Application Procedure
First Semester of Academic Year 2016/2017
Visiting Student Program
National Taiwan University

General Information

Who Can Apply?

NTU's Visiting Student Program is a fee-paying program in which students register as a non-degree-seeking but a full-time student at NTU.

International students from an NTU Partner Institutions is eligible to apply when the exchange student program is not available.

How to Apply?

All applications are done online and must be completed before the deadlines stated below. All supporting documents must be uploaded to the system, unless otherwise stated. Original (hard copy) documents are not required unless otherwise specified.

When to Apply?

First Semester entry: March 01 to April 15 (classes start in September)

Second Semester entry: September 01 to October 15 (classes start in February)

All applicants must apply through the Online Application System by following the steps below

http://oiasystem.ntu.edu.tw/IncomingExchange/www/visit/framework.php

Application Procedure

Step 1: Complete an online application form

Follow the instructions to complete your online application. You are not allowed to make any changes once the application form is submitted. In the event of urgency, you may send an email to the program manager, Mr. Yuru Yang, at yuruyang@ntu.edu.tw, requesting any changes be made.

1. **Personal Information**

   A. Full Name in English

   The name you provide must be the same as shown in your passport.

   B. Full Name in Chinese

   You will need a name in Chinese for registration purposes. This name will also appear on your NTU student ID card and should be remained consistent once chosen.

(1) If you already have a name in Chinese, please provide it on the application form. If your computer does not support inputs in Chinese characters, you can handwrite the name and send a scanned photocopy to the program manager.

(2) If you do not have a name in Chinese and would like to accept a given name by the OIA, please select *"accept a given Chinese name"*.

C. Date of Birth

Your date of birth (yyyy/mm/dd) will be your password for logging in to the Online Application System.

D. Nationality

For those holding more than one citizenship (or nationality), please provide the nationality of which you will use when entering Taiwan. Applicants who hold both a Taiwanese and a foreign citizenship should provide both nationality information. For those who hold a mainland-Chinese passport, additional documents will be required in order to apply for an Entry Permit to enter Taiwan.

2. **Contact Information**

   To make sure that you receive important information from the OIA, please be sure to provide your correct contact information. The email address you provide will be the login ID of your account for the Online Application System.

3. **Current Enrollment Information**

   Please provide information about your current enrollment at your home university.

4. **NTU Visiting Student Program Information**

   A. Study at NTU

   Application Duration

   Please select the visiting duration you wish to apply for: one semester or one academic year.

   Level of Study

   Please select your corresponding level of study.

   Department at NTU

   Please select the college and the department/graduate institute at NTU in which you would to enroll in. The college and the department/graduate institute should be directly related to your current field of study. To find out the various colleges and departments/graduate institutes available at NTU please visit

   www.ntu.edu.tw/english/academics/academics.html

   To find out what courses are available please visit

   www.oia.ntu.edu.tw/study-at-ntu/why-study-at-ntu/courses

   B. On-Campus Accommodation

   All visiting students are guaranteed on-campus housing. To apply, simply check "Yes" on the Online Application System in response to the question regarding accommodation and then select your room preferences. Late applications are not accepted. You will receive an email regarding a reservation deposit after you have been assigned to a room.

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

	Location	*Room Type*	*Fee*
A	**Shui-Yuan Dorm** (**Introduction**)	**Single Suite (with a communal kitchen)**	**TWD 8,800/month** **water bill included**
B		**Single Ensuite**	**TWD 7,400/month** **water bill included**
C		**Twin Share**	**TWD 4,900/month** **water bill included**

※**Important Notes**

1. Please rank your preference for each type of room in the order in which you hope to be assigned. Due to limited room availability, we cannot guarantee that your most preferred type of room will be available.
2. Male and female rooms are separated in all NTU dormitories. Students are not allowed to choose their roommates or host others in the dormitory overnight. There is no dormitory for couples or families.

C. NTU Student Volunteer

If you would like a friendly NTU student volunteer be assigned to you to help acquaint you with your student life at NTU, simply request one by checking "Yes" in response to the question on the Online Application System.

D. General Chinese Courses Survey

Although proofs of Chinese proficiency are not required for the application, students are highly encouraged to have at least a level B1 of CEFR (Common European Framework of Reference) in English or in Chinese in order to successfully participate in courses. Visiting students are welcome to sign up for the General Chinese course, a 3-credit course for all international students who wish to learn/improve their Chinese abilities. Simply check "Yes" and provide relevant information on the application form to apply.

5. **Emergency Contact**

   Please designate an emergency contact person for the University to contact in the event of a personal emergency.

6. **Use of Personal Information**

   This gives the University the permission to use your personal information for application processing purposes.

7. **Applicant's Declaration**

   After you have done filling out the application form, you are required to read the declaration carefully before hitting "Submit."

Step 2: Upload Supporting Documents

Please make sure you upload all required documents before the deadline (except for item 5, 6 and 10). After you have submitted your application form, you may log back in to the system and upload any remaining documents before the deadline. All documents must be clear color photocopies of original documents either in Chinese or in English.

1. **Passport Photo in digital format**
   A digital passport photo in compliance with government regulations (JPG format)
   ([Guidelines for ePassport photographs](#))

2. **Motivation Letter/ Statement of Purpose**
   A statement with a maximum of 2 pages in length (PDF format)

3. **Academic Records**
   A color photocopy of your official transcripts that include all courses taken during your current degree level (PDF format)

4. **Passport**
   A color photocopy of the personal information page of your passport (PDF format). Mainland Chinese applicants may submit one with both the front and the back of your PRC identity card instead of your passport (PDF format).

5. **NTU Health Exam Form (can be [downloaded](#) from our online application system)**
   To meet the university and the government's requirements, all new students must complete a health exam by a qualified doctor. Please read the health exam instructions and complete each examination listed on both forms. After you have completed the exam, upload a color photocopy of the two forms (PDF format) by September 01 for the First Semester or by February 01 for the Second Semester. You may also choose to submit the hard copy on the registration day.

6. **Proof of Medical and Accident Insurance**
   Submit a color photocopy of a proof of your medical and accident insurance (PDF format) which must valid through the entire period of your stay and with a coverage of at least TWD 1,000,000 (approx. USD 34,000). You are advised to purchase your insurance in your country of residence before coming to Taiwan. If you hold an Alien Residence Certificate (ARC) and have met the 6-month residency requirement, you can choose to apply for a National Health Insurance (NHI).

7. **Financial Statement**
   All visiting students must document their ability to meet all educational and living expenses at NTU since the University does not offer financial supports to visiting students. Submit a color photocopy of your financial statement (or bank statement), showing you have funds available that meet or exceed USD 6,500 (TWD 195,000). Bank statements of the applicant's parents can be accepted. If you're coming with a scholarship, please provide relevant documents instead. Visit the Tuition & Fees section of our website for a list of estimated expenses. (PDF format)

8. **Two Letters of Recommendation**
   All applicants must submit two letters of recommendation by two separate parties. Your recommenders must be academically related to you and should prove your academic

abilities. You may either upload a color photocopy of the two letters to the system or ask your recommenders to email them directly to the Visiting Student Program's manager, Mr. Yuru Yang, at yuruyang@ntu.edu.tw. (PDF format)

9. **Certificate of Remittance (Application Fee)**

   The application fee is a non-refundable, one-time payment which applicants must make successfully before their applications are forwarded for review. A photocopy of your certificate of remittance of the application fee must be submitted to complete your application before the application deadline (PDF format). Wire transfer information can be downloaded from the application system directly.

10. **Certificate of Remittance (Program Fee)**

    The program fee is payable by students who have been admitted to the Program and have received an admission letter. A photocopy of your certificate of remittance of the program fee must be submitted to accept your admission (PDF format). Wire transfer information can be downloaded from the application system directly.

Check Your Application Status

After you have submitted your application form, you can log back in to the system with your email address and date of birth (yyyymmdd) to check your application status or to upload any remaining documents before the deadline.

Admission decisions will be available by the end of June for the first semester entry and by the end of December for the second semester entry.

For Mainland-Chinese Passport Holders

持中國大陸護照者請於錄取後提供以下資料：

1. 在學證明

   上傳有校方戳章，開立時間為 2 個月內的在學證明彩色掃描檔案(PDF)

2. 中國大陸身分證

   上傳有效期內身分證之正反面彩色掃描檔(PDF)

入臺證申請

入臺證核發後，本校將透過電子郵件寄發電子檔給同學。移民署審查過程中若要求申請人補交其它文件，本處也將透過電子郵件發布通知。另外，依據移民署規定，旅居中國大陸以外地區之陸籍學生須前往居住地鄰近之外館預約面談，本校收到移民署面談通知後會以電子郵件轉告申請人，因此請務必隨時查看您的信箱，並定期追蹤申請進度。

請留意，為配合移民署政策規定，本校統一替學生辦理單次入出境入臺證。屆時請務必依照「行程計畫表」所定日期入出境，若有違規移民署將處以重罰。入臺證申辦費用為新臺幣1,000 元整，於註冊日當天繳交。

Contact Information

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Information can also be found on the Visiting Student Program's website:

www.oia.ntu.edu.tw >> Study >> **Incoming Visiting Students**