NTU Incoming Exchange/Visiting Student Orientation
2011/09/07

Shirley Li-Ting Huang : )
Information For Exchange/Visiting Students
We’re going to tell you…

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

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

University Level Exchange Students → Tomorrow at OIA

Visiting Students

College Level Exchange Students → Faculty Office
Registration: 1st semester

University Level Exchange Students

Visiting Students

Tomorrow at OIA

3 Steps
Registration: 1st semester

Step 1

University Level
Exchange Students

Visiting Students

Payment Sheet
Registration Sheet
Registration Sheet
Registration Sheet

1. Campus Internet Access Fee
2. Accommodation Fee (IYC only)
Registration: 1st semester

Step 2

- University Level Exchange Students
- Visiting Students

Payment Sheet
Registration Sheet

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

Step 3

University Level Exchange Students

Visiting Students

Registration Sheet

Receipt

Missing documents

Health Exam Report

Insurance Proof

Sep. 8

OIA

09:30-12:00
13:30-16:00
Registration: 1st semester

Step 3

University Level Exchange Students

Visiting Students

Registration Sheet

Receipt

Missing documents

Health Exam Report

Insurance Proof

400-500 NTD

Sep. 8

OIA

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

Students from China

Sep. 8 Orientation

Other students

Sep. 9 Registration
Registration: 1st semester

Step 3

**University Level Exchange Students**

**Visiting Students**

Sep. 8

OIA

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

Pick up your Student ID Card

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

Step 1
- Registration Sheet
- Payment Sheet

Step 2
Pay the fee

Step 3
Register at OIA:
09:30~12:00, 13:30~16:00
September 8th (Tomorrow)
Registration: 1\textsuperscript{st} semester

Students under \underline{school level exchange} should register in faculty office
Registration: 2\textsuperscript{nd} semester

BY YOURSELF
Registration: 2nd Semester

**Step 1**
Print Payment Sheet

**Step 2**
Pay the fee

**Step 3**
Go to the 1st Administration Building to obtain the official stamp on your NTU Student ID Card.
Registration: 2nd Semester

Step 1

Print the payment sheet
在台灣大學 info 網頁列印繳費單
Student info: http://info.ntu.edu.tw/sinfo/

Tuition Payment
Registration: 2nd Semester

Billing Statement
### Registration: 2\textsuperscript{nd} Semester

#### Payment Sheet

<table>
<thead>
<tr>
<th>Verification</th>
<th>For Post Office Use Only</th>
</tr>
</thead>
</table>
| Account Name: | |}
| National Taiwan University Billing Statement 1st Semester of 2011 Academic Year |
| Collection Account | Tuition payments at 7-11, FamilyMart, Hifive, or OK, (Please execute the 0550 transaction) |
| Name: | China Trust Commercial Bank |
| Account Number: | |}
| Account Number: | 50102217 |
| Account Number: | |}
| Account Number: | |}
| Account Number: | |}
| Amount: | TWD 400 |
| Amount: | TWD 400 |
| Amount: | TWD 400 |
| Amount: | TWD 400 |

The slip will be kept for 5 years by the collection agent. The first part is reserved by the collection agent.
Registration: 2\textsuperscript{nd} Semester

Step 2

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

Step 3

Obtain an official registration stamp

Bring your:
1. Receipt
2. Student ID
Card

1\textsuperscript{st} Administration Building

Undergraduate
Academic Affairs Division 註冊組
Room 106

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

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

Office of International Affairs

23
Change of Exchange Period

**Student**

Dead line: 2011/12/01

- Ask for approval from home university coordinator
  - 取得您就讀學校承辦人的許可
- Ask for approval from OIA
  - 取得台大國際事務處的許可

**Confirmed**

- To extend the exchange period
  - 延長交換期
  - OIA issues a new admission letter for the extended period
- To cut short the exchange period
  - 縮短交換期
  - Student must complete the deregistration procedure
We’re going to tell you…

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

Don’t panic. You still have chance to get more courses!
Course Enrollment

1st Online Course Selection Period
Aug. 22-25

2nd Online Course Selection Period
Aug. 30 - Sep. 1

Online Course Selection Result
Sep. 4 (15:00)

Drop/Add Period
Sep. 13-24

Confirmation of Online Course Selection Result
Oct. 3-7
Course Enrollment

Selection Method

Drop/Add Period
Sep. 13-24
Selection Method

Selection Method 1

Selection Method 2

Selection Method 3
Selection Method

Selection Method 1

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

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

- **Tip: Register ASAP**
Selection Method

Selection Method 2

Get an authorization code from the professor

- Students need to get a “special permission number” from the instructor(s) in order to add the course online.
- Most of the courses in NTU are with selection method 2.
- Tip: If only the professor agrees…
Selection Method

Selection Method 2

Get an authorization code from the professor

• The magical green paper…

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

Serial Number
Authentication Code
Selection Method

**Selection Method 3**

- Limited numbers, randomly assigned on the distribution period

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

- **Tip:** No hurry, but be sure to enroll in time before every distribution session.
## Selection Method

<table>
<thead>
<tr>
<th>Selection Method 1</th>
<th>Register ASAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Method 2</td>
<td>Go to the class and Talk to the professor</td>
</tr>
<tr>
<td>Selection Method 3</td>
<td>No hurry, but enroll in time</td>
</tr>
</tbody>
</table>
Selection Method

Course Information Website

Check the Selection Method here
Access the Online Course Selection System

During the Course Drop/Add Period

Office of International Affairs
1. Go to the Course Information Website
2. Click on the link according to your Student ID
Go to the Online Course Selection System

For example, choose 1.2.3 if your student ID is “T00101101”
Login

Student ID

Password

a + birthday month + birthday date

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

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

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

Courses registered
Course Registration

Please enter the course information

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

Submit

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

Aug.

22 25 30 1

1st 2nd

Courses you have now

Sep.

13

DROP / ADD Period

24

Courses you add
Course Reg.

Aug. 22 25 30 1  13  24

Sep. 1st 2nd DROP / ADD Period

Courses you have now

Courses you add

Conflict!!

Same Curriculum Number

Same Time Schedule
Course Reg.

- Aug. 22, 25, 30, 1, 13, 24
- Sep. 1st, 2nd, DROP / ADD Period

Courses you have now: LOWER PRIORITY
- Courses you add: HIGHER PRIORITY

Conflict!!
- Same Curriculum Number
- Same Time Schedule
One Example

ADD a course
DROP a course
One Example

ADD a course

DROP a course
ADD a Course (Selection Method 2)

Course Registration

Please enter the course information
- Serial No.: 17072
- Lab Groups: (If this course has lab groups, please enter your desired group)
- Authorization Code: 2012118668 (Please enter authorization code if you would like to add category 2 courses)
- Course conflict priority: (If adding category 3 courses, please place the course priority from 1 to 99)

Submit
**ADD a Course**

---

**NTU Computer Course Selection System**

- Main | Import Course | Course Info. | Timetable | Chinese | Log off

- **Course Reg**

  The course information you desire to add:

  - [Confirm registration]
  - [Cancel]

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Serial number:</strong> 13045</td>
</tr>
<tr>
<td><strong>Curriculum number:</strong> NURS8009</td>
</tr>
<tr>
<td><strong>Course section:</strong> 14</td>
</tr>
<tr>
<td><strong>Course name:</strong> INDEPENDENT STUDY</td>
</tr>
<tr>
<td><strong>Credit:</strong> 3</td>
</tr>
<tr>
<td><strong>Instructor:</strong> WEN-YU HU</td>
</tr>
</tbody>
</table>

---

Office of International Affairs, NTU
ADD a Course

Course has been successfully registered.
One Example

ADD a course

DROP a course
DROP a Course

NTU 電腦選課系統
Course Selection System

Greeting! T99703112：郭榮富

已修獲選修學分: 0
已修專項選修學分: 0
Maximum Credits: 25

Service learning courses that have been taken:

<table>
<thead>
<tr>
<th>Status</th>
<th>Serial number</th>
<th>Curriculum number</th>
<th>Course section</th>
<th>Group</th>
<th>Course name</th>
<th>Credits</th>
<th>Instructor</th>
<th>Course schedule</th>
<th>Conflict Wish</th>
<th>Remarks</th>
<th>De-reg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>13045</td>
<td>NURS8009</td>
<td>14</td>
<td>3</td>
<td>INDEPENDENT STUDY</td>
<td>3</td>
<td>WEN-YU HU</td>
<td>1 (modify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The course has prerequisites, failure of course enrollment will be processed after course add/drop is over.
The course you desire to de-register:

Serial No: 13045
Course number: NURS8009
Course Identifier number: 426 D0130
Course section: 14
Instructor: WEN-YU HU
Course name: INDEPENDENT STUDY

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

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

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Days</th>
<th>9:00-12:00</th>
<th>12:00-15:00</th>
<th>15:00-24:00</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Sep 12</td>
<td>Mon</td>
<td>Mid-autumn festival</td>
<td></td>
<td></td>
<td>The system is closed</td>
</tr>
<tr>
<td></td>
<td>Sep 13</td>
<td>Tue</td>
<td>Course drop/add/enroll</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sep 14</td>
<td>Wed</td>
<td>Distribution</td>
<td>Check the results</td>
<td></td>
<td>The system is closed during the distribution period</td>
</tr>
<tr>
<td></td>
<td>Sep 15</td>
<td>Thu</td>
<td>Course drop/add/enroll</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sep 16</td>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sep 17</td>
<td>Sat</td>
<td>Course drop/add/enroll</td>
<td>Distribution</td>
<td></td>
<td>The system is closed during the distribution period</td>
</tr>
</tbody>
</table>
You can only drop/add/enroll courses during the blue highlighted period.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Days</th>
<th>9:00-12:00</th>
<th>12:00-15:00</th>
<th>15:00-24:00</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week2</td>
<td>Sep 18</td>
<td>Sun</td>
<td></td>
<td></td>
<td></td>
<td>Check the results</td>
</tr>
<tr>
<td></td>
<td>Sep 19</td>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td>Course drop/add/enroll</td>
</tr>
<tr>
<td></td>
<td>Sep 20</td>
<td>Tue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sep 21</td>
<td>Wed</td>
<td></td>
<td></td>
<td></td>
<td>Distribution</td>
</tr>
<tr>
<td></td>
<td>Sep 22</td>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td>Check the results</td>
</tr>
<tr>
<td></td>
<td>Sep 23</td>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sep 24</td>
<td>Sat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week3</td>
<td>Sep 25</td>
<td>Sun</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9:00 am on Sunday
8:00 am on Monday

The system is closed during the distribution period.
Course I plan to Take This Semester
Course I plan to Take This Semester on Course Information Website...

<table>
<thead>
<tr>
<th>serial number</th>
<th>Designated for</th>
<th>Curriculum Number</th>
<th>Class</th>
<th>Course title</th>
<th>Credits</th>
<th>Curriculum Identity Number</th>
<th>Full/Half Yr.</th>
<th>Required</th>
<th>Elective</th>
<th>Instructor</th>
<th>Selection method</th>
<th>Schedule</th>
<th>Limits on Course-adding/dropping</th>
<th>Remarks</th>
<th>Course Website</th>
<th>Courses I Plan to Take This Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>01016</td>
<td>DEPARTMENT OF CHINESE LITERATURE</td>
<td>CHIN1001</td>
<td>01</td>
<td>Chinese (1)</td>
<td>3</td>
<td>101 80001</td>
<td>Full</td>
<td>Presagse</td>
<td>LONG SHIAN LEE</td>
<td>2</td>
<td>Mon 8:30-9:45, Tues 8:30-9:45, Wed 8:30-9:45, Thurs 8:30-9:45, Fri 8:30-9:45</td>
<td>Limited to students from within this department (including students taking minor and dual degree programs) AND Limited to students from within this department whose student I.D. ends in an &quot;odd&quot; number. The upper limit of the number of students: 40.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office of International Affairs, NTU
The courses you put on this schedule ARE NOT the courses you have registered!
You still have to register for courses on Course Selection System
Course Enrollment

1st Online Course Selection Period
Aug. 22-25

2nd Online Course Selection Period
Aug. 30 - Sep. 1

Online Course Selection Result
Sep. 4 (15:00)

Drop/Add Period
Sep. 13-24

Confirmation of Online Course Selection Result
Oct. 3-7
Notice that…

- You can only withdraw one course per semester.
- A “withhold” mark will be showed on your transcript.
- Please finish the application before Dec. 9.

Stop attending the class without applying the form before deadline.

Fail !!!

OIA

Sorry… We can’t help you…
Keep in mind…

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

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

- ✓ Free shuttle bus (Handbook P.63 & 81)
- ✓ MRT
- ✓ Bus
Placement Test (編班測驗)：

<table>
<thead>
<tr>
<th>Sep. 10 (Sat.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-12:00 at CLD</td>
</tr>
</tbody>
</table>

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

Please refer to Handbook, p. 52-55
We’re going to tell you…

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

- **Valid visa (Visitor Visa or Resident Visa)**
- **Visa-exempt Entry (Cannot be extended)**
- **Special permits (Hong Kong/Macao)**
  - Valid for 3 months and may be extended once
- **入台證 (中國籍學生)**
  - 統一辦理、單次進出
  - 入台證繳費 (迎新當天：600 NTD)
  - 相關規定請參考手冊第19頁
Visa
(Handbook P.17)

Visitor Visa
停留簽證
- less than 180 days
  - Within 15 days before expired (not earlier than that)

- more than 180 days
  - Within 15 days

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

Visitor Visa Extension
- National Immigration Agency

Alien Resident Certificate (ARC)
- National Immigration Agency

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

Within 15 days

Visa: Resident Visa

Students who need to apply for a Resident Visa need to prepare a health exam certificate which the health exam was taken

- within three months
- in the hospital appointed by the Centers of Disease Control, R.O.C. if it is taken in Taiwan
**Visa: Resident Visa**

**Hospital Appointed:**

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Address or Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taipei City Hospital</td>
<td>(Zhongxiao/Renai/Heping/Zhongxing Branch)</td>
</tr>
<tr>
<td>Wan Fang Hospital</td>
<td>台北市立萬芳醫院</td>
</tr>
<tr>
<td>Mackay Memorial Hospital</td>
<td>馬偕紀念醫院(臺北院區)</td>
</tr>
<tr>
<td>Cathay General Hospital</td>
<td>國泰綜合醫院</td>
</tr>
</tbody>
</table>

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

You can apply for an ARC at OIA this Friday!

• You need to have a Resident Visa first.
ROC ID Number

Visitor Visa (停留簽證) → Resident Visa (居留簽證) → Alien Resident Certificate (ARC) (外僑居留證) → ROC ID Number (自動獲取)

Apply at National Immigration Agency

- Opening a bank account
- Applying for a driver’s license
- Applying for national health insurance (NHI)

Bureau of Consular Affairs, Ministry of Foreign Affairs (外交部領事局)
National Immigration Agency (內政部入出國及移民署)
Visa

- General required documents of visa application
- Contact information

Please refer to Handbook, p.14-20
We’re going to tell you…

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

Exchange students residing in Taiwan for more than 4 months (without leaving the country) may enroll in the NHI system.

How to apply for the NHI?

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

For example, students living on campus could go to District Office (區公所) to complete your enrollment procedure.
We’re going to tell you…

- Registration
- Course
- Visa
- Insurance
- Transcript
- Scholarship
You can check your final grades online
請至台大網站查詢學期成績

2 copies of official transcripts in both English and Chinese will be sent to your home universities 3-4 months after the end of your exchange period.

兩份中英文成績單會寄至您就讀的學校
Transcripts

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

![Image of printer machine]

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

Password: `mmdd`
(of your birthday)

Student Handbook p.49
We’re going to tell you...

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

Students whose home universities have bilateral scholarship agreements with NTU.

若您們的母校與台大簽訂有雙邊互惠的交換生獎學金合約，您在台大的交換期，可領取本校獎學金。
For the NTU Scholarship Awardees

How do I receive the stipend?
如何領取獎學金?

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

The stipend for September and October will be given out together on Oct. 10th.
九月份及十月份的獎學金將於十月十號統一發放.
Chinese Course Placement Test: 9/10, 8:30-12:00 CLD

Apply for ARC: (need to have RV first) 9/9, 9:30-12:00 OIA

Purchase here:
• Students from **China**: 9/7 Orientation
• **Other** students: 9/8 Registration

1st semester: **9/8 OIA**
2nd semester: by yourself

Check the “Selection Method”
Go to the Class

Registration

Course

Visa

Insurance

Transcript

Scholarship

Visitor Visa

Resident Visa

Visitor Visa Extension

Alien Resident Certificate (ARC)

Within 15 days after your arrival

Within 15 days before expired

Within 15 days

less than 180 days

more than 180 days

Office of International Affairs, NTU
Legendary Fusion: Chinese and Western Performing Art

Mr. Hsing-Kuo Wu (吳興國)
the Artistic Director of Contemporary Legend Theater

- Friday, Sep. 16, 2011
- 14:00 – 17:00
- Venue: 3F, Conference Room of Life Science Building, National Taiwan University
- Free with simultaneous English translation
- Registration: http://220.135.71.33/H_K/index.html
OIA will inform you about more events/activities by email from time to time.

_Do check your email_ in order not to miss any of them ; )
Thank you!

Enjoy your stay in Taiwan :o)