2010/2011 Application Procedure for
Incoming Exchange Students
on University-level Programs

General Information

Who can apply?
Only students who are currently enrolled at a university with which NTU has a valid student exchange agreement can be officially nominated by their home university for NTU exchange programs.

How to get nominated?
Each partner university has its own selection procedure, please first contact your home university’s international office. Applications without nomination will not be accepted.

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

When is the deadline?
April 30, 2010 for First Semester entry (starting from September 2010)
October 30, 2010 for Second Semester entry (starting from February 2011)

Online Application
All students are required to apply online during the application period (March 15 ~ April 30) at http://www.oia.ntu.edu.tw/IncomingExchange/www/app/framework.php. The link is also available on the NTU OIA website (http://www.oia.ntu.edu.tw/ex-in/2_apply.asp).

Step 1: Fill in the Online Application Form
Please follow the instructions below to fill in the application form online. Once you have submitted your online application form, you cannot revise the information previously provided.

1. Personal Information

Full Name in English: As shown on your passport.

Full Name in Chinese: You need to have a Chinese name for official use during your stay in Taiwan (the name will be used on your student ID card) and your Chinese name should remain consistent once chosen. There are two ways to fill in this item.

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

(2) If you do not have a Chinese name and will accept an alternative name given by OIA at NTU, please tick “accept a given Chinese name”. We will give you a Chinese name based on the pronunciation of your original name.
**Date of Birth:** Please note this will be your password to log in to the NTU online application system to check your application status.

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

**2. Contact Information:**
Please make sure the contact information you provide is correct to avoid missing any important information sent. Your E-mail address provided here will be your login E-mail address.

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

**4. Study at NTU**

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

**Department at NTU:** Please first select a college and then a department / graduate institute you wish to enroll in at NTU. Please note that they should be relevant to your field of study at your home university. We strongly recommend that you visit NTU homepage and click on “Academic Programs” to have a better understanding of all the colleges and departments at NTU.

**Period of Study:** You will be asked to select one academic year or one semester for the duration you wish to apply as well as the starting semester when you enter the NTU online application webpage. The period of your study will be directly shown on the application form. If you need to make a change, please go back to the first page. Once you have submitted your application form, you will not be able to change the period of your study.

**5. Chinese Language Proficiency**

**CLD language courses:** NTU does not require Chinese proficiency for incoming exchange students. In addition to the regular courses at NTU, exchange students can attend Chinese language courses at the Chinese Language Division (CLD) for the first exchange semester free of charge supported by OIA. If you wish to take CLD course, please tick “Yes” here, otherwise you will not be enrolled.
6. Accommodation

This is a guaranteed application. If you tick “Yes”, your accommodation will be automatically arranged without further notice. Please note that there is no on-campus accommodation for couples or families. If you are accompanied by your spouse or family, you will be responsible for your own off-campus accommodation. Students who fail to apply before the deadline aren’t guaranteed on-campus accommodation.

◎ Types of Accommodation (1 TWD = 0.031 USD = 0.022 EUR, February 2010)

<table>
<thead>
<tr>
<th>Location</th>
<th>Room Type</th>
<th>Fee (Tentative)</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Prince House - NTU Dorms</td>
<td>Single Suite with Communal Kitchen</td>
<td>TWD 8,500 per month (only water bill included)</td>
<td>a single room with a private bathroom and a communal kitchen shared among five residents</td>
</tr>
<tr>
<td>B Prince House - NTU Dorms</td>
<td>Single Suite</td>
<td>TWD 7,100 per month (only water bill included)</td>
<td>a single room with a private bathroom</td>
</tr>
<tr>
<td>C Prince House - NTU Dorms</td>
<td>Twin Suite</td>
<td>TWD 4,700 per month (only water bill included)</td>
<td>a room with a private bathroom shared between two residents</td>
</tr>
<tr>
<td>D Guo Qing Dorm (IYC)</td>
<td>Twin Share</td>
<td>TWD 7,000 per semester (both water and electricity usage included)</td>
<td>a room shared between two students, shared common bathroom</td>
</tr>
</tbody>
</table>

※Important Notes
1) Prince House - NTU Dorms is the university’s newest dormitory, and its management and operation is contracted out.
2) Due to the limited number of rooms, we cannot guarantee that your most preferred type will be available. Therefore, please choose at least three types of the room.
3) It is not possible to choose your roommate. Male and female rooms are separate in all the NTU dormitories. According to NTU accommodation Regulations, students living on campus are not allowed to host others in the dormitory overnight.
4) Students who are exempted from accommodation fees due to bilateral agreements will be provided with IYC Twin Share. However, if IYC Twin Shares are full, they may be assigned to other local dormitories. If students who receive free housing wish to change to the Prince House - NTU Dorms, the accommodation fee-waiver will be cancelled, and a payment of the full amount is required.

7. NTU Student Volunteer

To assist international students at NTU, we will assign you a student volunteer who will help you during your stay at NTU upon request.
8. Emergency Contact
Please provide information so we can contact in case of an emergency.

9. Applicant’s Declaration
After filling in the online application form, you will be required to read the declaration carefully and submit it. NTU will only accept a signed application form.

Step 2: Upload the Supporting Documents
Please make sure that you have uploaded the following items before the application deadline (except items 5 and 6), otherwise your application will not be processed. It is possible to log in to our system again and complete the uploading before the deadline.

1. Passport Size Photo in Digital Format
   This photo will be used for your NTU student ID card.

2. Motivation Letter/ Statement of Purpose (in Chinese or English)
   This is limited to a one page PDF file.

3. Official Transcripts of Academic Records
   All subjects taken during the period of your current study level should be included.

4. A Copy of a Non-Taiwanese Passport
   Only the page of your personal information and photo should be provided.

5. NTU Health Exam Form (download the form)
   To meet the regulations of National Taiwan University and our government’s requirements, all new students should receive a health exam by a qualified physician. Please read the health exam instructions first and complete the examination listed on the form. A completed NTU Health Exam Form must be uploaded by September 1 (Fall Semester) / February 1 (Spring Semester), or submitted on the registration day.

6. A Copy of Medical and Accident Insurance Proof
   International students residing in Taiwan for more than four months are eligible to participate in the Taiwanese National Health Insurance (NHI) program, but the NHI reimbursement is very limited. Therefore, all exchange students are required to have their own medical and accident insurance to ensure sufficient coverage during their exchange period in Taiwan. A copy of a valid insurance proof must be uploaded by September 1 (Fall Semester) / February 1 (Spring Semester), or submitted on the registration day. If you should fail to obtain proof of insurance from your home country, it is compulsory to purchase an additional accident insurance in Taiwan.

* Failure to provide a NTU Health Exam Form and proof of insurance to the Office of International Affairs by the Registration Day will result in a failure to complete the
registration procedure. You will not receive your NTU student ID card until all the required documents are submitted.

**Approval by Your Home University**

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

**Tracking Your Application Progress**

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

**Contact Information**

Office of International Affairs, National Taiwan University  
Room 419, 4F, 2nd Administration Building,  
No. 1, Section 4, Roosevelt Road, Taipei 10617, Taiwan (R.O.C.)  
Tel: +886-2-3366-2007  Fax: +886-2-2362-0096  
Website: [http://www.oia.ntu.edu.tw](http://www.oia.ntu.edu.tw)

Europe, Australia and Latin America: Ms. Mollien Tao【mollien@ntu.edu.tw】
U.S.A. (excluding UC&CSU), Canada, Japan and Korea:  
Ms. Patricia Yang【patriciayang@ntu.edu.tw】
Asia (excluding Japan and Korea): Ms. Ear Lu【earlu@ntu.edu.tw】
University of California and California State University:  
Ms. Nancy Chen【nancywchen@ntu.edu.tw】
Visiting Student Programs and Summer Programs:  
Ms. Jung-Chen Chen【jcchen2006@ntu.edu.tw】
General inquiries: Ms. Winni Kuo【cfia@ntu.edu.tw】