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*Published June 2012 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.*
This Handbook is intended for 2012/2013 incoming exchange and visiting students from other countries who have been admitted to study at National Taiwan University. We hope this handbook will be served as a guide for students planning their trip and study to Taiwan.

**ABOUT NTU**

For over half a 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 33,000 plus students and operates 54 departments and 103 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 partnerships with the high-tech as well as elite private industrial sectors.

Not only does NTU offer a comprehensive educational environment, but the 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 the 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 Taiwan’s top university. It is ranked 61-70 in the Times Higher Education Reputation rankings of 2012.

www.ntu.edu.tw/english
NTU EXCHANGE/VISITING STUDENT PROGRAMS

NTU has more than one kind of exchange student program and each runs by different unit. For university-level exchange and visiting student programs, it is top down run by Office of International Affairs; but for college/department level exchange student programs, it runs independently by the College or Department. All incoming students are obliged to abide by the NTU Regulations.

It is important that you know what group you belong to so that you understand what applies to you. Every exchange and visiting student need to realize that different rules may apply in some cases to different categories of students. Here is a useful tip for you to learn your exchange/visiting status by checking your student ID number.

### Exchange/Visiting student ID number

<table>
<thead>
<tr>
<th>The first letter</th>
<th>The last three number</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>1 University-level Exchange Student</td>
</tr>
<tr>
<td>A</td>
<td>2 College/Department-level Exchange Student</td>
</tr>
<tr>
<td>C</td>
<td>3 Visiting Student</td>
</tr>
</tbody>
</table>

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

College or department level exchange students should consult the college/department office directly for application, admission and registration procedures as well as academic and living support.

For the contact information of NTU colleges, please refer to page 17.

DATES TO REMEMBER

**FIRST SEMESTER (FALL/WINTER SEMESTER)**

**AUGUST 01, 2012 – JANUARY 31, 2013**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st online course selection period</td>
<td>AUG 20–23</td>
</tr>
<tr>
<td>2nd online course selection period</td>
<td>AUG 28–30</td>
</tr>
<tr>
<td>Group airport pick-up</td>
<td>SEP 03</td>
</tr>
<tr>
<td>Dorms check-in begins</td>
<td>SEP 03</td>
</tr>
<tr>
<td>Exchange/Visiting Student Orientation</td>
<td>SEP 05</td>
</tr>
<tr>
<td>New coming Exchange/Visiting Student Registration</td>
<td>SEP 06</td>
</tr>
<tr>
<td>General Chinese Course Registration &amp; Placement Test</td>
<td>SEP 08</td>
</tr>
<tr>
<td>First day of NTU classes</td>
<td>SEP 10</td>
</tr>
<tr>
<td>Course add/drop period</td>
<td>SEP 10–22/23</td>
</tr>
<tr>
<td>Announcement of the result of General Chinese Course Test</td>
<td>SEP 14</td>
</tr>
<tr>
<td>General Chinese Course begins</td>
<td>SEP 17</td>
</tr>
<tr>
<td>Last day of NTU classes</td>
<td>JAN 04</td>
</tr>
<tr>
<td>Final exam period</td>
<td>JAN 07–11</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER (SPRING/SUMMER SEMESTER)**

**FEBRUARY 01, 2013 – JULY 31, 2013**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st online course selection period</td>
<td>JAN 14–17</td>
</tr>
<tr>
<td>2nd online course selection period</td>
<td>JAN 29–31</td>
</tr>
<tr>
<td>Group airport pick-up</td>
<td>FEB 17</td>
</tr>
<tr>
<td>Dorms check-in begins</td>
<td>FEB 17</td>
</tr>
<tr>
<td>Exchange/Visiting Student Orientation</td>
<td>FEB 18</td>
</tr>
<tr>
<td>First day of NTU classes</td>
<td>FEB 18</td>
</tr>
<tr>
<td>New coming Exchange/Visiting Student Registration</td>
<td>FEB 19</td>
</tr>
<tr>
<td>General Chinese Course Registration &amp; Placement Test</td>
<td>FEB 23</td>
</tr>
<tr>
<td>Course add/drop period</td>
<td>FEB 18–MAR 02/03</td>
</tr>
<tr>
<td>Last day of NTU classes</td>
<td>JUN 14</td>
</tr>
<tr>
<td>Final exam period</td>
<td>JUN 17–21</td>
</tr>
</tbody>
</table>

*For more details, please see appendix: 2012/2013 NTU Academic Calendar.*
Chapter 1  INTRODUCTION

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, visiting student program, international degree student recruitment, scholarships and summer programs.

LOCATION: Room 420, 4th floor, 2nd Administration Building
www.oia.ntu.edu.tw
Tel: +886 (0)2 3366 2007
Fax: +886 (0)2 2362 0096

STUDY ABROAD TEAM (FOR INCOMING STUDENTS)
ntustudyabroad@ntu.edu.tw
Ms. Winni KUO（郭芠 小姐）
Senior Manager
Tel: +886 (0)2 3366 2007 ext 204
winnikuo@ntu.edu.tw
Ms. Queeny KO（柯函溱 小姐）
For North America (excluding UC and CSU) and Asia
Tel: +886 (0)2 3366 2007 ext 229
queenyko@ntu.edu.tw
Ms. Ting-Han CHANG（張婷涵 小姐）
For Visiting Student Programs
Tel: +886 (0)2 3366 2007 ext 230
tinghan@ntu.edu.tw

Ms. Mollien TAO（陶孟麟 小姐）
For Europe, Oceania, and Africa
Tel: +886 (0)2 3366 2007 ext 206
mollien@ntu.edu.tw

Ms. Jill LIN（林昭文 小姐）
For University of California and California State University
Tel: +886 (0)2 3366 2007 ext 226
linjill@ntu.edu.tw

Orientation & Campus Tour

Besides learning everything you need to know about NTU, the Exchange/Visiting Student Orientation is a great opportunity to meet students from other NTU partner universities and from around the world. Several campus tour groups will also be arranged for the incoming students before or after the Orientation. OIA will confirm the date and venue of the Orientation by email and announce the detail information on website www.oia.ntu.edu.tw.

Date:
【 Semester 1 】 Wednesday, September 05, 2012
【 Semester 2 】 Monday, February 18, 2013

Due to the limited number of seating capacity, it is unfortunately not possible to invite your student volunteer or guests to attend the orientation.

Administrative Contact Info

The Administration Building (行政大樓) can be found at No. 10 on the Map, the 2nd Administration Building (第二行政大樓) can be found at No. 9, which is also known as New Agricultural Chemistry Building (農化新館).

Please note that general office hours of NTU are Monday to Friday, 9am-noon, 1pm-5pm.
Center for International Education (CIE) [國際教育中心]

Openness and collaboration are key principles to ensure a well-rounded education for our passionate, ambitious NTU community. That is why, last October, we created the brand new Center for International Education. In close cooperation with OIA, the Center will enhance academic and cultural exchanges between NTU and universities abroad. Drawing on rich resources from all departments at our university, the CIE aims to become one of the first-rate higher education centers of Asia and the Pacific.

Mission:
1. Establish a platform for international students for courses such as:
   (1) Chinese courses
   (2) Professional and general courses conducted in English
2. Develop and carry out projects related to the CIE.

ntucie@ntu.edu.tw

Ms. Jung-Chen CHEN [陳瑢真 小姐]
For general inquiries
Tel: +886 (0)2 3366 2007 ext 225
jcchen2006@ntu.edu.tw

Ms. Meng-Ting LIN [林孟庭 小姐]
For NTU Summer+Programs
Tel: +886 (0)2 3366 2007 ext 233
mengtinglin@ntu.edu.tw

OFFICE OF ACADEMIC AFFAIRS [教務處]

www.aca.ntu.edu.tw/eaca2007

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
Contact: Ms. Huei-Fen KUO [郭慧芬 小姐]
Tel: +886 (0)2 3366 2388 ext 213
Fax: +886 (0)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 210, 2nd floor, Administration Building
Contact: Mr. Hsueh-Jung LU [呂學榮 先生]
Tel: +886 (0)2 3366 2388 ext 411
Fax: +886 (0)2 2363 4383
luponyn@ntu.edu.tw

Curriculum Division [課務組]
The Curriculum Division offers information about courses and credits.
Location: Room 208, 2nd floor, Administration Building
Contact: Ms. Mei-Hua KANG [康美華 小姐]
Tel: +886 (0)2 3366 2388 ext 302
Fax: +886 (0)2 2362 6282
kanglaura@ntu.edu.tw

ntucie@ntu.edu.tw
Chapter 1  INTRODUCTION

**OFFICE OF STUDENT AFFAIRS** [學務處]

http://osa.ntu.edu.tw/main.php

**Student Housing Service Division** [住宿服務組] (Map Reference No. 12)
The Student Housing Service Division coordinates housing assignments, policies, 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 (0)2 3366 2264–68
Fax: +886 (0)2 2369 6404
admdorm@ntu.edu.tw

Contact for undergraduate students
Ms. Yen-Hui LIN 〔林彥慧 小姐〕
Tel: +886 (0)2 3366 2265
lyh99@ntu.edu.tw

Contact for graduate students
Ms. Mei-Mei LAI 〔賴美媚 小姐〕
Tel: +886 (0)2 3366 2266–68
mmlai@ntu.edu.tw

**Student Activity Division** [課外活動指導組]
The Student Activity Division is in charge of student activities, clubs, on-campus academic / art activities, and off-campus internships.

Location: Room 102, 1st floor, Administration Building
http://activity.osa.ntu.edu.tw/english
Tel: +886 (0)2 3366 2066
Fax: +886 (0)2 2366 1952
activity@ntu.edu.tw

**Student Assistance Division** [生活輔導組]
Student Assistance Division is responsible for student insurances, student rewards and punishments, student grievances and appeals, student advisors affairs, student asking for leave affairs, and lost and found.

Location: Room 111, 1st floor, Administration Building
http://sad.osa.ntu.edu.tw/eng_index.php
Tel: +886 (0)2 3366 2048–52
Tel: +886 (0)2 2369 0481
advisory@ntu.edu.tw

**Student Counseling Center** [學生心理輔導中心]
The Student Counseling Center provides services that promote students’ mental health and psychological well-being.

Location: Hall of Joy and Hope
Tel: +886 (0)2 3366 2181–2
Fax: +886 (0)2 2363 4558
ntuscc1@ntu.edu.tw

**Student Safety Division** [軍訓組]
The scope of campus safety includes: treatment of student emergencies, maintenance of overall security of the campus and promotion of student safety education.

Location: Room 222, 2nd Administrative Building
http://140.112.163.39/ntume/
Tel: +886 (0)2 3366 9119 or +886 (0)2 3366 2060
Fax: +886 (0)2 2362 5513
Chapter 1  INTRODUCTION

COLLEGES CONTACT INFO

College of Liberal Arts
http://liberal.ntu.edu.tw
Tel: +886 (0)2 3366 3820
Ms. Shao-Yin CHENG [郑劭音 小姐]
shaoyincheng@ntu.edu.tw

College of Science
www.science.ntu.edu.tw
Tel: +886 (0)2 3366 4186
Ms. Wen-Chin HUANG [黄文瑾 小姐]
wenchinhuang@ntu.edu.tw

College of Social Sciences
www.coss.ntu.edu.tw
Tel: +886 (0)2 2351 9641 ext 201
Mr. Hsin-Yuan WANG [王欣元 先生]
xywang@ntu.edu.tw

College of Management
www.management.ntu.edu.tw
Tel: +886 (0)2 3366 1033
Ms. Elena HUNG [洪伊苓 小姐]
elin@management.ntu.edu.tw

College of Electrical Engineering and Computer Science
www.eecs.ntu.edu.tw/main.php
Tel: +886 (0)2 3366 3586
Ms. Yu Hsuan CHANG [張喻軒 小姐]
yhchang@cc.ee.ntu.edu.tw

College of Law
www.law.ntu.edu.tw
Tel: +886 (0)2 3366 8907
Ms. Hsin-Ying WU [吴欣颖 小姐]
hywu570@ntu.edu.tw

College of Life Science
http://college.lifescience.ntu.edu.tw
Tel: +886 (0)2 3366 4549
Ms. Chia Ling YEN [顏家伶 小姐]
monicayen@ntu.edu.tw
**Chapter 2**

**PREPARING FOR ARRIVAL**

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**VISA & ALIEN RESIDENT CERTIFICATE (ARC)**

**PHASE 1: APPLYING FOR A VISA AT TAIWAN EMBASSIES ABROAD**

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 whose exchange period is less than 180 days.

Please contact the Taiwan (ROC) Diplomatic Missions in your countries / regions for the required documents, latest information and advices about which type of visa you should apply for.

A list of Taiwan (ROC) Embassies and Missions abroad can be found at [www.taiwanembassy.org](http://www.taiwanembassy.org) (中華民國駐外單位聯合網站).

Please note that students who qualify for Visa-Exempt Entry or who obtain Landing Visas valid for 30 - 90 days (duration depends on the nationality, non-extendable) may still be able to enter Taiwan even if coming without Visitor Visas. However, you are then required to leave the country by the end of the duration. Please note that male students who have dual citizenship and had household registration in Taiwan will be subject to the Taiwanese compulsory military service regulations.

所有交換學生不得持落地簽證或以免簽證入境，一律需先向其本國或永久居留地之中華民國駐外館處提出申請，再以停留簽證（停留180天以下）或居留簽證（停留180天以上）入境。持落地簽證或免簽證入境者僅能停留30或90天（因國籍而有不同規定），並於期滿後強制離境，不得以任何理由延長停留期限。

依中華民國內政部規定，凡具有中華民國國籍且在臺曾設有戶籍之役男於役齡期間均有履行兵役之義務。無論是否戶籍遷出國外或另具他國國籍，其入出境臺灣地區應持中華民國護照；持外國護照入境之僑民役男仍以其入出境紀錄列計在臺居停留期間，持外國護照入境未具僑民身分者雖具雙重國籍仍以一般役男列管，原有戶籍國民具僑民身分之役齡男子，自返回國內之翌日起，屆滿一年時，依法辦理徵兵處理。學生若因持中華民國護照入境而面臨兵役問題，本校不負與兵役單位協調之責任與義務。
Students from Hong Kong or Macao 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 www.immigration.gov.tw

The permit is valid for three months and may be extended once for a total six-month stay from the first day of entry. 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 VISA 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.
- No matter your visa is multiple-entry or has been extended, you cannot enter Taiwan after the deadline of “enter before” on your original Visitor Visa.

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 your Visitor Visa expires.
- From previous students’ experience, some ROC embassies are not likely to issue resident visas. If it is your case, please apply for a Visitor Visa first and then change to a Resident Visa when you are in Taiwan.

WHAT KIND OF VISA DO YOU HAVE?

1. Visa Type （簽證類別）:
   - Visitor Visas （停留簽證）: short-term visa, stay in Taiwan for no more than 180 days.
   - Resident Visas （居留簽證）: long-term visa, stay in Taiwan for more than 180 days.

2. Valid Until / Enter Before （入境限期）:
   - The last day the visa holder is permitted to enter Taiwan.

3. Duration of stay （停留期限）:
   - The length of staying in Taiwan; it is counted from the next day of arrival.

4. Entries （入境次數）:
   - Single or multiple.

5. Visa Number （簽證號碼）:
   - Visitors should fill it in E/D card at immigration.

6. Remarks （註記）:
   - Code represents reasons or identification of applicants for visiting Taiwan (e.g. code for exchange student is FS).

PHASE 2: VISA STATUS CHANGES and EXTENSIONS WHEN IN TAIWAN

Tip: Consultation available through the Public Service Hotline +886 (0)2380 5678. The Ministry of Foreign Affairs provides basic consultation services for issues involving foreign affairs, passport applications, visas for foreigners, document notarization and related inquiries.

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 can 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 various deadlines. Your visa status is your responsibility.
* Should you have any visa inquiries, please contact Taiwan overseas Embassies and Missions in your countries/regions directly.

### Changing from a Visitor Visa to a Resident Visa

**Where:** A) Bureau of Consular Affairs, Ministry of Foreign Affairs

**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 (e.g. a copy of both sides of your NTU student ID card).
5. A copy of your entry visa with the annotation “FS” (e.g. “Foreign Student”).
6. Health certificate issued within the last three months from designated hospitals, see list: [www.cdc.gov.tw/ct.asp?xItem=7695&ctNode=925&mp=5](http://www.cdc.gov.tw/ct.asp?xItem=7695&ctNode=925&mp=5)
7. TWD 2,200 (USD 66) for single entry (TWD 4,585 for US passport holders); TWD 4,400 (USD 132) for multiple entries. 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

**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.
3. The original copy of your Letter of Acceptance and a certificate of enrollment issued by the university (e.g. a copy of both sides of your NTU student ID card).

### 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 drivers’ licenses. For information updates, please go to: [www.immigration.gov.tw/ct.asp?xItem=1090264&ctNode=30085&mp=2](http://www.immigration.gov.tw/ct.asp?xItem=1090264&ctNode=30085&mp=2)

**Where:** B) National Immigration Agency

**You will need:**

1. One completed application form.
2. Original passport and one photocopy of it.
PHASE 3: APPLYING FOR AN ALIEN RESIDENT CERTIFICATE [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 at the National Immigration Agency in your resident city within 15 days upon your arrival (count from the next day of 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.

In addition, if you change your residence, you have to register the change address with related documents at a local immigration service station within 15 days.

Where: B) National Immigration Agency

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.

Processing time: 14 working days.

*For the first semester, the Taipei City Service Center of National Immigration Agency may provide the on-site ARC application service during the registration day at NTU. Students who exchange for one year will be informed by email if OIA receives further notice.

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協助辦理入臺證的申請作業。入臺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臺作業流程」(來自其他區姐妹校之中國籍交換生)。

Exchange/Visiting Students who have only the Mainland China nationality are required to apply for their entry permit through the assistance of OIA. Please check at www.immigration.gov.tw/lp.asp?ctNode=32595&CtUnit=16735&BaseDSD=111&mp=1

二、入臺證辦理方式，依照交換生/訪問生的學校所在地而有所不同：

The way to apply for entry permit is different according to your home university’s location:

(一)大陸地區姐妹校:

須於申請入學時，寄送入臺證申辦之相關文件正本，由本校國際事務處代為辦理；並於抵臺後遲到本日繳交入臺證申辦費用。相關訊息請參考本校國際事務處網頁。

Students from Mainland China universities will need to send the original copies of their entry permit application forms and documents to OIA and will have to pay the application fee on Orientation day. Please refer to our website for more details.


(二)非大陸地區(含港澳)學校:

本校審核入學申請資料後，寄出入學許可與入臺證申辦之相關文件，學生須於學校所在地，親自向中華民國駐外館處提出申請。駐外館處相關訊息，請見外交部領事事務局網頁。

Students from universities outside Mainland China, OIA will send you the Acceptance Letter and the entry permit application forms to you after admitting your application. You will need to go to ROC overseas Embassies and Missions in your country/region to apply for the entry permit in person. For more details, please refer to www.boca.gov.tw/lp.asp?ctNode=56&CtUnit=15&BaseDSD=13&mp=1

三、入臺證重要資訊:

(一)大陸地區學校學生之入臺證須於入臺前三個月內方能辦理，非大陸地區(含港澳)學校學生則不在此限且因作業更為耗時，建議盡早辦理。

Students from Mainland China universities can only apply for the entry permit 3 months before the intended entry into Taiwan. Students from universities outside Mainland China do not have the above limitation and are suggested to apply as early as possible since the application process will take even longer.

(二)非大陸地區學校學生若非直接從海外而從中國大陸入境臺灣，則需另外自行辦理大陸居民往來臺灣通行證，請特別留意。

Students from universities outside Mainland China will need to apply for the “Mainland Residents Traveling to Taiwan Pass” if they enter Taiwan from Mainland China.

(三)無論交換期是9月或2月入學(僅限一學期)，所核發之入臺證皆為單次進出。交換生/訪問生若於交換期結束前離臺，則不得再次入境。

No matter if your exchange period is in First Semester or Second Semester, the...
permission you get will be single-entry only, which means if you leave Taiwan before your exchange period ends, you cannot enter Taiwan again.

Students should enter Taiwan before the “Date of Expiry” on your entry permit. The “Duration of stay” is referring to NTU’s academic calendar, students are required to comply with the regulations and not allowed to stay longer than the permitted duration.

HEALTH EXAM & INSURANCE REQUIREMENT

■ NTU HEALTH EXAM POLICY
To meet NTU regulations and Taiwan government requirements, all new students should take a health exam by a qualified physician and complete each examination listed on the NTU Incoming/Visiting Students Health Exam Form. Incoming exchange students could 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 to our application online system by September 1 (First Semester) / February 1 (Second Semester), or submitted on the registration day.

2. If you couldn’t complete the health exam in your home country, you can take the exam at NTU Hospital or any designated hospital if you need to change to a resident visa once you arrive at Taiwan and submit the form on the registration day.

■ NTU INSURANCE POLICY
Per instruction of the Ministry of Education of Taiwan, exchange/visiting students are not allowed to purchase the local student insurance plan. Therefore, NTU requires exchange/visiting students to provide a proof of their accident and medical insurance worth a minimum of TWD 1,000,000 (approx. USD34,000) valid for the entire exchange period.

Students are advised to purchase the insurance in their home countries before coming to Taiwan and must upload or submit the proof by registration day. Exchange/visiting students who did not have valid insurance from their home country will be required to purchase a Taiwan travel insurance on-site which however only covers the accident.

Exchange/visiting students’ failure to provide the NTU Health Exam Form or insurance proof by the Registration will result in a deferral of completing the registration procedure. You will not receive your NTU student ID card until all the required documents are submitted.

■ NATIONAL HEALTH INSURANCE 【全民健保】
Exchange/visiting students residing in Taiwan for more than four months can join the National Health Insurance (NHI) system. Please apply for NHI during the 4th month (not before) of your stay in Taiwan. The premium is around TWD 749 per month.

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 (0)2 2341 6721

Students living at the Guo Qing Dorm 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 (0)2 2351 1711 ext 8602
Fax: +886 (0)2 2341 9715

NTU STUDENT VOLUNTEERS
To help you settle in and acquaint you with NTU student life, OIA will assign NTU student volunteers, upon request on the application form, to assist you during your stay at NTU.

You will receive a welcome email from your student volunteer in early July (First Semester) or early January (Second Semester), 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.

If you wish to have a student volunteer after submitting the application online, please contact your OIA regional manager for the assignment before July, otherwise there is little chance that you will be assigned one.
WHAT ASSISTANCE CAN YOU EXPECT FROM YOUR STUDENT VOLUNTEER?

1. All kinds of support and information about NTU, such as course searching, course enrollment, accompanying you on registration day or to other NTU administrative offices and so on.
2. To facilitate any possible administrative communication issues such as health exam, visa, ARC and NHI application at the various government offices.
3. Other information concerning your life in Taiwan.

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

UPON ARRIVAL TIPS

ESTIMATED LIVING EXPENSES

<table>
<thead>
<tr>
<th>Items</th>
<th>TWD/Semester (5 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus Accommodation</td>
<td>42,500 (*the highest)</td>
</tr>
<tr>
<td>Textbooks / Stationery</td>
<td>3,000</td>
</tr>
<tr>
<td>Campus Internet Access Fee</td>
<td>600</td>
</tr>
<tr>
<td>Food</td>
<td>30,000</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>5,000</td>
</tr>
<tr>
<td>Entertainment / Miscellaneous</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Total Estimated Costs</strong></td>
<td><strong>TWD 96,100</strong></td>
</tr>
</tbody>
</table>

1 TWD = 0.033 USD = 0.027 EUR (June 2012)

We suggest you bring 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

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. We also advise that you check the latest exchange rates before heading to the bank.

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 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.) Student without an ARC, but has a ROC ID Number is still able to open a bank account in Taiwan by providing your passport and the appropriate ID number.

* Please note if students under the age of 20, under Republic of China's regulations, they 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 consent parental or legal consent before you arrive.

依中華民國政府規定，未滿二十歲之未成年人需出具法定代理人(父母)或在臺監護人之同意書方能至銀行開設帳戶。如您有開戶的需要，請您於抵臺前備妥相關文件，以利作業。

Below is a list of banks located on NTU campus:

Taiwan Post 〔臺灣郵政〕 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]  www.hncb.com.tw

Hua Nan Bank Taita Branch is on the opposite side of Deer Song Lodge on the Deer Song Square.
Tel: +886 (0)2 2363 1478
Fax: +886 (0)2 2363 9657

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. 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.

If you would prefer to apply for a plan, you will have to present your ARC, passport or driver’s license and be accompanied by a native guarantor (his/her ID Card and National Health Insurance Card are necessary) at the service centers of major telecoms in person.

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 www.oia.ntu.edu.tw/IncomingExchange/WWW/app/framework.php before the deadline. You are advised to indicate the time of your arrival that falls on the service slots, and there is no pick-up service later than 9pm. The arrangement and details of the Group Airport Pick-up Service will be sent to you via email. 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.

FIRST SEMESTER

Dates: September 03–04 (Mon–Tue), 2012
Service Period: to be announced

SECOND SEMESTER

Dates: February 17 (Sun), 2013
Service Period: to be announced

*Feb 9-17 is the Spring Festival (Chinese New Year)

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. Please note that the group airport pick-up service is not available for students who arrive at the Taipei SongShan Airport.

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 www.taoyuan-airport.com/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 11pm. 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
  ( 臺大正門：臺北市羅斯福路四段1號 )
Prince House - NTU ShuiYuan Dorms: No. 16-1, SiYuan Street, Taipei
(太子學舍 - 臺大水源舍區: 臺北市思源街16-1號)
Prince House - NTU ChangHsing Dorms: No. 75, Sec. 3, KeeLung Road, Taipei
(太子學舍 - 臺大長興舍區: 臺北市大安區10672基隆路三段75號)
Guo Qing Dorm (IYC): No. 30, Sec. 3, HsinHai Road, Taipei
(臺大國青宿舍: 臺北市辛亥路三段30號)

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 (捷運公館站). 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 Guo Qing Dorm and Prince House - NTU ChangHsing Dorms: Get off at MRT Technology Building Station (捷運科技大樓站), Guo Qing Dorm is 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 [從臺北松山機場]

Students from Mainland China may take flights that land in the Taipei Songshan Airport (TSA) www.tsa.gov.tw/english/index.htm. TSA is the airport located in downtown Taipei for most domestic flights in Taiwan 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 11pm.

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 2-minute walk away on your right.

To Guo Qing Dorm and Prince House - NTU ChangHsing Dorms: Take the MRT from Songshan Airport Station (捷運松山機場站) and get off at MRT Technology Building Station. Guo Qing Dorm is 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.
Chapter 3
Housing

NTU ACCOMMODATION

There are several university accommodation options for exchange/visiting students: the Prince House Dormitories (BOT) in two different locations with names of 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 campus. The other option is Guo Qing Dorm (IYC) [國青宿舍] which just be renovated in summer 2011. Guo Qing is the only on-campus dormitory for exchange/visiting students; it is located at the northeast section of campus.

NTU aims at providing a convenient and affordable housing to both local and international students. The dormitory is operated under both NTU and dormitory specific regulations. Any housing policy violation will lead to expulsion from the dormitory and/or legal prosecution. Students should read the terms and conditions carefully before applying. If they are unable to meet the regulations, please do not apply.
Chapter 3 Housing

THE DORMITORY STAFFS ARE UNDER THE UNIVERSITY DIRECTIVES TO PARTICULARLY ENFORCE THE FOLLOWING REGULATIONS.

ANTISOCIAL BEHAVIOR, ALCOHOL & DRUGS
Under no circumstances will alcohol intoxication, possession and/or use of drugs, stealing, spitting and any other antisocial behavior be tolerated. NTU exchange/visiting student programs present a unique opportunity for learning social responsibilities and it is assumed that all residents of the dormitory are intelligent, aware and mature individuals. The use of alcohol by residents aged 18 and over is not prohibit but will be closely monitored. Intoxication will not be accepted as an excuse for irresponsible behavior and any infringement of university accommodation regulations or disturbance to other residents/staff.

NOISE
Every dormitory resident has the right to a reasonably quiet environment. Everyone should respect others and be considerate towards their neighbors when holding activities in the dormitory. 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 anywhere in or near university dormitories. Failure to follow the policy will result in disciplinary action.

GUESTS
Guests are required to sign in at the front desk when visiting and must leave the dormitory before 11pm. No guest is allowed to stay overnight in any university dormitory.

*National Taiwan University Student Dormitory Management Regulations

APPLICATION
When applying for NTU exchange/visiting student program, students will be asked whether they need on-campus accommodation or not. As this is guaranteed university housing, applicants will be automatically allocated to a certain university dormitory. Applications after the deadline will not be accepted. Students who apply for the housing will be notified by OIA to log in the application system and check Entry Information for the result when the dormitory assignment is done.

Due to the limited number of rooms, the university housing cannot guarantee every student’s most preferred type will be available. However, students will be assigned to a room within the dormitories listed below. For the Prince House allocation, university-level exchange/visiting students will be assigned to the ShuiYuan Dorms while college-level exchange students will be assigned to the ChangHsing Dorms.

就讀於本校社科學院、公衛學院、以及醫學院的大陸地區交換學生若優先選擇國青，會儘量安排至離所屬學校校區較近的本地生宿舍，以方便學生上課；宿舍相關資訊請參考住宿組網站之宿舍介紹 http://dorm.osa.ntu.edu.tw/main.php，其入住與退宿流程則與國青宿舍相同。

It is not possible to choose your roommate. Male and female rooms are separate in all the university dormitories. Please note that there is no on-campus accommodation for couples or families.

Please be aware that once students give up or move out from the university dormitory, OIA will not be responsible for your housing application.

The university dormitory check-in will begin from September 3, 2012 for the First Semester, and February 17, 2013 for the Second Semester. Students are therefore advised to arrange their flights to Taiwan on these dates. Dormitory volunteers will assist students to complete the check-in procedure as well as accustom students to the neighborhood.
**ACCOMMODATION TYPES**

(1 TWD = 0.033 USD = 0.027 EUR, JUNE 2012)

<table>
<thead>
<tr>
<th>Dormitory</th>
<th>Room type</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prince House - NTU Dorms</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Single Suite with Communal Kitchen</td>
<td>TWD 8,500 per month (water included)</td>
<td>a single room with a private bathroom and a communal kitchen shared among five residents</td>
</tr>
<tr>
<td></td>
<td>Single Suite</td>
<td>TWD 7,100 per month (water included)</td>
<td>a single room with a private bathroom</td>
</tr>
<tr>
<td></td>
<td>Twin Suite</td>
<td>TWD 4,700 per month (water included)</td>
<td>a room with a private bathroom shared by two residents</td>
</tr>
<tr>
<td><strong>Guo Qing Dorm (IYC)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twin Suite</td>
<td>TWD 19,900–22,400 per semester (water and electricity included; air conditioning fee excluded)</td>
<td>a room with a private bathroom shared by two residents</td>
<td></td>
</tr>
<tr>
<td>Twin Share</td>
<td>TWD 11,900–12,900 per semester (water and electricity included; air conditioning fee excluded)</td>
<td>a room shared between two students, shared common bathroom</td>
<td></td>
</tr>
</tbody>
</table>

**PHOTOS**

*Single Suite with Communal Kitchen in Prince House - NTU ShuiYuan Dorms*

**EXTENDING YOUR STAY DURING SUMMER VACATION**

During summer vacation (from June 24), rooms at the university dormitories will be reserved for students participating in summer programs or other NTU activities. Only a limited number of rooms are available for exchange/visiting students. Anyone wishing to stay during summer vacation should contact the Prince House staff or the resident director at Guo Qing Dorm before June and pay the summer accommodation fee.

Students who have completed their program must move out by the end of August; there is no possibility of extending stay at any dormitory because all rooms need to be ready for new incoming students.
Chapter 3 Housing

PRINCE HOUSE DORMS (BOT)

If students are assigned to a room in the Prince House Dorms, they will receive an email from the Prince House and be asked to pay one-month rent in advance for confirmation. This payment is not refundable but will be transferred to student's first-month rent. Student's room reservation will be cancelled if failing to make the payment by the deadline (e.g. August 20, 2012 for the first semester). If students didn't receive the confirmation email, please contact the Prince House or OIA immediately.

Students who wish to stay in the Prince House Dorms are required to sign and comply with the Prince House Accommodation Agreement and Accommodation Regulations which can be downloaded from their website at http://ntudorm.prince.com.tw/Member_DL_List.aspx.

There are two buildings in ChangHsing Dorms: Building A for male students and Building B for female students. ShuiYuan Dorms have three buildings: Building A for female students, Building B for male students, and Building C for both genders but is separated to single-sex floors (the 2nd to the 8th floors for male students and the 9th to the 14th floors for female students; the first floor is co-ed but is separated into male and female wings).

- **FACILITIES**
  - **1. Each Room**
    - Private bathroom with shower
    - 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. Common area**
    Each building has a lobby, a meeting and dining area; 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. Leisure center (with ping-pong tables, billiard tables, and workout facilities) can be found on the first floor in Building A.
  - **3. The following items are NOT provided**
    - Meals
    - Mattress/Bedding/Towels (You can buy at the 7-Eleven next to the dormitory. There are also free used ones from previous students; please check with the dormitory staffs upon arrival.)
    - Hairdryer/ Desk Lamp/ Other Electronics Appliances
    - Telephone Service (Each room is equipped with an internal telephone; however, residents are only allowed to receive calls rather than calling out.)
    - Electricity Card

**IMPORTANT REMINDERS FROM THE PRINCE HOUSE**

- Please keep your personal areas clean. When moving out, please make sure the room remains same condition upon move-in.
- Due to Taiwan's humid climate, please be aware of ventilation in room to avoid mold.
- Each room is equipped with a smoke detector. Please close the bathroom door when showering to avoid false alarms.
- Visitors must follow the visiting hours of different dormitories. After the visitor has registered at the reception desk, the resident student must accompany the visitor upstairs in person as well as when the visitor leaves.
- All visitors are not allowed to stay overnight. Violation of Article 15 of the NTU BOT Regulations may result in rustication by the counselor. A one-month rent will be assessed as a fine against the resident student.
Chapter 3 Housing

Step 4
Pay a two-month deposit at the reception within three days upon arrival (only cash in Taiwan dollars is accepted).

Please keep all receipts in order to facilitate the deposit refund process when checking out. The rent for the following months of student's stay must be paid before the 5th of each month. The payment sheet can be collected from the reception desk and payment can be made at local Post Office branches.

Although students cannot choose their roommate(s), they may request a room change at the front desk in the lobby by filling out the Transfer Dormitory Room Application Form before the end of every month. The transfer is limited to once a year.

■ CHECKOUT PROCEDURE
The standard accommodation period is counted from the day students move in until the end of their exchange semester. If student moves out before his/her program finishes, a one-month rent penalty will be charged.

Students who withdraw from the university or from the exchange/visiting student program are subject to early checkout procedure. Those who are 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 the program. Students need to prepare the following documents for the receptionist.
1. Copy of your passport
2. Move-out application form
3. Deposit receipt (if it is lost, student needs to sign a deposit receipt affidavit of loss)
4. A copy of graduated certificate*

*The Prince House accepts the official NTU Acceptance Letter as a graduated certificate for exchange/visiting students.

■ CHECK-IN PROCEDURE

Step 1
Go to the reception desk on the first floor and they will confirm your identity documents (passport and admission letter), room number and reservation payment.

Step 2
Fill out and sign the following documents.
1. Accommodation Information / Room Inventory and Condition Form
2. Accommodation Agreement (3 copies)
3. Accommodation Regulation

Please also provide a copy of passport-sized photo (2 inches).

Step 3
After completing all the processes above, each student will receive a copy of the Accommodation Agreement, Accommodation Information / Room Inventory and Condition Form, an access card, and a set of room keys. Students must check all the properties based on the Use and Custody of Properties Card to see if there is any damaged/missing item. Please sign on the card after checking and return it to the reception for record.
**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, you will then be provided with an Outward Remittance Application Form.

**Step 3**
After handing in the Check-out Application Form, refunds will be given by check within a month. Resident must be responsible for ensuring that the information on record is up-to-date to facilitate the issuance of refunds.

**CONTACT DETAILS**
If students wish to send packages to Taiwan by shipping, they should contact the Prince House in advance and indicate their name and room number clearly on the package. Students may also need the following address when applying for visa or entering Taiwan.

**Prince House - NTU ShuiYuan Dorms**
No.16-1, Siyuan Street, Taipei 10087, Taiwan (ROC)
(No. 16-2 for Bldg. A, No. 16-3 for Bldg. B, No. 16-5 for Bldg. C)
Contact Person: Mr. Ming-Huei CHEN 陳銘輝 先生
Tel: +886 (0)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 (0)2 2363 1066 ext 10130 / +886 (0)2 3366 9552
yiafen@ntu.edu.tw
【Building B】Ms. Mian LEE 李易霈 小姐
Tel: +886 (0)2 2363 1066 ext 20174
mianlee@ntu.edu.tw
【Building C】Mr. Charlie CHE 車仁鵬 先生
Tel: +886 (0)2 2363 1066 ext 30157 / +886 (0)2 3366 9554
chejenpeng@ntu.edu.tw

Ms. Chueh WANG 王玨 小姐
Tel: +886 (0)2 2363 1066 ext 30162
akizuna@ntu.edu.tw

**Prince House - NTU ChangHsing Dorms**
No.75, Sec. 3, Keelung Road, Taipei 10672, Taiwan (ROC)
聯絡地址: 臺北市大安區基隆路三段75號
Contact Person: Mr. James TSENG 曾健世 先生
Tel: +886 (0)2 2377 0199 ext 10129
ntuchservice@prince.com.tw

**NTU Resident Director:**
Tel: +886 (0)2 3366 6028 / 2377 0199 ext 10127
【Building A】Mr. Huoli HSU 許火利 先生
shlih@ntu.edu.tw
【Building B】Ms. Yun Hsi HO 何昀禧 小姐
hoyunhsi@ntu.edu.tw
GUO QING DORM (IYC)

Guo Qing Dorm only provides double rooms for exchange/visiting students. Students cannot request a single room or choose roommate(s). The second and the fourth floor 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 Guo Qing Twin Share rooms. The offer cannot be changed to other room types or dormitories. If student requests to stay in the Prince House, the free housing offer will be cancelled and a full accommodation fee will be charged.

■ FACILITIES:

1. Each Room
- Single Bed Frames (mattress excluded)
- Study Desks
- Desk Lamps
- Bookshelves
- Closets
- Air-Conditioning
- Internet Connection
- Telephone Outlets (internal calls only)

2. Common area
- A Convenience Store on 1F
- A Food Stand on B1
- A Dining Area on B1
- Workout Facilities on B1
- Laundry Facilities (coin-operated washing machines and tumble dryers)
- Lounge
- Entertainment Room
- A Movie Theater on B1

3. The following items are NOT provided
- Meals
- Mattress (except for suites)
- Bedding (except for suites)
- Towels
- Hairdryer/Other Electronics Appliances
- Telephone Service (Each room is equipped with an internal telephone; however, you are only allowed to receive calls rather than calling out.)

■ CHECK-IN PROCEDURE
The check-in time is between 9am and 6pm and students are advised to arrange their arriving during office hours on check-in dates. If you cannot arrive during office hours, you must contact Guo Qing Dorm in advance.

Step 1 Go to the administration office on the second floor of the Guo Qing Dorm. Read the NTU Accommodation Regulations and hand in the signed NTU Accommodation Agreement.

Step 2 Pay the mandatory key deposit (TWD 1,000 for Twin Share). 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 Guo Qing Dorm tenants and should be paid by the Registration Day.

■ CHECKOUT PROCEDURE
Students are not allowed to stay longer than your exchange period and must complete the checkout procedure before moving out. If you cannot complete the checkout procedure during office hours, you should contact Guo Qing Dorm in advance.

Step 1 Bring the OIA Deregistration Form to the Guo Qing Dorm resident director and get an official stamp for approval. You do not need 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.
CONTACT DETAILS

If students wish to send their packages to Taiwan by shipping, they should arrive at the Guo Qing Dorm earlier than their packages, as Guo Qing Dorm is not responsible for safekeeping. Students may also need the following address when applying for visa or entering Taiwan.

Guo Qing Dorm (IYC) [國青宿舍] (Map reference No. 94)
No. 30, Sec. 3, Xinhai Rd., Da’an Dist., Taipei 106, Taiwan (ROC)
[臺北市大安區10668辛亥路三段30號]

NTU Resident Directors:
Office Tel: +886 (0)2 3366 9669
For female students: Ms. Emma HSU 徐海吟 小姐
haiyinsu@ntu.edu.tw
For male students: Mr. Ken YU 余建華 先生
yuken@ntu.edu.tw

OFF-CAMPUS ACCOMMODATION

As university dormitories can only accommodate exchange/visiting students during their exchange/visiting period, their stay is restricted to the semester period. Students who 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 dormitory for them and students need to look for their own accommodation. The following are some off campus housing resources.

RENTAL INFORMATION

• Student Housing Service Division [住宿組租屋小組]
Tel: +886 (0) 3366 2266
admdorm@ntu.edu.tw

• Tsuei Ma Ma Foundation for Housing and Community Service [崔媽媽基金會]
Tel: +886 (0)2 2365 8140
www.tmm.org.tw
2F, No. 2-3, Lane 269, Sec. 3, Roosevelt Rd., Da-an District, Taipei

HOTEL INFORMATION

• NTU Hsiu Chi House (next to the Prince House - NTU ShuiYuan Dorms) [臺大修齊會館]
Tel: +886 (0)2 2363 1066 ext 40199
http://hsiuchi.prince.com.tw
No. 16-1, Siyuan St., Zhongzheng Dist., Taipei

• International House of Taipei [臺北國際學舍]
Tel: +886 (0)2 2910 3117
http://emmm.tw/L3_content.php?L3_id=1962
No. 102, Sinpo 1st St., Sindian Dist., New Taipei City

• Taipei House International Youth Hostel [臺北之家國際青年之家]
Tel: +886 (0)2 2503 5819
www.taipeiyh.com/English/facilities_e.htm
F11-1, No. 293, Songjiang Rd. (9th Ave.) Taipei

• The Taipei Heroes Hotel [臺北國軍英雄館]
Tel: +886 (0)2 2331 9722 ext 100 -101
http://gpwd.mnd.gov.tw/onweb.jsp?webno=333333103
No. 20, Sec. 1, Changsha St., Zhongzheng District, Taipei

• Chientan Youth Activity Center [救國團劍潭青年活動中心]
Tel: +886 (0)2 2885 2151 ext 9
http://chientan.cyh.org.tw/eng
No. 16, Sec. 4, Jhongshan N. Rd., Shilin District, Taipei

• Taipei Hostel
Tel: +886 (0)2 2395 2950
www.taipeihostel.com
6F, No. 11, Lane S, LinSen North Road, Taipei
CHAPTER 4
Studying at NTU

COURSE INFORMATION

All exchange/visiting students can take courses offered by departments/institutes other than their majors at NTU. There are no certain courses and minimum credits required by NTU host departments. NTU Online Course Information can be found at https://nol.ntu.edu.tw/nol/coursesearch/index.php?lang=EN. You may also access the website by clicking “Courses” at NTU’s English homepage at www.ntu.edu.tw/english.

To search a course, you 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. If you use the Chinese version of NTU Online Course Information, 101-1 indicates 2012-1 (First Semester from September 2012 to January 2013) and 101-2 for 2012-2 (Second Semester from February 2013 to June 2013).

In general, lectures and examinations are conducted in Chinese. Exchange/visiting students who do not have sufficient knowledge of Chinese should consult the professors or instructors before they enroll in certain courses.

■ COURSES TAUGHT IN ENGLISH

Although Chinese is the main language of instruction at NTU, there are also courses taught in English by certain colleges/departments. Students may browse a list of courses taught in English offered in recent semesters by clicking on “Courses Conducted in English” at the NTU Online Course Information. You may also visit the website of Center for International Education at www.oia.ntu.edu.tw/oia/index.php/doc/view/sn/967/block/336/lang/en (or OIA website Center for International Education) for an overview of the Course Information for International Students.

■ RESTRICTIONS ON COURSE SELECTION

- Please note that the following courses are not open to exchange/visiting students:
  1. Programs provided by the Center of Teacher Education (師資培育中心).
  2. The Summer Session (暑修) or Summer College (夏季學院) courses.
  3. Practical training courses of the College of Medicine (醫學院的實習課程).
- Undergraduate exchange/visiting students have the same priorities as those of junior undergraduate students. Some graduate (Master or PhD) courses are not open to under-
Chapter 4 Studying at NTU

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graduate students.

- GMBA courses and some required courses taught in English of the College of Management are only open for their degree students (not including exchange/visiting students) to enroll during the online course selection period. If there are remaining class capacities at the end of online course selection period, those capacities will be opened for other students to add, which means it is possible to enroll in those courses during the course drop/add period. In addition, 60% of College of Management elective courses are always open for exchange/visiting students.

- Physical Education course is worth 1 credit (if passed) and is counted toward the computation of the semester average grade score. Students may select no more than two different PE courses in each semester.

- Exchange/Visiting students enrolled in laboratory classes such as Biotechnology Core Techniques are required to pay the lab fees.

- Students cannot take courses with conflict class schedules and with the same curriculum number in the same semester.

- Regarding the student status restrictions, please refer to the column of “Limits on Course adding/dropping” of each individual course at NTU Online Course Information.

## ADDITIONAL INFORMATION

1. Course Numbers

   Course numbers are 4-digit basic numbers prefixed with abbreviated department names. The first digit of the basic number indicates the target students in terms of year of study. For the department abbreviation, please refer to the university website at [http://curri.aca.ntu.edu.tw/cur2007/services/dept_abb.htm](http://curri.aca.ntu.edu.tw/cur2007/services/dept_abb.htm)

<table>
<thead>
<tr>
<th>Basic numbers</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-1999</td>
<td>Courses for freshmen</td>
</tr>
<tr>
<td>2000-2999</td>
<td>Courses for sophomores</td>
</tr>
<tr>
<td>3000-3999</td>
<td>Courses for juniors</td>
</tr>
<tr>
<td>4000-4996</td>
<td>Courses for seniors</td>
</tr>
<tr>
<td>4997-4999</td>
<td>Bachelor’s thesis</td>
</tr>
<tr>
<td>5000-5999</td>
<td>Upper division courses or courses for the 5th year students at the Department of Medicine, the School of Dentistry and the School of Veterinary Medicine</td>
</tr>
<tr>
<td>6000-6999</td>
<td>Courses for the 6th year students at the Department of Medicine and the School of Dentistry</td>
</tr>
<tr>
<td>7000-7998</td>
<td>Courses for Master’s students or courses for the 7th year students at the Department of Medicine</td>
</tr>
<tr>
<td>7999</td>
<td>Master’s thesis</td>
</tr>
<tr>
<td>8000-8998</td>
<td>Courses for PhD students</td>
</tr>
<tr>
<td>8999</td>
<td>PhD dissertation</td>
</tr>
</tbody>
</table>

2. Class Location

   Most courses are held on the main campus and their location numbers are usually shown on NTU map (please refer to the map attached). Courses offered by College of Social Science, Medicine and Public Health are often held on those College’s branch campuses. Please take special notice for class location when you enroll in classes.

3. Course Units and Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Code</th>
<th>Hours</th>
<th>Code</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>07.10–08.00</td>
<td>@</td>
<td>12.20–13.10</td>
<td>9</td>
<td>17.30–18.20</td>
</tr>
<tr>
<td>1</td>
<td>08.10–09.00</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>09.10–10.00</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 SUGGESTIONS FOR EXCHANGE/ VISITING STUDENTS:

1. Both local and exchange/visiting students are eligible for NTU Online Course Selection System. For questions regarding course selection or course description, please consult directly with your NTU student volunteer or the instructor/department.


3. You can create your own class schedule at the NTU Online Course Information website to help you in planning your schedule and to make sure the classes don’t overlap. Please note the class schedule is only for your reference but does not mean you have enrolled those courses. In order to complete the online course selection, you need to log in the course selection system and import this class schedule to the system by passing the class by class input.
THE COURSE ENROLLMENT PROCESS CONSISTS OF FOUR PARTS

Step 1: First Online Course Selection Period

Step 2: Second Online Course Selection Period

Step 3: Online Course Add/Drop Period
(Sep 10–22, 2012) / (Feb 18–Mar 02, 2013)

Step 4: Confirm Course Selection Results Online

The process begins with the First Online Course Selection Period on August 20 for the First Semester and January 14 for the Second Semester. Please refer to Appendix: NTU Academic Calendar 2012/2013 for detailed dates concerning course registration.

Step 1: First Online Course Selection Period
[初選第一階段]
Visit the website at http://info.ntu.edu.tw/Sinfo_en/ and find “Course Selection” under “Curricular Information”. You need to choose the link which indicates the “fourth digit” of your student ID number. For example, if your ID number is T01704193, choose the link with the number 7. The User ID is your NTU student ID number. The default password is an “a” plus your date of birth. For example, if you were born on January 22, your password would be a0122.

Step 2: Second Online Course Selection Period
[初選第二階段]
You may log in to the online course selection system to check the result after the 1st Online Course Selection Period. You may check if any course is still available by entering the 5-digit Course Serial Number (not the 8-digit Curriculum Identity Number). If the course is full or not available then you cannot add it to your list at this stage.

Step 3: Online Course Add/Drop Period
[加退選]
(Sep 10–22, 2012) / (Feb 18–Mar 02, 2013)
After classes begin, you may go to all the classes that you wish to attend during the first two weeks while at the same time adding/dropping courses online.

Under certain circumstances, students may download and complete the “Petition of Instructor’s Consent for Course Add” in the third week after classes begin to add courses manually.

Step 4: Confirm Course Selection Results Online
[確認選課結果]
Students should confirm their course selection results online, no matter they make course add/drop or not, in the fourth week after classes begin. Please visit INFO at http://info.ntu.edu.tw/Sinfo_en and click on “Course Selection Results” under “Personal Information”, and print it out for your record. For those who fail to confirm the results, the Office of Academic Affairs will not accept any appeal for remedy even if there is mistake or error in the results.

If your course selection result is not correct, 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 contact information).

WITHDRAWAL of Selected Courses
[停修]
Deadline: Dec 07, 2012 / May 17, 2013
Under certain circumstances, students are allowed to withdraw one course for each semester after the Add/Drop Period. You should have the withdrawal form (available at the Office of Academic Affairs) signed by both the instructor and the head of your department, and then submit it to the Office of Academic Affairs no later than the deadline. Once you withdraw a course after the Add/Drop deadline, a mark of “W” (withhold) will be shown on your official academic transcript. Please note that if you stop attending a course without following the course withdrawal procedure, you will receive a grade of “F” or “X” on your transcript.
CHINESE LANGUAGE COURSES

From 2012 First Semester, NTU General Chinese Course and Chinese programs are offered for students with different needs. If you have selected your willingness to enroll in the NTU General Chinese course on the application form, you will be automatically enrolled.

■ NTU General Chinese Course

All NTU exchange/visiting students are eligible for taking the NTU General Chinese Course, a regular academic course with credits. Currently there are different levels offered. Students will be assigned to appropriate levels after a replacement test.

1. Registration schedule

| First Week | Announcement of the result of the placement test | Friday, September 14, 2012 |
| Registration and Placement Test | Monday, September 17, 2012 |
| One week before the semester starts | Saturday, September 08, 2012 |
| Second Week | Course starts | Monday, September 17, 2012 |

*Schedule for the Second Semester will be announced on CIE website.*

2. Course Information

<table>
<thead>
<tr>
<th>Course Name</th>
<th>General Chinese Course</th>
<th>Enhancing Course (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Provided</td>
<td>Elementary 1-3</td>
<td>Elementary High-Intermediate</td>
</tr>
<tr>
<td></td>
<td>Intermediate 1-3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced</td>
<td></td>
</tr>
<tr>
<td>Student no./class</td>
<td>15–25</td>
<td>15–25</td>
</tr>
<tr>
<td>Academic credits</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Contact hours</td>
<td>6 hr/wk x 17 weeks</td>
<td>4 hr/wk x 17 weeks</td>
</tr>
<tr>
<td>Class time</td>
<td>Morning</td>
<td>Morning</td>
</tr>
<tr>
<td>Tuition</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>

* Note
1. The registration and placement test is required for all students who plan to take NTU general Chinese course.
2. Morning and evening classes offer the same content under the same level.
3. Normally, NTU course awards no more than 3 credits; however, credit transfer could be reevaluated and determined by student’s home university.
4. NTU enhancing course awards no credit; however, credit transfer could be reevaluated and determined by student’s home university.

■ OTHER CHINESE PROGRAMS

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Selected Chinese Course</th>
<th>Chinese Tutorial Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>Elementary/Intermediate/Advanced</td>
<td>Intermediate/Advanced</td>
</tr>
<tr>
<td>Student no./class</td>
<td>4–6</td>
<td>3–4</td>
</tr>
<tr>
<td>Contact hours</td>
<td>15 hr/wk x 12 weeks</td>
<td>9 hr/wk x 14 weeks</td>
</tr>
<tr>
<td>Tuition</td>
<td>TWD 32,000</td>
<td>TWD 30,000</td>
</tr>
</tbody>
</table>

| Academic credits | Certificate will be conferred upon program completion. |

* Note
1. For any question related to the programs, please contact CIE at ntucie@ntu.edu.tw
2. Credit transfer should be determined by student’s home university.

NTU CREDIT POINTS AND GRADING SYSTEM

■ CREDIT POINTS

The credits required for completion of an undergraduate/graduate degree depends on...
each department. Generally, students must complete at least 128 credits to obtain a bachelor’s degree at NTU, and at least 24 credits for a master’s degree.

At NTU, the credit points of the courses are based on the class contact hours, so 1 credit is usually equal to 1 hour of lecture each week, 18 weeks per semester (midterm and final exams included). A full-time undergraduate student at NTU should take a minimum of 15 credits each semester (student may be able to have a 6 credit reduction under certain conditions). Please note that the credits do not represent the study load of the courses. Depending on each course, additional hours for the examination preparation and/or independent study may be required after classes. For information related to credits for each course, please visit the NTU Online Course Information at https://nol.ntu.edu.tw/nol/coursesearch/index.php?lang=EN.

### GRADING SYSTEM

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Points</th>
<th>Conversion Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>All goals achieved beyond expectation</td>
<td>4.3</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>All goals achieved</td>
<td>4.0</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>All goals achieved, but need some polish</td>
<td>3.7</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>Some goals well achieved</td>
<td>3.3</td>
<td>77-79</td>
</tr>
<tr>
<td>B</td>
<td>Some goals adequately achieved</td>
<td>3.0</td>
<td>73-76</td>
</tr>
<tr>
<td>B- (passing grade for graduate students)</td>
<td>Some goals achieved with minor flaws</td>
<td>2.7</td>
<td>70-72</td>
</tr>
<tr>
<td>C+</td>
<td>Minimum goals achieved</td>
<td>2.3</td>
<td>67-69</td>
</tr>
<tr>
<td>C</td>
<td>Minimum goals achieved with minor flaws</td>
<td>2.0</td>
<td>63-66</td>
</tr>
<tr>
<td>C- (passing grade for undergraduate students)</td>
<td>Minimum goals achieved with major flaws</td>
<td>1.7</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>Minimum goals not achieved</td>
<td>0</td>
<td>59 AND BELOW</td>
</tr>
<tr>
<td>X</td>
<td>Not graded due to unexcused absences or other reasons</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td>No grade reported</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Transfer credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EX</td>
<td>Exempted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REGISTRATION

The Exchange/Visiting Student Registration for the First Semester is on Sep 06, 2012 during 9.30am–noon and 1pm–4.30pm. The Second Semester registration for new coming students is on Feb 19, 2013. Please make sure that you complete the following procedure in order to be officially registered as an NTU exchange/visiting student. Your NTU student volunteer is also able to assist you throughout the registration.

For college or department level exchange students, please consult your host college/department office directly and attend a separate registration.

### REGISTRATION PROCEDURES FOR THE 1st SEMESTER:

The registration is held at OIA office for the convenience of new coming students.

**Step 1**
You will receive a registration form and payment sheet at the reception desk on the Orientation day (Sep 05, 2012/Feb 18, 2013), otherwise please find your regional manager at OIA to get your documents on the Registration day.

**Step 2**
Please bring your payment sheet to either the convenience store (i.e. 7-Eleven) or post office and make the following payment(s):
- **Campus Internet Access Fee**: TWD 400/semester for those who live off-campus or at BOT Prince House Dorms; TWD 600/semester for others.
- **Campus Internet Access Fee is mandatory for all students; the benefits include an NTU email account; the access to NTU wireless Internet, and school computer facilities.**
- **Accommodation fee (for Guo Qing Dorm tenants)**
- **Tuition fee (for visiting students)**
- **NTU Visiting Students are required to pay Program Fee upon application and Tuition Fee by the Registration.**

**Step 3**
Please go to the OIA and present your payment receipt to your regional manager. Your NTU student ID card will then be given if all the required application documents have
been submitted. The registration procedure is completed when you finish the above procedures and return the registration sheet back to OIA.  
**Students who will take courses from the registered department/institute are strongly advised to visit to the host department office to inform their arrival at NTU.**

## REGISTRATION PROCEDURES FOR THE 2nd SEMESTER

_The following information is important for students whose exchange period is one full year._

### Step 1
If you stay for one year or have extended your exchange/visiting period, you need to download and print out the 2nd semester payment sheet. Please find “Tuition Payment” (學雜費繳費) under Personal Information at the NTU Student Info website [http://info.ntu.edu.tw/Sinfo_en](http://info.ntu.edu.tw/Sinfo_en) and log in with your NTU student ID number and the password. You can pay the tuition in any 7-Eleven convenience stores or at the Cashier Division. If there is any modification of your accommodation, please confirm it with the Student Housing Service Division first before making the payment.

### Step 2
For undergraduate exchange/visiting students, please go to the Undergraduate Academic Affairs Division (Room 106, Administration Building) with your receipt of payment to obtain an official stamp on your NTU student ID card. For graduate exchange/visiting students, please visit the Graduate Academic Affairs Division (Room 210).

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

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**CHANGE OF EXCHANGE / VISITING PERIOD**

An approval from both NTU and your home university is required if you wish to extend or shorten the exchange period. Whether the request for extension will be accepted depends on the parity situation. If there is no extra quota between the two universities during that year, the extension will not be accepted. Visiting students who wish to extend the visiting period may contact OIA directly. The maximum of exchange/visiting period is one academic year. Students who have applied for an one year exchange/visiting program cannot apply for further extension.

Students who wish to change their exchange/visiting period must follow the procedure and apply before the deadline (December 01 for the First Semester and June 01 for the Second Semester):

1. **Step 1: Student asks for approval from his/her home university coordinator.**
2. **Step 2: Coordinator agrees and confirms with OIA by email.**
   - **Deadline:** Dec 01 (First Semester) & June 01 (Second Semester)

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**To extend the exchange/visiting period**

- OIA agrees and issues a new Acceptance Letter for the extended period to the student.

**To shorten the exchange/visiting period**

- OIA agrees and the student should complete the deregistration procedure before returning to home university.
**NTU SCHOLARSHIP**

Exchange/visiting students are not eligible for the Ministry of Education Taiwan Scholarship. Only Exchange students whose home universities have bilateral scholarship agreements with NTU and who are nominated by their home university coordinators are eligible for the NTU Scholarship. The list of the universities can be found on OIA website at www.oia.ntu.edu.tw/oia/index.php/doc/view/sn/209/block/85/lang/en#Scholarship. The NTU Scholarship offers a stipend of TWD 12,000/month for a maximum of 10 months period (for the First Semester: September–January; for the Second Semester: February–June). According to the rules by the Ministry of Education, all the scholarships can only be transferred to post bank accounts. Therefore, all the awardees are required to open a post office account as soon as possible once arriving in Taipei. The scholarship will then be transferred to the awardees’ post bank account by the 10th of each month.

Please note that the scholarship of September can be only issued in October due to the administration procedures, and for those students who come to NTU during the Second Semester, the scholarship of February will be issued in March.

If the awardees leave Taiwan earlier than their supposed exchange period, their scholarship of that month will be cancelled automatically.

The allowance of Erasmus Mundus MULTI Program will be issued the same way as the NTU scholarship, and the awardees should open a post bank account as well. The allowances for the first two months will be given together within one month after the allowance arrives in Taiwan.

**BEFORE LEAVING NTU**

All exchange/visiting students should complete the Deregistration Procedure online before leaving NTU.

**Step 1**

Log in to the OIA online deregistration system for exchange/visiting students at www.oia.ntu.edu.tw/exchange/index.php. Select “Online Deregistration Form” and follow the instructions. You’ll be asked to fill in the information regarding your leaving plan such as your flight schedule and dormitory checkout date. Please make sure that you have returned all the books borrowed from NTU library. You should start the dormitory checkout process as well. After completing the online procedure, you’ll be able to download and print out your deregistration form.

**Step 2**

Follow the instructions on your deregistration form to other NTU offices for your unfinished matters and get stamps on the form. Please make sure that you have brought your NTU student ID card to the Office of Academic Affairs for stamps to invalid the student ID (it can still be used as Easy Card but without student status) before leaving NTU.

**Step 3**

Turn in your deregistration form to your OIA manager when completing the above procedures. Please remember to upload your exchange report or your blog to the OIA website within two months after your exchange period. Without the deregistration form and exchange report/blog, your deregistration procedure will be considered incomplete and NTU will not send your official transcript.

All exchange reports/blogs will be shown on the OIA website at www.oia.ntu.edu.tw/oia/index.php/exchange/experience/type/incoming as useful information for prospective students. You may also access this system through the OIA website <www.oia.ntu.edu.tw> and click on “Prospective Student→Incoming Exchange Students→Students’ Reports/ Blogs.” Please avoid mentioning things that you are not willing to share openly.
in the report. If you want to make your report/blog private, please inform the OIA manager after submitting your report.

**GRADES AND OFFICIAL TRANSCRIPTS**

A few weeks after the final exams, students will be able to check their semester grades online at [http://info.ntu.edu.tw/Sinfo_en](http://info.ntu.edu.tw/Sinfo_en). Click on “Grades” under Personal Information. The grades for the courses enrolled may not be all available at once since instructors may delay in submitting grades to the Office of Academic Affairs. However, they should be available by the end of summer/winter vacation.

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 registered mail if you have completed the deregistration procedures. It will take two to three months after the end of your exchange period for the transcripts to arrive; sometimes it may take longer depending on when your final grades are available.

For visiting students who apply individually, 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 apply for transcripts at the printing machine outside the Undergraduate Academic Affairs Division or the Graduate Academic Affairs Division. You need to enter your student ID number and four digits of your birth date for login. For example, if you were born on January 22, your password would be 0122.

Please note that OIA will only send two copies of your transcript free of charge. For extra copies (each costs TWD 20) or any questions concerning your transcript after leaving Taiwan, you can contact the Office of Academic Affairs directly by email and provide the following information:

- The number of copies needed,
- Transcript language version (Chinese or English),
- The postal address to be sent.

Undergraduate Academic Affairs Division: Ms. Kuo, hfkuo@ntu.edu.tw
Graduate Academic Affairs Division: Mr. Lu, lupony@ntu.edu.tw

**CREDIT TRANSFER**

To transfer the credits back to your home university, you need to consult the corresponding administration at your home university. For the explanation of NTU credits points and grading system, please refer to the page 57-58.
FACILITIES

■ GLOBAL LOUNGE (3F, 2nd Student Activity Center; Map Reference No. 23)
http://global.ntu.edu.tw
The Global Lounge was jointly mapped out by OIA and the Office of Student Affairs. The opening hours are Monday to Sunday, 8am to 10pm; summer and winter vacation: Monday to Friday, 8am to 5pm.

In the Global Lounge, there is an exhibition area, a poster display area, and national flag cabinets to display the cultural artifacts from different countries. The satellite TV wall allows news programs from various countries be seen in live broadcast; the international conference room which can be reserved for meetings. On top of all these, there is an open area designed for cultural exchange wherein international students and local students may freely interact with one another.

■ GENERAL LIBRARY [總圖書館] (Next to Map reference No. 3)
www.lib.ntu.edu.tw/en
Situated at the end of NTU’s well-known Royal Palm Blvd., the General Library is the main library at NTU. There are another two branch libraries: the Medical Library and the Law and Social Science Library. With its rich book collection of more than 2,400,000 volumes and comfortable atmosphere, the General Library has become the place where students like to stay between/after classes. The Multimedia Center is located on the fourth floor in the library with a wide collection of classical films and audiotapes. The 24 hr study room is on B1. You will need to present your student ID card to enter the library.

■ CENTER FOR TEACHING & LEARNING DEVELOPMENT (CLTD)
CLTD provides many kinds of studying information as well as support for students; it also holds various activities including Learning Strategies Workshops, E-Learning Workshops, and “More Than Intelligence” Speech Series. CLTD offers a wide range of individual learning consultation for courses such as Economics, Statistics, Calculus, Chemistry and Physics. NTU student tutors and “learning partners from the Dean’s List” are willing to assist students with academic difficulties. The following detailed information can be found online:
• how to book a consultation
• find a student tutor who wishes to help international students
Two Learning Commons of CLTD, respectively located on B1 of the General Library and
Chapter 5 CAMPUS LIFE

4F of the Liberal Education Classroom Building, equipped with consultation rooms, meeting rooms, and a cozy open space for group studies and discussion. The CTLD Main Office is on 5F of the Liberal Education Classroom Building.

■ COMPUTER AND INFORMATION NETWORKING CENTER [計資中心] (Next to Map reference No. 30) www.cc.ntu.edu.tw/English/index.htm

The Computing and Information Networking Center offers free 24-hr computing service for NTU students. Please remember to bring your student ID card in order to pass the gate control. Users can surf the Internet and run various kinds of applications. Both black and color laser printing are available. Each student is granted TWD 100 printing unit per semester. Once the free quota is used up, you can add money at the counter. Please note that unused unit cannot be refunded nor can it be transferred to another user’s account. For login, please use your student ID number and the password you set for your NTU email. Browsing pornographic websites or playing games is prohibited. Violation will result in the suspension of your right of access. If you have any questions, please contact the staff at the counter.

■ NTU Mail 2.0

Every NTU student gets a mail account in the form of “student ID @ntu.edu.tw” and 300MB worth of web space. To activate your account and change the password, please visit the website at https://web3.cc.ntu.edu.tw/p/s/login3/p1.php (Your account is your student ID number and password is “a” plus your “birth date (MMDD)”). This is also the account that you will use to authenticate to several online services at NTU.

■ NTU Campus Wireless LAN Services [臺大校園無線網路服務]

NTU faculty, staff and students have the access to the NTU campus wireless network. The user authentication for “ntu” network is through NTU email account and password; for “ntu_peap” network, another username is required, and the device will automatically connect to the network after configuration.

Configuration details: http://ccnet.ntu.edu.tw/english/wireless/setting.html

Borrow a wireless LAN card: http://ccnet.ntu.edu.tw/wireless/renting_card.html (only available in Chinese)

■ HEALTH CENTER [保健中心] (Map reference No. 8)

www.cc.ntu.edu.tw/English/index.htm

The Health Center on main campus provides health services and is staffed by NTU hospital. It is located at the end of the Royal Palm Blvd., the last building on the right-hand side. 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 online, by telephone or in person.

Fees charged:
- Students with NTU Student IDs: no registration fee
- Students with National Health Insurance Card (NHI Card): partial extra self-payments of TWD 50.
- Students with no NHI Cards: full payment of TWD 350.
- Fees for medicine and other special exams are not included in the general payments.

Clinic Hours:
- Monday – Friday
  - 9.10 – 11.40am
  - 2.10 – 4.40pm

Emergency Hot Line: +886 (0)2 3366 9595

Online Registration System: http://140.112.99.99 (Appointment can be made within 14 days, not including the day of appointment.)

On-site Registration:
- Morning clinic: 8.20 – 11.30am
- Afternoon clinic: 1 – 4.30pm

■ SPORTS CENTER [綜合體育館(新館)]


Governed by the Athletic Department, NTU Sports Center (The New Gym) 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.
Chapter 5 CAMPUS LIFE

■ 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.

You can also meet with an English consultant after making a first appointment at NTU Student Counseling Center. To make your first appointment, please visit the Counseling Center or sign up at https://host.cc.ntu.edu.tw/Counsel/notice.aspx.

Contact: Ms. Wei-Yu, CHEN  
Tel: +886 (0)2 3366 3237  
weiyuchen@ntu.edu.tw

■ RESOURCE CENTER [資源教室] (Next to Map reference No. 12)


NTU Resource Room offers additional support to physically-challenged students. The current service includes counseling, academic tutoring, assisting equipments for students with mobility limitations, arrangements of special exams and classroom settings, etc.

CAMPUS MAP

To know your way and the buildings on campus, you may check at http://map.ntu.edu.tw/ntu-eng.html or download the latest map from www.ntu.edu.tw/english/about/location.html.

There are also iNTU applications (for iPhone and Android) built for campus members and visitors to download from http://m.ntu.edu.tw. It contains directory, event, calendar and map services.

EMERGENCY INFORMATION

In the event of an emergency, students are advised to seek help through the following methods:

1. Call the 24 hr University Assistance below, they will respond to you at all times.

<table>
<thead>
<tr>
<th>On-campus Emergency (Campus Security 24HR)</th>
<th>+886 (0)2 3366 9110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Emergency Assistance (Student Safety Division 24HR)</td>
<td>+886 (0)2 3366 9119</td>
</tr>
</tbody>
</table>

2. Use of campus Emergency Phones:

no need to dial, just pick up and speak of your emergency.

3. In order to report the emergency in time and take the potential traffic time into consideration, you may first dial 119 or 110 directly from any local landline or mobile for ambulances and fire engines if necessary.

<table>
<thead>
<tr>
<th>Service Units</th>
<th>Police</th>
<th>Fire Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>110</td>
<td>119</td>
</tr>
<tr>
<td>Services summary</td>
<td>Criminal offence, traffic accidents and other incidents requesting police assistance.</td>
<td>Fire, assisting accident casualties and other emergencies requesting urgent assistance.</td>
</tr>
</tbody>
</table>

* Call 0800 024 111 for Free Trilingual Help. Operators are standing by 24 hr, not only providing routine information on living in Taiwan but also to helping with crises.

■ 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 (0)2 3366 9595). After office hours (8am - 5pm), you may visit the NTU Hospital. In a case of emergency, you are advised to report to the dorm counselors at first and call the NTU Hospital.
**NTU HOSPITAL** [國立臺灣大學醫學院附設醫院 (臺大醫院)]

MRT: NTU Hospital Station
No.7. ChungSan South Road, Taipei City [台北市中山南路7號]
Tel: +886 (0)2 2312 3456 or +886 (0)2 2356 2264 (ER)

**LOST AND FOUND**

If you find valuables which do not belong to you, please turn in the items to the Student Assistance Division of Office of Student Affairs in Room 111 on the first floor of the Administration Building. Likewise, if you lose anything on campus, you should contact the Student Assistance Division for help by reporting your lost item online or sending email.

**Website of lost-and-found service:**
http://sad.osa.ntu.edu.tw/eng_service_02.php
Tel: +886 (0)2 3366 2048–52

Guestbook: http://sad.osa.ntu.edu.tw/newsite/contactus.php

If you lose things off campus, please contact the local police first for missing items; you may also report the incident to the Campus Security, and then report to the police station on Roosevelt Road. If your ARC is missing, we advise you first report to the Foreign Ministry of 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 City
Tel: +886 (0)2 2735 5761

**Da-An Police Station**
No. 2, Sec. 3, Ren-Ai Rd., Taipei City
Tel: +886 (0)2 2325 9850

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**Renewal of Student ID card:**
If you lost your Student ID card, please follow the directions to apply a new one.
1. Log in to my NTU Services [https://my.ntu.edu.tw] to register for Student ID card Renewal.
2. Visit the Cashier Division and pay the renewal cost of TWD150, and then bring the receipt to apply at the Academic Affairs Division.

As the online system for renewal of student ID card is only available in Chinese, please ask your student volunteer to help you fill in the information required, or you may visit the Office of Academic Affairs for assistance.

For undergraduate students:
**Undergraduate Academic Affairs Division** 註冊組: +886 (0)2 3366 2388 ext 213
Room 106, 1st floor, Administration Building

For graduate students:
**Graduate Academic Affairs Division** 研教組: +886 (0)2 3366 2388 ext 411
Room 210, 2nd floor, Administration Building

**BICYCLE AND SCHOOL SHUTTLE**

**BICYCLES**

Bicycles are used by most students on campus due to convenience. There is a bike shop next to the College of Liberal Arts selling new bikes as well as providing bike repair services. There are also bike stores on XinHai Road (辛亥路). One good deal for exchange students is the second-hand bikes auction held several times a semester at the ShuiYuan Campus [水源校區].

Please note that only registered bikes are allowed to be parked on campus. Students need to have campus ID stickers attached to their bikes and park their bikes in the marked parking spaces, otherwise the bikes may be towed to the ShuiYuan Campus.

You may register your bike online [臺大腳踏車管理系統] at [http://mybike.ntu.edu.tw/bike/ApplyForSign.aspx?n=1](http://mybike.ntu.edu.tw/bike/ApplyForSign.aspx?n=1) or complete the registration process at the office at the bicycle pound on ShuiYuan campus.
SCHOOL SHUTTLE BUS

NTU Campuses Location

If you are commuting between the Main Campus and the College of Medicine, College of Social Sciences, 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 school shuttle bus operates between the Fu Bell on the main campus to the branch campuses of College of Social Science and College of Medicine. The bus runs from 7am to around 6pm, Monday through Friday. (no operations on holidays, national holidays and the winter and summer vacations)

You can download the campus shuttle bus schedule from website of Office of General Affairs. www.ga.ntu.edu.tw/en/service/service_5.htm
Or contact:
Ms. Hui-Min YIN, General Service Division for Main campus  +886 (0)2 3366 2237
Mr. Shi-Lin CHEN, for College of Social Sciences  +886 (0)2 2351 9641 ext 242
You may also take MRT to reach the NTU campuses by yourself.

STUDENT ORGANIZATIONS & CAMPUS ACTIVITIES

NTU is an active campus as there are hundreds of clubs and students societies which make the academic year full of student events. Please browse the NTU’s club and society websites. http://club.ntu.edu.tw (in Chinese)

Tip 1: In March and September of each year the university will organize a Student Club Expo (學生社團博覽會). Please visit the Student Activity Division (課外活動組) website for details. http://activity.osa.ntu.edu.tw/english

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 would hold short field trips, sports events and holiday celebrations.

ntufsa@gmail.com
OTHER 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. www.tealit.com (About articles, teaching resources, and apartment listings for those who wish to teach and live in Taiwan.)
4. www.communitycenter.org.tw (The Community Services Center, providing counseling services for a wide range of aspects on a 24/7 basis)

TRANSPORTATION

■ TAIPEI METRO / MASS RAPID TRANSIT (MRT)
You can take the Taipei MRT at the GongGuan Station on Roosevelt Road and the NTU student ID card also functions as an Easy Card. <http://english.trtc.com.tw> The Easy Card is a prepaid, rechargeable transportation card, which can be used on all Taipei buses, MRT trains, metro shuttle buses, and at Taipei Public Parking lots. It can be purchased at all convenience stores, MRT station in Great 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.

■ LONG DISTANCE BUS
To buy long distance bus tickets, passengers can choose to buy directly from bus drivers (cash only and no changes will be given) or at the Main Bus Station, which neighbors Taipei Railway Station. Below are two main bus companies, the websites are in Chinese only.
King Bus [國光客運(GuoGuang)] www.kingbus.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.
www.railway.gov.tw/en

■ 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.

WORKING
Exchange/visiting students are not allowed to work in Taiwan because they do not qualify the requirements for applying a work permit. Please note that if you hold a job without a work permit, you will be fined for TWD30,000 to 150,000. On the other hand, it is fine if students are interested in doing a no pay internship or volunteer work.
# 2012/2013 NTU Academic Calendar

## First Semester

<table>
<thead>
<tr>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July</strong></td>
<td><strong>January</strong></td>
</tr>
<tr>
<td>23</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Second Semester course information available online</td>
</tr>
<tr>
<td><strong>August</strong></td>
<td></td>
</tr>
<tr>
<td>20-23</td>
<td>14-17</td>
</tr>
<tr>
<td>28-30</td>
<td>1st online course selection period</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td>29-31</td>
</tr>
<tr>
<td>3-4</td>
<td>2nd online course selection period</td>
</tr>
<tr>
<td>3</td>
<td><strong>February</strong></td>
</tr>
<tr>
<td>Dorms check-in begins</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>Group airport pick-up</td>
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<tr>
<td>6</td>
<td>Registration for new coming Exchange/Visiting students</td>
</tr>
<tr>
<td>8</td>
<td>General Chinese Course registration &amp; placement test</td>
</tr>
<tr>
<td>10</td>
<td>First Semester classes begin</td>
</tr>
<tr>
<td>14</td>
<td>Online course add/drop begins</td>
</tr>
<tr>
<td>17</td>
<td>Annunciation of the results of General Chinese Course placement test</td>
</tr>
<tr>
<td>22</td>
<td>General Chinese Course begins</td>
</tr>
<tr>
<td>23</td>
<td>Deadline for online course add</td>
</tr>
<tr>
<td>30</td>
<td>Deadline for online course drop</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td><strong>March</strong></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Course selection results available online</td>
<td>Deadline for online course add</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Deadline for confirming course selection results</td>
<td>Deadline for online course drop</td>
</tr>
<tr>
<td>10</td>
<td><strong>April</strong></td>
</tr>
<tr>
<td>National Day (holiday)</td>
<td>4-7</td>
</tr>
<tr>
<td>5-9</td>
<td>Spring Break (no class)</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>May</strong></td>
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<tr>
<td>Study Abroad Fair</td>
<td>17</td>
</tr>
<tr>
<td>15</td>
<td>Deadline for course withdrawal</td>
</tr>
<tr>
<td>November</td>
<td><strong>June</strong></td>
</tr>
<tr>
<td>5-9</td>
<td>Dragon Boat Festival (holiday)</td>
</tr>
<tr>
<td>10</td>
<td>14</td>
</tr>
<tr>
<td>Midterm exam period</td>
<td>Second Semester classes end</td>
</tr>
<tr>
<td>15</td>
<td><strong>July</strong></td>
</tr>
<tr>
<td>NTU Anniversary (no class)</td>
<td>17-21</td>
</tr>
<tr>
<td>7</td>
<td>Final exam period</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>Deadline for course withdrawal</td>
<td>Winter Vacation begins</td>
</tr>
<tr>
<td>31</td>
<td><strong>August</strong></td>
</tr>
<tr>
<td>Day off (make-up on Dec 22)</td>
<td>23</td>
</tr>
<tr>
<td><strong>2013</strong></td>
<td><strong>2013</strong></td>
</tr>
<tr>
<td>January</td>
<td>January</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>New Year Holiday</td>
<td>Second Semester course information available online</td>
</tr>
<tr>
<td>4</td>
<td>14-17</td>
</tr>
<tr>
<td>First Semester classes end</td>
<td>1st online course selection period</td>
</tr>
<tr>
<td>7-11</td>
<td>29-31</td>
</tr>
<tr>
<td>Final exam period</td>
<td>2nd online course selection period</td>
</tr>
<tr>
<td>14</td>
<td><strong>February</strong></td>
</tr>
<tr>
<td>Winter Vacation begins</td>
<td>9</td>
</tr>
<tr>
<td>23</td>
<td>Chinese New Year’s Eve</td>
</tr>
<tr>
<td>17</td>
<td><strong>March</strong></td>
</tr>
<tr>
<td>Group airport pick-up</td>
<td>Deadline for online course add</td>
</tr>
<tr>
<td>28</td>
<td>&quot;Dorms Check-in Begins&quot;</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>18</td>
</tr>
<tr>
<td>4-7</td>
<td>Second Semester classes begin</td>
</tr>
<tr>
<td>15</td>
<td>Online course add/drop begins</td>
</tr>
<tr>
<td>11</td>
<td>Registration deadline for current Exchange/Visiting students</td>
</tr>
<tr>
<td>15</td>
<td>Orientation for new coming Exchange/Visiting students</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td><strong>June</strong></td>
</tr>
<tr>
<td>17</td>
<td>Registration for new coming Exchange/Visiting students</td>
</tr>
<tr>
<td>14</td>
<td>General Chinese Course registration &amp; placement test</td>
</tr>
<tr>
<td><strong>July</strong></td>
<td><strong>July</strong></td>
</tr>
<tr>
<td>10</td>
<td><strong>September</strong></td>
</tr>
<tr>
<td>Deadline for course withdrawal</td>
<td>Midterm exam period</td>
</tr>
<tr>
<td>15</td>
<td>23</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Dragon Boat Festival (holiday)</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>17-21</td>
</tr>
<tr>
<td>Second Semester classes end</td>
<td>Final exam period</td>
</tr>
<tr>
<td>17-21</td>
<td>24</td>
</tr>
<tr>
<td><strong>2013</strong></td>
<td>Summer Vacation begins</td>
</tr>
<tr>
<td>January</td>
<td>24</td>
</tr>
</tbody>
</table>
NTU ACADEMIC PROGRAMS

College of Liberal Arts 文學院
Chinese Literature 中國文學系
Foreign Languages and Literatures 外國語文學系
History 歷史學系
Philosophy 哲學系
Anthropology 人類學系
Library and Information Science 圖書資訊學系
Japanese Language and Literature 日本語文學系
Drama and Theatre 戲劇學系
Art History 藝術史研究所
Linguistics 語言學研究所
Musicology 音樂學研究所
Taiwan Literature 臺灣文學研究所
Graduate Program of Teaching Chinese as a Second Language 華語教學碩士學位學程
Graduate Program of Translation and Interpreting 翻譯碩士學位學程

College of Science 理學院
Mathematics 數學系
Physics 物理學系
Chemistry 化學系
Psychology 心理學系
Geosciences 地質學系
Geography 地理環境資源學系
Atmospheric Sciences 大氣科學系
Oceanography 海洋研究所
Astrophysics 天文學研究所
Applied Physics 應用物理學研究所

College of Social Science 社會科學院
Political Science 政治學系
Economics 經濟學系
Sociology 社會學系
Social Work 社會工作學系
National Development 國家發展研究所
Journalism 新聞研究所

College of Bio-Resources and Agriculture 生物資源暨農學院
Agronomy 農藝學系
Bioenvironmental Systems Engineering 生物環境系統工程學系
Agricultural Chemistry 農業化學系
Plant Pathology and Microbiology 植物病理與微生物學系
Entomology 昆蟲學系
Forestry and Resource Conservation 森林環境暨資源學系
Animal Science and Technology 動物科學技術學系
Agricultural Economics 農業經濟學系
Horticulture and Landscape Architecture 園藝暨景觀學系
Bio-Industry Communication and Development 生物產業傳播暨發展學系

Bio-Industrial Mechatronics Engineering 生物產業機電工程學系
Food Science and Technology 食品科技研究所
Biotechnology 生物科技研究所
Plant Medicine 植物醫學碩士學位學程

College of Management 管理學院
Business Administration 工商管理學系
Accounting 會計學系
Finance 財務金融學系
International Business 國際企業學系
Graduate Institute of Business Administration * 商學研究所

College of Public Health 公共衛生學院
Public Health 公共衛生學系
Health Policy and Management 健康政策與管理研究所
Occupational Medicine and Industrial Hygiene 職業醫學與工業衛生研究所
Epidemiology and Preventive Medicine 流行病學與預防醫學研究所
Environmental Health 環境衛生研究所

School of Dentistry 牙醫專業學院
Dentistry 牙醫學系
Clinical Dentistry 臨床牙醫學研究所
Oral Biology 口腔生物學研究所

College of Medicine 醫學院
Medicine 醫學系
Pharmacy 藥學系
Nursing 護理學系
Clinical Laboratory Sciences and Medical Biotechnology 醫學檢驗暨生物技術學系
Physical Therapy 物理治療學系
Occupational Therapy 職能治療學系
Clinical Medicine 臨床醫學研究所
Toxicology 毒理學研究所
Molecular Medicine * 分子醫學研究所
Pharmacology 藥理學研究所
Inmunology 免疫學研究所
Microbiology 微生物學研究所
Clinical Pharmacy 臨床藥學研究所
Physiology 生理學研究所
Pathology 病理學研究所
Anatomy and Cell Biology 解剖學暨細胞生物學研究所
Oncology 腫瘤醫學研究所
Medical Genomics and Proteomics 基因體暨蛋白體醫學研究所
Forensic Medicine 法醫學研究所
Brain and Mind Sciences 腦與心智研究所
APPENDICES

College of Engineering 工學院
Civil Engineering 土木工程學系
Mechanical Engineering 機械工程學系
Chemical Engineering 化學工程學系
Engineering Science and Ocean Engineering 工程科學及海洋工程學系
Materials Science and Engineering 材料科學與工程學系
Environmental Engineering * 環境工程學研究所
Applied Mechanics * 應用力學研究所
Building and Planning * 建築與城鄉研究所
Industrial Engineering * 工業工程學研究所
Biomedicine Engineering * 醫學工程學研究所
Polymer Science and Engineering * 高分子科學與工程學研究所

College of Electrical Engineering and Computer Sciences 電機資訊學院
Electrical Engineering 電機工程學系
Computer Science and Information Engineering 資訊工程學系
Photonics and Optoelectronics * 光電工程學研究所
Communication Engineering * 電信工程學研究所
Electronics Engineering * 電子工程學研究所
Networking and Multimedia * 資訊網路與多媒體研究所
Biomedical Electronics and Bioinformatics * 生醫電子與資訊學研究所

College of Law 法律學院
Law 法律學系
Interdisciplinary Legal Studies * 科際整合法律學研究所

College of Life Science 生命科學院
Lifescience 生命科學系
Biochemical Science and Technology 生化科技學系
Zoology * 動物學研究所
Plant Biology * 植物科學研究所
Biochemical Sciences * 生化科學研究所
Fisheries Science * 漁業科學研究所
Ecology and Evolutionary Biology * 生態學與演化生物學研究所
Molecular and Cellular Biology * 分子與細胞生物學研究所

School of Veterinary Medicine 獸醫專業學院
Veterinary Medicine 獸醫學系
Veterinary Clinical Science * 臨床動物醫學研究所
Molecular and Comparative Pathobiology * 分子暨比較病理生物學研究所

*Star signs indicate only the Graduate Institutes

NTU EXCHANGE PARTNERS (UPDATED IN JUNE 2012)

AUSTRALIA 澳洲
Australian National University 澳洲國立大學
Deakin University 汀肯大學
Griffith University 格里菲斯大學
Macquarie University 馬奎里大學
University of Melbourne 墨爾本大學
University of New South Wales 新南威爾斯大學

AUSTRIA 奧地利
Johannes Kepler Universitat Linz 林茲大學

BELGIUM 比利時
Université libre de Bruxelles 比京自由大學

CANADA 加拿大
École Polytechnique de Montréal 蒙特婁理工學院
Queen's University 皇后大學
Simon Fraser University 西門哥倫比亞大學
University of British Columbia 英屬哥倫比亞大學
University of Ottawa 澳大利亞大學
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CHILE 智利
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CHINA 中國大陸
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Tsinghua University 清華大學
University of Science and Technology of China 中國科學技術大學
Wuhan University 武漢大學
Xiamen University 廈門大學
XJTLU University 西安交通大學
Zhejiang University 浙江大學

**CZECH REPUBLIC 捷克**
Masaryk University 馬薩里克大學

**DENMARK 丹麥**
University of Copenhagen 哥本哈根大學

**FINLAND 芬蘭**
Laurea University of Applied Sciences 拉瑞爾應用科技大學
University of Helsinki 赫爾辛基大學

**FRANCE 法國**
Ecole normale supérieure de Cachan 卡尚高等學院
Ecole Polytechnique 法國巴黎高等綜合理工學院
École Supérieure d’Électricité (Supélec) 電力高等學院
Institut d’Études Politiques de Paris Sciences Po 法國巴黎高等政治學院
Université Catholique de Lille 里爾天主教大學
Université Jean Moulin Lyon 3 法國尚羅爾里昂第三大學
Université Joseph Fourier Grenoble 科南伯勒第一大學
University Montpellier 2 蒙彼利埃第二大學

**GERMANY 德國**
Albert-Ludwigs-Universität Freiburg 弗萊堡大學
Eberhard Karls Universität Tübingen 杜賓根大學
Freie Universität Berlin 柏林自由大學
Friedrich-Alexander-Universität Erlangen-Nürnberg 艾朗根-紐倫堡大學
Humboldt-Universität zu Berlin 柏林洪堡大學
Karlsruhe Institut für Technologie 卡爾斯魯大學
Ludwig-Maximilians-Universität München 慕尼黑大學
Ruhr - Universität Bochum 魯爾波洪大學
Ruprecht-Karls-Universität Heidelberg 海德堡大學
RWTH Aachen University 柏林工業大學
Technische Universität Berlin 柏林工業大學
Technische Universität Dortmund 多特邁工業大學
Technische Universität München 慕尼黑工業大學
Universität Bonn 波昂大學
Universität Hamburg 漢堡大學
Universität Mannheim 漢漢姆大學
Universität of Stuttgart 斯圖加特大學

**HONG KONG 香港**
City University of Hong Kong 香港城市大學
The Chinese University of Hong Kong 香港中文大學
The Hong Kong Polytechnic University 香港理工大學
The University of Hong Kong 香港大學

**ICELAND 冰島**
University of Iceland 冰島大學

**IRELAND 愛爾蘭**
Trinity College Dublin 都柏林大學三一學院
University College Dublin 都柏林大學學院

**ISRAEL 以色列**
Technion-Israel Institute of Technology 以色列理工大學

**JAPAN 日本**
Akita International University 國際教養大學
Aoyama Gakuin University 青山大學
Doshisha University 同志社大學
Hokkaido University 北海道大學
Kanagawa University 神奈川大學
Kanazawa University 金澤大學
Kansai University 關西大學
Keio University 慶應大學
Kobe University 神戶大學
Kwansei Gakuin University 關西學院大學
Kyoto University 京都大學
Kyushu University 九州大學
Meiji University 明治大學
Nagasaki University 長崎大學
Nagoya University 名古屋大學
Nagoya University 名古屋大學
Ochanomizu University 早稻田女子大學
Okayama University 岡山大學
Osaka University 大阪大學
Soka University 劇場大學
Sophia University 上智大學
Tohoku University 東北大學
Tokyo Gakugei University 東京學藝大學
Tokyo Institute of Technology 東京工業大學
Tokyo University of Foreign Studies 東京外國語大學
University of the Ryukyus 琉球大學
University of Tokyo 東京大學
University of Tsukuba 筑波大學
Waseda University 早稻田大學
Yokohama National University 橫濱國立大學

**KOREA 韓國**
Ewha Womans University 裂花女子大學
<table>
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<td>APPENDICES</td>
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<tr>
<td>Hanyang University</td>
<td>漢陽大學</td>
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<tr>
<td>Pohang University of Science and Technology</td>
<td>浦項科技大學</td>
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<td>Pusan National University</td>
<td>釜山大學</td>
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<td>Seoul National University</td>
<td>首爾國立大學</td>
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<td>Sunchon National University</td>
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<td>Sungkyunkwan University</td>
<td>成均館大學</td>
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<td>SWITZERLAND</td>
<td>瑞士</td>
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<tr>
<td>University of Bern</td>
<td>伯恩大學</td>
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<tr>
<td>Universitat St.Gallen</td>
<td>聖加倫大學</td>
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<td>THAILAND</td>
<td>泰國</td>
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<tr>
<td>Asian Institute of Technology</td>
<td>亞洲理工學院</td>
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<td>Chulalongkorn University</td>
<td>朱拉隆功大學</td>
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<tr>
<td>Thammasat University</td>
<td>泰國國立法政大學</td>
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<td>THE NETHERLANDS</td>
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<td>聖加倫大學</td>
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<td>奧克拉荷馬大學</td>
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<td>The University of Utah</td>
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<tr>
<td>University of California</td>
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<td>加州大學柏克萊分校</td>
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<td>加州大學聖塔芭芭拉分校</td>
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<td>University of Pennsylvania</td>
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*The above list is the partner universities that have university-level student exchange agreement with NTU.*
LIST OF EMBASSIES AND MISSIONS IN TAIWAN

AUSTRALIA
AUSTRALIAN COMMERCE AND INDUSTRY OFFICE
Tel: +886 (0)2 8725 4100 ; www.australia.org.tw

AUSTRIA
AUSTRIAN OFFICE TAIPEI
Tel: +886 (0)2 8175 3283 ; www.bmeia.gv.at/taipeh

BELGIUM
BELGIAN OFFICE, TAIPEI
Tel: +886 (0)2 2715 1215 ; www.beltrade.org.tw

CANADA
CANADIAN TRADE OFFICE IN TAIPEI
Tel: +886 (0)2 8723 3000 ; www.canada.org.tw

CHILE
CHILEAN TRADE OFFICE, TAIPEI
Tel: +886 (0)2 2723 0329 ; www.chile-trade.com.tw

CZECH
CZECH ECONOMIC AND CULTURAL OFFICE, TAIPEI
Tel: +886 (0)2 2722 5100 ; www.mzv.cz/taipei

DENMARK
TRADE COMMISSION OF DENMARK, TAIPEI
Tel: +886 (0)2 2718 2101 ; www.tcdnet.org.tw

FINLAND
FINPRO, FINLAND TRADE CENTER
Tel: +886 (0)2 2722 0764 ; www.finpro.fi

FRANCE
FRENCH INSTITUTE IN TAIPEI
Tel: +886 (0)2 3518 5151 ; www.france-taipei.org

GERMANY
GERMAN INSTITUTE, TAIPEI
Tel: +886 (0)2 2501 6188 ; www.taipei.diplo.de/Vertretung/taipei/zh-tw/Startseite.html

HONG KONG
HONG KONG ECONOMIC, TRADE AND CULTURAL OFFICE
Tel: +886 (0)2 2720 0858 ; www.hketco.hk

IRELAND
THE INSTITUTE FOR TRADE AND INVESTMENT OF IRELAND
Tel: +886 (0)2 2552 6101 ; www.idaireland.com

ISRAEL
ISRAEL ECONOMIC AND CULTURAL OFFICE IN TAIPEI
Tel: +886 (0)2 2757 9692 ; www.jeco.org.tw

JAPAN
INTERCHANGE ASSOCIATION (JAPAN), TAIPEI OFFICE
Tel: +886 (0)2 2713 8000 ; www.koryu.or.jp

KOREA
KOREAN MISSION IN TAIPEI
Tel: +886 (0)2 2758 8320 ; taiwan.mofat.go.kr

MALAYSIA
MINISTRY OF FOREIGN AFFAIRS, MALAYSIA
Tel: +886 (0)2 2713 2626 ; www.kln.gov.my/web/twn_taipei/home

MONGOLIA
ULAANBAATAR TRADE AND ECONOMIC OFFICE IN TAIPEI
Tel: +886 (0)2 2722 9740 ; www.roc-taiwan.org/MN/mp.asp?mp=641

NEW ZEALAND
NEW ZEALAND COMMERCE AND INDUSTRY OFFICE
Tel: +886 (0)2 2720 5228 ; www.nzcio.com

NETHERLANDS
NETHERLANDS TRADE AND INVESTMENT OFFICE
Tel: 866-2-2713-5760 ; www.ntio.org.tw

RUSSIA
REPRESENTATIVE OFFICE IN TAIPEI FOR THE MOSCOW-TAIPEI COORDINATION COMMISSION ON ECONOMIC AND CULTURAL COOPERATION
Tel: +886 (0)2 8780 3011; www.mtc.org.tw

SAUDI ARABIA
SAUDI ARABIAN TRADE OFFICE
Tel: +886 (0)2 2876 1444

SINGAPORE
SINGAPORE TRADE OFFICE IN TAIPEI
Tel: +886 (0)2 2772 1940 ; www.singaporetradeoffice.gov.sg

SPAIN
SPANISH CHAMBER OF COMMERCE
Tel: +886 (0)2 2518 4905 ; taipei@comercio.mityc.es

SWEDEN
EXPORTRADET TAIPEI, SWEDISH TRADE COUNCIL
Tel: +886 (0)2 2757 6573 ; www.swedishtrade.se/taiwan

SWITZERLAND
TRADE OFFICE OF SWISS INDUSTRIES
Tel: +886 (0)2 2720 1001 ; www.swiss.org.tw

THAILAND
THAILAND TRADE AND ECONOMIC OFFICE
Tel: +886 (0)2 2581 1979 ; www.tteo.org.tw

THE NETHERLANDS
NETHERLANDS TRADE & INVESTMENT OFFICE
Tel: +886 (0)2 2713 5760 ; www.ntio.org.tw

TURKEY
TURKISH TRADE OFFICE IN TAIPEI
Tel: +886 (0)2 2757 7318 ; tr-office.taipei@mfa.gov.tr

UNITED KINGDOM
BRITISH TRADE AND CULTURAL OFFICE
Tel: +886 (0)2 2758 2088 ; http://ukintaiwan.fco.gov.uk

UNITED STATES
AMERICAN INSTITUTE IN TAIWAN, TAIPEI OFFICE
Tel: +886 (0)2 2162 2000 ; http://ait.org.tw
<table>
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<tr>
<th>Regulations</th>
<th>Offences</th>
<th>Behavior Description</th>
<th>Penalty</th>
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<tr>
<td>社會秩序維護法</td>
<td>妨害安寧秩序行為</td>
<td>Acts of ignoring warning of his/her binge drinking behavior and causing troubles or making a clamor at a public place</td>
<td>新臺幣6,000元以下罰鍰</td>
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<td></td>
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<td>Detention under 3 days or a fine under TWD 12,000</td>
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<td></td>
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<td>Acts of making noises or a clamor at midnight which obstructing tranquil order</td>
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<tr>
<td>刑法</td>
<td>妨害公務 Offences of interference with public functions</td>
<td>Whoever insults, or imposes inappropriate words or actions upon official lawfully engaged in official duties but not to the extent of brutality or slander</td>
<td>三年以下有期徒刑、拘役或三百元以下罰金</td>
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<td></td>
<td></td>
<td>Insult or humiliate public officials when they are in the line of duty, or affront their official occupation</td>
<td>Imprisonment under three years, detention, or a fine under TWD 300</td>
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<td>Violent act or threat to public officials when they are in the line of duty</td>
<td>Imprisonment under 6 months or a detention, with fine or being fined under TWD 100</td>
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</tbody>
</table>

為協助融入我國生活，請配合注意我國相關法令，以避免不慎觸法情事發生。

報案電話Report line : 110