親愛的孩子們

世界很大，你們選擇來到臺灣
臺灣有很多大學，你們選擇來到臺灣大學
我們說是“緣分”
“緣分”是人與人之間看不見的吸引力
因而你我在臺大相遇

初來乍到
年紀不大不小的你
一定有許多的興奮與期待
或許還有一些小小的不安
我可以想見你既快樂又緊張的年輕臉龐
在家鄉機場與你的家人告別
我也可以想見你的家人既放手又擔心的殷殷叮嚀
在email與skype上一遍又一遍
因為我也是一個媽媽啊

在臺大這樣一個陌生的環境裡
希望你找到家鄉熟悉的笑容與舒適
在臺大這樣一個陌生的環境裡
期待你學到與家鄉不一樣的文化與包容
這樣的經驗會隨著你一輩子
所有的酸甜苦辣 都將累積你的成長
讓你茁壯

國際處是一群嘮叨碎碎念的媽媽、爸爸、哥哥姐姐
我們是你在他鄉的家人
這一本冊子是讓你一步步 穩稳的熟悉環境 按部就班的進入狀況
我們是你在臺大的支撐
國際處的門永遠為你打開

臺大與你結了一份“緣緣”
我要看一個海綿如何在這裡飽飽吸足了水分
未來他可以滋潤家鄉的土地與朋友
某一天 我希望他會想起年輕的時候來到臺灣 來到臺大
他會說 “多美好的回憶啊”!!

Welcome

Congratulations on your admission to National Taiwan University. You are now starting your journey as a student of NTU.

There are many countries in the world, and many institutions. You came to Taiwan and joined NTU. What's more, many of you flew thousands of miles to be part of our community. In Chinese, we call such affinity 緣分 (yuánfèn): luck that brings different people together. By coming to NTU, you're joining Taiwan's top university: a leading international university providing first-rate scholarship, education and research.

Feel at home

Moving to a new place from overseas can be a challenge even for experienced globetrotters. I imagine some of you were nervous about leaving home. Being a mother, I also imagine that your families worry about you being away and will certainly want to skype or email you regularly. Feel welcome: I'm confident that your experience of NTU will be that of a friendly and tolerant place where you always feel safe, valued and at home.

Connect with an international community

NTU's global appeal continues to make our university an increasingly cosmopolitan one. This year, you will find 75 nationalities on campus. As an international student, you play an integral role in the university, providing intellectual stimulation as well as contributing perspectives both inside and outside the schoolroom. You will learn much from Taiwanese culture as well as from the cultures of other international students around you.

The Office of International Affairs: supporting you at NTU

The OIA is a primary resource for international students during your time at NTU. We help you to settle in and we offer information, support and plenty of services to make your stay better. Please stop in with your questions and concerns, and let us know how everything is going.

Realize your ambitions

We have high aspirations for all our students. My hopes are that you'll find this campus a stimulating environment to learn, grow and fulfill your potential – and I hope that, one day, as you remember your time here, your thought will be: "what a wonderful memory!!".

Hsiao-Wei Yuan, PhD
Dean for International Affairs
National Taiwan University
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* Published in January 2013 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 changes without notice.
Chapter 1

INTRODUCTION

Welcome! You’re about to start your journey as a student of NTU. In this chapter, you will find an introduction covering your important dates and useful contacts.

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 serve as a guide for students planning their trip and study to Taiwan.

ABOUT NTU

National Taiwan University (NTU) is the flagship university of Taiwan. Dedicated to excellence and leadership since 1928, National Taiwan University has contributed significantly to Taiwan’s rapid development into one of the world’s most competitive economies and democratic societies. Over the years, the University has acquired a reputation for academic excellence and cutting-edge research, right in the heart of Asia.

NTU trains the most outstanding students in Taiwan. It is home to a lively community of more than 30,000 students (17,000 undergraduate and 15,000 graduate) developing their talents across 11 colleges, 2 professional schools, 54 departments, 103 graduate institutes and 66 research centers. On its campuses, one can take advantage of the fullest range of academic programs in Taiwan.

The University also benefits from Taiwan’s rich Chinese heritage and strategic regional position to offer initiatives and solutions that bridge East and West. Among NTU’s many popular courses are the widely acclaimed Chinese language programs.

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

NTU has more than one kind of exchange student program; each is run by a different administrative 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 in so that you understand what applies to you. 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**

e.g. T 01 70 11 24

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<tr>
<th>The first letter</th>
<th>The last three number</th>
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<td>T</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>Visiting Student</td>
</tr>
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Information provided in this handbook, unless with notes specified for visiting students, applies to both exchange students and visiting students. Visiting students are entitled to the similar rights and responsibilities to those of exchange 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.

Looking for contact information of a specific college? See the COLLEGES CONTACT INFO on page 17.

**DATES TO REMEMBER**

**FIRST SEMESTER**

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

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

**SECOND SEMESTER**

**FEBRUARY 01, 2013 – JULY 31, 2013**

1st online course selection period  JAN 14–17
2nd online course selection period  JAN 29–31
Group airport pick-up             FEB 16
Dorms check-in begins             FEB 16
Exchange/Visiting Student Orientation FEB 17
First day of NTU classes          FEB 18
Newcomimg Exchange/Visiting Student Registration FEB 18–19
General Chinese Course Registration & Placement Test FEB 20
Course add/drop period            FEB 18–MAR 02/03
General Chinese Course begins     FEB 25
Last day of NTU classes           FEB 14
Final exam period                 JUN 17–21

*For more details, see appendix: 2012/2013 NTU Academic Calendar.*
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. The OIA will confirm the date and venue of the Orientation by email / announce the details on website www.oia.ntu.edu.tw.

When is Orientation?
【Semester 1】Wednesday, September 05, 2012
【Semester 2】Sunday, February 17, 2013

There is limited seating availability at Orientation. To facilitate the process, please do not invite extra guests to orientation.

WHERE ARE THE ADMINISTRATIVE OFFICES?

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). See map in Appendix.

Please note that general office hours of NTU are Monday to Friday, 9am-noon, 1pm-5pm.

OFFICE OF INTERNATIONAL AFFAIRS (OIA)（國際事務處）

The Office of International Affairs (OIA) coordinates the University’s official affairs requiring foreign contacts and assists academic programs that involve its global partners.

The OIA is home to the International Programs Division, the International Student Division and the Center for International Education (see overleaf). All these services are located on the same floor.

www.oia.ntu.edu.tw

Study Abroad Team [海外教育股]

Location: Room 420, 4th floor, 2nd Administration Building
Fax: +886 (0)2 2362 0096
ntustudyabroad@ntu.edu.tw

For Incoming Students

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）
Visiting Student Program
Tel: +886 (0)2 3366 2007 ext 229
queenyko@ntu.edu.tw

Ms. Ting-Han CHANG（張婷涵 小姐）
Visiting Student Program
Tel: +886 (0)2 3366 2007 ext 230
tinghan@ntu.edu.tw

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

Ms. Jill LIN（林昭文 小姐）
University of California(UC) and California State University(CSU)
Tel: +886 (0)2 3366 2007 ext 226
linjill@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: Ms. Shr-Ying (Alissa) PAN [潘詩瑩 小姐]
Tel: +886 (0)2 3366 2388 ext 403
Fax: +886 (0)2 2363 4383
alissapan@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

Center for International Education (CIE) [國際教育中心]
The Center for International Education (CIE):
• develops a comprehensive selection of tailor-made Chinese language and culture programs open to international students
• collaborates with colleges and departments to broaden NTU’s offering of English-language curricula
• helps international students to become and feel part of NTU’s academic community
• promotes an active and balanced student life where cross-cultural exchanges and open dialogues are encouraged.

The CIE is located within the Office of International Affairs.
Location: Room 420, 4th floor, 2nd Administration Building
Fax: +886 (0)2 2362 0096

ntucie@ntu.edu.tw

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

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

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

#### Student Housing Service Division

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
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
Tel: +886 (0)2 3366 2265
lyh99@ntu.edu.tw

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

#### Student Activity Division

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

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

#### Student Counseling Center

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

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

### OFFICE OF GENERAL AFFAIRS

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

#### General Service Division

One of the tasks of the General Service Division is the parking space planning for all cars, motorcycles, and bicycles of the entire university.

**Location:** Room 104, 1st floor, Administration Building
Contact: Mr. Shin-Won LIN
Tel: +886 (0)2 3366 2237
Fax: +886 (0)2 2392 5246
lsw@ntu.edu.tw
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 [鄭劭音 小姐]
shaoyincheng@ntu.edu.tw

College of Science
www.science.ntu.edu.tw
Tel: +886 (0)2 3366 4186
Ms. Wen-Chin HUANG [黃文瑾 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 Medicine
www.mc.ntu.edu.tw/main.php
Tel: +886 (0)2 2312 3456 ext 88476
Ms. Chen-Chen HO [何蓁蓁 小姐]
chenchenho@ntu.edu.tw

College of Engineering
www.eng.ntu.edu.tw/eng/default.htm
Tel: +886 (0)2 3366 3275
Ms. Yi-Ting CHEN [陳怡廷 小姐]
irenechen@ntu.edu.tw

College of Bio-Resources and Agriculture
www.bioagri.ntu.edu.tw
Tel: +886 (0)2 3366 4215
Mr Chih Hsiung HSU [許智雄 先生]
Ms. Ning ONG [翁寧 小姐]
ntuciaeae@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 Public Health
www.cph.ntu.edu.tw
Tel: +886 (0)2 3366 8200
Ms. Hsiao-Yun HSU [許筱芸 小姐]
ntuihc@ntu.edu.tw

College of Electrical Engineering and Computer Science
www.eecs.ntu.edu.tw/main.php
Tel: +886 (0)2 3366 1566
Ms. Elsia CHEN [陳芃彣 小姐]
ellsachen@csie.ntu.edu.tw

College of Law
www.law.ntu.edu.tw
Tel: +886 (0)2 3366 8910
Ms Wen Ling WU [吳文鈴 小姐]
wlwu@ntu.edu.tw

College of Life Science
http://college.lifescience.ntu.edu.tw
Tel: +886 (0)2 3366 4549
Ms. Li-Wen TSAI [蔡莉雯 小姐]
lydiatsai@ntu.edu.tw

Cashier Division [出納組]
The Cashier Division is responsible for student payments and issuance of scholarships.
Location: Room 115, 1st floor, 2nd Administration Building
Contact: Ms. Li-Chen CHANG [張麗珍 組長]
Tel: +886 (0)2 3366 2185
Fax: +886 (0)2 2369 6474
*jenny@ntu.edu.tw

Campus Security [駐衛警察隊] (Map Reference No. 44)
Campus Security is in charge of safety and order on campus, emergency services and accident response.
Location: 1st floor, Jan Shu Hall (the right side of the Chou-Shan Road)
[舟山路展書樓一樓]
www.ga.ntu.edu.tw/campus
Tel: +886 (0)2 3366 2185
Fax: +886 (0)2 2369 6474
*jenny@ntu.edu.tw

*On-Campus 24hrs Emergency Contact
police@ntu.edu.tw
Tel: +886 (0)2 3366 9110
Chapter 2
PREPARING FOR ARRIVAL

You will soon join us – and a student community of 70 nationalities – at Taiwan’s most established and comprehensive university. With its pre-arrival and upon-arrival tips, this chapter assists you in making a smooth transition to settling in at NTU.

VISA & ALIEN RESIDENT CERTIFICATE (ARC)

The excitement of your life at NTU is only moments away! To ensure a smooth arrival, there are a few things to prepare. It is important that you read and follow these guidelines.

PHASE 1: APPLYING FOR A VISA AT TAIWAN EMBASSIES ABROAD

Apply for a valid visa (Visitor Visa or Resident Visa) in your country of residence BEFORE entering Taiwan. There is no specific “Student Visa” for international students studying in Taiwan, so:
- If your exchange period will exceed 180 days, ideally you should apply for a Resident Visa.
- If your exchange period will be for less than 180 days, please apply for an extendable Visitor Visa.

Contact the Taiwan (ROC) diplomatic mission in your country/region for the required documents, latest information and advice.

Please note that students who qualify for Visa-Exempt Entry or who obtain Landing Visas valid for 30 - 90 days (duration depends on nationality, non-extendable) may still be able to enter Taiwan even if coming without Visitor Visas. However, you would then be 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.

A list of Taiwan (ROC) Embassies and Missions abroad can be found at 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 nationality, non-extendable) may still be able to enter Taiwan even if coming without Visitor Visas. However, you would then be 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.
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 I NEED?

**Visitor Visa**
- If you are on the semester program and intend to stay in Taiwan for less than 180 days, a Visitor Visa is enough.
- You are strongly advised to apply for a Multiple-Entry Visitor Visa if you plan to travel internationally during your stay. It will not be 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. Check your expiry date.
- No matter whether your visa is multiple-entry or has been extended, you cannot enter Taiwan past the “enter before” date written 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, you are advised to enter on a Resident Visa. Later, you will be able to change you 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. Check your expiry date.
- From previous students’ experience, some Taiwan 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 I HAVE?

1. **Visa Type** (簽證類別):
   - Visitor Visa (停留簽證): short-term visa, stay in Taiwan for a maximum of 180 days.
   - Resident Visa (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 your stay in Taiwan; it is counted from the next day of arrival. Extension should be made within 15 days before the deadline.

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)2 2380 5678. The Ministry of Foreign Affairs provides basic consultation services for issues involving foreign affairs, passport, visas, 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.
Chapter 2  PREPARING FOR ARRIVAL

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* Should you have any visa inquiries, please contact Taiwan overseas Embassies and Missions in your countries/regions directly.

All visa/ARC requirements listed in this chapter are for reference only. These requirements are subject to change. Please refer to the relevant websites (e.g. Bureau of Consular Affairs; or National Immigration Agency) for the latest information.

■ 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 photocopy 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 photocopy of both sides of your NTU student ID card).
5. A photocopy 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 at http://goo.gl/Fvc51.
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 photocopy of your passport.
3. The original copy of your Letter of Acceptance and a certificate of enrollment issued by the university (a photocopy of both sides of your NTU student ID card).
*Visitor Visa Extension must be applied within 15 days before the expiration date, overstaying will be fined TWD 2,000 – 10,000.

■ Getting an ROC ID NUMBER

If you are on Visitor Visas and need to open bank accounts, to apply for National Health Insurance (NHI), or to apply for drivers’ licenses, you 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). For information updates, please go to: www.immigration.gov.tw/ct.asp?xItem=1090223&ctNode=30085&mp=2

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

You will need:
1. One completed application form.
2. Original passport and one photocopy of it.

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 〔重入國許可〕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 new address with related documents at a local immigration service station within 15 days.

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

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

Processing time: 14 working days.

*For the First Semester (September Entry), the Taipei City Service Center of National Immigration Agency provides the on-site ARC application service during the registration day at NTU. Students who exchange for one year will be informed by email when OIA receives further notice.

MAINLAND CHINA PASSPORT HOLDERS [陸籍交換生/訪問生簽證資訊]

Exchange/Visiting Students who have the Mainland China nationality are required to apply for their Entry Permit through the assistance of NTU. Please refer to the website of National Immigration Agency at www.immigration.gov.tw.

Application Procedure for the Entry Permit
1. Please fill the Entry Permit application form and send all the required documents to NTU while you're applying for exchange/visiting programs. You can pay the application fee once you've arrived in Taiwan (on Orientation or Registration day). Please refer

2. We will send your application documents for Entry Permit to the National Immigration Agency. We will scan all the relevant documents (including the receipt of the application fee), then email them to every student whose home university is not in Mainland China. When you receive that email, bring the copies of those documents to a Taiwan overseas embassy or mission in the country of your home university as soon as possible.

**Important Reminders**

1. If you enter Taiwan from Mainland China, you need to apply for the “Mainland Residents Traveling to Taiwan Pass”, even if you are studying at a university that is not in Mainland China.

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

3. You should enter Taiwan before the “Date of Expiry” on your Entry Permit. The “Duration of stay” is referring to the official letter of acceptance. It is important that you comply with the guidelines and that you do not stay longer than the permitted duration.

**HEALTH EXAM & INSURANCE REQUIREMENT**

Please ensure you provide the NTU Health Exam Form and insurance proof by the deadline. You won’t be able to complete the registration procedure and get your NTU student ID card without them.


**NTU HEALTH EXAM POLICY**

To meet NTU and government requirements, all new students must take a health exam by a doctor and complete each examination listed on the NTU Incoming/Visiting Students Health Exam Form. Incoming exchange students could fulfill the requirement of the 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 submit it on the registration day. If you need to change to a Resident Visa in Taiwan, a health certificate issued within the last three months and verified by the Taiwan Embassy will be required.

2. If you couldn’t complete the health exam in your home country, you can take the exam at NTU Hospital once you arrive in Taiwan and submit the results to OIA. However, if you need to change to a Resident Visa, you should take the health exam in designated hospitals (http://goo.gl/Fvc51) and ask them also to fill the results on the NTU health form.

**NTU INSURANCE POLICY**

Please provide a proof of your accident and medical insurance worth a minimum of TWD 1,000,000 (approx. USD 34,000) valid for the entire exchange period. Please note that, according to Taiwan’s Ministry of Education, exchange/visiting students are not entitled to the local student insurance plan.

We advise you to purchase insurance in your home country before coming to Taiwan. You will then upload or submit the proof by registration day. Exchange/visiting students without a valid insurance from their home country will have to purchase a Taiwan travel insurance on-site which however only covers accidents.

**NATIONAL HEALTH INSURANCE【全民健保】**

Exchange/visiting students residing in Taiwan for more than six months can join the National Health Insurance (NHI) system. Please apply for NHI during the 6th 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 (臺北市中正區公所)
6F, No. 8, Sec.1, Roosevelt Rd., Taipei (臺北市中正區羅斯福路一段8號6樓)
Tel: +886 (0)2 2341 6721
Fax: +886 (0)2 2341 9715

**Students living at the Guo Qing Dorm please go to:**
Da-an District Office, Taipei City (臺北市大安區公所)
8F, No. 86, Sec. 2, Xin-sheng S. Rd., Taipei (臺北市新生南路二段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 July (First Semester) or 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 arrangement before July/January.

■ WHAT ASSISTANCE CAN I EXPECT FROM MY STUDENT VOLUNTEER?
The Office of International Affairs offers extra student assistance to help you make a smooth transition. Our trained volunteers:

1. offer 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. facilitate any possible administrative communication issues such as health exam, visa, ARC and NHI application at the various government offices.
3. help you find 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 (&quot;the highest&quot;)</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>Total Estimated Costs</td>
<td>TWD 96,100</td>
</tr>
</tbody>
</table>

1 TWD = 0.034 USD = 0.026 EUR (Jan 2013)

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 wish to exchange a foreign currency 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. Check the latest exchange rates before heading to the bank.

■ USING CREDIT CARDS / BANK CARDS
Before you leave for Taiwan, ask your bank in your home country 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 fill in the forms – you can ask the bank teller for help. To open a bank account, you have to deposit at least TWD 1,000. We strongly advise you to apply for a bank card – you’ll be able to withdraw money from ATMs anytime (ATMs can be found on the streets and in most convenience stores).

If you don’t have an ARC, you can use your ROC ID Number to open a bank account; bring your passport and the Record of ID No. in the Republic of China [中華民國統一證號基資表].

* Please note: if you are under 20 years old, you aren’t considered a legal adult under the Republic of China’s law. You’ll need a letter of consent by your guardian in Taiwan, or by an embassy-approved overseas legal guardian. It is often easier to solicit 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 the campus:

**Chunghwa Post** 〔中華郵政〕 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 Lu Ming Hall on the Lu Ming 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 of the Taoyuan International Airport when you arrive, 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 convenience store on campus, two forms of photo IDs are required.

If you would prefer to apply for a plan, you may 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.

### GROUP AIRPORT PICK-UP

The group airport pick-up service (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 need this service must complete the Group Airport Pick-up Service Request Form online at [http://www.oia.ntu.edu.tw/IncomingExchange/www/app/framework.php](http://www.oia.ntu.edu.tw/IncomingExchange/www/app/framework.php) between July 24–August 10, 2012 (First Semester) or January 14–21, 2013 (Second Semester). Once the group pick-up schedule has been arranged, we will notify you by email.

**FIRST SEMESTER**

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

**SECOND SEMESTER**

**Dates:** February 16 (Sat), 2013  
**Service Period:** to be announced

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

The OIA will only arrange pick-up service for you if you 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. Please note that the group airport pick-up service is only for students who arrive at Taiwan Taoyuan International.

FROM AIRPORT TO NTU

**FROM TAIWAN TAOYUAN INTERNATIONAL AIRPORT 〔從桃園國際機場〕**

Listed below are directions to get from Taiwan Taoyuan International Airport 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: 臺北市基隆路三段75號〕

**Guo Qing Dorm (IYC):** No.30, Sec. 3, HsinHai Road, Taipei 〔國青宿舍: 臺北市辛亥路三段30號〕
Chapter 3  Housing

At NTU you can look forward to living in quality accommodation. Each semester, local and international students enjoy the convenience and affordability of our residential services. This chapter helps you to find the right place in which to live and feel at home.

FROM TAIPEI SONGSHAN AIRPORT [從台北松山機場]
Certain flights land at 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 Japan, China and Korea. The Airport is serviced by the Wenhu Line (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 then turn right). Airport taxis to destinations within Taipei city are charged at metered rate; no extra charge is required. A night time a surcharge may apply 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 Technology Building Station. Guo Qing Dorm is 10-minute walk southeast from the station, while the Prince House - NTU ChangHsing Dorms a further 15-minute walk east around the campus perimeter along Xinhai Rd.

To Guo Qing Dorm and Prince House - NTU ChangHsing Dorms:
Take the MRT from Songshan Airport Station and get off at MRT Technology Building Station. Guo Qing Dorm is 10-minute walk southeast from the station, while the Prince House - NTU ChangHsing Dorms a further 15-minute walk east around the campus perimeter along Xinhai Rd.
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 was renovated in summer 2011. Guo Qing is the only on-campus dormitory for exchange/visiting students; it is located at the northeast section of the campus.

NTU aims at providing convenient and affordable housing to both international and local 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. Please read the terms and conditions carefully before applying. Please do not apply if you are unable to meet the regulations.

DORMITORY STAFF ARE UNDER UNIVERSITY DIRECTIVES TO PARTICULARLY ENFORCE THE FOLLOWING RULES.

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 prohibited 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. Loud conversation or any other intrusive activity 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 on dorm grounds.

SMOKING
Smoking is not permitted anywhere in or near university dormitories. Offenders will face 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 the NTU exchange/visiting student program, you are asked whether you'll need on-campus accommodation. This is guaranteed university housing and if you apply you will be automatically offered a place at a university dormitory. Note that past the deadline you won't be able to apply. If you apply for housing, you will receive a notification from the OIA and then you can check Entry Information in our application system for the result.

NTU offers a large number of rooms. The total amount of rooms is nevertheless limited and instances do occur when your most preferred type will not be available. Students are offered a room within the dormitories listed below. Regarding Prince House dormitories, university-level exchange/visiting students will be offered a place at the ShuiYuan Dorms, while college-level exchange students will be offered a place at 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，會盡量安排至離所屬學院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。

All rooms are either male or female (not mixed). Please note that your roommate cannot be chosen. We do not provide on-campus accommodation for couples or families.

Remark: If you decide to arrange private accommodation and give up or move out from the university dormitory, please be aware that the OIA will then not be possible to help with your housing application again.

請注意: 本校因宿舍床位有限，所提供交換/訪問學生之保證宿舍資格僅限一次並不得保留，學生一旦放棄該分配結果或自行退宿，本處一概不再接受其宿舍申請。

The university dormitory check-in will begin from September 3, 2012 for the First Semester, and February 16, 2013 for the Second Semester.

■ ACCOMMODATION TYPES

*1 TWD = 0.034 USD = 0.026 EUR (Jan 2013)

<table>
<thead>
<tr>
<th>Dormitory</th>
<th>Room type</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prince House</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>- NTU Dorms</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></td>
<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>
</tr>
<tr>
<td></td>
<td>Twin Share</td>
<td>TWD 11,000–12,900 per semester (water and electricity included; air conditioning fee excluded)</td>
<td>a room shared between two students, shared common bathroom</td>
</tr>
</tbody>
</table>

PICTURES

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. A limited number of rooms will still be 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.

If you've completed your program, you must move out by the end of August the latest; there is no possibility of extending stay at any dormitory because all rooms need to be ready for newcomers.

PRINCE HOUSE DORMS (BOT)


If you are offered to a room in the Prince House Dorms, you 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 your first-month rent. Your room reservation will be cancelled if you don't pay by the deadline (August 20, 2012 for the first semester, January 20, 2013 for the second semester).

If you 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 male and female, on separate floors (the 2nd to the 8th floors for male students and the 9th to the 14th floors for female students; the first floor is mixed, with separate 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
Chapter 3 Housing

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 when you arrive.)
- 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 is in the same condition as when you moved 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. When showering, please close the bathroom door 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.
- No visitors are allowed to stay overnight. Violation of Article 15 of the NTU BOT Regulations may result in rustication by the counselor. A one-month rent may be assessed as a fine against the resident student.

CHECK-IN PROCEDURE

Step 1
Go to the reception desk on the first floor: 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, you will receive a copy of the Accommodation Agreement, Accommodation Information / Room Inventory and Condition Form, an access card, and a set of room keys. You should check all the properties based on the Use and Custody of Properties Card to see if there is any damaged/missing item. After checking, sign the Card, then return it to the reception for record.
Step 4
Pay a two-month deposit at the reception within three days of 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 you move in until the end of your exchange semester. If you move out before your 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. Photocopy of your passport
2. Move-out application form
3. Deposit receipt (if it is lost, you should sign a deposit receipt affidavit of loss)
4. A photocopy of graduated certificate*

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

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. Please be responsible for ensuring that the information on record is up-to-date to facilitate the issuance of refunds.

CONTACT DETAILS
If you wish to send packages to Taiwan by shipping, you can contact the Prince House in advance: indicate your name and room number clearly on the package. Here are a few addresses you might find useful when applying for visa or entering Taiwan.

Prince House - NTU ShuiYuan Dorms（太子學舍- 臺大水源舍區）
No.16-1, Siyuan Street, Taipei 10087, Taiwan (ROC) 臺北市中正區10087思源街16-1號
(No. 16-2 for Bldg. A, No. 16-3 for Bldg. B, No. 16-5 for Bldg. C)
Contact : 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】Mr. Andrew CHEN 陳建馨 先生
Tel: +886 (0)2 2363 1066 ext 20174
tigerchen@ntu.edu.tw

【Building C】Mr. Charlie CHE 車仁鵬 先生
GUO QING DORM (IYC)

Guo Qing Dorm provides double rooms for exchange/visiting students. Students cannot request a single room or choose roommate(s). The second and fourth floor are mixed, with separate 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
Chapter 3 Housing

- Hairdryer/Other Electronics Appliances
- Telephone Service (Each room is equipped with an internal telephone; however, you are only allowed to receive calls rather than call 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 you wish to send packages to Taiwan by shipping, you should arrive at the Guo Qing Dorm earlier than the 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)
[台北市大安區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
haiyinhstu@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), 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)2 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
Chapter 4

Studying at NTU

NTU has acquired a reputation for academic excellence and cutting-edge research, right in the heart of Asia. On our campus, you can take advantage of Taiwan’s fullest range of academic programs. This chapter guides you through academic administrative matters such as course enrollment and transcripts.
COURSE INFORMATION

All exchange/visiting students can take courses offered by departments/institutes other than their majors at NTU. 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” on NTU’s English homepage at www.ntu.edu.tw/english.

To search a course, you need to select the academic year. Simply note 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 might 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 can 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 junior undergraduate students. Some graduate (Master or PhD) courses are not open to undergraduate 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 conflicting class schedules or 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 Curriculum Number

Curriculum 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, refer to the university website at 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 take place on the main campus and their location numbers are usually shown on NTU map (see the map attached). Courses offered by the Colleges of Social Science, Medicine and Public Health are often held on those Colleges' 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>Hours</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>

THE COURSE ENROLLMENT PROCESS CONSISTS OF FOUR PARTS

Visit the website at https://my.ntu.edu.tw and find “Online Course Selection System” in “Courses” section. 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.

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. If the course is full or unavailable then you cannot add it to your list at this stage.

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

Step 4: Confirm Course Selection Results Online (Oct 01–05, 2012) / (Mar 11–15, 2013)

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.

COURSE ENROLLMENT

OIA SUGGESTIONS FOR EXCHANGE/ VISITING STUDENTS:
1. Both local and exchange/visiting students are eligible for NTU’s Online Course Selection System. For questions regarding course selection or course description, please consult directly with your NTU student volunteer or the instructor/department.

2. Please read the Guidelines for Course Selection and Enrollment provided by the Office of Academic Affairs at http://reg.aca.ntu.edu.tw/selcou/selcou-eng.doc. You can also download the guidelines from the Online Course Information website https://nol.ntu.edu.tw/nol/coursesearch/index.php?lang=EN.

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 simply for your reference; it 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.
Chapter 4 Studying at NTU

Steps for Studying at NTU

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

After classes begin, you may attend all the classes that you wish 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]

You must confirm your course selection results online, no matter whether you make course add/drop or not, in the fourth week after classes begin. Please visit my NTU at https://my.ntu.edu.tw and click on “Course Selection Results” in “Courses” section, 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 we offer a variety of levels. Students will be assigned to appropriate levels after a replacement test. There is no need to select the General Chinese Course online. The assigned class will be shown on each student’s course selection results from October 1 (First Semester) and March 11 (Second Semester).

Registration schedule

- One week before the semester starts
  - Registration and Placement Test
    - Saturday, September 08, 2012
    - Wednesday, February 20, 2013

- First Week
  - Placement test results are announced
    - Friday, September 14, 2012
    - Sunday, February 24, 2013

- Second Week
  - NTU General Chinese Course starts
    - Monday, September 17, 2012
    - Monday, February 25, 2013
  - Deadline of the class switch
    - Friday, September 21, 2012
    - Friday, March 1, 2013
Chapter 4: Studying at NTU

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 Intermediate 1-3 Advanced</td>
<td>Elementary High-Intermediate</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 Mon, Wed, Fri 8.10 -10am</td>
<td>Morning Tue, Thu 8.10 - 10am</td>
</tr>
<tr>
<td></td>
<td>Or Evening Mon, Wed 6.30 - 9.15pm</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>Complimentary</td>
<td>Complimentary</td>
</tr>
</tbody>
</table>

* Note
1. If you plan to take the NTU General Chinese Course, you will need to take the registration and placement test.
2. The NTU General Chinese Course offers morning and evening classes, with the same content.
3. Generally, NTU awards no more than 3 credits for language courses; please note that credit transfer could be reevaluated and determined by your home university.
4. NTU awards no credit for the Enhancing Course, and course information will not be shown on the course selection system. Please note that credit transfer could be reevaluated and determined by your home university.

Other Chinese Programs

If you are looking for intensive Chinese course providing personalized instructions in a small class, you are recommended to attend the following 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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact hours</th>
<th>15 hr/wk X 12 weeks</th>
<th>6 hr/wk X 14 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>TWD 32,000</td>
<td>6 hr/wk: TWD 30,000</td>
</tr>
<tr>
<td>Academic credits</td>
<td>Certificate will be conferred upon program completion.</td>
<td>9 hr/wk: TWD 45,000</td>
</tr>
</tbody>
</table>

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

NTU CREDIT POINTS AND GRADING SYSTEM

CREDIT POINTS

The credits required for an undergraduate/graduate degree vary between departments. Generally, you should complete at least 128 credits for a bachelor’s degree, and at least 24 credits for a master’s degree.

The credit points of NTU courses are based on the total class hours in a semester: 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 (a 6 credit reduction may be allowed under certain conditions).

Please note:
The credit points do not represent the courses’ workload. According to the arrangement of each course, additional hours for examination preparation and independent study may be required after classes.
For information related to credits for each course, please visit the NTU Online Course Information.

**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Letter Grading System</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 1.30–4.30pm. The Second Semester registration for newcoming students is on Feb 18-19, 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 registration.

For college or department level exchange students, please consult your host college/department office directly; your registration is separate.

**REGISTRATION PROCEDURES FOR THE 1ST EXCHANGE SEMESTER**

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

**Step 1**

You will receive a registration form and payment sheet at the reception desk on the Orientation day (Sep 05, 2012/Feb 17, 2013), otherwise please find your regional manager at the OIA to get your documents on the Registration day.

**Step 2**

Please bring your payment sheet to either the convenience store (e.g. 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 computing facilities.
- Accommodation fee (for Guo Qing Dorm tenants)
- Tuition fee (for visiting students)
- NTU Visiting Students are required to pay the Program Fee upon applying, and the Tuition Fee at any bank or post office in Taiwan 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 the OIA.

**Students who will take courses from the registered department/institute are strongly advised to visit their host department office to inform of their arrival at NTU.**
REGISTRATION PROCEDURES FOR THE 2nd EXCHANGE 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 must download and print out the 2nd semester payment sheet. Please find “Tuition and Miscellaneous Fees and Payment” in “Students” section on the my NTU website [https://my.ntu.edu.tw/](https://my.ntu.edu.tw/) and log in with your NTU student ID number and the password. You can pay the tuition at any 7-Eleven convenience store or Post office. If there is any modification of your accommodation, please confirm it with the Student Housing Service Division first before you pay.

**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**

To change your exchange/visiting period, you must apply before the deadline (December 01 for the first semester and June 01 for the second semester) and follow the procedure below:

If you are exchange student, approvals from both NTU and your home university are required if you wish to extend or shorten the exchange period. The request for extension will be considered according to the parity situation. If there is no extra quota between the two universities during that year, an extension will not be approved.

If you are a visiting student, and you wish to extend the visiting period, you may contact the OIA directly.

The maximum of exchange/visiting period is one academic year. If you have already applied for a one-year exchange/visiting program, no further extension will be approved.

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**Step 1:** Student asks for approval from his/her home university coordinator.

**Step 2:** Coordinator agrees and confirms with OIA by email. 
Deadline: Dec 01 (First Semester) & June 01 (Second Semester)

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. However, if you are an exchange student and your home university has bilateral scholarship agreements with NTU, you are eligible for the NTU Scholarship if you are nominated by your home university coordinator. The list of the universities that have bilateral scholarship agreements with NTU can be found on the OIA website.

The NTU Scholarship offers a stipend of TWD 12,000 per month, for a maximum of 10 months (September–January for the First Semester and February–June for the Second Semester). According to Ministry of Education guidelines, all scholarships must be transferred to Post Bank accounts. Therefore, scholarship awardees should open a post office bank 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.

Remark: if you enroll in the First Semester, the scholarship of September and October will be issued together in October; if you enroll in the Second Semester, the scholarship of February and March will be issued together in March.

If you leave Taiwan earlier than your supposed exchange period, your scholarship of the remaining months will be cancelled automatically.

If you are the recipient of the allowance of Erasmus Mundus MULTI Program, the allowance will be issued in the same way as the NTU scholarship (mentioned above), and you too should open a post bank account. Allowances for the first two months will be given together in the second month after you’ve arrived in Taiwan and enrolled in NTU.

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. Make sure you bring 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 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.
GRADES AND OFFICIAL TRANSCRIPTS

A few weeks after the final exams, you will be able to check your semester grades online at https://my.ntu.edu.tw. Click on “Grades Inquiries” in “Students” section. 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.

The 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 one to two months after the end of your exchange period for the transcripts to arrive; sometimes it may take longer depending on when all students’ final grades become available.

For visiting students who apply individually, the OIA will send both copies of transcripts to your mailing address that you gave when you applied.

If you need copies of your transcript when your 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. 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.

The OIA will send two copies of your transcript free of charge. For extra copies (TWD 20) or any questions concerning your transcript after leaving Taiwan, you can contact the Office of Academic Affairs directly by email, supplying 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: Ms. Pan, alissapan@ntu.edu.tw

CREDIT TRANSFER

To transfer the credits back to your home university, please consult the relevant administration at your home university. For the explanation of NTU credits points and grading system, please refer to pages 57-58.
Chapter 5  
CAMPUS LIFE

This chapter has a range of useful tips and information relating to your stay.

Facilities

■ GLOBAL LOUNGE (3F, Second Student Activity Center; map reference No. 23)
  http://global.ntu.edu.tw
  Usual opening hours: Monday to Sunday, 8am to 10pm
  During summer and winter vacations: Monday to Friday, 8am to 5pm

The Global Lounge was jointly established by the OIA and by the Office of Student Affairs. It provides a satellite TV wall showing live broadcast by a selection of global channels, as well as an international conference room which can be reserved for meetings. There is also an open area facilitating cultural exchange between international and local students.

The Global Lounge student management team is composed of a number of student clubs, who will plan activities, manage rules and regulations, keep the website up to date and provide various services. You will find student assistants who can speak fluent English and who will be happy to provide advisory services regarding life on campus and studying abroad.

■ 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 Avenue, the General Library is NTU’s main library. It is the largest university library in Taiwan. In addition, there are 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 a popular place where many students like to stay and study between and after classes. On the fourth floor, there is a Multimedia Center containing a large collection of classical films and audiotapes. On the B1 level, you can use a large, comfortable 24-hour study room.

You will be asked to present your student ID card when you enter the library.
The CTLD provides you with useful information and support to lend more depth to your studies at NTU. The Center holds various activities such as Learning Strategies Workshops, E-Learning Workshops, and “More Than Intelligence” Speech Series. In addition, the CTLD offers a large variety 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 their schoolmates who are experiencing academic difficulties. You can visit the CTLD website to:

• book a consultation
• find a student tutor who is willing to help international students

The CTLD has established two Learning Commons, equipped with consultation rooms, meeting rooms and a cozy open space available for group studies and discussion. They are located on the B1 level of the General Library and on the fourth floor of the Liberal Education Classroom Building respectively.

The main office of the CTLD is on the fifth floor of the Liberal Education Classroom Building.

The Computing and Information Networking Center offers a 24-hour free computing service to NTU students. The Center is secured by gate control – remember to bring your student ID card.

In the Center, you can surf the Internet and run various kinds of applications. Simply login at a computer, using your student ID number and the password you’ve set for your NTU email.

Black and color laser printing services are both available. NTU offers you a free printing quota worth TWD 100, each semester. After your printing quota is used up, you can add value at the counter. Note that an unused unit may not be refunded nor transferred to another user’s account.

The Center applies strict rules against pornographic websites and playing games. Violation will result in the suspension of your rights of access.

If you have any questions, please contact the employees at the counter.

Visit https://web3.cc.ntu.edu.tw/p/s/login3/p1.php to activate it and change your password. Your account is your student ID number (student ID @ntu.edu.tw); the initial password is the letter ‘a’ followed by your birth month and day in Arabic numerals (MMDD). For example, if your date of birth is January 30, then the initial password is a0130. This NTU account will also give you access to several other online services at NTU.

Every NTU student, employee and faculty can access the NTU Campus Wireless Service. You may access the ‘ntu’ network through your NTU email account and password; however, to access the ‘ntu_peap’ network, another username is required – the device will automatically connect to the network after configuration.

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

The Health Center on the main campus is staffed by NTU hospital. You will find it at the end of Royal Palm Avenue, near the General Library. The Center provides various medical services, including: family medicine, ophthalmology, dermatology, otolaryngology, gynecology, dentistry and simple surgery. Other services, such as common blood tests, pap smear, dental scaling, abdominal sonography, physical therapy and plain x-ray studies are also available. We recommend that you 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.
Chapter 5 CAMPUS LIFE

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 of the day of appointment.)

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

SPORTS CENTER [綜合體育館(新體)]

Studying at NTU means you have access to an impressive range of well-maintained sports and exercise facilities. Governed by the Athletic Department, the NTU Sports Center (The “New Gym”) consists of a swimming pool, a gymnasium, badminton courts, squash courts, table tennis, etc. To use certain facilities, NTU students need to pay maintenance fees (except for students of particular Physical Education courses). The outdoor track and field, the basketball court, the tennis court, and the football court are situated next to XinSheng South Road.

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

Located across from the 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, simply visit the Counseling Center or sign up at https://host.cc.ntu.edu.tw/Counsel/notice.aspx.

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

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

The NTU Resource Room offers extra support to any student who has physical challenges. The current service includes counseling, academic tutoring, assisting equipments for students with mobility limitations, arrangements of special exams and classroom settings, etc.

CAMPUS MAP

Afraid of getting lost on campus?
To know your way and the buildings on campus, you may check the very handy http://map.ntu.edu.tw/ntu-eng.html, or download the latest map from 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. They contain directory, event, calendar and other map services.

IN AN EMERGENCY

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 answer to you at all times.
   - On-campus Emergency (Campus Security 24HR) +886 (0)2 3366 9110
   - Student Emergency Assistance (Student Safety Division 24HR) +886 (0)2 3366 9119

2. Campus Emergency Phones: no need to dial, just pick up and speak of your emergency.
3. To report the emergency in time and take the potential traffic time into consideration, 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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<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. (Chinese, Japanese, English). 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 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). Outside office hours (8am - 5pm), you can visit the NTU Hospital. In a case of emergency, you are advised to report to the dorm counselors 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, Chung Shan South Road, Taipei City (臺北市中山南路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 an 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, 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

### Renewal of Student ID card:

If you’ve lost your Student ID card, to apply for a new card simply:

1. Log into my NTU Services https://my.ntu.edu.tw to register for Student ID card lost.
2. Visit the Cashier Division and pay the renewal cost of TWD 150, 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 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 403
Room 210, 2nd floor, Administration Building
BICYCLE AND SCHOOL SHUTTLE

■ BICYCLES
Bicycles are used by most students on campus for their convenience. There’s a bike shop next to the College of Liberal Arts, where you can buy a new bicycle and have your bicycle repaired. There are also bike sellers on Xinhai Road (辛亥路). One of the best deals for exchange students is the second-hand bike auction, held several times a semester at the Shuiyuan Campus [水源校區].

Only registered bikes are allowed to be parked on campus. Attach the campus ID sticker to your bike then park in the marked parking spaces. Illegally parked bicycles may be towed to the Shuiyuan Campus.

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

■ SCHOOL SHUTTLE BUS
If you are commuting between the Main Campus and the College of Medicine, the College of Social Sciences, or the Academia Sinica, the convenient school shuttle bus is at your service. You can travel free of charge by simply showing your NTU student ID to the driver.

The school shuttle bus stops at the Fu Bell on the main campus, and at the branch campuses of the College of Social Science and of the College of Medicine. The bus runs from Monday to Friday, from 7am to around 6pm (no operation on national holidays, school holidays, or winter and summer vacations).

You can download the campus shuttle bus schedule from the Office of General Affairs’ website: 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 can also easily take the MRT to reach the NTU campuses by yourself.

WORKING
Exchange/visiting students are not allowed to work in Taiwan because they do not fill the requirements for work permits. If you hold a job without a work permit, you could be fined TWD 30,000 to 150,000. On the other hand, it is fine if students are interested in doing a no-pay internship or volunteer work.
STUDENT ORGANIZATIONS & CAMPUS ACTIVITIES

NTU is an active campus: there are hundreds of clubs and students societies, making the academic year full of student events. Please browse the NTU clubs overview at [http://activity.osa.ntu.edu.tw/English/Club](http://activity.osa.ntu.edu.tw/English/Club)

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

TRANSPORTATION

**TAIPEI METRO/MASS RAPID TRANSIT (MRT)**

You can take the Taipei MRT at Gongguan Station on Roosevelt Road with your NTU student ID card – it can function as an Easy Card.

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 MRT stations, and at most convenience stores in the Greater Taipei Area.

**TAIPEI BUS**


Buses in Taipei can take you to many more places than the MRT does. To come to NTU by bus, we recommend you arrive at your bus stop 10 to 15 minutes in advance in case traffic is congested at peak hours.

**LONG DISTANCE BUS**

You can purchase long distance bus tickets directly from the bus drivers, in cash (no change given), or at counters of the Main Bus Station located next to Taipei Railway Station (change given). The two main bus companies are (in Chinese only):

- King Bus (Kuo-Kuang Motor Transport) [國光客運]: [www.kingbus.com.tw](http://www.kingbus.com.tw)

**TAIWAN RAILWAY**

Taiwan Railway provides rail services over an extensive network around Taiwan, at competitive prices. The services cover major sightseeing regions. Two lines travel down the west coast, three lines cross the north, and several other lines serve the island’s southern and eastern regions.

**TAIWAN HIGH SPEED RAIL**

The Taiwan High Speed Rail operates since 2006. It only takes about 1.5 to 2 hours to travel from Taipei to Kaoshiung’s Zuoying Station.

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 Chinese and English.


Some other useful resources for foreigners in Taiwan:

2. Service Hotline +886 0800 024 111
3. [www.tealit.com](http://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](http://www.communitycenter.org.tw) (The Community Services Center, providing counseling services for a wide range of aspects on a 24/7 basis)
# APPENDICES

## 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>First Semester course information available online</td>
<td>Second Semester course information available online</td>
</tr>
<tr>
<td><strong>August</strong></td>
<td><strong>January</strong></td>
</tr>
<tr>
<td>20-23</td>
<td>14</td>
</tr>
<tr>
<td>1st online course selection period</td>
<td>1st online course selection period</td>
</tr>
<tr>
<td>28-30</td>
<td>29-31</td>
</tr>
<tr>
<td>2nd online course selection period</td>
<td>2nd online course selection period</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td><strong>February</strong></td>
</tr>
<tr>
<td>3-4</td>
<td>4-18</td>
</tr>
<tr>
<td>Group airport pick-up</td>
<td>Registration for current students</td>
</tr>
<tr>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Dorms check-in begins</td>
<td>Chinese New Year's Eve</td>
</tr>
<tr>
<td>5</td>
<td>10-17</td>
</tr>
<tr>
<td>Orientation for new coming Exchange/Visiting students</td>
<td>Chinese New Year Holiday</td>
</tr>
<tr>
<td>6</td>
<td>16</td>
</tr>
<tr>
<td>Registration for new coming Exchange/Visiting students</td>
<td>Group airport pick-up</td>
</tr>
<tr>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td>General Chinese Course registration &amp; placement test</td>
<td>Orientation for new coming Exchange/Visiting students</td>
</tr>
<tr>
<td>10</td>
<td>18</td>
</tr>
<tr>
<td>First Semester classes begin</td>
<td>Second Semester classes begin</td>
</tr>
<tr>
<td>Online course add/drop begins</td>
<td>Online course add/drop begins</td>
</tr>
<tr>
<td>14</td>
<td>18-19</td>
</tr>
<tr>
<td>Announcement of the results of General Chinese Course placement test</td>
<td>Registration for new coming Exchange/Visiting students</td>
</tr>
<tr>
<td>17</td>
<td>20</td>
</tr>
<tr>
<td>General Chinese Course begins</td>
<td>General Chinese Course registration &amp; placement test</td>
</tr>
<tr>
<td>22</td>
<td>25</td>
</tr>
<tr>
<td>Deadline for online course add</td>
<td>General Chinese Course begins</td>
</tr>
<tr>
<td>23</td>
<td>28</td>
</tr>
<tr>
<td>Deadline for online course drop</td>
<td>Peace Memorial Day (holiday)</td>
</tr>
<tr>
<td>30</td>
<td>29</td>
</tr>
<tr>
<td>Mid-Autumn Festival (holiday)</td>
<td>Second Semester classes end</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>11</td>
</tr>
<tr>
<td>National Day (holiday)</td>
<td>Course selection results available online</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td><strong>April</strong></td>
</tr>
<tr>
<td>5-9</td>
<td>4-7</td>
</tr>
<tr>
<td>Midterm exam period</td>
<td>Spring Break (no class)</td>
</tr>
<tr>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Study Abroad Fair</td>
<td>Deadline for confirming course selection results</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>NTU Anniversary (no class)</td>
<td>Midterm exam period</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>7</td>
<td>17</td>
</tr>
<tr>
<td>Deadline for course withdrawal</td>
<td>Deadline for course withdrawal</td>
</tr>
<tr>
<td>31</td>
<td>12</td>
</tr>
<tr>
<td>Day off (make-up on Dec 22)</td>
<td>Dragon Boat Festival (holiday)</td>
</tr>
<tr>
<td><strong>2013</strong></td>
<td><strong>June</strong></td>
</tr>
<tr>
<td><strong>January</strong></td>
<td>14</td>
</tr>
<tr>
<td>1</td>
<td>Second Semester classes end</td>
</tr>
<tr>
<td>New Year Holiday</td>
<td>17-21</td>
</tr>
<tr>
<td>4</td>
<td>Final exam period</td>
</tr>
<tr>
<td>First Semester classes end</td>
<td>Final exam period</td>
</tr>
<tr>
<td>7-11</td>
<td><strong>July</strong></td>
</tr>
<tr>
<td>Final exam period</td>
<td><strong>December</strong></td>
</tr>
<tr>
<td>14</td>
<td>21</td>
</tr>
<tr>
<td>Winter Vacation begins</td>
<td>General Chinese Course ends</td>
</tr>
<tr>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Summer Vacation begins</td>
<td>Summer Vacation begins</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* 天文物理研究所
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 養殖學系
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
Information Management 資訊管理學系
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* 口腔生物科學研究所

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
Immunology* 免疫學研究所
Biomedical Engineering* 醫學工程研究所
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
Biochemistry and Molecular Biology* 生物化學暨分子生物學研究所
Brain and Mind Sciences* 脳與心智研究所
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
Life Science 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 動醫學系
Veterinary Clinical Science * 臨床動物醫學研究所
Molecular and Comparative Pathobiology * 分子與比較病理生物學研究所

*Star signs indicate Graduate Institute only

NTU EXCHANGE PARTNERS (Updated in January 2013)

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 麥考里大學
University of Melbourne 墨爾本大學
University of New South Wales 新南威爾斯大學
The University of Queensland 昆士蘭大學

AUSTRIA 奧地利
Johannes Kepler Universität Linz 林茲大學

BELGIUM 比利時
Universite 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 西門菲沙大學
University of British Columbia 英屬哥倫比亞大學
University of Ottawa 滑鐵盧大學
University of Toronto 多倫多大學
University of Victoria 維多利亞大學
University of Waterloo 水校大學

CHILE 智利
Pontificia Universidad Católica de Chile 智利天主教大學

CHINA 中國大陸
Beihang University 北京航空航天大學
Beijing Normal University 北京師範大學
China Agriculture University 中國農業大學
Chongqing University 重慶大學
Dalian University of Technology 大連理工大學
Fudan University 復旦大學
Guizhou University 貴州大學
Harbin Institute of Technology 哈爾濱理工大學
Huazhong University of Science and Technology 華中科技大學
Inner Mongolia University 內蒙古大學
Jilin University 吉林大學
Lanzhou University 兰州大學
Liaocheng University 青島大學
Nanjing University 南京大學
Nankai University 廣開大學
Peking University 北京大學
Renmin University of China 中國人民大學
Shandong University 山東大學
Shanghai Jiao Tong University  上海交通大學  
Sichuan University  四川大學  
Southeast University  東南大學  
Sun Yat-sen University  中山大學  
Tianjin University  天津大學  
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  
Wuhan University of Technology  武漢理工大學  
Xi’an Jiaotong University  西安交大  
Zhejiang University  浙江大學  

THE CZECH REPUBLIC  捷克  
Charles University in Prague  查理士大學  
Masaryk University  馬薩里克大學  

DENMARK  丹麥  
University of Copenhagen  哥本哈根大學  

FINLAND  芬蘭  
University of Helsinki  赫爾辛基大學  

FRANCE  法國  
Ecole normale supérieure de Cachan  卡相高等學院  
Ecole Polytechnique  巴黎高等綜合理工學院  
École Supérieure d’Electricité (Supélec)  電力高等學院  
Institut d’Études Politiques de Paris (Sciences Po)  巴黎高等政治學院  
MINES ParisTech  巴黎高等礦業學院  
Université Catholique de Lille  里爾天主教大學  
Université Jean Moulin Lyon 3  尚羅蘭里昂第三大學  
Université Joseph Fourier Grenoble  科諾伯勒第一大學  
Université de Montpellier 2  蒙貝利耶第二大學  
Université Pierre et Marie Curie  慕尼黑大學  

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  
Karlsruher Institut für Technologie  卡爾斯魯大學  
Ludwig-Maximilians-Universität München  慕尼黑大學  
Ruhr – Universität Bochum  魯耳波洪大學  
Ruprecht-Karls-Universität Heidelberg  海德堡大學  
RWTH Aachen Universität  慕尼黑工業大學  
Technische Universität Berlin  柏林工業大學  
Technische Universität Dortmund  多特蒙工業大學  
Technische Universität München  慕尼黑工業大學  
Universitat Bonn  波昂大學  
Universität Hamburg  漢堡大學  
Universität Mannheim  曼漢姆大學  
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  東北國際大學  
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  
Kansai University  播西大學  
Kobe University  神戶大學  
Kwansei Gakuin University  播西學院大學  
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  
Nihon University  日本大學  
Ochanomizu University  御茶水女子大學  
Okayama University  岡山大學  
Osaka University  大阪大學  

<table>
<thead>
<tr>
<th>Country</th>
<th>University Name</th>
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<tbody>
<tr>
<td>Russia</td>
<td>Lomonosov Moscow State University 莫斯科国立大学</td>
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<td></td>
<td>Saint Petersburg State University 圣彼得堡国立大学</td>
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<td>Saudi Arabia</td>
<td>King Abdullah University of Science and Technology (KAUST) 阿布杜拉国王科技大学</td>
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<td>University of Groningen 聖尼寧大學</td>
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<td>Utrecht University 艾旭特大学</td>
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</table>
The above is a list of partner institutions which have university-level student exchange agreements with NTU.
<table>
<thead>
<tr>
<th>法令</th>
<th>違法樣態</th>
<th>行為</th>
<th>罰則</th>
</tr>
</thead>
<tbody>
<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>Acts of making noises or a clamor at minight which obstructing tranquil order</td>
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<td>Refusal to tell law enforcement police officer lawfully engaged of his/her official duties your name, current address or making a false statement when they check your identification</td>
<td>三日以下拘留或新臺幣一萬二千元以下罰鍰</td>
</tr>
<tr>
<td>妨害公務</td>
<td>妨害公務 Offenses 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>Assembling a crowd and clamoring that cause a interference of public functions</td>
<td>六月以下有期徒刑、拘役或一百元以下罰金</td>
</tr>
<tr>
<td>刑法</td>
<td>妨害公務 Offenses of interference with public functions</td>
<td>Violent act or threat to public officials when they are in the line of duty</td>
<td>Imprisonment under three years, detention, or a fine under TWD 300</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 6 months or a detention, with fine or being fined under TWD 100</td>
</tr>
</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。

~ 臺北市政府警察局大安分局 關心您 Daan Police Precinct ~

報案電話Report line : 110