

Study in Taiwan,  
Be Excellent in NDHU

# Handbook

**For 2021 Fall Semester**

Office of International Affairs

National Dong Hwa University, Taiwan

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# Welcome!

Please check the following lists to help you settle in and prepare for the future life in National Dong Hwa University.

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# I. Important Dates

Date (mm/dd)	Event
<b>8/10-20</b>	
9/13	Freshmen Course-Selecting Online (9/13 12:30 ~ 9/16 12:30)
9/15	Dormitory Opening (12:00 noon) for Fall Semester
9/17	New International Student Orientation
9/17	<b>New International Student Registration</b>
9/22	<b>Classes Begin</b>
	Courses Drop Online (9/22 12:30 ~ 9/23 12:30)
9/23	Courses Add/Drop Online (9/23 12:30 ~ 9/30 12:30)
	<b>Tuition Payment Deadline</b>
10/2	Foreign Freshmen Campus Health Examination
10/10-10/11	<b>Holiday National Day (10/10 – 10/11)</b>
10/29	Tuition Refund Calculation Base Date for Suspension or Termination (1/3 Semester)
11/15	<b>Mid-Term Evaluation Week (11/15 - 11/19)</b>
11/22	Course Withdrawal (11/22 – 12/10)
11/24	NDHU Sports Day (no classes)
12/10	Tuition Refund Calculation Base Date for Suspension or Termination (2/3 Semester)
12/27	Course Preliminary Selecting for Next Semester (12/27 12:30 ~ 2022/1/7 12:30)
12/31-1/1	<b>Holiday New Year's Day</b>
1/10	<b>Semester Evaluation Week (1/10 – 1/14)</b>
1/21	<b>Classes end</b>
1/24	Winter Vacation Begins
1/25	Dormitory Closing (12:00 noon)

NDHU calendar: <https://sys.ndhu.edu.tw/AA/calendar/default.aspx?yd=110>

## II. Office of International Affairs

Office of International Affairs (OIA) is located at Room 601, 6F in Administration Building. Should you need information, welcome to come to OIA who would like to assist.

### Important Faculties on Campus

#### Office of International Affairs

International Scholar and Student Affairs Division (ISSA)	03-890-5116~5119 <a href="mailto:issa@gms.ndhu.edu.tw">issa@gms.ndhu.edu.tw</a>	Admin. Building 6F Room 601
International Recruitment and Admissions Division (IRA)	03-890-5111~5114 <a href="mailto:admission@gms.ndhu.edu.tw">admission@gms.ndhu.edu.tw</a>	Admin. Building 6F Room 601
International Academic Cooperation and Exchange Division (ICE)	03-863-5106~5109 <a href="mailto:ice@gms.ndhu.edu.tw">ice@gms.ndhu.edu.tw</a>	Admin. Building 6F Room 601
Division of Registry, Office of Academic Affairs	03-890-6112~6117 <a href="mailto:ying26@gms.ndhu.edu.tw">ying26@gms.ndhu.edu.tw</a>	Admin. Building 4F Room 401
Student Living Service Division, Office of Student Affairs (Dormitory)	03-890-6212, 03-890-6217 <a href="mailto:nacy4631@gms.ndhu.edu.tw">nacy4631@gms.ndhu.edu.tw</a> <a href="mailto:free22011@gms.ndhu.edu.tw">free22011@gms.ndhu.edu.tw</a>	Admin. Building 2F Room 208
Library	03-890-6838, 03-890-6839 <a href="mailto:library@gms.ndhu.edu.tw">library@gms.ndhu.edu.tw</a>	Library 1F Information Desk
Chinese Language Center	03-863-5238 <a href="mailto:clcndhu@gms.ndhu.edu.tw">clcndhu@gms.ndhu.edu.tw</a>	D204, College of Humanities and Social Sciences III
On-Campus Police	03-890-6119	
24-Hour On Campus Emergency Call	03-890-6995 0937-295-995	

### Emergency Phone Number in Taiwan

Police	110
Fire Department	119
Ambulance	119

### Major Medical Hospitals near Hualien City & NDHU

Mennonite Christian Hospital	03-824-1234
Tzu Chi General Hospital	03-856-1825
Hualien Hospital	03-835-8141

## III. Before Arriving in Taiwan

### A. Resident Visa Application

To apply for a Resident Visa before you arrive Taiwan. Resident Visa holders are required to apply for the Alien Resident Certificate (ARC) and Re-entry Permit at National Immigration Agency, R.O.C. (Taiwan) within 15 days after arrival.

ARC is one of the necessary documents if you study in Taiwan. Students come from visa free country that also need to apply for Resident Visa. (**According to the following the Regulation in Taiwan: International Students Undertaking Studies in Taiwan**)

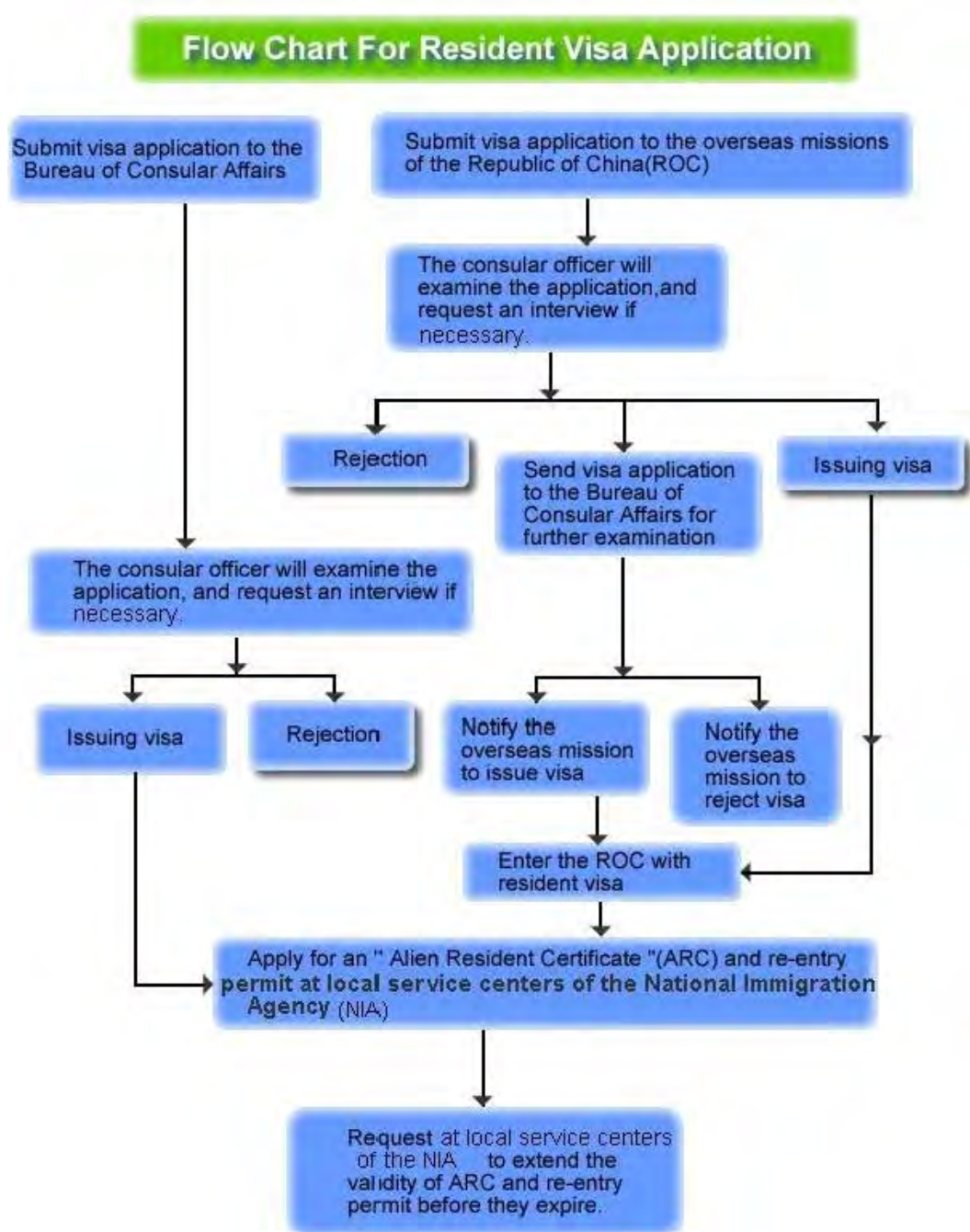
Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China (Taiwan):

<https://www.boca.gov.tw/mp-2.html>

#### Required Documents for Resident Visa Application

1. Visa online application: <https://www.boca.gov.tw/cp-166-283-c4da3-2.html>
2. Two color passport size photos taken within last six months
3. Passport and one photocopy of the passport: *The passport must be valid for at least 6 months and there are blank pages left in it. One photocopy of the passport bio-page including the holder's picture is required.*
4. [Health Certificate for Residence Application](#) from an accredited hospital: *You must complete the Health Certificate for Residence Application within three months before your departure. Earlier ones will not be accepted. For information on specific health certificate requirement please go to the website of Centers for Disease Control in Taiwan: <https://www.cdc.gov.tw/En>*  
*(CDC > Diseases & Conditions > Foreigners' Health)*
5. Original copy of NDHU Admission
6. Original and one photocopy of highest education diploma and transcripts in English or Chinese version.
7. Original and one photocopy of proof of financial support
8. Other supporting documents

## B. Flow Chart for Resident Visa Application



<https://www.boca.gov.tw/np-150-2.html>

## C. Key Points

**International students can only change to a Resident Visa from a Visitor Visa if the purpose of the Visitor Visa is "Studying in Taiwan".** If your VISA has a purpose other than this (including Visa free passports), you will be required to change it by applying a new Visa in another country, or extension to pursue their degree.



Foreigners who enter Taiwan with a Visitor Visa for the purpose of pursuing studies must make the necessary visa change into a Resident Visa at a Bureau of Consular Affairs, Ministry of Foreign Affairs before the Visitor Visa expiration date.

#### **D. Degree Verification**

You are required to submit the authenticated diploma and transcript during NDHU's Registration Day. You should have **previous degree of foreign diploma (or graduation certificate) and transcripts for all semesters verified by a Taiwan embassy (or representative office) in the country of the institutions before the Registration Day.** Please verify the original documents and the translation in Chinese or English before you arrive in Taiwan.

**Please note you have to submit all the authenticated documents and make the full-payment to complete the registration procedure on Registration Day in order to get student ID card and student status certificate.**

## IV. Pre-Departure Check List

	Check your passport is valid and not to be expired. Make sure the name on your passport is correct and matches your registration documents.
	<p><b>Registration Guideline for New International Students:</b> <a href="http://oia.ndhu.edu.tw/files/11-1114-8594-1.php?Lang=zh-tw">http://oia.ndhu.edu.tw/files/11-1114-8594-1.php?Lang=zh-tw</a></p> <ol style="list-style-type: none"> <li>Both original and the copy of diploma, transcripts of all semesters which are written in English <b>or</b> Chinese and authenticated by Taiwan Embassy, overseas agency of the Republic of China in your country <b>or</b> the agency that serves in your country.</li> <li>Digital file and TWO 2-inch photos which are taken within last six months <i>ONE 2-inch photo is for OIA, the other is for National Health Insurance Card Application. Digital photo is for student ID card.</i></li> <li>Fill out the Overseas and International Students Personal Information form</li> <li>Admission Letter</li> <li>Verified private medicinal insurance certificates (authenticated by Taiwan Embassy, overseas agency of the Republic of China in your country <b>or</b> the agency that serves in your country) for the first six months after arrival or certificate of National Health Insurance in Taiwan. <i>If don't have these mentioned documents, you have to buy medical insurance in Taiwan in order to complete the registration procedure.</i></li> <li>Prepare cash of NT\$ 3,000 for medical insurance <b>or</b> NT\$ 4,956 for National Health Insurance</li> <li>Pre-fill out the National Health Insurance Card Application form with <b>ONE 2-inch Photo taken within last six months.</b></li> <li>A copy of TOCFL language certificate <b>or</b> other valid Chinese proficiency certificate. <b>(If any)</b> TOCFL Placement Test is used as a reference for students who will take the Chinese language courses and it is not mandatory to participate. Please complete the test before Sep. 9<sup>th</sup>. (page 39)</li> </ol>
	<p><b>Alien Resident Certificate (ARC) required documents. (page 22)</b> Photo format must to be followed the requirement as OIA website mentioned. <a href="http://oia.ndhu.edu.tw/files/11-1114-8594-1.php?Lang=zh-tw">http://oia.ndhu.edu.tw/files/11-1114-8594-1.php?Lang=zh-tw</a></p>
	Make your travel arrangement.
	Make a list of the contents of your luggage.
	Weigh the luggage to ensure that it is within your baggage allowance.
	Carry with you any vaccination certificates (if required).
	Bring any prescribed medicine you are taking and a letter from your doctor explaining what they are for.
	Bring a short medical history which will be helpful when you register with a doctor upon arrival in Taiwan (if possible).
	Arrange to bring a traveler's check <b>or</b> New Taiwanese Dollar (NTD) for payment of school and living expense for first 2 months.

# V. Volunteer, Flight & Dormitory

## A. Volunteer Program

OIA will provide every international new students one volunteer at least. The information of volunteers will be sent to your email **in late July**. Volunteers are selected from NDHU students and are assisted all the way for helping you in NDHU. Please feel free to ask them for solving any problems without hesitation.

## B. Reply Your Flight Information

OIA do not provide the pick-up service from the airport. However, **we offer shuttle bus from Hualien Train Station to NDHU campus** and your volunteers will assist you. The contact information of volunteers and international students will be mutually given for the convenience of reaching.

To confirm admission and arrival time, please reply to your volunteers, register online and upload the scan of flight ticket information before **Aug. 13<sup>th</sup>** in the following website: <http://ias.ndhu.edu.tw/intladmission>

If you cannot register your arrival time before the deadline due to the visa issue or the other problems, please write an email to inform [jssa@gms.ndhu.edu.tw](mailto:jssa@gms.ndhu.edu.tw).

## C. Dormitory

The campus-accommodation system for international new students will be opened from **Aug. 10<sup>th</sup> - 20<sup>th</sup>**. Remember to register it! The Registry Division in Office of Academic Affairs will set the student ID number in August. Since OIA get it, we will inform you by e-mail. The dormitory allocation will be opened to check from campus-accommodation system after Aug. 20<sup>th</sup>. Don't forget to check the result. If you would like to apply for changing dormitory, please contact Student Living Service Division in Office of Student Affairs after the semester starts. Dormitory will be opened and be available for new students on **Sep. 15<sup>th</sup>**.

Online Application Site: <https://sys.ndhu.edu.tw/SA/Dorm/login.aspx>

\*\*\*Please be advised NDHU **will not provide the accommodation** before the date.

\*\*\*The dormitory deposit is NT\$ 2,000.

Dormitory Information from Student Living Division in Office of Student Affairs:

<https://rb005.ndhu.edu.tw/p/412-1005-489.php>

The screenshot displays the website for the Student Living Division. At the top, there is a banner with the text '學生事務處' (Student Affairs Office) over a background image of a campus with a lake and greenery. Below the banner is a navigation menu with the following items: '生活輔導組' (Student Living Division), '大學部在校生(請點擊圖片進入)' (Undergraduate Students (Click on the image to enter)), '首頁' (Home), '最新消息' (Latest News), '本組介紹' (About Us), '校內宿舍資訊' (On-campus Dormitory Information), '校外賃居資訊' (Off-campus Rental Information), '獎學金' (Scholarships), '助學措施' (Financial Aid Measures), '獎助生(計畫類學習型助理)關係專區' (Award and Assistant (Plan-type Learning Assistant) Relationship Special Area), and '遺失物查詢暨處理' (Lost and Found Query and Processing). A red box highlights the '校內宿舍資訊' menu item and its corresponding sub-menu items: '大學部新生和轉學生' (Undergraduate Freshmen and Transfer Students), '大學部在校生' (Undergraduate Students), '碩博士生' (Master and Doctoral Students), '宿舍相關法規' (Dormitory Related Regulations), '宿舍住宿須知' (Dormitory Accommodation Guidelines), '宿舍連絡電話' (Dormitory Contact Phone Number), and '線上申請' (Online Application). To the right of the menu, there is a large image of a dormitory building with the caption '樹雲一、二莊(男、女舍)' (Shu Yun One, Two Halls (Men's and Women's Dormitories)). Below this image are four smaller images showing different dormitory buildings.

If you have questions about dormitory, please directly contact below.

Mrs. Chung: 03-8890-6217, [free22011@mail.ndhu.edu.tw](mailto:free22011@mail.ndhu.edu.tw)

Mrs. Yu: 03-890-6212, [nacy4631@mail.ndhu.edu.tw](mailto:nacy4631@mail.ndhu.edu.tw)

**OIA strongly suggest you that arriving at NDHU on Sep. 15<sup>th</sup> and attend the registration on Sep. 17<sup>th</sup>. According to NDHU regulations, students who do not show up, reply the flight information or inform OIA before Sep. 22<sup>nd</sup> will be considered as not to enroll in this semester.**

## VI. Transportation to NDHU

After arriving in Taiwan....

Schedule	Time
Currency Exchange Apply cell-phone number	30 min
From Taoyuan International Airport to Taipei Main Station	Bus: 1-1.5 hrs Taoyuan Metro: 40 min
From Taipei Main Station to Hualien (Train)	2-3 hrs
From Hualien train station to NDHU main campus	30 min-1 hr
Arrive to NDHU dormitory	10 min

Taoyuan International Airport: <https://www.taoyuan-airport.com/english>

### A. Taoyuan International Airport to Taipei Train Station

After arrive at Taoyuan International Airport, you may choose to take a bus, taxi or Taoyuan Metro to Taipei Railway Station.

#### 1. Buses

Ticket counters are located in the Arrival Passenger Reception areas of both Terminal 1 and Terminal 2.

Bus Platform at Terminal 1: Bus pick-up zone at B1 Arrivals

Bus Platform at Terminal 2: Bus pick-up zone at the northeast arcade of the Arrivals lobby on 1st floor

One-way fare varies from NT\$ 110 to NT\$ 140 per adult. (From Taoyuan airport to Taipei Main Station)

Taoyuan International Airport Website (Taipei buses):

[https://www.taoyuan-airport.com/main\\_en/buses.aspx?uid=517&pid=420](https://www.taoyuan-airport.com/main_en/buses.aspx?uid=517&pid=420)

#### 2. Taxi

Taxis operating by shifts are located at the west side of the Terminal 1's and Terminal 2's Arrivals Lobby at the Taiwan Taoyuan International Airport. All taxis and drivers must pass a strict evaluation process by the Aviation Police Office before being allowed to service airport travelers. The comprehensive management protocol ensures safety for all travelers.

### **Fare**

Taxi fare is based on the meter plus a 15% surcharge (highway tolls are not included).  
Airport taxis transport passengers are everywhere in Taiwan.  
Operating hours: Airport taxis provide transportation services 24 hours a day, year round.

### **Service number**

Terminal 1 Taxi service center: +886-3-3982832  
Terminal 2 Taxi service center: +886-3-3983599  
Complaints: +886-3-3834499

Taoyuan International Airport Website (Taxi): [https://www.taoyuan-airport.com/main\\_en/docdetail.aspx?uid=520&pid=420&docid=176](https://www.taoyuan-airport.com/main_en/docdetail.aspx?uid=520&pid=420&docid=176)

## **3. Taoyuan Metro**

Airport Station to Taipei Main Station: NT\$ 160  
Taoyuan Airport MRT (Metro) Website: <https://www.tymetro.com.tw/tymetro-new/en/index.php>

## **B. Taipei Train Station to Hualien Train Station**

### **One-way ticket**

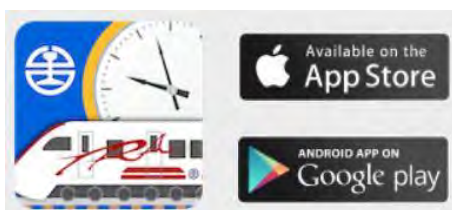
Departure Station: Taipei Station  
Destination Station:  
Hualien Station (16 km North of NDHU)  
Shoufeng Station (4 km South of NDHU)  
Zhixue Station (750 m from NDHU back gate, 2 km from NDHU front gate)

### **Fare**

Tze-Chiang Limited Express: NT\$ 440 (Taipei-Hualien)  
Chu-Kuang Express: NT\$ 340 (Taipei-Hualien)

Taiwan Railways Administration website: [https://www.railway.gov.tw/tra-tip-web/tip?lang=EN\\_US](https://www.railway.gov.tw/tra-tip-web/tip?lang=EN_US)

APP: TRA E-booking



## C. Hualien Train Station to NDHU Campus

### 301 Shuttle Bus

Bus stop is at the front exit of Hualien Train Station.

Taroko Bus Facebook: <https://www.facebook.com/TarokoBus/>

### 1121, 1128 Hualien Bus

Bus stop is at the front exit of Hualien Train Station.

Website: [http://www.hualienbus.com.tw/bus/ticket\\_info.php](http://www.hualienbus.com.tw/bus/ticket_info.php)

### Purchasing and Supply Section, Office of General Affairs

Timetables: <https://ga.ndhu.edu.tw/p/405-1006-150910,c17163.php?Lang=zh-tw>

### Taxi

Chung-Mei Taxi (中美計程車): 03-8234432, 03-8237011

Ming-Xin Taxi (名星汽車行): 0800-432-432

Guo-Fong Taxi(國風汽車行): 0800-097-097

Fare: From Hualien Station to NDHU is around NT\$ 300-350 (day time) and NT\$ 400-450 (night time).

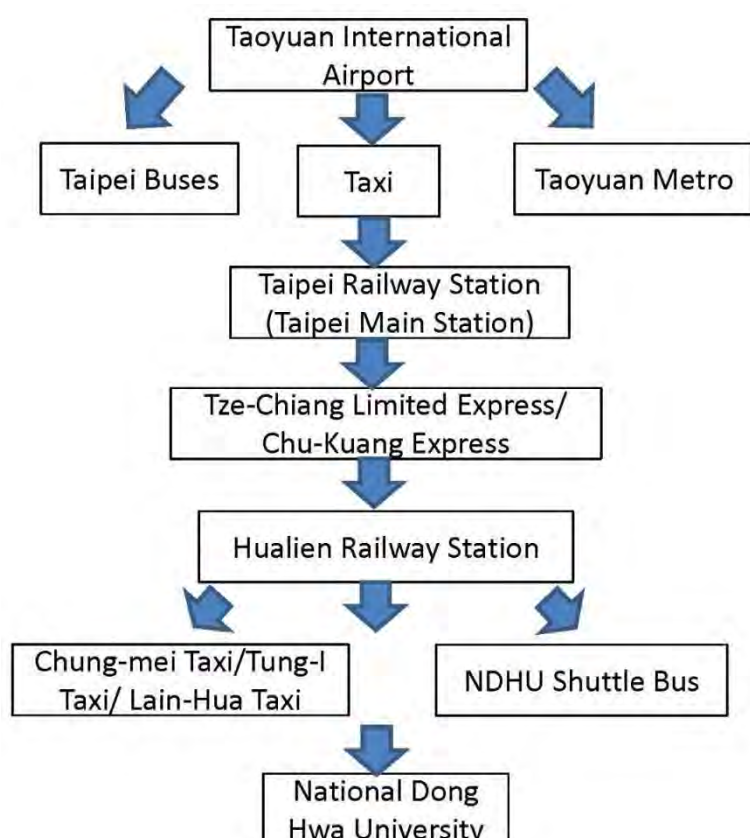
The detailed info of taxi fare:

<https://ga.ndhu.edu.tw/var/file/6/1006/img/2120/748171445.pdf>

## D. OIA Int'l Shuttle Bus (Free for New Students)

OIA Shuttle Bus for Int'l students will run on **Sep. 15<sup>th</sup> to Sep. 16<sup>th</sup>** at **15:00, 17:00, 19:00 p.m.**

(Hualien Train Station -> NDHU Campus)



## VII. Registration Guidelines & Procedure

1. To check required documents, arrange them in the order of Registration Guideline for New International Students and submit them on the registration day.

**Registration Guideline for New International Students and Procedure of Registration:** <http://oia.ndhu.edu.tw/files/11-1114-8594-1.php?Lang=zh-tw>

2. Complete online registration system (Upload the photo for Student ID Card)  
<https://sys.ndhu.edu.tw/AA/REG/register/>
3. Complete e-Portfolio system (Download Student Status Certificate)  
[https://sys.ndhu.edu.tw/CTE/Ed\\_StudP\\_WebSite/Login.aspx](https://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Login.aspx)

### How to sign in NDHU system?

Login User Name: Student ID Number

Password: Student ID Number + 0

For example, if your student ID number is “410833333”, the password will be “4108333330”.

### A. Required Registration Documents

Please see IV. Pre-Departure Check List. (page 9)

### B. Online Registration

Online Registration: <https://sys.ndhu.edu.tw/AA/REG/register/>

This system is aim to collect student’s personal information and upload the photo for Registry Division, Office of Academic Affairs in order to make the Student ID Card. After completing the system, you are able to do the course selection. **Please note fill out the permanent address in your home country.**

### C. e-Portfolio

e-Portfolio: [http://sys.ndhu.edu.tw/CTE/Ed\\_StudP\\_WebSite/Login.aspx](http://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Login.aspx)

This system is aim to download the Student Status Certificate, check the score and see the medical check-up report, etc.



## D. Payment Sheet

The tuition, credit or miscellaneous fee will be exempted on the payment sheet according to the scholarship type. **Your registration status will be valid after making the full-payment of tuition, miscellaneous, accommodation, dormitory deposit, insurance, networking facility fees, etc. on registration day.** Thereafter, the Student Status Certificate will be issued for you to apply for the ARC, bank account, work permit, telecom account for mobile phone, etc. You can download the payment sheet in late Aug.

Payment sheet: <https://school.bot.com.tw/twbank.net/index.aspx?pgid=3>

Printed Instructions:

[https://rb033.ndhu.edu.tw/var/file/0/1000/attach/66/pta\\_93437\\_5246261\\_06752.pdf](https://rb033.ndhu.edu.tw/var/file/0/1000/attach/66/pta_93437_5246261_06752.pdf)

各級公私立高中職以上學生(學校位於台北市及高雄市除外), 如欲辦理就學貸款, 請至台灣銀行就學貸款入口網線上申請, 網址: <https://sloan.bot.com.tw/>

113328611008304  
008304  
第一聯: 繳款人收執聯

繳款人		學號		部別		系所/科別		繳費類別		住宿類別	
座號	年級	院別	班別	管理學院	管理學院	管理科學與財金國際學士學位學程	班別	身分註記	就學貸款可貸金額	外籍生	
收入科目		金額		收入科目		金額		備註			
01.學費		33,580		02.雜費		14,620		一、臺灣銀行各分行、郵局、信用卡、ATM轉帳、統一及金豐等均可繳納			
03.大學部學分費		0		04.中等課程學分費		0		期限至106年09月19日止 <b>Deadline</b>			
05.小教學程學分費		0		06.網路通訊費		300		二、就學貸款可貸金額 為本繳費單可貸項目加書籍費3仟元, 本校住宿費最高10700元。			
07.住宿費		9,500		08.住宿保證金		2,000		三、已辦安休、退學及畢業生無需繳費。			
09.宿舍網路使用費		250		10.鍋爐使用費		0		四、出納組聯絡電話03-8632364			
11.團保費		234		12.個別指導費		0					
13.鍵盤維護費		0		14.僑外生健保費		0					
15.延繳學分費		0		16.交換生證費		0					
合計新臺幣 陸萬零仟肆佰捌拾肆元整 (NT\$60,484)											

1. 本繳費單支援銀聯卡網路繳費, 請至<https://school.bot.com.tw>, 點選「海外銀聯卡專區」進行繳費。  
2. 透過台銀網路銀行繳納免手續費, 持他行金融卡用台銀網路ATM點選「轉繳費稅卡款」, 公立國中小手續費6元, 其他學校10元。  
3. 信用卡網路繳費, 請至<https://school.bot.com.tw>, 點選「信用卡繳費」即可繳費並列印收據(信用卡繳學雜費不收手續費, 分期付款除外)  
收款銀行及經辦人 主辦出納: 張春梅 主辦主計: 戴麗華 機務長官: 蕭涵捷

超商繳費請索取繳費證明單(小白單)

### Estimated expense

#### Tuition of Master and PHD

Credit fee: One credit for NT\$ 3,060

Miscellaneous: NT\$ 25,800

Dormitory fee: <https://rb004.ndhu.edu.tw/p/404-1004-175369-1.php?Lang=zh-tw>

Dormitory Deposit: NT\$ 2,000

Dormitory Internet: NT\$ 250

Medical insurance: NT\$ 3,000 or National Health Insurance: NT\$ 4,956

Student group Insurance: NT\$ 234

Networking Infrastructure: NT\$ 300

#### Tuition of Bachelor

Tuition: NT\$ 21,680

Miscellaneous: NT\$ 33,900

Reference from NDHU Tuition Standard from Registry Division, Office of Academic Affairs: <https://rb033.ndhu.edu.tw/?Lang=zh-tw>

## E. Tuition and Accommodation Fee

### National Dong Hwa University Dormitory Fees List

#### Fees List for Every Semester Each Hall

Hall	Boarder	Period	Accommodation Fees/NTD/per person	Electricity Fees	Deposits /NTD/per person	Fees Advance for Boiler Use
Dormitory I (single room)	Graduate Student	Semester (4.5 months)	\$ 9,500NT (Including \$500 Basic Electricity Fees)	Actual charges based on air-conditioning and general use of meter power calculation	\$ 2,000NT	—
New Dormitory Block A (double room)	Graduate & Undergraduate Student (Male)	Semester (4.5 months)	\$ 10,700NT (Including \$500 Basic Electricity Fees)	Actual charges based on air-conditioning and general use of meter power calculation	\$ 2,000NT	—
New Dormitory Block B (double room)	Graduate & Undergraduate Student (Female)	Semester (4.5 months)	\$ 10,700NT (Including \$500 Basic Electricity Fees)	Actual charges based on air-conditioning and general use of meter power calculation	\$ 2,000NT	—
Dormitory II (four suites)	Undergraduate Student (Female)	Semester (4.5 months)	\$ 7,500NT (Including \$500 Basic Electricity Fees)	Actual charges based on general use of meter power calculation	\$ 2,000NT	—
Dormitory III (four suites)	Undergraduate Student (Female)	Semester (4.5 months)	\$ 7,500NT (Including \$500 Basic Electricity Fees)	Actual charges based on general use of meter power calculation	\$ 2,000NT	\$ 1,000NT
Dormitory III (four suites)	Undergraduate Student (Male)	Semester (4.5 months)	\$ 7,500NT (Including \$500 Basic Electricity Fees)	Actual charges based on general use of meter power calculation	\$ 2,000NT	\$ 1,000NT

Dormitory IV (four suites)	Undergraduate Student (Male)	Semester (4.5 months)	\$ 7,500NT ( Including \$500 Basic Electricity Fees )	Actual charges based on general use of meter power calculation	\$ 2,000NT	\$ 1,000NT
New Dormitory Block C , D (four suites)	Undergraduate Student (Female)	Semester (4.5 months)	\$ 9,500NT ( Including \$500 Basic Electricity Fees )	Actual charges based on general use of meter power calculation	\$ 2,000NT	—
New Dormitory Block E , F (four suites)	Undergraduate Student (Male)	Semester (4.5 months)	\$ 9,500NT ( Including \$500 Basic Electricity Fees )	Actual charges based on general use of meter power calculation	\$ 2,000NT	—

**Statement:**

1. Fees related to accommodation applying (including electricity fees, deposits, and fees advance for boiler use) should be paid at the same time together with the accommodation fees, not sub-pay.
2. Others electric equipment \$500 (such as: electricity for small refrigerator use), deal according to “National Dong Hwa University dormitory electrical use rules”.
3. Students should comply with the provisions of the school dormitory, management practices and conventions of life. Damage to public property, if any, is willing to pay the full price compensation, and willing to bear all of its responsibility to conduct safety during accommodation period.
4. When entering hostel, please complete public property inventory and check with the state survey in dormitory on personal own according to inventory of dormitory property within provisions days; when applying for dormitory check out, you can only check out after property inventory cum clean inspection is passed.

<b>Estimated Expenses for Self-supporting Student at NDHU (Master &amp; Ph.D)</b>		
	NTD/semester	USD/semester
<b>PERSONAL EXPENSES</b>		
On-campus accommodation	\$ 10,000	\$ 333
Living Costs	\$ 36,000	\$ 1,200
<b>Total Personal Expenses</b>	<b>\$ 46,000</b>	<b>\$ 1,533</b>
<b>TUITION AND FEES</b>		
Miscellaneous Fees (including student insurance fee, computer fee, and etc..)	\$ 25,000	\$ 833
Credit Fee	\$ 3,060	\$ 102
<b>Total Tuition and Fees</b>	<b>25,000+(NT\$3,060* credits)</b>	<b>833+(US\$102* credits)</b>
<b>Total Personal expenses plus Tuition &amp; Fees</b>	<b>(25,000+NT\$3,060* credits)+46,000</b>	<b>(833+US\$102*credits)+1,533</b>

<b>Estimated Expenses for Self-supporting Student at NDHU (Bachelor)</b>		
	NTD/semester	USD/semester
<b>PERSONAL EXPENSES</b>		
On-campus accommodation	\$ 10,000	\$ 333
Living Costs	\$ 36,000	\$ 1,200
<b>Total Personal Expenses</b>	<b>\$ 46,000</b>	<b>\$ 1,533</b>
<b>TUITION AND FEES</b>		
Tuition & Miscellaneous Fees (including student insurance fee, computer fee, and etc..)	\$ 55,000	\$ 1,833
<b>Total Tuition and Fees</b>	<b>\$ 55,000</b>	<b>\$ 1,833</b>
<b>Total Personal expenses plus Tuition &amp; Fees</b>	<b>\$ 101,000</b>	<b>\$ 3,367</b>

\*\* The above numbers are estimates and will be affected by choice of life style, personal needs, and exchange rates.  
Exchange Rate: 1USD=30NTD

## F. Notice

The registration process is considered completed when all required fees have been paid, all the necessary documents have been submitted, and the online registration have been finished. If the deadline passes and the student has not finished the above steps, student will be considered unregistered.

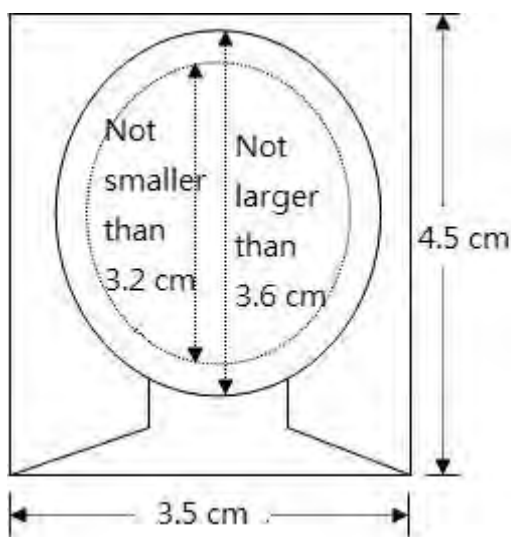
## VIII. Alien Resident Certificate (ARC) Application

Resident Visa holders are required to apply for ARC **within 15 days** after their arrival. They may stay in Taiwan as long as the ARC remains valid. The processing of making a new ARC takes at least two weeks.

**ARC Online Application System:** <https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>

### A. Documents Required

1. Application with passport photo which is taken within last six months  
(Photo format must be followed below proportion and requirements.)
2. Original and Photocopy of Passport and Resident Visa
3. Original and Photocopy of **Student Status Certificate** which new students will get it after completing the Registration Process.
4. Original and Photocopy of Admission letter
5. NT\$ 1,000 per year



The photo should be colorful and was taken within 6 months. The portrait should be without hat, and the face and features should be clear. The background should be white.

## B. ARC Extension

Prepare for ARC extension at least one month before it expires. The procedure is as follows:

1. Make the full-payment of tuition and miscellaneous fees for the upcoming semester.
2. Submit below required documents to NIA in Hualien or Pingtung County.
  - Application with passport photo which is taken within last six months
  - Original and Photocopy of Passport and Resident Visa
  - Current ARC
  - Original and copy of student ID card and **student status certificate**  
NT\$ 1,000 per year
3. If failed to extend ARC before the next reentrance to Taiwan, you must apply for a Resident Visa again to enter as immigration regulation.

## C. Where to Apply for ARC

Hualien County Service Center  
National Immigration Agency  
5F, No.371, Zhongshan Rd.  
Hualien City, Hualien County 970  
Phone: 03-832-9700

Pingtung County Service Center  
National Immigration Agency  
No. 185, Zhili Rd.  
Pingtung City, Pingtung County 900  
Phone: 08-721-6665

## IX. Arrangement for Health Insurance

Medical expenses can be very expensive if you are not insured. Therefore, it is extremely important to understand the insurance policies and the health care system in Taiwan.

According to Article 22, Regulations Regarding International Students Undertaking Studies in Taiwan, Ministry of Education, **students must have medical insurance during study period in Taiwan.**

<http://edu.law.moe.gov.tw/EngLawContent.aspx?lan=E&id=288&KW=%E5%A4%96%E5%9C%8B%E5%AD%B8%E7%94%9F>

*When a new international student registers, they shall submit proof of being covered by a medical and injury insurance policy which is valid for at least six months from the date that they entered Taiwan. Current students shall present documentary proof that they have joined Taiwan's National Health Insurance Plan.*

*If the proof of insurance referred to in the previous paragraph was issued in a foreign country, it shall be authenticated by an overseas mission.*

### **A. Medical Insurance (Before join “National Health Insurance”)**

At the time of registration new international students shall present proof of a medical and injury insurance policy which is valid for at least 6 months from the date the student enters Taiwan. Current student shall present written proof that they have joined Taiwan's the National Health Insurance Plan. Upon enrollment, international students are required to submit proof of insurance covering their medical expenses during the six-month period after their arrival and before joining the “National Health Insurance (NHI)”. The private health certificate of foreign countries should be verified by Taiwan Oversea Representative Office.

**Students who cannot provide the proof of above insurance must purchase the required medical insurance through OIA.** The medical insurance is NT\$ 3,000 for 6 months.

## Cathay Life Insurance Group Foreign students health insurance

### Coverage

#### Outpatient/Emergency treatment benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives (emergency) treatment at a hospital/clinic as an outpatient, the company will reimburse all medical expenses incurred. However, the payment of benefit shall not exceed the limit of 1000 NTD (per visit).

#### Daily hospital room benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Balance billing on hospital rooms .
2. Food, except for nutrients provided through tube feeding .
3. Nursing care fee excluding special nurse fee.

However, the payment of benefit shall not exceed the limit of 1000 NTD (per day).

#### Hospital miscellaneous benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Physician instructions medication.
2. Blood, except for blood transfusions deemed necessary by a doctor providing emergency care
3. Registration fee and cost of obtaining related certificates
4. Ambulance fee (from or between hospital).
5. Operation fee.
6. Operation room, post-operative recovery room, emergency room or the application of its equipment.
7. Materials fee.
8. Laboratory tests, electrocardiogram, basal metabolic rate check.
9. Rehabilitation therapy.
10. Anesthetics, oxygen, and its application.



11. Therapeutic radiology.
12. Hemodialysis.
13. Injection and its liquid medicine.
14. Laboratory examination.
15. Treatment.

However, the payment of benefit shall not exceed the limit of 120,000 NTD (per hospitalization).

#### The provisions of the insured

Insurer qualifications : Limited to foreign students(including Mainland China students and Overseas Chinese students).

Insured age limit : From 15 years old to 50 years old.

Insured's name shall be specified in the policy

Policy period/term : One year.

Premium mode : Yearly, Half yearly, Quarterly ,Monthly

#### Note :

1. The above information is for reference only. For details of the terms and conditions, please refer to the policy contract (Chinese version).
2. The terms and conditions of insurance policy (Chinese version) shall prevail if there is any inconsistency between the above information and the insurance policy.

## **B. Apply for Compensation**

1. Make sure the policy term.
2. See the doctor and make the full medical payment.
3. Apply for original "Medical Report (Doctor's note)" and "Receipt" from hospital or clinic.
4. Fill out the application form and turn in OIA
5. Attach above documents, copy of ARC and bank book.
6. Insurance Company Review → Transfer compensation directly to applicant's account.

### C. Students' Safety Insurance Program

All NDHU students which include domestic and international students are required to join the "Students' Safety Insurance Program". The insurance premium will be included in your registration fee. For more information, please contact 03-890-6226, borisju@gms.ndhu.edu.tw, Student Living Service Division, Student Affairs.

### D. National Health Insurance (aka. N.H.I.)

**International students who hold a valid ARC for over six months, do not leave Taiwan more than once and within 30 days during the six months are eligible, they are required and compulsory to join the NHI program.** International students who enroll into NDHU shall apply for the NHI through OIA when eligible, and the applicable premium is included in the payment sheet since second semester. If you have enrolled in the NHI before your registration with NDHU, please contact OIA and determine whether you will transfer and pay your premium via NDHU; the NHI premium in your payment sheet will be adjusted accordingly.

According to Taiwan regulation: National Health Insurance Act:

<https://law.moj.gov.tw/Eng/LawClass/LawAll.aspx?PCode=L0060001>



Students will be issued a NHI IC Card after joining the insurance program. Holding the IC card along with the ARC will allow you to select medical services from NHI-affiliated hospitals and clinics at a reduced price. Certain registration fees and co-payments may be charged.

Nation Health Insurance Administration, Ministry of Health and Welfare:

<https://www.nhi.gov.tw/English/>

### E. Health Center

Health center is located at Room 114, 1<sup>st</sup> floor, Administration Building.

Office Hour : Monday to Friday, 08:00-17:00 (No lunch break at noon)

Telephone : 03-890-6254, e-mail: chr@gms.ndhu.edu.tw

## F. Psychology Counseling Center

Psychological Counseling Center is located on West Community House.

Office Hour: Monday to Thursday, 08:00-21:00 / Friday, 08:00 to 17:00

Telephone : 03-890-6263

## G. Student Health Examination

All new students (Spring/Fall enrollment) are required to have an additional health examination in designated hospital after arrival at NDHU. Health Center will hold the health examination program for all new students on campus. The fee is around NT\$ 1,000. **Please bring student status certificate when you participate in the student health examination on campus.** Be advised, all international new students should complete the physical checkup in that year. For further information, please check the announcement of your department **or** Health Center, Office of Student Affairs (03-8906254, chr@gms.ndhu.edu.tw)

Student Health Examination from Health Center:

[http://faculty.ndhu.edu.tw/~ndhu\\_iso/health.htm](http://faculty.ndhu.edu.tw/~ndhu_iso/health.htm)

Student Health Examination Form: <https://rb005.ndhu.edu.tw/p/406-1005-121214,r3927.php?Lang=zh-tw>

If you are not willing to do the physical checkup on campus, you may also do the health examination in the following hospitals:

### Hualien Campus

#### **Tzu Chi General Hospital**

Location: No.707, Sec. 3, Zhongyang Rd., Hualien City

Tel: 03-8561825

#### **Mennonite Christian Hospital**

Location: No.44, Minquan Rd., Hualien City

Tel: 03-8241234

### Pintung Campus

#### **Antai Tian-Sheng Memorial Hospital**

Location: No.210, Sec. 1, Zhongzheng Rd., Donggang Township, Pingtung County

Tel: 08-8337771, 08-8332119

#### **Kaohsiung Chang Gung Memorial Hospital**

Location: No.123, Dapi Rd., Niasong Dist., Kaohsiung City

Tel: 07-7317123

**Kaohsiung Municipal Hsiaokang Hospital**

Location: No.482, Shanming Rd., Siaogang Dist., Kaohsiung City

Tel: 07-8059152

**Please note you must bring NDHU Student Health Examination Form/ Health Examination Record and your photo ID when reporting to above hospitals.**

## X. NDHU E-mail & Wireless Internet Access

### A. NDHU E-mail Account

All Students are entitled to a free NDHU email account. If there is any campus information, announcement and event, NDHU will send the information to the email account. Your email account consists of your student ID number with a code. The email server for student is **gms.ndhu.edu.tw**

### B. How to Sign in Personal E-mail Account

Login User Name: Student ID Number

Password: Student ID Number + 0

For example, if your student ID number is “410833333”, the password will be “4108333330”.

Access your account: <https://www.ndhu.edu.tw/p/412-1000-10949.php?Lang=zh-tw>

Reset password: <http://gms.ndhu.edu.tw/passwd/>

### C. Wireless Internet Access

If have a cellphone, laptop and desktop with wireless access function, you can log in NDHU’s free wireless network with your own NDHU E-mail account on campus. **Dormitory area will not provide wireless internet access service, please prepare the patch cable.**

# XI. Course Selection

Online course selection in **2021 Fall Semester**:

**For New Students (First Chance): 12:30 pm, Sep. 6 - 12:30 pm, Sep. 9**

**For All Students (Second Chance): 12:30 pm, Sep. 14 ~ 12:30 pm, Sep. 22**

Course selection:

<https://sys.ndhu.edu.tw/AA/CLASS/subjselect/Default.aspx?lang=en>

Course outline and syllabus: <http://sys.ndhu.edu.tw/aa/class/course/Default.aspx>

Course regulation: <http://sys.ndhu.edu.tw/aa/class/RuleSearch/rulebasic.aspx>

**Please check with your department about course curriculum and credit requirement.**

## A. Important Reminders for the Course Registration Process

1. The registration process is divided into an initial phase and a course addition and withdrawal period. The initial registration phase begins at the end of the preceding semester (or **before** the start of the semester for newly enrolled students). The course addition and withdrawal period will be held at a specified time after the official start of the semester. Students have to register for courses within a specified deadline. After the end of the official course registration period, it is impossible to modify course selections.
2. Students who are unable to select certain courses because they are already filled to capacity or due to other factors, can request the instructor's permission to manually sign up for his course within one week after the end of the course addition and withdrawal period provided that the classroom capacity allows it.

Important Reminders for the Course Registration Process:

<http://aa.ndhu.edu.tw/files/13-1006-14825-1.php?Lang=zh-tw>

## B. Required General Education Course for Undergraduate Students

Regulation for general education course:

<http://sys.ndhu.edu.tw/aa/class/RuleSearch/rulebasic.aspx>



For further General Education Course information, please contact General Education Center, 03-890-6607, mayer@gms.ndhu.edu.tw

### **C. Interdisciplinary Autonomous Learning Certification**

Guidelines of Interdisciplinary Autonomous Learning Certification from Student Activities Division, Office of Student Affairs: <http://osa.ndhu.edu.tw/files/14-1007-113742,r4392-1.php>

For further Interdisciplinary Autonomous Learning Certification information, please contact Student Activities Division, Office of Student Affairs, 03-890-6236, mlwu@gms.ndhu.edu.tw

### **D. Academic Research Ethics Education Course**

Guidelines of Academic Research Ethics Education Course from Curriculum Division, Office of Academic Affairs: <https://aa.ndhu.edu.tw/files/14-1006-94664,r1069-1.php?Lang=zh-tw>

## XII. Open a Bank Account in Taiwan

ATMs will charge NT\$ 300~400 for processing fees and currency exchange difference if a foreign bank card is used.

### A. Chunghwa Post Company (aka. Post Office)

Post office in Taiwan provides both postal and banking services, including shipping, receiving, deposit and withdrawal, etc.

To open a financial account in the post office, you should prepare:

1. Get the application form from post office
2. Original and one copy of passport and ARC
3. **Student Status Certificate**
4. **Personal Seal**

Location: 1F, Administration Building

Office hour: 09:00-17:00

Phone: 03-863-0169

Chunghwa Post Company: [https://www.post.gov.tw/post/internet/U\\_english/](https://www.post.gov.tw/post/internet/U_english/)

### B. Taiwan Business Bank: On-Campus & ATM

You can only apply for a bank account, ATM card and money exchange from Taiwan Business Bank in Hualien city. ATM can be found at post office, Taiwan Business Bank and convenience stores on campus. You must be **over the age of twenty to apply**.

To open a financial account in Taiwan Business Bank, you should prepare:

1. Get the application form from bank
2. Original and one copy of passport and ARC
3. **Student Status Certificate**

#### Shoufeng Campus

Location: 1F, Administration Building

Office hour: 10:00-14:00

Phone: 03-863-0135

#### Hualien City

Location: No.247, Zhongshan Rd., Hualien City,  
Hualien County 970, Taiwan (R.O.C.)

Office hour: 09:00-15:30

Phone: 03-835-7171

Taiwan Business Bank: <https://www.tbb.com.tw/web/guest/english2>



## XIII. Work Permit

International students who would work in Taiwan which is either on the campus or off campus are **required to apply and obtain a work permit before starting to work**. Please note if you hold a job without applying for a work permit, you may be fined for NT\$30,000~ NT\$150,000. If get reported without the work permit, student status will be canceled, even DEPORTATION. Online application takes 5-10 weekdays.

**Workforce Development Agency (WDA) Work Permit Online Application System:**

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>

### A. Required Documents

1. Online WDA work permit application form
2. PDF of student ID card and **Student Status Certificate** (registered semester)

*Download the student status certificate on e-Portfolio system:*

[https://sys.ndhu.edu.tw/CTE/Ed\\_StudP\\_WebSite/Loqin.aspx](https://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Loqin.aspx)

3. PDF of ARC on front and back side
4. PDF of passport with photo and visa page
5. NT\$ 100

*Make the payment of NT\$ 100 with the postal remittance which you can take it from OIA **or** post office. After the payment, keep the receipt and enter the receipt number into WDA system.*

98-04-43-04 郵政劃撥儲金存款單		◎寄款人請注意背面說明 ◎本收據由電腦印製請勿填寫	
收據號碼	19058848	金額 (NT\$)	壹仟零拾元
通訊欄 (限與本次存款有關事項)	收款戶名 勞動部勞動力發展署特種許可收費專戶	寄款人	本人存款 <input type="checkbox"/> 他人存款 <input type="checkbox"/> 本戶存款 <input type="checkbox"/>
姓名	name	地址	97401 花蓮縣壽豐鄉大學路2段1號
電話	phone number	主管	
蓋章內請提供機器印錄用請勿填寫		郵政局收款章戳	



For Example:

Post office remittance: 009139

Receipt number (the last 7 numbers): 0000315

Remittance date (type the 6 numbers): 1071016

## B. Notes

1. The status of international students in Taiwan should be in accordance with the regulations of the Ministry of Education.
2. A work permit is valid for six months at most.  
*For applications made in the first semester, the work permit is **valid until 3/31 of the next semester**. For applications made during the second semester, the work permit is **valid until 9/30 of the same year**.*

## XIV. Academic Integrity & Plagiarism

It is your responsibility to be aware of University regulations. At NDHU, penalties for plagiarism and other academic misconduct range from a failing grade in the course to suspension from the University.

One of the most serious academic offences is plagiarism (submitting the work of another person as your own). Some students have reported striking differences between the concept of intellectual property in their cultures and in Taiwan. Intellectual property includes ideas, arguments, phrases, sentences, paragraphs, or results of research (including material found on the web). Using someone else's work without acknowledgment is not considered a way of honoring that person, even if the work is commonly known.

When you use excerpts from someone else's work in your essay, paper, or presentation, you must acknowledge the original author in a footnote or another accepted manner. You may not copy all or any part of another person's work, and you may not purchase a paper from anyone (or from websites) and present it as your own.

## XV. NDHU Complaint Processing Rules

If any student, student body or other relevant student self-governing organization (hereinafter the “Complainant”) believes that any disciplinary sanctions, other measures or resolutions are illegal or inappropriate, causing damage to its right or interest, a complaint may be filed with the School in accordance with rules related to student complaint of the School.

Student referred to in the previous paragraph means a student registered with the School when the disciplinary sanctions, other measures or resolutions are imposed. Student could directly submit the complaint cases in the following system from Student Living Service Division, Office of Student Affairs:

<https://rb005.ndhu.edu.tw/p/404-1005-8198.php>

## XVI. Scholarship

Please check OIA website for latest information and application procedure:

<https://oia.ndhu.edu.tw/intl-student/intl-scholarship>

### A. Application Eligibility

National Dong Hwa University International Student Scholarship Regulations:

<https://oia.ndhu.edu.tw/intl-student/intl-scholarship/intl-scholarship-information>

#### Article 4

1. Newly admitted students: Newly admitted International Students who followed the proper application procedures for International Students and are officially enrolled at NDHU. Scholarships will be awarded to students with outstanding performances after a review of their application documents and academic achievements.
2. Currently enrolled students:
  - (1) Students who have been enrolled for at least one semester of full-time study, have successfully completed their courses, and have no record of serious infractions (reprimand, minor demerit, major demerit, detention or expulsion from school)
  - (2) Students who are working on their PhD or Master's thesis and have not signed up for any courses in the precious semester can submit their thesis proposal along with their application during the application period. The thesis proposal should contain the research motivation and objectives, the research structure and design, the data sources and collection methods, the thesis outline, and a bibliography.
3. Recipients of scholarships from the Taiwanese government or other Taiwanese government related agencies are not eligible to apply.
4. Students should have no record of infractions more serious than reprimands.

### B. Quota and Type

#### Article 5

1. Approved quota: The quota of scholarship recipients is determined based on available budgets.

## 2. Scholarship types:

- (1) Tuition scholarship: partly or up to full tuition waiver for the semester (reduction of basic tuition fees and miscellaneous fees).
- (2) Stipend scholarship: NTD \$20,000 ~ \$30,000 for the semester.
- (3) Accommodation scholarship: full accommodation waiver for the Semester (exemption from dormitory fees and basic utilities fees, and this does not cover summer, winter dormitory and basic utilities fees).

### Notes:

- (1) Tuition and miscellaneous fees are charged according to the latest university announcements.
- (2) Tuitions and miscellaneous fees do not include other related expenses such as proxy fees, insurance charges, and Internet usage fees.
- (3) Outstanding students can be awarded more than one scholarship.

## **C. Awarded Students Must Comply with The Regulations & Duties**

### *Article 8*

1. Registration procedures must be completed no later than the deadline officially announced by NDHU.
2. Awarded students of the Scholarship must not apply for related concessions the following semester once failing to meet the requirements stated in Article 4.
3. If a student is expelled from school, the student loses eligibility, and scholarship payment will cease the month following the student's departure.
4. If a student takes a leave of absence from school, scholarship payments will cease the month following the student's departure. When student resumes the study, he or she may apply scholarships before the application deadline of that semester.
5. Newly admitted students awarded the Scholarship must not apply for admission reservation unless with special incidents and approved by the International Student Admission Committee.
6. Where one of the following conditions applies, the University may request that scholarship recipients complete a Mandarin course in the respective semester to stimulate interactions with local faculty members and students

- (a) Students are enrolled in programs taught in Mandarin and don't hold TOCFL Level 3 or equivalent proficiency certificates.
- (b) Students are enrolled in programs taught in English and have not successfully completed two Mandarin courses or don't hold TOCFL Level 1 or equivalent proficiency certificates.

Where students fail to meet the aforementioned requirements, scholarship contents may be adjusted by review units as deemed appropriate.

The government of Taiwan, R.O.C. and National Dong Hwa University (NDHU) provide various scholarships to foreign students. Each scholarship has specific regulations. We assume that each applicant has read the regulations carefully before submitting the application materials to the related offices. To review the regulations, please visit the following websites for more details.

Reminder: please hold an alien resident certificate for the study within the enrollment semesters at NDHU if you are one of the recipients with the scholarship provided by the government. It will be canceled the scholarship if the recipient with an alien resident certificate for the work, a family relationship or APRC holders.

### **Scholarship regulations**

- Taiwan Scholarship <https://tafs.mofa.gov.tw/Schs.aspx?loc=en>
- MOE Scholarship <https://tafs.mofa.gov.tw/SchDetailed.aspx?loc=en&ItemId=18>
- MOFA Taiwan Scholarship <https://tafs.mofa.gov.tw/SchDetailed.aspx?loc=en&ItemId=15>
- NDHU Southern Scholarship <https://oia.ndhu.edu.tw/intl-student/intl-scholarship/southward-scholarship>
- NDHU Scholarship <https://oia.ndhu.edu.tw/intl-student/intl-scholarship/intl-scholarship-information>

### **The regulations regarding installment application for scholarship recipients**

#### **New incoming students with Taiwan Scholarship, Elite scholarship, or BPLIN scholarship**

It is allowed to apply for deferred payment of the registration fee for the first semester until 15<sup>th</sup> October (only for the students enrolled in the fall semester) or 15<sup>th</sup> March (only for the students enrolled in the spring semester). Because most recipients

do not have a bank account in Taiwan, it is difficult to withdraw or deposit money supported by family members. Considering that it takes at least one month to create a new bank account in Taiwan, the recipient of the MOFA, MOE or MOST Taiwan scholarships, and Elite Southern Scholarship as well as BPLIN scholarship can apply for a deferred payment from the school if needed. Please consult the departmental office regarding this process.

### **New incoming students with NDHU Southern Scholarship or NDHU Scholarship**

It is **NOT allowed** to apply for an installment or deferred payment from the school because of the waiver of basic tuition and credit hours' fees in the first semester. Please check the payment slip using the payment online system for information about how much money you should prepare.

After the recipient completes the registration process, and receives a bank account in Taiwan, they will receive a stipend of 2-3 months at the first time because of creating a new bank account in Taiwan. Please prepare enough money to stay in Taiwan. Subsequently, the stipend is issued every month until the current semester ends.

The duration of the NDHU scholarship is one semester. It is allowed to apply for the installment in the subsequence semesters. Please plan your finances accordingly to ensure a smooth study life in NDHU.

### **The issued time for the scholarships**

The recipient receives the stipend or scholarship payment for the current month between the 20<sup>th</sup> and 25<sup>th</sup> of each month. Each February and September the payments are delayed because of administrative issues relating to the beginning of the semester. The stipend is issued only for students who complete the registration process. New incoming students without an Alien Residential Card (ARC) and bank account in Taiwan may experience initial delays in the scholarship process. Usually recipients receive the first stipend (or scholarship) at the end of October or at the beginning of November (only for the students enrolled in the fall semester); students who enrolled in the spring semester will usually receive it at the end of March or at the beginning of April.

All scholarship recipients should complete the registration process scheduled by the school in order to receive the stipend and other scholarship payments. Failure to complete the required process in time will lead to delays. Students who do not complete the registration process in time will be assumed to have cancelled their



enrollment. Based on the regulations of all scholarships, stipends are not issued until the registration process has been completed.

The assistant of the Office of International Affairs processes the administration proceeding around the 15<sup>th</sup> or 16<sup>th</sup> of each month. Usually, it will take 5-10 working days to review and process the deposit proceedings by the related offices at NDHU. Recipients usually receive the stipend around 20<sup>th</sup> -25<sup>th</sup> of each month. We strongly suggest to make a good financial planning.

The payment slip online system (registration and dormitory fees)

<https://school.bot.com.tw/newTwbank/StudentLogin.aspx>

Registration online system <https://sys.ndhu.edu.tw/AA/REG/register/>

### **New incoming students with an Alien Residential Card (ARC) and a bank account in Taiwan**

The stipend will be issued only after the applicant submits the relevant banking information in the registration online system. This online system is opened only during specific periods. Outside of the system's operational periods, please use the e-Portfolio online system to submit the banking information.

Registration online system <https://sys.ndhu.edu.tw/AA/REG/register/>

e-Portfolio online system

[https://sys.ndhu.edu.tw/CTE/Ed\\_StudP\\_WebSite/Login.aspx](https://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Login.aspx)

### **New incoming students without an alien residential card (ARC) or a bank account in Taiwan**

Applicants should create a bank account in Taiwan as soon as possible after receiving an alien residential card (ARC). Please log into the registration online system to submit the banking information. This online system is opened only during specific periods. Outside of the system's operational periods, please use the e-Portfolio online system to submit the banking information.

Registration online system <https://sys.ndhu.edu.tw/AA/REG/register/>

e-Portfolio online system

[https://sys.ndhu.edu.tw/CTE/Ed\\_StudP\\_WebSite/Login.aspx](https://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Login.aspx)

If a new incoming student creates a bank account and submit it using the online system at the end of September successfully, we assume that the issued time for the scholarships will be at the end of October or at the beginning of November. Thus, we kindly remind you to make a good financial planning.

#### **D. TOCFL Placement Test**

Chinese language course is free. TOCFL Placement Test is used as a reference for students who will take the Chinese language courses and it is not mandatory to participate. If have never learned Chinese, students can choose the Fundamental Chinese Course directly. Students who take the placement test, Chinese Language Center will e-mail the result and suggested level of Chinese language course to you. Please complete the test before Sep. 1<sup>st</sup>. More information please contact 03-890-5238, [clcndhu@gms.ndhu.edu.tw](mailto:clcndhu@gms.ndhu.edu.tw).

TOCFL Placement Test: <https://goo.gl/forms/EdR7C4n08a9xZjEs1>

## XVII. International Student Identity Card

For the International Student Identity Card (ISIC), please directly apply from Kang Wen Culture & Education Foundation which is the exclusive representative in Taiwan. Registry Division, Office of Academic Affairs will not provide the ISIC anymore. Check out the domestic and international discounts from the webpage: <https://www.isic.com.tw/home/en/index.html>

### Required Documents

1. Online application form
2. Recent passport size photo to your closest STA Travel branch, or ready for upload when you apply online.
3. Student ID card and Student Status Certificate
4. Official proof of your date of birth (ie. passport, driver license, birth certificate or ARC)
5. NT\$ 400



# XVIII. NDHU Campus Map

## 國立東華大學校園導覽平面圖



NDHU campus map: <https://www.ndhu.edu.tw/p/405-1000-47512,c9371.php?Lang=zh-tw>