

- Location: In front of the main library (M65 on the NTU map)
- Website: http://shmc.ntu.edu.tw/en
- Tel: +886 (0)2 3366 2155
- Emergency Call: +886 (0)2 3366 9595
- Email: shmc@ntu.edu.tw



Office of General Affairs

https://ga.ntu.edu.tw/main_en/

General Service Division

One of the tasks of the General Service Division is the parking space planning for all cars, motorcycles, and bicycles at the University.

- Location: Room 104, 1st floor, Administration Building
- Website: https://ga.ntu.edu.tw/general/main_en/
- Tel: +886 (0)2 3366 2237
- Email: axyz@ntu.edu.tw

Cashier Division

The Cashier Division is responsible for student's payments and the issuance of scholarships.

- Location: Room 115, 1st floor, Jingxian Hall
- Website: https://ga.ntu.edu.tw/cashier/main_en/
- Tel: +886 (0)2 3366 2013
- Email: cashier@ntu.edu.tw

Center for Environmental Safety & Health

https://esh.ntu.edu.tw/epc/e-index.php

Campus Security

Campus Security is in charge of campus safety and order, emergency services and accident response.

- Location: Jan Shu Hall (S21 on the NTU map)
- Website: https://esh.ntu.edu.tw/police/
- Tel: +886 (0)2 3366 2185~6
- Email: police@ntu.edu.tw

***On-Campus 24hrs Emergency Contact**

- Tel: +886 (0)2 3366 9110

2 Before Arrival

1. Degree Verification (Authentication)

You are required to submit your verified diploma and transcript on registration. Please note that you will not be able to complete the registration procedure without presenting all the required documents.

General Degree Verification

You are required to have all foreign diplomas and transcripts verified by the Taiwan Embassy/Mission in the country of the institution. If your transcripts and diplomas/ graduation certificates are not in Chinese or English, please first translate them into English or Chinese and verify the translated documents as well as the original documents. Please have all necessary documents verified prior to arrival in Taiwan.

Mainland Chinese Degree Verification

Please have all necessary documents verified prior to arrival in Taiwan since most of the verification procedures need to be completed in China.

Students with undergraduate or graduate degrees issued by institutions in the People's Republic of China (PRC) need to provide the following required documents on registration:

1. Degree Certificate: Original version plus the electronic verification by China Academic Degrees and Graduate Education Development Center (CDGDC) (http://www.cdgdc.edu.cn/).
2. Graduation Certificate: Original version plus the electronic verification by Center for Student Services and Development, Ministry of Education, P. R. China (CSSD) (www.chsi.com.cn).
3. Transcripts: Original version plus the electronic verification by Center for Student Services and Development, Ministry of Education, P. R. China (CSSD) (www.chsi.com.cn).

*Those with a graduate degree will also need to provide the electronic version of the thesis on registration.

Students with high school diplomas/graduation certificates issued by institutions in the People's Republic of China (PRC) need to provide the following required documents on registration:

1. Diplomas/Graduation certificates: The original version should be notarized by the Notary Public Office in the People's Republic of China (PRC) and verified by the Straits Exchange Foundation.
2. Transcripts: The original version should be notarized by the Notary Public Office in the People's Republic of China (PRC) and verified by the Straits Exchange Foundation.

▸ Verification and notarization process: Please first get the abovementioned documents notarized by the Notary Public Office in the People's Republic of China (PRC). And make sure the photocopy of the notarized documents by the Notary Public Office being sent to the Straits Exchange Foundation. You can check the progress online: https://sefapplyap.sef.org.tw/. Once confirming the photocopy has been received at the Straits Exchange Foundation, please deliver the original notarized certificate to the Straits Exchange Foundation for verification.

*Please refer to the Straits Exchange Foundation website for detailed information, https://www.sef.org.tw/category-1-17#B

Hong Kong Macao Degree Verification

Hong Kong and Macao have a slightly different verification procedures. For detailed information, please refer to the "Examination and Recognition of Educational Records from Hong Kong and Macao". For Hong Kong certificate, please contact Taipei Economic and Cultural Office / Office of Hong Kong Affairs. For Macao certificate, please contact Taipei Economic and Cultural Office / Office of Macao Affairs.

2. Resident Visa

You should apply for a Resident Visa prior to arrival even if you are from a visa-free country, as it is a required document for your Alien Resident Certificate (ARC) application after arriving in Taiwan.

Required Documents:

1. Visa application form, which can be downloaded from the Bureau of Consular Affairs (https://visawebapp.boca.gov.tw/BOCA_EVISA/home.do).
2. Two 2x2-inch photographs taken within the last six months
3. Original and photocopy of passport (with blank visa pages and at least six months validity)
4. Original and photocopy of Health Certificate for Residence Application
5. Original and photocopy of NTU Admission Letter
6. Highest education diploma and transcripts. For diploma and transcripts in languages other than Chinese or English, a Chinese or English-translation version is also required.
7. Original and photocopy of proof of financial support
8. Other supportive documents or official certificates required by the authority

Application Fee:

Please refer to the Bureau of Consular Affairs website for "Standard Fees for Republic of China (Taiwan) Visas in Foreign Passports".

Important Notice:

International students can only change to a Resident Visa from a Visitor Visa if the purpose of their Visitor Visa is "Pursuing Studies in Taiwan." If your Visa has a purpose other than this (including Visa-free passports), you are required to change your visa type by applying for a new visa at the Taiwan Embassy/Mission in your country.

You may only be issued a Visitor Visa in your home country. If you arrive in Taiwan with a Visitor Visa for the purpose of pursuing studies, you will first need to change your Visitor Visa to a Resident Visa 7 days before the Visitor Visa expires.

1. Where: Bureau of Consular Affairs, Ministry of Foreign Affairs
2. Required Documents:
   - A completed visa application form
   - Two 2x2-inch photographs taken in the last six months (paste on the application form)
   - Original and photocopy of passport (with blank visa pages and at least six months validity)
   - Original and photocopy of NTU Admission Letter and Certificate of Enrollment issued by the University
   - Original and photocopy of your entry visa for the purpose of pursuing studies, e.g., "FS" (Foreign Student)
   - A health certificate issued within 3 months from a local hospital designated by the Centers for Disease Control, Ministry of Health and Welfare of Taiwan. The list of designated hospitals can be found on the CDC website: www.cdc.gov.tw/en → Diseases & Conditions → Foreigners' Health.
   - Highest education diploma and transcripts. For diplomas and transcripts in languages other than Chinese or English, a Chinese- or English-translation version is also required.
   - Original and photocopy of proof of financial support
   - Other supportive documents or official certificates required by the authority
3. Payment: TWD 2,200-4,400 (USD 66-160). An additional handling charge of TWD 800 (~USD 24) will be charged if Visitor Visa holders apply for change of visa in Taiwan.

For more details, please contact the Bureau of Consular Affairs, Ministry of Foreign Affairs

Website	https://www.boca.gov.tw/mp-2.html
Address	3-5F, No 2-2, Sec 1, Jib Nan Rd, Taipei
Tel	(02)2343-2888
Visa Inquiry Hotline	(02)2343-2885; (02)2343-2895
Office hour	Monday to Friday, 8:30 am-5 pm
Email	post@boca.gov.tw

3. Course Selection

1. Students should follow the procedures and relevant requirements of the respective department for course-selection.
2. Undergraduate students can take no less than 15 and no more than 25 credit hours per semester, except in the last year of study, during which the minimum number of credit hours must be no less than 9 and the maximum no more than 25. Some departments may stipulate different minimum/ maximum number of credit hours. You can consult the regulations on myNTU → Course → Course Selection Information, and select "Credit Requirements Sheet". Students who have extended their term of study may only complete unfinished credit hours or failed courses.

   Postgraduate Graduate students should follow the department's/institute's requirements. If you register for the semester, you must take at least one course (including a thesis or dissertation course).

   Under special circumstances and with the approval of an academic advisor the mentor, Department Chairperson and Vice President for Academic Affairs, the student may exceed the number of allowable credit hours or reduce the number of credit hours below the minimum requirement. The maximum number of additional credits for undergraduate students with appropriate approval is six 6 (totaling at 31 credit hours).
3. All adding and dropping of courses must be completed before the deadline of each semester. No requests will be processed after the deadline. If the student does not add or drop courses according to the official guidelines and procedures, the credit hours and grades of the added courses will not be officially recognized.

Online Course Selection Guidance

The course selection process consists of several parts:

For other relevant dates concerning course selection, please refer to NTU's Academic Calendar for the current year issued by the Office of Academic Affairs (Please refer to the website of Office of Academic Affairs: https://www.aca.ntu.edu.tw/w/acaEN/Calendar For more detailed procedures about course selection, please go on myNTU → Students → Curriculum → "Notice for Course Selection & Registration".

Course Pre-registration—Stage 1

↓

Course Pre-registration—Stage 2

↓

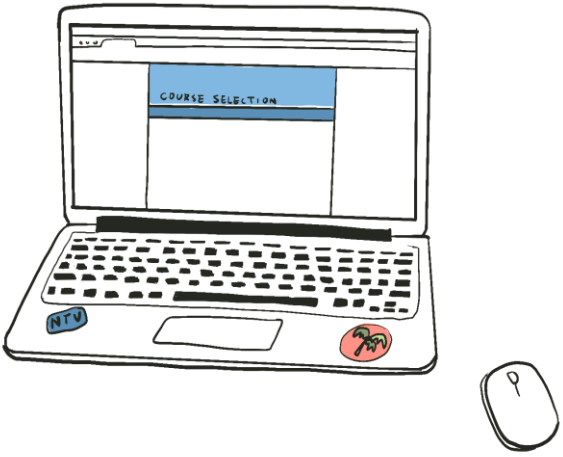
Online Course Add/Drop

↓

Manual Course Add

↓

Course Selection Confirmation



1st Course Selection Period

(August 18 to 21 for First Semester / January 15 to 17 for Second Semester)

Go to https://nol.ntu.edu.tw (click on "English" on the upper right-hand corner of the page for the English version) to check course outlines and other relevant information.

Go to myNTU→ Students→ " Online Course Selection System I " or " Online Course Selection System II "(網路選課1、網路選課 2).

The User ID is your NTU student ID number with the first letter in lowercase. The default password is an “a” plus your date of birth (YYYYMMDD). (For example, if you were born on January 22, 2003, your default password would be a20030122)

2nd Course Selection Period

(August 25 to 26 for First Semester/ January 23 to 24 for Second Semester)

You may log into the Online Course Selection System to check your final course results after the 1st Online Course Selection Period ends. At that point, you may check to see if other courses have openings by entering the 5-digit Course Serial Number. If the course is full or unavailable, you will not be able to add it to your list at this stage.

Online Course Add/Drop

First Semester

(Tentative date, subject to the announcement)

- Add Period Deadline: September 4 to September 16, at 6:00 p.m.
- Drop Period Deadline: September 4 to September 18, at 8:00 a.m.

Second Semester

(Tentative date, subject to the announcement)

- Add Period Deadline: February 19 to March 2, at 6:00 p.m.
- Drop Period Deadline: February 20 to March 4, at 8:00 a.m.

During this period, you can use one of three methods to add courses into your schedule. Courses have different adding methods depending on their types:

Type 1 Courses:

Students may directly register for the course until additions are over 400.

Type 2 Courses:

Students must ask the instructor for a permission number to enroll in the course.

Type 3 Courses:

Students need to join a waiting list for the selected course. During the distribution periods, students on the waiting list will be randomly registered until the maximum capacity is reached.

Manual Course Add

Under certain circumstances, students may need to download and complete the "Petition of Instructor's Consent for Course Add" in the third week after classes begin, obtain the signatures of the classes' instructors, and submit the form to the corresponding office of academic affairs by the deadline to add courses manually.

Course Selection Confirmation

Confirm your course selection results online in the fourth week after classes begin at myNTU → Students → Curriculum → Course Selection Results. You can print it out for your records. If your course selection result is not correct, please report it to the Undergraduate Academic Affairs Division or the Graduate Academic Affairs Division within one week.

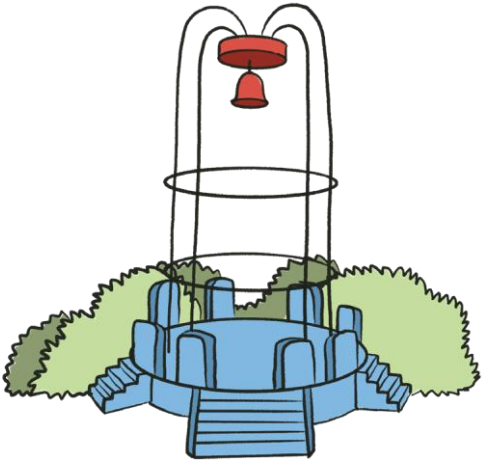
Withdrawal

If a student finds they are unable to continue a course after the add/drop deadline, they may request to withdraw from one course according to the University's Guidelines for Course Withdrawal. If you would like to withdraw, you need to have the course withdrawal form (myNTU→ Courses →Withdrawal Application System) signed by the instructor and head of the relevant department/institute, and then submit it to the Undergraduate Academic Affairs Division or Graduate Academic Affairs Division before the deadline. Once you withdraw from a course after the Add/ Drop deadline, a mark of "W" (withdrawal) will be shown on your official academic transcript. Please note that if you stop attending a course without completing the course withdrawal procedure, you will receive a grade of "F" or "X" on your transcript. The withdrawal period is from September 19th to November 24th for the first semester, and from March 5th to May 10th for the second semester.

4. Notice for Underage Students

If you are under 18, you are not considered a legal adult under the Taiwanese law. You will need a letter of consent from your guardian in Taiwan or an embassy-approved overseas legal guardian (for example your parent) to open a bank account, purchase a SIM card and rent off-campus accommodation. It is often easier to solicit parental or legal consent before you come to Taiwan.

Please refer to the NTUOIA website for Letter of Consent sample: (oia.ntu.edu.tw/en → International Students → All you need to know → Campus Life → Resources)



3 Registration and Orientation

1. Getting to NTU

From Taiwan Taoyuan International Airport (TPE) to NTU

Transportation	Route	Time (estimated)	Fare (estimated)
Taxi	Taxis operating by shifts are located at the west side of Terminal 1's and 2's Arrivals Lobby	1h	TWD 1,300
Bus → Taxi	Take bus (Kuo-kuang Line 1819 or CitiAir Bus 1961) directed to Taipei Main Station (臺北車站), and then take a taxi to NTU	1h 30 mins	TWD 350
Bus → MRT	Take bus (Kuo-kuang Line 1819 or CitiAir Bus 1961) directed to Taipei Main Station (臺北車站), and transfer to MRT Songshan-Xindian Line (松山新店線), get off at Gongguan station (公館站)	1h 30 mins	TWD 220
Airport MRT → MRT	Take Taoyuan Airport MRT to Taipei Main station (臺北車站), and then take MRT Songshan-Xindian Line (松山新店線) to Gongguan Station (公館站)	1h 15mins	TWD 200

To NTU's Main Gate and Prince House - NTU ShuiYuan Dorms:

Get off at MRT Gongguan Station (公館站) Exit 4. The NTU campus is opposite the station. Walk to Tingzhou Road, turn right on Tingzhou Road, and then walk about 200 meters to Siyuan Street. Take a left turn on Siyuan Street, and Prince House - NTU Shuiyuan Dorms are a 2-minute walk on your right.

To Guo Qing Dorm and Prince House - NTU ChangHsing Dorms:

Get off at MRT Technology Building Station (科技大樓站), and Guo Qing Dorm is a 15-minute walk southeast from the station. The Prince House - NTU Changhsing Dorms are a further 10-minute walk east around the campus along Xinhai Rd.

The address for the NTU's Main Gate and NTU dormitories

NTU's Main Gate	No. 1, Sec. 4, Roosevelt Road, Da'an Dist., Taipei
On-Campus Dorms	https://osa_dorm.ntu.edu.tw/en/AboutUs/DormInformation/Dorm_Information
Prince House- NTU ShuiYuan Dorms	No. 16-1, SiYuan Street, Zhongzheng Dist., Taipei
Prince House- NTU ChangHsing Dorms	No. 75, Sec. 3, Keelung Road, Da'an Dist., Taipei
Guo Qing Dorm (IYC)	No.30, Sec. 3, HsinHai Road, Da'an Dist., Taipei

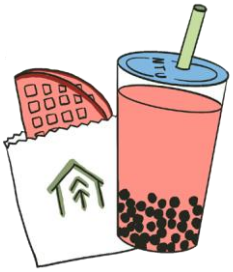
2. Welcome Week

Campus Tour

We welcome everyone to come and join our campus tour. NTU tour guides will introduce the most important facilities on campus: restaurants, library, and the administration offices, etc,. Let's learn about the NTU campus through the riveting story from our NTU student tour guides!

Orientation

All international students are required to participate in the Orientation. During this session, we will guide you through the registration process, course selection, visa issues, housing and provide you with practical tips for living in Taiwan.



3. Registration

Tuition Payment

New students should pay their tuition before the registration.

All international degree students should pay their tuition from August 3rd to September 1st, 2023, for the first semester (For new graduate students ends on August 17th), and February 1st to February 16th , 2023 for the second semester.

Please go to NTU Cashier Division website (https://mis.cc.ntu.edu.tw/reg/) or (myNTU→Tuition Miscellaneous fees & Payment) to print out the tuition payment invoice and finish the payment at the designated financial institution during the payment period. (Note: Wire transfers from abroad cannot be processed)

Please refer to the latest school calendar announcement on the NTU website: https://www.ntu.edu.tw/english/ → Calendar.

Registration for International Students

For information regarding Registration, please refer to the Online Pre-arrival Survey for new international students. You are required to attend the Orientation in order to complete all registration procedures and receive your Student ID Card (new undergraduate students are required to attend the Freshman Orientation Week). Please prepare the following documents to complete your registration:

- Passport
- Notarized Graduation Certificate/Diploma and Academic Transcripts (Not applicable for Dual Degree Student)
- The Original Declaration and Authorization Form Uploaded for Application
- Completed NTU Health Exam Form
- Receipt for Tuition and Fees Payment
- NTU International Student Declaration Form

Registration Extension

According to University rules, newly admitted students are required to register in time. Those who are not able to register during the Online Registration Period or enroll in the semester for which they have received admission can apply for an admission deferment or a registration extension (1 week at most) or retaining admission status (1 year at most) at the Office of Academic Affairs before the Registration Period. Students who fail to register and apply in time for registration extension or retaining admission status will be deprived of their student status.

Please refer to the NTU website for online registration extension: myNTU→ Students → Curriculum→ Registration Extension and Reinstatement System.

Contacts

For Undergraduate students

- Ms. Lin
- Undergraduate Academic Affairs Division, Office of Academic Affairs
- Tel: 02 3366 2388 ext 224.

For Graduate students

- Mr. Liang
- Graduate Academic Affairs Division, Office of Academic Affairs
- Tel: 02 3366 2388 ext 415.

4. Health Exam

First-year students are required to complete the NTU Health Exam as part of the registration procedure and submit the Health Check Exam Form on the Online Registration System. Please refer to https://shmc.ntu.edu.tw/en/ → Health Checkup → International Undergraduate or International Graduate for more information.

5. Chinese and English Proficiency Test for New Undergraduate Students

Undergraduate first-year students are obligated to take both the Chinese and English Proficiency Tests.

English Proficiency Test

The English Proficiency Test is a placement test for the compulsory undergraduate course, “Freshman English.” Students who meet one of the following requirements can apply to waive “Freshman English”:

1. Passed the General English Proficiency Test (GEPT) at higher-Intermediate level or above (both the preliminary test and the final test)
2. Achieved a score of 83 points or higher in the new Internet based TOEFL
3. Achieved Level 6.5 or above in IELTS Academic
4. Achieved Grade B or above in the FCE or FCE for schools
5. Achieved a score of 865 points or higher in the TOEIC Reading and Listening Test, together with a score of 170 or higher in the TOEIC Speaking Test and a score of 165 or higher in the TOEIC Writing Test.
6. Achieved a score of 217 or above in the FLPT English Reading and Listening Test, together with a Level S-2+ or above in the English Speaking Test and a level B or above in the English Writing Test.
7. Have achieved Level 8.5 or above in TOEFL Essentials Test;
8. Have achieved Level 4 or above in the Advanced Placement (AP) English Language and Composition Exam or English Literature and Composition Exam;
9. Are international or overseas Chinese students who have primary and secondary graduate certificates from an English-speaking country as specified by NTU’s Office of International Affairs. (https://reurl.cc/553xV6)

Chinese Proficiency Test

The Chinese Proficiency Test is a placement test for the compulsory undergraduate Chinese course. International students with TOCFL Level 3 Listening, Reading, and Writing tests certificate and transcript can be exempt from the Chinese Proficiency Test.

Please note that Chinese is a compulsory course at NTU. If you do not take the Proficiency test and do not apply for test exemption, you will not be able to choose or be assigned to any Chinese class which may prevent you from graduating.

For more details, please refer to "Chinese and English Proficiency Test".
Website: http://curri.aca.ntu.edu.tw/isoctest/iofirst.html

6. General and Enhancing Chinese Course

New international undergraduate students who have not passed or are not qualified to take the Chinese Proficiency Test must take the "General and Enhancing Chinese Course" in the first year. Those who have passed the courses will be able to waive 6 credits of the Chinese literature courses from the NTU General Courses.

New international graduate students who requested to apply for the "General and Enhancing Chinese Course" in the Pre-Arrival Survey Form will receive a follow up email for registration.

For more information about the General and Enhancing Chinese Course, please refer to the NTUOIA website:
(https://oia.ntu.edu.tw/internationalstudents/chinese/registration)

Please note:

1. You may enroll in the General/Enhancing Chinese Course from the first semester and take the course continuously for up to 2 semesters.
2. General and Enhancing Chinese Courses offer credits; however, you are responsible to confirm with your department or your home institution for your credit transfer eligibility and if the credits received from these courses are acknowledged as the credits for graduation requirements.
3. Your Chinese placement test results will appear on the NTU course selection system one week after you take the test. Please make sure to check your results on the Course Selection System. If you would like to add, drop, or change the course, please follow NTU course selection procedure before the deadline.

4. If you have any time conflicts between the General/Enhancing Chinese Course and other NTU courses, both classes will be canceled. Any timetable conflict will not be accepted by the course selection system (even 1-hour overlap will not be accepted).

7. Alien Resident Certificate (ARC)

The Alien Resident Certificate (ARC) serves as an ID card which proves legal resident status in Taiwan. Please take good care of it and pay attention to its expiration date as it is a very important document. Resident Visa holders are required to apply for an ARC through the online application system within 15 days after arrival (Note: Due to the COVID-19 pandemic, students may apply for ARC within 30 days after arrival).

Required Documents:

First-time ARC application

- One 2x2-inch photograph
- Original and photocopy of passport
- Original and photocopy of Resident Visa
- Original and photocopy of Certificate of Enrollment issued by the University
- Proof of Accomodation

ARC extension application

- ARC
- One 2x2-inch photograph
- Original and photocopy of passport
- Original and photocopy of Resident Visa
- Original and photocopy of Certificate of Enrollment issued by the University
- Proof of Accomodation

Application Procedure:

Online Application:

- Applicants must sign up for a new account to apply for an Alien Residence Certificate through the Online Application System of the National Immigration Agency: https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en.
- After the online application is reviewed and approved by the National Immigration Agency, please complete your ARC payment fee within 5 working days via international credit card, online ATM, virtual account payment, e-government payment platform, or payment at the convenience store (including 7-eleven and Family Mart). Only JCB, VISA, and MasterCard credit cards can be used for online payment.

ARC Pick-up:

- First-time applicants (accepted but not yet enrolled): The electronic residence certificate valid for 6 months will be ready for download as soon as you complete the payment. After completing school enrollment and before the residence certificate expires, you should apply for extension as well as replacement with an ARC card.
- First-time applicants (enrolled) and ARC extension applicants: The ARC will be ready for you to pick-up at the National Immigration Agency Service Center 3 working days after you complete the payment. Please present the payment receipt when you pick-up your ARC.

Payment:

One-year residence permit: NT$1,000
Two-year residence permit: NT$2,000
Three-year residence permit: NT$3,000
ARC alteration or re-issuance: NT$500

Important Notice for ARC

1. Please apply for ARC extension within 30 days before your ARC expires if you will continue your study at NTU.
2. Foreigners' residency will be ceased by the authorized agency and they may be expelled from Taiwan if they overstay in Taiwan without applying for ARC extension.

3. Foreigners who need to change information on their ARC (e.g. change of address) should apply to update their ARC online within 15 days of the change. Violating the rules will be fined TWD 2,000-10,000.
4. If you plan to leave Taiwan during your studies, please make sure your ARC will still be valid at the time you return to Taiwan before your departure. Please apply for ARC extension online if necessary.
5. If you apply for leave of absence or withdrawal from school, your ARC (purpose of residence is Study at NTU) will be canceled after you complete the NTU leaving procedures. If you would like to enroll in NTU again after your leave of absence period is over, you need to apply for a new visa to enter Taiwan and obtain a new ARC.
6. Graduates seeking employment in Taiwan are required to provide a graduation certificate to extend their period of stay. The maximum extension is one year (issued six months at a time), starting from the month of graduation. If students have postponed their graduation, they are required to provide supportive documents to keep or extend their ARC.

For more details, please contact the National Immigration Agency

Website	www.immigration.gov.tw/mp.asp?mp=2
Address	No. 15, Guangzhou St, Zhongzheng District, Taipei City
Business Hours	Taipei Office: Monday to Friday 8 am-5 pm
Tel	(02)2388-9393
Automatic Answering Line	(02)2370-2797
Manual Answering Line	(02)2389-9983
24-hour toll free service for foreigners in Taiwan	1990 (English, Japanese, and Mandarin services available)
Email	boi@immigration.gov.tw

8. Insurance

General Student Insurance

1. After registration, degree students are insured under the General Student Insurance by default.
2. General Student Insurance includes psychiatric treatment. One can claim up to TWD 1,450 per month.
3. In case of student death in an off-campus activity, up to TWD 2 million can be claimed if the activity has been registered on the security guard webpage, and 1 million can be claimed for unregistered activity.

Group Medical Insurance

1. International students are obligated to enroll in medical insurance. If you prefer private insurance from your country, please verify your purchased medical insurance at the representative office of Taiwan in your country. Otherwise, we will enroll you into a Group Medical Insurance for a fee of TWD 3000 per semester (TWD 500 each month) before joining National Health Insurance (NHI).
2. The Group Medical Insurance fee is a one-time and non-refundable payment included in the tuition fee.
3. If you need to receive medical treatment, please check the conditions to make sure that your medical treatment is covered under this insurance and follow the procedures below:

   (1) Go to a hospital or clinic near you for treatment. We recommend NTU students to go to the NTU Health Center as it is on campus and easily accessible.

   (2) Ask for a certificate of your diagnosis.

   (3) Pay the full fee for the treatment and get both the payment receipt and the certificate of diagnosis.

4. To have your medical payment reimbursed, you need to bring the following documents to the OIA so that we can help you submit them to the insurance company:

   (1) The original payment receipts
   (2) The original certificate with your diagnosis
   (3) Photocopy of your Post Bank passbook cover
   (4) Application Form for Compensation

(5) Passport photocopy
(6) ARC photocopy

5. Please note: For the same symptoms, the insurance company covers only one visit per day. The maximum coverage per visit is TWD 1,000, but does NOT include the hospital or clinic registration fee.

6. Insurance Coverage: The insurance covers accidents or sickness occurring in the Taiwan area. Accidents or illnesses that require specialized medical care or that have occurred before the insurance policy will not be covered. The insurance coverages are as follows:

   (1) Outpatient/Clinic
   - Physicians and specialists' consultations, medical treatment and surgery
   - Prescribed medicines and injection
   - Diagnostic laboratory tests and surgical appliances

   (2) Hospitalization
   - Physicians and specialists' consultations, medical treatment and surgery
   - Prescribed medicines and injection
   - Diagnostic laboratory tests and surgical appliances
   - Basic room and board including general nursing care

7. Remarks: This policy does NOT cover medical treatment incurred by the following situation or personal behavior:
   - Suicidal behavior, alcohol abuse, drug abuse, overdose, any sickness or damage resulting from illegal behavior or warfare
   - Complication incurred by vibriosis, pregnancy, miscarriage or labor
   - Health exams, optical correction, inoculation, elective cosmetic surgery, dental scaling, denture, prosthesis, ocular prosthesis
   - Ambulance, certificate of diagnosis, the fee for assigning doctors, special nursing, any costs not relevant to the treatment
   - Systemic lupus erythematosus, Hemophilia, Hyperhidrosis, AIDS-Acquired Immunodeficiency Syndrome, sexually transmitted disease, congenital disorder, vasectomy, organ transplant, and any disease diagnosed before enrolling in the insurance policy.
   - Hospitalized patients with dental therapies, medical care, and rehabilitation

National Health Insurance

According to the National Health Insurance Act, students staying in Taiwan with a valid Alien Resident Certificate (ARC) for over six months continuously must enroll in National Health Insurance (NHI). Students must register for Group Medical Insurance if they do not have NHI.

Requirements for NHI Registration:

A person who has, after receiving an ARC, stayed in Taiwan for six consecutive months (starting from the ARC issue date), or exited Taiwan only once, for fewer than 30 days, within a period amounting to six months after the number of days that they have been away from Taiwan is deducted.

Process of Payment

The National Health Insurance (NHI) fee will be included in your tuition fee each semester. The fee is TWD 826 per month (following NHI regulations), amounting to TWD 4,956 per semester.

Guide to enroll for NHI through NTU

For newly enrolled students who are currently not registered for NHI:
Please complete and submit the NHI IC card application form to OIA after you receive your ARC. OIA will register you for NHI and apply for the NHI card once you have remained in Taiwan with a valid ARC for six consecutive months. The Bureau of National Health Insurance is in charge of the NHI card application review and issuance. OIA will inform students by email once we receive the NHI card from the NHI Administration.
For students who are registered to NHI at another university/institution/ company but need to transfer their policy to NTU:
Please apply for a certificate/proof of NHI transfer-out from your previous institution and submit the document to OIA for the NHI transfer procedures.
For students who are registered to NHI at another university/ institution/ company but do NOT need to transfer their policy to NTU (i.e. dependent or employed by a company):
Please provide a certificate/proof of NHI registration at another institution and notify OIA. Kindly check your tuition fees (insurance fee) at the beginning of every semester to avoid NHI double payment.

NHI Transfer-out from NTU (leave of absence, withdrawal, graduation, transfer, or employment):

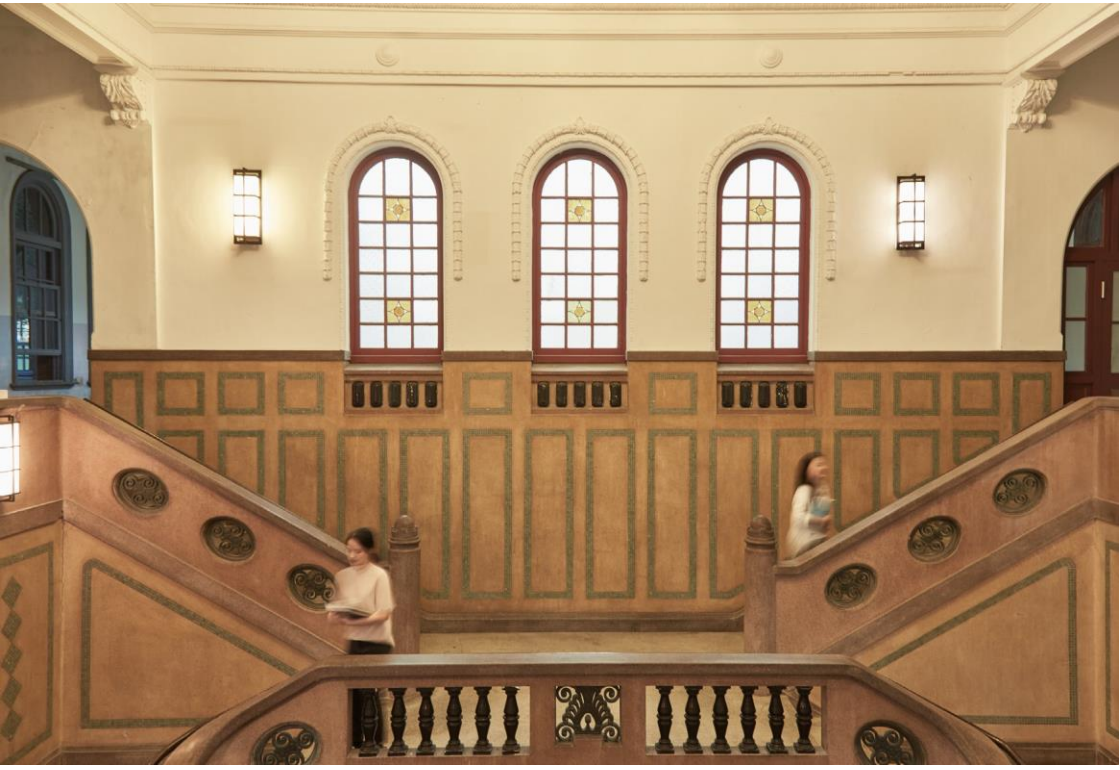
Please come to the OIA to complete the NHI program termination procedure.

Replacement/ Re-issue of NHI IC Card

If you lose or damage your NHI IC card and need a new one, please go to the post office or the Bureau of National Health Insurance to submit the application form and pay TWD 200 for reapplying.

For more details, please refer to The Bureau of National Health Insurance

Website:	https://www.nhi.gov.tw/english/
Address:	5th through 9th Floor, No 15-1, GongYuan Rd, Taipei
Tel:	02 2191 2006; 0800 030 598
Office Hour:	Monday to Friday, 8.30am-12.30pm; 1.30pm-5.30pm



4 Accommodation

1. Contact Information for the Student Housing Service Division

For questions regarding on-campus accommodation application, please send an email to: admdorm@ntu.edu.tw

Please check the newest information on the website for the Resident Directors' contact information: Student Housing Division (https://osa_dorm.ntu.edu.tw/en/) →About us→ Resident directors

2. Accommodation Note

If you would like to apply for NTU on-campus accommodation, you must fully acknowledge and obey the following regulations or you will risk expulsion.

We will try to arrange on campus accommodation for new international students through the application process. However, students cannot select their own room or roommates, and the University cannot arrange accommodation for couples or families. After your enrollment, if you want to live or continue living on-campus, please apply directly to the BOT Prince House or the Student Housing Service Division. If you originally declined on-campus accommodation but want to move in later, you have to reapply with the Student Housing Service Division or BOT Prince House on your own within the period prescribed by them; you also will not be guaranteed a space in a student residence. Please note that placement is determined by NTU and is subject to availability. If your application for BOT is confirmed and you would like to move in before the accommodation date, please send an email to the BOT first. After getting permission, you can check in the dormitory.

Visit website below to contact your resident director:

https://osa_dorm.ntu.edu.tw/AboutUs/ResidentDirectors

If you have any issues concerning the room assigned to you, please contact the dormitory director or the Student Housing Service Division.

Students who live on campus must respect the dormitory regulations. Any student who violates the regulations for the first time, will receive a written warning from the dormitory director. If you violate the regulations for the second time, you will be forced to move out of the dormitory and will not be permitted to apply for on-campus accommodation for one year from the day they were withdrawn. Those who seriously violate the regulations will be directly withdrawn from the dormitory, and will not be allowed to apply for on-campus accommodation again. Students living in NTU dormitories are prohibited from engaging in the following activities:

- Letting one's bed space to others, forcibly occupying another's bed space, or obstructing others from moving in.
- Stealing, gambling, drinking alcohol, fighting.
- Storing dangerous items or illegal items.
- Engaging in illegal acts using the dormitory Internet connection or violating the Taiwan Academic Network user regulations.
- Keeping visitors overnight without permission or failing to abide by the Student Dormitory Visitation Regulations when letting visitors into the dormitory.
- Introducing commercial or for-profit activity that compromises dormitory tranquility.
- Installing electrical appliances without approval or appliances that exceed the electrical load of the dormitory.
- Cooking inside dormitory rooms.
- Keeping pets inside the dormitory without permission.
- Smoking inside the dormitory building or in outdoor non-smoking areas within the dormitory compound.
- Removing, damaging or disposing of dormitory property without permission.
- Leaving shoes and personal belongings along the corridors or in the common areas of the dormitory without permission.
- Violating the rules set by the relevant Dormitory Student Association.
- Other behaviors that pose a threat to public health, residential tranquility, or public safety.

Smoking is not permitted for residents or guests inside any of the University dormitories. Smoking on dorm grounds is not permitted except in areas designated for that purpose.

If you decide to end on-campus accommodation arranged by NTU and need to find off-campus accommodation, NTU is not responsible for the off-campus arrangement.

BOT Prince House Regulations

Personal self-discipline:

- Please keep regular hours for standard daily routine; Roommates should respect and be considerate to each other.
- Pay attention to personal health management, and truly abide by the government's and the University's epidemic prevention regulations.
- Avoid talking, singing or playing musical instruments loudly in the hallway or dormitory so as not to disturb others.
- Keep the room neat and clean.
- No theft, gambling, drinking alcohol in public areas, brawls, fighting or playing mahjong.
- It is forbidden to lend dormitory door keys and the key fob to non-resident students.
- It is forbidden to cook inside the room and install electrical appliances without permission from the operators, for the sake of public safety.
- Registered visitors may visit the form within the specified time period, visitors are not allowed to stay overnight.
- Do not leave shoes, rain gear and any other personal belongings in hallways and other public spaces.
- All kinds of pets are not allowed in the dormitory.
- Without permission, do not open other's rooms, drawers, cabinets, or take other people's property.
- Take good care of your valuables.
- Pay attention to your appearances and etiquette. Do not leave the dormitory in underwear only, shirtless or barefoot. Do not wear slippers or outlandish outfits in and out of the dormitory.
- Do not throw objects including but not exclusive to instant noodles, tissue paper, toilet paper, tampon, paper scraps, fruit peels, kitchen waste into the toilet, water dispenser, washbasin, sink and strive to follow the rules for garbage classification and environmental protection. Bicycles should be parked in the designated area around the dormitory.
- Turn off the lights and water whenever possible, save electricity and water as a good habit of saving energy.
- Upon checking out, please clean you room thoroughly. If there is anything not cleaned, or facilities damaged or missing, you will be liable for compensation.
- Abide by NTU residence regulations and attend one fire drill session every academic year.

Group regulations:

- Public property or public facilities shall not be moved or misappropriated without authorization. Please use these facilities with care for their longevity.
- To hold group activities or use recreational facilities in the recreation hall or study room, please inquire and register at the service center (front desk) in advance and abide by all relevant regulations.
- Pay attention to your room access and form the habit of closing and locking the door behind you; Keep an eye on and report any strange activity to prevent any illegal activities.
- In case of any problems, violation against the regulations, or illegal incidences, please report to the management immediately.
- To avoid disturbing other residents and to maintain a quiet living environment, please use the facilities during designated hours:
  - The television in the lounge should be turned down to the minimum volume after 11:00 p.m. so other resident students can rest.
  - Use the leisure and fitness equipment with care, and stop using after 11:00 p.m.
- Bicycles and vehicles should follow the traffic rules and park orderly in accordance with parking regulations.
- Smoking is strictly prohibited in dorms (both indoor and outdoor). Please respect the rights of others not to breathe in secondhand smoke.
- Comply with the operating instructions of all electrical facilities in public areas to avoid any danger.

3. Off-campus Accommodation

My Room Abroad

Internet platform created to connect future international students with trustworthy landlords. You can choose from more than 3,000 verified rooms around Taipei universities, including NTU. Is a safe and convenient way to find accommodation for short-term use.

Price range:	9,000 - 16,000 NTD/month
Website:	http://www.myroomabroad.com/

TSUEI MA MA Foundation for Housing & Community Services

Housing non-profit organization founded to solve the problem of unaffordable accommodation in Taipei. TMM created a web platform where you can find safe housing options and reliable landlords. They also provide rent-related consulting services for a reasonable price.

Price range:	5,000 - 40,000 NTD/month
Website:	https://www.tmm.org.tw (Chinese only)
Rent platform:	https://rent.tmm.org.tw/
Email	snail.tmm@gmail.com

9floor

Share-houses designed to provide the warmth of home. 9floor apartments have minimalistic interiors and coffee-shop like common spaces. You do not need to remember to pay the rent as they provide automated bill payment with all the utilities included. 9floor team also offers regular social events and communal meals created jointly with local cultural organizations, so you can connect to other people through events.

Price Range:	6,000 - 21,800 NTD/month
Email:	support@9floor.co
Website:	https://9floor.co/

May Rooms – NTU Gongguan

Cozy hostel in an industrial style located in the Gongguan district, close to NTU. You can find numerous Taiwanese specialty snacks and delicious food nearby, or take a ride along the riverside bikeway. Fully equipped kitchen and a comfortable lounge where you can interact with other guests. May Rooms also offer daily free walking tours - an opportunity to know Taipei better.

Price Range:	500 - 1,200 NTD/day
Address:	No. 208, Section 4, Roosevelt Rd, Wenshan Dist.,Taipei, 116
Email:	mayrooms.ntu@gmail.com
Website:	https://mayrooms.info/ntu/

Easy Life at NTU

Website:	http://life.ntu.edu.tw

5 Scholarship Information

1. NTU Scholarships

Outstanding International Graduate Student Scholarship

Scholarship Details (TWD)

- Tuition waiver/reimbursement + Monthly stipend
- Master's Students: minimum stipend of TWD 8,000; PhD Students: minimum stipend of TWD 10,000
- The subsidy for tuition and miscellaneous fees is up to TWD 65,000 per semester. This is exclusive of administrative fees, thesis advisor's fees, insurance, accommodation, internet fees, credit fees and other such fees.

Scholarship Extension Criteria

- Each college defines its criteria for scholarship extension and carries out the application review.

Financial Assistance Grant for International Students

Scholarship Details (TWD)

1. Type 1: Tuition waiver/reimbursement
2. Type 2: Tuition waiver/reimbursement + Monthly stipend of TWD 8,000

- The subsidy for tuition and miscellaneous fees is up to TWD 65,000 per semester. This is exclusive of administrative fees, thesis advisor's fees, insurance, accommodation, internet fees, credit fees and other such fees.
- The stipends will be remitted by the end of each month.

Scholarship Extension Criteria

- Undergraduate:
  - 1st year to 2nd year: GPA 3.0 and above
  - 2nd year to 3rd year: GPA 3.2 and above
  - 3rd year to 4th year: GPA 3.33 and above
- Master's: GPA 3.5 and above
- PhD: each college defines its criteria for scholarship extension and carries out the application review.

Procedures for First-Time Scholarship Recipients

- Recipients have to upload the following documents to the Online Scholarship Information Filling System:
  - Alien Resident Certificate (ARC) (purpose of residence: study at NTU)
  - Post bank account passbook cover
  - Tuition payment receipt of the current semester
- To open a bank account, please go to the post office with your: ARC, Passport, Student ID, Personal Name Stamp and TWD 10.

Important Notice for NTU Scholarships

- The Office of International Affairs is not in charge of the monthly stipend remittance. The exact date of remittance depends on the Accounting Office and the Cashier Division.
- Please note that each year, the January stipend may be delayed because of the changing of the fiscal year. The schedule of remittance may also be delayed in February due to the Lunar New Year holiday.
- Scholarship information will be sent to the recipient's NTU email. Scholarship recipients should check their school email regularly for the latest information.
- The scholarship stipend can only be remitted after the recipient completes the registration procedure before the start of each semester. For early registration before the regular payment period, please go to the Office of Academic Affairs for the payment slip and pay at the Cashier Division.

2. Taiwan Scholarships

MOE Taiwan Scholarship

Scholarship Details (TWD)

- Tuition and miscellaneous fees waiver up to TWD 40,000 per semester. The remaining amount should be covered by the recipients.
- Undergraduate: TWD 15,000/month, Graduate: TWD 20,000/month. The stipends will be remitted by the end of each month.

Grade Point Standard

- Undergraduate: GPA 2.44, Graduate: GPA 3.38

MOFA Taiwan Scholarship

Scholarship Details (TWD)

- Reduced tuition fee (to the local Taiwanese student tuition rate)
- Monthly stipend of TWD 30,000
- The stipend will be remitted by the end of each month.

Grade Point Standard

- Undergraduate: GPA 1.7, Graduate: GPA 2.44

Procedures for First-Time Scholarship Recipients:

- Recipients have to upload the following documents to the Online Scholarship Information Filling System:
  - Alien Resident Certificate (ARC) (purpose of residence: study at NTU)
  - Postal bank account passbook cover
  - Taiwan Scholarship Certificate
  - Tuition payment receipt of the current semester
- To open an account, please go to the post office with your: ARC, Passport, Student ID, Personal Name Stamp and TWD 10.

Steps for Scholarship Extension:

- The scholarship stipend can only be remitted after the recipient completes the registration procedure before the start of each semester.

- Recipients have to upload the following documents to the Online Scholarship Information Filling System:

  ARC (purpose of residence: studying at NTU)
  - Postal bank account passbook cover
  - Previous semester's transcript. For graduate students who are working on their thesis and not taking courses for the semester, please submit the Advisor Evaluation Form.
  - Tuition payment receipt of the new semester

- If recipient fails to pass the grade point standard in the fall semester, the scholarship stipend will be suspended for the following April; If recipient fails to pass the grade point standard in the spring semester, the scholarship stipend will be suspended for the following November.

- If recipient fails to pass the grade point standard for two consecutive semesters, the scholarship will be revoked.

Important Notice for Taiwan Scholarships

- The Office of International Affairs is not in charge of the monthly stipend remittance. The exact date of remittance depends on the Accounting Office and the Cashier Division.

- Please note that each year, the January stipend may be delayed because of the changing of the fiscal year. The schedule of remittance may also be delayed in February due to the Lunar New Year holiday.

- Scholarship information will be sent to the recipient's NTU email. Scholarship recipients should check their school email regularly for the latest information.

- For early registration before the regular payment period, please go to the Office of Academic Affairs for the payment slip and pay at the Cashier Division.

- Please refer to the Taiwan Scholarship Office for the scholarship guidelines and more information.

6 NTU Academic Regulations

The following regulations are excerpts from NTU's Academic Regulations. For the complete academic regulations and other relevant regulations, please visit the Office of Academic Affairs website.

1. Admission

1. International students may apply for admission to NTU according to regulations set forth in the Admission Guidelines for International Students.
2. New students or transfer students who have submitted documentation that is found to be the product of fabrication, impersonation, forgery, or falsification shall be expelled without any academic certificate, and their parents or guardians shall be notified. If a student's submission of fraudulent documents is discovered after graduation, NTU shall revoke the student's degree and announce the revocation of their status as a graduate of NTU.

2. Tuition and Registration

1. The exact tuition fee for every semester will be officially announced before the semester begins.
2. First-year and transfer students are required to complete the registration for their first semester. Students should pay all applicable semester fees prior to the starting date of classes as set forth in the University's official calendar (except for those granted leave of absence or withdrawal or qualify for graduation). The registration process is considered complete when all required fees have been paid. If the deadline passes and the student has not paid the required fees, they will be considered unregistered, and will be dismissed (except for those who applied in writing for a registration extension).
3. Students who are unable to pay all required fees before the deadline may request a registration extension online; the maximum extension period is one week. Students may also request a special-case extension for their tuition payment.
4. Download the tuition invoice and fee from the Cashier Division website at: https://mis.cc.ntu.edu.tw/reg. Then take the invoice and pay at a branch of an invoice-indicated bank or post office by the due date. (If you pay by ATM transfer, please make sure the transfer is successful.)

3. Program Requirements/Credit System

(Because information may vary across departments, please confirm with your department.)

1. Undergraduate Degree Program Length Requirements:
   - NTU's undergraduate programs (including the Bachelor of Science in Pharmacy or Physical Therapy) are to be completed within four years, except for the Department of Medicine, which is six years plus one year of internship; the Department of Dentistry/ Department of Physical Therapy, which is five years plus one year of internship; the Department of Veterinary Medicine, which is five years; and the Second Degree Bachelor of Science in Nursing, which is 2 and a half years of study. The minimum credit requirement for graduation is 128 credits for all students in the four-year program. For students in the five-year program and above, the minimum credit requirements for graduation are higher according to the different study periods. The above-mentioned minimum credit requirement for graduation does not include Physical Education credits.
   - Students unable to complete their department's requirements during the stipulated timeline may extend the timeline for a maximum of two years.
2. Graduate Degree Program Length Requirements:
   - The length of a master's degree program ranges from 1 to 4 years, while that of a doctoral degree program ranges from 2 to 7 years. However, graduate students who are enrolled in an in-service graduate degree program or a program with a minimum credit requirement of 60 or more credits for graduation may apply for an extension of study of up to 2 years if they are unable to complete the required courses or finish their thesis within the stipulated program length. The provision set forth in the preceding paragraph also applies to students in direct-entry doctoral degree programs from the time they transfer into the program.
   - Master's students are required to complete at least 24 credits; doctoral students are required to complete at least 18 credits; and students in a direct-entry doctoral degree program are required to complete at least 30 credits (including the credits received for the master's degree program). Theses and dissertations may not be counted towards the minimum credit requirements for graduation.

4. Credit Transfer

- Possible credits that can be transferred include subjects and credits completed with passing grades before transferring to NTU and those completed during study abroad while enrolled as a student at NTU. Credit transfer eligibility will be processed according to the University's Guidelines for Credit Transfer. Please go to myNTU → Students → Curriculum → Credit Transfer Applications to apply for the credit transfer within the application period (refer to the NTU Academic Calendar).
- For graduate students, credits received from approved credit transfers and recognized courses may not total more than one-half of the minimum credit requirement for graduation from a graduate program. This stipulation shall not apply to graduate students who have received approval from the Vice President for Academic Affairs on a case-by-case basis.

5. Grades

1. Students may inquire about grades in each subject course at the Office of Academic Affairs or on the Internet ten days after the completion of final exams at the end of each semester. If a student needs a transcript, please go to https://if163.aca.ntu.edu.tw/transcript_eng/index.php/user/login (route: myNTU→Students→Curriculum→more→Online Transcript Order System) or you can use the document vending machine located outside the graduate or undergraduate academic affairs division to order your academic transcripts or documents.
2. The highest possible mark is A+ and the passing mark is C- for undergraduates and B- for postgraduates. Course subjects of a special nature may be graded as "Pass" or "Fail" once approved by the colleges' curriculum committee and the Office of Academic Affairs. Courses with unsatisfactory grades or"fail"grades will not be granted credit hours.
3. If international undergraduate students fail two-thirds of their total credits in one semester, and later on fail more than one-half of their total credits of the following semester, they will be dismissed from the University. The following students are not subject to this regulation:

   (1) Students with disabilities;

   (2) Students who do not take more than nine total credits of courses in one semester;

   (3) Students with outstanding athletic performance who are admitted by screening through review and test.

4. Students found to have cheated on an examination shall be given a grade of X for the examination (or a grade of 0 on the percentage scale) and subject to further disciplinary action including demerits, dismissal, or expulsion depending on the severity of the violation

6. Excused Absences, Unexcused Absences, and Grade Point Deduction

1. There are six types of leaves which students may take: sick leave, menstrual leave, personal leave, funeral leave, official leave and maternity leave.
2. For student leave regulations, please refer to the Student Affairs Office of Student Assistance website: https://advisory.ntu.edu.tw/→ English→ Student Leave Request
3. To apply for a student leave, please refer to the Student Leave Request System at: myNTU→Students→Student Leave Application
4. Missing class without receiving approval for the absence or after the end of the absence shall be counted as an unexcused absence. Each hour of unexcused absence is counted as five hours of excused absences.
5. Students whose number of hours absent for a course surpasses a course total of one-fifth of the number of attendance hours required for that course shall have their course grade lowered by one letter grade; students whose number of hours absent for a course total one-fourth of the number of attendance hours required for that course shall have their course grade lowered by two letter grades. If otherwise stipulated by the course instructor, the instructor's rules shall apply. Students whose number of hours absent total more than one-third of the number of attendance hours required for the course during that semester shall receive a grade of X for that course.
6. Students with approved official, maternity leave, or who have received approval on a case-by-case basis due to justifiable cause are exempt from the aforementioned article.

7. Change of Major

Undergraduate students who have completed one year of study may apply for a change of major in accordance with the University's Regulations Governing Change of Major for Undergraduate Students before they begin the fall semester of their final year of study according to the stipulated program length (not including extension of study). Only one change of major shall be approved for each student.

Graduate students who have completed one year of study and who wish to apply for a change of major need the approval of the chairpersons of both the original and applied majors or of the Dean of Academic Affairs.

8. Double Major and Minor Application

1. Double Major :
   - Undergraduate students who maintain a semester grade point average (GPA) of 2.92 or higher or who are in top 20% of their class in the previous academic year (for departments with a more stringent standard, their standard shall apply) may apply for a second major after completing more than one year of study and prior to the start of the fall semester of their final year of study (including extension of study).
   - Graduate students (excluding in-service master's programs) who maintain a semester GPA of 3.3 or higher or who are in the top 20% of their class in the previous academic year may apply to take an additional major in the same year level after completing more than one year of study and prior to the start of the first semester of their third year of study. For academic programs with a stricter standard, the stricter standard shall prevail. A maximum of one additional major may be approved.
2. Minor :
   - Undergraduate students can apply for a minor between the second studying year and the final academic year (not including the extended term of study)

9. Leave of Absence, Re-enrollment, Withdrawals, and Leaving NTU

1. If undergraduate students apply for a leave of absence due to one of the reasons specified below, their request must be approved by their parents or their legal guardian and they must complete the process prior to the final exams.
2. Undergraduate students under one of the following conditions shall be placed on an involuntary leave of absence for the current semester:

   (1) The student's leave of absence record has reached one-third of the semester's total class hours.

   (2) Registered students who have not selected courses within the allowable adding/dropping period or whose total selected credit hours are less than the number required by this policy.

3. Leave of absence is allowed for periods of semesters, academic years. Students who have reached 2 years of leave of absence may extend for a maximum of 2 more years if it is due to severe illness or special circumstances. The extension must be approved by the Chairperson of the respective department and the Office of Academic Affairs.
4. Students whose leave of absence period has ended must complete the resumption procedure in the subsequent semester prior to the starting of classes. Students who wish to continue their leave of absence must reapply in the semester where resumption was supposed to be done and prior to the beginning of classes of that semester as set forth in the university's official calendar. If this deadline has passed, the student must pay the registration fee first in order to reapply.
5. Students who commit any of the following infractions will be dismissed from NTU:
   - Students who reach the end of the study term extension without completing all department requirements
   - Students who do not reinstate after the period of leave of absence expires
   - Students who are not eligible for admission or transfer
   - Students who have unsatisfactory conduct records
   - Students whose period of leave of absence expires (including special cases) and who register but do not select courses during the add/drop period or students whose selected credit hours are less than the number required by the University's policies
   - Students who have enrolled in a two bachelor degree program since the academic year 2013/2014
   - Students who meet the criteria for withdrawal under other rules
   - Bachelor Degree students who failed to earn one third of the credits in one semester and then half of the credits in another semester.
   - Did not pay the tuition in time and complete the registration.
3. Graduate students who commit any of the following infractions will be forced to withdraw from NTU:

   (1) Graduate students who reach the end of the study term extension (four years for Master programs and seven years for PhD programs) without completing all department requirements or passing the Dissertation Defense.

   (2) Graduate students who fail to pass the Qualifying Examination as required in certain master programs.

(3) Students in the PhD program who fail to complete the qualifying examination for Ph. D candidate after retaking within the allocated time set by the department.

(4) Graduate students who fail the Dissertation Defense and cannot apply to retake or graduate students who fail the retake of the Dissertation Defense.

(5) Graduate students whose academic grade fails to pass the department's own regulation approved by the university.

(6) Graduate students who have unsatisfactory conduct records.

(7) Graduate students who do not register or do not reenroll after the period of leave of absence from schooling expires.

(8) Graduate students whose admission is considered unqualified.

(9) Graduate students whose papers, publications, or reports violate plagiarism or fraud regulation.

(10) For graduate students who fail to pass the Qualifying Examination for PhD Candidates or the Dissertation Defense in the direct PhD program but are allowed to return to their Master program or have already been granted a Master degree will be exempted from the third and fourth article mentioned previously.

Graduate students who apply for a leave of absence must complete the requested process prior to the beginning of final exams.

First-year undergraduate students who wish to apply for leave of absence in the first semester must finish registration first.

7. Students who apply for withdrawal or students who have been forced to withdraw from NTU must complete the withdrawal procedures at the Office of Academic Affairs. If the student has already completed one semester of study and has some existing grades, the student shall be granted a course certificate upon verification of satisfactory records.

8. Procedure of leaving NTU:

   ❖ Please go to myNTU→Students→Graduation→Step for Application to Leave School. If you need more guidance regarding the procedure, please go to https://oia.ntu.edu.tw/en/→International Degree and Dual Degree Students→Leaving NTU

7 Campus Life

1. Projects

Taiwan Host Family Project

Lunar New Year Host Family Project

Lunar New Year is one of the most important Taiwanese holidays throughout the year for families to reunite. However, due to the COVID-19 pandemic, there are a lot of overseas students who cannot go back to their home country and visit their loved ones.

The Office of International Affairs has recruited the NTU staff, NTU faculty and the good neighbors near the campus to join the Lunar New Year Host Family Project, the application information is usually announced around every October. Come and enjoy the great opportunity for overseas students to learn more about Taiwanese culture and the local community by celebrating one of the biggest holidays of the year with a local family!

Second Mentor Project

The Second Mentor Project is a project created by the Office of International Affairs with the help and support of the NTU faculty members. We aim to assist international students during the process of adaptation to their life at NTU and in Taiwan.

Who is the Second Mentor?

Your Second Mentor is an NTU faculty member who will help you deal with some challenging obstacles in the process of settling in in life in Taiwan. It can be someone who shares your language and culture, someone with common interests and hobbies, or just someone who already knows the struggles of being "international" at NTU. We hope you can find a friend among our faculty members; someone you can reach out to when you're having a hard day, needing some wise advice, or just feeling like sharing some great news.

Benefits

By joining the project, you will be able to:

1. Meet other international students from different departments.
2. Learn about unwritten rules of everyday life at NTU and in Taiwan from experienced faculty members.
3. Gain support for academic pursuits and personal development.

Eligibility

All interested international degree students are welcome to join this project.

Application

If you are interested, please fill in the online survey: https://forms.gle/JnqZjkGzu9fUxR3E6. (The registration link is accessible the whole time. Please make sure to contact the project coordinator after filling in the online survey)

We will match you with your second mentor. The Second Mentor Project will serve as an extra support to the current mentor system.

Contact

If you have any questions about the project, feel free to contact the Office of International Affairs.

- Email: intstudent@ntu.edu.tw

2. Safety

Emergency

In case of emergencies, students are advised to seek help through one of the following ways:

1. For a quick response, please take traffic time into consideration and first dial 119 or 110 for an ambulance or fire brigade if necessary. (You are advised to call the 24hr hotline 0800-024-111 for assistance if you want to communicate in a language other than Chinese.)
2. Please call the 24hr University Assistance, which will respond to you around the clock:

On-campus Emergency (Campus Security 24hr)	02 3366 9110
Student Emergency Assistance (Student Safety Center 24hr)	02 3366 9119

Campus Escort and Security Services

Campus Security is in charge of on-campus security, emergency services and accident response. Campus Security makes every effort to ensure the safety of our faculty, staff and students. Whether you stay on campus working, studying or doing experiments until late at night, Campus Security is pleased to escort you off campus to public transportation terminals or bring you to student residences. For this service, please call Campus Security.

Location:	1st floor, Jan Shu Hall on Zhoushan Road (S21 on the NTU map)
Tel:	02 3366 2185 or 02 3366 2186
Emergency Tel:	02 3366 9110 (on-campus emergency - 24hr)
Email:	police@ntu.edu.tw
Website:	https://esh.ntu.edu.tw/police/

Lost and Found

1. If you lose any items, please contact the nearest NTU regulatory agency (if you are not sure, please check the Lost-and-Found section on the NTU website or Campus Security for more information). If you find any lost items, please report it to the nearest NTU regulatory agency or Campus Security.
2. Next, report the incident to the police station on Roosevelt Road. (Note: If your ARC is missing, first report it to the Foreign Ministry at the Da'an police station and then get a replacement at your local National Immigration Agency district branch).

Roosevelt Road Police Station	No 13, Ln 113 Sec 4, Roosevelt Rd, Taipei	02 2735 5761
Da'an Police Station	No 2, Sec 3, Renai Rd, Taipei	02 2325 9850

3. If you lose your student ID card, you need to go to the website (https://cms.cc.ntu.edu.tw/ntucms/default.aspx) to report your lost student card immediately. Once you have reported your lost card, it will be invalid and can no longer be used. Next, you can order a replacement card. There is a replacement fee of NT$150. You can choose to pay the fee at the self-service document vending machine in front of the Office of Academic Affairs or at the Cashier Division. Finally, bring the payment receipt and your identity documents, such as your passport or ARC, to the Office of Academic Affairs to get your replacement card.

3. Health

The Health Center offers medical services, vaccination, consultations, etc. Students can pay for services with their National Health Insurance (NHI) card or at their own expense.

Location	The last building on the right-hand side of Royal Palm Boulevard (M65 on the NTU map)
Tel	02 3366 2155
Reservation Tel	02 3366 2175 (from 8:10 a.m. to 9 a.m.; 1 p.m. to 2 p.m.)
Fax	02 2363 4995
Email	shmc@ntu.edu.tw
Website	https://shmc.ntu.edu.tw/en/

4. Schoolwork

The Center for Teaching and Learning Development provides a variety of resources and supports for students, including:

1. Academic Counseling Services: providing individual counseling and group tutoring for common courses and specialized courses, such as Calculus, Physics, and Statistics by qualified peer tutors.
   Website: http://ntuacounseling.ntu.edu.tw
2. Future Faculty Program: hosting the Graduate Student Orientation, workshops, and speeches on learning skills and academic ethics for graduate students.

For more information, please contact the Division of Learning Support, Center for Teaching and Learning Development.

Email	ntulsctld@ntu.edu.tw
Location	5th Floor, Poya Lecture Building (N13 on the NTU map)
Tel	02 3366 3367
Fax	02 3366 9594

Digital Learning Center

Provides digital learning resources for students, including:

1. MOOCs Online Course Credit: Open to National Taiwan University Coursera course applications for credit, allowing students to have diverse and flexible course options, enhancing self-directed learning abilities.
2. National Taiwan University OpenCourseWare (NTU OCW): Produces high-quality courses taught by top instructors, offering a rich variety of digital learning content.

For any inquiries, please contact the Digital Learning Center.

Email	ntudlc@ntu.edu.tw
Location	5th Floor, Poya Lecture Building (N13 on the NTU map)
Tel	02 3366 3367

NTU Academic Advising Office

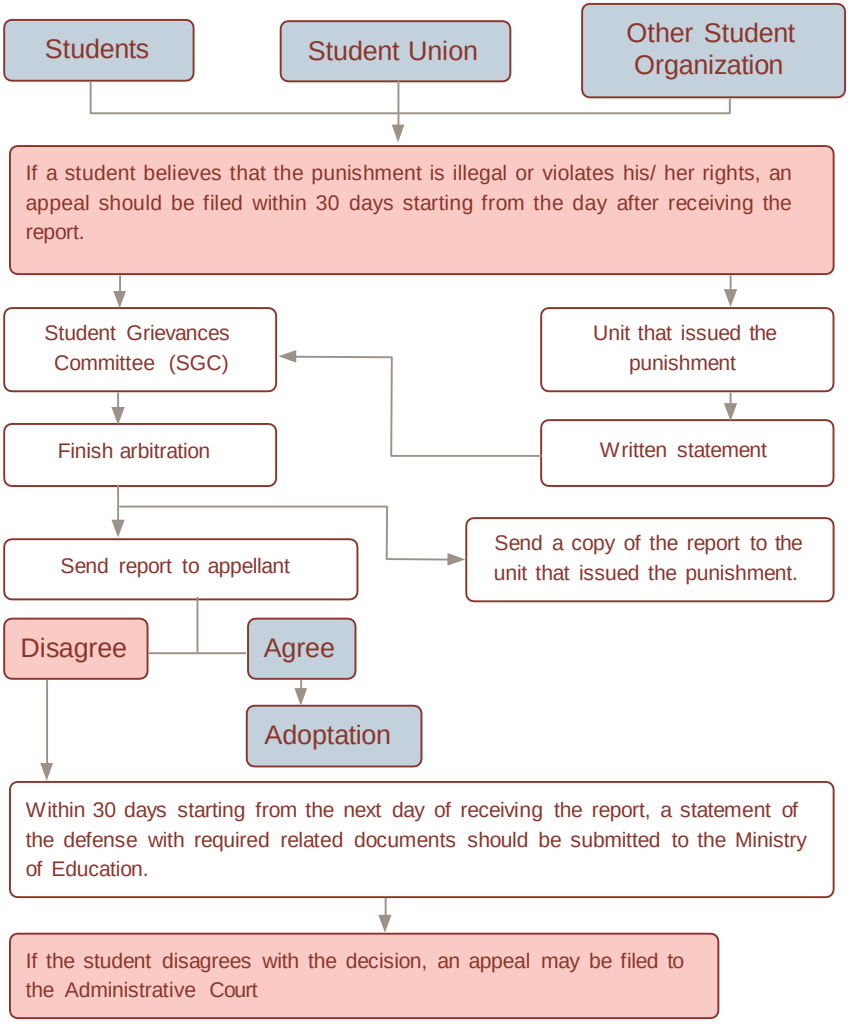
Serves as the coordination hub for the university's learning roadmap and resources, focusing on students' interests and goals, and assisting in their adaptive development. Guides students to make effective use of university resources, gathers experts and peers from diverse backgrounds, and through continuous "dialogue," provides course planning and advice.

1. Peer Mentor Consultation: Recommends peer advisors within the university who have relevant experience, allowing them to share advice on double majoring, transferring departments, reviewing materials, exam preparation, and more.
2. Industry Mentor Consultation: Assists in connecting students with a pool of experts, including industry professionals, teachers, and alumni, providing one-on-one consultations in specific fields, helping students conceptualize learning plans such as course combinations, participation in on-campus and off-campus professional activities, interdisciplinary skill development, and more.
3. Interdisciplinary Learning Plan: Assist in applying for the interdisciplinary Bachelor's Program and give advice on the application proposal.

5. Student Appeal

If a student is punished for infractions related to living, learning, or education rights and believes that the punishment is illegal or violates their rights, they can make an appeal to the Student Grievances Committee. An appeal should be filed within thirty days starting from the day after you receive the notice of punishment. Overdue appeals will not be accepted. Please go to https://advisory.ntu.edu.tw/CMS/Page/87 →Student Appeal→ Application forms and procedures.

See Appendix for complete Regulations Governing the NTU Student Appeal



6. Counseling and Student Well-being

Student Counseling Center

The Student Counseling Center provides a multi-directional approach to the well-being of our students. It offers different kinds of services, including individual counseling, group counseling and workshops, mental health surveys, and psychological assessments.

Location	1st floor, The Hall of Joy & Hope, Main Campus (M46 on the NTU map) Counselor in charge of English counseling services: Ms. Jung Chen.
Tel	02 3366 2181~2 ext 222
Email	ntuscc1@ntu.edu.tw
Web	http://scc_osa.ntu.edu.tw/en/
Intake Registration	https://my.ntu.edu.tw/counsel/index.html

Center of Student Well-being (CSW)

The CSW provides services of individual counseling as well as student referrals and hosts Student Well-being lectures.

Location:	Room 222, 2nd Administrator Building
Website:	https://csw.ntu.edu.tw/en/home-english
Tel:	+886 (0)2 3366 7173
Online Appointment	https://my.ntu.edu.tw/csw/appointment/appoint.html

7. Computer and Internet Services

24-hours computer service

The Computer and Information Networking Center (N75 on the NTU map) provides 24-hours computer services. Students must use their ID cards to enter the facility. Students can surf the Internet, run various kinds of applications and software. Black & white and color laser printing is also available. Each semester each student's account will be given 100 NTD worth of free printing credit. Once the free credit is used up, students can pay to top-up more printing credit. Browsing pornographic websites or playing games is strictly prohibited; violating the rules will result in suspension of access rights.

NTU Email Account

Every student at NTU possesses an email account in the format: student ID @ntu.edu.tw with a 10GB mailbox quota (your account will be deactivated after leaving from NTU). Important school announcements and academic information are sent directly to this account. You will also use this account for several other online services offered by NTU. Please make sure you have access to your email account and please check your mailbox regularly. To activate your account and modify your password please visit: http://changepassword.cc.ntu.edu.tw.

Your username is your student ID number, such as b10101001 (lowercase b), and your default password is an “a” + your birthday (YYYYMMDD). (For example, if you were born on January 22, 2003, your default password would be a20030122.)

For example:

Username:
b10101001
Password: a20030122

NTU Campus Wireless LAN Services

NTU Faculty, staff and students can access the “NTU” and “ntu_peap” campus wireless networks. The user authentication for the "NTU" and "ntu_peap" networks is done with your NTU email account and password. In addition to the two networks, another choice is the “eduroam" network. It’s a secure, worldwide roaming wireless network for Research & Education. For the "ntu_peap" and "eduroam" networks, your device will automatically connect to the network after proper configuration. Visit the “Computer and Information Networking Center” website (https://ccnet.ntu.edu.tw/wireless/) for details.

How to apply for the dormitory network IP address:

Connect to the web page https://dorm.ntu.edu.tw/register and follow the procedure to register for the dormitory network IP address. You may contact the dormitory network manager to help you with the registration process.

For step-by-step instructions on registration, check the following web page for details: https://dorm.ntu.edu.tw/register/register.htm (Chinese Version Only)

8. International Student Organizations

NTU Japanese Student Association (NTUJSA)

NTU Japanese Student Association (NTUJSA) is a fellowship for Japanese overseas students studying in NTU and overseas Chinese students from Japan. The main activities include guidance for daily life and events such as picnics to networking with students from Taiwan and other countries.

- Email: ntujsa2020@gmail.com

NTU Vietnamese Student Association (NTUVSA)

NTUVSA gathers Vietnamese students who are studying in NTU with the aim of improving solidarity and helping Vietnamese students in the areas of living, learning and research. In addition, they create a healthy entertaining environment for the students through various activities like annual cultural festivals, art and sports events. NTUVSA is also a bridge for the consolidation and development of collaborative relationships between Vietnamese and Taiwanese organizations.

- Email: ntuvsa@gmail.com
- Website: https://www.facebook.com/ntuvsa

NTU Korean Student Association (NTUKSA)

NTUKSA mainly consists of Korean students studying abroad. The main purpose is to help Korean students adapt to life in Taiwan and to offer a nice and warm home for them. Furthermore, it encourages Korean students to exchange opinions with local students who like Korean culture and to share Korean culture with other students. At the same time, the Korean students are encouraged to get to know Taiwan.

- Website: www.facebook.com/ntuksa

NTU Indonesian Student Association (NTUISA)

Established in 1974, there are currently about 250 members in NTUISA. We hold regular events (New Students Welcome Party, Farewell Party, Calculus Tutoring, Halloween and Christmas events, as well as other diverse activities) to enhance the friendships among members. Moreover, we are also closely connected with the National Taiwan University Indonesian Alumni Association. We hope that wherever Indonesian students sail across the ocean, they will grow as vigorously as coconut fruits. We welcome new Indonesian students to join our community, let us grow together towards unity.

- Email : ntuisaofficial@gmail.com
- Website : https://www.facebook.com/ntuisaofficial/

NTU Malaysian Student Association

Established in 1972, it is one of the earliest Malaysian Student Association formed in Taiwan. The association is run completely by students and holds the spirit of upholding discipline and academics, encourages bonding, friendship, cooperation and determination.

- Email: iloventumsa@gmail.com
- Website : https://www.facebook.com/groups/ntumsa

NTU Hong Kong and Macau Student Association

Established in 1956 with the goal to provide members with services including study in Taiwan counseling, welcome sessions for new students, assistance with various documentation procedures, as well as organizing sports activities, new student welcome camps, farewell parties etc.

- Website : https://www.facebook.com/groups/ntuhkmsa

NTU Mainland Chinese Student Association

Established in 2012, with the efforts of the Presidents and committees, NTU Mainland Chinese Student Association (NTUMCSA) has grown into a diverse organization, persistent in organizing major annual events as well as nurturing multiple sub-units and sports team activities. NTUMCSA encourages interrelations among members, provides counseling and services to NTU students from Mainland China, and promotes a cooperative and caring spirit among members.

- Email: ntumcsa2012@gmail.com
- Website: http://www.ntumcsa.com/

NTU International Student Information Service (NTUISIE):

NTUISIE is a volunteer club comprised of Taiwanese and international students at NTU. We aim to help international students integrate into campus life and facilitate cultural exchanges with local students.

NTUISIE not only assists international students with adapting to Taiwan's environment but also holds several cultural events with the Office of International Affairs (OIA). All events are open for international students. Aside from cultural events, NTUISIE also hosts a one-day trip every semester. On these trips, we will visit different attractions and dig into Taiwan's diverse cultural background. NTUISIE also invites lecturers from different countries to share their experiences with both our Taiwanese members and international student attendees to enhance intercultural exchange. These lectures also serve to broaden the horizons of our Taiwanese students.

- Email: isientu@gmail.com
- Website: www.facebook.com/NTUISIE

Overseas Chinese Student Association

Overseas Chinese Student Association (NTUOCSA) is a platform for overseas Chinese students coming from all around the world. Not only to meet people with similar cultural backgrounds, also to provide the ability for students to learn and take care of each other in an unfamiliar place. NTUOCSA is a home for all Overseas Chinese Students.

- Email : ntuocsa@gmail.com

NTU Overseas Chinese Graduate Student Association

The Association is founded according to the increasing number of Overseas Chinese Graduate students. Our aims are to create a community for Overseas Chinese Graduate students to know and understand each other's cultures, as well as to assist one another and exchange ideas in life and research.

- Email: ntuocgs@gmail.com

Myanmar Oversea Chinese Students Association (NTUMOCSA)

Established in 1955, NTUMOCSA provides Myanmar students with another home at National Taiwan University, and warmly welcomes all Myanmar students to join. There are currently 23 members, and we hope that new partners will join our growing family every year.

- Website : https://www.facebook.com/groups/122733931112003

9. International Students Activities

Student Club Expo

The Student Club Expo is an event during which the NTU student clubs can promote themselves and look for new members. The event takes place at the beginning of the academic year on the NTU campus. Any interested students can check out the currently active clubs, ask questions or even try some activities during the event.

NTU Athletic Games

This event is organized by the Athletic Department every year from October to December. There are 4 categories: Swimming, Track and Field, Team Competition and Carnival Competition, with the purpose of building bonds through athletic competitions. You may join your department's athletic competition teams and have fun with your local classmates. You may also gather your international peers and form a group of 12 to participate in the Carnival Competition. If you do not have enough people, or you are the only one who wants to join the event, you are still welcome! More details will be sent to your NTU email.

Lunar New Year Gathering

This event is organized annually by the Overseas Student Advising Division, Office of Student Affairs, to allow the Overseas Chinese Students to gather and celebrate the Spring Festival. The event includes ceremonies and performances like ancestor worship and lion dance. International students are also welcome to join and celebrate together. All students can win prizes and receive red envelopes. More details will be sent to your NTU email.

NTU Azalea Festival

The NTU Azalea Festival is held throughout March when the flowers are in full bloom. Is an event popular not only among students, but also among the local Taipei community.

VISION NTU Campus Recruitment (NTU Job Fair)

This event offers students graduating soon the chance to explore career opportunities in various fields. During the Job Fair, students can meet with company representatives and check for internships and job opportunities. The event takes place at the beginning of the second semester on the NTU campus.

Break and Fuse - World Carnival

This event is organized in cooperation with National Taiwan Normal University and National Taiwan University of Science and Technology. The event promotes and celebrates the cultural diversity of the campuses. It offers a series of dance and singing performances, as well as booths with local specialties made by students. More details will be sent to your NTU email.

International Students Graduation Party

This is an event organized by OIA for the international students to celebrate their graduation. It is a small tea party where international students can celebrate their successful graduation together. More details will be sent to your NTU email.

10.Work Permit Application and Related Regulations

International students who would like to do part-time jobs or internships in Taiwan (either on or off campus) are required to have a valid work permit before starting work. Please note that if you hold a job without a valid work permit, you may be fined from NTD 30,000 to NTD 150,000 and expelled from Taiwan immediately.

How to Apply: Online Application

1. To apply for a work permit, please create an account on the Workforce Development Agency website and follow the User Manual on the website to submit an application.

   Workforce Development Agency EZ Work Permit website: https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage

2. Required Documents:

   - Photocopy of your student ID card
   - Photocopy of passport
   - Photocopy of the ARC (front and back)
   - Post Office Work Permit Application Fee (TWD 100) Payment Receipt (please upload this under "Others")
   - Certificate of Enrollment
   - Note: For the “Photocopy of student ID card” file, please upload a combined file of the photocopy of your student ID card together with a current “Certificate of Enrollment”.

3. After you have submitted the online application, please inform the administrative staff at your department to complete the application review. Your application will be submitted to OIA only after it has been approved by your department.

4. OIA will inform you by email when we receive your work permit from the Workforce Development Agency.

Work Permit Reissuance Application

You can only apply for reissuance of a work permit if the original permit is lost.

- Required Documents:
  - Work Permit Reissue
  - Declaration Photocopy of your student ID card
  - Photocopy of passport
  - Photocopy of the ARC (front and back)
  - Certificate of Enrollment
  - Post Office Payment Receipt for the original work permit

Other Regulations:

1. The maximum work hours are 20 hours per week for students with a work permit, except during summer and winter vacation.
2. According to the Employment Services Act, you may be fined from NTD 30,000 to NTD 150,000 and expelled from Taiwan immediately if you hold a job without a valid work permit.
3. According to the "Regulations on the Permission and Administration of the Employment of Foreign Workers", you can only apply for a student work permit if you are enrolled as a degree student in a university or have taken a one-year language course in Taiwan.
4. The maximum validity period of a work permit is six months. For applications made in the fall semester, the work permit will expire on March 31th of the following year at the latest. For applications made in the spring semester, the work permit will expire on September 30th of the same year at the latest.
5. If you would like to receive the work permit in person, please fill in the declaration form and submit the form at the designated counter of the Workforce Development Agency. You have to submit the payment receipt at the counter by the appointed deadline to receive the work permit. The Workforce Development Agency will send the permit by mail if you did not pick up the work permit before the deadline.

For more details and regulations, please contact the Workforce Development Agency

Website	https://www.wda.gov.tw/en/
Address:	No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City
Tel:	02 8995 6000
Office Hours	Monday to Friday, 8:30 am-12:30 pm, 1:30 pm-5:30 pm
Email:	wda@wda.gov.tw

11. Finance and Banking

Foreign Currency Exchange

If you need to exchange foreign currency into Taiwanese Dollars (TWD), please keep in mind that most banks only offer exchange of USD, HKD and Japanese Yen. Only the Bank of Taiwan's head office offers other currencies. You are required to bring your passport and ARC in order to exchange foreign currency.

- Head Office Address of some of the banks in Taipei

Head Office of the Bank of Taiwan	No 120, Sec 1, Zhongqing South Rd, Taipei (near Taipei Railway MRT Station)
Head Office of the Shanghai Commercial Saving Bank	No 2, Sec 1, Minquan East Rd, Taipei (near Minquan West Road MRT Station)
Hua Nan Bank, NTU Branch	Next to Lu Ming Hall (鹿鳴堂) on the NTU campus.

Post Office

The post office provides both postal and banking services, including shipping and receiving, deposits and withdrawals, etc. Post offices are available on Campus (1st floor of Xiao-Fu) and at the MRT Gongguan Station exit 3. To open a financial account in the post office, you need to bring your passport and ARC—the original and a photocopy of both—and a cash deposit of at least TWD 100.

- Website: https://www.post.gov.tw/post/internet/U_english2/

Bank Account and ATM Card

To open a bank account, bring your passport and ARC—the original and a photocopy of both— and a cash deposit of at least TWD 100 to the bank for the procedure (some banks require a minimum of TWD 1,000 for the deposit). We strongly recommend you to apply for an ATM bank card to withdraw money from any bank's ATM at any time. ATMs can be found on the street and inside many convenience stores in Taipei.

Post Office/Bank Account for Under 20

According to Taiwan's regulations, students under the age of 20 are considered to have limited capacity to make juridical acts and must submit a letter of consent notarized by a Taiwanese embassy (or representative office) from their statutory agents or guardians before they are able to open a bank or post office account. However, if international students can prove that they are legal adults in their home country, as verified by a Taiwanese embassy (or representative office), they do not need a letter of consent. A sample statement from a statutory agent can be downloaded from the following link: https://oia.ntu.edu.tw/en/→International Students→All you need to know→Campus Life→Resources. Since scholarship money and other payments will be transferred through Chung Hwa Post Office accounts, we strongly suggest you open a post office account.

International Credit Card/Bank Card

Please consult with your bank in your home country to find out whether you can use your previous credit cards/bank cards to withdraw money in Taiwan and what the transaction fees are.

12. Mobile Phone

Prepaid SIM Card

You may purchase a prepaid SIM card at the telecom service centers in the Taoyuan International Airport upon your arrival (passport and other relevant identification documents are required). Due to COVID-19, it is compulsory for every traveler to get a Taiwan phone number which will be used for conducting electronic tracking during the quarantine period. Therefore, please purchase a prepaid SIM card for at least 30 days, which usually costs around NTD 1,000 (if you do not own any Taiwan SIM card).

Mobile Phone Plan

When applying for mobile phone service in Taiwan, you must go to a major telecom service center in person, present your ARC and either a passport or driver's license, and must be accompanied by a native guarantor (their ID Card and National Health Insurance Card are necessary).

13. On Campus Transportation

Personal Bike

At NTU, almost everyone has a bike to quickly travel between classrooms within our large campus, and is one of the most convenient ways to commute among students.

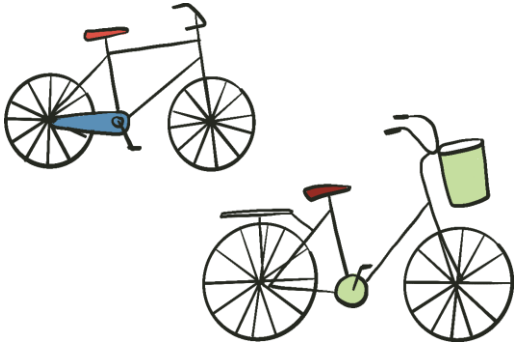
For more detailed information about bicycles on campus, please refer to the “Bicycle Parking Management System” (https://mybike.ntu.edu.tw/)

YouBike

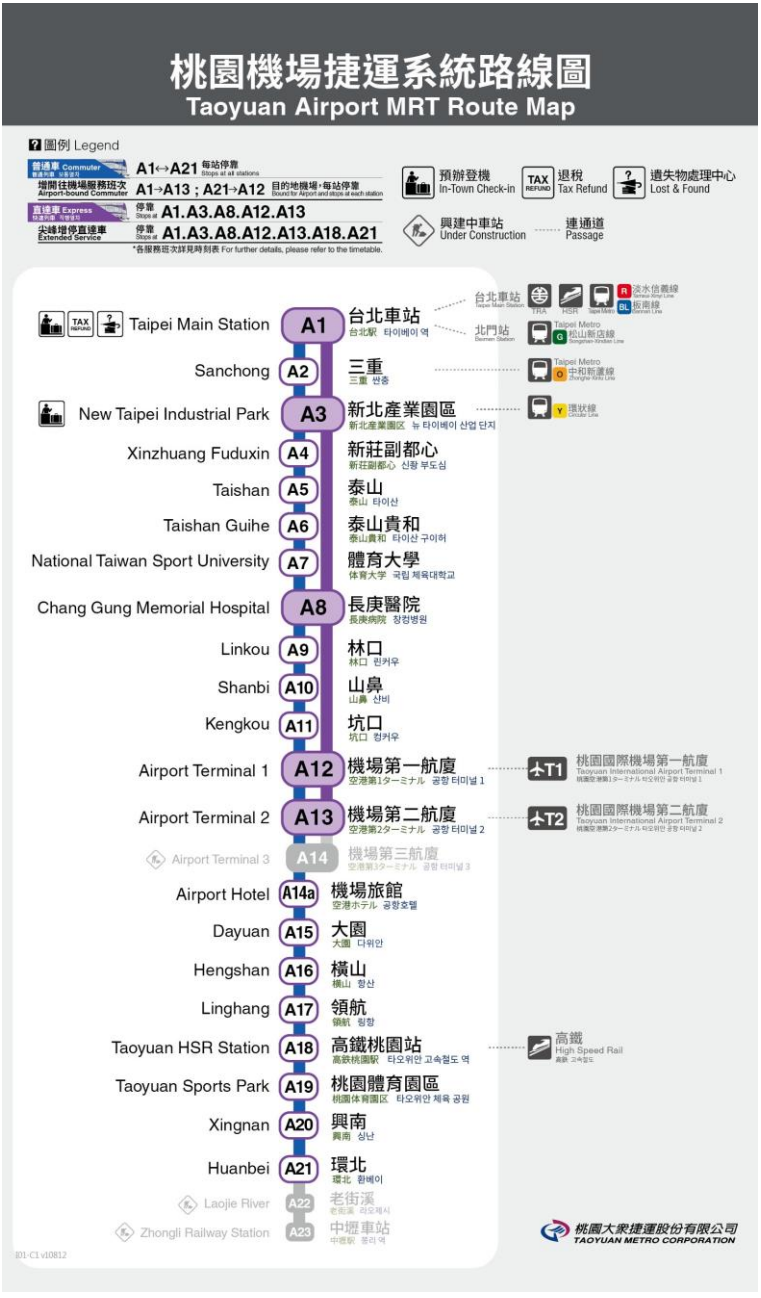
Ubike or Youbike is an efficient bike rental program offered by the Taipei City Department of Transportation and Giant Bikes. Generally, you will be able to find a Youbike docking station at every MRT station and next to most departments on campus. To rent a Youbike, you will need a registered (online or at the YouBike kiosk) EasyCard (your student ID card is also an EasyCard) and a local mobile number. For more information, please visit Youbike website: https://www.youbike.com.tw/region/main/ (Chinese Version Only)

Shuttle Bus

If you would like to go to the College of Medicine or Academia Sinica, the school shuttle bus is at your service. You can get a free ride simply by showing your student ID to the bus driver. Please go to the website of the Office of General Affairs to download the latest version of the NTU Campus Shuttle Bus Schedule. (https://ga.ntu.edu.tw/general/main_en/→ FAQ)



14. Taoyuan Airport Metro Route Map



15. Taipei Metro Route Map

Facebook@NTUOIA

Published in 2023
by Office of International Affairs, National Taiwan University
7th floor, Lixian Hall, No 1, Sec 4, Roosevelt Rd. Taipei City 106319, Taiwan
Tel: +886 (0)2 3366 2007
Fax: +886 (0)2 2362 0096
Website: https://oia.ntu.edu.tw
Email: intstudent@ntu.edu.tw
All Rights Reserved
Copyright© Office of International Affairs, National Taiwan University 2023

Instagram@ntu.oia