Dear International Scholars,

Welcome to National Taiwan University! Your presence here adds a new dimension to our campus. You have joined students and scholars from around the world to study, teach, conduct research, and live in our University. For over thirty years, students and scholars from over 50 countries have joined NTU, and their experiences are deeply ingrained in the rich heritage of this University.

Taiwan is an island full of diversities and novelties. We understand the challenges you may experience when entering a new society and culture that are different from your own. My staff at the Office of International Affairs (OIA), the administrative team of NTU, and your host department will do their best to help you with practical matters, provide the information you need, and assist you to deal with problems you may encounter.

On behalf of National Taiwan University, I would like to sincerely welcome you again to become part of this international community. The information provided in this handbook is designed to help familiarize you with your new environment. We hope you will find the information in this handbook useful and enjoy learning more about us. Hope your experience at National Taiwan University as well as in the lively city of Taipei will be a rewarding one.

Sincerely yours,

Tung Shen, Ph.D.

Dean of Office of International Affairs
National Taiwan University
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1. Pre-departure Preparation

You need a valid visa to enter Taiwan and an insurance policy for employment. Your host department or institute and the OIA staff will assist you to prepare the required documents and guide you through the application process. The following is some useful information for your reference.

A. VISA AND WORK PERMIT

* Entering Taiwan

You need a valid visa or a work permit if you plan to stay in Taiwan for work. Please read the following carefully.

Work permit (for foreign professionals)
A work permit for foreign professionals allows you to accept paid employment in Taiwan and is the first Taiwan ID you need to apply for. As long as a work contract is signed with NTU, you will receive a permit from the Council of Labor Affairs (CLA) through the University. With the permit you can apply for entry visa at the Taiwan representative office in your country. If you are already in Taiwan, you should apply for a change of visa at the Bureau of Consular Affairs after you receive the work permit.

In general, a work permit issued to foreign professionals is valid for up to three years. However, a shorter permit will be issued to holders of a contract for a shorter period of employment. Within 15 days after the arrival, you should apply for an Alien Resident Certificate (ARC) at the foreign affairs division of Taipei City Police Department. For information about tax, health insurance, etc, please visit here:

**Resident visa:**
If you intend to stay for more than 6 months or 183 days for work, you should apply for a resident visa. You will need the following documents:

1. Visa Application form
2. Two 2X2 inch photos taken in the last six months.
3. Original passport valid for at least six more months
4. A photocopy of your passport.
5. Original copy of NTU Proof of Employment or Work Contract plus one photocopy.
6. Proof of employment from the NTU Personnel Office or the National Science Council.
7. Work Permit or other supporting documents from authorized departments of the ROC.
8. Health certificate (if applicable).

* If your spouse and children are coming with you, please bring along a notarized marriage certificate and birth certificates for the application.

**Application Fee (Last revised by the Government Information Office, 10/1/2007)**
- Processing Fee (Applicable to citizens of the United States): US$100
- Single-Entry Resident Visa: US$66
- Multiple-Entry Resident Visa: US$132
- Expedited Service Fee: additional 50% of the regular Visa Fee
(All visa application fees are non-refundable)

* Resident Visa holders are required to apply for the Alien Resident Certificate and Re-entry Permit at the local office of The Immigration Agency within 15 days after their arrival.
* Application Procedures

**Flow Chart For Resident Visa Application**

1. Submit visa application to the Bureau of Consular Affairs
2. Submit visa application to the overseas missions of the Republic of China (ROC)
3. The consular officer will examine the application, and request an interview if necessary.
4. Rejection
   - The consular officer will examine the application, and request an interview if necessary.
   - Issuing visa
   - Rejection
5. Send visa application to the Bureau of Consular Affairs for further examination
6. Notify the overseas mission to issue visa
7. Notify the overseas mission to reject visa
8. Enter the ROC with resident visa
9. Apply for an "Alien Resident Certificate" (ARC) and re-entry permit at the local city/country police headquarters
10. Request city/country police headquarters to extend the validity of ARC and re-entry permit before they expire
* Visa Sample

1. Visa Type
2. Enter Before
3. Duration of Stay
4. Entries
5. Visa Number
6. Remarks

* For more information, please visit here:
**Alien Resident Certificate (ARC)**

After obtaining a resident visa, you need to apply for an Alien Resident Certificate (ARC) within 15 days after your arrival in Taiwan. Please bring the following documents to the Foreign Affairs Division of the Taipei City Police Department:

2. Two 2 x 2 inch photos (2 photos for first-time applicants; 1 photo for applicants of ARC extension)
3. Original passport and one photocopy
4. Resident Visa and one photocopy
5. Original Faculty ID card and one photocopy
6. Application fee NTD $1,000 (approximately USD $33)

An ARC may be valid for up to three years depending on your employment condition. ARC holders are required to carry their ARC with them all the time. Please extend your ARC at least 15 days before the expiration date. The bearer of an expired ARC faces a fine and possible deportation.

For dependents, please show residence record, their Alien Resident Certificates, and proof of family relationship (such as marriage certificate, birth certificate, etc.). All documents should be notarized in advance.

**Visa extension guidelines:**

1. The valid period of stay is calculated from the first day of entry.
2. Holders of landing visa or with visa exemption status are not eligible for visa extension.
3. Extension must be filed at least 15 days before the expiration date of the current visa.
4. The extended period of stay cannot exceed the expiration date of the visa.
5. The combined period of stay after the extension cannot exceed 6 months or 183 days.
6. For uncontrollable reasons leading to the possibility of a period of overstay, please contact the local service center of the National Immigration Agency in advance.

**National Immigration Agency**

内政部入出國及移民署

Address: No. 15, Guangjhou Street, Taipei / 台北市廣州街15號
Tel: 02-2388-9393#2637
Fax: 02-2361-1598
Information for Foreigner Line: 0800-024-111
Website: [http://www.immigration.gov.tw](http://www.immigration.gov.tw)

A work permit or ARC is not required for short-term visiting scholars, who can apply for a visitor visa instead. However, the valid duration of stay will be shorter. If you intend to stay for more than 183 days in Taiwan, you will need to apply for a resident visa.

**Visa Extension**

For resident visa holders, you will need to fill out an application form (multi-purpose application form for foreigners) and apply at the National Immigration Agency. Please prepare the following documents: passport (original and one photocopy; original passport will be returned after verification) and other related documents.
B. INSURANCE

International scholars who possess an ARC are required to enroll in the National Health Insurance (NHI) program. If you are a short-term visiting scholar on a visitor visa and unable to present documents for enrolling in the NHI, you may enroll in the insurance programs NTU provides.

* NTU Insurance Policy

NTU has an agreement with two insurance companies to provide coverage for visiting scholars. Your host department will assist you in finding the right policy for you.

The policy underwritten by Ding-hou Insurance is suitable for long-term visiting scholars and their dependents holding ARCs. The policy underwritten by Nan-shan Insurance is designed for short-term visiting scholars and their dependents. For more information about the two policies, please check the OIA website.

* National Health Insurance

National Health Insurance (NHI) is Taiwan’s mandated civil medical insurance plan which began in 1995. Under the system, patients pay a low fee for quality treatments and drugs in hospitals or clinics authorized by the NHI. Both ROC citizens and foreign residents are obliged to enroll in the NHI and are required to pay regular premiums. (In your case, you will be asked to enroll in the NHI on the first day after you arrive in Taiwan, and the premiums will be automatically deducted from your salary.)

The NHI operates on a limited “co-payment” basis, reducing the cost of medical care and medication for most patients. However, not every medical procedure is covered by the plan.

* NHI IC Card

You are required to fill out an “Application for the NHI IC Card” and provide necessary documents (plus two 2x2 inch photos taken within the last two months if you want a photo ID). Although you can get a pictureless NHI ID, you are strongly advised to obtain a photo NHI IC card. Please send your application and your documents to local NHI offices via mail or file your application at the nearest NHI offices.

If your NHI Card is lost, bring your ARC and NTD200 to the nearest NHI office to apply for a replacement card. The process will take about an hour, so you can pick up your new card the same day.

NHI IC Card sample

Taipei office of the Bureau of National Health Insurance
No.15-1, Gongyuan Rd., Zhongzheng District, Taipei City 10048
Telephone service center (for English): 02-2191-2006
2. Upon Arrival

The following information is provided to help you plan your arrival in Taiwan.

A. AIRPORT TRANSPORTATION

Transportation between the Taoyuan International Airport (formerly the C.K.S. International Airport) and Taipei City (where NTU is located)—a short journey of about 40km—is very convenient, and is usually served by taxi or bus or by a combination of both.

Taxi is the first choice. If you are carrying heavy luggage, you may consider taking a taxi directly to the main gate of NTU or to the dorm. 24-hour taxi service can be found at the arrival lobby in Terminals 1 and 2. The travel time is around 60 minutes. Total fare (no flag fall) is about NTD1,200 (approximately USD36).

A more economical way is to take a highway bus at the airport to get to Taipei, and hire a taxi to get to the NTU main gate or your dormitory.

You can purchase bus tickets at the ticket stalls of different bus companies at the airport terminals. Major bus companies include Evergreen Bus and Toward You Bus. The travel time is around 80 minutes. Fare: NTD150 (approximately USD5).

B. MONEY MATTERS

The following is information to help you deal with financial matters.

* Currency

The New Taiwan Dollar (NTD) bill comes in 5 denominations: NTD2000 (rare), NTD1000, NTD500, NTD200 (rare) and NTD100. The New Taiwan Dollar coins in circulation include NTD1, NTD5, NTD10, NTD20 (rare), and NTD50.

Currency exchange is convenient in Taipei City. There are around 400 banks which buy and sell foreign bills as well as traveler’s checks. Major hotels also provide money exchange service.
* New Taiwan Dollar notes and coins:
* Banking

Most banks open from 9:00 to 15:30, Monday through Friday. Hua-Nan Bank has a branch office on campus, and you can open a savings account at the campus postal office.

All banks offer customary services such as money deposit, money transfer, currency exchange, and online banking. The post office does all the above except currency exchange. You will need the following documents to open an account:

1. A valid passport
2. Alien resident certificate (ARC; if you don’t have one, please apply for an “Identity number basic information certificate”)
3. Faculty ID (or contract)
4. A name chop (or signature for Hua-Nan Bank accounts)
5. A minimum deposit (NTD100 for postal office, $1000 for Hua-Nan Bank)

You need a foreign currency account if you need to deposit foreign currency. The Hua-Nan Bank on campus provides this service.

With an NTD account, you can set it up to pay utility bills through the account automatically.

Before your departure from Taiwan, remember to bring your name chop, bankbook, and your ID to close your account and return your ATM card.

* ATM Card

It is safe and convenient to make deposits and withdrawals, transfer money, and check balances at ATM machines with an ATM card. Please note that maximum amount of withdrawal is NTD30,000 per use and NTD 100,000 per day, and the maximum transfer amount is NTD30,000 per day.

If your ATM card is lost, please call the 24-hour hotline or report the loss to the bank or to the post office. There may be a handling fee for a replacement card.

**ATM spots on the campus**

1. ATMs for Hua-Nan Bank:
   - Male Dorm 1 District
   - Hua-Nan Bank NTU branch (next to Lu-Ming plaza)
   - Administration building

2. ATMs for post office:
   - Hsiao-Fu plaza
   - Female Dorm 1

**Online information about accounts and currency exchange**

**Hua-Nan Bank**


Tel of NTU branch: 02-2363-1478

**Taiwan Post**

http://www.post.gov.tw/post/internet/u_english/bank_a_1.jsp

Tel of NTU branch: 02-2363-3435
C. HOUSING

NTU provides on-campus accommodation for full-time faculty members and visiting scholars with limited availability and will assist international scholars with other options:

* Dorms on Campus

NTU runs two types of dorms, the faculty and staff dorm and the visiting scholar dorm. Regular full-time teachers living with spouse, underage children, parents, or adult children with disability, are eligible to apply for faculty and staff dormitory. To apply, please contact the General Affairs Office at NTU (Tel: 3366-3428).

NTU has 26 family dorms and 30 single dorms for visiting scholars. All dorms are located on Chang-Xing street and Wen-Zhou street on campus. To apply, please contact the General Affairs Office at NTU (Tel: 3366-2234). For a list of dorms and their addresses, please see Chart 1.

* University Guesthouse and Campus Hotel

For short-term visiting scholars who do not meet the dorm application requirements, Lu Min Guest House provides on-campus accommodation with its 18 twin rooms and 8 double twin rooms, while the nearby Leader Hotel next to the Second Activity Building in the Management Corner offers full-service rooms (breakfast included) for your comfort.

* Off-campus Hotels

For short-term visits, you may also consider off-campus lodging. Both Howard International House (across from the NTU Sports Center) and The Howard Hotel (15-minute taxi ride) provide discounts for NTU international scholars (Chart 2).

In addition, NTU has an agreement with the Tsue Ma Ma Foundation, a major locator in town, to provide housing information and services to international scholars.
### Chart 1

<table>
<thead>
<tr>
<th>DORM</th>
<th>ROOM TYPE</th>
<th>NUMBER OF ROOMS</th>
<th>MONTHLY RENT (IN NTD)</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHANGXING STREET</td>
<td>FAMILY</td>
<td>19 SUITES</td>
<td>15,000</td>
<td>LANE 57 &amp; 85, CHANGXING STREET</td>
</tr>
<tr>
<td></td>
<td>SINGLE</td>
<td>6 SUITES (DOUBLE OCCUPANCY)</td>
<td>7,500</td>
<td>LANE 85, CHANGXING STREET</td>
</tr>
<tr>
<td>WENZHOU STREET</td>
<td>FAMILY</td>
<td>7 SUITES</td>
<td>24,000~27,000</td>
<td>LANE 22, WENZHOU STREET</td>
</tr>
<tr>
<td></td>
<td>SINGLE</td>
<td>24 SUITES (DOUBLE OCCUPANCY)</td>
<td>12,000</td>
<td>LANE 22, WENZHOU STREET</td>
</tr>
</tbody>
</table>

### Chart 2

<table>
<thead>
<tr>
<th></th>
<th>REGULAR RATE (PER DAY)</th>
<th>NTU DISCOUNT RATE (PER DAY)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEADER HOTEL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SINGLE ROOM</td>
<td>5,500+10%</td>
<td>2,550</td>
</tr>
<tr>
<td>TWIN ROOM</td>
<td>6,000+10%</td>
<td>2,950</td>
</tr>
<tr>
<td>DELUXE SINGLE ROOM</td>
<td>6,000+10%</td>
<td>3,250</td>
</tr>
<tr>
<td>LEADER’S SUITE</td>
<td>10,000+10%</td>
<td>4,900</td>
</tr>
<tr>
<td>EXECUTIVE SUITE</td>
<td>15,000+10%</td>
<td>5,600</td>
</tr>
<tr>
<td><strong>HOWARD INTERNATIONAL HOUSE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SINGLE ROOM</td>
<td>2,500+10%</td>
<td>1,800</td>
</tr>
<tr>
<td>TWIN ROOM</td>
<td>4,500+10%</td>
<td>3,300</td>
</tr>
<tr>
<td><strong>THE HOWARD HOTEL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SINGLE ROOM</td>
<td>8,500+10%</td>
<td>4,200+10%</td>
</tr>
<tr>
<td>TWIN ROOM</td>
<td>8,500+10%</td>
<td>4,650+10%</td>
</tr>
<tr>
<td>SUITE (FOR ONE)</td>
<td>125,000+10%</td>
<td>5,100+10%</td>
</tr>
<tr>
<td>SUITE (FOR TWO)</td>
<td>12,000+10%</td>
<td>5,500+10%</td>
</tr>
</tbody>
</table>
3. NTU Campus Life

The NTU campus offers a relax atmosphere in a park-like surrounding complete with modern facilities and all sorts of activities for the international scholar.

A. NTU VISITING FACULTY ID CARD

The NTU Visiting Faculty ID card is a smart card that comes with RFID and auto ID functions and doubles as an EasyCard. An EasyCard is a convenient fare card with stored value allowing you to ride on the subway or the city bus or to pay for roadside parking.

If you intend to stay for more than one month, you are eligible to apply for an NTU Visiting Faculty ID card. Please email the OIA office at intlscholar@ntu.edu.tw with your name and affiliation and attach a 2x2 scanned photo two weeks before your arrival. You will receive your faculty ID card after you register at the OIA office.

B. CAMPUS FACILITIES

* Computer & Information Networking Center

The Computer and Information Networking Center (CINC) opens 24 hours for NTU students and faculty members. CINC offers web space, e-mail accounts, poster printing, and wireless connection services.

Each faculty member is entitled to a free e-mail account and webpage FTP space (100MB capacity each). Free poster printing is available as a form of teaching support. Please fill out an online application and bring the hardcopy along with your graphic files to Room 311. This service is available Monday-Friday, from 8:30-11:30 AM, and from 1:30-4:30 PM. CINC also offers wireless Internet support. With a laptop properly set up, you can access the Internet from anywhere on campus.

CINC
http://www.cc.ntu.edu.tw/English/index.htm

* NTU Library

The NTU library system consists of many individual libraries. In addition to The General Library, there are two college libraries in the College of Medicine and the College of Law, plus some other department libraries around campus. The General Library (GL), situated at the end of the Royal Palm Blvd., is the main library and contains a rich collection of books and journals. You will need to present your faculty ID card to use the libraries.

To borrow materials from the GL, you need your faculty ID card or a borrower card. In general, library materials can be borrowed for up to 60 days. Please note that the borrower will be fined NTD $5 per day per book (no upper limit) if materials are overdue.

If you borrow books for research projects, you
may consider using priority service or long-time loan service.

The Multimedia Center is located on the fourth floor of the GL and houses a wide variety of materials including films and tapes. There are also other audio-visual facilities, such as Cable TV and online music channels for your use.

**NTUGL**
http://www.lib.ntu.edu.tw/ENGLISH/index_e.htm

* **NTU Health Center**

Located at the end of the Royal Palm Boulevard across from the 1st Student Activity Center near the NTU Library, the Health Center on the main campus is staffed by doctors from the NTU hospital.

The Center provides general medical care in the following areas: Family Medicine, Ophthalmology, Dermatology, Otolaryngology, Gynecology, Dentistry, and Simple Surgery. Also, common blood tests, pap smear, dental scaling, abdominal sonography, physical therapy and plain x-ray studies are available.

You can make appointments online or via telephone. The registration fee with a faculty ID is NT$50. For specific timetable and contact number, please see below:

**Online Registration:**
http://med99.healthcenter.ntu.edu.tw/

**Onsite Registration:**
08:20 a.m. - 11:30 a.m. & 01:20 p.m. - 4:20 p.m.

**Consultation hours:**
09:10 a.m. - 11:40 a.m. & 02:10 p.m. - 4:40 p.m.

**Telephone Appointment:**
08:10 - 09:00 a.m. & 01:10 - 02:00 p.m.

**Appointment number:**
02-3366-2175

**General number:**
02-3366-2155

* **Mailing Services**

Taiwan Post is the main organization which provides postal and banking services throughout Taiwan. Post offices are conveniently located on campus (1F in the Xiao-Fu complex) and at the MRT GongGuan Station. To open an account at the post office, you need to show the original and a copy of both your passport and your ARC and make an initial deposit of at least NT$100.

If you want to send a package or a 'snail' mail, you can check the postage rate online.

**Taiwan Post**
http://www.post.gov.tw/post/index.jsp

* **Sports Center**

The NTU Sports Center (The New Gym) houses a wide variety of sport facilities, including a heated indoor pool, badminton courts, squash courts, table tennis, and other facilities for students, faculty, and staff. The other sports center, The Old Gym, is located nearby, providing similar facilities plus an outdoor pool. You can also find track and field, basketball court, tennis court, and football court in areas around the two gyms.

**Sports Center**

* **On-Campus Dining**

There are many canteens, restaurants and food stands around campus to suit different tastes. Please turn to the Appendix for a list of NTU culinary choices or go to the following link:

http://homepage.ntu.edu.tw/~fss/coconet/index-en.html#dinningservices
* Laundry Facilities and Dry Cleaning

On-campus laundry and dry cleaning services are available near Xiao Xiao Fu. Please ask the clerks at the counter for help.

Tel: 02-2230-0986
Open Hours: 8:00 - 17:30 (Mon.- Sat.)

C. TRANSPORTATION

* Bicycles

It is convenient to travel on campus and around the neighborhood with a comfortable bike. There are bicycle stores on and outside the campus where you can find bikes and biking accessories as well as obtain repairing service. There are also frequent second-hand bike auctions at the Shui-Yuan Campus. Please note that you need to apply for a bike sticker at your department or at the General Affairs Division (GAD) with your faculty ID. Illegal bikes will be towed.

* Free Inter-Campus Shuttle Bus

If you also teach at the College of Medicine, or the College of Social Science, or the College of Law, or do research at the Academia Sinica, you may consider taking the school shuttle. You can get a free ride with your faculty ID. You will find the latest bus schedule in the Appendix or on the OIA website.

D. SCHOOL ACTIVITIES & FESTIVALS

* Faculty Extracurricular Activities

NTU is the ideal venue for arts festivals and sports as well as other leisure activities. For the latest information, please check the following link: http://homepage.ntu.edu.tw/~activity/english.htm

* Art

The NTU Office for the Promotion of Arts
The office hosts activities (such as exhibits and performances) and regular lectures on painting, music, dancing, and other similar subjects. You can find a list of scheduled activities and lectures in the link below: http://homepage.ntu.edu.tw/~ntuartpro/mainE.htm

NTU Lectures on Art
The NTU Lectures on Art series is organized by The Student Association of the College of Management. All lectures are given by established artists and other professionals. Please visit the following website for the most updated information: http://www.management.ntu.edu.tw/music/music18/index.html

* Sport

The Athletic Department of NTU
The Athletic Department of NTU is in charge of sport activities and hosts both regular and occasional sport contests and competitions. There are also free PE courses for faculty members.

The Athletic Department
http://www.pe.ntu.edu.tw/index.aspx (Chinese only)

Azalea Festival (杜鵑花節)
Azalea is the official school flower. Since NTU is also known as the Azalea Garden, a series of activities is planned in March to highlight the beauty of the flower. The highlight of the Festival is the department and graduate school fair. Everyone who is interested in becoming an NTU student is welcome to take a campus and department tour to learn more about their prospective majors. This fair is held not only for high school students who aspire to become NTU students, but also for the
neighborhood residents to know more about the university.

**NTU Arts Festival (臺大藝術季)**
The NTU Arts Festival takes place in May with different theme every year. The Festival features an opening ceremony, performances, exhibitions, gadget art contests, street performances, community activities, art film shows and creative short clips. The purpose of the NTU Arts Festival is to encourage creativity, and nurture a healthy spirit of art for the student and the neighborhood.

**NTU Arts Festival**
http://tx.liberal.ntu.edu.tw/GCot05/Life/

**University Anniversary (校慶)**
On November 15th every year, NTU holds a Home Coming to celebrate its anniversary. The anniversary features a ceremony and live performances given by various NTU clubs. In addition, the NTU student club will organize an anniversary fair on the Royal Palm Boulevard. There will be exhibitions and music performances.

**Garden Concert (醉月湖音樂會)**
Held in the Zuiyue Pond Park in the first month of the new academic year, the Garden Concert welcomes new students and provides opportunities for them to experience life in NTU. The concert features performances staged both by various NTU music clubs and by famous outside bands. Catering cuisine buffet and art work exhibitions are also provided.

**E. EMERGENCY**

* In Case of Emergency

In the event of an emergency, seek help through the following steps:

1. In an emergency, dial 119 or 110 immediately for an ambulance or fire engines. Please take the traffic time into consideration.

* You are advised to call the 24-hour hotline for assistance at 0800-024-111 if you have difficulty communicating with 119 or 110 because of language barriers.

<table>
<thead>
<tr>
<th>Service Units</th>
<th>Phone Services</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>110</td>
<td>Criminal offence, traffic accidents and other incidents and mishaps requiring police assistance.</td>
</tr>
<tr>
<td>Fire departments</td>
<td>119</td>
<td>Fire, accidents, casualties, disasters, and other emergencies requiring first-aid assistance.</td>
</tr>
</tbody>
</table>

---

* In Case of Emergency
In the event of an emergency, seek help through the following steps:

1. In an emergency, dial 119 or 110 immediately for an ambulance or fire engines. Please take the traffic time into consideration.

* You are advised to call the 24-hour hotline for assistance at 0800-024-111 if you have difficulty communicating with 119 or 110 because of language barriers.
Please call the 24-hour University Assistance line 02-3366-9119 or contact the University Guard by dialing 02-3366-9119 for around-the-clock service.

- **Non-Office Hours:**
  Campus Security: 02-3366-9110
  General-Duty Military Education Instructor’s Office: 02-2363-7574

- **Office Hours:**
  Personal Counseling Section: 02-3366-2048, 02-3366-2053

* **Lost and Found**

For lost-and-found help, please follow the steps below:

1. Go to the office in charge of lost-and-found and report the incident to the University Guard.
2. Report to the Roosevelt Rd. Police Station.
   (Note: if your ARC is missing, first report to the Foreign Police Division of the Da-An Police Station and then get a replacement at the National Immigration Agency office in charge of your area)

---

**Roosevelt Rd. Police Station**
Address: No.115, Sec.4 Roosevelt Rd., Taipei.
Tel: 02-2735-5761

**Da-An Police Station**
No.2, Sec.3, Ren-Ai Rd., Taipei.
Tel: 02-2325-9850

* Do report to the institutions above when your ATM card or debit card is lost.

---

**Emergency Health Service**

The NTU Health Center does not provide emergency service at night. Please go to the Tri-service General Hospital located on TingZhou rd. or the NTU Hospital for 24-hr emergency service.

**Tri-service General Hospital**
Tel: 02-2365-9055
24-hr emergency number: 02-2365-9055 #1306~11308

**NTU Hospital Emergency Department**
Tel: 02-2356-2831
http://ntuh.mc.ntu.edu.tw/emergency/index.htm

**NTU Health Center**
http://www.shmc.ntu.edu.tw/EnVER/shmcEnglishversion.htm
4. Living and Getting Around in Taipei

Taipei, the capital of Taiwan, has attracted tourists from all over the world for its rich cultures and mixed demography. The following information is provided to help make life easier for the international scholar.

A. TRAVEL AND TRANSPORTATION

* Taipei Rapid Transit System

The Taipei MRT (Mass Rapid Transit) is a modern transportation system serving the city and its vicinities. Currently there are six routes: The Danshui line (Red), the Muzha line (Brown), the Nangang / Banqiao line (Blue), the Xindian line (Green), the Zhonghe line (Yellow), and the Xiaoanmen line (Light Green). You can transfer between lines at transfer stops.

You can pay for your ride via purchasing one of the four options: one-day pass, EasyCard, single-journey ticket, and group ticket. Ticket fares range from NTD150 per day to NTD20 per ride. Discounts are available for groups of 10 or more. You can purchase EasyCard or other types of tickets at the information kiosk or ticket machines at the MRT station.

* Taipei Bus System

The municipal bus is another efficient and reliable mode of transportation with more than 300 routes. Approximately 50 of those lines serve the major transfer hub around the Taipei Main Station. Bus fare is NTD15 per ride within a single zone. Please note that bus drivers do not provide change. You can pay for your ride with an EasyCard. Most buses run until 23:00 or later.

For route maps and bus schedules, please visit the Taipei Bus and Transportation Information System: http://www.taipeibus.taipei.gov.tw/index_e.htm

* Taxi Services

In Taipei, taxis are plenty, and the fare is reasonable. If you are in a hurry or don’t feel like fighting the crowds on MRT trains or buses, a taxi will be a good alternative.

Special discount taxi fare for NTU

Discount taxi fare provided by Taipei Satellite Taxi (臺北衛星計程車隊) is available for NTU faculty members if you reserve a cab by dialing this number: 02-2882-5566, or 51277 if you dial from a mobile phone. You need to tell the driver where to pick you up and show your faculty ID to get the discount. The following discounts apply:

A 10% off nighttime fare when you hail the discount taxi on the street; a 10% discount for daytime rides, and 20% off nighttime rides when you call a dispatched cab. You also enjoy special airport service fare from the company: NTD900 for daytime rides and NTD1000 for nighttime rides from Taipei City to Taoyuan International Airport.

Regular fares

The regular flag-fall in Taipei City is NTD70 and is good for the first 1.25km, after which the charge is NTD5 for each additional 250m. There is an additional charge of NTD20 for rides after 11 pm. Women passengers are advised to use radio-dispatched cab service at night.

Most taxi drivers do not speak or read English, so it will be helpful to show the destination in Chinese or on a map. If you really need an English-speaking taxi driver, please pick a cab with the following sign or visit the following website for English-speaking taxi service.
Sign indicating English-speaking taxi service:

Toll Free Taxi Hotline: 0800-055-850
English-Speaking Taxi Services: http://www.tcdtc.taipei.gov.tw/cgi-bin/SM_theme?page=438c1e29

Tourist Information

Fascinating culture, breathtaking scenery, delicious cuisines, folk customs, and friendly people make Taiwan an ideal destination for tourists. In addition, the island’s convenient transportation, excellent hotels, and outstanding restaurants allow travelers to explore these many attractions in comfort. The following are two useful sources of travel-related information:

Call Center
24-Hour Toll-Free Travel Information Hotline: 0800-011-765

Travel Service Center, Tourism Bureau, M.O.T.C

Tourist Information Hotline: 886-2-2717-3737
Taipei Office Hours: 08:00 a.m. to 7:00 p.m. daily
Address: 1F-4, 240 Dunhua N. Rd, Taipei 105 (Institute of Transportation Building)

---

<table>
<thead>
<tr>
<th>Location</th>
<th>Tel</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taipei Main Station</td>
<td>886-2-2312-3256</td>
<td>No.3, Beiping West Road, Taipei City(Northwest of the Main Hall at 1F)</td>
</tr>
<tr>
<td>Taipei Songshan Airport</td>
<td>886-2-2546-4741</td>
<td>No.340-9, Dunhua N. Road ,Songshan District, Taipei City</td>
</tr>
<tr>
<td>East Metro Mall</td>
<td>886-2-6638-0059</td>
<td>Room 4-2,81., No.77,Sec 1,Daan Road, Da-an District, Taipei City</td>
</tr>
<tr>
<td>MRTBeitou Station</td>
<td>886-2-2894-6923</td>
<td>No.1, Guangming Rd, Beitou District,Taipei City</td>
</tr>
<tr>
<td>MRT Jiantan Station</td>
<td>886-2-2883-0313</td>
<td>Right Side of the Entrance, No.65, Sec 5, Zhongshan N. Rd, Taipei City</td>
</tr>
<tr>
<td>MRT Ximen Station</td>
<td>886-2-2375-3096</td>
<td>Exit 5, B1, No.32-1, Baoqin Rd, Zhongshan District, Taipei City</td>
</tr>
<tr>
<td>Rueifang Train Station</td>
<td>886-2-2497-3813</td>
<td>No.82,Section 3, Mingdeng Rd, Rueifang, Taipei County</td>
</tr>
<tr>
<td>MRT Danshui Station</td>
<td>886-2-2626-7613</td>
<td>No.1 J hongzheng. Danshuei, Taipei County</td>
</tr>
<tr>
<td>MRT Xindian Station</td>
<td>886-2-2913-2579</td>
<td>No.2, Beiyi Road, Xindian, Taipei County</td>
</tr>
<tr>
<td>Miramar Entertainment Park Visitor Center</td>
<td>886-2-8501-2762</td>
<td>No.20, Jingye 3rd., Zhongshan District, Taipei City</td>
</tr>
<tr>
<td>Maokong Gondola Visitor Center</td>
<td>886-2-8661-8135</td>
<td>No.8,Sec.2, Xinguang Rd.,Wenshan District, Taipei City</td>
</tr>
</tbody>
</table>
Taipei MRT
B. HEALTH ISSUES

* Pharmacy

Watsons (屈臣氏) and COSMED(康是美) are two main health and beauty retailer chains in Taiwan. You can find cosmetics goods and most over-the-counter drugs there. Both chains have licensed pharmacists on site to advise you on the usage of medicine.

<table>
<thead>
<tr>
<th>Company</th>
<th>Branches</th>
<th>Open hours</th>
<th>Tel.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watsons</td>
<td>ShiDa Branch</td>
<td>24HR 02-23696928 02-23696929</td>
<td>No. 43, ShiDa Rd., Da-an District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tech. building Branch</td>
<td>09:00-24:00 02-27052963 02-27052973</td>
<td>No. 205, Fuxing Rd. Sec 2, Da-an District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NTU Branch</td>
<td>09:00-23:00 02-23642341 02-23649805</td>
<td>1-3F, No. 112, Xingshen Sh Rd. Sec 3, Da-an District</td>
<td></td>
</tr>
<tr>
<td>COSMED</td>
<td>福運門市</td>
<td>08:00-23:00 02-23693161</td>
<td>No. 297-4, Roosevelt Rd. Sec. 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>富運門市</td>
<td>08:00-23:00 02-27544670</td>
<td>No. 279, Fuxing S Rd. Sec. 2</td>
<td></td>
</tr>
</tbody>
</table>

For National Health Insurance authorized pharmacies around the NTU vicinity, please see Appendix.

* Clinics near NTU

Please see Appendix for a list of clinics around the Main Campus.

C. PUBLIC SERVICES

* Public Libraries

In addition to the university libraries, there are good, well-stocked public libraries with free Internet access in Taipei.

National Central Library
Address: No.20, Zhongshan S. Rd., Zhongzheng District 100
Tel: 02-2361-9132
http://www.ncl.edu.tw/

National Taiwan Library
Address: No.85, Zhong-an St., Zhonghe City, Taipei County 235
Tel: 02-2926-6888
http://www.ntl.edu.tw/

Taipei Public Library
Address: No.125, Sec. 2, Jian-guo S. Rd., Taipei City 106
Tel: 02-2755-2823
http://www.tpml.edu.tw/

* Mandatory Garbage Collection Policy

The Taipei City government provides daily ordinary garbage and kitchen waste collection service except on Wednesdays and Sundays. All garbage must be sorted into recyclables and non-recyclables and separately disposed of according to the pickup schedule.

Monday and Friday: flat recyclables
Tuesday, Thursday, and Saturday: cubic recyclables

Alternatively, you may bring your garbage to designated locations for disposal. 58 locations around the city are opened everyday from 6:00 a.m. to noon, with extended hours every Sunday and Wednesday from 2:00 p.m. to 8:00 p.m. Another 53 locations are opened for kitchen waste disposal on Sundays and Wednesdays only from 6:00 p.m. to 9:00 p.m. For more information, please call 02-2720-6301~02 or visit the following website: http://163.29.36.51/dep/index.jsp
D. GOING SHOPPING

* Business Hours

Business hours in Taiwan are generally 8:00 a.m. to 5:00 P.m. from Monday through Friday, although flexible, alternative hours are also common. There is usually a one-hour lunch break. Government offices are open from 8:30 a.m. to 12:30 p.m. and from 1:30 to 5:30 p.m. from Monday through Friday. Banks island-wide operate from 9:00 a.m. to 3:30 p.m. from Monday through Friday without lunch breaks. While department stores are open daily from 11:00 a.m. to 9:30 p.m., all convenience stores open 24 hours a day, 7 days a week.

* Major Shopping Areas

XiMen Business District
Transportation: MRT Nangang/Banqiao Line, Ximen Station

Features:
One of the oldest business districts in Taipei and a perennial hangout for young people, Ximen Business District is the place for fun and entertainment. Here you find numerous cafés, fancy restaurants, and all kinds clothing and accessory stores. Ximen district is home to more than twenty movie theaters. It is a popular spot for famous singers or movie stars to hold promotional events.

ZhongXiao Dunhua Business District
Transportation: MRT Nangang/Banqiao Line, ZhongXiao Dunhua Station

Features:
Where Zhong Xiao East intersects Dunhua South, you will find two of the busiest streets in Taipei’s East District. All kinds of fancy department stores and boutique shops selling brand name fashion products, as well as some of Taipei’s finest restaurants, are located here. Pubs and karaoke clubs abound. Although prices may be higher than in other business districts, if you do like shopping, ZhongXiao Dunhua business district is the best choice for you.

HuanYah Business District
Transportation: MRT MuZha Line, Nanjing E. Rd. Station

Features:
As the Taipei City Airport is just a stone’s throw away, many international hotels are located in this district. Home to three department stores surrounded by various stylish pubs and restaurants, the HuanYah Business District beckons visitors. CD stores, Book stores, fast food restaurants, and many brand name clothing and footwear stores can all be found here. After a tiring day of shopping, try relaxing in one of the local pubs with live bands and indulging yourself in blues or R&B.

GongGuang Business District
Transportation: MRT XinDian Line, Gongguan Station

Features:
As the biggest night market in southern Taipei, the Gongguan night market is famous not only for its delicious snack food, but also for its affordable clothing shops and tea houses as well as restaurants serving ethnic and international cuisine. Located just outside the National Taiwan University campus, the Gongguan business district, including the night market on TingZhou street, is littered with book stores and coffee shops. While you’re here at NTU, why not cross the street after class and explore the district for yourself?

TianMu Business District
Transportation: MRT DanShui Line, Zhishan Station

Features:
Once an exclusive residential area for foreign
diplomats, TianMu business Circle is now an important international business district hosting a growing population of expatriates in Taipei. The district is now famous for its international atmosphere. Not only can you find stores with all kinds of imported products, you can also enjoy special meals that taste just like home, no matter where you are from. TianMu also has extensive sports facilities, including a modern stadium complete with a baseball diamond.

Xinyi Business District
Transportation: MRT Nangang/Banqiao Line, Taipei City Hall Station

Features:
The Taipei mayor’s office, The Taipei City Council, The Taipei Convention Hall, The Taipei World Trade Center, Taipei 101, Taipei City Hall, and various shopping malls and entertainment venues make Xinyi the most modern and cosmopolitan district of Taipei. Xinyi District is also considered the financial hub of Taiwan.

If you look for a place to shop, Shin Kong Mitsukoshi (新光三越), a high-end department store (known in Japan as Mitsukoshi) that occupies four separate buildings in the heart of the district, is your best choice. For book lovers, Eslite Bookstore (誠品信義店) runs a flagship store in the district, and is the largest bookstore in Taiwan that spans over 7 floors.

If you feel like watching a film, Warner Village Cinemas (威秀影城), with 17 screens, is the hottest place in Taipei for a flick.

Taipei 101 (台北101), standing at 509 m (1,617 ft.) tall, is the most salient landmark building in Xinyi district. It is the world’s tallest building and a major tourist spot in Taiwan. Visitors can take the world’s fastest elevator to the 89th floor observatory in less than 39 seconds.

E. FAMILY SUPPORT
* Child Care
If you come with small children, here is some information on child care, kindergartens, and elementary schools around NTU area.

Nursing/Nurseries
“Taipei Child Care Resource Center” can help you find licensed nurses or nursery schools providing proper care and pre-school education for children aged 2 to 12.

Child care hotline: 02-2748-6008
Hotline for request: 02-2748-6008
http://kids.taipei.gov.tw/about.asp

Kindergartens
NTU Kindergarten
An on-campus kindergarten where faculty’s children can receive care and education. To enroll your child for the fall semester, you need to make registration at the beginning of June. For more information, please call 02-3366-4428 or fax your request to 02-2363-9297.

Taipei Bethany School
Taipei Bethany School, a 20-minute walk from campus on TingZhou Road, is an English-speaking facility providing child care for children up to ninth grade. You can call 02-2365-9691 for information.

Elementary children (from 1st grade to 9th grade)
Several elementary schools in Taipei provide programs for children with foreign backgrounds. You can go to their websites for more information.

Taipei American School
http://www.tas.edu.tw

Taipei Japanese School
http://www.taipeijs.org

Taipei European School
http://www.taipeieuropeanschool.com/profile.php
If your children are able to communicate in Chinese, the following elementary schools, all near campus, provide standard education for local as well as foreign students:

**Ming-chuan Elementary School** (銘傳國小)
Tel: 02-2363-9815
http://www.mhps.tp.edu.tw/homepage/home/index.asp

**Lung-an Elementary School** (龍安國小)
Tel: 02-2363-2077
http://web.laes.tp.edu.tw/front/bin/home.phtml

**Gong-guan Elementary School** (公館國小)
Tel: 02-2735-1734
http://www.gges.tp.edu.tw/

*Chinese Language and Community Educational Programs*

NTU runs two distinguished Chinese language programs for international students and scholars. If you are interested in learning some Chinese, you may enroll in the CLD (Chinese Language Division) courses or apply for admission to ICLP (International Chinese Language Program).

CLD runs on a quarter system. Except for the 10-week winter quarter, all other quarters last for 12 weeks. A standard program consists of 12 hour-long sessions per week in classrooms equipped with multimedia language-teaching facilities.

For more information, please visit http://homepage.ntu.edu.tw/~cld222/en/news.htm

ICLP provides intensive and individual Chinese language courses in very small classes. The program is designed for graduate students and individuals whose careers may require extensive use of Chinese. ICLP runs on a quarter calendar.

For details, please visit http://homepage.ntu.edu.tw/~iclp/

Alternatively, community colleges offer other exciting study options. The Taipei City Government runs a community university in every district of the city.

For the Da-an District, where NTU is located, Jin-O Girls’ Senior High School is the site of the Da-an Community College.

**Jin-O Girls Senior High School**
No.1, HangZhou S. Rd. Sec. 2 (杭州南路二段1號)
Tel: 02-2391-5081
Fax: 02-2391-1418
5. Practical Information

The following is some useful information for international scholars.

A. TELEPHONE SERVICES IN TAIWAN

You can apply for a landline phone at a nearby China Telecom office. China Telecom is the only landline carrier in Taiwan. Please bring your Alien Resident Certificate and your passport or driver’s license. You must also bring a local colleague with you who agrees to serve as your guarantor.

* Local Calls

When making a local call, simply dial the local number.

For Local call assistance, dial 123 toll free.

* Long Distance Calls

When making a long distance call, first dial “0” and then the area code, followed by the subscriber’s number. For example, to make a call from Taipei to Kaohsiung, dial “07” first and then the phone number.

* International Calls

Follow the steps below to make an international call:
International Prefix Code (009 or 002) + Country Code + Area/City Code + Telephone number.
Example: to make a call from Taiwan to New York, U.S.A., dial 009 (or 002)+1+212+ phone number. The initial “0” of the area/city code is usually omitted when dialing international calls. For example, Tokyo’s area code is “03.” You only need to dial “3.”

For operator-assisted calls, dial 100.

Toll-free Call Center: 0800-080100

* Paying Your Telecom Bill

You can pay your monthly telecom bill by ATM transfer or at any China Telecom Service Center; banks, post offices; and convenience stores such as 7-11, Family Mart, Niko Mart and Hi-Life.

For billing questions, dial 123 toll free.

* Mobile Calls

There are four major mobile carriers in Taiwan, of which China Telecom is the biggest and has the most subscribers. You can sign up for mobile phone service at one of their service centers by presenting your Alien Resident Certificate and your passport or driver’s license. You must also bring a local colleague with you who agrees to serve as your guarantor. When making a mobile phone call, simply dial the 10-digit number. (Example: 09-xxxxxxxx, 10 digits)

For China Telecom call center, dial 0800-080090 toll free.

For more information, please visit: http://www.cht.com.tw/CHTFinalE/Web/Personal.php?CatID=695

* Emergency Calls

You are advised to call the 24-hour hotline 0800-024-111 for assistance if you have difficulty communicating with 119 or 110.

110: Police
(international calls, traffic accidents and other urgent incidents requiring law enforcement assistance)
Fire department
(fire, rescue, first-aid, disasters, accidents, casualties, and other emergencies requiring urgent assistance)

Domestic Violence Help Line
(24-hour emergency assistance providing legal and psychological counsel for abused or injured parties)

* Other Services

English Speaking Directory Assistance: 106
Yellow Page:
http://www.eyp.com.tw
For further information, please visit

B. TRANSPORTATION IN TAIWAN

The following is some useful information when you need to travel around the island.

* Long-Distance Buses

While railway trains pamper passengers with beautiful coastal views of Taiwan, long-distance buses traveling on rural routes take you to the heart of Taiwan. Bus rides may take longer to get to your destination, but the fare is far more affordable. Long-distance buses are air-conditioned and smoke-free and most of them are equipped with wide comfortable seats and small TV screens so passengers can enjoy their ride. In addition, they typically make stops in the inner city and villages and thus may take you directly to your destination so you do not have to worry about transfer.

Reservations a week earlier either online or via telephone are advised, especially during holidays and vacation seasons. There are many long-distance bus companies in Taiwan. The following are some major carriers and their websites for you to check the service routes and browse their timetables:

Aloha
http://www.aloha168.com.tw
Tel: 02-2550-8488

Kuokuang Bus
http://www.kingbus.com.tw
Tel: 02-2311-9893

UBus
http://www.ubus.com.tw
Tel: 0800-241-560

Taiwan Railway
Taiwan Railway serves the entire length of the east and west coasts. You can purchase tickets via the Internet and pick it up at the post office or at the ticket counters in train stations. The Taipei Main Station is the central hub of all operating trains. Remember to keep your ticket for inspection and return it upon arriving at your destination.

For train routes and timetables, please visit
For ticket information, please go to
http://railway.hinet.net/etno1.htm

Taiwan High Speed Rail
Taiwan High Speed Rail, with a top speed of 300 km per hour, provides rapid rides between Taipei and Kaohsiung. Currently the system serves major cities in the west coast including Taipei, Hsinchu, Taichung, Tainan, Chiayi, and Kaohsiung. A comfortable journey from Taipei to Kaohsiung on spotless trains takes barely 2 hours. You can purchase tickets through the Internet, via the phone, or at ticket counters in train stations.

For a route map and schedules, please visit
For ticket purchase, go to
https://irs.thsrc.com.tw/IMINT
Or call: 4066-5678
C. CLIMATE

The island can be divided into three distinct climate zones: the north and east coasts, the central mountains, and the southwest coast.

Spring and autumn are the most pleasant seasons in Taiwan, when the temperature is cool and comfortable. The monsoon (“plum rain”) season begins in May and signals consecutive rainy days. In winter, the north and east coasts are normally cold (below 15°C) with abundant rain, while in the central region and the south it is usually cool without rain and sometimes can even be warm. There may be snow in the central mountains in altitudes above 2,500 meters. Summers are hot and humid, with temperature hovering above 30°C and frequent afternoon thunderstorms. Summer and autumn are also the typhoon seasons in Taiwan, causing frequent floods in low-lying areas and mudslides in the mountains.

D. TIME ZONES

Taiwan is eight hours ahead of GMT, in the same time zone as Beijing, Hong Kong, and Singapore. In other words, twelve o’clock at noon in Taiwan means 1p.m. in Japan and 4a.m. in London.

E. WEIGHTS AND MEASURES

The metric system is the official system of weights and measures in Taiwan. However, there are other measuring systems that are also used in special trades and industries. The conversion tables below may help you measure more precisely.

* from:

<table>
<thead>
<tr>
<th>Length</th>
<th>Taiwan System</th>
<th>Metric System</th>
<th>English System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ts’un 寸</td>
<td>2.54 cm</td>
<td>1 in.</td>
<td></td>
</tr>
<tr>
<td>0.8382 ts’un 寸</td>
<td>2.54 cm</td>
<td>1 in.</td>
<td></td>
</tr>
<tr>
<td>1 ch’ih 尺 (=10 ts’un 寸)</td>
<td>0.3030 m</td>
<td>0.9942 ft.</td>
<td></td>
</tr>
<tr>
<td>3.3 ch’ih 尺</td>
<td>1 m</td>
<td>3.2808 ft.</td>
<td></td>
</tr>
<tr>
<td>1.00585 ch’ih 尺</td>
<td>0.3048 m</td>
<td>1 ft.</td>
<td></td>
</tr>
</tbody>
</table>
### Area

<table>
<thead>
<tr>
<th>Taiwan System</th>
<th>Metric System</th>
<th>English System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 p’ing 坪</td>
<td>3.30579 sq. m</td>
<td>35.58323 sq. ft.</td>
</tr>
<tr>
<td>0.3025 p’ing 坪</td>
<td>1 sq. m</td>
<td>10.76391 sq. ft.</td>
</tr>
<tr>
<td>1,224.17 p’ing 坪</td>
<td>4,046.85 sq. m</td>
<td>1 acre</td>
</tr>
<tr>
<td>1 mu 畝 (=30 p’ing 坪)</td>
<td>99.1737 sq. m</td>
<td>0.02451 acre</td>
</tr>
<tr>
<td>1.00833 mu 畝</td>
<td>1 are</td>
<td>0.02471 acre</td>
</tr>
<tr>
<td>1 chia 甲 (=2,934 p’ing 坪)</td>
<td>96.9917 ares</td>
<td>2.39672 acres</td>
</tr>
</tbody>
</table>

1 chia 甲 = 97.80 mu 畝; 1 are = 100 sq. m; 1 acre = 4,046.85 sq. m

### Weights

<table>
<thead>
<tr>
<th>Taiwan System</th>
<th>Metric System</th>
<th>English System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ch’ien 錢</td>
<td>3.75 g</td>
<td>0.1323 oz.</td>
</tr>
<tr>
<td>1 liang 兩 (=10 ch’ien 錢)</td>
<td>37.5 g</td>
<td>1.3228 oz.</td>
</tr>
<tr>
<td>1 chin 斤 (=16 liang 兩)</td>
<td>0.6 kg</td>
<td>1.3228 lbs.</td>
</tr>
<tr>
<td>1 tan 石 (=100 chin 斤)</td>
<td>60 kg</td>
<td>132.277 lbs.</td>
</tr>
</tbody>
</table>

1 kg = 35.2740 oz. = 2.20462 lbs. = 1.66667 chin 斤 = 26.6667 liang 兩
6. The Office of International Affairs

A. OUR SERVICE

The NTU International Scholars Service Program was officially launched by the Office of International Affairs (OIA) in spring 2008.

Currently, we provide the following services to international faculty members and visiting scholars who teach or conduct research at NTU for at least one month:

1. Welcome Letter by the OIA Dean
2. Registration and Welcome Package
3. NTU Visiting Faculty ID
4. Arrival and Orientation Service (provided by OIA Student Ambassadors. Please see Appendix for the Service Request Form)
   a. Airport Pick-up
   b. Housing Arrangement
   c. Campus Tour
   d. Basic Shopping
   e. Bank account opening
   f. Gym membership, bike purchase, and other miscellaneous items
5. International Scholars Receptions
   a. For winter semester, the reception will be held before the Moon Festival or Teacher’s Day (the end of September)
   b. For spring semester, the reception will be held before the Azalea Festival (the beginning of March)
6. General Visa Information
C. CONTACT INFORMATION

The Office of International Affairs

Address: 1, Sec. 4, Roosevelt Rd, Taipei City, Taiwan 106
Location: Room 402, the 4th floor of the 2nd Administration Building
Telephone: +886-2-33662007
Facsimile: +886-2-23620096
E-mail: intlscholar@ntu.edu.tw
http://www.oia.ntu.edu.tw/
7. Appendix

A. ACCOMMODATION

1. Leader Hotel (near the Second Activity Building and the College of Management)
   Tel: 02-8369-2858, Fax: 02-8369-2859 / http://www.leaderhotel.com/taipei/en/content/intro.htm

2. Howard International House (across from the NTU Sport Center)

3. Howard Hotel (in the east district in Central Taipei)
   TEL: 0800-011068 / http://intl-house.howard-hotels.com/

4. Tsue Ma Ma Foundation (locator service)
   Tel : 02-2365-8140, extension 224 or 225 / http://www.tmm.org.tw/English/index.html
**B. FREE INTER-CAMPUS SHUTTLE BUS**

### National Taiwan University Campus Shuttle Bus Schedule

<table>
<thead>
<tr>
<th>Shuttle No.</th>
<th>Departure Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>7:40 7:45 8:05</td>
</tr>
<tr>
<td></td>
<td>7:10 7:25 7:35 7:55 8:00</td>
</tr>
<tr>
<td></td>
<td>8:05 8:20 8:30 8:50 8:55</td>
</tr>
<tr>
<td></td>
<td>10:05 10:10 10:25 10:45</td>
</tr>
<tr>
<td></td>
<td>9:40 9:55 10:05 10:20 10:25</td>
</tr>
<tr>
<td></td>
<td>12:15 12:20 12:35</td>
</tr>
<tr>
<td>B</td>
<td>12:15 12:20 12:35</td>
</tr>
<tr>
<td></td>
<td>12:20 12:25 12:40</td>
</tr>
<tr>
<td></td>
<td>12:25 12:40 12:45 13:00</td>
</tr>
<tr>
<td>C</td>
<td>12:40 12:55 13:00</td>
</tr>
<tr>
<td></td>
<td>12:50 13:05 13:10</td>
</tr>
<tr>
<td></td>
<td>15:15 15:20 15:35 15:45</td>
</tr>
<tr>
<td>D</td>
<td>14:45 15:00 15:15 15:30 15:35</td>
</tr>
<tr>
<td></td>
<td>17:30 17:35 17:50</td>
</tr>
<tr>
<td></td>
<td>17:35 17:40 18:00</td>
</tr>
<tr>
<td>E</td>
<td>17:05 17:20 17:25 17:40 17:45</td>
</tr>
<tr>
<td></td>
<td>18:05 18:20</td>
</tr>
<tr>
<td>14</td>
<td>Main Library Fu Bell College of Law College of Medicine 2nd Male’s Dorm Cafeteria 4th &amp; 7th Female’s Dorm 16th Male’s Dorm</td>
</tr>
</tbody>
</table>

*The bus will stop outside the main gates of the College of Law and the College of Medicine because entrance to these two locations will be closed at night.*
1. Routes:
(1) Departing route: Shueiyuan Campus→Chang-hsing St. (1st Male’s Dorm entrance) →NTU (Fu Bell)→Hsin-sheng S. Rd→Jen-ai Rd.→Hang-zhou S. Rd→Xu-zhou Rd. (College of Law)→Lin-sen S. Rd.→Jen-ai Rd. (College of Medicine)
(2) Return route (1): Jen-ai Rd. (College of Medicine)→Xu-zhou Rd. (College of Law)→Lin-sen S. Rd.→Roosevelt Rd.→NTU (Fu Bell)→Chang-hsing St. (1st Male’s Dorm entrance)→Shueiyuan Campus
(3) Return route (2): Xu-zhou Rd. (College of Law)→Lin-sen S. Rd.→Jen-ai Rd.→Roosevelt Rd (and Fu-zhou Rd. intersection)→NTU (Fu Bell)→Chang-hsing St. (1st Male’s Dorm)→Shueiyuan Campus

2. Departure times are an estimation based on normal traffic conditions. The university shuttle bus is in service Monday through Friday. (The university shuttle bus does not operate on weekends, on national holidays and during summer/ winter break.)

3. If you find buses seriously behind schedule, please contact Shin-Shin Bus at 02-2365-4066 to resolve the problem. We sincerely apologize for any inconveniences.

4. For questions and comments regarding the university shuttle service, please contact the General Services Section at 02-3366-2237. Please inform us of any late bus arrivals so we can keep track of the violation record of the bus company.

SHUTTLE BUS BETWEEN NATIONAL TAIWAN UNIVERSITY AND ACADEMIA SINICA SERVICE SCHEDULE

<table>
<thead>
<tr>
<th>Bus</th>
<th>Academia Sinica --&gt; NTU</th>
<th>NTU --&gt; Academia Sinica</th>
</tr>
</thead>
<tbody>
<tr>
<td>First shuttle (Academia Sinica’s bus)</td>
<td>08:20</td>
<td>09:20</td>
</tr>
<tr>
<td>Second shuttle (NTU’s bus)</td>
<td>10:40</td>
<td>09:50</td>
</tr>
<tr>
<td>Third shuttle (Academia Sinica’s bus)</td>
<td>12:30</td>
<td>13:10</td>
</tr>
<tr>
<td>Fourth shuttle (NTU’s bus)</td>
<td>15:10</td>
<td>14:30</td>
</tr>
<tr>
<td>Fifth shuttle (Academia Sinica’s bus)</td>
<td>18:10</td>
<td></td>
</tr>
</tbody>
</table>


1. Buses departing on 0950, 1040, 1430 and 1510 are NTU buses. The university shuttle bus is in service Monday through Friday. (The university shuttle bus does not operate on weekends, on national holidays and during summer/ winter break.)

2. If you find buses seriously behind schedule, please contact Shin-Shin Bus at 23654066 to resolve the problem. We sincerely apologize for any inconveniences.

3. For questions and comments regarding the university shuttle service, please contact the General Services Section at 02-3366-2237. Please inform us of any late bus arrivals so we can keep track of the violation record of the bus company.
## C. CAMPUS DINING FACILITIES

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Menu</th>
</tr>
</thead>
</table>
| Female Dorm No.9       | 6:50-10:30, 10:50-13:30, 16:30-19:00       | Western & Chinese Breakfast 6:50-10:30,  
|                        |                                            | Lunch 10:50-13:30, Dinner 16:30-19:00    |
| First Activity Center 1F | 11:00-13:00, 17:00-19:00 (weekdays only)  | Chinese and Korean Lunch/Dinner/Snacks   |
| Second Graduate Dorm   |                                            |                                           |
| Female Dorm No.1       | 6:30-22:00                                 | Taiwanese/Indian/Japanese/Spaghetti/Cafe |
| Student Market 1, Xiao Fu | 7:15-19:30                                 | Convenience store offering lunch boxes   |
|                        |                                            | 2F: Burger King/Taiwanese Cuisine        |
|                        |                                            | 3F: Dennis Café with drinks & light meals|
|                        |                                            | Weekdays 7:15-19:30                      |
|                        |                                            | Weekends 10:00-16:00                    |
| Student Market 2, Xiao Fu | 7:15-19:30                                 | Fried chicken/ Noodles/ Rice/Drinks      |
|                        |                                            | Weekdays 7:15-19:30                      |
|                        |                                            | Weekends 10:00-16:00                    |
| Lu-Ming Plaza          |                                            | Yamazaki, Dear Vita 7:30-21:00          |
|                        |                                            | Beef Noodle 11:00-20:00                 |
|                        |                                            | Lu-Ming Restaurant 11:30-14:00, 17:00-21:00 |
### D. NHI AUTHORIZED PHARMACIES

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Tel</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burdon Pharmacy</td>
<td>No. 57, Lane 155, Keelung Rd. Sec. 3 基隆路3段155巷57號</td>
<td>(02)2732-1406</td>
<td>(02)2732-1407</td>
</tr>
<tr>
<td>Center Pharmacy</td>
<td>No. 121, Tingzhou Rd. Sec. 3 汀州路3段121號</td>
<td>(02)2368-9889</td>
<td>(02)2368-9889</td>
</tr>
<tr>
<td>Gu-ting Pharmacy</td>
<td>No. 117, Tingzhou Rd. Sec. 3 汀州路3段117號</td>
<td>(02)2368-3618</td>
<td>(02)2368-5496</td>
</tr>
<tr>
<td>Tung-hua Pharmacy</td>
<td>No. 113, Tingzhou Rd. Sec. 3 汀州路3段113號</td>
<td>(02)2364-0852</td>
<td>(02)2365-0893</td>
</tr>
<tr>
<td>Shi Chung-hsin Pharmacy</td>
<td>No. 8, Lane 2, Yongkang St. 永康街2巷8號</td>
<td>(02)2393-8947</td>
<td></td>
</tr>
<tr>
<td>Yen-fu Pharmacy</td>
<td>No. 4, Lane 333, Roosevelt Rd. Sec. 3 羅斯福路3段333巷4號</td>
<td>(02)2362-7307</td>
<td>(02)2362-7307</td>
</tr>
<tr>
<td>Ching-yuan Pharmacy</td>
<td>1F, No. 59, Lane 118, Heping E. Rd. Sec. 2 和平東路2段118巷59號1樓</td>
<td>(02)2733-6390</td>
<td>(02)2735-3966</td>
</tr>
<tr>
<td>He-kan Pharmacy</td>
<td>No. 255-1, Heping E. Rd. Sec. 2 和平東路2段255之1號</td>
<td>(02)2706-1149</td>
<td>(02)2701-5708</td>
</tr>
<tr>
<td>Hsing-you Pharmacy</td>
<td>1F, No. 25, Lane 151, Fuxing S. Rd. Sec. 2 復興南路2段151巷25號1樓</td>
<td>(02)2707-9451</td>
<td>(02)2706-0003</td>
</tr>
<tr>
<td>Shi-wei Pharmacy</td>
<td>1F, No. 43, Lane 151, Fuxing S. Rd. Sec. 2 復興南路2段151巷43號1樓</td>
<td>(02)2709-4222</td>
<td>(02)2704-5014</td>
</tr>
</tbody>
</table>
E. CLINICS AROUND CAMPUS

**Ophthalmologist**

Dr. Liu, Da-Chang  
NTU Eye Clinic  
台大劉達昌眼科  
(02)2732-3792  
1F., No.238, Sec. 3, Heping E. Rd., Da-an District, Taipei City  
台北市大安區和平東路3段238號1樓

**Dentists**

Luo-Fu Dental Clinic  
羅福牙醫診所  
(02)2362-5760  
(02)2392-3829  
1F., No.3, Lane 81, Sec. 2, Roosevelt Rd., Da-an District, Taipei City  
台北市羅斯福路二段81巷3號1樓

Northwest United Dental Clinic  
西北聯合牙醫診所  
2F., No.190, Sec. 3, Tingjhou Rd., Jhongjheng District, Taipei City  
台北市汀州路三段190號2樓

Fuxing Dental Clinic  
復興牙醫  
(02)2701-3053  
1F., No.8, Lane 180, Sec. 2, FuXing S. Rd., Da-an District, Taipei City  
台北市大安區復興南路二段180巷8號1樓

**Otolaryngology**

Dr. Yang, Chien-Chi  
(02)2707-2990  
No.255, Sec. 2, Heping E. Rd., Da-an District, Taipei City  
台北市大安區和平東路二段255號

Dr. Jian, Wan-Ju Clinic  
簡萬居耳鼻喉科診所  
(02)2368-0279  
http://homepage.ntu.edu.tw/~b94613023/H.htm  
1F., No.28, Sec. 1, Sinhai Rd., Da-an District, Taipei City  
台北市大安區辛亥路1段28號1樓
**Pediatricians**

Family United Clinic  
全家聯合診所  
(02)2706-7575  
No.353, Sec. 2, Heping E. Rd., Da-an District, Taipei City  
台北市大安區和平東路2段353號

Dr. Yeh, Ming-Hsien Pediatric Clinic  
葉明憲小兒科診所  
(02)2369-1688  
2F, No.191, Sec. 3, Roosevelt Rd., Da-an District, Taipei City  
台北市大安區羅斯福路3段191號2樓

**Dermatologists**

Hua-yang Dermatological Clinic  
華漾皮膚專科診所  
(02)3322-2211  
http://www.drpeng.com.tw/  
No.249, Jinhua St., Da-an District, Taipei City  
台北市大安區金華街249號

Dr. Huang, Zhen-Hsien Dermatological Clinic  
黃禎憲皮膚科診所  
http://59.120.15.24:8000/wenly/www/index.php  
No.77, ShiDa Rd., Da-an District, Taipei City  
台北市大安區師大路77號
F. USEFUL LINKS

a. on-campus

1. Rights and Benefits for Foreign Scholars and Visitors
2. Health Center
   http://www.shmc.ntu.edu.tw/EnVER/shmcEnglishversion.htm
3. Main Library
   http://www.lib.ntu.edu.tw/ENGLISH/index_e.htm
4. NTU Sports Center
   http://ntusportscenter.ntu.edu.tw/
5. Computer & Information Networking Center
   http://www.cc.ntu.edu.tw/English/index.htm
6. National Taiwan University Hospital
   http://ntuh.mc.ntu.edu.tw/english/
7. NTU Campus Easygo

b. off-campus

1. Information for Foreigners
2. Council of Labor Affairs, Executive Yuan
3. National Immigration Agency
4. Bureau of Consular Affairs, Ministry of Foreign Affairs
5. International Living Environment Service
   http://www.taipeilife.com/
7. Teaching English and Living in Taiwan
   http://www.tealit.com/index.php
8. The Community Services Center
   http://www.community.com.tw/
A. Service Request Form

Office of International Affairs
National Taiwan University
Service Request Form for International Scholars

Personal Information

Family Name:
Given Name(s):
Email Address:
Contact phone number (for urgent use only):
Home University/Institute (for visiting faculty only):
Number of accompanied persons:

Airport Pick-up Service

Airline:
Flight number:
Arrival date:
Arrival time:

* Confirmation of pick-up will be sent to the email address above.
* Scholars who request free airport pick-up service must complete this form and submit it to the OIA office at least 2 weeks (10 working days) prior to arrival.
* For safety reasons, it is not possible to provide airport pick-up service for flights arriving in Taiwan before 8:00 AM and after 8:00 PM.

Service Request

* Our Student Ambassadors will assist you with checking in at OIA office. For other services, please check the appropriate box(es) below.

☐ Campus tour ☐ Housing arrangement
☐ Bank account opening ☐ Basic shopping
☐ Gym membership ☐ Others____________________

Please email or fax this completed form to the following:
Fax: +886-2-2362-0096  Attn: Ms. Hsin-Chieh Chang
E-mail: hsinchieh420@ntu.edu.tw
Emergency contact phone number: +886-2-3366-2007 #218

___________________________________________________________
___________________________________________________________
B. NTU Personal Information Sheet - Scholars

National Taiwan University Personal Information Sheet – Scholars

Please Complete and Return this form to The Office of International Affairs (ROOM 402, 2nd Administration Building)

<table>
<thead>
<tr>
<th>Date: <em><strong><strong>/</strong></strong></em>/_______</th>
<th>Passport Number:</th>
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<tbody>
<tr>
<td>Month  Day  Year</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>First/Given Name:</th>
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<table>
<thead>
<tr>
<th>Middle Name:</th>
<th>Date of Birth: <em><strong><strong>/</strong></strong></em>/_______</th>
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<td>Month  Day  Year</td>
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<table>
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<tr>
<th>Nationality:</th>
<th>Duration of stay:</th>
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<table>
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<tr>
<th>Visa Type:</th>
<th>Visa expires on <em><strong><strong>/</strong></strong></em>/_______</th>
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<tbody>
<tr>
<td></td>
<td>Month  Day  Year</td>
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</table>

Local Address in Taiwan

<table>
<thead>
<tr>
<th>Street: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>City: ____________________________</td>
</tr>
<tr>
<td>Zip Code: ________________________</td>
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</tbody>
</table>

Local Contact Info

<table>
<thead>
<tr>
<th>Landline: (_____)(<strong><strong>)</strong></strong> - ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate Telephone:_______________</td>
</tr>
<tr>
<td>NTU email: <a href="mailto:_____________@ntu.edu.tw">_____________@ntu.edu.tw</a></td>
</tr>
<tr>
<td>Alternate Email:__________________</td>
</tr>
</tbody>
</table>

Host Department/Institute at NTU

<table>
<thead>
<tr>
<th>Department: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>College: ________________________</td>
</tr>
<tr>
<td>Contact Person:__________________</td>
</tr>
<tr>
<td>Telephone: (02) __________ - ______</td>
</tr>
<tr>
<td>Fax: (02) __________ - ______</td>
</tr>
<tr>
<td>Mobile: _______ - ______ - ______</td>
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Accompanied Persons

<table>
<thead>
<tr>
<th>Numbers of Accompanied Persons: _____</th>
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</thead>
<tbody>
<tr>
<td>(   ) They have arrived with me.</td>
</tr>
<tr>
<td>(   ) They will come at a later time.</td>
</tr>
<tr>
<td>They are my _____________________</td>
</tr>
<tr>
<td>Estimated Arrival Date: ___________</td>
</tr>
<tr>
<td>Duration of Stay: ___________</td>
</tr>
</tbody>
</table>

Name and information of emergency contact person:

<table>
<thead>
<tr>
<th>Name: _________________________</th>
<th>Telephone: (_____)(<strong><strong>)</strong></strong> - ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: ________________________</td>
<td></td>
</tr>
<tr>
<td>E-mail: ________________________</td>
<td></td>
</tr>
<tr>
<td>Relationship: __________________</td>
<td></td>
</tr>
<tr>
<td>If your emergency contact does not speak English, what language is preferred? _______</td>
<td></td>
</tr>
</tbody>
</table>