NTU Incoming Exchange/Visiting Student Orientation

2012/09/05
Information For Exchange/Visiting Students
We’re going to tell you…

- Registration
- Course
- Insurance
- Transcript
- Scholarship
- Visa
We’re going to tell you...

- Registration
- Course
- Insurance
- Transcript
- Scholarship
- Visa
Registration: 1st semester
Registration: 1st semester

**University** Level
Exchange Students

Visiting Students

**College** Level
Exchange Students

OIA
(Sep. 6th)

Faculty Office

Student Handbook P.59
Registration: 1st semester

University Level Exchange Students

Visiting Students

OIA (Sep. 6th)

3 Steps
Registration: 1st semester

Step 1

University Level Exchange Students

Visiting Students

Payment Sheet

Registration Sheet

Step 1

1. Campus Internet Access Fee
2. Accommodation Fee (IYC only)
Step 2

**University Level Exchange Students**

**Visiting Students**

**Payment Sheet**

**Registration Sheet**

Pay the fee at:
- Convenience stores (e.g. 7-Eleven, Family Mart, …, etc.)
- Post office
Registration: 1st semester

Step 3

University Level
Exchange Students

Visiting Students

Registration Sheet
Receipt

Missing documents
Health Exam Report
Insurance Proof

Sep. 6th
OIA
09:30-12:00
13:00-16:30

Office of International Affairs, NTU
Registration: 1st semester

Step 3

University Level Exchange Students
Visiting Students

Registration Sheet
Receipt

Missing documents
Health Exam Report
Insurance Proof

Sep. 6th
OIA
09:30-12:00
13:00-16:30

400-500 NTD
Registration: 1st semester

Step 3

University Level Exchange Students

Visiting Students

Sep. 6th

09:30-12:00
13:00-16:30

Pick up your Student ID Card

Your Student ID Card would also function as an Easy Card with student discounts.
Registration: 1st Semester

Step 1
1. Registration Sheet
2. Payment Sheet

Step 2
Pay the fee

Step 3
Register at OIA:
09:30~12:00, 13:00~16:30
September 6th 2012
Students under school level exchange should register in faculty office
Registration: 2\textsuperscript{nd} semester

BY YOURSELF
Registration: 2nd Semester

Step 1
Print Payment Sheet

Step 2
Pay the fee

Step 3
Go to the 1st Administration Building to obtain the official stamp on your NTU Student ID Card.

Student Handbook P.60
Registration: 2nd Semester

Step 1

Print the payment sheet

在台灣大學 info 網頁列印繳費單

Student info: [http://info.ntu.edu.tw/sinfo/](http://info.ntu.edu.tw/sinfo/)

Tuition Payment
**Registration: 2\textsuperscript{nd} Semester**

**Payment Sheet**

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**National Taiwan University Billing Statement 1st Semester of 2011 Academic Year**

<table>
<thead>
<tr>
<th>Collection Account</th>
<th>Verification</th>
<th>Amount: TWD 400</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789012345678</td>
<td>123456789012345678</td>
<td>123456789012345678</td>
</tr>
</tbody>
</table>

*This slip will be kept for 5 years by the collection agent.*
Registration: 2\textsuperscript{nd} Semester

Step 2

Pay the fee at:
- Convenience stores (7-Eleven, Family Mart, …)
- Post office
Registration: 2nd Semester

Step 3

Obtain an official registration stamp

Bring your:
1. Receipt
2. Student ID Card

1st Administration Building

Undergraduate Academic Affairs Division 註冊組
Room 106

Graduate Academic Affairs Division 研教組
Room 210
Registration for the 2nd semester has to be completed **by yourself** before the new semester starts.

The exact dates will be announced later and inform you **by email**.
Change of Exchange Period
Change of Exchange Period

Dead line: 2012/12/01

Student

Ask for approval from home university coordinator
取得您就讀學校承辦人的許可

Ask for approval from OIA
取得台大國際事務處的許可

Confirmed

To extend the exchange period
延長交換期

OIA issues a new admission letter for the extended period

To cut short the exchange period
縮短交換期

Student must complete the deregistration procedure

Student Handbook P.61
We’re going to tell you…

- Registration
- **Course**
- Insurance
- Transcript
- Scholarship
- Visa

Chill…You still have the opportunity to add courses.
**Course Enrollment**

1. **1st Online Course Selection Period**
   - Aug. 20 - Aug. 23

2. **2nd Online Course Selection Period**
   - Aug. 28 – Aug. 30

3. **Online Course Selection Result**

4. **Drop/Add Period**
   - Sep. 10 - Sep. 22

5. **Confirmation of Online Course Selection Result**
   - Oct. 01 – Oct. 05

*Student Handbook P.55*
Course Enrollment

Selection Method

Drop/Add Period
Sep. 10 - Sep. 22
Selection Method

- Selection Method 1
- Selection Method 2
- Selection Method 3
Selection Method

Add courses online on a first-come, first-serve basis

• Students who are qualified to take the course can add the course directly online. A maximum of 400 students can be registered for each course. Students will be registered on a first-come, first-serve basis.

• Tip: Register ASAP
Selection Method

Selection Method 2

Get an authorization code from the professor

• Students need to get a “special permission number” from the instructor(s) in order to add the course online.

• Most of the courses in NTU are with selection method 2.

• Tip: Talk to the professor…Ask if he/she wants a cup of tea/coffee…
Selection Method

Selection Method 2

Get an authorization code from the professor

• The magical green paper...

實體互動系統與設計
科目流水號：17072
加選授權碼：2915218668
授課教師：洪一平
使用期限：02/21~03/05中午

Serial Number

Authentication Code
Selection Method 3

Limited numbers, randomly assigned on the distribution period

• Students can enroll in the “waiting list” for the selected course. During the distribution period, students on the “waiting list” will be registered by random selection until the course reaches maximum capacity.

• **Tip: Be sure to enroll in** time** before every distribution session.**
<table>
<thead>
<tr>
<th>Selection Method 1</th>
<th>Register ASAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Method 2</td>
<td>Talk to the professor or bring him/her tea/coffee</td>
</tr>
<tr>
<td>Selection Method 3</td>
<td>Be sure enroll in time</td>
</tr>
</tbody>
</table>
Selection Method

Course Information Website

Check the Selection Method here
Access the Online Course Selection System

During the Course Drop/Add Period

Office of International Affairs
1. Go to the Course Information Website
2. Click on either one
Login

Student ID

Password

a + birthday month + birthday date

For example, a student born on January 21st, his/her default password is a0121
Greeting! T00101101 · 王小明

已修體適能學分: 0 已修專項運動學分: 0 Maximum Credits: 25

Service learning courses that have been taken: --
No course selection data found

Courses registered
Course Registration

Please enter the course information

- **Serial No.:**
- **Lab Groups:** (If this course has lab groups, please enter your desired group)
- **Authorization Code:** (Please enter authorization code if you would like to add category [2] courses)
- **Course conflict priority:** (in case of adding category [3] courses, please place the course priority from 1 to 99.)

[Submit]

Please be aware that the courses selected during the online selection period will be replaced by the courses confirmed with the same curriculum number or the same time schedule in the DROP/ADD period.
Course Reg.

Aug.
20 22 28 30
1st 2nd

Courses you have now

Sep.
10 22

DROP / ADD Period

Courses you add
Course Reg.

Aug.  
20  22  
1st  2nd  
Courses you have now

Sep.  
10  22  
DROP / ADD Period  
Courses you add

Conflict!!

Same Curriculum Number
Same Time Schedule
ADD a course
DROP a course
ADD a course
DROP a course
ADD a Course (Selection Method 2)

NTU 電腦選課系統
Course Selection System

Course Registration

Please enter the course information
Serial No.: 17072
Lab Groups: 
(If this course has lab groups, please enter your desired group)
Authorization Code: 2915218668
(Please enter authorization code if you would like to add category [2] courses)
Course conflict priority: 
(In case of adding category [3] courses, please place the course priority from 1 to 99.)

Submit

實體互動系統與設計
科目流水號: 17072
加選授權碼: 2915218668
授課教師: 洪一平
使用期限: 02/21~03/05中午
ADD a Course

The course information you desire to add:

- **Course Information**

<table>
<thead>
<tr>
<th>Serial number: 13045</th>
<th>Course schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum number: NURS8009</td>
<td>How to Add this Course: The waiting list will be taken until further notice.</td>
</tr>
<tr>
<td>Course section: 14</td>
<td></td>
</tr>
<tr>
<td>Course name: INDEPENDENT STUDY</td>
<td></td>
</tr>
<tr>
<td>Credit: 3</td>
<td></td>
</tr>
<tr>
<td>Instructor: WEN-YU HU</td>
<td></td>
</tr>
</tbody>
</table>

[Confirm registration] [Cancel]
Course has been successfully registered.
ADD a course

DROP a course

Office of International Affairs
# DROP a Course

## NTU Course Selection System

### Greeting! T99703112，謝終緯

- Service learning courses that have been taken: --
- Maximum Credits: 25

<table>
<thead>
<tr>
<th>Status</th>
<th>Serial number</th>
<th>Curriculum number</th>
<th>Course section</th>
<th>Group</th>
<th>Course name</th>
<th>Credits</th>
<th>Instructor</th>
<th>Course schedule</th>
<th>Conflict Wish</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>13045</td>
<td>NURS6009</td>
<td>14</td>
<td></td>
<td>INDEPENDENT STUDY</td>
<td>8</td>
<td>YIEN-YU HU</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The course has prerequisites, failure of course enrollment will be processed after course add/drop is over.
The course you desire to de-register:
Serial No: 13045
Course number: NURS8009
Course Identify number: 426 D0130
Course section: 14
Instructor: WEN-YU HU
Course name: INDEPENDENT STUDY

Note: If having de-registered but wish to select this course (with a maximal student number limitation) again, you need to re-register and re-delegate.

Confirm de-registration  Cancel
Student ID number: T99703112
Serial number of the de-registered course: 13045
De-registration completed.
DROP/ADD Timetable
# DROP/ADD Timetable

You can only drop/add/enroll courses during the pink highlighted period.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Date</th>
<th>Days</th>
<th>9:00 -12:00</th>
<th>12:00-15:00</th>
<th>15:00-03:00</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 10</td>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td>Course drop/add/enroll</td>
<td></td>
</tr>
<tr>
<td>Sep 11</td>
<td>Tue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 12</td>
<td>Wed</td>
<td></td>
<td></td>
<td>Distribution</td>
<td>Check the results</td>
<td>The system is closed during the distribution period</td>
</tr>
<tr>
<td>Sep 13</td>
<td>Thu</td>
<td></td>
<td></td>
<td>Course drop/add/enroll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 14</td>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 15</td>
<td>Sat</td>
<td>Course drop/add/enroll</td>
<td></td>
<td>Distribution</td>
<td></td>
<td>The system is closed during the distribution period</td>
</tr>
<tr>
<td>week</td>
<td>Date</td>
<td>Days</td>
<td>9:00 -12:00</td>
<td>12:00-15:00</td>
<td>15:00-24:00</td>
<td>Note</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Week2</td>
<td>Sep 16</td>
<td>Sun</td>
<td></td>
<td></td>
<td></td>
<td>Check the results</td>
</tr>
<tr>
<td></td>
<td>Sep 17</td>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td>Course drop/add/enroll</td>
</tr>
<tr>
<td></td>
<td>Sep 18</td>
<td>Tue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sep 19</td>
<td>Wed</td>
<td></td>
<td></td>
<td></td>
<td>Distribution</td>
</tr>
<tr>
<td></td>
<td>Sep 20</td>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td>Check the results</td>
</tr>
<tr>
<td></td>
<td>Sep 21</td>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td>The system is closed during the distribution period</td>
</tr>
<tr>
<td></td>
<td>Sep 22</td>
<td>Sat</td>
<td>Course drop/add/enroll</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week3</td>
<td>Sep 23</td>
<td>Sun</td>
<td></td>
<td>Course drop &amp; Check the results</td>
<td></td>
<td>(no more course add)</td>
</tr>
</tbody>
</table>
Course I plan to Take This Semester
Course I plan to Take This Semester on Course Information Website (Course finder)

### The courses you put on this schedule ARE NOT the courses you have registered!

You still have to register for courses on Course Selection System.

<table>
<thead>
<tr>
<th>序号</th>
<th>课程号</th>
<th>课程名称</th>
<th>课程英文名称</th>
<th>课程学分</th>
<th>课程类型</th>
<th>课程日期</th>
<th>课程时间</th>
<th>课程地点</th>
<th>课程说明</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100141</td>
<td>社会学导论</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>必修</td>
<td>二月 11日</td>
<td>8:10-9:10</td>
<td>普教楼101</td>
<td>限选人数上限：40人；限选人数下限：10人；每班人数上限：10人。</td>
</tr>
<tr>
<td>2</td>
<td>100141</td>
<td>社会学导论</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>必修</td>
<td>二月 11日</td>
<td>10:10-11:10</td>
<td>普教楼101</td>
<td>限选人数上限：70人；限选人数下限：15人；每班人数上限：15人。</td>
</tr>
</tbody>
</table>

The courses you put on this schedule ARE NOT the courses you have registered!

You still have to register for courses on Course Selection System.
Course Enrollment

1st Online Course Selection Period
Aug. 20 – Aug. 23

2nd Online Course Selection Period
Aug. 28 - Aug. 30

Online Course Selection Result

Drop/Add Period
Sep. 10 – Sep. 22

Confirmation of Online Course Selection Result
Oct. 01 – Oct. 05
Withdrawal

Notice that...

- You can only withdraw **one** course per semester
- A “withhold” mark will be showed on your transcript
- Please finish the application **before Dec. 07, 2012**

Stop attending the class without applying the form before deadline

→ **Fail !!!**

OIA

Sorry…We can’t help you…

Office of International Affairs, NTU
Keep in mind...

You can choose **all the courses** in NTU no matter which department you belong to **as long as you obtain the permission from**
1) the course selection system 
   or 
2) the course instructors.

The **College of Social Science** and **College of Medicine** are at **different campuses** from the main one.

- [ ] Free shuttle bus
- [ ] MRT
- [ ] Bus
Placement Test (編班測驗) :

- CLD will arrange class period for students after the placement test.
- Very beginner level students still have to go to CLD for registration.
- Check the suggested time going there.

Sept. 8 (Sat.) 8:30-12:00
Classroom 302, 3F
Liberal Education Classroom Building
博雅教學館3樓302教室
For More Details…. Please refer to Handbook, p. 56-57
We’re going to tell you…

- Registration
- Course
- Insurance
- Transcript
- Scholarship
- Visa
Who can apply for the NHI?
Exchange students residing in Taiwan for more than 4 months (without leaving the country) may enroll in the NHI system.

How to apply for the NHI?
Take your Alien Residence Certificate (ARC) to the government administration office near your residence in the 4th month you are in Taiwan.

For example, students living on campus could go to District Office (區公所) to complete your enrollment procedure.

The premium for NHI plan is around 749 NTD/month.
We’re going to tell you…

- Registration
- Course
- Insurance
- Transcript
- Scholarship
- Visa
Transcripts

You can check your final grades online
請至臺大網站查詢學期成績

2 copies of official transcripts in both English and Chinese will be sent to your home universities 3-4 months after the end of your exchange period.
兩份中英文成績單會寄至您就讀的學校
Transcripts

Get your own copy！也可以自行列印成績單
Purchase it from the printer machine outside the Undergraduate Academic Affairs Division on the 1st floor of the 1st Administration Building.

For graduate students, please get your copy at room 210.

Password: mmdd
(of your birthday)
We’re going to tell you...

- Registration
- Course
- Insurance
- Transcript
- Scholarship
- Visa
Who can apply for the scholarship?

Students whose home universities have **bilateral scholarship agreements** with NTU.

若您的母校與台大簽訂有雙邊互惠的交換生獎學金合約，您在臺大的交換期，可領取本校獎學金。
How do I receive the stipend?

如何領取獎學金?

The stipend will be transferred to post office accounts on the 10th of each month. 獎學金會在每月十號匯入您的郵局帳戶。

The stipend for September can be only issued in October. 第一學期9月之獎學金將統一與10月一起發放。

Student Handbook P.62
We’re going to tell you…

- Registration
- Course
- Insurance
- Transcript
- Scholarship
- Visa
Entering Taiwan via

- Valid visa (Visitor Visa or Resident Visa)
- Visa-exempt Entry (Cannot be extended)
- Special permits (Hong Kong/Macao)
  - Valid for 3 months and may be extended once

- 入台證 (中國籍學生)
  - 統一辦理、單次進出
  - 入台證繳費 (迎新當天：600 NTD)
  - 相關規定請參考手冊第25頁
Visa

Visitor Visa

less than 180 days

Within 15 days before expired (not earlier than that)

more than 180 days

Within 15 days

Resident Visa

Within 15 days after your arrival

Visitor Visa Extension

National Immigration Agency

Alien Resident Certificate (ARC)

National Immigration Agency

Resident Visa

Bureau of Consular Affairs, Ministry of Foreign Affairs 外交部領事局

Within 15 days
**Visa: Resident Visa**

**Hospital Appointed:**

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taipei City Hospital</td>
<td>(Zhongxiao/Renai/Heping/Zhongxing Branch)</td>
</tr>
<tr>
<td>Wan Fang Hospital</td>
<td></td>
</tr>
<tr>
<td>Mackay Memorial Hospital</td>
<td></td>
</tr>
<tr>
<td>Cathay General Hospital</td>
<td></td>
</tr>
</tbody>
</table>

**Center of Disease Control, R.O.C.**

Visa: ARC

- You need to have a Resident Visa first.
Visa

- General required documents of visa application
- Contact information

Please refer to **Handbook, p.19-25**
Short reminders

- Registration
- Course
- Insurance
- Transcript
- Scholarship
- Visa

Chinese Course Placement Test: 9/8, 8:30-12:00

1st semester: 9/6 OIA
2nd semester: by yourself

Check the “Selection Method”
Go to the Class

- Visitor Visa
  - less than 180 days
  - more than 180 days
  - within 15 days before expired

- Resident Visa
  - within 15 days after your arrival

- Visitor Visa Extension
  - National Immigration Agency

- Alien Resident Certificate (ARC)
  - National Immigration Agency
OIA will inform you about more events/activities by email from time to time

Check your email

Read your student handbook
Thank You!

Enjoy your stay in Taiwan😊