NTU Incoming Exchange/Visiting Student Orientation

February 16, 2011
Information For Exchange/Visiting Students

by Johnson, Wei-Chiang Teng
We’re going to tell you…

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

Spring Semester
Registration: Spring Semester

**Time:** 9:30am~12:00pm, 1:30pm~4:00pm

*February 17 (Thursday)*

(2/17 星期四)

**Place:** Office of International Affairs (OIA)

(4th floor of Second Administrative Building; #9 in map)

(國際事務處:第二行政大樓四樓; 地圖編號9號)
Notice:

University-Level Exchange Students (校級交換生)/ Visiting Students (訪問學生) → to OIA

College-Level Exchange Students (院級交換生) → to the Faculty Office of the college you belong to, not to OIA (至各院辦公室)
Registration: Spring Semester

Step 1: Submit your documents to OIA staff (university-level exchange student) 繳交文件

a. Your **Registration Sheet** 註冊單 
(Fill in the form in advance)

b. Your **Receipt of your Payment Sheet** 繳費單收據 
(Pay before the registration, at 7-11 or bank).

c. Submit your missing documents (eg. health exam report, *insurance proof) to OIA staff.
Registration: Spring Semester

Step 2: Get your Student ID Card 領取學生證
a. Show your *receipt of payment to OIA staff
b. Return the registration sheet
c. Pick up your Student ID Card.

Your Student ID Card would also function as an Easy Card.
Registration

Fall Semester
Registration: Fall Semester

Step 1
在台灣大學info網頁列印繳費單
Print out the Tuition Payment sheet on NTU info webpage, pay the fee and keep the receipt
(http://info.ntu.edu.tw/Sinfo_en/)
<table>
<thead>
<tr>
<th>系統:外交系四年級</th>
<th>學號:</th>
<th>減免類別:</th>
<th>書籍費可貸3000元</th>
</tr>
</thead>
<tbody>
<tr>
<td>應繳費用明細</td>
<td>姓名:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>學費(可貸)</td>
<td>0</td>
<td>僧保費</td>
<td></td>
</tr>
<tr>
<td>雜費(可貸)</td>
<td>0</td>
<td>外保費</td>
<td>D</td>
</tr>
<tr>
<td>宿費(可貸)</td>
<td>0</td>
<td>語言實習費(可貸)</td>
<td>D</td>
</tr>
<tr>
<td>暑宿</td>
<td>0</td>
<td>英檢費</td>
<td>D</td>
</tr>
<tr>
<td>安保(可貸)</td>
<td>106</td>
<td>宿舍押金</td>
<td>D</td>
</tr>
<tr>
<td>體檢費</td>
<td>0</td>
<td>實驗耗材費</td>
<td>D</td>
</tr>
<tr>
<td>電腦網路費</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>合計</td>
<td></td>
<td></td>
<td>506</td>
</tr>
<tr>
<td>已繳金額</td>
<td></td>
<td></td>
<td>506</td>
</tr>
<tr>
<td>繳費情形</td>
<td></td>
<td></td>
<td>已結帳</td>
</tr>
</tbody>
</table>

Print out the Tuition Payment sheet
列印繳費單
Registration: Fall Semester

Step 2. Cashier Division 出納組 (2nd Administrative Building) / 7-11/ Post Office/ Bank

Pay your accommodation fee/ Campus Internet Access fee
繳交住宿費/網路使用費

Step 3 Undergraduate/ Graduate Academic Affairs Division 註冊組/研教組 (Room 106 /210)

Bring your receipt to obtain an official stamp on your student ID card
攜帶繳費收據以取得學生證註冊章
Notice:
Registration for the Fall semester has to be completed before new semester starts.

Notice:
學期繳費必須在學期開學前完成
Change of Exchange Period 延長或縮短交換期

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

Coordinator informs OIA by email
承辦人經由email通知台大國際事務處

To extend the exchange period
延長交換期

OIA agrees and issues a new admission letter
for the extended period

To cut short the exchange period
縮短交換期

OIA agrees and student must complete the deregistration procedure
Course Enrollment 選課

1st Online Course Selection Period 第一階段線上選課
Jan. 17-20

2nd Online Course Selection Period 第二階段線上選課
Jan. 25-27

Online Course Selection Result 選課結果查詢
Feb. 8

Drop/Add Period 加退選 (by Course Selection Form)
Feb. 21 – Mar. 5

Confirmation of Online Course Selection Result 選課結果確認
Mar. 14-18
Get the “Course Selection Form” 

a. from Handbook, p.69 (Form 7).

b. Photocopy
Fill out your basic student information.

<table>
<thead>
<tr>
<th>學生英文姓名 Name in English</th>
<th>ALEX XXXX</th>
<th>學生中文姓名 Name in Chinese</th>
<th>XXXXXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>聯絡電話 Phone No. in Taiwan</td>
<td>0955123456</td>
<td>學號 Student ID No.</td>
<td>AXXXXXXX</td>
</tr>
<tr>
<td>系所 Department</td>
<td>Department of LAW</td>
<td>電子郵件 Email Address</td>
<td><a href="mailto:XXXXX@tufs.ac.jp">XXXXX@tufs.ac.jp</a></td>
</tr>
<tr>
<td>可溝通的語言 Languages</td>
<td>☑️ 華語 Chinese  ☑️ 英語 English</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Course Selection Form 選課單

Fill out the related information of the courses:

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Designated for</th>
<th>Administrative Curriculum Number</th>
<th>Teaching Curriculum Number</th>
<th>Class</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>12146</td>
<td>DEPARTMENT OF ECONOMICS</td>
<td>303 22010</td>
<td>ECON2001</td>
<td>01</td>
<td>MICROECONOMICS(I)</td>
<td>3</td>
</tr>
</tbody>
</table>
Go to the classes you are interested in to enroll and ask for instructors’ signatures/paper.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>702E11011</td>
<td>Genetics</td>
<td>3</td>
<td>Chen</td>
</tr>
<tr>
<td>704E32400</td>
<td>Investment</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>705E13200</td>
<td>Calculus</td>
<td>3</td>
<td>On-line</td>
</tr>
<tr>
<td>705E13200</td>
<td>Molecular Biology</td>
<td>4</td>
<td>On-line</td>
</tr>
</tbody>
</table>
Course Selection Form 選課單

Strongly recommended to attend as many classes as possible in the first week and get professor’s signature if you know you are likely to take this course.

- Save a copy of the form for yourself

Submit the form to your regional coordinator

Before **Friday, March 4th**

People who don’t want to add or drop any course need to submit the form to OIA as well!
Course Enrollment 選課

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Course Selection Result 選課結果查詢

Personal Information
- Personal Information Maintenance
- Grades
- NTU webmail
- Course Selection Results

Curricular Information
- Online Course Catalog
- Course Selection Notice
- Student Service Course Web
- Course Selection (123, 456, 789AB)
- Online Course Questionnaire System

Office of International Affairs, NTU
Withdrawal 退選

Notice that...

✓ You can only withdraw one course per semester
✓ A “withhold” mark will be showed on your transcript
✓ Please finish the application before May 20th

Stop attending the class without applying the form before deadline

→ Fail !!!

Sorry ~ we can’t help you...

OIA
Placement Test 編班測驗：8:00-12:00 Feb. 26th

- CLD will arrange class period for students after the placement test.
- UC/CSU students excluded
- Very beginner level students still have to go to CLD for registration.
Introduction to the Music of Taiwan

-- This course is especially offered for foreign students as part of the Taiwan Study Program
For More Details....

Please refer to Handbook, p. 35-39 & 46-48
Visa
Entering Taiwan via

- Valid visa
- Visa-exempt Entry (only 30 days)
- 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
  - 相關規定請參考手冊第16頁
Visa
(Handbook P.11)

Visitor Visa
停留簽證
- less than 180 days
- more than 180 days

Visitor Visa Extension
National Immigration Agency
內政部入出國及移民署
Within 15 days before expired

Resident Visa
居留簽證
- Within 15 days after your arrival

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

Alien Resident Certificate (ARC)
外僑居留證
- Within 15 days

Alien Resident Certificate (ARC)
National Immigration Agency
內政部入出國及移民署
Within 15 days before expired
Students who need to apply for a **Resident Visa** need to prepare a **health exam certificate** which the health exam was taken

- within **three months**
- in the **hospital appointed** by the Centers of Disease Control, R.O.C. **if it is taken in Taiwan**
<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Chinese Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taipei City Hospital</td>
<td>台北聯合醫院 (忠孝/仁愛/和平/中興院區)</td>
</tr>
<tr>
<td>(Zhongxiao/Renai/Heping/Zhongxing Branch)</td>
<td></td>
</tr>
<tr>
<td>Wan Fang Hospital</td>
<td>台北市立萬芳醫院</td>
</tr>
<tr>
<td>Mackay Memorial Hospital</td>
<td>馬偕紀念醫院 (台北院區)</td>
</tr>
<tr>
<td>Cathay General Hospital</td>
<td>國泰綜合醫院</td>
</tr>
</tbody>
</table>

Center of Disease Control, R.O.C.  
ROC ID Number is for...
✓ Opening a bank account
✓ Applying for national health insurance (NHI)
✓ Applying for a driver’s license
✓ Applying for a mobile phone number

Your ROC ID number will be automatically given on the ARC

Without ARC
P.15

National Immigration Agency
內政部入出國及移民署
Visa

General required documents of visa application

Contact information

Please refer to **Handbook, p.11-16**
Insurance
NTU regulations require exchange students to carry their own:

- medical and accidental insurance plan
- valid for the whole exchange period

交換學生必須持有意外保險與健康保險證明
Purchase insurance in your home country and provide a copy of insurance proof
必須提供一份有效的保險證明影印本

Purchase in Taiwan 在台灣購買意外保險
Exchange students residing in Taiwan for **more than 4 months** may enroll in the **NHI system**

在台灣就讀超過四個月的外國交換學生可申請全民健康保險

**How to apply for the NHI? P.18**

Take your **Alien Residence Certificate (ARC)**

外僑居留證 to the government administration office near your residence in the 4th month you are in Taiwan

The premium for NHI plan is around **NT $659/ month**

保險費用為每個月659元

For example, students living on campus could go to **District Office** to complete your enrollment procedure
Transcript
You can check your final grades on NTU info website.

請至臺大INFO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 2-3 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 Administration Building.

For graduate students, please get your copy on the 2nd floor.
Scholarship
Who can apply for the scholarship?

Students whose home universities have bilateral scholarship agreements with NTU.

若您們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。
Thank you for your listening