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* Published June 2010 by the Office of International Affairs, National Taiwan University. The information contained in this handbook is valid at the time of printing but is subject to change. NTU reserves the right to make any changes without notice.
Chapter 1
INTRODUCTION

- About NTU
- Dates to Remember
- Exchange/Visiting Student Orientation
- Administrative Services Contact Info

ABOUT NTU

For over a half century, National Taiwan University has been the flagship of Taiwan’s higher education and has played key roles in promoting collaboration with major learning institutions in Asia Pacific. Today, NTU is home to 32,000 plus students and operates 54 departments and 99 graduate schools in 11 colleges. As the oldest and most comprehensive university, NTU commands a leadership position in a consortium of a dozen research universities in Taiwan and enjoys exclusive partnership with the high-tech as well as elite private industrial sectors.

Not only does NTU offer a comprehensive educational environment, but NTU’s main campus is conveniently situated in the subtropical Taipei metropolis and is a stone’s throw from several other key learning institutions. The location is served by a modern subway and easily accessed by other forms of transportation.

NTU also takes full advantage of Taiwan’s rich Chinese heritage strategic regional position, to offer initiatives and solutions that bridge the East and the West and runs the world’s most prestigious Chinese language programs for over 40 years. NTU is the top-ranking university in Taiwan and placed among the best 95 universities in the world by the Times Higher Education-QS World University Rankings.

To further its international scope and reach, the university intends to establish more exchange programs and cooperative agreements with reputable universities all over the world.

www.ntu.edu.tw
DATES TO REMEMBER

FIRST SEMESTER (FALL/WINTER SEMESTER):

AUGUST 1, 2010 - JANUARY 31, 2011

1st Online Course Selection: August 23 - 27
2nd Online Course Selection: September 1 - 3
Dorms Check-in Begins: September 6
Group Airport Pick-up: September 6 - 7
Exchange/Visiting Student Orientation: September 8
Exchange/Visiting New Coming Student Registration: September 9
First Day of NTU Classes: September 13
Course Drop/Add Period: September 13 – 24
CLD Placement Test: September 19
CLD Classes Begin: September 27
NTU Study Abroad Fair: November 15
Last Day of NTU Classes: January 7
Final Exam Period: January 10 – 14
CLD Classes End: January 14

SECOND SEMESTER (SPRING/SUMMER SEMESTER):

FEBRUARY 1, 2011 - JULY 31, 2011

1st Online Course Selection: January 17 - 20
2nd Online Course Selection: January 25 - 27
Dorms Check-in Begins: February 14
Group Airport Pick-up: February 14 - 15
Exchange/Visiting Student Orientation: February 16
Exchange/Visiting New Coming Student Registration: February 17
First Day of NTU Classes: February 21
Course Drop/Add Period: February 21 - March 4
CLD Placement Test: February 26
CLD Classes Begin: March 7
Last Day of NTU Classes: June 17
Final Exam Period: June 20 – 24
CLD Classes End: June 24

*For a more detailed breakdown please see appendix 1: NTU Academic Calendar 2010/2011.

EXCHANGE/VISITING STUDENT ORIENTATION

Besides learning everything you need to know about NTU, the Exchange/Visiting Student Orientation is a great opportunity to meet exchange students from other NTU partner universities and visiting students from around the world. Please indicate your attendance by submitting the Orientation Reply Form online at http://www.oia.ntu.edu.tw/IncomingExchange/www/app/framework.php?act=app-login during Aug. 8-22 (Semester 1) / Jan. 16-30 (Semester 2)

Date:

【Semester 1】Wednesday 13:00-16:30, September 8 (Wednesday), 2010
【Semester 2】Wednesday 13:00-16:30, February 16 (Wednesday), 2011

Venue:

【Semester 1】GIS NTU Convention Center, B1, 2nd Student Activity Center Map reference No. 23
【Semester 2】To be announced

* Due to the limited number of available seats, it is not allowed to invite your guests to attend the orientation.
* OIA will confirm the date and venue of the Orientation by email and announce it on our website http://www.oia.ntu.edu.tw.
Chapter 1: Introduction

Administrative Services Contact Info

The Administration Building can be found at No. 10 on the Map, the 2nd Administration Building can be found at No. 9.

Please note that general office hours of NTU are Monday to Friday, 09:00 - 12:00, 13:00 - 17:00 and all offices are closed during 12:00-13:00 for lunch break.

Office of International Affairs (OIA) (國際事務處)

The Office of International Affairs (OIA) is divided into two subdivisions: the International Programs Division and the International Student Division. The International Programs Division handles the signing of protocols, faculty exchange programs, participation in international organizations, organizing international conferences, and reception of international visitors. The International Student Division is responsible for student exchange programs, the visiting student program, international degree student recruitment, scholarships and summer programs.

Location: Room 419, 4th floor, 2nd Administration Building (第二行政大樓) (Also known as New Agricultural Chemistry Building (農化新館))

http://www.oia.ntu.edu.tw/
Tel: +886-2-3366-2007
Fax: +886-2-2362-0096

Managers of Study Abroad Programs

Ms. Winni KUO (郭芠 小姐)
For general inquiries
Tel: +886-2-3366-2007 ext.204
cfa@ntu.edu.tw

Ms. Mollien TAO (陶孟麟 小姐)
For Europe, Australia and Latin America
Tel: +886-2-3366-2007 ext.206
mollen@ntu.edu.tw

Ms. Patricia YANG (楊景珮 小姐)
For North America (excluding Univ. of California and California State Univ.), Japan, and Korea
Tel: +886-2-3366-2007 ext.205
patriciyang@ntu.edu.tw

Ms. Nancy CHEN (陳韜寧 小姐)
For University of California and California State University
Tel: +886-2-3366-2007 ext.226
nancywen@ntu.edu.tw

Ms. Ear LU (呂逸盈 小姐)
For Asia (excluding Japan and Korea)
earlu@ntu.edu.tw
Tel: +886-2-33662007 ext. 228

Ms. Jung-Chen CHEN (陳婉真 小姐)
For visiting students
Tel: +886-2-3366-2007 ext.225
jcc@ntu.edu.tw

Office of Academic Affairs (教務處)

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

Location: Room 106, 1st floor, Administration Building (行政大樓)
Contact: Ms. Huei-fen KUO (郭慧芬 小姐)
Tel: +886-2-3366-2388 ext. 213
Fax: +886-2-2363-8200
hfkuo@ntu.edu.tw

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

Location: Room 209, 2nd floor, Administration Building (行政大樓)
Contact: Mr. Hsueh-Jung LU (呂學榮 先生)
Tel: +886-2-3366-2388 ext. 411
Fax: +886-2-2363-4383
lupony@ntu.edu.tw

Curriculum Division (課務組)
The Curriculum Division offers information about courses and credits.

Location: Room 208, 2nd floor, Administration Building (行政大樓)
Contact: Ms. Shu-Chun HU (胡淑君 小姐)
Tel: +886-2-3366-2388 ext. 302
Fax: +886-2-2362-6282
huolbig@ntu.edu.tw

Office of Student Affairs (學務處)

Student Housing Service Division (住宿服務組)

Student Housing Service Division coordinates housing assignments, policy, roommate issues, room switches, and other inquiries about on-campus accommodation.

Location: Next to the Hall of Joy and Hope (望樂樓)
Tel: +886-2-3366-2264 ext. 8
Fax: +886-2-2369-6404
admdorm@ntu.edu.tw

Contact for undergraduate students:
Ms. Kiki HUNG (洪玫琦 小姐)
Tel: +886-2-3366-2265
wenchihung@ntu.edu.tw

Contact for graduate students:
Ms. Diane LU (呂靜慧 小姐)
Tel: +886-2-3366-2266
jinghui@ntu.edu.tw

Student Activities Division (課外活動指導組)
The Extracurricular Activities Division is in charge of student activities, clubs, on-campus academic / art activities, and off-campus internships.

Location: Room 102, 1st floor, Administration Building (行政大樓)
http://activity.osa.ntu.edu.tw/english/
Tel: +886-2-3366-2066
Fax: +886-2-3366-1952
activity@ntu.edu.tw
Student Assistance Division (生活輔導組)
Student Assistance Division is responsible for Student application for leave, notification and registration of student rewards and punishments, lost-and-found, and emergency services.
Location: Room 102, 1st floor, Administration Building (行政大樓)
http://sad.osa.ntu.edu.tw/eng_index.php
Tel: +886-2-3366-2048~52
Fax: +886-2-2369-0481
advisory@ntu.edu.tw

Office of General Affairs (總務處)

General Service Division (事務組)
One of the tasks of the General Service Division is the parking space planning for all cars, motorcycles, and bicycles of the entire university.
Location: Room 104, 1st floor, Administration Building (行政大樓)
http://www.ga.ntu.edu.tw/general/
Contact: Mr. Shin-Won LIN (林新旺 組長)
Tel: +886-2-3366-2237
Fax: +886-2-2392-5246
lsw@ntu.edu.tw

Cashier Division (出納組)
The Cashier Division is responsible for student payments and issuance of scholarships.
Location: Room 115, 1st floor, 2nd Administration Building (第二行政大樓)
Contact: Ms. Li-Chen CHANG (張麗珍 組長)
Tel: +886-2-3366-2013
Fax: +886-2-2365-1431
jenny@ntu.edu.tw

Campus Security (駐衛警察隊)
(Map Reference No. 44)
Campus Security is in charge of safety and order on campus, emergency services and accident response.
Location: 1st floor, Jan Shu Hall (the right side of the Chou-Shan Road) (舟山路展書樓一樓)
http://www.ga.ntu.edu.tw/campus/
Tel: +886-2-3366-2185
Fax: +886-2-2369-6474
police@ntu.edu.tw

College / Department Level Exchange (院系級來校交換學生)
Incoming students who are on the college or department level exchange programs are also obliged to abide by the NTU Regulations. The logistics stated in this handbook also apply to such students unless otherwise indicated. College or department level exchange students should consult the college/department office directly for application, admission and registration procedures as well as academic and daily support. The useful contacts of individual NTU colleges are as follows:

College of Liberal Arts
http://liberal.ntu.edu.tw
Tel: + 886-2-3366-3984
nekochan@ntu.edu.tw

College of Science
http://www.science.ntu.edu.tw
Tel: +886-2-3366-4187, +886-2-2363-7562
cos@ntu.edu.tw

College of Social Sciences
http://www.coss.ntu.edu.tw
Tel: +886-2-2351-9641
coss@ntu.edu.tw

College of Medicine
Tel: +886-2-2312-3456
mcdean@ntu.edu.tw

College of Electrical Engineering and Computer Science
Tel: +886-2-3366-3501
college@cc.ee.ntu.edu.tw

College of Law
http://www.law.ntu.edu.tw
Tel: +886-2-3366-8900
ntutop@ntu.edu.tw

College of Life Science
http://college.lifescience.ntu.edu.tw
Tel: +886-2-3366-4549
kuoweiwang@ntu.edu.tw
Chapter 2
PREPARING FOR ARRIVAL

- Visa & Alien Resident Certificate (ARC)

Phase 1: Applying for a Visa at ROC Offices Overseas
You must apply for a valid visa (Visitor or Resident Visa) in your country of residence BEFORE entering Taiwan. As there is no "Student Visa" for international students studying in Taiwan, students whose exchange period is more than 180 days may apply for Resident Visas or for extendable Visitor Visas if the exchange period is less than 180 days.

Please contact the Ministry of Foreign Affairs and Republic of China (ROC) overseas missions in your countries / regions for the required documents, latest information and advice about which type of visa you should apply for.

A list of ROC (Taiwan) Embassies can be found at http://www.boca.gov.tw/lp.asp?ctNode=125&CtUnit=72&BaseDSD=18&mp=2

Please note that students who qualify for Visa-Exempt Entry or who obtain Landing Visas valid for 30 days (non-extendable) may still be able to enter Taiwan even if coming without Visitor Visas. However, you are then required to leave the country after 30 days. Please note that male students who have dual citizenship and enter Taiwan with ROC (Taiwan) passports will be subject to the Taiwanese compulsory military service regulations.

Students from Hong Kong should apply for renewable/multiple entry and exit permits in accordance with the Regulations Governing Hong Kong and Macao Citizen’s Entry, Exit, Residence and Registered Permanent Residence in the Taiwan Area. See http://www.immigration.gov.tw

The permit is valid for three months and may be extended once for a total of six months from the first day of entry. Hence, students whose exchange period is one academic year will have to leave Taiwan after six months and apply for a new permit again.

Phase 2: Visa Status Changes & Extensions When in Taiwan.
Phase 3: Alien Resident Certificate (ARC)

- Health Exam & Insurance Requirement
- NTU Student Volunteers
- Upon Arrival Tips
- Group Airport Pick-Up
- From Airport To NTU

VISA & ALIEN RESIDENT CERTIFICATE (ARC)

PHASE 1: APPLYING FOR A VISA AT ROC OFFICES OVERSEAS

You must apply for a valid visa (Visitor or Resident Visa) in your country of residence BEFORE entering Taiwan. As there is no "Student Visa" for international students studying in Taiwan, students whose exchange period is more than 180 days may apply for Resident Visas or for extendable Visitor Visas if the exchange period is less than 180 days.

Please contact the Ministry of Foreign Affairs and Republic of China (ROC) overseas missions in your countries / regions for the required documents, latest information and advice about which type of visa you should apply for.

A list of ROC (Taiwan) Embassies can be found at http://www.boca.gov.tw/lp.asp?ctNode=125&CtUnit=72&BaseDSD=18&mp=2

Please note that students who qualify for Visa-Exempt Entry or who obtain Landing Visas valid for 30 days (non-extendable) may still be able to enter Taiwan even if coming without Visitor Visas. However, you are then required to leave the country after 30 days. Please note that male students who have dual citizenship and enter Taiwan with ROC (Taiwan) passports will be subject to the Taiwanese compulsory military service regulations.

Students from Hong Kong should apply for renewable/multiple entry and exit permits in accordance with the Regulations Governing Hong Kong and Macao Citizen’s Entry, Exit, Residence and Registered Permanent Residence in the Taiwan Area. See http://www.immigration.gov.tw

The permit is valid for three months and may be extended once for a total of six months from the first day of entry. Hence, students whose exchange period is one academic year will have to leave Taiwan after six months and apply for a new permit again.
WHAT TYPE OF VISAA DO YOU NEED?

**Visitor Visa**
- If you are on the semester program and intend to stay in Taiwan for less than six months, a Visitor Visa will suffice.
- It is strongly advised to apply for a multiple-entry Visitor Visa if you plan to travel internationally during your stay.
- It is not possible to change a single-entry to a multiple-entry Visitor Visa once you are in Taiwan.
- Visitor Visa holders are permitted to stay for 60 or 90 days, you may apply at local service centers of the National Immigration Agency for an extension (max. 90-120 days) within 15 days before the current visa expires.

**Resident Visa**
- If you are on the year program and/or intend to stay in Taiwan for more than 180 days, it is advised to enter on a Resident Visa. You will eventually change your resident visa to an Alien Resident Certificate (ARC; see the ARC section below).
- If you originally enter on a Visitor Visa but will stay for more than 180 days, you must change to a Resident Visa at the Bureau of Consular Affairs, Ministry of Foreign Affairs before the Visitor Visa expiration date.
- From previous students’ experience, some ROC embassies are not likely to issue resident visas. If it is your case, please just apply for a Visitor Visa first and then change to a Resident Visa when you are in Taiwan.

THE COMPLETE VISITOR VISAA APPLICATION AND EXTENSION PROCESS

ENTERING THE ROC WITH A VISITOR VISA

- Submit application to the overseas mission of the Republic of China (ROC)
- The consult officer will examine the application and request an interview if necessary
- Cases requiring further review should be referred to the Bureau of Consular Affairs for approval
- Guarantor in ROC submits a letter of Guarantee for Visitor Visa Application to the Bureau of Consular Affairs
- Notify the overseas mission to issue visa
- Notify the overseas mission to reject visa
- Enter the ROC before expiration date of the visa
- Holder of visa bearing “No Extension” may not apply for extension, unless his/her request for changing to an extendable visa is approved by the Bureau of Consular Affairs
- Holder of a 60-day stay visa that does not bear the stamp “No Extension Will Be Granted” may apply for a maximum of two 60-day extensions at local service centers of the National Immigration Agency
- It is not possible to change a single-entry to a multiple-entry Visitor Visa once you are in Taiwan.

THE COMPLETE RESIDENT VISAA APPLICATION AND EXTENSION PROCESS

ENTERING THE ROC WITH A RESIDENT VISA

- Submit visa application to the overseas mission of the Republic of China (ROC)
- The consult officer will examine the application and request an interview if necessary
- Send visa application to the Bureau of Consular Affairs for further examination
- Notify the overseas mission to issue visa
- Notify the overseas mission to reject visa
- Enter the ROC with Resident Visa
- Apply for an “Alien Resident Certificate” (ARC) and re-entry permit at local service centers of the National Immigration Agency
- Request city/country police headquarters to extend the validity of ARC and re-entry permit before they expire
Chapter 2  preparing for arrival

Phase 2: Visa Status Changes and Extensions When in Taiwan

Tip: Consultation available through the Public Service Hotline (02)2380-5678. The Ministry of Foreign Affairs provides basic consultation services for matters involving foreign affairs, passport applications, visas for foreigners, document notarization and related areas.

Phase 2 occurs once you are in Taiwan. You may need to extend your visitor visa, get an ROC ID number or change your visitor visa to a resident visa. If you enter Taiwan on a resident visa, you will skip phase 2 and move directly to phase 3. It can be a confusing process, so please refer to the process chart and service center diagram to ensure that you contact the relevant authorities within the various deadlines. Your visa status is your responsibility.

General Process

Service Center Diagram: Where to Do What?

- **Changing from a Visitor Visa to a Resident Visa**
  - Where: A) Bureau of Consular Affairs, Ministry of Foreign Affairs (外交部領事事務局)
  - You will need:
    1. A completed visa application form signed by the applicant.
    2. A passport valid for at least six months with ample space for stamps, and a copy of your passport.
    3. Two 2 x 2 inch head & shoulder photos in color (taken within six months).
    4. The original copy of your Letter of Acceptance and a certificate of enrollment issued by the university (i.e. a copy of both sides of your NTU student ID card).
    5. A copy of your entry visa with the annotation “FS” (i.e. "Foreign Student").
    6. Health certificate issued within the last three months from designated hospitals, see list: http://www.cdc.gov.tw/ct.asp?xItem=7695&ctNode=925&mp=5
    7. TWD 2,200 (US$ 66) for single entry (TWD 4,585 for U.S. passport holders); TWD 4,400 (USD132) for multiple entry. An additional handling charge of TWD 800 shall apply to applications made in the ROC (Taiwan) by Visitor Visa holders applying for change of visitor status.
    8. Other required documents such as proof of financial support.

- **Getting a Visitor Visa extension**
  - Where: B) National Immigration Agency (內政部入出國及移民署)
  - You will need:
    1. A completed visa application form signed by the applicant.
    2. A passport valid for at least six months, and a copy of your passport.

- **Getting an ROC ID Number**
  - Students who are on Visitor Visas and need to open bank accounts, to apply for National Health Insurance (NHI), or to apply for drivers’ licenses should first apply for an ROC ID Number at National Immigration Agency.
  - Those with ARCs would automatically have the number on the certificates. This unique, life-long number is for the registration of people residing in the ROC (Taiwan), which will be used for NHI IC Cards and driver’s licenses.

For information updates, please go to: http://www.immigration.gov.tw/immmg_eng/aspcode/showappinfor.asp?id=1

Where: B) National Immigration Agency (內政部入出國及移民署)

You will need:

1. One completed application form.
2. Original passport and one photocopy of it.

* Students from Hong Kong could make online application for ROC ID number in Taiwan. More information can be found at https://nas.immigration.gov.tw/nasf/ctlr?PRO=PRO_Task03Application.
**PHASE 3: ALIEN RESIDENT CERTIFICATE (ARC) [外僑居留證]**

For international students, the Alien Resident Certificate (ARC) serves as your temporary ID card which can prove your resident status in Taiwan. Moreover, whether you have entered Taiwan with Resident Visa or obtained Resident Visa through visa change in Taiwan, please remember to apply for the Alien Resident Certificate and Re-entry Permit (重入國許可) at the National Immigration Agency in your resident city within 15 days upon your arrival or within 15 days of the issue of your Resident Visa. The ARC for the exchange students is valid for the duration of your studies.

**Where:** B | National Immigration Agency (內政部入出境及移民署)

You will need:
2. Two 3.5 x 4.5 cm head and shoulder photos in color with a white background.
3. Original passport and Resident Visa with one photocopy of each.
4. Acceptance letter (the original and a photocopy) and a certificate of enrollment issued by the university (a copy of both sides of your NTU student ID card).
5. Application fee TWD 1,000.

**CHINA (PRC) PASSPORT HOLDERS (中國籍交換生/訪問生簽證資訊)**

一、僅具中國籍的交換生/訪問生,需透過本校國際事務處辦理入台證的申請作業。入台證申請作業的相關資訊,請參考內政部入出國及移民署網頁-「專業人士來臺從事專業活動」或「大陸地區專業人士從海外申請來台作業流程」(來自其他區姐妹校之中國籍交換生) [http://www.immigration.gov.tw/maind5.htm](http://www.immigration.gov.tw/maind5.htm)

二、入台證申請辦理方式,依照交換生/訪問生的學校所在地而有所不同:

(二)來自其他地區姐妹校之中國籍交換生/訪問生:於本校審核入學申請資料後,寄出申請入台證之相關文件至交換生/訪問生於學校所在地。親自向外交部領事事務局提出申請。駐外館處之相關資訊,請見外交部領事事務局網頁。


三、入台證重要資訊:
(一)入台證須於入台前三個月內方能辦理,因此第一學期九月入學之交換生/訪問生,須於六月辦理申請；第二學期二月入學之交換生/訪問生,須於十一月辦理申請入台證。

(二)無論是申請交換一學期(九月或二月入學)或一學年(限九月入學),所核發之入台證皆為單次進出。交換生/訪問生若於交換期結束前離臺,則不得再次入境。

(三)入台證効期與可停留天數,依照本校學年行事曆統一辦理，同學需遵守本校所規定之期限出入境，不得申請提前或延後日期。

(四)申請交換期/訪問期之交換生,若希望延長交換期限為一學年,應取得原學校許可,再由原學校交換生業務承辦人,向本校國際事務處提出申請。延長申請獲准後,交換生須向原學校所在地,重新辦理入台證申請手續。

(五)交換生須於入學申請時決定申請一學期或一學年,原申請一學期者,不得於抵台後申請延長為一學年。

**HEALTH EXAM & INSURANCE REQUIREMENT**

**NTU HEALTH EXAM POLICY**

To meet the regulations of NTU and our government's requirements, all new students should receive a health exam by a qualified physician and complete each examination listed on the NTU Incoming/Visiting Students Health Exam Form. Incoming exchange students can fulfill the requirement of NTU Health Exam Form according to the following methods:

1. You may get the exam done in your home country and upload the Health Exam Form with other required documents by the application deadline. A completed NTU Health Exam Form must be uploaded by September 1 (Fall Semester) / February 1 (Spring Semester), or submitted on the Registration Day.

2. If you couldn’t complete the health exam in your home country, you can do the exam at the NTU Hospital once you arrive at Taiwan and then submit the form on the Registration Day. However, if you need to apply for a resident visa in Taiwan, you should do the exam at the designated hospital (see page 15).


* Please note that exchange/visiting students’ failure to provide the NTU Health Exam Form to OIA by the Registration Day will result in a deferral of completing the registration procedure. You will not receive your NTU student ID cards until all the required documents are submitted.

**NTU INSURANCE POLICY**

NTU regulations require each exchange/visiting student to provide proof of his/her Health and Accident insurance. Exchange students are recommended to purchase insurance for the entire period of your stay in your home country prior to your arrival in Taiwan. All prospective exchange/visiting students must show proof of insurance by Registration Day.

Per instruction of the Ministry of Education of Taiwan, exchange/visiting students are not allowed to purchase the standard student insurance plan provided for regular students by the university. Instead, exchange students who are ARC holders and who have met the four month minimum residency requirement may purchase the National Health Insurance (NHI) plans with limited coverage. Please note that all NTU exchange students are required to carry their own medical and accident insurance plans worth a minimum of TWD 1,000,000 (approx. USD34,000) valid for the whole exchange period.
NATIONAL HEALTH INSURANCE  【全民健保】

Students residing in Taiwan for more than four months can be enrolled in the National Health Insurance (NHI) system. Please apply for NHI during the 4th month (you cannot enroll before) of your stay in Taiwan. The premium is around TWD 604 per month.

For Students Living At The Prince House - NTU Shui-Yuan Dorms Please Go To:
Zhongzheng District Office, Taipei city 〔台北市中正區公所〕
6F., No. 8, Sec. 1, Roosevelt Rd., Taipei 〔台北市中正區羅斯福路一段8號6樓〕; Tel: 886-2-2341-6721

For Students Staying At The IYC Dormitory Please Go To:
Da-an District Office, Taipei City 〔台北市大安區公所〕
8F, No. 86, Sec. 2, Xin-sheng S. Rd., Taipei 〔台北市新生南路二段86號8樓〕
(At the intersection of Ho-Ping East Road and Xin-Sheng South Road)
Tel: +886-2-2351-1711 ext. 8602 ; Fax: +886-2-2341-9715

NTU STUDENT VOLUNTEERS

To help you settle down and to acquaint you with student life in Taiwan, OIA will assign NTU student volunteers, upon your request on the application forms, to assist you during your stay at NTU. Each of you will receive a welcome email from your student volunteer in early July (1st semester) or early January (2nd semester). After receiving an email from your student volunteer, please reply directly to his/her email address. If you have not heard from your student volunteer by then, you may contact your OIA regional manager.

WHAT ASSISTANCE CAN YOU EXPECT FROM YOUR STUDENT VOLUNTEER?

1. Volunteers can accompany you at NTU and to facilitate any possible administrative communication issues such as visa, Alien Residence Certificate (ARC) and health insurance application at the various government offices.
2. Dormitory check-in: Make contact with your volunteer before coming to Taiwan and inform him/her of your dormitory information and time of arrival. Thus he/she will be able to meet you at your dorm upon your arrival and assist you to complete the check-in procedure and to accustom yourself to your neighborhood.
3. Other support and information concerning NTU campus life.

* Please be aware that all NTU student volunteers help international students out of good will and are not paid. It is also essential to avoid being involved in money matters with your volunteer.

UPON ARRIVAL TIPS

Currency Exchange
If you need to exchange foreign currencies into New Taiwan Dollars (TWD), the Taoyuan International Airport might be the most convenient place, as most banks in Taipei city only exchange US dollars, Euro, Japanese Yen, and HK dollars. See Chapter 6 for further details.

Mobile Phone
Previous exchange students recommend buying pre-paid cards at the telecom service centers in the Taoyuan International Airport upon your arrival as the procedure is somewhat less convenient in Taipei city. See Chapter 7 for further details.

GROUP AIRPORT PICK-UP

The group airport pick-up service (only from Taoyuan International Airport to NTU Dormitories) is provided upon request to all exchange/visiting students free of charge; however, it is restricted to several time slots. Students who request this service must complete the Group Airport Pick-up Service Request Form online at http://www.oia.ntu.edu.tw/IncomingExchange/www/app/framework.php. The online reservation system for semester 1 will be open from August 8th 2010 to the deadline August 22nd 2010. You are advised to indicate the time of your arrival that falls on the service slots. Once the pick-up appointment has been arranged, we will notify you to log in the online system (link same as above) to check the arrangement.

SEMESTER 1
Dates: September 6-7 (Mon-Tue), 2010 / Service Period:
1. 8:00 AM (Terminal 1) 8:10 AM (Terminal 2)
2. 12:00 PM (Terminal 1) 12:10 PM (Terminal 2)
3. 15:00 PM (Terminal 1) 15:10 PM (Terminal 2)
4. 17:00 PM (Terminal 1) 17:10 PM (Terminal 2)
5. 19:00 PM (Terminal 1) 19:10 PM (Terminal 2)
6. 21:00 PM (Terminal 1) 21:10 PM (Terminal 2)
7. 23:30 PM (Terminal 1) 23:40 PM (Terminal 2)

* The service period indicated above refers to the bus departure time from the airport. While there are two terminals in Taiwan Taoyuan International Airport, the shuttle bus will pick up students arriving at Terminal 1 first and Terminal 2 is the next stop.

SEMESTER 2
Dates: February 14-15(Mon-Tue), 2010 / Service Period: to be announced
The online reservation system for semester 2 will be open from January 16th 2011 to the deadline January 30th 2011.

* Please note that the group airport pick-up service is not available for students who arrive at the Taipei SongShan Airport. OIA will not arrange pick-up service for you if you do not make the request by the deadline. It is also not possible to provide individual pick-up services if your estimated time of arrival does not coincide with the OIA scheduled pick-up times. However, OIA may adjust pick-up times if necessary.

*本處僅於桃園國際機場提供團體接機服務，搭乘班機於台北松山機場抵台者，需自行前來本校，相關交通資訊請見第25頁說明。未於接機申請期限內上網登錄航班資訊者，以及班機非於團體接機日期(9月6-7日/2月14-15日)抵台者，恕無法提供接機服務。
FROM AIRPORT TO NTU

FROM TAIWAN TAOYUAN INTERNATIONAL AIRPORT (從桃園國際機場)

NTU understands that you may want to make your own arrangements, so if you need to come to NTU from the Taiwan Taoyuan International Airport (TPE) http://www.taoyuanairport.gov.tw/english/index.jsp on your own, listed below are directions to get to the NTU main gate and different on-campus dormitories.

1. By Taxi
   Fare: Around TWD 1,200; Travel Time: 60 mins
   There is no direct train or bus traveling from the airport to NTU. If you are carrying heavy luggage, taking a taxi will be the easiest and most comfortable way to get to NTU. Taxi ranks are outside the Arrival Lobby of both Terminal 1 and 2 and services are available 24 hours a day. Airport taxis to Taipei city charge a flat rate of TWD 1,000 to 1,200 (highway tolls included). A night time surcharge may apply after 11:00 PM. The address for the NTU Main Gate and NTU dormitories are listed below for your use.
   - NTU Main Gate: No. 1, Sec. 4, Roosevelt Road, Taipei
   - Prince House-NTU ShuiYuan Dorms: No. 16-1, SiYuan Street, Taipei
   - International Youth Center (IYC): No. 30, Sec. 3, HsinHai Road, Taipei

2. By Bus + Taxi/MRT
   Fare: Around TWD 200-300; Travel Time: 80 mins
   Bus tickets are available at both Terminals (Terminal 1: on the southeast side; Terminal 2: on the northeast side). There are several bus companies that service Taipei city and take a taxi or the MRT to NTU when you get off in Taipei.
   - To NTU Main Gate and Prince House-NTU ShuiYuan Dorms: Get off at MRT Gongguan Station. The NTU campus is right next to the station. Cross Roosevelt Road and walk southwest to TingChou Road, turn right on TingChou Road and then walk about 200 meters to SiYuan Street. Take a left turn on SiYuan Street, and Prince House - NTU ShuiYuan Dorms are 2-minute walk away on your right.
   - To IYC and Prince House - NTU ChangHsing Dorms: Get off at MRT Technology Building Station. IYC is a 10-minute walk southeast from station, while the Prince House - NTU ChangHsing Dorms a further 15-minute walk east around the campus perimeter along Xinhai Rd.

FROM TAIPEI SONGSHAN AIRPORT (從台北松山機場)

Some students from Mainland China may take flights that land in Taipei Songshan Airport (TSA) http://www.tsa.gov.tw/english/index.htm. TSA is the airport located in downtown Taipei for most domestic flights in Taiwan (ROC) and some flights to and from China. The Airport is serviced by the City’s MRT.

1. By Taxi
   Fare: Around TWD 200; Travel Time: 30 mins
   The authorized airport taxis are at your service at the west end of the terminal porch (walk out of the arrival exit and turn right). Airport taxis to destinations within Taipei city are charged at metered rate; no extra charge is required. A night time surcharge may apply for rides after 11:00 PM.

2. By MRT
   Fare: TWD 25; Travel Time: 40 mins
   - To NTU Main Gate and Prince House - NTU ShuiYuan Dorms: Take the MRT from Songshan Airport Station and get off at MRT Gong Guan Station. The NTU campus is right next to the station. Cross Roosevelt Road and walk southwest to TingChou Road. Turn right on TingChou 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 away on your right.
   - To IYC and Prince House - NTU ChangHsing Dorms: Take the MRT from Songshan Airport Station and get off at MRT Technology Building Station. IYC is a 10-minute walk southeast from the station, while the Prince House - NTU ChangHsing Dorms a further 15-minute walk east around the campus perimeter along Xinhai Rd.
Chapter 3 HOUSING

- NTU Housing Introduction
- Housing Application & Notices
- Prince House Dorms (BOT)
- Guo Qing Dorm (IYC)
- University Wide Regulations
- Off Campus Accommodation

NTU HOUSING INTRODUCTION

There are several options of accommodation on campus for international students; these include the Prince House Dormitories (a.k.a. BOT) which have two different locations and thus are called Prince House - NTU ChangHsing Dorms [太子學舍-臺大長興舍區] and Prince House - NTU ShuiYuan Dorms [太子學舍-臺大水源舍區] accordingly. They are contracted out, built and operated by the Prince Housing and Development Corp., but the allocation is centralized by the NTU Student Housing Service Division. Both Prince House dorms are located just across the street from NTU. They were launched in 2008 and 2009 respectively. The second option is Guo Qing Dorm (a.k.a. IYC) [國青宿舍].

Due to the limited number of rooms, there is no guarantee that you will get your first choice, but you will be assigned to a room in one of the dormitories.

The purpose of on-campus accommodation is to provide a convenient and affordable housing to both local and international students. The dormitory is operated under both NTU-wide rules and regulations and dormitory specific guidelines; students are advised to heed relevant terms conditions before applying. Serious violation of the above regulations will lead to expulsion from the dormitory.

<table>
<thead>
<tr>
<th>Types of Accommodation</th>
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<tr>
<td><strong>Location</strong></td>
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<tr>
<td>Prince House - NTU ShuiYuan Dorms</td>
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<td>Prince House - NTU Dorms</td>
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<tr>
<td>Prince House - NTU Dorms</td>
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<tr>
<td>Guo Qing Dorm (IYC)</td>
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See next page for room pictures
HOUSING APPLICATION & NOTICES

When you make the online application for the exchange/visiting student program, you will be asked whether you need on-campus accommodation or not. By checking “yes,” it indicates that you wish to apply for on-campus accommodation. As this is guaranteed university housing, you will be automatically allocated to a certain university dorm without further notice. **Applications after the deadline (April 30 / October 30) will not be accepted.**

For students residing in dormitories, please also be aware that once you have given up/moved out the dormitory NTU assigned to you, it is not possible to have the privilege for dormitory guarantee anymore and OIA will not be responsible for your housing.

### The Dormitory Staffs are Under Directive from the University to Particularly Enforce the Regulations Relating to:

#### Antisocial Behavior & Alcohol/Drugs

Drunkenness, possession and/or use of drugs, stealing, spitting and other anti-social behavior will not be tolerated. This exchange/visiting student program presents a unique opportunity for learning social responsibilities and it is assumed that all residents of the dormitory are intelligent, aware and mature individuals. Consequently, the dormitory does not prohibit but closely monitors the use of alcohol by residents aged 18 and over. Intoxication will not be accepted as an excuse for irresponsible behavior and any infringement of dormitory regulations or any disturbance to other residents/staff, resulting from the misuse of alcohol shall be the subject of disciplinary action. Obviously, residents are not permitted to grow, possess, use or distribute any drug by law.

#### Noise

Because studying is a vital part of life in a college dormitory, noise is to be kept to a reasonable level. It is up to you to exercise your discretion. In general, if someone complains about your noise being too loud then it is your obligation to be quieter. This also applies to loud conversation or any other intrusive activity that is likely to distract other residents from their studies. Furthermore, the dormitory is a communal space mostly located in dense residential areas. Please refrain from excessive noise both outside the dormitory and in the dorm grounds.

#### Smoking

Smoking is not permitted on campus and actively discouraged. For health and safety considerations, smoking on the dorm grounds or in the dormitory buildings is absolutely forbidden.

#### Guests

Visitors are required to sign in at the front desk and must leave the dorm building before 11:00 PM as it is prohibited to accommodate overnight guests.

### IP Address of Dormitory Network

- a. Students having NTU student ID cards can contact the dormitory network manager to get an IP address.
- b. If you know the Mac-address of your computer, you can set auto IP and DNS first. Connect to http://dorm.ntu.edu.tw and follow the procedure to apply for the IP address of the dormitory network with your NTU student ID card.
- c. If you have any problem with the network, please take your computer/laptop to NTU Computer and Information Networking Center (計算機及資訊網路中心). The center staff will assist you to get the IP address. Please call +886-2-3366-5008 to make an appointment first.
PRINCE HOUSE DORMS (BOT)


Students who wish to stay in Prince House dormitories are required to sign and comply with the NTU Accommodation Regulations, Prince House - NTU Dorms Accommodation Regulations (Form 1) and Prince House Dormitory Agreement (Form 2).

■ FACILITIES: Each Prince House dormitories are equipped with the following facilities;

1. Each Room
   - Independent Shower and WC
   - Single Bed Frames (mattress excluded)
   - Study Desk(s)
   - Bookshelves
   - Closet(s)
   - Refrigerator
   - Central Air-Conditioning
   - 24-hour Hot Water Supply
   - Cable TV Output
   - Internet and Telephone Output

2. Public Space
   There are two buildings in ChangHsing Dorms: Building A for male students and B for female, whereas ShuiYuan Dorms have three buildings: Building A is for female students, and Building B is designated for male students. Students allocated to Building C will be separated to single sex floors. (Male residents will be assigned to 2nd to 8th floors and 9th to 14th floors are for female. The first floor is co-ed but is separated into male and female wings.) Each building has a lobby, a meeting and dining area, and the reception desk is located on the first floor. Laundry facilities (coin-operated washing machines and tumble dryers) are available on B1 in each building and leisure facilities (ping-pong and billiard tables, and workout facilities) can be found on the first floor in Building A.

3. The Following Items Are Not Provided
   - Meals / Bedding / Towels
   - Mattress (These can be bought in the 7-Elevens next to the dorms. There normally are used ones from previous students free of charge, please check with the dorm counselors upon arrival.)
   - Hairdryer / Desk Lamp / Other Electronics Appliances
   - Telephone Service (Each room is equipped with an internal telephone; however, it is only possible to receive calls rather than calling out.)
   - Electricity Card (available to be purchased)

■ CONTACT DETAILS

If you wish to send your packages to Taiwan by shipping service, you should contact the Prince House in advance and indicate your name and room number clearly on the package. You may also need the following address when applying for your visa or entering Taiwan.

Princeton House - NTU ShuiYuan Dorms (太子學舍 - 水源宿舍)
(Map reference No. 02 on ShuiYuan Campus)
No.16-1, Siyuan Street, Taipei 10087 台北市中正區10087大安區思源街16-1號
Contact Person: Mr. Ming-Huei CHEN 陳銘輝先生
Tel: +886-2-2363-1066 ext.19101 ; ntusyservice@prince.com.tw

NTU Resident Directors:
- 【Building A】Ms.Grace WU 吳楊雅芬 小姐
  Tel: +886-2-23631066 ext.10130 /
  +886-2-33669552
  yiafen@ntu.edu.tw
- 【Building B】Mr. Sean LIN 林師頌 先生
  Tel: +886-2-23631066 #20174 /
  +886-2-33669553
  linss@ntu.edu.tw
- 【Building C】Mr. Charlie CHE 車仁鵬 先生
  Tel: +886-2-33666028 / 23770199 ext.30157
  chejenpeng@ntu.edu.tw
  Ms. Chia-Yi HSIUNG 熊家宜 小姐
  cyhsiung@ntu.edu.tw

Prince House - NTU ChangHsing Dorms (太子學舍 - 臺大長興舍)
(Map reference No. 111)
No.75, Sec. 3, Keelung Road, Taipei 10672 台北市大安區10672基隆路三段75號
Contact Person: Mr. James CHANG 常世權先生
Tel: +886-2-2377-0199 ext.10129 ; ntuchservice@prince.com.tw

NTU Resident Directors:
- 【Building A】Ms.Grace WU 吳楊雅芬 小姐
  Tel: +886-2-23631066 ext.10130 /
  +886-2-33669552
  yiafen@ntu.edu.tw
- 【Building B】Ms. Wawa YANG 楊添蘭 小姐
  Tel: +886-2-23631066 #20174 /
  +886-2-33669553
  yangwawa@ntu.edu.tw
- 【Building C】Mr. Charlie CHE 車仁鵬 先生
  Tel: +886-2-33666028 / 23770199 ext.30157
  chejenpeng@ntu.edu.tw
  Ms. Chia-Yi HSIUNG 熊家宜 小姐
  cyhsiung@ntu.edu.tw

■ CHECK-IN PROCEDURE

Students must complete the check-in procedure before moving in. The official check-in dates for semester 1 begins from Sep. 6, 2010 and Feb. 14, 2011 for semester 2. You are therefore advised to arrange your arrival to Taiwan on these dates.

Step 1
Directly go to the reception desk in Building A of ShuiYuan / ChangHsing Dorms, fill in the forms (2 photos are needed), sign the agreements, and then get your keys from the receptionist. You will be given an access card for the main entrance of your building only after you pay the first month’s rent and the deposit.
Chapter 3
HOUSING

* If you are assigned to a room in the Prince House, you will receive an email and are asked to pay one month’s rent as confirmation before July 31, 2010 (deadline for semester 2 will be announced). It is not refundable and can be transferred to your first month’s rent.

Step 2
Pay the rent and the deposit. Generally, payment includes full first month rent based on your room type and the security deposit for two months’ rent. Payment should be made in cash or at any Post Office branch within three days upon your arrival.

*Remember to keep all receipts in order to facilitate the deposit refund process when you check out.

Step 3
The rent for the following months of your stay must be paid prior to the 5th day of each month; the payment sheet can be collected from the receptionist and payment can be made at all local Post Office branches.

* Students cannot choose their roommate(s); instead, the NTU Student Housing Service Division will assign them. However, you may request a room change at the reception desk in the lobby by filling out the “Transfer Dormitory Room Application Form” before the end of every month. It is limited to once a year and an additional administration fee of TWD 500 will be charged.

CHECKOUT PROCEDURE
The standard period of accommodation is from the day you move in to the end of your exchange semester. If you check out before your program terminates, a one-month rent penalty will be charged. Students who withdraw from the university or from the exchange/visiting student program and thus cease to be registered as full-time students of the university are all subject to the early checkout procedure. Those who are graduating or completing the exchange/visiting student program should follow the regular checkout procedure.

Step 1
The checkout application requires at least one-month notice before completion of your program. You need to prepare the following documents for the move-out process and give to the receptionist.
1. Copy of your passport
2. Move-out application form
3. Deposit receipt (if lost, you may sign a deposit receipt affidavit of loss)
4. A copy of graduated certificate (see explanation below)

The Prince House accepts the official NTU Acceptance Letter as graduation certificate for exchange/visiting students if they move out normally about one month prior to the end of the semester as stated on the letter. Students who need to move out earlier than one month due to their home university request will be asked to provide the OIA approval on their deregistration form.

Step 2
If any property damage is found or if the resident fails to meet the standards on cleanliness, he/she may be fined as stipulated in the NTU Accommodation Agreement. Once the room inspection is completed, your deposit will then be refunded.

Step 3
Refunds will be issued one month on receipt of the Application Form for Check-out and will be given by check or transfer to the resident’s overseas bank account. The bank wire fee will be automatically deducted from the total transferred amount.

* You must be responsible for ensuring that the information on your record is up-to-date to facilitate the issuance of refunds.

Q: When Should I Apply to Move out?
Ans: At least 30 days before your expected date of departure.

*Refunds will be issued only on the 20th of each month.

You are advised to apply for moving out before the 5th of the month you expect to leave in order to be refunded on the 20th. (It usually takes two weeks to process the reimbursement.) However, if you plan to leave later than the 19th of the month, you have to apply to move out by the 5th day in the month prior to your departure. (See example below.)

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<td>apply</td>
<td>apply</td>
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<tr>
<td>deposit refund</td>
<td>deposit refund</td>
</tr>
</tbody>
</table>

Case 1: If you are leaving on February 25th, you must apply before February 5th to claim your refund on February 20th.
Case 2: If you are leaving on March 15th, you have to apply to move out no later than February 5th in order to receive your refund on February 20th.

EXTENDING YOUR STAY DURING SUMMER VACATION
During summer vacation (from Jun. 27), rooms at the Prince House will be reserved for students participating in summer courses or other NTU activities. Only a limited number of rooms are available for exchange students. Anyone wishing to stay during summer vacation should contact Prince House personnel before June and pay the appropriate rent. Due to the limited spaces in the Prince House, all students who have completed their program must move out by the end of August. There is no possibility of extending the stay at the Prince House after August 31 because all rooms need to be ready for new incoming students.
GUO QING DORM (IYC)

All IYC rooms are double rooms. It is not possible to apply for a single room or choose your roommate(s); instead, the NTU Student Housing Service Division will assign them. The second floor in IYC is co-ed but separated into male and female wings. Students who are eligible for free housing offers due to bilateral agreements will be allocated in IYC Twin Share rooms. It is not possible to change to other room types or dormitories. Should these students choose to stay in the Prince House, the free housing offers will be cancelled and full accommodation fees are required.

**FACILITIES:** The IYC dorm is equipped with the following facilities without extra charge.

1. Each Room Is Equipped With
   - Single Bed Frames (mattress excluded)
   - Closets
   - Study Desks
   - Central Air-Conditioning
   - Bookshelves
   - Internet Connection
   - Telephone Outlets (internal calls only)
   - Desk Lamps
   - A Movie Theater on B1
   - A Convenience Store on B1
   - A Food Stand on B1
   - A Dining Area on B1
   - Ping-Pong Tables and Workout Facilities on B1
   - Laundry Facilities (coin-operated washing machines and tumble dryers)

2. The Following Items Are Not Provided
   - Mattress (except for suites)
   - Meals
   - Bedding (except for suites)
   - Towels
   - Hairdryer/Other Electronics Appliances
   - Telephone Service (Each room is equipped with an internal telephone; however, it is only possible to receive calls rather than calling out.)

**CONTACT DETAILS**

If you wish to send your packages to Taiwan by shipping service, you should arrive at the IYC earlier than your packages, as IYC is not responsible for safekeeping them. You may also need the following address when applying for your visa or entering Taiwan.

Guo Qing Dorm (IYC) (國青宿舍) (Map reference No. 94)
No. 30, Sec. 3, Hsin-Hai Road, Taipei 10668

NTU Resident Directors: Office Tel: +886-2-3366-9669
- For female students: Ms. Emma HSU 徐海吟小姐; hajinhsu@ntu.edu.tw
- For male students: Mr. Danny CHEN 陳政延先生; dannychen@ntu.edu.tw

**CHECK-IN PROCEDURE**

Students must complete the check-in procedure before moving in. The official check-in dates for semester 1 begin from Sep. 6, 2010, and Feb. 14, 2011 for semester 2; the check-in time is between 9:00 AM and 6:00 PM. You are therefore advised to arrange your flights to arrive during office hours on check-in dates.

If you cannot arrive during office hours, you must contact IYC in advance. You are then permitted to pick up your room key from the 24-hr security guard at the reception desk based on the premise. You must pay the one-off deposit during office hours the very next day.

Step 1 Directly go to the administration office on the 2nd floor of the IYC. Read the NTU Accommodation Regulations and hand in the signed NTU Accommodation Agreement (refer to Form 4 & 5).

Step 2 Pay the mandatory key deposit (TWD 1,000 for Twin Share or TWD 1,600 for Twin En Suites). The deposit is refundable only when the keys are returned after you complete the checkout procedure.

Step 3 The accommodation fee on semester basis will be listed on the payment sheet for IYC tenants and should be paid by the Registration Day.

**CHECKOUT PROCEDURE**

Students are not allowed to stay longer than their exchange period. You must complete the checkout procedure before moving out. If you cannot complete the checkout procedure during office hours, you should contact IYC in advance.

Step 1 Bring the OIA Deregistration Form to the IYC resident director and get an official approval stamp. You are not asked to get the Form stamped exactly on the day of your departure; this can be done on an earlier date for your convenience.

Step 2 Return the keys and get your key deposit back.

**EXTENDING YOUR STAY DURING SUMMER VACATION**

During summer vacation (from June 27), rooms at the IYC are usually reserved for students participating in summer courses or other NTU activities. Only a limited number of rooms are available for exchange students. Anyone wishing to stay during summer vacation should contact the Student Counselor at IYC before June and pay the summer accommodation fee. Please go to the Student Housing Service Division for the accommodation fee sheet and pay the fee at the Cashier Division. Please contact IYC directly as OIA is not responsible for arranging summer vacation accommodation. There is no possibility of extending the stay at the IYC after August 25 because all rooms need to be ready for new incoming students.
UNIVERSITY WIDE REGULATIONS

NTU ACCOMMODATION REGULATIONS

Students who live in the university dormitories shall be subject to the following regulations.

I. Students cannot check in without signing the Accommodation Agreement. Students living in the university dorms are NOT allowed to do any of the following:
   A. Sub-letting a bed space, taking over a bed space, or forbidding others from moving in.
   B. Stealing, gambling, drinking, fighting, or playing Mahjong.
   C. Using or storing prohibited items or substances.
   D. Using dormitory Internet access for illegal acts or violating academic Internet rules.
   E. Having visitors stay over or inviting the opposite sex to enter the room.
   F. Bringing salespersons into the dormitory for commercial dealings.
   G. Installing electronic devices without the university permission.
   H. Cooking in rooms.
   I. Keeping pets in the dormitory without permission.
   J. Smoking in dormitory buildings.
   K. Removing public property from rooms or destroying them.
   L. Violating the accommodation regulations made by the NTU Student Housing Service Division.
   M. Vandalism.
   N. Placing private property in the hallway.
   O. Making noise. Violating public quietness after 11 pm is considered an act of vandalism.
   P. Other violations of the public health, peace of the living environment or public safety.

Serious violation of the above regulations will lead to expulsion from the accommodation and/or legal prosecution. Offenders will be barred from future applications.

II. If a resident damages the property of the accommodations, whether on purpose or by accident, the staff member of the dormitory management team will report it to the university and require payment for necessary repair and/or compensation from the resident. If the payment is overdue or the act is ruled intentional, the student may be expelled from the dormitory or from the university.

III. In cases of the following situations, the students are required to complete the check-out procedure without delay:
   A. Termination of exchange/visiting student program
   B. Leave of absence, expulsion, or transfer to another institution
   C. Voluntary withdrawal
   D. Compulsory withdrawal
   E. Proven HIV Infection
   F. The period of residence begins from the day of check-in until the day the student completes the check-out procedures. Students who fail to complete the check-out procedure by the deadline will be fined (TWD 150 per day for IYC residents) or penalized (water and electricity supply for Prince House residents will be cut off).

IV. Students who live on-campus for less than one third of the university semester may apply for a refund of the accommodation fee in the following ways:
   A. Students whose period of residence does not exceed ten days (inclusive) are entitled to a full refund of all fees paid.
   B. Students whose period of residence exceeds ten days are entitled to a refund of fifty per cent of all fees paid.
   C. Students whose period of residence exceeds one third of the university semester will not be entitled to any refund of fees paid.

OFF-CAMPUS ACCOMMODATION

As NTU student dormitories can only accommodate exchange students during their exchange period, dorm stay is restricted to the university semester period. If you plan to arrive in Taiwan earlier than the check-in date(s) or leave later than the checkout date(s), OIA is not able to arrange any on-campus accommodation for you. You will need to search for your own accommodation. The following are some off-campus housing resources.

RENTAL INFORMATION:

- Tsuei Ma Ma Foundation for Housing and Community Service [崔媽媽基金會]
  http://www.tmm.org.tw
  2F, No.2-3, Lane 269, Sec. 3, Roosevelt Rd., Da-an District, Taipei

HOTEL INFORMATION:

- NTU Lu-ming Guest House [ 臺大鹿鳴雅舍]
  No. 64, Lane 144, Sec 4, Keelung Road, Taipei
  http://hsuchi.prince.com.tw
  No.16-1, Siyuan St., Zhongzheng Dist., Taipei

- NTU Hsiu Chi House [ 臺大修齊會館]
  (next to the Prince House - NTU ShuiYuan Dorms)
  http://hsuchi.prince.com.tw
  No.64, Lane 144, Sec 4, Keelung Road, Taipei

- Taipei House International Youth Hostel [ 台北之家國際青年宿舍]
  http://www.taipeiyh.com/English/home_e.htm
  1F-1, No.293, Songjiang Road, Taipei

- International House of Taipei [台北國際學舍]
  http://mm.tw/L3_content.php?L3_id=1962
  No.102, Sinpo 1st Street, Sindian City, Taipei County

- YMCA International House [台北青年國際旅館]
  http://www.ymcataipei.org.tw
  No.19, HsuChang Street, Taipei

- Taipei Hostel [台北之家]
  http://www.taipeihostel.com
  6F, No 11, Lane 5, LinSen North Road, Taipei
Chapter 4  ACADEMIC LIFE

- Course Information
- Course Enrollment
- Registration Procedure
- NTU Scholarship
- Change Of Exchange Period
- Before Leaving NTU
- Official Transcripts
- Credit Transfer
- Additional Info for Visiting Students

COURSE INFORMATION
All exchange students are allowed to take courses offered by departments and institutes outside their majors. It is also not required to take certain courses offered by their host departments.

■ REGULAR COURSES
In general, lectures and examinations are conducted in Chinese. Exchange students who do not have sufficient knowledge of Chinese should consult the professors or instructors before they enroll in these courses. There is no minimum credits requirement for exchange students. NTU course information can be found online at https://nol.ntu.edu.tw/nol/coursesearch/index.php?lang=EN (If it appears in Chinese, please select the English version from the drop-down menu.)

Another way to access this system is through NTU’s English homepage http://www.ntu.edu.tw/english/ and click on “Courses.”

* To do a course search, you will need to select the academic year. Please be aware of the different way of counting years in Taiwan as the Republic of China was founded in 1912. Therefore, 99/1 = 2010/1st semester (Sep., 2010~Jan., 2011); 99/2 = 2010/2nd semester (Feb. ~ July, 2011); 100/1 = 2011/1st semester (Sep., 2011~Jan., 2012).

■ COURSES TAUGHT IN ENGLISH
Although Chinese is the main language of instruction at NTU, there are also courses taught in English every semester offered by certain colleges / departments. A list of courses taught in English offered in the recent three semesters, and sorted by college is available by clicking on “Courses Conducted in English” in the NTU course information online system. For an overview of the English-taught courses offered at NTU from 2007 to 2009, please go to the OIA website > Prospective Students > Incoming Exchange Students > Study at NTU – Courses, and download the “Courses Taught in English” handbook.

■ RESTRICTIONS ON COURSE SELECTION
The following types of courses are not open to exchange students: programs provided by the School of Professional and Continuing Studies, [or the so-called Night Course進修推廣部夜間課程], by the Center of Teacher Education[師資培育中心課程], as well as courses and practical trainings in the School of Medicine[醫學院課程與實習]. Also, some graduate courses are not open to undergraduate students. If you have to take any of these courses due to the requirements of your home universities, you will need to sign up separately and pay for credit tuition that applies to local students. Please consult the Undergraduate Academic Affairs Division or Graduate Academic Affairs Division directly (see Chapter 1 for their contact information).

Please note that the GMBA courses and some courses conducted in English offered by the College of Management are not open to exchange students for the 1st and 2nd Online Course Selection period. It is still possible to enroll in those courses if students get the signature from the course instructors on the Course Selection Form during the Drop/Add period.
Chapter 4  Academic Life

2. The NTU Course information website is a great tool to browse the current semesters' courses. [https://nol.ntu.edu.tw/nol/guest/index.php](https://nol.ntu.edu.tw/nol/guest/index.php). You may create your own class schedule to get an idea of the work load and any possible clashes. The class schedule is for reference only. In order to complete your course selection, you need to log on to the course selection system and submit your choices; however you can import this class schedule into the course selection system, bypassing the class by class input.

3. For questions regarding course selection or course description, it is very useful to consult with your NTU student volunteer or the instructor directly.

### The Course Enrollment Process Consists of Four Parts:


2. **Step 2: 2nd Online Course Selection Period** (Sep. 1~3, 2010) / (Jan. 25~27, 2011)

3. **Step 3: Drop/Add Period (Course Selection Form)** (Sep. 13~25, 2010) / (Feb. 21~Mar. 5, 2011)

4. **Step 4: Confirm Course Selection Results Online** (Oct. 4~9, 2010) / (Mar. 14~18, 2011)

The whole process begins with the 1st Online Course Selection Period on August 23 for the first semester and January 17 for the second semester. For the detailed dates concerning course registration please refer to Appendix 1: NTU Academic Calendar 2010/2011.

### Course Number

- With the **Course Number**, you can differentiate courses under the following rule:
  - XXX XXXXX for Undergraduate students
  - XXX UXXXX Upper Division Courses (ie. advanced level) for both Undergraduate and Graduate students
  - XXX MXXXX for Master’s students only
  - XXX DXXXX for Ph.D. students only

If E appears as the fourth letter, it refers to an English conducted course.

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Designated for</th>
<th>Course No.</th>
<th>Class</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10344</td>
<td>TAIWAN STUDY PROGRAM</td>
<td>543EU8170</td>
<td></td>
<td>SCIENTIFIC TAIWAN</td>
<td>2</td>
</tr>
</tbody>
</table>

Course No. 543EU8170 = an English conducted course for both undergraduate and graduate students.

Please note, if there's a letter “E” as specified in the “Class” column (e.g. “E3”), it refers to a Night Course.

### Class Location

Most courses are held on main campus and their location numbers are usually shown on NTU’s map (please refer to the map attached). When it comes to courses offered by the College of Social Science, Medicine and Public Health, they are often conducted on their own campuses. Please take special notice regarding the location when you try to enroll in these classes.

### NTU Class Schedule

<table>
<thead>
<tr>
<th>Course Unit</th>
<th>Course Hours</th>
<th>Course Unit</th>
<th>Course Hours</th>
<th>Course Unit</th>
<th>Course Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>7:10-8:00</td>
<td>@</td>
<td>12:20-13:10</td>
<td>9</td>
<td>17:30-18:20</td>
</tr>
<tr>
<td>1</td>
<td>8:10-9:00</td>
<td>5</td>
<td>13:20-14:10</td>
<td>A</td>
<td>18:30-19:20</td>
</tr>
<tr>
<td>2</td>
<td>9:10-10:00</td>
<td>6</td>
<td>14:20-15:10</td>
<td>B</td>
<td>19:25-20:15</td>
</tr>
<tr>
<td>3</td>
<td>10:20-11:10</td>
<td>7</td>
<td>15:30-16:20</td>
<td>C</td>
<td>20:25-21:15</td>
</tr>
<tr>
<td>4</td>
<td>11:20-12:10</td>
<td>8</td>
<td>16:30-17:20</td>
<td>D</td>
<td>21:20-22:10</td>
</tr>
</tbody>
</table>

### Course Enrollment

**OIA has following suggestions for our exchange/visiting students:**

1. If you have good command of Chinese, you’re advised to select courses online before classes begin (Step 1 & 2). If you have limited Chinese knowledge, you are suggested to enroll in the courses during the Drop/Add Period (Step 3) with the paper “Course Selection Form.”
Chapter 4  Academic Life

Step 2
After the 1st Online Course Selection Period, log in to the online course selection system again to find out the result. You can check if any of the courses offered are still available after the first course selection period by entering the 5-digit Course Serial Number (not the 8-digit Course Number). If the course is full or not available then you cannot add it to your list at this stage.

Step 3
After classes begin, you may go to all the classes that you wish to attend in the first two weeks and add or drop courses online.

In addition to the online course selection system, exchange/visiting students can also use the form in this handbook (Form 6) or download it from OIA’s website. With this sheet you can go to the classes you wish to enroll in and ask for the instructors’ approval and then obtain signatures on the sheet as proof of acceptance to these courses. Afterwards, please submit the sheet to OIA on the due day for that period.

Please notice that the instructor determines whether a student is qualified for the course, and OIA won’t be able to interfere if the student is not accepted by the instructor.

Step 4
Confirm Course Selection Results Online [確認選課結果] (Oct. 4–8, 2010) / (Mar. 14–18, 2011)
Confirm the result of your course enrollment online within the fourth week after classes begin at http://info.ntu.edu.tw/Sinfo_en. Click on “Course Selection Results” under Personal Information, and print it out for your record, and to check if it is correct.

If the online result is incorrect, please report directly to the Undergraduate Academic Affairs Division [註冊組] or the Graduate Academic Affairs Division [研教組] before the deadline (see Chapter 1 for their contact information).

Withdrawal from Selected Courses [停修]
 Withdrawal (or Withhold) Deadline Dec. 10, 2010 / May 20, 2011
Under certain circumstances, students are allowed to withdraw one course for each semester after the Drop/Add Period. Students should have the withdrawal form (available at the Office of Academic Affairs) signed by both the instructor and the head of the department, and then submit it to the Office of Academic Affairs no later than the deadline. Once you withdraw a course after the Drop/Add deadline, a mark of “W” (withhold) will be shown on your official academic transcript. Please note that if you stop attending a course without the course withdrawal procedure, you will receive a grade of “0” on your transcript.

REGISTRATION PROCEDURE

The Exchange/Visiting Student Registration Day for the new coming students is Sep. 9, 2010 (1st Semester) and Feb. 17, 2011 (2nd semester). You are required to complete the following steps to be officially registered as an NTU exchange/visiting student. Your NTU student volunteer is willing to help you throughout the procedure. Office hours on Registration Day are 9:30–12:00 and 13:30–16:00.

REGISTRATION PROCEDURES FOR THE FIRST EXCHANGE SEMESTER:
Considering the convenience for new coming students, the registration is held at OIA on one day for their first exchange semester at NTU.

Step 1
Students will receive their registration form and payment sheet on the Orientation Day (Sep. 8 or Feb. 16) at the reception desk, otherwise please find your region manager at OIA (Room 419 on the 4th floor of the 2nd Administration Building) to get your papers on the Registration Day.

Step 2
Please bring your payment sheet in order to pay the Campus Internet Access Fee (TWD 600 per semester; TWD 400 for those who live off-campus) / accommodation fee (for IYC tenants) / tuition and program fee (for visiting students) in either 7-Eleven convenience store or post offices in advance. You can also do the payment at the Cashier Division (出納組) on the first floor of the 2nd Administration Building (Room 115), however, it may take longer due to the long queue.
* Campus Internet Access Fee is mandatory for all NTU students which will allow you an NTU email account and access to the campus wireless internet and computer facilities.
* NTU Visiting Students are required to pay the Program Fee upon application and the Tuition Fee by the Registration Day. For the details please refer to page 44.

Step 3
Please go to the OIA and present your receipt of payment, your NTU student ID card will then be given to you immediately if the required application documents have all been submitted. After you finish all the above steps and return the registration sheet to OIA, the registration procedure is completed.

REGISTRATION PROCEDURES FOR THE SECOND EXCHANGE SEMESTER

Step 1
If you stay for one year or have extended the exchange period, you need to download and print out the payment sheet for the second exchange semester by yourself from the NTU Student Info website at http://info.ntu.edu.tw/Sinfo_en, and find “Tuition Payment” (學雜費繳費) under Personal Information. Please log in with your NTU student ID number and the password. You can pay in any 7–Eleven convenience store or at the Cashier Division. If there is any modification of your accommodation, please confirm it with the Student Housing Service Division first.
**Chapter 4  aCaDeMIC LIFe**

**Step 2**
Please go to the Undergraduate Academic Affairs Division (Room 106) on the first floor (for undergraduate students) or the Graduate Academic Affairs Division (Room 211) on the second floor (for graduate students) of the Administration Building with your receipt of payment to obtain an official stamp on your NTU student ID card and the Course Selection Form for the second semester.

*All NTU students are required to complete the registration procedure for each semester before NTU classes begin.*

**NTU SCHOLARSHIP**
Exchange students are not eligible for the Ministry of Education Taiwan Scholarship. Only students whose home universities have bilateral scholarship agreements with NTU and are nominated by their home university coordinators are eligible for the NTU Scholarship. The NTU Scholarship offers a stipend of TWD 12,000 per month for a maximum of ten months (first Semester: from September to January, second Semester: from February to June). NTU scholarship awardees should pick up their stipend check at the Cashier Division no earlier than the 10th of each month. If the awardees are leaving Taiwan earlier than the 10th of the month, their stipend of that month will be cancelled.

Please note that the stipend of September will be issued in October only due to the administration procedure. (請注意第一學期9月之獎學金將統一與10月一起發放).

**CHANGE OF EXCHANGE PERIOD**
For extending or shortening the exchange period, an approval both from NTU and from student’s home university is required. Whether the request for extension will be accepted depends on the parity situation. If there is no extra quota between the two universities that year, the extension will not be accepted. The maximum exchange period is one academic year. Students who have applied for a one year exchange cannot apply for further extension. Students who wish to change their exchange period must follow the procedures below and apply before the deadline (Jan 1st for the first semester and July 1st for the second semester):

* Visiting students who applied through their home universities should follow the above procedures to extend or shorten the visiting periods. Visiting students who applied individually may skip Step 2 below and contact the OIA directly.
* For students from the University of California: If you choose to extend your exchange period from a semester to an academic year, you must complete the Petition to Extend Form before November 1 (Fall to Year) or June 1 (Spring to Year).

**BEFORE LEAVING NTU**
All exchange students should complete the Deregistration Procedure online before leaving NTU.

**Step 1**
Log-in to the OIA online system for exchange/visiting students, select Deregistration and follow the instructions. You’ll be asked to fill in the information regarding your leaving plan such as flight schedule and check-out date and also to make sure that you have returned all the borrowed books in NTU library and started the dormitory check-out process. After completing the online procedure, you’ll be able to download and print out your deregistration form.

**Step 2**
Bring your deregistration form and hand it in to your OIA manager if you are not instructed to other offices for your unfinished matters at NTU. Please remember to upload your exchange report or your blog to the OIA website within two months after your exchange period ends.

You should also bring your NTU student ID card to the Office of Academic Affairs for stamps to make the ID invalid (but it can still be used as Easy Card) before leaving NTU.

*Without the deregistration form and report/blog, the deregistration procedure will be considered incomplete and NTU will not send you an official transcript afterwards.*
OFFICIAL TRANSCRIPTS

A few weeks after the final exams, students can check their final grades online at http://info.ntu.edu.tw/Info_en, click on Grades under Personal Information. The grades for the courses you enrolled in may not be available all at once, since instructors sometimes delay sending grades to the Office of Academic Affairs. However, they should be available by the end of summer/winter vacation.

After confirming that you have completed the deregistration procedures, OIA will send two copies of your official transcript (one for you and one for your home university coordinator) in both Chinese and English to the international office at your home university by regular mail. It will take two to three months after the end of your exchange period for the transcripts to arrive; sometimes it might take longer depending on when your final grades are available.

* For visiting students who apply individually, the OIA will send both copies of transcripts to your mailing address provided upon application.

If you need copies of your transcript when you are still in Taiwan (during your exchange), you can purchase them from the printing machine outside the Undergraduate Academic Affairs Division on the first floor or the Graduate Academic Affairs Division on the second floor of the Administration Building, where you’ll be required to enter the student ID number and last four digits of your passport number. Please note that OIA will only send two copies of your transcript free of charge. For extra copies or any questions concerning your transcript, you can

1) Apply the transcript online http://140.112.161.72/transcript/login.asp, where as the system is only in Chinese.

2) Contact the Office of Academic Affairs directly by email and let them know the number of copies needed, in which language (Chinese or English), and the postal address to be sent. Below is their contact information:
   Undergraduate Academic Affairs Division: Ms. Kuo, hfkuo@ntu.edu.tw
   Graduate Academic Affairs Division: Mr. Lu, lupony@ntu.edu.tw

* For CLD/ICLP transcript and certificates, please consult the CLD/ICLP office directly.

CREDIT TRANSFER

For details on credit transfer, please consult the corresponding administration at your home university. Followings are some brief explanations about NTU credit and grading system.

■ CREDIT POINTS

The number of credits required for completion of an undergraduate / graduate degree depends on the department. Generally, students must complete at least 128 credits to obtain a bachelor’s degree at NTU, and a master’s degree requires at least 30 credits (thesis not included).

At NTU, the credit points of the courses are based on the formal class contact hours, so 1 credit is usually equal to 1 hour of lecture class each week, 18 weeks per semester (midterm and final exams included). In each semester, a full-time undergraduate student at NTU should take the full load of a minimum of 15 credits (under certain conditions, a student is allowed to have a 6-credit reduction). Please note that the credits do not represent the study load of the courses. Varying from course to course, additional hours for the preparation of examinations and independent study may be required outside the lecture hours.

For the credit points of each course, please refer to the NTU course information website.

■ GRADING SCALES

The grading scales of NTU run from 0 (exceptionally poor) to 100 (outstanding). The minimum passing grade for undergraduate students is 60 and for graduate students 70.

■ EXPLANATION OF NTU GRADES

<table>
<thead>
<tr>
<th>NTU grading scales</th>
<th>Letter grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>90–100 (95)</td>
<td>A+</td>
<td>All goals achieved beyond expectation / 所有目標皆達成且超越期望</td>
</tr>
<tr>
<td>85–89 (87)</td>
<td>A</td>
<td>All goals achieved / 所有目標達成</td>
</tr>
<tr>
<td>80–84 (82)</td>
<td>A-</td>
<td>All goals achieved, but need some polishing / 所有目標達成，但需一些精進</td>
</tr>
<tr>
<td>77–79 (78)</td>
<td>B+</td>
<td>Some goals well achieved / 達成部分目標，且品質佳</td>
</tr>
<tr>
<td>73–76 (75)</td>
<td>B</td>
<td>Some goals adequately achieved / 達成部分目標，但品質尚可</td>
</tr>
<tr>
<td>70–72 (71)</td>
<td>B-</td>
<td>Some goals achieved with minor flaws / 達成部分目標，但有些缺失</td>
</tr>
<tr>
<td>67–69 (68)</td>
<td>C+</td>
<td>Minimum goals achieved / 達成最低目標</td>
</tr>
<tr>
<td>63–66 (65)</td>
<td>C</td>
<td>Minimum goals achieved with minor flaws / 達成最低目標，但有些缺失</td>
</tr>
<tr>
<td>60–62 (61)</td>
<td>C-</td>
<td>Minimum goals achieved with major flaws / 達成最低目標但有重大缺失</td>
</tr>
<tr>
<td>&lt;59 (inclusive)</td>
<td>F</td>
<td>No goals achieved / 所有目標皆未達成</td>
</tr>
</tbody>
</table>

Note: ( ) median value in parentheses
**ADDITIONAL INFORMATION FOR VISITING STUDENTS**

* NTU incoming visiting students are entitled to the similar rights and responsibilities to those of NTU incoming exchange students. Information provided in this handbook, unless with notes specified for visiting students, applies to both exchange and visiting students.

**FEES**

NTU Visiting Students are required to pay Program Fee upon application and Tuition Fee by the registration day.

1. **Program Fee**
   The program fee of TWD 15,000 is a one-off fee that will only be charged once regardless of the length of visiting periods.

2. **Visiting Student Tuition**
   The tuition differs depending on colleges the students register in. Below is the tuition chart in 2010/2011 for your reference.

| College of Liberal Arts | Undergraduate | 75,690 | Graduate | 76,920 |
| College of Social Sciences | 87,780 | 86,670 |
| College of Law | 88,410 | 91,080 |
| College of Bioresources and Agriculture | 93,150 | 93,540 |
| College of Electrical Engineering and Computer Science | 118,680 | 117,510 |
| School of Medicine, College of Medicine | 108,510 | 108,690 |
| College of Management | 90,780 | 86,670 |

* Currency=TWD ; USD1=TWD 32; EUR1=TWD 40 (May 2010)
**APPLICATION**
In addition to regular courses at NTU, international exchange students will be provided free Chinese language courses sponsored by OIA. If students have selected to attend Chinese courses on their application form, they will be automatically enrolled and should follow the regulation of the Chinese Language Division (CLD) for the registration and placement test. In other words, students who did not sign up for the Chinese language courses while filling in the application form online will not be scheduled for these courses.

* The CLD program is not provided for exchange students from the University of California and California State University because they will be attending International Chinese Language Program (ICLP) courses which are financed by their home universities.

CLD and ICLP are independent institutions unaffiliated with OIA; therefore OIA is not able to interfere with their programs and regulations. Please directly contact CLD and ICLP for queries.

**PERIODS OF STUDY**
CLD has designed special courses for exchange students which have two semesters like the NTU academic calendar, while ICLP operates on a quarter system.

OIA will subsidize all exchange students for one semester of CLD courses. Students who intend to continue attending CLD courses for the second semester will have to pay a discounted fee of TWD 26,400 for the 10-hour weekly daytime course or TWD 18,000 for the 6-hour weekly evening course.

* Visiting students may study in either CLD or ICLP. Please note that the subsidized one-semester Chinese language courses are for exchange students only. The fees for the Chinese language classes are not included in the tuition or program fee.

For CLD courses, students may choose the 10-hour weekly daytime course (TWD 26,400) or the 6-hour weekly evening course (TWD 18,000). Students choosing to study in CLD will join the exchange and international degree students in the classes.

Visiting students who choose to register at ICLP will join full-time ICLP students in the classes. Please note that the ICLP works on quarters while NTU is on a semester system and students wishing to study with ICLP should make sure the time frame of the ICLP courses you wish to take fits in your visiting period at NTU. The ICLP courses cost US$3,700 per quarter.

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**CHINESE LANGUAGE DIVISION (CLD)**

**NTU LANGUAGE CENTER** (語文中心中國語文組)

For those who have applied for the CLD Chinese courses, please remember to complete registration at the CLD on Sep. 19 (Sunday) 9:00 – 13:00 for Semester 1 and Feb. 26 (Saturday) 9:00 – 13:00 for Semester 2, otherwise your place will be cancelled.

**IMPORTANT NOTICES:**
1. Please bring one photo and NTU student ID card for the CLD registration.
2. Students who have learned Chinese before are required to take a placement test.
3. Students who have no Chinese knowledge at all may be allocated to the beginner class. Please inform the CLD in advance if you are not planning to join the placement test.

**ABOUT THE COURSE**

<table>
<thead>
<tr>
<th>Class</th>
<th>Class period</th>
<th>Class time</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Class</td>
<td>Monday ~ Friday</td>
<td>(1) 08:20~10:10</td>
<td>10 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) 10:20~12:10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) 14:20~16:10</td>
<td></td>
</tr>
<tr>
<td>Night Class</td>
<td>(1) Mon. &amp; Wed.</td>
<td>(1) 18:30~21:10</td>
<td>6 hours</td>
</tr>
<tr>
<td></td>
<td>(2) Tue. &amp; Thu.</td>
<td>(2) 18:30~21:10</td>
<td></td>
</tr>
</tbody>
</table>

- 16 weeks (equal to 160 hours) per semester for Day class.
- 16 weeks (equal to 96 hours) per semester for Night class.
- Day class is offered only to students whose home university has hours requirement for Chinese language course.
- Class time will be arranged by the CLD.

**TRANSCRIPTS AND CERTIFICATES**
At the end of each term, the grade report and certificate will be given upon request. Please fill out the application form at the CLD office directly. Once the documents are ready about 50 days after the end of each term, CLD will provide those documents to OIA which will be sent to your home university along with your NTU transcripts by post. Please note that if you take a leave of absence for more than one third of total class hours per term, CLD will not provide you with a certificate.

**CLD OFFICE INFORMATION**

[http://cld.liberal.ntu.edu.tw](http://cld.liberal.ntu.edu.tw); cld222@ntu.edu.tw

Office Hours: 8:00 – 18:00 (12:00~13:00 Lunch Break), Monday ~ Friday
Tel: +886-2-3366-3417; Fax: +886-2-8369-5042
Add: Room 222, 2F, No. 170, Sec.2, Xin-Hai Rd., Taipei, Taiwan, 106. R.O.C.
Chapter 5  Chinese Language Courses

Chapter 5  Chinese Language Courses

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**2010/2011 CLD Calendar**

**First Semester (Fall/Winter Semester): August 1 - January 31**

- **Sep. 19**: Placement Test (編班測驗)
- **Sep. 22**: Mid-Autumn Festival (Day off) [中秋節(放假一天)]
- **Sep. 24**: Announcement of Class Assignment [公告分班結果]
- **Sep. 27**: First Day of Class [開始上課]
- **Sep. 27-Oct. 1**: Class Adjustment—For DAY CLASS [班級調整—白天班]
- **Sep. 27-Oct. 8**: Class Adjustment—For NIGHT CLASS [班級調整—晚間班]
- **Nov. 15**: NTU Anniversary (Day off) [本校校慶(放假一天)]
- **Nov. 15-19**: Mid-Term Examination [期中考試]
- **Jan. 1**: New Year’s Day (Day off) [開國紀念日(放假一天)]
- **Jan. 10-14**: Final Examination [期末考試]
- **Jan. 14**: Last Day of Class [本學期課程結束]

**Second Semester (Spring/Summer Semester): February 1 - July 31**

- **Feb. 26**: Placement Test (for new coming students only) [編班測驗(新生)]
- **Feb. 28**: Peace Memorial Day (Day off) [和平紀念日(放假一天)]
- **Mar. 04**: Class Assignment result [分班結果公告]
- **Mar. 07**: First Day of Class [開始上課]
- **Mar. 07-Mar. 11**: Class Adjustment — For DAY CLASS [班級調整—白天班]
- **Mar. 07-Mar. 18**: Class Adjustment — For NIGHT CLASS [班級調整—晚間班]
- **Apr. 04**: Day off [調整放一天]
- **Apr. 05**: Tomb Sweeping Day [清明節(放假一天)]
- **Apr. 06-07**: Days off [遊學假]
- **Apr. 09**: Make up class for Apr. 04 [補上課]
- **Apr. 25-29**: Mid-Term Examinations [期中考試]
- **Jun. 06**: Dragon Boat Festival (Day off) [端午節(放假一天)]
- **Jun. 20-24**: Final Examinations [期末考試]
- **Jun. 24**: Last Day of Class [本學期課程結束]

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**International Chinese Language Program (ICLP)**

This program is only provided for exchange students from University of California (UC) and California State University (CSU) with funding from their home universities and self-funded visiting students. UC and CSU students who wish to take ICLP classes will be automatically assigned to the ICLP language courses based on the placement test results and it is not necessary to sign up for such courses in advance. However, the prospective students will have to notify Ms. Nancy Chen (nancywchen@ntu.edu.tw) of their interests of being enrolled in ICLP before their arrival, so that the placement test can be arranged.

Like CLD participants, UC and CSU students who go to ICLP are required to take a placement test prior to the beginning of the ICLP term. You will then receive a personal class schedule comprising a total 15 hour / week of intensive language instruction based on your performance in the test, teacher availability, and students’ demands. You can choose to take a combination of ICLP language courses and regular NTU courses (whether taught in English or in Chinese) or purely the courses provided by ICLP or NTU to meet the minimal unit requirement by your home universities.

Currently, there is an ICLP-appointed head teacher who is responsible exclusively for UC and CSU students’ academic affairs. Her contact information will be announced in the ICLP Orientation.

For ICLP curriculum please visit the ICLP website at [http://iclp.ntu.edu.tw](http://iclp.ntu.edu.tw); note that this is for your reference only.
Chapter 6
CAMPUS BASICS & LIVING TIPS

- Facilities
- Student Organizations & Campus Activities
- Emergency Information
- Lost and Found
- Bicycle and School Shuttle
- Information for Foreigners in Taiwan
- Staying safe: Taiwan Emergency Phone Numbers
- Money Matters
- Mobile Phone
- Transportation
- Working

FACILITIES

■ GLOBAL LOUNGE (Map Reference No. 23)
http://global.ntu.edu.tw
Global Lounge provides a platform for cultural exchange wherein foreign students and local students can interact with one another freely. Global Lounge was jointly mapped out by OIA and the Office of Student Affairs. Its opening hours are the same as those of the Student Activity Center (during the semester: Monday to Sunday, 8 am to 10 pm; during summer and winter vacation: Monday to Friday, 8 am to 5 pm). The Global Lounge employs a number of student assistants who speak fluent English to provide advisory services on campus living and studying abroad. In addition, various student clubs have established student management teams at the Global Lounge, whose responsibilities include assisting in activity planning, establishing rules and regulations, providing services and managing websites. In the hall of the Global Lounge there are an exhibition area, a poster display area, and national flag cabinets to display the cultural artifacts from different countries, plus an international poster display area, wherein the information of NTU’s partner schools and the information on NTU foreign students’ home countries are put on exhibition. On top of all these, there is an open area for local students to interact with foreign students, to discuss things or simply for them to read. On the satellite TV wall news programs from various countries can be seen in live broadcast, and in the international conference room all kinds of meetings can be held.

■ GENERAL LIBRARY (圖書館) (Next to Map reference No. 3)
http://www.lib.ntu.edu.tw
Situated at the end of NTU’s well-known Royal Palm Blvd., the General Library (總圖) is the main library in NTU. In addition, there are also two libraries in the College of Medicine and the College of Law. Some departments also have their own libraries. With its rich book collection and its comfortable atmosphere, the GL has become the place where many students like to stay between classes. On the fourth floor of the Library is the Multimedia Center. It has a wide collection of classical films and audio tapes. You can also watch cable TV there. On B1, there is a 24-hr study room. You will need your student ID card to get into the library.

■ CENTER FOR TEACHING & LEARNING DEVELOPMENT (CTLD) [教學發展中心]
http://www.ctld.ntu.edu.tw/english/
CTLD provides many kinds of study information and support for students and holds various workshops, including learning strategies workshops, academic writing workshops, and expression skills workshops. Also, CTLD offers individual learning consultation for courses such as Economics, Statistics, Calculus, Chemistry and Physics. Furthermore, NTU student tutors will assist the students with academic difficulties. A list and the contact information of the students who are willing to help foreign students are also available.
The Learning Commons of CTLD is located on B1 of the General Library and provides a few consultation rooms, a conference room and an open space for group studies and discussion. In this open space, language exchange is also possible. The Main Office of CTLD is on the third floor of the Division of Continuing Education and Professional Development. The multimedia and e-learning support is on the fourth floor of the Graduate Institute of Journalism.

**COMPUTER AND INFORMATION NETWORKING CENTER** (計資中心)

(Next to Map reference No. 30)

[http://www.cc.ntu.edu.tw/English/index.htm](http://www.cc.ntu.edu.tw/English/index.htm)

The Computer and Information Networking Center offers free 24-hr computing service for NTU students. Please remember to bring your student ID card with you to pass the gate control. Users can surf the Internet and run various kinds of applications. The available software packages include English version of Windows XP, Office 2007, statistics programs like SAS and SPSS, and so on. Both black and color laser printing is supported. Each student is granted TWD 100 free printing per semester. Once the free quota is used up, you can add more money at the counter. Please note that unused unit cannot be refunded nor can it be transferred to another user's account. The fee for printing is TWD 1 per page for B/W and TWD 5 for color. For login, please use your student ID number and the password you set for your e-mail. Browsing pornographic websites or playing games is prohibited. Violating the rules will result in the suspension of your right of access. If you have any questions, please feel free to ask the staff at the counter.

**NTU CAMPUS WIRELESS LAN SERVICES** (臺大校園無線網路服務)

Faculties, staffs and students of NTU can adopt any IEEE802.11 standard wireless LAN cards to access the NTU campus wireless LAN. The user authentication is through NTU e-mail accounts and passwords. Currently, NTU wireless LAN has 80% of the campus outdoor coverage.


The wireless LAN card borrowing [http://ccnet.ntu.edu.tw/wireless/renting_card.html](http://ccnet.ntu.edu.tw/wireless/renting_card.html)

**HEALTH CENTER** (保健中心) (Map reference No. 8)


The Health Center on the main campus is staffed by doctors from the NTU Hospital and provides health services. It is located on the Royal Palm Boulevard across from the First Student Activity Center near the General Library. The Center provides various medical services including: Family Medicine, Ophthalmology, Dermatology, Otolaryngology, Gynecology, Dentistry and Simple Surgery. Also, common blood tests, pap smear, dental scaling, abdominal sonography, physical therapy and plain x-ray studies are available. Students will need to check the clinic schedule in advance and make appointments on line, by telephone or in person.

No registration fee would be charged for those with NTU Student IDs. Students with National Health Insurance Card (NHI Card) would be charged with partial extra self-payments of TWD 50. As to students with no NHI Cards, they will have to pay a full payment of TWD 350. Fees for medicine and other special exams are not included in the general payments.

**On-site Registration:** 08:20 - 11:30 am, 01:20 - 04:20 pm, Monday - Friday

**Consultation Hours:** 08:10 - 09:00 am, 02:10 - 04:40 pm, Monday - Friday

**Telephone Appointment:** 08:10 - 09:00 am, 01:10 - 02:00 pm, Monday - Friday

(Booking can be made 7 days in advance)

**General number:** +886-2-3366-2155

**Appointment number:** +886-2-3366-2175

**Emergency Hot Line:** +886-2-3366-9595


Governed by the Athletic Department, NTU Sports Center consists of a swimming pool, a gymnasium, badminton courts, squash courts, table tennis, etc. Please note that all NTU students need to pay extra fees (except for students of particular Physical Education courses) in order to use certain facilities. The outdoor track and field, the basketball court, the tennis court, and the football court are all close to XinSheng South Road.

**STUDENT COUNSELING CENTER** (心輔中心) (Map reference No. 12)


Located across from Student Housing Service Division, the Student Counseling Center promotes a multidirectional approach to mental health and psychological well-being. It also offers individual counseling, group counseling and workshops, mental health survey, and psychological assessments.

Students who need the service can also meet up with an English consultant after making a first appointment at NTU Student Counseling Center. To make your first appointment, walk into the Counseling Center or sign up at [https://host.cc.ntu.edu.tw/Counsel/notice.aspx](https://host.cc.ntu.edu.tw/Counsel/notice.aspx)

Contact: Ms. Chen, Wei-ju [陳惟宇] ; Tel: +886-2-33663237 ; weiyuchen@ntu.edu.tw

**RESOURCE CENTER** (資源教室) (Next to Map reference No. 12)

[http://homepage.ntu.edu.tw/~rer/index0.htm](http://homepage.ntu.edu.tw/~rer/index0.htm)

NTU Resource Room offers additional support to physically-challenged students. With one director and three full-time counselors, the current service includes counseling, academic tutoring, assisting equipments for students with mobility limitations, arrangements of special exams and classroom settings, etc.
STUDENT ORGANIZATIONS & CAMPUS ACTIVITIES

NTU is an active campus, there are many clubs and student societies, the academic year is full of student organized campus wide events. If you have a particular area of interest, please browse NTU's club and society websites: http://club.ntu.edu.tw/

Tip 1  In March and September each year the university will organize a Student Club Expo (學生社團博覽會). Often this expo is integrated with a cultural or campus recruitment activity, namely The NTU Azalea festival. It is a great opportunity to see first-hand the various clubs and societies on campus. Please see the Extracurricular Activities Division [課外活動組] website for further details.

Tip 2 NTU Foreign Students’ Association (NTUFSA) [外籍生聯誼會]
NTUFSA consists primarily of international degree students but welcomes exchange and visiting students. NTUFSA arranges the orientation reception and regularly holds activities in order to help new international students adapt to the environment, giving them opportunities to interact with one another. During the semester, NTUFSA holds short field trips, sports events and holiday celebrations: ntufsa@gmail.com

EMERGENCY INFORMATION

In the event of an emergency, students are encouraged to seek help through the following steps:
1. In order to respond quickly to the emergency and take the traffic time into consideration, please first dial 119 or 110 directly from any local landline or mobile for ambulances and fire engines if necessary. 2. Please notify the 24-hr University Assistance via +886-2-3366-9119 or Campus Security via +886-2-3366-9110. They will respond to you around the clock.
3. During office hours please call the College marshal +886-2-3366-2056 or e-mail cmbsiang@ntu.edu.tw

MEDICAL CARE

If you have any urgent medical problems or need first-aid during class hours, you can make a same-day appointment by phone or walk in without an appointment at the NTU Health Center on campus (Emergency Tel: +886-2-3366-9595). After office hours (8:00-17:00), please contact the NTU Hospital. In a case of emergency, you are advised to report to the dorm resident directors first and call the NTU Hospital.

NTU HOSPITAL [國立台灣大學醫學院附設醫院(台大醫院)]
MRT: NTU Hospital Station ; No.7.ChungSan South Road, Taipei (台北市中山南路7號)
Tel: +886-2-2312-3456 / +886-2-2996 or +886-2-2356-2264 (ER)

LOST AND FOUND

On campus, if you find valuable things which do not belong to you, please hand in the items to Student Assistance Division, Office of Student Affairs, located in Room 102 on the first floor of Administration Building. Likewise, if you lose anything on campus, you should also contact Student Assistance Division for help by registering your loss on their website or sending an email to them.

Website of lost-and-found service: http://sad.osa.ntu.edu.tw/eng_service_02.php
Phone number: +886-2-3366-2048–52; Email address: advisory@ntu.edu.tw

On the other hand, if you lose things outside the campus, please refer firstly to the local police in charge of lost-and-found for missing items or report the incident to the University Guard, and then report the incident to the police station on Roosevelt Road. If your ARC is missing, we advise you first report to the Foreign Ministry at Da-An Police Station and then get a renewal at the National Immigration Agency in your locality.

Roosevelt Road Police Station: No.115, Sec.4 Roosevelt Rd., Taipei ; Tel: +886-2-2735-5761
Da-An Police Station: No.2, Sec.3, Ren-Ai Rd., Taipei ; Tel: +886-2-2325-9850

BICYCLE AND SCHOOL SHUTTLE

BICYCLES

Bicycles are used by most students on campus since it is much more convenient to travel on campus and nearby vicinity with bikes. There are new bikes and biking accessories for sale next to the College of Liberal Arts on the Main Campus. Bicycles can be repaired on campus or at bike stores on XinHai Road (辛亥路). One good option for exchange students is to buy second-hand bikes at the ShuiYuan Campus (水源校區).

Please note that only registered bikes are allowed to be parked on campus. Students are required to have campus ID stickers attached to their bikes; otherwise, the bikes may be towed away. You may register your bike online (台大腳踏車管理系統), however, the website is in Chinese only. https://mis.cc.ntu.edu.tw/bpark

Alternatively, exchange students who have difficulty navigating the website can request for the bike stickers and complete the registration process at the office by the Bicycle Pound on ShuiYuan campus.
■ SCHOOL SHUTTLE BUS
If you are heading from the Main Campus for the College of Medicine, College of Social Sciences, College of Law, or the Academia Sinica, the school shuttle bus is always at your service. You can get a free ride simply by showing your NTU student ID to the bus driver. The campus shuttle bus schedule is attached in this handbook.

USEFUL INFORMATION FOR FOREIGNERS IN TAIWAN
Further details on a wide variety of topics are available via online government publications such as the Handy Guide for Foreigners. These materials are available in both English and Chinese.


Some other useful resources for Foreigners in Taiwan
2. Service Hotline +886-0800-024-111
3. http://www.tealit.com/ (About articles, teaching resources, and apartment listings for those who wish to teach and live in Taiwan.)
4. http://www.community.com.tw/ (The Community Services Center, providing counseling services for a wide range of aspects on a 24/7 basis)

The following information is deemed important to mention and relevant, however we do encourage you to refer to the handy guide and other websites mentioned above for latest and most correct information about living in Taiwan/Taipei.

STAYING SAFE: TAIWAN EMERGENCY PHONE NUMBERS
Call 0800-024-111 for Free Trilingual Help
Operators are standing by 24 hours a day not only to provide routine information on living in Taiwan but also to help with major or minor crises.

Domestic Emergency Numbers

<table>
<thead>
<tr>
<th>Service units</th>
<th>Police</th>
<th>110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services summary</td>
<td>Criminal offence, traffic accidents and other incidents requesting police assistance.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service units</th>
<th>Fire Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>119</td>
</tr>
<tr>
<td>Services summary</td>
<td>Fire, assisting accident casualties and other emergencies requesting urgent assistance.</td>
</tr>
</tbody>
</table>

■ MONEY MATTERS

■ ESTIMATED LIVING EXPENSES

<table>
<thead>
<tr>
<th>Items</th>
<th>1 semester / 5 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus Accommodation</td>
<td>TWD 35,500 (*Fees based on Prince House Single En Suite)</td>
</tr>
<tr>
<td>Textbooks / Stationery</td>
<td>TWD 3,000</td>
</tr>
<tr>
<td>Campus Internet Access Fee</td>
<td>TWD 600</td>
</tr>
<tr>
<td>Food</td>
<td>TWD 30,000</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>TWD 5,000</td>
</tr>
<tr>
<td>Travel / Miscellaneous</td>
<td>TWD 15,000</td>
</tr>
<tr>
<td><strong>Total Estimated Costs</strong></td>
<td><strong>TWD 89,100</strong></td>
</tr>
</tbody>
</table>

1 TWD = 0.031 USD = 0.025 EUR (June 2010)

We suggest you bring a sufficient amount of money with you to pay for your airport transportation, dormitory deposit (2 months of rent), accommodation fee, campus Internet access fee and other necessities such as bedding and food.

* Tuition and program fees for visiting students were not included in the above estimation.

■ CURRENCY EXCHANGE
The most convenient place to change your foreign currency is the head office of the Bank of Taiwan, where a variety of currencies is accepted. We also advise that you check the latest exchange rates before heading to the bank.

Below is a list of banks with the most varieties of foreign currencies:

- Bank of Taiwan [臺灣銀行](http://www.bot.com.tw)
  (Head Office) No. 120, Sec. 1, Chungking S. Road, Taipei; 台北市重慶南路1段120號
  (MRT: Taipei Main Station)

- Hua Nan Bank [華南銀行](http://www.hncb.com.tw)
  (It has a branch on NTU campus)

- Mega International Commercial Bank [兆豐銀行](https://www.megabank.com.tw)

■ USING CREDIT CARDS / BANK CARDS
Please consult your banks in your home country prior to your departure whether you can use your credit cards/ bank cards to withdraw money in Taiwan and the transaction charges.
**OPENING A BANK ACCOUNT**

Bring your passport and Alien Resident Certificate (ARC) to a local bank and ask a bank teller to fill out the forms for you. To open a bank account, you should deposit at least TWD 1,000. It is strongly advised that you apply for a bank card, so that you can withdraw money from ATMs anytime. (ATMs can be found on the streets and inside many convenience stores.) Students without an ARC, but who has an ROC ID Number is still able to open a bank account in Taiwan by providing your passport and the appropriate ID number.

* Please note students under the age of 20, under Republic of China’s regulations are not a legal adult and thus will require a letter of consent by his/her guardian in Taiwan or a embassy approved overseas legal guardian. It is often much easier to solicit parental consent or legal consent before you arrive.

Below is a list of banks located on NTU campus;

- **Taiwan Post** [臺灣郵政](http://www.post.gov.tw)
  - The Post Office provides both postal and banking services, including shipping and receiving, deposit and withdrawal, etc. Post offices can be found on campus (first floor in Xiao-Fu) and at the MRT Gong-Guan Station as well.

- **Hua Nan Bank** [華南銀行](http://www.hncb.com.tw)
  - Hua Nan Bank NTU Branch is on the opposite side of Deer Song Lodge on the Deer Song Square.
  - Tel: + 886-2-23631478
  - Fax: + 886-2-23639657

**MOBILE PHONE**

It is possible to bring your own mobile and purchase a local pre-paid card. For example, from the 7-Eleven on campus, two forms of photo IDs are required.

* The most common phone companies include:
  - **Chunghwa Telecom** [中華電信](http://www.cht.com.tw/CHTFinalE/Web/)
  - **Taiwan Mobile** [台灣大哥大](http://english.taiwanmobile.com)
  - **Far Eastone** [遠傳電信](http://corporate.fetnet.net/)

**TRANSPORTATION**

- **TAIPEI METRO / MASS RAPID TRANSIT (MRT)**
  - You can take the Taipei MRT at the GongGuang Station on Roosevelt Road. Single or one-way tickets are available at each station and the NTU student ID card also functions as a Metro Card. You can add value to your Easy Card at every MRT station and major convenience stores in the Greater Taipei Area.

- **TAIPEI BUS**
  - Buses in downtown Taipei can take you to more places than MRT. However, there is no regulated system coordinating all buses, and it is recommended to get to the bus stop 10 to 15 minutes earlier in case of traffic congestion and delays. [http://www.e-bus.taipei.gov.tw:8080/](http://www.e-bus.taipei.gov.tw:8080/)

- **LONG DISTANCE BUS**
  - To purchase long distance bus tickets, passengers can choose to buy directly from bus drivers (cash only and no change will be given) or at the Main Bus Station, which neighbors Taipei Railway Station. Below are two main bus companies.
    - **King Bus** [國光客運](http://www.kingbus.com.tw/)
    - **U-bus** [統聯客運](http://www.ubus.com.tw)

- **TAIWAN RAILWAY**
  - There are seven railway lines available in Taiwan. Each line has its own characteristics and sightseeing routes. There are two lines that travel down the west coast and three lines transverse the north. The other railways go through the southern and eastern part of Taiwan.

- **TAIWAN HIGH SPEED RAIL**
  - The High Speed Rail has been in operation since 2006 and it takes about 1.5 to 2 hours to travel from Taipei to Zuoying Station in Kaoshiung. [http://www.thsrc.com.tw/en/?lc=en](http://www.thsrc.com.tw/en/?lc=en)

**WORKING**

Exchange students are not allowed to work in Taiwan because they do not fulfill the requirements to apply for a work permit. Please note that if you hold a job without a work permit, you will be fined for TWD 30,000 to 150,000. On the other hand, it is fine if you are interested in doing a no pay internship or volunteer work.
To ensure a clean, safe, and environmentally friendly dormitory and to improve the quality of living, please read the Accommodation Regulations carefully. Having signed the Dormitory Agreement and the Accommodation Regulations, all residents are obliged to follow all associated regulations and are responsible for any breaches of regulations or any forms of misbehavior.

**A. Self Conduct**
1. Establish your own quiet time. It is also very important to respect other residents.
2. Do not make noise in the hallway or inside the rooms.
3. Keep your room clean and tidy at all times.
4. Do not leave your shoes or personal belongings in the hallway or communal areas.
5. No animals can be kept in the dorm buildings or grounds.
6. Do not open another resident’s room or get anything from his/her room or closet without permission.
7. You are responsible for the care and attention of your personal belongings, especially valuable items and money.
8. Respect other residents; always wear proper clothing when leaving your room.
9. To keep the environment clean, all garbage must be disposed of properly. It is also required to have trash properly recycled in the dorm.
10. Always switch lights and faucets off when they are not in use. Develop a good habit of saving energy.

**B. Respect for Other Residents**
1. Public facilities and equipment may not be moved from the communal areas or used as your own.
2. Private parties/ activities organized by the residents are only permitted in the designated areas and they must not be held without prior application to the dorm management team. Authorized parties/ activities should be held in accordance with abiding regulations.
3. Make sure your room is locked; Take precautions of any suspicious action to avoid unwanted incidents.
4. Report to the dormitory management team immediately in case of emergency and any accident.
5. In order not to disturb other residents’ quiet hours, public facilities should only be used within designated time as instructed.
6. From 11:00 pm onwards, you should keep television volume at a reasonable level to avoid causing disturbance.
7. Use the gym facilities with care. The gym is open until 11:00 pm daily.
8. Motorists and cyclists should obey parking regulations around the residential sites.
9. Smoking is NOT permitted within any area inside the dorms and on school grounds.
10. The dorm’s immediate environment is residential, please respect the residents right to peace and quiet.
太子學舍生活公約

為維護宿舍居住環境之清潔及安寧，並提高團體生活之自律與相互尊重，太子學舍...

一、個人生活部分:
1. 個人生活作息時間，應保持正常，室友間應相互尊重與體諒。
2. 不得在宿舍內高聲談笑、唱歌或揮舞樂器影響他人安寧。
3. 維持宿舍內的整潔與清潔。
4. 禁止在宿舍內養車及寵物，並維護宿舍環境之整潔。
5. 宿舍區內禁止吸菸，並尊重他人不吸菸之權益。
6. 未經許可不得擅自開設他人寢室，或擅自拿取他人財物。
7. 應妥慎保管個人貴重財物。

二、團體生活部分：
1. 公物或公共設施不得擅自移動或挪用，應共同愛護使用與維護。
2. 除在遊錶、自修室舉辦各類團體活動或使用各種休閒娛樂設施，事前應向宿舍服務中心(樓層)提出申請，並遵守各項相關規定。
3. 注意寢室門禁，養成隨手關門鎖門的習慣；隨手關燈關水，節約用電用水，養成節約能源好習慣。
4. 隨手開關電器，節約用電用水；養成節約能源好習慣。
5. 自行車、機車及汽車應遵守行車秩序，按規定停放整齊。
6. 禁止將鞋子及雜物置放在走道及公共空間。
7. 隊伍、同學及社區活動，除經管理人員核准外，不得在宿舍內進行。
8. 須遵守校方規定，於每學年度初，參加一次校內消防演習。
9. 遇有任何問題或發現違規、不法情事，請立即向管理人員反映或檢舉。
10. 自修室、交誼廳、自修室、運動場所等公共設施應共同愛護使用與維護。

太子學舍...

舍區 男生 / 女生 棟 樓 房 床

姓名： 學號：
The Tenant: Prince Housing & Development Corp.    Representative: Wu Siou Lie (signature)

1. The Landlord: Prince Housing & Development Corp.    Representative: Wu Siou Lie (signature)

2. Parties to the Agreement:

10. Effect Date:

(1) This Agreement shall be terminated automatically upon the happening of Clause 5 of this Agreement and the Landlord shall has the right to terminate the Agreement without any further notice from the day discovered such violation incident. Any third party authorized by the Landlord will make a public notice to evict the Tenant in accordance with the law to forbid the Tenant from continuing use of the Leased Properties.

11. Disposal of Unclaimed Items

(3) During the term of the lease, room or bed transfer shall be limited to once per school year and the Tenant shall be charged the amount of NT$500 for such a request. If the Tenant of the room moves into is higher than the previous one, the Tenant shall make up the difference in Deposit and Rent from the check-in date. If the Tenant fails to pay the Rent within three days after receiving at least five days notice from the Landlord, the Tenant shall lose his/her right as a tenant and the Landlord may terminate the Agreement without any further notice.

12. Penalty

(1) If the Tenant fails to pay the Rent within three days after receiving at least five days notice from the Landlord, the Tenant shall lose his/her right as a tenant and the Landlord may terminate the Agreement without any further notice.

13. Disposal of Unclaimed Items

(1) After the expiration of the lease or termination of the Agreement, the Landlord shall not be responsible for any item that the Tenant leaves un-claimed in the dormitory. The Tenant shall also bear such disposal expenses and any accrued expenses without objection.

14. Use of the Dormitory

(1) The Tenant is not authorized to use the Leased Properties for any reasons, other than graduation from the school, shall pay a penalty fee.

15. Bank Account

(1) This Agreement shall be executed with three (3) originals, with the Landlord holding two (2) copies and the Tenant holding one (1) copy.

16. Rent, Deposit and Other Fees

(1) If the Tenant fails to move out of the room after the expiration of the lease or termination of the Agreement, the Tenant shall pay the Rent calculated from the day of lease expiration or termination plus penalty fee calculated by days at the same amount of the rent.

17. Parties to the Agreement:

The Landlord: Prince Housing & Development Corp.    Representative: Wu Siou Lie (signature)

The Tenant: Student ID No: ____________________________ Name: ____________________________ (signature)

Address: ____________________________

Date: (yyyy/mm/dd)
何受乙方授權之第三人,該第三人無權使用租賃標的物,其與乙方之權利義務關係與甲方無涉,乙方仍應負本契約書第八條及第九條相關責任。租賃契約有效期間,乙方如喪失國立臺灣大學學生身分,除因畢業外,其承租權亦當然喪失,乙方應於事件發生時,立即主動告知甲方,如乙方未主動告知,甲方得於發現乙方喪失承租權日起,逕為終止契約。乙方欠繳住宿租金費用,經甲方定五日以上期間之催告,乙方於催告期間屆滿三日內仍不為支付者,甲方得不待通知逕為終止契約。乙方之搬遷義務及留置物之處分租賃期限屆滿或本契約終止時,乙方應即搬離宿舍。乙方逾期三日仍不搬遷者,甲方得公告勒令其離舍,並有排除乙方使用租賃物之權利。甲方對乙方於租賃期限屆滿或本契約終止後,留置於宿舍之財物,不負保管責任,乙方逾期三日仍未騰空宿舍時,甲方得逕行清理其留置於宿舍之財物,並於逾期十五日後將同廢棄物或依法定程序取償,清理或相関衍生費用由乙方負擔。違約金:住宿期間屆滿,乙方未搬離宿舍,除應依當月租金費用按日比例計算繳付租金費外,並應按日支付甲方同額之違約金。住宿期間屆滿或本契約終止時,乙方未搬離宿舍時,應先依宿舍管理辦法缴付租金費用外,並應按日支付甲方同額之違約金。本校 系所學生 (以下簡稱乙方)租用國立臺灣大學(以下簡稱甲方)宿舍第 室。

立約人:

甲 方:太子建設開發股份有限公司
代表人:吳修烈
乙方:學號 姓 名:          簽章
(未滿20 歲需由家長或監護人連帶保證)

丙 方: (以下簡稱乙方)租用

立約人:

甲 方:國立臺灣大學
代表人:住宿服務組主任
乙方:學號 姓 名:          簽章
丙 方: (以下簡稱乙方)租用

中華民國 年 月 日

中華民國 年 月 日
I, (full name), a student of (home university) am participating in the National Taiwan University student exchange program from (yyyy/mm/dd) to (yyyy/mm/dd).

I hereby assert that I have read the NTU Accommodation Regulations and agree to observe the regulations during all my stay at the NTU dormitory from (yyyy/mm/dd) to (yyyy/mm/dd). Should I break or disobey any of the NTU Accommodation Regulations, I will accept the penalty as stated in the regulations.

Upon check-in, I will pay the key deposit of NTD$1,000 (NTD$600 non-refundable cleaning fee will be charged for 4F Suites) at IYC. I understand that the deposit will be refunded after completing the check-out procedure. If I am unable to complete the check-out procedure, I know that I will forfeit my deposit.

Signature

Date

---

National Taiwan University
Accommodation Agreement

for International Youth Center (IYC)

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National Taiwan University
Course Selection Form

for 2010/2011 Incoming Exchange/Visiting Students

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1. Exchange students can select courses online or with this “Course Selection Form”.
2. Please fill out this form, take it to the lecturers for their approval and signatures, and return it to the Office of International Affairs before the Friday of the second week of the semester (1st Semester: Sep. 24, 2010; 2nd Semester: March 4, 2011).
3. Please write down all the courses you will take during this semester including courses selected online. If the courses you have selected online are not shown on this form, they will be considered as "dropped".
4. If you select a "Night Course" (specified by an "E" in the "Class" column, e.g. "E3"), you will need to hand in "Night Course Request Form" and pay the credit tuition for the total credits you choose.

---

Student Name (in English)

Student Name (in Chinese)

Phone No. in Taiwan

Student ID No.

Department

Email Address

Languages

Chinese

English

---

Course Selection List

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name (in full)</th>
<th>Credits</th>
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</tbody>
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Lecturer’s Approval and Signature (not required for the course you have already selected online)
## APPENDICES

1. NTU Academic Calendar 2010/2011  
2. NTU Academic Programs  
3. NTU Partner Universities  
4. List of Foreign Embassies & Missions in Taiwan  
5. NTU Shuttle Bus Route & Schedule

## NTU ACADEMIC CALENDAR 2010/2011

### 1st Semester

**2010**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug 23 – 27</td>
<td>1st Online Course Selection Period</td>
</tr>
<tr>
<td>Sep 1 – 3</td>
<td>2nd Online Course Selection Period</td>
</tr>
<tr>
<td>Sep 6</td>
<td>Dorms Check-in Begins</td>
</tr>
<tr>
<td>Sep 6 &amp; 7</td>
<td>Group Airport Pick-up</td>
</tr>
<tr>
<td>Sep 8</td>
<td>Exchange/Visiting Student Orientation</td>
</tr>
<tr>
<td>Sep 9</td>
<td>Exchange/Visiting Student Registration</td>
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<tr>
<td>Sep 13</td>
<td>First Day of NTU Classes</td>
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<tr>
<td>Sep 13 – 25</td>
<td>Online Course Drop/Add Period</td>
</tr>
<tr>
<td>Sep 19</td>
<td>CLD Placement Test</td>
</tr>
<tr>
<td>Sep 24</td>
<td>Deadline for Submitting the Course</td>
</tr>
<tr>
<td>Sai 24</td>
<td>CLD Class Assignment Result</td>
</tr>
<tr>
<td>Oct 4</td>
<td>Course Selection Results Available Online</td>
</tr>
<tr>
<td>Oct 8</td>
<td>Deadline for Confirming the Course</td>
</tr>
<tr>
<td>Nov 8 – 12</td>
<td>Midterm Exam Period (including CLD)</td>
</tr>
<tr>
<td>Nov 15</td>
<td>NTU Study Abroad Fair</td>
</tr>
<tr>
<td>Dec 10</td>
<td>Deadline for Course Withdrawal</td>
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**2011**

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<tr>
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<tbody>
<tr>
<td>Jan 1</td>
<td>New Year’s Day (Holiday)</td>
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<tr>
<td>Jan 7</td>
<td>Last Day of NTU Classes</td>
</tr>
<tr>
<td>Jan 10 – 14</td>
<td>Final Exam Period (including CLD)</td>
</tr>
<tr>
<td>Jan 14</td>
<td>CLD Classes End</td>
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<tr>
<td>Jan 17</td>
<td>Winter Vacation Begins</td>
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### 2nd Semester

**2011**

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<td>1st Online Course Selection Period</td>
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<tr>
<td>Jan 25 – 27</td>
<td>2nd Online Course Selection Period</td>
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<tr>
<td>Feb 1 – 7</td>
<td>Chinese New Year Holiday</td>
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<tr>
<td>Feb 14</td>
<td>Dorms Check-in Begins</td>
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<tr>
<td>Feb 14 – 15</td>
<td>Group Airport Pick-up</td>
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<tr>
<td>Feb 16</td>
<td>New Coming Exchange / Visiting</td>
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<td>Feb 17</td>
<td>New Coming Exchange / Visiting</td>
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<td>Feb 21</td>
<td>Registration Deadline for Current</td>
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<td>Feb 21</td>
<td>Exchange / Visiting Students</td>
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<td>Feb 21 – Mar 5</td>
<td>Online Course Drop/Add Period</td>
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<td>Feb 26</td>
<td>CLD Placement Test (for new coming students)</td>
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<td>Mar 4</td>
<td>CLD Class Assignment Result</td>
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<td>Mar 4</td>
<td>Deadlines for Submitting the Course</td>
</tr>
<tr>
<td>Mar 7</td>
<td>CLD Classes Begin</td>
</tr>
<tr>
<td>Mar 14</td>
<td>Course Selection Results Available Online</td>
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<tr>
<td>Mar 18</td>
<td>Deadlines for Confirming the Course</td>
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<tr>
<td>Apr 5</td>
<td>Tomb-Sweeping Day (Holiday)</td>
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<td>Apr 6 – 7</td>
<td>Reading Break (No class, including CLD)</td>
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<tr>
<td>Apr 18 – 22</td>
<td>Midterm Exam Period (including CLD)</td>
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<td>May 20</td>
<td>Deadline for Course Withdrawal</td>
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<tr>
<td>Jun 6</td>
<td>Dragon Boat Festival (Holiday)</td>
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<td>Jun 17</td>
<td>Last Day of Classes</td>
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<tr>
<td>Jun 20 – 21</td>
<td>Final Exam Period (including CLD)</td>
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<tr>
<td>Jun 24</td>
<td>CLD Classes End</td>
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<tr>
<td>Jun 27</td>
<td>Summer Vacation Begins</td>
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<td>NTU ACADEMIC PROGRAMS</td>
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| **COLLEGE OF BIO-RESOURCES AND AGRICULTURE** |
| Australian National University - Australia |
| Deakin University - Australia |
| Griffith University - Australia |
| Macquarie University - Australia |
| University of Melbourne - Australia |
| University of New South Wales - Australia |
| **AUSTRIA** |
| Johannes Kepler University Linz - Austria |
| **BELGIUM** |
| Université Libre de Bruxelles - Belgium |
| **CANADA** |
| École Polytechnique de Montréal - Canada |
| Queen’s University - Canada |
| Simon Fraser University - Canada |
| University of British Columbia - Canada |
| University of Ottawa - Canada |
| University of Toronto - Canada |
| University of Victoria - Canada |
| University of Waterloo - Canada |
| **CHILE** |
| Pontificia Universidad Católica de Chile - Chile |
| **CHINA** |
| China Agricultural University - China |
| Dalian University of Technology - China |
| Fudan University - China |
| Harbin Institute of Technology - China |
| Jinan University - China |
| Nanyang University - China |
| Nanjing University - China |
| Nanjing University of Aeronautics and Astronautics - China |
| Peking University - China |
| Renmin University of China - China |
| Shanghai Donghua University - China |
| Shanghai Jiao Tong University - China |
| Sun Yat-sen University - China |
| Tsinghua University - China |
| University of Science and Technology of China - China |
| Xiamen University - China |
| Xian Jiaotong University - China |
| Zhe Jiagang University - China |
| **CZECH REPUBLIC** |
| Masaryk University - Czech Republic |
| **DENMARK** |
| University of Copenhagen - Denmark |
| **FINLAND** |
| University of Helsinki - Finland |

| **FRANCE** |
| École Normale Supérieure de Cachan - France |
| École Polytechnique - France |
| ENS de Lyon - France |
| École des Mines de Paris - France |
| École des Ponts ParisTech - France |
| Université Catholique de Lille - France |
| Université Jean Moulin Lyon 3 - France |
| Université Joseph Fourier Grenoble 1 - France |
| Université Montpellier 2 - France |
| Université Pierre et Marie Curie - Paris 6 - France |
| Université de Toulouse - France |
| Université Paris Ouest Nanterre La Défense - France |

| **GERMANY** |
| Eberhard Karls Universität Tübingen - Germany |
| Freie Universität Berlin - Germany |
| Friedrich-Alexander-Universität Erlangen-Nürnberg - Germany |
| Karlische Institute of Technology (KIT) - Germany |
| Ludwig-Maximilians-Universität München - Germany |
| Rheinisch-Westfälische Technische Hochschule Aachen - Germany |
| Ruhr - Universität Bochum - Germany |
| Ruhr-Universität Bochum - Germany |
| Technische Universität Berlin - Germany |
| Technische Universität Dortmund - Germany |
| Technische Universität München - Germany |
| Université Bouver - Germany |
| Universitat Hamburg - Germany |
| Universitat Mainz - Germany |
| Université à Strasbourg - France |

| **HONG KONG** |
| City University of Hong Kong - Hong Kong |
| The Chinese University of Hong Kong - Hong Kong |

| **ICELAND** |
| University of Iceland - Iceland |

| **IRELAND** |
| Trinity College Dublin - Ireland |
| University College Dublin - Ireland |

| **ISRAEL** |
| Technion-Israel Institute of Technology - Israel |

| **JAPAN** |
| Akihabara University - Japan |
| Aoyama Gakuin University - Japan |
| Doshisha University - Japan |
| Hokkaido University - Japan |
| Kansai University - Japan |
| Keio University - Japan |
| Kobe University - Japan |
| Kyoto University - Japan |
| Kyushu University - Japan |
| Meiji University - Japan |
| Nara University of Education - Japan |
| Ochanomizu University - Japan |

| **NOTES** |
| (updated in May 2010) |
NTU CAMPUSES AND SHUTTLE BUS SCHEDULE

TRANSPORTATION INFORMATION:
1. Take the School Shuttle Bus which operates between Fu Bell of the Main Campus to the branch campus of College of Social Science and College of Medicine. The bus runs from Mon. to Fri., from 07:35 to around 18:00. Please check the schedule at the attached bus schedule or also at the bus stop.
2. Take MRT from Gonguan Station (Main Campus) to Shandao Temple Station. You will need to do one transfer at the Taipei Main Station.

The bus will stop at the gate of the College of Social Sciences and the College of Medicine because the entrance to these two places will be closed at night.

School shuttles operate Monday through Friday (no operations on holidays, national holidays and the winter and summer vacations). The bus schedule may change due to traffic conditions. You can check the latest schedule with this link: [http://www.ga.ntu.edu.tw/en/service/service_5.htm](http://www.ga.ntu.edu.tw/en/service/service_5.htm)

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