Tainan City: The City in the Southern Taiwan with a Long History That Never Fades

Tainan is the oldest city in Taiwan. With its time-honor 300-year history, the city is well woven into the fabric of rich culture and interesting anecdotes. Details hidden inside the corners of streets, they yield the footprints left behind by ancestors as well as those precious, little stories being passed down generation by generation. Go on a gate trip to see and feel how Tainan, also once “Prefecture City”, has evolved and developed, and how those ancient gates closely interact with its geography, commerce and human activities. There are also many important heritage sites in Tainan. Due to traditional architectures and the surroundings around being revived and renovated, local art, industrial activities, and sightseeing are hence enhanced accordingly.

Historic streets and old houses, on the other hand, are life reflection of all different eras, carrying and preserving memories and spaces of ordinary Taiwanese people. Let those heritage sites and historic streets guide you to explore and witness Tainan cements an irreplaceable status in Taiwan history. Find out more details about attractions and transports within Tainan: https://www.twtainan.net/en
# Schedule for 2019 fall semester exchange students

<table>
<thead>
<tr>
<th>Date</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15</td>
<td>Send admission letter</td>
</tr>
<tr>
<td>June 17</td>
<td>Deadline for Confirm on-campus accommodation survey and NCKU buddy sign up</td>
</tr>
<tr>
<td>July 01, 10AM-July 31, 10AM</td>
<td>Signing the housing contract online</td>
</tr>
<tr>
<td>July 05</td>
<td>Complete new student data online (see appendix 7) for course enrollment</td>
</tr>
<tr>
<td>July 05, 9AM-July 09, 17PM</td>
<td>1st stage of course enrollment</td>
</tr>
<tr>
<td>July 12, 9AM-17PM</td>
<td>2nd Registration for preferred General Education</td>
</tr>
<tr>
<td>Aug. 03</td>
<td>Deadline for 1st stage of Chinese class for international student application</td>
</tr>
<tr>
<td>Aug. 06-Sep. 06</td>
<td>2nd stage of Chinese class for international student application</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>Dormitory arrangement released &amp; Deadline for login your arrival flight survey</td>
</tr>
<tr>
<td>Aug. 20</td>
<td>Deadline for Sign up the orientation</td>
</tr>
<tr>
<td>Aug. 20, 10AM- Aug. 30, 10AM</td>
<td>Application for dormitory early check-in</td>
</tr>
<tr>
<td>Aug. 22, 9AM- Aug. 26, 17PM</td>
<td>2nd stage of course enrollment</td>
</tr>
<tr>
<td>Aug. 30- Sep. 30</td>
<td>Discount period for the health check at NCKU hospital (Online appointment is required.)</td>
</tr>
<tr>
<td>Sep. 05, 9AM- Sep. 07, 17PM</td>
<td>Dormitory check in and fee payment</td>
</tr>
<tr>
<td>Sep. 06</td>
<td>Orientation and Registration at OIA</td>
</tr>
<tr>
<td>Sep. 08</td>
<td>Deadline for print the New student data (see appendix 7) for student card application</td>
</tr>
<tr>
<td>Sep. 09</td>
<td>Opening day (Semester start)</td>
</tr>
<tr>
<td>Sep. 13</td>
<td>Mid-Autumn Festival (holiday)</td>
</tr>
<tr>
<td>Sep. 16, 9AM- Sep. 19, 17PM</td>
<td>3rd stage of course enrollment</td>
</tr>
<tr>
<td>Sep. 23, 9AM –Sep. 25, 17PM</td>
<td>Course enrollment under special circumstances</td>
</tr>
<tr>
<td>Sep. 26-Sep. 30</td>
<td>Course enrollment confirmation</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>School anniversary</td>
</tr>
<tr>
<td>Dec. 06</td>
<td>Deadline for course withdrawal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1</td>
<td>Happy new year(holiday)</td>
</tr>
<tr>
<td>Jan. 6-Jan.10</td>
<td>Final examinations</td>
</tr>
<tr>
<td>Jan. 12, 12PM</td>
<td>End of accommodation</td>
</tr>
</tbody>
</table>

### 2019 秋季班國際交換學生時程表

<table>
<thead>
<tr>
<th>時間</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/15</td>
<td>寄送錄取通知及入學資訊</td>
</tr>
<tr>
<td>6/17前</td>
<td>確認住宿意願調查與成大學伴登記</td>
</tr>
<tr>
<td>7/1上午10點-7/31上午10點</td>
<td>簽訂宿舍線上契約</td>
</tr>
<tr>
<td>7/5前</td>
<td>登入註冊組新生基本資料網站(見 Appendix 7) 以便選課</td>
</tr>
<tr>
<td>7/5上午9點-7/9下午17點</td>
<td>初選第1階段網路選課</td>
</tr>
<tr>
<td>7/12上午9點-下午17點</td>
<td>第1階段第二次A9通識選課登記</td>
</tr>
<tr>
<td>8/3前</td>
<td>第1階段中文特別班課程申請</td>
</tr>
<tr>
<td>8/6-9/6</td>
<td>第2階段中文特別班課程申請</td>
</tr>
<tr>
<td>8/15</td>
<td>學校宿舍分配公告、登記抵臺航班資訊調查截止</td>
</tr>
<tr>
<td>8/20前</td>
<td>報名新生研習說明會</td>
</tr>
<tr>
<td>8/20上午10點-8/30上午10點</td>
<td>學校宿舍提前入住申請</td>
</tr>
<tr>
<td>8/22上午9點-8/26下午17點</td>
<td>補改選第2階段網路選課</td>
</tr>
<tr>
<td>8/30-9/30</td>
<td>成大新生體檢優惠期間(請先完成線上預約門診時間)</td>
</tr>
<tr>
<td>9/5上午9點-9/7下午17點</td>
<td>宿舍統一開放及入住手續辦理</td>
</tr>
<tr>
<td>9/6</td>
<td>上午新生研習、下午國際處新生報到</td>
</tr>
<tr>
<td>9/8前</td>
<td>列印新生基本資料(見 Appendix 7) 以便申請學生證</td>
</tr>
<tr>
<td>9/9</td>
<td>開學</td>
</tr>
<tr>
<td>9/13</td>
<td>中秋節放假</td>
</tr>
<tr>
<td>9/16上午9點-9/19下午17點</td>
<td>補改選第3階段網路選課</td>
</tr>
<tr>
<td>9/23上午9點-9/25下午17點</td>
<td>特殊因素加退選</td>
</tr>
<tr>
<td>9/26-9/30</td>
<td>選課確認</td>
</tr>
<tr>
<td>10/10-10/13</td>
<td>國慶日放假</td>
</tr>
<tr>
<td>11/11</td>
<td>校慶</td>
</tr>
<tr>
<td>12/6</td>
<td>最後退選期限</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>時間</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1</td>
<td>元旦放假</td>
</tr>
<tr>
<td>1/6-1/10</td>
<td>期末考週</td>
</tr>
<tr>
<td>1/12中午12點</td>
<td>最後離宿時間</td>
</tr>
</tbody>
</table>

Contact information

Division: International Student Affairs Division 國際學生事務組

Phone number:
+886 6 2085 608
+886 6 2757 575 ext.50990

Email: em50990@email.ncku.edu.tw

Location: No.1, University Road, Tainan City 701, Taiwan (R.O.C.)
Kuang-Fu campus, Yung-Ping building, East building, 1st floor (光復校區雲平大樓東棟1樓)
Registration and Enrollment at NCKU

**Required documents:**

| ☐ Admission letter and 2 copies | ☐ 3 head photo copies*1 |
| ☐ Passport / Taiwan Entry permit and 3 copies | ☐ Basic data entry for new student*2 |
| ☐ Visa and 3 copies(with entry stamp) | ☐ CIDS registration form and test fee |
| ☐ NCKU registration and enrollment procedure sheet *(Appendix 2)* | ☐ Student group insurance fee(around NT$100-NT$150)/tuition fee for fee-paying exchange student only*3 |
| ☐ Overseas medical insurance copy(if it’s available) | ☐ Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates *(Appendix 4)* |

**Note:**

*1: The photograph must measure 45 x 35 mm in size (1.77 inches long x 1.38 inches wide) [https://www.boca.gov.tw/cp-140-467-29b1d-2.html](https://www.boca.gov.tw/cp-140-467-29b1d-2.html)

*2: Registrar division login link: [https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/netfreshman.html](https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/netfreshman.html)

*3: Please follow the Appendix 9 to download the bill and pay.

**International Student Affairs Division, Office of International Affairs**

**Registration date and time:** September 06, 2019, Friday, afternoon: 13:30-15:30

**Registration location:** Cheng-Kung Campus, Computer Network Center 2nd floor, Room 75209

報到地點：成功校區計算機網路中心2樓75209教室

**Registrar division and other departments**

**Registration date and time:** September 09, 2019, Monday, 08:00-17:00

**Location:** Each department/ division

**Orientation for 2019 fall semester international student**

All exchange students are requested to attend the orientation held by ISAD. Remember to sign up the application form before August 20, 2019.


**Orientation date and time:** 08:15AM-12:00PM on September 06, 2019

**Location:** Information Technology Building B1F, Ge-Chi Conference Room, Cheng-Kung Campus

地點: 成功校區資訊大樓B1格致廳大講堂
Transportation

Taiwan has two international airports located in Taoyuan and Kaohsiung. Taoyuan International Airport (TPE) is located in northern Taiwan in Taoyuan County, about 280 kilometers from Tainan. Kaohsiung International Airport (KHH) is located in southern Taiwan in Kaohsiung City, about 75 kilometers from Tainan, which will be more convenient for you if you are coming from abroad to National Cheng Kung University. The following is useful transportation information for your reference. Please note that all prices are approximate and are subject to change. For the most up-to-date pricing information please check the relevant websites given below.

Kaohsiung International Airport (KHH) to NCKU

By Taiwan Railways: Kaohsiung Rapid Transit (KRT) --- Taiwan Railways --- Walk / Taxi to NCKU

Step 1: Kaohsiung Rapid Transit (KRT)
Red line: Kaohsiung International Airport (R4) → Kaohsiung Main Station (R11)
Single-journey ticket price: NT$35
Journey time: 18 minutes

Step 2: Taiwan Railways
Different type of trains take different time and money to travel from Kaohsiung to Tainan. For example, Tze-Chiang Limited Express (自強號) takes 35-40mins, and ticket price is NT$106; Local train (區間車) takes 50-60 mins and NT$68.

Step 3: Walk or Taxi to your dormitory
After you arrive at Tainan Train Station, walk out the station at the Rear Exit and walk straight then you will find your university. However, if you have lots of luggage you can also call for taxi at the Rear Exit to send you to your dormitory. It takes around 5-10 minute and NT$100-NT$150 from Tainan station rear exit to NCKU dorms.
**By Shuttle bus: Pick-up Service Reservation**

If you choose the shuttle bus, please directly contact the company and make a reservation in advance.

<table>
<thead>
<tr>
<th>Company</th>
<th>Jie-Rui shuttle bus company (傑瑞車行)</th>
<th>Line App. ID.</th>
<th>0955713178</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:po7887@outlook.com">po7887@outlook.com</a></td>
<td>Contact number</td>
<td>+886-6-2592966</td>
</tr>
<tr>
<td>Shuttle bus</td>
<td>From Kaohsiung International Airport to NCKU</td>
<td>Fax</td>
<td>+886-6-2592931</td>
</tr>
</tbody>
</table>

**Price (including 5% tax):**

1. **NTD315** per seat, shared car  
2. **NTD1,050** for 4 seats, per car  
3. **NTD1,260** for 9 seats, per car

**Provide information to book a reservation:**

<table>
<thead>
<tr>
<th>English name</th>
<th>中文姓名</th>
<th>Gender</th>
<th>Nationality</th>
<th>Airline company</th>
<th>Arrival date</th>
<th>Flight number</th>
<th>Arrival time</th>
<th>Destination (Campus dorms address)</th>
<th>Buddy’s name (Must)</th>
<th>Buddy’s phone number (Must)</th>
</tr>
</thead>
</table>

**Note:** The pick-up driver will contact and confirm with your buddy before the date of your arrival, make sure you leave the right information to them.

| 公司名稱 | 環台車行 | Line App. ID. | 0910831587 | Contact number | +886-6-2490755 | Fax | +886-6-2490756 | 備註 | 1. 僅接受中文預約 2. 接送地點：高雄小港機場-成大 |

**價格：**

1. 合車 - 一人新臺幣 350 元  
2. 包車 - 新臺幣 1,100 元 - 4 人座 (建議 3 人搭乘，以便放行李)  
3. 包車 - 新臺幣 1,300 元 - 9 人座

**須提供車行資訊：**

<table>
<thead>
<tr>
<th>英文姓名</th>
<th>中文姓名</th>
<th>性別</th>
<th>國籍</th>
<th>航空公司</th>
<th>抵臺日期</th>
<th>航班號碼</th>
<th>抵臺時間</th>
<th>目的地(接送校區)</th>
<th>接待義工姓名</th>
<th>義工臺灣號碼</th>
</tr>
</thead>
</table>


Taoyuan International Airport (TPE) to NCKU

By Taiwan High Speed Rail (THSR):
Taoyuan Airport MRT→Taiwan High Speed Rail (THSR)→Taiwan Railways→Walk / Taxi to NCKU

**Step 1: Taoyuan Airport MRT**
Airport terminal 1 (A12) / Airport terminal 2 (A13) → Taoyuan HSR Station (A18)
Journey time: 20 minutes
Single-journey price: NT$35

**Step 2: Taiwan High Speed Rail (THSR)**
Taoyuan → Tainan
Journey time: 80-100 minutes
Single-journey price: Standard seat NT$1,190

**Step 3: Taiwan Railways**
Shalun Line: Shalun → Tainan
Journey time: around 25 minutes
Single-journey price: Standard seat NT$25

**Step 4: Walk / Taxi to NCKU**
(1) After you arrive at Tainan Train Station, walk out the station at the **Rear Exit** and walk straight then you will find your university. However, if you have lots of luggage you can also call for taxi at the Rear Exit to send you to your dormitory. It takes around 5-10 minute and NT$100-NT$150 from Tainan station rear exit to NCKU dorms.

(2) At the Tainan HSR station, you can also call for taxi to your university. It’s takes around 30-40 minutes and price are around NT$400-NT$600. Please note that prices are approximate and are subject to change. For the most up-to-date pricing information please check the relevant websites.

從桃園機場搭乘客運到台南
除了上述高鐵之外，你也可以選擇客運巴士抵達台南。在機場中有提供客運服務，直接到客運櫃台告知你要到 **台南成功大學**，櫃台服務人員會協助你購票及轉乘資訊。注意，客運抵達台南後下車地點離成功大學需要步行 15-25 分鐘，你也可以選擇從下車地點搭乘計程車前往學校，費用約新臺幣 150-200 元。

**Websites:**
Kaohsiung International Airport (KHH): https://www.kia.gov.tw/English/
Taoyuan International Airport (TPE): https://www.taoyuan-airport.com/english
Taiwan High Speed Rail: https://www.thsrc.com.tw/index_en.html
Accommodation

NCKU housing is operated by the Housing Service Division, Office of Student Affairs. All of these dorms require multiple occupants, as there are no single rooms or family rooms available. If you prefer single room, please send your request to International House- Prince Hall directly. Students with spouses and/or children need off-campus housing are encouraged to ask his or her buddy for further information (see Buddy-Buddy Program). Notice: Pillows, mattress, sheets and blankets are not provided in the dormitory for reasons of personal hygiene. You can either bring these with you or purchase them at a shop nearby school (Approximately NT$2,000 - NT$3,000).

For students who would like to apply for campus dormitories, please read the following information carefully and complete your application process before the deadline.

Campus Dormitories 校內宿舍

1. There are no dormitories for families or couples.
2. Rooms in the student dormitories are allocated and managed by the Housing Service Division, Office of Student Affairs, except Prince House.
3. All dorms are equipped with air conditioning, and students are responsible for this electrical expense. For more detail please check the website below. (http://housing.osa.ncku.edu.tw/index.php?Lang=en)
4. Pillows, mattress, sheets and blankets are not provided in the dormitory for reasons of personal hygiene. You can either bring these with you or purchase them at a shop nearby school (Approximately NT$2,000 ~ NT$3,000).
5. Please make sure that you fill out the admission system application and complete the online Housing Contract on time, or your application will fail to process.

NCKU Prince House 太子學舍

NCKU Prince House, situated on the corner of Sheng-Li Road and Ta-Hsueh Road, provides single rooms. If you prefer Prince House, please visit the website for further information since the Housing Service Division, Office of Student Affairs is not charge of Prince House. (https://nckudorm.prince.com.tw/Introduction_List.aspx)

Website
NCKU housing services division: http://housing.osa.ncku.edu.tw/index.php?Lang=en
成大校外住宿服務網：http://dorm2.osa.ncku.edu.tw/~military/outside/student_login.php
### Notice of On-Campus Accommodation for Incoming International Exchange Students of 2019 Fall Semester

2019年秋季班來校國際交換生住宿相關注意事項及作業時程

<table>
<thead>
<tr>
<th>說明</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>一、簽署住宿契約</strong></td>
<td><strong>I. Signing the Housing Contract Online</strong></td>
</tr>
<tr>
<td>1. 簽署時間: 2019年07月01日10 AM–2019年07月31日10 AM</td>
<td>1. Time: 10 AM, July 01, 2019 – 10 AM, July 31, 2019</td>
</tr>
<tr>
<td>※未於07月31日10 AM前簽署線上契約書，視為無校內住宿需求，不安排住宿床位。</td>
<td>※Applicants who fail to sign the housing contract by 10 AM, July 31, are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room to stay.</td>
</tr>
<tr>
<td>※如欲申請太子學舍，請勿簽署線上契約書！太子學舍床位獨立分配，請逕檢附學號、姓名、性別等資料，向太子學舍確認床位狀況、申請住宿。太子學舍聯絡資訊：電話:+886-6-208-7166、EMAIL ADDRESS: <a href="mailto:nckuservice@prince.com.tw">nckuservice@prince.com.tw</a>。</td>
<td>※Students applying for the Prince Dorm do not need to sign this housing contract. Please contact the Prince Dorm and apply. Contact information of the Prince Dorm: TEL: +886-6-208-7166, EMAIL ADDRESS: <a href="mailto:nckuservice@prince.com.tw">nckuservice@prince.com.tw</a>。</td>
</tr>
<tr>
<td><strong>二、寄發已簽契約書、成功申請住宿確認EMAIL</strong></td>
<td><strong>II. Notification Email Sent to Students Who Have Signed the Contract</strong></td>
</tr>
<tr>
<td>已簽契約書、成功申請住宿者將於08月07日18:00前收到由住宿組寄發之住宿申請相關注意事項提醒EMAIL</td>
<td>Students who have signed the contract and secure their space will receive a notification email as a reminder by 18:00, August 07.</td>
</tr>
<tr>
<td><strong>三、住宿棟別安排開放查詢</strong></td>
<td><strong>III. Dorm Building Arrangement Open for Inquiry</strong></td>
</tr>
<tr>
<td>時間: 08月15日18:00起</td>
<td>Time: Starting from 18:00, August 15.</td>
</tr>
<tr>
<td><strong>四、放棄住宿及其計費方式</strong></td>
<td><strong>IV. Cancelation Policy &amp; Charge</strong></td>
</tr>
<tr>
<td>1. 申請方式: 請EMAIL洽住宿服務組承辦人林小姐申請</td>
<td>1. <strong>How to cancel your application</strong>: Please contact Ms. Lin via email</td>
</tr>
</tbody>
</table>
請取消
Email Address: ysluc@mail.ncku.edu.tw

Email 來信範例:
信件主旨: 取消住宿-RA8088023(學號)-霍大衛(姓名)
信件內文:
- 學號: RA8088023
- 姓名: 霍大衛
- 取消原因: 已於太子宿舍訂房

2. 辦理時間及計費方式:
   (1) 申請後至 08 月 14 日止: 尚未公告住宿安排，不須繳費。
   (2) 08 月 15 日 -09 月 04 日: 須繳交 250 元行政手續費。
   (3) 09 月 05 日起: 因已預留住宿床位，除 250 元行政手續費外，另加計自 09 月 05 日起每日 150 元之短期住宿費至完成床位放棄相關手續止。

五、提前進住申請

1. 洽詢及申請時間:08 月 20 日 10 AM ~ 08 月 30 日 10 AM。
2. 承辦人及聯絡方式:
   林小姐
   TEL: 886-6-2757575#86357
   EMAIL: ysluc@mail.ncku.edu.tw
3. 可申請入住日: 09 月 02 日 -09 月 04 日。 (來校國際交換生於 09 月 05 日 09 AM 起開放入住)
   ※因交換生床位可空出時間不同，請以 EMAIL 與承辦人確認安排住宿寢室可提前入住時間及相關手續辦理方式。
4. 計費方式: 150 元/日，電費另計。
5. 繳費地點:
   (1) 勝利校區—勝一舍外、D-24 討論室外之自動繳費機
   (2) 光復校區—光二舍外之自動繳費機
   (3) 敬業校區—敬三舍外之自動繳費機
6. 備註:
   (1) 提前進住須於進住日前 3 個工作天前申請，逾

Email Address: ysluc@mail.ncku.edu.tw

Email template:
Subject: Accommodation Cancellation-
RA8088023 (Std. No.)-David Hoffman (Name)
Content:
- Std. No.: RA8088023
- Name: David Hoffman
- Reason for cancellation: I have reserved a space in the Prince Dorm.

2. Charge Standard for Cancellation:
   (1) By August 14: Free of charge.
   (2) August 15-September 04: A handling fee of NT$ 250 will be charged.
   (3) From September 05: NT$ 150 per day, including the handling fee of NT$ 250, will be charged till the day when cancellation procedure is completed.

V. Application for Early Check-in

1. Time for Inquiry and application: 10 AM, August 20 ~ 10 AM, August 30
2. Responsible personnel & contact info:
   Ms. Lin
   TEL: 886-6-2757575#86357
   EMAIL: ysluc@mail.ncku.edu.tw
3. Dates open for early check-in: September 02 - September 04 (For incoming international exchange students, student dormitories are open for check-in from 09 AM, September 05.)
   ※Whether the applicant’s room is available by appointed date for check-in, it depends on the reservation of the room. Please confirm with Ms. Lin for detailed information via email.
4. Charge standard: NT$150/day. Electricity will be charged separately.
5. Pay the fee for early check-in via payment machines:
   (1) Sheng-Li Campus—Sheng-Li Dorm 1, D-24 Discussion Room
   (2) Kuang-Fu Campus—Kuang-Fu Dorm 2
   (3) Ching-Yeh Campus—Ching-Yeh Dorm 3.
期須繳交行政手續費(NT$250 元)。

(2) 申請完成後，如已完成住宿安排，則無法變更申請資料，如須異動請以 Email 與承辦人聯繫，須繳交行政手續費(NT$250 元)。

六、統一開放入住時間&入住手續辦理地點

VI. Time & Location for Check-in Procedures

1. Time:
   (1) 09:00-12:00 & 13:00-17:00 of September 05~ September 07
   (2) 09:00-12:00 & 13:00-17:00 of working days from September 09

2. Location: 1F of Ching-Yeh Dorm 3, the dorm manager’s office.

3. Items required:
   (1) One two-inch colored ID photo
   (2) Admission letter or passport
   (3) NT$ 500 deposit for access card and key.
   (4) Receipt for dorm fee payment

七、住宿費繳交方式、繳費時間

VII. Dorm Fee Payment

1. Payment methods: Please pay via auto-payment machines. The machine provides a thermal receipt.
   Auto-payment machines available in:
   (1) Sheng-Li Campus— Sheng-Li Dorm 1, D-24 discussion room
   (2) Kuang-Fu Campus— Kuang-Fu Dorm 2.
   (3) Ching-Yeh Campus— Ching-Yeh Dorm 3.

※If you need an official receipt to apply for reimbursement for accommodation fee, please inform Housing Service Division by 10 AM, August 30. You will be given the bill and pay at the Cashier Division. Do not use auto payment machines.

2. Deadline for payment: Upon check in. The payment receipt is required for check-in procedures.

6. Remarks:
   (1) Application for early check-in shall be done 3 working days prior to your check-in date. A handling fee of NTD 250 will be charged for late application.
   (2) Once the accommodation arrangement is done, the applicant cannot revise application items. The applicant shall contact Ms. Lin via email, requesting for revision and a handling fee of NT$ 250 will be charged when the revision request is approved.

1. 時間:
   (1) 09 月 05 日-09 月 07 日 09:00-12:00、13:00-17:00
   (2) 09 月 09 日起上班日之 09:00-12:00、13:00-17:00

2. 地點: 敬三舍北棟管理員室

3. 所需物品:
   (1) 2 吋證件照
   (2) 附照片之證件或錄取通知
   (3) 磁卡及鑰匙押金 500 元 (完成離宿手續時退還)
   (4) 住宿費繳交證明

※如您需要正式之紙本收據向相關單位申請住宿費用補助核銷，請於 08 月 30 日 10 AM 前 EMAIL 通知承辦人開立紙本繳費單，並於進住當日向管理員領取繳費單，持單至出納組繳費，請勿使用自動繳費機繳費。

2. 繳費截止時間: 辦理入住前。請持繳費收據辦理入住。

1. 09 月 05 日-09 月 07 日 09:00-12:00、13:00-17:00
2. 09 月 09 日起上班日之 09:00-12:00、13:00-17:00

3. 附照片之證件或錄取通知
4. 磁卡及鑰匙押金 500 元 (完成離宿手續時退還)
5. 住宿費繳交證明

1. Time: 09:00-12:00 & 13:00-17:00 of September 05~ September 07
2. Location: 1F of Ching-Yeh Dorm 3, the dorm manager’s office.
3. Items required:
   (1) One two-inch colored ID photo
   (2) Admission letter or passport
   (3) NT$ 500 deposit for access card and key.
   (4) Receipt for dorm fee payment
<table>
<thead>
<tr>
<th>八、宿網登錄時間、方式</th>
<th>VIII. Registration for Dorm Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 時間:完成進住手續後</td>
<td>1. <strong>Time:</strong> After completing check-in procedures</td>
</tr>
<tr>
<td>2. 登錄方式: 請以&quot;短期住宿&quot;進行登錄</td>
<td>2. <strong>Method:</strong> Register for short-term accommodation with your NCKU student ID No. here: <a href="http://dorm.cc.ncku.edu.tw/">http://dorm.cc.ncku.edu.tw/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>九、非上班時間抵校之入住手續代辦方式</th>
<th>IX. Check in during non-office hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 至敬三舍自動繳費機繳交住宿費。</td>
<td>1. <strong>Pay your dorm fee</strong> via auto-payment machines upon arrival.</td>
</tr>
<tr>
<td>2. 持(1)繳費收據及(2)附照片之證件或錄取通知，至管理員室(分機36200)向保全人員借用備用鑰匙及備用磁卡入住。</td>
<td>2. Present (1) payment receipt and (2) admission letter or any ID with your photo to borrow the spare key and access card from the security guard.</td>
</tr>
<tr>
<td>3. 於次一工作日向管理員繳還備用鑰匙及備用磁卡，領取寢室鑰匙及磁卡，完成入住相關手續。</td>
<td>3. Complete check-in procedures with the dorm manager next working day.</td>
</tr>
<tr>
<td>4. 進住所需物品:</td>
<td>4. <strong>Items required for check-in:</strong></td>
</tr>
<tr>
<td>(1) 2 吋證件照1張、</td>
<td>(1) One two-inch ID photo,</td>
</tr>
<tr>
<td>(2) 附照片之證件或錄取通知、</td>
<td>(2) Admission letter or any ID with your photo,</td>
</tr>
<tr>
<td>(3) 磁卡及鑰匙押金500元、</td>
<td>(3) NT$ 500 of deposit for key and access card,</td>
</tr>
<tr>
<td>(4) 住宿費繳費證明。</td>
<td>(4) Payment receipt.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>十、2019 年秋季班來校國際交換生學期住宿截止時間</th>
<th>X. End of Accommodation Term of 2019 Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020年01月12日中午12:00</td>
<td>12:00 PM, January 12, 2020</td>
</tr>
</tbody>
</table>

**注: 本表所列各項時程如有異動，以本組公告為準。**

**THIS APPLICATION CALENDAR IS SUBJECT TO CHANGE.**
Visa and Alien resident certificate (ARC)

Exchange Student from non-China, Hong Kong and Macao area

One-semester Exchange Student
When admitted to an exchange program, one-semester exchange students must apply for a Taiwan (ROC) student visa with annotation “FS” followed by the name of the university to enter Taiwan.

Student Visa holders who are permitted to stay in Taiwan for 60 or 90 days and whose visas bear no such remark as "no extension will be granted" may apply at local service centers of the National Immigration Agency (NIA) for a maximum of 120 or 90 days of extensions. The applicant shall apply for extension within 15 days before the expiry date of their visitor visa. Please do extend your visitor visa before it expires.

How to extend Visitor Visa in Taiwan?

Required documents (verify the original and take its copy):

1. Admission letter
2. Passport with visitor visa
3. 1 Photo (size: 2 inches, background in white)
4. Certificate of enrollment issued by ISAD
5. Fee: Free

Please come to ISAD office for Certificate of Enrollment. You may send us a mail before coming, and we may prepare the Certificate for you in advance. (ISAD email: em50990@email.ncku.edu.tw)

NOTE
One-year Exchange Student

When admitted to an exchange program, one-year exchange students must apply for a Taiwan (ROC) resident visa. However, if you can’t apply for it in your country successfully, you may apply for “visitor visa” with annotation “FS” followed by the name of the university to enter Taiwan and then apply for a change to resident visa after enrolling at the university at the Bureau of Consular Affairs (BOCA), or before the visitor visa expires.

How to apply for a Resident Visa in Taiwan?

Required documents:

1. A passport valid for at least six months at the time of application
2. A completed application form with two 2x1.5 inch color photos
3. Supporting documentation as required by the Kaohsiung branch, Bureau of Consular Affairs, MOFA or admission letter
4. Other relevant documents, including certificate of enrollment, etc.
5. Health certificate (Type B)

Visa fees:

1. The process fee for applicants with US nationality: NTD 4,960
2. The process fee for applicants of other nationalities: NTD 2,200
3. An additional charge for applications submitted in Taiwan: NTD 800

How to Apply for the Alien Resident Certificate (ARC)?

Students who have obtained a resident visa before arriving in Taiwan are required to apply for an Alien Resident Certificate (ARC) at the National Immigration Agency (NIA) within 15 days after entering Taiwan. If you have not received a certificate of enrollment when you applied for an ARC, you can use the admission letter for the ARC application process.

Required documents:

1. Completed application form
2. The original passport and one photocopy of the main identification page(s) and the Taiwan (ROC) visa page
3. Two 1x1.5 inch photos
4. Student ID card or certificate of enrollment
5. Fee: NTD 1,000

*Only accept Student visa and Resident visa.

Do not use the landing visa or E-visa to enter Taiwan since those visa type can’t be extended in Taiwan. Student doesn’t have a valid student visa needs to leave Taiwan, and apply for a new Taiwan (ROC) visa in another country or territory after duration day. For further information, please check Ministry of Foreign Affairs (MOFA) website. (https://www.boca.gov.tw/mp-2.html)
Exchange Students from China, Macao and Hong Kong 中国及港澳交换生

Students from China, Macao and Hong Kong will need to apply for “Exit & Entry Permit Taiwan Republic of China” before entering Taiwan. Office of International Affairs (ISAD) of NCKU will help students from China for applying for Entry permit after receiving your confirmation of acceptance for studies; as for students from Macao and Hong Kong, please apply it by yourself.

來自大陸、香港、澳門的交換學生需要申請「中華民國台灣地區入出境許可證」。國際事務處在收到大陸交換學生確認就讀意願後，會協助學生申請文件；香港及澳門交換學生請自己上網並以「雲端線上申請」方式完成手續。

雲端線上申請：非香港澳門出生首次申請者，或在臺灣地區停留超過 30 天。

自 2017 年 7 月 1 日起，本處櫃檯停止受理持有香港特區護照或 BNO 護照及回鄉證(未持有其他國家護照者)之香港永久居民書面申請入出境證，申請人須於雲端系統申辦入臺證，透過網絡填寫申請書，上載照片及應備文件，若文件齊全只要 5 個工作日(不包含星期六、日、10 月 10 日、及臺灣香港兩地之公眾假期)，經核准後就可自行上網以信用卡繳費及列印入臺證，申請網址：

※注意! 僅接受【雲端線上申請】方式入臺。

其他簽證方式抵臺須於停留期滿後離境並重新辦理簽證來臺，無法以任何方式在臺延長簽證效期。詳細資訊請參考行政院大陸委員會香港事務局︰
https://www.teco-hk.org/cp.aspx?n=23B1A3A6BA521F00&s=70EA5C099B0B29A3
**Website:**

**Bureau of Consular Affairs (BOCA)**

The nearest branch to NCKU is the Southern Taiwan Office in Kaohsiung.

**Address:** 2nd Floor, 436 Cheng Gung 1st Road, Kaohsiung City

**Tel:** +886-7-211-0605

Further information can be obtained at http://www.boca.gov.tw/mp.asp

**National Immigration Agency (NIA)**

The nearest branch to NCKU is First Tainan City Service Center, National Immigration Agency.

**Address:** No.370, Section 2, Fuqian Road, West Central District, Tainan City

**Tel:** +886-6-293-7641

**Transportation:**

Take the Tainan City System Bus No. 6 or No. 14 at bus stop: Tainan Train Station (bus stop location: across the Front Exit of Tainan Train Station), and get off at the National Tainan Living Art Center stop (國立臺南生活美學館), then walk to First Tainan City Service Center, National Immigration Agency.

Further information can be obtained at https://servicestation.immigration.gov.tw/mp.asp?mp=s015

**中國及港澳交換生**

香港事務局行政院大陸委員會 - 香港及澳門永久居民申請入出境證:

https://www.teco-hk.org/cp.aspx?n=23B1A3A6A521F00&s=70EA5C099B09A3

中華民國內政部移民署境外人士線上申辦系統:

Insurance Policy

As an international exchange student, insurance is very important. Medical and injury insurance, which over the entire exchange period is required. We strongly recommend you purchasing your own travel insurance before arriving in Taiwan and provide the related documents on registration day at ISAD.

If you don’t purchase your own travel insurance in your country, then you must buy one on School Opening Day at ISAD office to ensure sufficient insurance coverage during your stay at NCKU.

Please note that you will need to take full financial responsibility for any medical procedures upon arriving in Taiwan and prior to receiving your International Student Medical Insurance (ISMI).

There are three types of insurance coverage for exchange students in Taiwan. The first one applies to all students, and is called Student Group Insurance (SGI). The second type is International Student Medical Insurance (ISMI) and the third is National Health Insurance (NHI). Information about these three types is presented below.

1. Student Group Insurance (SGI)

SGI is mandatory for all students of NCKU. The charge will be about NT$100 to $150 per semester. You need to download the bill and pay at either the conveniences stores (ex: 7-11, Family mart) or Cashier division located at Kuang-Fu campus, Yung-ping building, east building, 1st floor. Please check the Appendix 9 to download the bill.

The payment of this insurance fee is regarded as part of the enrollment process for each semester. This insurance specifically covers unexpected non-disease incidents only, and the final compensation is decided by the insurance company’s evaluation. For more information about insurance coverage, please check Student Assistance Division: http://assistance.osa.ncku.edu.tw/p/412-1051-17070.php?Lang=en

2. International Student Medical Insurance (ISMI)

Students without NHI can insure against ISMI and can apply for reimbursement based on ISMI policy after receiving medical treatment. This insurance costs NTD 500 per month. One-semester international exchange student needs to pay NTD 2,500 for 5 months insurance (Enrolled in spring semester: from February to June; enrolled in fall semester: from September to next January). One-academic-year international exchange student needs to pay NTD 6,000 for 12 months insurance (Enrolled in spring semester: from February to next January; enrolled in fall semester: from September to next August). Below is the reimbursement process:

(1) Go to any NHI-authorized clinic or hospital.

(2) Pay the medical and treatment fee by yourself first and request a certificate of diagnosis and a receipt(s) from the clinic or hospital. If you need to make another appointment with the doctor, please apply the diagnosis report after you complete the final treatment.

(3) Bring the certificate of diagnosis (Chinese version) in original, receipt(s) in original, copy of your passport and visa, and student ID card to ISAD office. You will fill the insurance reimbursement application form at the office.

We will send the documents to the insurance company and the compensation will be paid by the check within one month. The reimbursement amount is decided by the insurance company's evaluation of your application.
The insurance company covers only one visit per day for a situation involving the same symptoms. The maximum coverage per visit is NTD 1,000.

3. National Health Insurance (NHI) (for one-year exchange student only)

The National Health Insurance Act stipulates that foreign nationals who are legal residents of Taiwan (including those from Hong Kong and Macao) must be registered in the National Health Insurance program, either by themselves, by the school (starting the day the student enrolls) or by an employer (starting the day of employment). To be eligible for the NHI program, one must hold an Alien Residence Card (ARC) and have lived in Taiwan for **6 CONTINUOUS MONTHS** starting from the issued date of your ARC. However, one trip abroad, which doesn’t exceed 30 days, is allowed during the six-month period. Students who are eligible for the NHI program must pay NTD 4,494 for a 6-month coverage at the beginning of each semester. Fall semesters run from September to February each year, while spring semesters run from March to August.

For more information, please check National Health Insurance’s Website:
Medical Examination Policy

All exchange students are mandatory to do a medical examination after coming to Taiwan and submit the proof of positive measles and rubella antibody or measles and rubella vaccination certificates (Appendix 4) for university enrollment. If you do not have the measles, rubella vaccination certificates with you, you must take the vaccines at NCKU hospital or a clinic. Kindly note that you will be charged extra fees for measles and rubella vaccination.

From August 30 to September 30, 2019 is the discount period for student medical examination at NCKU hospital, please make sure you do the health check during this discount period. After the discount period, you need to pay the original price without any excuses.

Note: Visitor visa holders (only for one-year exchange students, with annotation “FS” followed by the name of the university or “FR” followed by the Chinese language center) must apply for a resident visa after enrolling. To apply for a resident visa in Taiwan, it is necessary to have a Health Certificate (Type B) issued by an authorized hospital in Taiwan.

Notice for Medical Examination at NCKU Hospital

Medical examination is a required process for every NCKU new student, including international students and local students. If you get the proof document shown as the form of Appendix 5 from your home country, you don’t need to take the vaccine at NCKU hospital, but the new student health examination is still required. You may ask a friend or a local buddy to guide you to the hospital for the health check.

New Student Health Examination

1. Discount Period: **August 30 to September 30, 2019**
2. Time: Monday-Friday, Morning: 09:00AM-12:00PM, Afternoon: 13:30PM-16:30PM
3. Location: NCKU Hospital (New Outpatient Building ➔ Referral Center on 1st Floor for registration ➔ Physical Examination Center on 2nd Floor)

<table>
<thead>
<tr>
<th>Student is with Student Visa for exchange.</th>
<th>Student needs to transfer Residence Visa in Taiwan.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinic</strong></td>
<td><strong>Health checkup clinic</strong></td>
</tr>
<tr>
<td>NCKU Freshman Health Examination</td>
<td></td>
</tr>
<tr>
<td><strong>Discount fee</strong></td>
<td><strong>Discount fee</strong></td>
</tr>
<tr>
<td>NT$850 (Original fee NT$1,200)</td>
<td>NT$1,300 (Original fee is NT$1,680)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> Login online pre-registration system for an appointment (<a href="#">Appendix 10</a>) Online pre-registration system: <a href="https://service.hosp.ncku.edu.tw/Tandem/DeptUI.aspx?Lang=E">https://service.hosp.ncku.edu.tw/Tandem/DeptUI.aspx?Lang=E</a> <strong>Do not accept on-site registration for any excuses.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Go to NCKU hospital on the designated date Registration document: Admission letter, Passport, Fee</td>
<td><strong>Step 1:</strong> Come to ISAD office and confirm your status, then go to the Health center to get discount coupon. <strong>Directly go to the hospital for on-site registration.</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Step 3:** Hand in required documents at Counter of Physical Examination Center on 2nd floor Required document: (1) NCKU for Freshman Physical Examination Consent for Release of Information in duplicate (2) Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates **(If you do not have the measles, rubella vaccination certificates with you, you must take**
Remark:

1. Do not eat and drink for 12 hours before you do the health check. If you are really thirsty, then you can have some water, but don’t have any drinks with sugar.
2. Please wear loose and comfortable clothing on the designated date.
3. For students on prescribed lenses, please bring the lenses on the day of the exam so that post-treatment eyesight can be tested.
4. Once you finish the whole procedure, the hospital will send the report to you around 1 month.
5. If you do not do the health check-up before due date (available date), you won’t have discount price.
Course Enrollment

Exchange students share the same course enrollment and the same schedule as NCKU’s degree students. Here are some crucial points you will need to take a note of:

1. The 1st stage course selection is for internal courses only. You may add courses of your year offered by your own department. Only from the 2nd stage, you will be able to choose courses of other years or other departments.

2. General Education (A9), Physical Education (A2), English (A1, serial number 101-500), and Second Foreign Language (A1, serial numbers 501-700) can be booked since the 1st stage course selection. The final enrollment list will be determined by a computer balloting system.

3. General Education (A9), Physical Education (A2), English (A1, serial number 101-500), and Second Foreign Language (A1, serial numbers 501-700) are OPTIONAL for exchange students, not required.

4. If you do not get enrolled for any A9 courses, you may consult the General Education Center during the 3rd stage course selection for a special enrollment for one A9 course.

5. Some of you may find courses assigned to your account already. Be calm. You may keep whatever you like and drop the ones you do not need. If you find no courses assigned in your account, do not be panic. Please just add courses as planned.

6. You may find yourself assigned to one of the classes of your year, such like Class A or Class B. If you want to take courses of the other classes, you will need to drop the ones of your own before you add the ones of the other classes. Such adjustments can be done at the 2nd stage.

7. The system will check on schedule conflict. You will not be allowed to add a course if it clashes with any in your schedule.

8. During the 1st stage 2nd stage course selection, you may not be allowed to select certain courses because you do not have any course records at NCKU. For those courses, you may go to department offices which offer the courses to finish the course enrollment during the first week of the semester.

9. There may be some courses you do not get at 1st stage and 2nd stage. You may consult the departments’ offices which offer the courses and request a special arrangement with an Add form (available at the departmental offices) at 3rd stage (special circumstances). However, the final result is up to the departments’ discretion. You are encouraged to sit in such classes once they start so that you do not miss a substantial portion of the classes.

10. Be noted that all the schedule for course enrollment are in Taiwan time.

Please click the following links for the official schedules posted by the Registrar’s Division.
Course Registration and Enrollment Instructions

I. New transfer students for the 2019-20 academic year are allowed to complete their online registration for preferred courses in the category of General Education for computer-selected course enrollment from August 22-26.

II. The maximum number of courses that can be applied for via online registration designated for the second and third stages of course enrollment, is shown in the following table for various categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Maximum no. of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>A9</td>
<td>3 (not including the course of Stepping Through Tainan's Past no later than the 2nd stage) according to rules of enrollment for the 3rd stage</td>
</tr>
<tr>
<td>Physical Education</td>
<td>A2</td>
<td>1</td>
</tr>
<tr>
<td>English Module Program</td>
<td>A1, serial numbers 101~500</td>
<td>1</td>
</tr>
<tr>
<td>Second Foreign Language</td>
<td>A1, serial numbers 501~700</td>
<td>1</td>
</tr>
</tbody>
</table>

III. Under special circumstances (such as minor study, double-major study or the Educational Program), students who need to take courses over or below the required number of credits (including those who need to drop any other courses during this process) should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage and before the end of the 3rd stage designated for online course enrollment, which shall be approved by the relevant offices and processed by the Division of Registrar.

IV. Students who wish to drop or withdraw from any flexible intensive course shall submit an application with a written report, which shall be approved and processed by the department offering the course.

V. Registration by designated students in every stage of course enrollment is regulated as follows: http://reg.acad.ncku.edu.tw/p/406-1041-187439,r82.php?Lang=en
<table>
<thead>
<tr>
<th><strong>1st Stage of Course Enrollment</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>9am, July 5 to 5pm, July 9</td>
</tr>
</tbody>
</table>
| **Designated Students** | 1. All continuing students  
2. New graduate students of 2019 (including extra-territorial students at NCKU)  
3. New exchange students |
| **Registration** | Online Course Enrollment System |
| **Duration** | 9am to 5pm, July 12 (Only A9 courses) |
| **Designated Students** | 1. All continuing undergraduate students  
2. New exchange students (undergraduate) |
| **Notes** | All continuing undergraduates and new exchange students (undergraduate) are allowed to complete their second registration for their preferred courses in the category of General Education (A9) for computer-selected course enrollment. (A maximum of one course will be selected, the results will be announced before 17:00 on July 15). |
| **Registration** | Online Course Enrollment System |

<table>
<thead>
<tr>
<th><strong>2nd Stage of Course Enrollment</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>9am, August 22 to 5pm, August 26</td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
<td>First year students of 2019 (including extra-territorial freshman students)</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td>Online Course Enrollment System</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3rd Stage of Course Enrollment</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>9am, September 16 to 5pm, September 19</td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>More information, please check on website: <a href="http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm">http://reg.acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Course Add/Drop for Special Circumstances</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>9am, September 23 to 17pm September 25</td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
<td>Students with special circumstances and need to add/drop classes.</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td>Department office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Course Confirmation</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deadline</strong></td>
<td>September 26 to September 30</td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
<td>Those who decide to withdraw from courses after confirmation.</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td>Registrar Division Office</td>
</tr>
</tbody>
</table>

**Course catalog:** [http://course-query.acad.ncku.edu.tw/qry/](http://course-query.acad.ncku.edu.tw/qry/)  
**Course enrollment system:** [https://course.ncku.edu.tw/course/signin.php](https://course.ncku.edu.tw/course/signin.php)

**VI. Notes:**

1. The rules for Computer-Selected Course Enrollment (applicable to every stage of preferred course enrollment for the A9 category of General Education) are available at the website of the Division of Registrar (Division Website→ Online Service→ Course Enrollment System→ Information→ Regulations & Note).

2. Contact information for offices in charge of course enrollment is available at the website of the Division of Registrar (Division Website→ Online Service→ Course Enrollment System→)
This English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.

CHINESE CLASS for INTERNATIONAL STUDENTS

The Office of International Affairs (OIA), the parent of ISAD, funds and provides free Chinese language course at the NCKU Chinese Language Center (CLC) for our enrolled international students.

Who is Eligible to Apply

1. Chinese Classes for International Degree Students (CIDS) are provided free for two semesters (only). Students are strongly encouraged to take Chinese classes within their first academic year.
2. International degree students and certain exchange students are eligible for CIDS courses. Seating is limited, and newly-arriving students have first priority. Students from Hong Kong, Macau, and the People’s Republic of China are not eligible for these courses.
3. Students who have taken a leave of absence from their studies during the first academic year must apply for the course upon returning to be considered eligible. However, priority will be given to first year international students as described above.
4. The number of accepted students is limited and dependent upon actual conditions every academic year, including the total number of the eligible international students and available funds. Application is on a first-come first-served basis.

How to Apply

1. The application must be processed through online registration → [https://reurl.cc/Vl1YN](https://reurl.cc/Vl1YN)
   • Deadline for 1st stage for CIDS application: 2019.08.03
   • Available date for 2nd stage for CIDS application: 2019.08.06– 2019.09.06
2. Students who have more than six months of Chinese language training:
   → The online placement test shall be taken before the deadline.
3. Students who do not take the placement test
   → CLC has sole authority to determine whether you will participate in a course at the Center, waive the requirement, and/or assign you to the appropriate class level.
4. Confirmation email will be sent once your application is received.
5. Before NCKU course enrollment period, the CLC will announce the lists of the accepted students (including the assigned class level) via NCKU Course Enrollment System Announcement.

6. After you received the email and checked your Chinese level from NCKU Course Enrollment System Announcement, please register CIDS course during online course enrollment period.
7. For further information about the application procedure, please link to the online registration website ([https://reurl.cc/Vl1YN](https://reurl.cc/Vl1YN)).
Course Information

CIDS is designed for students who have not studied Chinese, or who have limited Chinese communication abilities.

<table>
<thead>
<tr>
<th>Levels Provided</th>
<th>Level 1 (Beginner)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 2 (Basic)</td>
</tr>
<tr>
<td></td>
<td>Level 3-4 (Novice)</td>
</tr>
<tr>
<td></td>
<td>Level 5-6 (Intermediate)</td>
</tr>
<tr>
<td></td>
<td>Level 7-8 (High-intermediate)</td>
</tr>
<tr>
<td>Students No./Class</td>
<td>17</td>
</tr>
<tr>
<td>Academic Credits</td>
<td>2 (Undergraduate Students)</td>
</tr>
<tr>
<td>Class Duration</td>
<td>2 hours/week, 18 weeks</td>
</tr>
</tbody>
</table>

Credit-waiver for “Basic Chinese” (for Undergraduate Students)

1. Foreign Undergraduate students (not including students from Hong Kong, Macau, and the People’s Republic of China) are allowed to take “Chinese Course for NCKU International Degree Students (CIDS)” in Chinese Language Center and the credits can substitute “Basic Chinese Course”.
2. This course may count as Chinese language credits (two credits per semester). International undergraduate students are required to fulfill these credits during their period of study at the university.
3. Only international undergraduate students are qualified for the credit waiver. University-level exchange students are not qualified for the credit waiver.
4. Students who apply for the credit-waiver must complete the courses and follow the NCKU Course Enrollment regulations.
5. NCKU enacts the following Notes in accordance with Item 2, Article 1 of NCKU General Education Course Enrollment Guidelines.

CIDS Schedule for 2019 Fall Semester

2nd Stage of Online Application
Available
For Freshmen only
Aug. 6
Check Your Chinese Level
Check your Chinese level on the NCKU Course Enrollment System Announcement.
http://course.ncku.edu.tw/course/signin.php
2nd Stage of Online Application
Deadline
For Freshmen only
Aug. 15
To register class successfully, you have to complete, submit application form, and send out the answer sheet of placement test (if needed) before those deadlines. Confirmation email will be sent once your application is received.
★ Students who have more than 6 months of Chinese language training should take the online placement test.

Aug. 3
1st Stage of Online Application
Deadline
To register class successfully, you have to complete, submit application form, and send out the answer sheet of placement test (if needed) before those deadlines. Confirmation email will be sent once your application is received.
★ Students who have more than 6 months of Chinese language training should take the online placement test.

Aug. 19 to Aug. 26
NCKU Course Enrollment Period
http://course.ncku.edu.tw/course/signin.php
Please register course on NCKU Course Enrollment System during this period.
Category: Others
Dept. Code: AH
Add class with Dept. Code & Serial No.

Sep. 6
Check Your Chinese Level
For 2nd Stage Applicants only
Check your Chinese level on the NCKU Course Enrollment System Announcement.
http://course.ncku.edu.tw/course/signin.php

Sep. 9
NCKU Course Enrollment Period
http://course.ncku.edu.tw/course/signin.php
Please register course on NCKU Course Enrollment System during this period.
Category: Others
Dept. Code: AH
Add class with Dept. Code & Serial No.

Sep. 12
CIDS Begins

Sep. 16 to Sep. 19
NCKU Chinese Language Center
2019.5.30

Sep. 23 to Sep. 25
Adding or Dropping Course Procedure
Adding or dropping course under special circumstances (apply at the CIC Office)
Leaving National Cheng Kung University

When you are leaving school, make sure the following steps:

1. Finish the Feedback of Exchange Students on google form: [https://goo.gl/ALM9Ez](https://goo.gl/ALM9Ez). Deadline for Spring semester student, who is leaving in June, is **May, 31st** and Fall semester student, who is leaving in January, deadline is **December, 31st**. Fail to do so may result unable to obtain your transcripts on time.

2. Before you leave, you need to download the Leave-school Procedure Form (Appendix 11) and get all stamps from different divisions. International Student Affairs Division (ISAD) is the last stop and you need to hand in to the ISAD office located at Kung-Fu Campus, Yung-Ping building, East building, 1st floor.

3. Make and confirm your travel plans. Check your home country regulations before bringing belongings and souvenirs home. Check your luggage weight against your airline’s allowances.

4. You might want some souvenir at NCKU, you can go shopping at Sheng-Li campus, Souvenir shop: [https://www.facebook.com/NCKU.SOUVENIRS.STORE/](https://www.facebook.com/NCKU.SOUVENIRS.STORE/)
Other services and useful information

Financial plan in Taiwan

As an exchange student at NCKU, you will be responsible for your insurance fee, accommodation fee, and living expense, which will be around USD 300 per month. Please make sure to have your bank account card available here in Taiwan and carry enough NTD cash for daily use. Besides, planning for unexpected expenses and emergency funds should be made prior to your arrival since financial plan is the responsibility of each student.

在成大的交換生必須自行負擔保險費、住宿費、生活費等，每個月的支出大約美金 300 元。請確認您的提款卡在臺灣可以使用。此外，在臺花費項目中建議您可預先備妥預備金以防突發意外或緊急事件。因為財務規劃是每位學生自己的責任。

Mobile phone

There are many mobile operators that can provide you a Taiwan sim card. For example, Chunghwa Telecom, Taiwan Mobile, T-star, Asia Pacific Telecom, Far EasTone etc.. Suggest you buy a sim card at the airport. There are also some stores nearby NCKU, but they may be out of stock since the semester just begins.

Buddy-buddy program

If you have signed up for this service, you may check the incoming exchange portal for the contact information of your NCKU buddy assigned by the program. If you have not received any message from your designated student buddy 2 weeks before enrollment, please contact us (ISAD, OIA: em50990@email.ncku.edu.tw).

Bicycle

NCKU has 10 campuses. A bicycle with you is the best way to explore NCKU and Tainan. You can choose either a new or used one, and it depends on your budget. For a basic type of a new bicycle, it costs around NTD2,000 to NTD3,000. If you prefer a second hand bicycle, there are some ways for you. First, you can ask your buddy for help. They might know where to get a used one. Second, Tainan city government provides T-BIKE around the Tainan city corner, and NCKU is lucky to have some stops around. Notice, if you want to borrow it, you need to have an IPASS card or EASY card with you. Last but not least, you can also try to find one on Facebook second hand group, e.g.: Tainan Market: Buy and Sell. However, we do not take any responsibility for your trading behaviors. Please be aware of it.

Student ID card

Student ID card is important. You need to use it to enter the libraries and borrow books. It can also help you to get some discount at NCKU nearby restaurants. As a NCKU student, you are free to visit Tainan Historic sites as well (more information: https://www.twtainan.net/en-us).
Counseling and Wellness Services Division

Maintaining your health and wellbeing is an important priority. You may be challenged by a variety of stressors including adjustment to a new life here at NCKU and general issues that can be associated with life as a student. Sometimes it is not easy to reach out for help due to the nature of the issues. One way to help yourself is seeking counseling. Counseling is a collaborative and confidential relationship with a psychologist. By participating in counseling, you can explore ways that you are stuck mentally and emotionally. Location: 3rd floor, Yun-Ping Admin, Building East side, Kuang-Fu campus. Link: http://counseling.osa.ncku.edu.tw/index.php?Lang=en

Who can use the counseling services, and what does it cost?

All enrolled students are eligible for free counseling services. We take faculty and staff as well.

How do I make an appointment?

It’s easy as 1-2-3. Log on to http://140.116.249.175/CS_NCKU/Index.aspx with your Cheng-Kung Portal account, then fill out the form as through as possible. Should you encounter any questions, please feel free to call us at 06-2757575 # 50320 or email us em50320@email.ncku.edu.tw.

How do I contact CWSD if there is an emergency after office hours?

Call 119 or +886 6 2381187 for Campus Security Incident Hotline.

Sports and Events

**NCKU Athletic Fields:** With Tainan’s vast variety of sugary snacks and desserts to pick from, it’s important to keep a healthy body. NCKU offers a track, field, multiple gyms and a swimming pool. For exchange students, NCKU’s athletic equipment is available for use with a valid student ID. Price: NTD60 for swimming pool; NTD40 for the gym.

**Student Activities:** NCKU has a thriving student community with various student associations. There are plenty of associations and multicultural activities and festive events for students to participate in alongside their studies. *Fun at NCKU:* https://www.facebook.com/funatncku/

At the beginning of every semester, Club Association of NCKU will hold the **NCKU Club Festival.** It’s the biggest student club fair around Tainan area. Lots of students studying in Tainan will attend this event. There will be student performances and introductions from different clubs. Welcome you to join and find new friends there. Link: https://www.facebook.com/nckuclubfestival/

**NCKU United International Students Alliance** consists of a group of international students studying at NCKU. They assist students to adapt to their new life and hold events e.g. welcome party. Welcome you to join them, more information: https://www.facebook.com/ISA.NCKU/

Stored Value Card (Smart card) in Taiwan

When you take public transportation at the station or go shopping at a convenience store, you might wonder why people don’t pay cash instead of a card. In Taiwan, there are 3 types of smart cards. They provide most of the same functions, but they might have a little differences on their discount price for different use. You can check more details on their website and choose the one which is suitable to you.
Please note no matter which cards you take, the card price basically is NT$100. You need to store some money in and use it. You can buy cards and add value easily at the convenience stores.

1. **iCASH card 愛金卡**: It issued by Taiwan biggest convenience store, 7-Eleven. Sometimes you can get some discount by using this card. Since convenience stores in Taiwan is multifunction and super convenient. If you might go there often, you can consider this one. More information, check the website: https://www.icash.com.tw/en_web/#home

2. **iPASS 一卡通**: If you like travel and plan to discover Taiwan by public transportation. We recommend you choose this one. More information, check the website: https://www.i-pass.com.tw/en

3. **Easy card 悠遊卡**: Easy card is the first issued smart card in Taiwan; therefore, it has the most circulation. However, from some students’ experiences, this card with better discount is in Taipei area not southern Taiwan. NCKU is located at the southern Taiwan, you need to take it into your consideration. More information, check the website: https://www.easycard.com.tw/en/
**NCKU Main Library**

During college, most college students will find that the library is their best friend. It’s the most convenient place to meet with friends, find a book, use a computer, listen to music or just find a quiet place to study. NCKU’s main library boasts seven stories, ample seating, plenty of resources and air conditioning.

**Checking In**

Students are free to use any of NCKU’s libraries with a valid student ID. The main library is also free to use by the general public. So, exchange students or other students who don’t have a student ID for any reason can present an ID with a photo and swap it for a day pass that will get students access to all of the library’s resources. Here is the floor plan of the library: [http://www.lib.ncku.edu.tw/guide/floor_en.php](http://www.lib.ncku.edu.tw/guide/floor_en.php)

**Study Rooms**

If studying at one of the desks or chairs and table sets around the library isn’t exactly your speed and you prefer some quiet and privacy, check out one of the many private studying rooms at the main library. Private rooms come in both individual and group arrangements. Just book in advance!

Reserve a room link: [http://www.lib.ncku.edu.tw/service/facility/group_study_en.php](http://www.lib.ncku.edu.tw/service/facility/group_study_en.php)

**Art Gallery and Coffee Shop**

On the B1 floor of the library is a space that is used for both exhibiting NCKU art students’ work and a coffee shop. It’s a convenient place to grab a cup of joe and get back to the books or just contemplate some art.

**Media Room**

Located on B1, this is the gem of the library. With a day pass or student ID, visitors to NCKU library can enjoy free use of everything from DVDs, VHS tapes, cassettes, CDs and classic vinyl. Visitors can use the media room’s equipment to enjoy any of the library’s materials. They also have free monthly movie screenings.

**Magazines**

NCKU also offers magazine and newspaper for students. There are a ton of publications to choose from. However, these are available only for use in the library. Catalog: [http://weblis.lib.ncku.edu.tw/*eng](http://weblis.lib.ncku.edu.tw/*eng)

**NCKU the “KnowLEDGE” learning commons**

The learning commons of the NCKU Library (named it “KnowLEDGE”) is a “new place for learning”, located on the first and second floor of the Dormitory No.3 of the University’s Ching-Yeh Campus (MAP). As a campus hub for student-centered learning activities, this venue is a shared or common space in which NCKU students, teachers and others can come together to interact, and participate in various kinds of learning activities held there. Semester Period: Monday to Sunday 09:00-23:00. More information: [http://www.lib.ncku.edu.tw/service/facility/knowledge_en.php](http://www.lib.ncku.edu.tw/service/facility/knowledge_en.php)
Café around NCKU

**Chimei Café**
Located conveniently on NCKU’s campus, Chimei cafe offers a wide range of baked goods and coffee drinks for all of your cafe needs right here on campus. Chimei also offers a relaxed atmosphere that would be perfect for both studying or having a chat with a friend or two. If you’re looking for a quick caffeine fix and a quick bite to eat, this cafe should be on your list!

Location: 1 Daxue Rd. (Electrical Engineering building, NCKU), Tainan
Hours: 08:00 - 20:00

**NCKU C-Hub Café**
This cafe is also located on NCKU’s campus but is a little bit different from other traditional cafes. It’s almost completely DIY. For the small price of 30 NT, visitors can use of the cafe’s coffee machines to make their own coffee. In addition to the coffee, visitors can also rearrange the furniture in anyway they would like according to their tastes. All of the furniture in the cafe was designed by NCKU mechanical engineering alumnus Shih-Chen Chiang.

Location: 1 Daxue Rd. Tainan
Hours: 11:00 - 18:00

**Masa Loft**
Masa loft is an obvious choice for NCKU students to study at. It’s located conveniently across campus. There are plenty of chairs and lots of natural lighting coming in from the cafes many large windows. It’s a great place to wind down with a cup of coffee after a day of classes.

Location: 53 Daxue Rd., Tainan 701
Hour: 10:00-21:00

**Birdeye Espresso**
A very cute cafe located about .8 miles from NCKU campus. This cafe has a beautiful, relaxed atmosphere with pretty plants and great coffee and smoothie options to boot. Though this place is a bit far from NCKU, its charm and drinks are worth the commute.

Location: No. 29, Lane 24, Section 2, Changrong Road, Tainan
Hours: 08:00 - 17:00

**Parkview Coffee**
This cafe is about a 10 minute walk from campus and is located near a public park. The cafe itself has ample seating and beautiful decor. There are plenty of food options, so if you’re feeling peckish, this is the perfect place to pick up a quick meal and a pick-me-up cup of joe.

Location: 250 Yule Street, Tainan
Hour: 11:30-21:00

**Starbucks @ NCKU Hospital**
And of course, Starbucks. The Starbucks located at the NCKU hospital offers all of the usual things that Starbucks across the world do, however, the one located at NCKU hospital offers NCKU students a 10% discount with a valid student ID.

Location: NCKU Hospital-1F
No. 138, Shengli Rd., East District 1F, 701 Tainan
Hour: 07:00-21:00
I am a student from NCKU, I want to go to school.

我是成功大學的學生，我要去學校。

<table>
<thead>
<tr>
<th>English</th>
<th>Mandarin</th>
<th>Pinyin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>你好</td>
<td>Nǐ hǎo</td>
</tr>
<tr>
<td>Thank you</td>
<td>謝謝</td>
<td>Xiè Xiè</td>
</tr>
<tr>
<td>You are welcome</td>
<td>不客氣</td>
<td>Bù kè qì</td>
</tr>
<tr>
<td>Goodbye</td>
<td>再見</td>
<td>zài jiàn</td>
</tr>
<tr>
<td>I don’t understand</td>
<td>我不懂</td>
<td>Wǒ bú dǒng</td>
</tr>
<tr>
<td>I’m sorry I cannot speak Chinese</td>
<td>我不會中文</td>
<td>wǒ bù huì zhōng wén</td>
</tr>
<tr>
<td>Excuse me, where is...?</td>
<td>...在哪裡？</td>
<td>...zài nǎ lǐ</td>
</tr>
<tr>
<td>How much does it cost?</td>
<td>多少錢？</td>
<td>Duō shǎo Qian?</td>
</tr>
<tr>
<td>What is this?</td>
<td>這是什麼？</td>
<td>zhè shì shén mě</td>
</tr>
<tr>
<td>Do you have...?</td>
<td>有沒有...？</td>
<td>yǒu méi yǒu</td>
</tr>
<tr>
<td>I want to go to...?</td>
<td>我想去...？</td>
<td>wǒ xiāng qù</td>
</tr>
<tr>
<td>I want to buy ...</td>
<td>我想要買...</td>
<td>Wǒ xiāng yào mài</td>
</tr>
<tr>
<td>Yes</td>
<td>是</td>
<td>Shì</td>
</tr>
<tr>
<td>No</td>
<td>不是</td>
<td>Bú shì</td>
</tr>
</tbody>
</table>

I want to buy ...  我想要買...  Wǒ xiāng yào mǎi

<table>
<thead>
<tr>
<th>English</th>
<th>Mandarin</th>
<th>Pinyin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef</td>
<td>牛肉</td>
<td>niú ròu</td>
</tr>
<tr>
<td>Pork</td>
<td>豬肉</td>
<td>zhū ròu</td>
</tr>
<tr>
<td>Chicken</td>
<td>雞肉</td>
<td>jī ròu</td>
</tr>
<tr>
<td>Fish</td>
<td>魚肉</td>
<td>yú ròu</td>
</tr>
<tr>
<td>Goat</td>
<td>羊肉</td>
<td>yáng ròu</td>
</tr>
<tr>
<td>Water</td>
<td>水</td>
<td>shuǐ</td>
</tr>
<tr>
<td>Rice</td>
<td>飯</td>
<td>fàn</td>
</tr>
<tr>
<td>Noodles</td>
<td>麵</td>
<td>miàn</td>
</tr>
<tr>
<td>Bread</td>
<td>麵包</td>
<td>miàn bāo</td>
</tr>
<tr>
<td>Fruit</td>
<td>水果</td>
<td>shuǐ guǒ</td>
</tr>
</tbody>
</table>

I want to go to...?  我想去...？  wǒ xiāng qù

<table>
<thead>
<tr>
<th>English</th>
<th>Mandarin</th>
<th>Pinyin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restroom/Toilet</td>
<td>廁所</td>
<td>cè suǒ</td>
</tr>
<tr>
<td>Police office</td>
<td>警察局</td>
<td>jǐng chá jú</td>
</tr>
<tr>
<td>Restaurant</td>
<td>餐廳</td>
<td>cān tīng</td>
</tr>
<tr>
<td>Hospital</td>
<td>醫院</td>
<td>yī yuàn</td>
</tr>
<tr>
<td>Railway Station</td>
<td>火車站</td>
<td>huǒ chē zhàn</td>
</tr>
<tr>
<td>National Cheng Kung University</td>
<td>成功大學</td>
<td>chéng gōng dà xué</td>
</tr>
</tbody>
</table>
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Appendix 1: National Cheng Kung University Campus Map
### Appendix 2: Registration & Enrollment Procedure Sheet for International Exchange Students 交換學生註冊程序單

**Semester 學期：** ______ (year/年)  □Fall 秋 / □Spring 春

* Name（姓名）：
* Student ID Number（學號）：
* Degree（學位）：  □ Bachelor（學士）  □ Master（碩士）  □ Doctor（博士）
* Department/ Institute（就讀系所）：

<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>International Student Affairs Division &amp; International Relations Division Office of International Affairs 國際事務處（1st floor of Yun-ping Administration Building 雲平大樓1樓）</td>
<td>You need to bring 需攜帶：  1. Admission Letter from OIA 國際處錄取通知信  2. Registration &amp; Enrollment Procedure Sheet 註冊程序單  3. Insurance 保險  (1) Copy of oversea insurance 海外醫療保險影本  (2) If students don’t have their own oversea insurance, they will need to be insured by OIA with International student medical insurance. Please prepare cash NT$2500. 如學生無自行購買海外醫療保險，需至國際事務處購買保險（請準備現金 NT$2500）  4. Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明  5. One 2-inch photo 兩吋照片1張  6. Passport identification page(s) 護照/大通證  7. Visa/ Page of Entry Permit 簽證  8. Taiwan Entry Permit 入臺證  9. Taiwan Entry Permit Fee of NT$ 615 入臺證費用新台幣615元(手續費15元)(僅大陸生)  * Only China, Hong Kong, and Macao students need to provide item 8 and 9 僅大陸、香港、澳門學生需要</td>
<td>(ISAD) University-Level only院系交換生流程不用經過國際事務處</td>
</tr>
<tr>
<td>2</td>
<td>Office of Your Department/Institute 各學系/所辦公室</td>
<td>You need to bring: 需攜帶：  1. Admission letter 錄取通知信  2. Copy of your passport 護照影本/大通證  * The availability of some courser is limited, so please confirm with your department regarding the course selection. 部分課程名額有限，請同學與相關系所詢問確認。  * Please follow the school course enrollment schedule. 請依學校選課時程辦理加退選作業。  * Please see the following website for course information. 課程資訊請參考以下網頁: <a href="http://course-query.acad.ncku.edu.tw/qry/index.php?lang=en">http://course-query.acad.ncku.edu.tw/qry/index.php?lang=en</a></td>
<td>(IRD) 僅大陸、香港、澳門學生需要</td>
</tr>
</tbody>
</table>

Date: Sep.06, 2019

Date: Sep.09, 2019
<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
</table>
| 3  | NCKU Chinese Language Center 华语中心 | Application (报名)  
**Date:** Sep. 09, 2019 |  
You need to bring 需携带：  
1. Admission letter 錄取通知信  
2. Online Registration Form of Chinese Course with your signature 中文特别班线上报名表(含签名)  
3. One 2-inch Photos 两吋照片1张  
4. NTD350 for the NCKU Chinese placement test (if you need it) 中文测验费 新台币 350元 (如需要)  
* Visiting students & Students from Hong Kong, Macau and the Peoples of Republic of China are not qualified for free Chinese Language Courses 訪問學生與香港、澳門及中國大陸地區學生無法報名中文特別班 |
| 4  | Cashier’s Division 出納組 (1st floor of Yunping Administration Building 雲平大樓1樓) |  
**Date:** Sep. 09, 2019 | You need to bring 需携带：  
1. Bill of school payment receipt 繳費單收據  
* If you couldn’t pay it before the due date, you can pay in cash on the registration day. 如果無法於繳費期限前完成繳費，請直接攜帶現金現場繳費。 |
| 5  | Registrar Division 註冊組 (1st floor of Yunping Administration Building 雲平大樓1樓) |  
**Date:** Sep. 09, 2019 | You need to bring 需携带：  
1. Registration & Enrollment Procedure Sheet 註冊程序單  
2. National Cheng Kung University Student Information 国立成功大學新生基本資料表  
(Link: [http://140.116.165.4/wwwmenu/program/net/checkin/index.html](http://140.116.165.4/wwwmenu/program/net/checkin/index.html))  
3. One 2-inch photo 两吋照片1張  
4. A copy of passport identification page(s) 護照影本/大通證影本  
5. A copy of visa page 签證影本  
6. A copy of Taiwan Entry Permit 入台證影本 (for students from China, Hong Kong, and Macao) (僅大陸、香港及澳門地區學生須繳交) |

**Remark:**  
1. Please hand in this sheet to Registrar Division after all the procedures are completed. You can pick up your student ID card after 1-2 weeks of submitting this sheet.  
2. Registration at OIA is on **Friday, September 06, 2019**; as for other divisions, registration is on **Monday, September 09, 2019**.  
3. If you need the enrollment certificate to apply for VISA extension, you can come to ISAD office to apply for the study certificate after the enrollment.  

**注意事項：**  
1. 當註冊程序完成後，請將此單送回註冊組各學系（所）承辦人，您的學生證將於1-2週後領取。  
2. 國際處報到日為 **2019年9月6日（五）**，其他處室為 **2019年9月9日（一）**。  
3. 若需要在學證明申請簽證延期，請註冊後至國際學生事務組申請。
**Appendix 3: Registration Checklist at OIA for International Exchange**

**Student 交換學生國際處報到程序確認清單**

*Please show us your Admission letter from OIA. 請出示國際處錄取信，確認身分。

- **University-Level (by contract) 校級合約交換生**
- **University-Level Fee-paying 校級自費生**

※ Exchange period 交換時間:
- □ One semester 一學期
- □ One year 一年

<table>
<thead>
<tr>
<th>1</th>
<th>Personal Documents for checking 個人驗證文件</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Copy of Passport identification page(s) 護照(大陸及港澳同學請出示大通證影本)</td>
</tr>
<tr>
<td>□</td>
<td>Copy of Visa page 簽證頁：(Do not accept landing VISA 不接受落地簽)</td>
</tr>
<tr>
<td>□</td>
<td>Student VISA 停留簽證 (for one-semester exchange students 一學期交換生)</td>
</tr>
<tr>
<td>□</td>
<td>Resident VISA 居留簽證 (for one-year exchange students 一年交換生)</td>
</tr>
<tr>
<td>□</td>
<td>Taiwan Entry Permit 入台證 (大陸、港澳交換生)</td>
</tr>
</tbody>
</table>

| 2 | One 2-inch photos 1 張兩吋照片 (Please affix it to this page/請黏貼在此頁) |

<table>
<thead>
<tr>
<th>3</th>
<th>Insurance: 保險狀況</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>I do not have the required health insurance, so will join the International Student Medical Insurance (ISMI). 我自己沒有買保險，所以會加入外國學生醫療保險。</td>
</tr>
<tr>
<td>□</td>
<td>I have my own oversea insurance and submit the proof when I enroll. Validity：_________ 我自己有保險，且於報到時繳交相關證明。保險效期：_________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>Medical examination 健康檢查</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>I will do the medical examination at the NCKU hospital. 我自己沒有健檢報告。我會在成大醫院做新生體檢。</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 (Appendix 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>I have my own certificates, and I will submit the proof when I do the health check. 我有診斷證明且會於體檢時繳交相關證明。</td>
</tr>
<tr>
<td>□</td>
<td>I do not have the proof, and I will do the Measles and Rubella Antibody check at NCKU hospital. 我沒有診斷證明，我會在成大醫院做麻疹及德國麻疹的抗體檢查。</td>
</tr>
</tbody>
</table>

| 6 | I read and confirm all the statements that I signed up online 我確認我已閱讀過線上簽署之文件 |

1. Declaration of Insurance (Appendix 5) 保險切結書
2. Authorization for Emergency Treatment (Appendix 6) 緊急事件授權同意書
3. Acknowledgment of Regulations and Accepting NCKU Regulations (Appendix 7) 國立成功大學之相關法則聲明書
4. Personal Data Collection Agreement(Appendix 8) 個人資料蒐集同意書

Signature 簽名: ______________________ Date 日期: _______________
Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates

麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明

<table>
<thead>
<tr>
<th>基 本 資 料 / Basic Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>姓名 / Name</td>
</tr>
<tr>
<td>國 籍 / Nationality</td>
</tr>
<tr>
<td>出生年月日 / Date of Birth</td>
</tr>
</tbody>
</table>

a. 抗體檢查 / Antibody Tests

麻疹抗體 / Measles Antibody □陽性 / Positive □陰性 / Negative □未確定 / Equivocal

德國麻疹抗體 / Rubella Antibody □陽性 / Positive □陰性 / Negative □未確定 / Equivocal

b. 預防接種證明 / Vaccination Certificates (證明文件應註明接種日期，接種院所及疫苗批號。如檢附幼時
接種證明，其接種年齡必須大於1歲。/ The certificate should include the date of vaccination, the name of administering hospital or clinic and the batch no. of vaccine. If the childhood vaccination certificate is submitted, it is important to include the record of the vaccines administered only after one year of age.)

□ 麻疹預防接種證明 / Measles Vaccination Certificate

□ 德國麻疹預防接種證明 / Rubella Vaccination Certificate

c. □ 有接種禁忌，暫不適宜預防接種 / Having contraindications, not suitable for vaccination

負責醫檢師簽章 / Signature of Chief Medical Technologist:

負責醫師簽章 / Signature of Chief Physician:

醫院負責人簽章 / Signature of Superintendent:

日期 / Date of Examination：YYYY / MM / DD

備註 / Note：本證明三個月內有效。/ The certificate is valid for three months.
Appendix 5: Declaration of Insurance 國立成功大學保險切結書

( You will sign this on registration day )

本人為國立成功大學報到一學期/一學年之外籍交換生，目前並未投保任何海外醫療或旅行平安保險，願意加入學校提供之國際學生醫療保險並支付保險費用，每個月新臺幣五百元整。在入臺後而國際學生醫療保險未生效前，如有任何意外事故發生或衍生其他醫療費用問題，概由本人自行負責，與國立成功大學無涉。特立此書為憑。

說明：

• 一學期之交換生，交換期間共 5 個月(春季班入學為當年 2 月至當年 6 月底；秋季班入學為當年 9 月至隔年 1 月底)，共計新臺幣兩千五百元整(NT$2,500)。

• 一學年之交換生，交換期間共 12 個月(春季班入學為當年 2 月至隔年 1 月底；秋季班入學當年 9 月至隔年 8 月底)，共計新臺幣六千元整(NT$6,000)。

I enrolled at NCKU for one-semester/one-academic-year international exchange student; hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU and pay insurance by NT$500 for each month. By signing this document I also declare that I will take full financial responsibility for any medical procedures I should incur upon arriving in Taiwan and prior to receiving my ISMI.

Note:

• One-semester international exchange student needs to pay NTD 2,500 for 5 months insurance. (Enrolled in spring semester: from February to June; enrolled in fall semester: from September to next January)

• One-academic-year international exchange student needs to pay NTD 6,000 for 12 months insurance. (Enrolled in spring semester: from February to next January; enrolled in fall semester: from September to next August)

Note: Please pay attention to your own insurance status and check which of the described condition matches your status and make sure to provide the correct documents while register: 請確認你的保險狀態為下列哪一種

☐ I don't have any insurance before coming to Taiwan. 我沒有任何保險。

If you don’t have any kind of insurance before coming to Taiwan, please join International student medical insurance (ISMI, cost NT$500 for each month) while registration. If you don’t have any kind of insurance before coming to Taiwan, please join International student medical insurance (ISMI, cost NT$500 for each month) while registration. 如果你在來台灣前沒有任何保險，請加入國際學生醫療險 (ISMI 每個月花費新臺幣 500 元)。

☐ I have an oversea insurance which has been authenticated by Taiwan Embassies or TECO and valid for my exchange period. 我有包含完整交換期間且驗證過的海外保險。

If you have oversea insurance which is valid for your whole exchange period and has been authenticated by Taiwan Embassy, you may submit the authenticated insurance documents to ISAD office instead of join ISMI. 如果你有包含完整交換期間的海外保險並且通過台灣使館的驗證，請於註冊時繳交至 ISAD，以取代 ISMI 保險。

此致 To

國立成功大學 National Cheng Kung University

立切結書人簽名 Signature:

學號 Student ID. number:

日期 Date (yyyy/mm/dd):
Appendix 6: Authorization for Emergency Treatment 緊急事件授權同意書

(You will sign this on registration day)

本人於今年入學就讀於國立成功大學，因緊急事件需要
I am enrolled at NCKU this semester. In case of emergency, I hereby

☐ 同意授權貴校或貴校再次授權予相關人員代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

Agree and allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

☐ 不同意授權貴校代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

Disagree and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

此致 To
國立成功大學 National Cheng Kung University

立書人/ Applicant Signature：
(未滿 18 歲者由法定代理人簽署/For minors under the age of 18, the applicant is the legal representative)
學號/ Student ID. Number：
在臺緊急聯絡人/ Emergency Contact Person(Taiwan)：
在臺緊急聯絡電話/ Emergency Contact Telephone Number(Taiwan)：
Appendix 7: Acknowledgment of Regulations and Accepting NCKU Regulations 國立成功大學之相關法則聲明書

( You will sign this on registration day )

I am enrolled at NCKU this semester. I have read, understand and am in agreement with the information and terms provided to me regarding the university regulations, including the NCKU General Academic Rules, International Student Insurance Policy, NHI Notification, Dormitory Regulations, Scholarship Information, etc. I agree to abide by the laws of Taiwan (ROC) during my stay in Taiwan. I also agree to allow NCKU to examine my diploma(s) and/or transcript(s) from my former school(s), the embassy or the territory. I take responsibility for any fraudulent documents, and should I default on any of the terms associated with the above-stated regulations and other relevant regulations in Taiwan, I will be held solely responsible for all penalties and will accept all final decisions by NCKU regarding admission cancelation, suspension, punishments, and related matters.

I understand that these regulations have both Chinese and English versions. In the event of any discrepancies, the Chinese version shall prevail.

本人於今年入學，並就讀於國立成功大學。本人已閱讀、瞭解並且同意學校之各項規定(含學則、國際學生保險規範、全民健保注意事項、學生宿舍規範、獎學金施行要點等)，在臺灣停留期間遵守臺灣之相關法律。如在臺期間有任何抵觸法律、違反規定之行為，本人願意自行負責。本人亦同意授權校方與本人學校或駐外單位查驗本人學位證書、成績證明等證件。若有不實造假，願負法律責任並接受校方撤銷入學資格等相關處分。

本人瞭解任何規定均有中文與英文二種語言對照版本，如解釋有歧異時，以中文版本為準。

立書人 Signature：

學號 Student ID. Number：

日期 Date(yyyy/mm/dd)：
Appendix 8: Personal Data Collection Agreement 個人資料蒐集同意書

( You will sign this on registration day )

國立成功大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本聲明及同意書向您書面告知並徵求您同意。

當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

According to the Personal Data Protection Act, National Cheng Kung University (hereinafter as NCKU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU. Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

一、基本資料之蒐集、更新及保管

(一) 本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。

(二) 請提供您本人正確、最新及完整的個人資料。

(三) 本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。

(四) 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。

(五) 若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。

(六) 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：

1. 查詢或請求閱覽。
2. 請求製給複製本。
3. 請求補充或更正。
4. 請求停止蒐集、處理或利用。
5. 請求刪除。

但本校各單位因執行情務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校不負相關賠償責任。

I. Basic Data Collection, Renewal and Management

(I) NCKU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.

(II) Please provide your accurate, latest and complete personal data.

(III) Your personal data collected by NCKU to facilitate its administration includes the information in the columns marked as required on the form.

(IV) Please inform NCKU of any change to your personal data to maintain the latest information.

(V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.

(VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:

1. To check or review the collected data.
2. To receive a photocopy of the collected data.
3. To supplement or revise the collected data.
4. To cease the collection, processing or use of the collected data.
5. To delete the collected data.

However, NCKU may reject your requests in order to meet the administrative needs of its offices and institutes.
Moreover, should you suffer any losses due to such requests, NCKU shall not be held responsible for any compensation.

二、蒐集個人資料之目的

(一) 本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。

(二) 當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

II. Purpose of Personal Data Collection

(I) NCKU collects your personal data to meet the needs of educational administration.

(II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU, you may lose certain rights or benefits as a consequence.

三、基本資料之保密

本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

III. Basic Information Security

Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

四、同意書之效力

(一) 當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。

(二) 本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另行個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

IV. Validity of Agreement

(I) Your signature on this agreement indicates that you have read, understood and accepted its contents.

(II) NCKU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU website. Should you disagree with any amendments, please exercise your right to request that NCKU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

五、準據法與管轄法院

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

立書人/ Applicant Signature：
日期/ Date/yyyy/mm/dd：
學號/ Student ID. Number：
Appendix 9: Payment Procedure

(1) Login to the Bank of Taiwan website and download the bill.
(2) Pay the bill at Convenience store/ATM machine/the Bank of Taiwan. (If you pay at the convenience store, you will be charged for NTD 10 process fee)
(3) If you miss the payment due date, please present your bill and complete payment by cash at the Cashier Division.

Step 1: Login to the Bank of Taiwan website https://school.bot.com.tw/twbank.net/index.aspx?pgid=3

- 身分證字號: please fill in your Passport/ARC/Student ID number
- 學號: please fill in your Student ID number
- 出生年月日 Birth of Date (yyymmd): please enter your birthdate in Taiwan Year.
  ex. 1980/01/01→0790101 (079=1980-1911)
Step 2: Click “確認登入”

Step 3: Click “查詢”

Step 4: Click 產生繳費收據(PDF檔)  to download your bill and Print it out.

Step 5: Pay the bill at Convenience store/ATM machine/the Bank of Taiwan

(If you pay at the convenience store, you will be charged for NTD 10 process fee)
Appendix 10: Pre-registration procedures

1. **Website:** [https://www.hosp.ncku.edu.tw/nckm/english/index.aspx](https://www.hosp.ncku.edu.tw/nckm/english/index.aspx)
2. Choose “Pre-registration”, and click “Internet Pre-registration system”.

3. Choose “Appointment by a Physician”.

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Directions

- **Appointment By a Clinic**: You may select an exercise and view all the available clinics.
- **Appointment By a Physician**: You may select a physician specialty and view all the physicians.
- **Cancel Appointment**: You may cancel any appointment you have already made.
- **Check Appointment**: You may view the appointment you have already made.
- **Check Appointment Status**: To save your time, you may check the progress of clinics for today.
- **Check Clinic Status**:

1. The Internet Appointment System provides 24 hours all year round services.
2. For all patients new or subsequent visit to make an appointment:
   - (1) The Votemail Appointment System: (06) 276-0111 (provides 24 hours all year round service)
   - (2) Making an appointment by manual telephone: (06) 235-3333 (from Monday through Friday 7:30 to 17:30 and Saturday 8:00 to 12:00)
3. For patients who have an appointment, please come back to the doctor on time. If you return to the hospital before the appointment, the doctor...
4. Choose “NCKU Freshman Health Examination’s doctor”.

<table>
<thead>
<tr>
<th>Appointment By a Clinic</th>
<th>Appointment By a Physician</th>
<th>Integrated Services By Clinics</th>
<th>Cancel Appointment</th>
<th>Check Existing Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Appointment Status</td>
<td>Check Clinic Status</td>
<td>Outpatient Guide</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Appointment By a Physician**

- Internal Medicine's Doctors
- Rehabilitation Medicine's Doctors
- Ophthalmology's Doctors
- Dermatology's Doctors
- Neurology's Doctors
- Pediatrics's Doctors
- Civil Servant's Physical Examination Over 40's Doctors
- Cosmetic Laser treatment Center's Doctors
- Health Examination for NCKU Employees Doctors

- Surgery's Doctors
- Family Medicine's Doctors
- Otolaryngology (E.N.T.)'s Doctors
- Psychiatry's Doctors
- Section of Pain Management's Doctors
- Dentistry's Doctors
- Pap Smear Clinics's Doctors
- Health checkup clinic's Doctors

- Department of Radiation Oncology's Doctors
- Urology's Doctors
- Orthopedics's Doctors
- Child and Adolescent Psychiatry Clinic's Doctors
- Obstetrics and Gynecology's Doctors
- Dietitian Clinic's Doctors
- Student/Employee Clinic's Doctors
- Occupational medicine's Doctors
- Advance Care Planning's Doctors

5. Fill in Student ID number and **ONLY** last name

[National Cheng Kung University Hospital]

**User confirmation**

<table>
<thead>
<tr>
<th>Please enter the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
</tbody>
</table>
### Appendix 11: Leave-School Procedure Form for International Exchange Student 交換生離校程序單

<table>
<thead>
<tr>
<th>系所</th>
<th>Dept./Inst.</th>
<th>學年度</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>學號</td>
<td>Student ID No.</td>
<td>姓名</td>
<td>Name</td>
</tr>
<tr>
<td>電子郵件</td>
<td>Email Address</td>
<td>原就讀學校</td>
<td>Home School</td>
</tr>
<tr>
<td>預定離台日</td>
<td>Expected Departure date</td>
<td>宿舍房間號碼</td>
<td>Dorm Room No.</td>
</tr>
</tbody>
</table>

#### 圖書館 Library

- 借書記錄查核: (圖書與滯納金已還清) Confirm the Circulation Record (material return / overdue fine paid up)
- 已歸還借用的各種資料、儀器等物品: Return necessary documents, equipment, etc. To the related department.

#### 系所 Department

#### 出納組 Cashier Office

- 持本手續單至出納組確認離校程序: Confirm leaving school status
- 未住宿生免填: (非住宿生免填)

#### 註冊組 Registrar Division

- 持本手續單至註冊組確認離校程序: Confirm leaving school status

#### 華語中心 Chinese Language Center

- 至華語中心確認繳清學習費: Pay the tuition of Language Center (for students of non-partner universities)

#### 住宿服務組 Dorm Manager and Housing Service Division

- 住宿生退宿，繳清住宿費 (非住宿生免辦): Check out from Dorm and pay the fee (Return the room key and refund the deposit)
- (非住宿生免辦): (Stay in on-campus dorms only)

#### 國際學生事務組 International Student Affairs Division

- 住宿生退宿，繳清住宿費: Check out from Dorm and pay the fee (Return the room key and refund the deposit)
- 華語中心確認繳清學習費: Pay the tuition of Language Center
- 部分留校生至國際事務處註冊組需遞交此手續單 Submit this form to International Student Affairs Division

### Remarks

- 交換學生於交換計畫結束後，須繳回本手續單至國際事務組，完成離校手續。如學生未完成離校手續，之後將不發給修習證明及成績單。The international exchange students must submit this form to ISAD office when finishing the exchange program to complete the leave-school procedure. If the leave-school procedure is not completed, NCKU will not provide proof document and transcript to student’s home school later.

- 於交換計畫結束後約兩個月內，國際事務處將寄發中英文版成績單各一份至交換學生就讀學校，不另寄成績單予交換學生。Two months after the exchange program is completed, Office of International Affairs will mail transcripts in both Chinese and English (1 copy for each version) to the student’s home university. No transcript will be mailed to the student personally.

- 國際事務處國際學生事務組位置：光復校區雲平大樓東棟 1 樓。ISAD location: Kuang-fu campus, Yung-ping building, east building, 1st floor.
EMERGENCY CONTACTS

Police: 110

Fire/Ambulance: 119

24-hour campus security:
+886 6 2757575 ext.55555
+886 6 2381187
+886 6 2757575 ext.66666

NCKU campus Angel:
Service hour: 22:00-06:00
Phone: +886 6 2757575 ext.50880

International Student Affairs Division (ISAD) OIA, NCKU:
Email: em50990@email.ncku.edu.tw
Phone: +886-6-2085-608 / +886-6-275-7575 ext. 50990
Location: Yun-ping Administration Building, East. Building, 1st floor, Kuang-fu Campus
Address: No.1, University Road, Tainan City 701, Taiwan (R.O.C.)
For the latest school information, please follow us on Facebook:
Fun at NCKU (https://www.facebook.com/funatncku/)
Website: http://isad.oia.ncku.edu.tw/bin/home.php?Lang=en