Handbook of International Students for Fall Semester 2021

National Cheng Kung University

Prepared by

International Student Affairs Division
Office of International Affairs
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## Schedule for New Students

**Fall Semester 2021 / 110學年度第一學期秋季班新生行事曆**

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<th>Content / 2021</th>
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<tr>
<td><strong>May 20</strong></td>
<td>Admission announcement released (online and by email) 放榜</td>
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<tr>
<td><strong>June 3</strong></td>
<td>Admission letters sent to applicants 寄送錄取通知</td>
</tr>
<tr>
<td><strong>June 11-August 13</strong></td>
<td>First stage for Online application for Chinese for International Degree Students(CIDS) 第一階段學生線上申請中文特別班</td>
</tr>
<tr>
<td><strong>July 1-August 6</strong></td>
<td>Online accommodation contract sign-up 線上簽訂宿舍契約書</td>
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<tr>
<td><strong>July 15-19</strong></td>
<td>1st stage course selection online 第一階段線上選課</td>
</tr>
<tr>
<td><strong>September 1-8</strong></td>
<td>2nd stage course selection online 第二階段線上選課</td>
</tr>
<tr>
<td><strong>August 23- September 10</strong></td>
<td>Second stage and deadline for Online application for Chinese for International Degree Students(CIDS) 第二階段學生線上申請中文特別班</td>
</tr>
<tr>
<td><strong>September 7-15</strong></td>
<td>1st stage payment 第一階段缴费</td>
</tr>
<tr>
<td><strong>September 11-14</strong></td>
<td>Dormitory check-in 宿舍入住</td>
</tr>
<tr>
<td><strong>NOT be held</strong></td>
<td>English Placement Test for undergraduate 新生英語能力分級測驗檢定</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td>Online Orientation held by ISAD, OIA 過入新生說明會</td>
</tr>
<tr>
<td><strong>September 15</strong></td>
<td>School semester starts (Class begin) 開學</td>
</tr>
<tr>
<td><strong>September 15-22</strong></td>
<td>Registration and Enrollment for new students by OIA 國際處新生報到註冊</td>
</tr>
<tr>
<td><strong>September 24-28</strong></td>
<td>3rd stage course selection online 第三階段線上選課</td>
</tr>
<tr>
<td><strong>September 30-October 5</strong></td>
<td>Adding or dropping courses under special circumstances (apply to the department office) 特殊因素加退選</td>
</tr>
<tr>
<td><strong>October 6-8</strong></td>
<td>Online course enrollment confirmation 線上選課結果確認</td>
</tr>
<tr>
<td><strong>Announced by NCKU Health Center</strong></td>
<td>Discount period for health check at NCKU Hospital (Health check-up required. See section “New Student Health Check-up”) 成大新生健檢日期 (新生必做！)</td>
</tr>
<tr>
<td><strong>October 20-November 5</strong></td>
<td>Second payment for tuition and other fees 第二階段繳費</td>
</tr>
</tbody>
</table>
Phone number
+886 6 2085 608
+886 6 2757 575 ext.50990

Email
Main email:
em50990@email.ncku.edu.tw
Application:
em50951@email.ncku.edu.tw
Scholarship:
Scholarship@email.ncku.edu.tw

Location
1F, East Wing, YungPing building
Kuang-Fu campus
No.1, University Road, Tainan City
701, Taiwan (R.O.C.)

Contact Information
International Student Affairs Division
1. Complete all the procedures
Applicants who fail to complete any one of the enrollment procedures before the deadline will be regarded as giving up their admission enrollment and their student status will be cancelled.

2. Registration
ISAD online registration form: https://reurl.cc/j85AlZ

The online registration form could be filled starting August 3rd. The uploaded documents will be reviewed by NCKU as your legitimacy to be admitted as NCKU’s student if you arrive later than September 15th.

For In-person registration at International Students Affairs Division (ISAD):
Kindly come to our office as your first stop for in-person registration after the quarantine and self-health management (if required).

Registration date and time:
September 7-15, from 09:00-12:00
Registration location:
1F, Yun-Ping East Building, Kuang-Fu Campus, International Student Affairs Division (ISAD) office

Overseas registration:
If you are unable to enter Taiwan and proceed with the registration in person before the semester starts, the alternative plan is as follows:
A. Fill out the online registration form by September 15th; upload the authenticated diploma and enter the basic data requested.
B. Pay the enrollment fee (around NT$5,000) Please refer to the following website for the payment methods: http://cashier-ufo.ncku.edu.tw/p/412-1096-20553.php?Lang=zh-tw
C. Other hardcopy documents should be submitted when you enter Taiwan and complete the quarantine and self-health management.

Once you have finished the registration form and paid the enrollment fee, you will be officially enrolled and become one of our fellow members at NCKU. If you have any questions about online courses, please kindly consult with your department or advisor for further details.
3. Online Orientation for 2021
Fall semester international student

The orientation for new international students will be held online on September 1st. Reading materials will be sent to you one day before the orientation on August 31st. Read materials, answer questionnaires, and WIN PRIZES!!

4. Basic data entry for new student

Please fill in the personal information at https://campus4.ncku.edu.tw/wwwmenu/program/fresh/
Print out and hand into the Registrar Division when enrolling.
The completion of basic data entry for new student is compulsory in order to login to the NCKU portal. Kindly try to enter the student ID with both blanks if you find any login issues.

5. Registration required documents checklist

- [ ] Verified graduation diploma
- [ ] Passport
- [ ] Visa (with entry stamp)
- [ ] Admission letter
- [ ] International Degree Students Enrollment Procedure Sheet (Appendix 2)
- [ ] Registration Checklist at OIA for International Degree Students (Appendix 3)
- [ ] 2 head photo *2
- [ ] Basic data entry for new student*3
- [ ] Copy of Scholarship Certificate (if available)
- [ ] Insurance (Authenticated certificate of the insurance copies/ NHI card) (if available)
- [ ] Copies of the Alien Resident Certificate, ARC (if available)
- [ ] Copy of Taiwan Post Office Passbook (if available)
Note

1: Highest degree diploma shall be verified with official stamp by Taiwan (ROC) embassies.
   ■ All foreign issued diploma must be verified by Taiwan Embassies, by Taiwan Overseas
   Representative Offices, or by institutes authorized by Ministry of Foreign Affairs R.O.C.
   in the country or nearby country where the diploma was obtained. Compulsory documents,
   including the hardcopy of original diploma and the diploma verification are required at the
   time of enrollment procedure. Failure to submit the required compulsory documents during the
   enrollment procedure may result the cancellation of the admission.
   ■ If the diploma is not in English or Chinese, a notarized copy of a translation in English or
     Chinese is required. If you do not bring this, your registration at the University will be
     incomplete and your student status may be canceled.
   ■ A declaration form for those who can’t provide the official diploma with verification
     stamps needs to be submitted on the registration day. The hardcopy of original
     diploma and the diploma verification are required needs to be handed in before the
     designated date.
   ■ If you have a diploma issued by any school in Taiwan, the diploma is no need to be verified.
     DIKTI scholarship holder does not need to do diploma verification. Please email to ISAD first
     if you are a DIKTI scholarship holder.
   ■ Please note if you hold a visitor visa to enter Taiwan, you will need an official verified
     diploma to do the visa transfer and ARC application.

2: 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
## On-Campus Accommodation Application Calendar

<table>
<thead>
<tr>
<th>作業事項及說明</th>
<th>Events &amp; Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sign up for accommodation contract</strong></td>
<td><strong>Signing the Housing Contract Online</strong></td>
</tr>
</tbody>
</table>

1. **Time:** 10 AM, July 01, 2021 – 10 AM, August 06, 2021 (GMT+8)

2. **System:**
   - Applicants who fail to sign the housing contract via this designated link by 10 AM, **August 06**, (GMT+8), are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room.

3. **Contract status:**
   - Please make sure to check your contract status after signing the contract.

   **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: nckuservice@prince.com.tw

### Notification Email Sent to Students Who Have Signed the Designated Contract

- **By 18:00, August 13, 2021 (GMT+8)**

### Dorm Building Arrangement Open for Inquiry

- **Time:** From 18:00 (GMT+8), **August 20, 2021**

### On-Campus Accommodation Application Calendar

<table>
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<tr>
<th>作業事項及說明</th>
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<tbody>
<tr>
<td><strong>住宿床位放棄及其計費方式</strong></td>
<td><strong>Cancellation Policy &amp; Charge Standard</strong></td>
</tr>
<tr>
<td>1. 經辦方式: 請EMAIL洽住宿服務組承辦人林小姐申請取消(<a href="mailto:yssluc@mail.ncku.edu.tw">yssluc@mail.ncku.edu.tw</a>) Email來信範例:</td>
<td>1. How to cancel your application: Please contact Ms. Lin at <a href="mailto:yssluc@mail.ncku.edu.tw">yssluc@mail.ncku.edu.tw</a></td>
</tr>
<tr>
<td>信件主旨: 取消住宿-RA8107023(學號)-霍大衛(姓名)</td>
<td>Email template:</td>
</tr>
<tr>
<td>信件內文: 學號: RA8107023 姓名: 霍大衛 取消原因: 已於太子宿舍訂房</td>
<td>Subject: Accommodation Cancellation-RA8107023 (Std. No.)-Your Name</td>
</tr>
<tr>
<td>2. 經辦時間及計費方式:</td>
<td>Content:</td>
</tr>
<tr>
<td>(1) 申請後至2021年08月19日止: 尚未公告住宿安排，不須繳費。</td>
<td>Std. No.: RA8107023</td>
</tr>
<tr>
<td>(2) 08月20日-09月09日: 須繳交250元行政手續費。</td>
<td>Name: David Hoffman</td>
</tr>
<tr>
<td>(3) 09月10日起: 除250元行政手續費外，另加計每日150元之短期住宿費至完成床位放棄相關手續止。</td>
<td>Reason for cancellation: I have reserved a space in the Prince Dorm.</td>
</tr>
</tbody>
</table>

2. Charge Standard for Cancellation:

(1) By August 19: Free of charge.
(2) August 20-September 09: A handling fee of NT$ 250 will be charged.
(3) From September 10: NT$ 150 per day, including the handling fee of NT$ 250, will be charged to the day when the cancellation procedure is completed.
**On-Campus Accommodation Application Calendar**

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<th><strong>作業事項及說明</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>提前進住申請</td>
<td>Application for Early Check-In</td>
</tr>
</tbody>
</table>

1. **申請系統開放時間:** 2021年08月17日 10 AM ~ 2021年09月09日 09 AM (GMT+8)
2. **申請網址:**
3. **可提前入住日:** 2021年08月25日 ~ 2021年09月09日。新生於2021年09月10日 09 AM (GMT+8)起開放入住。
   ※各舍辦理方式略有差異，請詳閱宿舍輔導員EMAIL寄發之通知信件，依信件說明辦理。
4. **計費方式:**
   (1) 150元/日。
   (2) 提前入住期間另計。
   (3) 須於進住3個工作天前申請，逾期須繳交行政手續費(NT$250元)
   (4) 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. 取消申請之辦理方式及計費方式:
   (1) 申請後至通知住宿安排前: 尚未通知住宿安排，不需繳費。
   (2) 通知住宿安排後: 需繳交250元行政手續費。
   (3) 申請入住日起: 除250元行政手續費外，另加計申請入住日起每日150元之短期住宿費至完成取消之相關手續止。
7. **注意事項:**
   (1) 因故須於開放入住日前抵校而有住宿需求者，應依公告說明事先完成提前入住申請。
   (2) 未事先申請提前入住者應自行安排提前抵校期間之住宿，

1. **Application available:** 10 AM, August 17 ~ 09 AM, September 09 (GMT+8)
2. **Application system:**
3. **Dates open for early check-in:** August 25-September 09.
   ※For incoming international students, student dormitories are open for check-in from 09 AM, September 10 (GMT+8).
   ※The check-in procedure varies by dorms. The applicant shall read and follow the instructions sent by the resident counselor via email carefully for details.
4. **Charge standard:**
   (1) NT$150 per day.
   (2) Electricity will be charged separately.
   (3) The application shall be done 3 working days before your check-in date. A handling fee of NTD 250 will be charged for late application.
5. **Pay the fee for early check-in via payment machines:**
   (1) Sheng-Li Campus—Sheng-Li Dorm 1, D-24 Discussion Room,
   (2) Kuang-Fu Campus—Kuang-Fu Dorm 2,
   (3) Ching-Yeh Campus—Ching-Yeh Dorm 3.
6. **Charge Standard for Cancellation:**
   (1) Before the applicant is informed of the arrangement: Free of charge.
   (2) Once the applicant is informed of the arrangement: A handling fee of NT$ 250 will be charged.
   (3) From the appointed date of check-in: NT$ 150 per day, including the handling fee of NT$ 250, will be charged to the day when the cancellation procedure is completed.
7. **Remarks:**
   (1) Students who would like to apply for early check-in shall apply in advance and their applications are valid only when approved by the resident counselors.
   (2) Those who fail to do so shall be responsible for their accommodation arrangement during their early arrival.
## 作業事項及說明

<table>
<thead>
<tr>
<th>Time &amp; Location for Check-in Procedures</th>
</tr>
</thead>
</table>

1. **時間:**
   1. **2021年09月10日 - 2021年09月14日** 之 09:00-12:00、13:00-17:00 (GMT+8)
   2. **2021年09月15日起上班日** 之 09:00-12:00、13:00-17:00 (GMT+8)

2. **地點:** 各宿舍服務站

3. **所需物品:**
   1. 住宿費繳費證明
   2. 附照片之證明件或錄取通知
   3. 住宿資料卡紙本，請先於線上系統填寫，住宿資料卡後，印出紙本，於入住時遞交。

```
```

4. **請參閱以下連結之資訊，了解各時段入住手續辦理方式:**

```
http://tinyurl.com/NCKU-dorm-check-in-calendar
```

(2021年08月20日起生效)

## Events & Instructions

1. **Time:**
   1. 09:00-12:00 & 13:00-17:00 of **September 10 ~ September 14** (GMT+8)
   2. 09:00-12:00 & 13:00-17:00 of **working days from September 15** (GMT+8)

2. **Location:** Dorm manager’s office.

3. **Items required:**
   1. Receipt for dorm fee payment.
   2. Admission letter or passport.
   3. Resident Information Card. Please login the system, fill out the information required, print out a copy, and submit it when checking in.

```
```

4. **Please visit the following link to obtain detailed information on check-in service:**

```
http://tinyurl.com/NCKU-dorm-check-in-calendar
```

(Valid from August 20)
On-Campus Accommodation
Application Calendar

### EVENTS & INSTRUCTIONS

**Dorm Fee Payment**

1. **How to download your bill:** You may download your bill from the website of Bank of Taiwan, from **August 20**.

   **Please note that:**
   (1) The default value of the column “蔣先生或蔣小姐” for incoming students in the first semester is their student ID No. If the student ID No. does not work, please try either the passport No. or ARC No.
   (2) Date of birth shall be transferred to a 7-digit number of Taiwan calendar.
   (3) **Instruction:**
   http://tinyurl.com/print-ur-dorm-fee-bill
   (4) If you have difficulty downloading your bill, please contact Ms. Lin at ysluc@mail.ncku.edu.tw

2. **Time & methods for payment:**
   (1) **August 20~ September 09:**
   Convenience stores, ATM transactions, and Bank of Taiwan.
   (2) From **September 10:**
   ATM transactions and Bank of Taiwan. Convenience stores can NOT process overdue bills.

*To scholarship receivers: Please pay the accommodation fee during the payment period and ISAD will issue the basic on-campus accommodation fee to your accounts when the scholarship procedures are completed.*

### 作業事項與及說明

1. **缴费单下载:** 請於**2021年08月20日**起至台銀學雜費入口網下載缴费单

   **请注意:**
   (1) 新生第一学期之“蔣先生或蔣小姐”欄位皆預設為學號。此欄位如輸入學號仍無法登入，請再試試護照號碼或居留證號碼。
   (2) 生日請轉換為民國年。西元年減去1911即為民國年。
   (3) 住宿費缴费单下载、缴费教学:
   http://tinyurl.com/print-ur-dorm-fee-bill
   (4) 如无法登入，请EMAIL洽住服组承办公人.
   ysluc@mail.ncku.edu.tw

2. **缴费时间与缴费方式:**
   (1) **2021年08月20日-2021年09月09日:** 可至超商缴费，或以ATM转账、至台银临柜缴费。
   (2) **2021年09月10日起:** ATM转账或至台银临柜缴费。逾期账单无法于超商缴费。

*受领奖学金者：需请於缴费时间内缴交住宿费用，基本住宿费用将於奖学金手續完成後，由国际学生事务组核发至您的户头。*
Brief Introduction

Chinese Courses for International Degree Students (hereinafter as CIDS Courses) is a General Education Courses offered by the Office of International Affairs (OIA), NCKU, and conducted by the Chinese Language Center (CLC), NCKU. The CIDS Courses are designed for international students to enhance their Chinese abilities to assist themselves to solve difficulties they faced in both learning and living environments.

Who is eligible to apply?

1. 國際學位生 International Degree Students
2. 校級交換生 University-level Exchange Students
3. 世界百大學校之非校級交換 College-Level Exchange Students from TOP 100 Universities.

If you are interested in CIDS Courses, please finish the online application form within the application period and get enrolled in the courses according to the Course Enrollment Schedule.

Notes:
Overseas Chinese Students who would like to take CIDS Course should have a meeting with the Overseas & Mainland Chinese Students Affairs Division (OMCSAD) in advance to get their approval. Students from Hong Kong, Macau, and the People’s Republic of China are not eligible for these courses.

Chinese Class for International students (CIDS)

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

All the CIDS Courses should be applied online. You will receive a confirmation email within 3-5 working days after you submit the application form. Only if you receive the confirmation would it mean your application is successful.

1. New students (who have never taken any CIDS Course before)

Click here for application form: https://reurl.cc/vq3koN

(1) Application Period:
   1st Stage Online Application: June 01 – Aug 13
   2nd Stage Online Application: Aug 23 – Sep 10

(2) Class Level Announcement:
   1st Stage Applicants: Aug 26
   2nd Stage Applicants: Sep 22

(3) Online Course Enrollment:
   2nd Stage Online Course Enrollment: Sep 1 – Sep 8
   3rd Stage Online Course Enrollment: Sep 24 – Sep 28

Chinese Class for International students (CIDS)

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

All the CIDS Courses should be applied online. You will receive a confirmation email within 3-5 working days after you submit the application form. Only if you receive the confirmation would it mean your application is successful.

2. Continuing students (who have taken CIDS Course before)

Click here for application form: https://reurl.cc/Q9n4g0

(1) Application Period:
   June 01 – Aug 13

(2) Class Level Announcement:
   Aug 26

(3) Online Course Enrollment:
   2nd Stage Online Course Enrollment:
   Sep 1 – Sep 8
   3rd Stage Online Course Enrollment:
   Sep 24 – Sep 28

Chinese Class for International students (CIDS)

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

New students who have learned Chinese/Mandarin before and continuing students who would like to skip level are required to take the Online Placement Tests. Your class level will follow the result of your placement test. It will be online test and cost NTD350 per time. The payment information will be provided via email after the semester begins.

How to get enrolled in CIDS Course

Please add the CIDS Course by yourself via the NCKU Course Information & Enrollment System https://course.ncku.edu.tw/index.php during the online enrollment period.

The space available for each class will be 17. If a class has reached the maximum capacity, no additional student will be admitted to that class.

Chinese Class for International students (CIDS)

The Office of International Affairs (OIA), the supervising unit of ISAD, funds and provides free Chinese language course at the NCKU Chinese Language Center (CLC) for our enrolled international students.
How to register for CIDS Courses
中文特別班 (CIDS) 選課流程

1. 大學部 (Undergraduate)
2. 碩士班 / 博士班 (MA / Ph.D)
3. 交換生 (Exchange Students)

下

填寫線上申請表
Fill in the Online Application Form

華語中心將進行資格審查並於3-5個工作天寄出確認通知。

CLC will check your application and email the confirmation email within 3-5 working days.

至公告確認程度後，透過選課系統【自行】選課
Check your level on the Announcement and then use the NCKU Course Information & Enrollment System to add the CIDS Course by yourself

開學 - 正式上課 (Class begins)

NCKU Chinese Language Center 2021.05.21
Important Notice

1. Starting from the Autumn Semester of 2021 Academic Year, the level division of the CIDS Course will be adjusted. Please follow the new version to take the course.

<table>
<thead>
<tr>
<th>Original Version</th>
<th>New Version starting from 2021 Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lv. 1</td>
<td>Lv. 1</td>
</tr>
<tr>
<td>Lv. 2</td>
<td>Lv. 2</td>
</tr>
<tr>
<td>Lv. 3</td>
<td>Lv. 3</td>
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<td>Lv. 4</td>
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<td>Lv. 8</td>
<td>Lv. 6</td>
</tr>
</tbody>
</table>

2. Each degree student can take up to 3 semesters (6 credits) of CIDS Courses. For undergraduate-program students, only pass-course records are counted; while for graduate-program students (MA/Ph.D), we will count the course enrollment records (no matter you pass it or not. Even you drop the course, it will still be counted). According to NCKU's related regulations and guidelines, Undergraduate Programs' students who have finished and passed the course can use the 4 credits to waiver the required "College Chinese". The other 2 credits remained will not be counted as the credits requirement for graduation while they will still be listed on the transcript. While for students in MA or Ph.D. Programs, the credits earned from the CIDS course may not be used in the calculation of required credits for graduation, yet it will still be listed on the transcript.

Chinese Class for International students (CIDS)

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

3. Please keep high attention on the course application or enrollment deadline. Students will take full responsibility if they miss the enrollment deadline due to personal negligence.

Contact Information

陳玫瑩 Uriel Chen

Email: urielchen@mail.ncku.edu.tw

Phone: +886-6-2740715 or +886-6-2757575 #52040

Chinese Class for International students (CIDS)

The Office of International Affairs (OLIA), the supervising unit of ISAD, funds and provides free Chinese language course at the NCKU Chinese Language Center (CLC) for our enrolled international students.
Q1
Where can I get the information about CIDS Courses?

A1
“International Student” and then “New student”. The information is available there.

Q2
How do I know my class level?

A2
1. If you are a new students (who never take CIDS Courses before):
   (1) Without any Chinese learning experience: Level 1
   (2) With some Chinese learning experience: Need to take the placement test first (NT350/per time)

2. If you are a continuing students (who have taken CIDS Courses before) :
   Move on to the next level

   Please pay attention to the latest news announced.
Q3
What should I do if I think the class level does not fit my level?

A3
The class level will follow the result of your placement test, therefore, please attend and finish the first class. If you still think the class is too hard or too easy for you, please have a discussion with your teacher first. If your teacher also agree that your level needs to be adjusted, please notify the CLC Office to the adjustment.

Q4
What should I do if my CIDS Course are conflicted with my other courses? Can I skip to higher level?

A4
According to the NCKU Regulation, if students are taking 2 course in the same time, both of them will not be counted.
CIDS course do not neither ask students' to take 2 continuing semester nor to finish the courses before certain semester, which means you can take the course in other semesters.
CLC will discuss with the instructors and have authority to decide if the student can take a higher level or not.

Q5
The new semester begins and I already apply for the CIDS Course though I am not on the student list yet. I do not want to miss any classes. What should I do?

A5
Please come to the CLC Office before the course started. CLC Office will first confirm your application and then issue a Permission Card.
Show the Permission Card to the teacher and get his/her approval, or you cannot attend the class. Please don't interrupt the class when you enter the classroom.
Q6
What should I do if I miss the application period for the CIDS Course?

A6
If you are a continuing student, please come to the CLC Office to register for the class during the 1st week of the Semester. If there is still seats available, you will be added into the course during the Course Enrollment Stage Under Special Circumstance. Otherwise, you will need to re-apply for the CIDS Course in the next semester.

If you are a new student, please re-apply for the CIDS Course in the next semester.

Q7
What should I do if I would like to withdraw the course?

A7
You can use the NCKU Course Information and Enrollment System to add or withdraw the CIDS Courses. Please withdraw the courses by yourself before the deadline.

We would like to reminds you that if you are a MA or Ph.D students, this semester will still be counted in course enrollment records.
1. Students (except for English majors) of the University must acquire 4 credits of English courses before graduation. Students are not allowed to take two English courses of the same title.
2. Students should take the courses from one of the three Modules according to their English proficiency levels.
3. NCKU English module courses with their CEFR alignments, please see https://flc.ncku.edu.tw/p/412-1144-21109.php?Lang=zh-tw
4. Freshmen (except for English majors) can take the Freshmen English Placement Test or upload their English certificates with CEFR levels to register for their English modules. If students (except for reenrolling, exchanging or transferring students) neither take the Freshmen English Placement Test nor upload their English certificates to register for their modules, they will not be allowed to take any English courses.

Note: Due to the outspread of COVID-19, 2021 Freshmen English Placement Test will NOT be held. Instead, students can use either their English grades of the General Scholastic Ability Test/the Advanced Subjects Test or upload their English certificates to register for their English modules. For further information, please see “Uploading CEFR certificates for Freshmen English Placement and Course Selection.”
5. Foreign students from countries where English is an official language, students who once received high school education where English is the instructional language for more than two years, or students who are eligible for credit exemption can apply for English credits exemption. For further information, please see “Exemptions of English Courses.”

6. English majors do NOT need to take English courses offered by the Foreign Language Center. Please follow the course regulations of the FLLD. For other regulations, please see https://flc.ncku.edu.tw/p/412-1144-21109.php?Lang=zh-tw

English Placement Test

Information on Required English Courses

2. There are Two PHASES of applications for credit exemptions. The qualifications are listed in the tables below. The credit exemptions will only be approved after the second phase of verification is done. No application is accepted later than the specified deadlines, except for special circumstances approved by the University.

(1) [First Phase] Application ONLINE: Applications for credit exemptions shall be completed online via the Confirmation of Foreign Language Competence System ([http://eagle.english.ncku.edu.tw/](http://eagle.english.ncku.edu.tw/)) from 9:00 AM, August 2, 2021 to 5:00 PM, September 30, 2021. The waiver qualifications for students enrolled in/after the 2017-18 academic year differ from those for students enrolled in/before the 2016-17 academic year (especially for the scores on TOEFL iBT, TOEIC, and OOPT); therefore, choose the qualifications applicable to the academic year of your admission. Any untrue or insufficient applications require re-submission.

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**English Placement Test**

**Exemptions of English Courses**
(2) [Second Phase] Verification by Foreign Language Center: A printout of the application form along with one of the following documents should both be submitted in person to the Foreign Language Center on the second floor of Hsiu-Chi Building on Kuang-fu Campus from 9:00 AM, September 15, 2021 to 5:00 PM, January 7, 2022. Please go to the Confirmation of Foreign Language Competence System (http://eagle.english.ncku.edu.tw/) to check the results of your credit exemption application after your submission to the Foreign Language Center:

i. Valid passport (for those from countries where English is an official language).

ii. Official transcript or school letter with a valid signature that describes the study period and subjects taught in English accounting for more than 50% of the entire subjects (for those who received high school education where English is the instructional language).

iii. Original English proficiency certificate of GEPT, TOEFL iBT, IELTS, TOEIC, Cambridge Main Suite, BULATS, or Oxford Online Placement Test.

Note: Due to the spread of COVID-19, the deadline of the second phase of English credit exemption in Fall semester of 2021-2022 academic year is especially extended to 17:00 pm, January 7, 2022 in order to disperse the crowd.
3. Those who have waived four credits and do not intend to take any English courses must drop the enrolled courses online before the end of the third stage enrollment period. The students who do not meet the criteria for credit exemptions or fail to adhere to the deadlines should take the courses as required.

4. The system for English credit exemptions will be open every semester. Students are only required to complete the application of English credit exemptions before graduation.
Note:
Due to the outspread of COVID-19, the 2021 Freshmen English Placement Test will NOT be held. Instead, students can use either their English grades of the General Scholastic Ability Test/the Advanced Subjects Test or upload their English certificates to register for their English modules.

1. Target students: Freshmen of the 2021 academic year

2. The following students do NOT need to register for English modules.
   i. Students who are eligible to apply for English four-credits exemption.
   ii. FLLD students
   iii. Reenrolling, new transferred, or exchange students (Please go to the NCKU Course Information & Enrollment System to choose an English course. Students who need to take four credits for English courses should take hard copies of their English certificates to the FLC and register for English modules by the end of December, 2021. Otherwise, students of this category will not be allowed to select any English course online next semester.)

English Placement Test

Uploading CEFR Certificates for Freshmen English Placement & English Courses Selection
3. Instruction for Using English grades of the General Scholastic Ability Test/the Advanced Subjects Test or uploading CEFR certificates to register for English modules.

i. Students who plan to use English grades of the General Scholastic Ability Test/the Advanced Subjects Test to register for English modules: Please go to the English Placement System (http://eagle.english.ncku.edu.tw/eagleclassify) to confirm that the English module assigned is in accordance with your English grades of the General Scholastic Ability Test/the Advanced Subjects Test. The system will be open from 12:00am, September 3 to 12:00pm, September 9, 2021. Students who register English modules successfully at this stage can select an English course at the 3rd Stage of Course Enrollment, “English Module Program Course Enrollment.”

ii. Students who plan to use CEFR certificates to register for English modules: Please go to the English Placement System (http://eagle.english.ncku.edu.tw/eagleclassify) to upload a CEFR certificate or transcript to register for an English module. The system will be open from 12:00am, September 3 to 12:00pm, September 9, 2021. Students who register English modules successfully at this stage can select an English course at the 3rd Stage of Course Enrollment, “English Module Program Course Enrollment.”

English Placement Test

Uploading CEFR Certificates for Freshmen English Placement & English Courses Selection
Note:
(1) Please make sure the scanned certificate or transcript is complete and clear. Images that show only fragments of the certificate/transcript or print-screened transcripts will NOT be accepted. Students should take full responsibility for the confirmation of the result, and should re-upload the documents needed in due time if the first application is rejected. The Foreign Language Center assumes no responsibility for students’ negligence.
(2) A high school diploma or the grades of a (placement) test held by high schools are NOT accepted.

4. In the English Placement System, students should use either their English grades of the General Scholastic Ability Test/the Advanced Subjects Test or their English proficiency certificates to register for modules. Simultaneous application is NOT permitted. Otherwise, conflicts in module registration may be caused.

5. The placement result for English Module is scheduled to be published on the website of NCKU Course Information and Course Enrollment System by 17:00 September 10.

6. Students are required to select courses preferred in the category of English Module Program. Selection of English module courses for this semester starts from 9:00, September 11 to 17:00, September 12.

English Placement Test
Uploading CEFR Certificates for Freshmen English Placement & English Courses Selection
7. Please note that the “English Placement System” and the “Confirmation of Foreign Language Competence System” are used for different purposes. Students should make sure to upload their English certificates/transcripts for module registration via the English Placement System. The Foreign Language Center assumes no responsibility for students’ negligence.

8. Students who neither use their English grades of the General Scholastic Ability Test/the Advanced Subjects Test nor upload valid certificates/transcripts of their English proficiency in the English Placement System will NOT be allowed to select any English course this semester. Instead, students should take a standardized test, such as GEPT, TOEIC, TOFEL, IELTS, on their own expenses in order to register for modules. Students who fail to register for modules in the time designated can only select an English course next semester.

9. English module courses are not freshman-limited. Students are only required to take four credits of English courses before graduation.
All new students are REQUIRED to have a health check-up for university enrollment. Students who fail to do the health check-up could be deprived of student status. Due to the ongoing worldwide pandemic, new students must present a negative COVID-19 RT-PCR test report issued within 7 days prior to the school arrival time to school.

If you are staying in Taiwan, you should receive an email or sms from school about the PCR test appointment. Please inform us if you didn’t receive any email or sms on this. The arrangement of other physical examination items is to be announced later.

If you are staying overseas, further details will be announced later.

The following is the standard procedures for freshmen health examinations. We keep it for your reference. **Please do not make the appointment until further notice.**

If you have any other inquires, please contact the Health Center: 886-6-2757575 #50430

Time: Monday-Friday, Morning: 09:30AM-12:00PM, Afternoon: 13:30PM-16:30PM

Location: NCKU Hospital (New Outpatient Building ➔ Referral Center on 1st Floor for registration ➔ Physical Examination Center on 2nd Floor)

Required documents:

- Admission letter
- Passport (or ARC)
- Fee
- First Visit Registration Form (初診申請單)
- NCKU for Freshman Physical Examination Consent for Release of Information (校部新生體檢資料蒐集同意書)
# Health Examination

<table>
<thead>
<tr>
<th></th>
<th>For Resident VISA Holder</th>
<th>For Visitor VISA Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health check up Type</td>
<td>NCKU Freshman Health Examination</td>
<td>Health checkup clinic</td>
</tr>
<tr>
<td>Fee</td>
<td>NTD 850 (discount) / NTD 1200 (Original price)</td>
<td>NTD 1,300 (Discount) / NTD 1,680 (Original price)</td>
</tr>
<tr>
<td></td>
<td>Step 1: Login online pre-registration system for an appointment.</td>
<td>Step 1: Go to the Health center to get discount coupon.</td>
</tr>
<tr>
<td></td>
<td>Online pre-registration system:</td>
<td>Directly go to the hospital for on-site registration.</td>
</tr>
<tr>
<td></td>
<td><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></td>
<td>Step 2: Go to NCKU hospital on the designated date</td>
</tr>
<tr>
<td></td>
<td>Do not accept on-site registration for any excuses.</td>
<td>Registration document: Admission letter, Passport, Fee</td>
</tr>
<tr>
<td></td>
<td>Step 2: Go to NCKU hospital on the designated date</td>
<td>Step 3: Hand in required documents at Counter of Physical</td>
</tr>
<tr>
<td></td>
<td>Registration document: Admission letter, Passport, Fee</td>
<td>Examination Center on 2nd floor</td>
</tr>
<tr>
<td></td>
<td>Step 3: Hand in required documents at Counter of Physical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examination Center on 2nd floor</td>
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</tbody>
</table>

## Pre-registration procedures

**Website:**


1. Choose “Pre-registration”, and click “Internet Pre-registration system”.

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National Cheng Kung University Hospital

Excellence | Creativity
Health Examination

2. Choose “Appointment by a Clinic”.

3. Fill in Student ID numbers or ARC numbers (as User Account), and Last name.

National Cheng Kung University Hospital

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Note:
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. Please inform the front desk about what kind of health check you would need to do.
6. If you do not do the health check-up before due date (available date), you won’t have discount price.
7. If you are an ARC holder, you still need to do the health check-up for new students.
NCKU Course Enrollment Schedule for Fall Semester, 2021

In accordance with the NCKU calendar for the 2021-22 academic year and related enrollment regulations, this notice of course enrollment, coded as (110) Jiao-Zhu-Zi No. 019, was issued by the Office of Academic Affairs on May 3, 2021 to provide registration instructions for course enrollment for the fall semester of 2021.

Registration and Enrollment Instructions:

I. The NCKU Course Information and Course Enrollment System (NCIACES) is equipped with a pre-registration function. Please make best use of the function for course enrollment according to the operations manual (https://reg- acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_re.htm) This function is optional. Use it or not, your rights to course registration during the course enrollment period will not be affected. Latest information will be published on the homepage of the system.

II. Students are allowed to use the pre-registration function scheduled to be open during each stage of course enrollment from the confirmation stage of required course enrollments (administered by the Division of the Registrar) for undergraduate programs to the end of the third stage of course enrollment. In consideration of internet traffic and potential course changes, the pre-registration function is programed to list courses regardless of course-designated restrictions or prerequisites. The system will not screen pre-registered courses in terms of enrollment-related setups until the stage of online enrollment for course addition. Accordingly, the pre-registered course list will not be automatically imported into your final course enrollment list.

III. 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 (Code)</th>
<th>Designated students</th>
<th>Maximum no. of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education (A9)</td>
<td>Undergraduate students</td>
<td>1. Students are required to register online for preferred courses for computer-selected enrollment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Each student is allowed to register for a maximum of 3 courses (not including a course of Exploring Tainan) no later than the 2nd stage.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Students are allowed to enter the number of courses they intend to be enrolled in when they register online for preferred courses for computer-select enrollment during the third stage of course enrollment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. A Chinese course of Exploring Tainan (A9 574, 576) is not listed as an option for online registration. Students are enrolled in advance by the Division of the Registrar into this course, and they shall choose their routes on the Route Selection System.</td>
</tr>
<tr>
<td>General Chinese (A7)</td>
<td>Undergraduate students</td>
<td>Foreign students intending to enroll in an English-taught course of Exploring Tainan (A9 575, 577) shall register online, and shall not choose their routes.</td>
</tr>
<tr>
<td>English Module Program (A1)</td>
<td>Undergraduate students</td>
<td>1 serial numbers 101~500</td>
</tr>
<tr>
<td>Second Foreign Language (A1)</td>
<td>-</td>
<td>1 serial numbers 501~700</td>
</tr>
<tr>
<td>Physical Education (A2)</td>
<td>-</td>
<td>1</td>
</tr>
</tbody>
</table>
IV. 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 and are not allowed to register online for course enrollment should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage July 27 and before the end of the 3rd stage Oct 5, which shall be approved by the relevant offices and processed by the Division of the Registrar.

V. Students who wish to drop or withdraw from any flexible intensive courses (microcredit courses) shall submit an application with a written report (free format), which shall be approved and processed by the academic unit offering the course. It is not recommended that students drop the course after the start of the course. Under special circumstances, applications for course withdrawal may be processed at the discretion of the academic units (departments, graduate institutes, and colleges) before the end of the course.

VI. Students should keep a file/copy of registration records at every stage of course enrollment, and shall check out “My Course Schedule” online to confirm their course additions or withdrawals by the designated deadlines.

VII. Please check out enrollment-related regulations, including rules for computer-selected course enrollment in General Education, on the website of NCIACES. Registration by designated students in every stage of course enrollment is regulated, as shown in the NCKU Course Enrollment Schedule for Fall Semester, 2021 attached below this notice.
VIII. 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 on the website of the Division of the Register at [https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm](https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm).

(2) Contact information for offices in charge of course enrollment is available on the website of the Division of the Registrar at [https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm](https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm).

<table>
<thead>
<tr>
<th>Office (Course)</th>
<th>Extension</th>
<th>Office (Course)</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for General Education (A9 General Education)</td>
<td>50212</td>
<td>Foreign Language Center (A1 English, A1 Second Foreign Language)</td>
<td>52273</td>
</tr>
<tr>
<td></td>
<td>50215</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depts. of Chinese Literature, Taiwanese Literature (A7 General Chinese)</td>
<td>52151</td>
<td>Physical Education Office (A2 Physical Education)</td>
<td>81818</td>
</tr>
<tr>
<td>Military Training Office (A3 Military Training)</td>
<td>50722</td>
<td>AH Chinese Language Center</td>
<td>52040</td>
</tr>
<tr>
<td>Center for Teacher Education (A4CTE)</td>
<td>50149</td>
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</tbody>
</table>

Extension numbers to department/institute/program offices for course enrollment are available on their websites.

Deferment of Admission

1. The students who have reasons as below can apply for deferment of admission. Application for student status deferment must be completed by August 31, 2021. An overdue application will not be accepted.
(1) Serious disease (with medical report)
(2) Duty for military service
(3) Practice teaching
(4) Pregnant or Procreation
(5) Parenting(Child under 3)
(6) Extra-territorial students who are unable to arrive for the designated date for enrollment due to personal reasons.)

2. Required documents for deferment of admission
(1) Explanation letter of deferring admission
(2) Copy of the highest diploma received
(3) Copy of passport identification page(s)
(4) Copy of letter of admission
(5) Supporting documents for the explanation of medical certification or military service certificate. If one of these documents is insufficient, the application for deferring will be regarded incomplete. The application will be evaluated by several offices, and it may be rejected without reasons being given.

3. Student should submit by email all the required deferment materials before the deadline of August 31, 2021 to the Office of International Affairs (em50990@email.ncku.edu.tw).
4. If the deferment request is approved, NCKU, the registrar division will send the Notification of Resumption (復學通知) to your home address in August or January (as applicable). The notification is in Chinese, so please pay attention to the receiving period. Use this Notification of Resumption to apply for the Taiwan (ROC) visa. If you do not receive the resumption letter from the school by the end of the deferring application notification period (August or January, as applicable), please contact the Registrar Division directly (email: em50120@email.ncku.edu.tw).

5. The scholarship amount, if any, awarded by the University will not be reserved. Before returning to the school the resuming student must apply for the scholarship again (if the scholarship is desired) based on the designated application period for International Degree Students.

6. Admission deferment can only be applied for once.

7. The maximum duration of an approved decrement is one academic year.
Request for Suspension

1. Payment for students who apply for a leave of absence, in which active student status is temporarily postponed but not canceled, or who withdraw this semester:
   (1) Non-scholarship holder and holder of certain scholarship* Students will pay insurance fee, internet registration fee, teaching materials fee (for undergraduate students) and dorm fee. Students will receive reimbursement of tuition fee after they both complete the leave of absence request and receive approval, according to the following schedule.
      Before October 15:
      reimbursement of 2/3 of tuition fee.
      Before November 26:
      reimbursement of 1/3 of tuition fee.
      After December 31 (including):
      no school fees are refundable.
*Taiwan MOFA scholarship holder and other government scholarship holder, e.g. DIKTI, ACEH, LPDP, VEST500 scholarship.
(2) NCKU Distinguished international students scholarships, Taiwan MOE scholarship holder. Students will pay insurance fee, internet registration fee, teaching materials fee (for undergraduate students) and dorm fee. Tuition fee and credit fee are paid by the university. Students will not receive reimbursement if they apply for a leave of absence.

2. If the recipient of a NCKU Distinguished International Student Scholarship applies for the leave during the semester and this is approved, the duration of the scholarship will not be deferred to, or reserved for, next semester. A student must reapply for the scholarship before completing the suspension.
Payment Procedure

1st stage payment: Sep. 7-15 (Mandatory Fee)
2nd stage payment: Oct. 20-Nov. 5 (Tuition and Other Fees)

(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 NTD10 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


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:
It's optional. The form to enter your birthday is Taiwan Year/month/day. (yyymmdd)
Step 2: Click “確認登入”

Step 3: Click “查詢”

Step 4: Click 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 NTD10 process fee)
1. Course Objectives:
This general course, Exploring Tainan, is part of the innovative teaching program incorporating knowledge of diversified fields. It aims to familiarize students with the history, culture and customs of Tainan through both lectures and field investigation, so that students can develop an awareness of cultural diversity and respect others and the environment.

2. Learning Objectives of this course:
- Explore Tainan’s history, and gain more knowledge about local culture and customs.
- Promote cross-disciplinary integr. of the humanities through field investigation.
- Develop an awareness of cultural diversity and respect others & the environment.

3. Required Course for Undergraduate Students, 1 credit

4. How to choose:
(1) Course enrollment website:
https://course.ncku.edu.tw/index.php
(2) Duration: Jul.15 ~ 19/
   Sep. 1-8
   Sep. 24-28
(3) Course name: Exploring Tainan
(4) Course Code:

<table>
<thead>
<tr>
<th>Dept./ Inst. Code</th>
<th>Taught in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>A9</td>
<td></td>
</tr>
</tbody>
</table>

5. Course Website:
http://exptainan.liberal.ncku.edu.tw/
Facebook:
https://www.facebook.com/NCKUExploringTainan

6. Note:

(1) Students who want to join Exploring Tainan course (Chinese) should fill in and submit the “Course addition request form” to General Education Center to add Exploring Tainan course (Chinese) course during Sep. 30 to Oct. 5.

外國學生欲選修踏溯臺南中文班者，請於特殊因素選課時段 Sep. 30-Oct. 5 持加簽單至通識中心辦理。

(2) Students who enroll or retake the Exploring Tainan course before 2019 Fall semester, according to the regulation the course will be counted as 0 credit.

(3) Students who applied for deferment and will be enroll after 2019 Fall semester, according to the regulation the Exploring Tainan course will be counted as 1 credit.
Cost of Living in Tainan

<table>
<thead>
<tr>
<th>Items</th>
<th>NTD</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal, Inexpensive Restaurant</td>
<td>100</td>
<td>3</td>
</tr>
<tr>
<td>McMeal at McDonalds (or Equivalent Combo Meal)</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>Cappuccino (regular)</td>
<td>85</td>
<td>3</td>
</tr>
<tr>
<td>Water (0.33 liter bottle)</td>
<td>25</td>
<td>1</td>
</tr>
<tr>
<td>Milk (regular), (1 liter)</td>
<td>95</td>
<td>3</td>
</tr>
<tr>
<td>Loaf of Fresh White Bread (500g)</td>
<td>55</td>
<td>2</td>
</tr>
<tr>
<td>Eggs (regular) (12)</td>
<td>75</td>
<td>2.5</td>
</tr>
<tr>
<td>Beef Round (1kg) (or Equivalent Back Leg Red Meat)</td>
<td>590</td>
<td>20</td>
</tr>
<tr>
<td>Apples (1kg)</td>
<td>110</td>
<td>4</td>
</tr>
<tr>
<td>Tissue (12 packs)</td>
<td>200</td>
<td>7</td>
</tr>
<tr>
<td>Bus One-way Ticket (Local Transport)</td>
<td>18</td>
<td>0.6</td>
</tr>
<tr>
<td>Taxi Start (Normal Tariff)</td>
<td>85</td>
<td>3</td>
</tr>
<tr>
<td>Gasoline (1 liter)</td>
<td>28</td>
<td>1</td>
</tr>
<tr>
<td>1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)</td>
<td>5</td>
<td>0.2</td>
</tr>
<tr>
<td>Internet (60 Mbps or More, Unlimited Data, Cable/ADSL)</td>
<td>699</td>
<td>23</td>
</tr>
</tbody>
</table>

Cost of Living in Taiwan
(Compare with other cities)

<table>
<thead>
<tr>
<th>City</th>
<th>Taipei</th>
<th>Tainan</th>
<th>Taichung</th>
<th>Kaohsiung</th>
<th>Taitung</th>
<th>Hualien</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Living Cost in NTD</td>
<td>30,981</td>
<td>20,114</td>
<td>24,281</td>
<td>22,942</td>
<td>17,457</td>
<td>20,041</td>
</tr>
<tr>
<td>Monthly Living Cost in USD</td>
<td>1,033</td>
<td>670</td>
<td>810</td>
<td>765</td>
<td>582</td>
<td>668</td>
</tr>
</tbody>
</table>

A Single Person Estimated Monthly Costs Without Rent
No. 1, University Rd., East Dist., Tainan City
em50990@email.ncku.edu.tw
https://web.ncku.edu.tw
+886-6-2059805
APPENDIX
## Appendix 1  
NCKU Course Enrollment Schedule for Fall Semester, 2021  

<table>
<thead>
<tr>
<th>Duration</th>
<th>From July 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>All students (excluding intercollegiate transfer students admitted in the fall semester of 2021 or those who fail to complete the student basic information form)</td>
</tr>
</tbody>
</table>

### Notes

1. Please check out enrollment-related regulations and rules for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog.
2. Undergraduate students (including re-enrolled student and exchange students) are enrolled in advance by the Division of the Registrar in the major program-designated required courses. They should log into the course enrollment system to confirm the required course enrollments in “My Course Schedule”.
3. Graduate students are not enrolled in advance by the Division of the Registrar in courses.
4. Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to confirm your program-designated required course enrollments in “My Course Schedule.” Please contact the staffer in charge of course enrollment for your program at the Division of the Registrar for further information.

## Online Pre-registration Function in Operation for the 1st Stage of Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>9am, July 6 to 5pm, July 22</th>
</tr>
</thead>
</table>

### Notes

1. For continuing students, please ensure you can log into the system before the 1st Stage of Course Enrollment. If you fail to log into the system with your password, please contact the Cheng Kung Portal Consulting Services on the 1st floor of the Computer and Network Center (ext. 61010, 61045). (Please read FAQ Q1 on the website of NCIACES.
2. Continuing students are allowed to use the pre-registration function on the course enrollment system to plan for the 1st stage of course enrollment.
3. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.
4. The pre-registration function is closed at 17:00 on July 22, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.

### Operation

Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function.

## 1st Stage of Course Enrollment: Preliminary Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>9:00, July 15 to 17:00, July 19</th>
</tr>
</thead>
</table>

### Designated Students

1. All continuing students (including re-enrolling students) in undergraduate programs
2. New graduate students of 2021, extra-territorial students, and new exchange students
3. Freshman students and intercollegiate transfer students in undergraduate programs, admitted in the fall semester of 2021, are enrolled in advance by the Division of the Registrar in their major program-designated required courses and are allowed to register for courses, starting from the second stage of course enrollment.

### Notes

General Instructions on Course Enrollment:

1. All continuing students, except those from the Department of Medicine in the fifth year of study, in the undergraduate programs are enrolled by the Division of the Registrar in the department-designated required courses for their major program. All continuing students, except Multi-Disciplinary Studies Program students, are only allowed to register for courses designated for their own class/class category and for preferred courses for computer-selected enrollment. No quota limit is set to each course enrollment during this stage.
2. Undergraduate students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by the Division of the Registrar in a required-course group/class are only allowed to cancel the assigned enrollment. Any change in registration with regard to the assigned enrollment shall be completed during the second stage.

3. If a course is conditionally set up with “no registration allowed during the first stage” in the course catalog system, it shall not be open to registration until the second stage.

4. **Transfer students (including those returning from Hong Kong)** are allowed to register for courses designated for other levels in the same-category class under their major program. They are not allowed to register for any courses designated for another category of classes at any level, or any courses designated for the first semester of the freshman year.

5. **Students in double major/minor programs** are allowed to register for courses designated of other levels for their second major/minor program. They are not allowed to register for any courses designated for the first semester of the freshman year.

6. **Multi-Disciplinary Studies Program students** are allowed to register for courses offered by other departments for the same class level without enrollment requisites.

7. **Graduate students** are only allowed to register for courses designated for their own graduate program during this stage. They shall be allowed to register for courses designated for other graduate programs during the second stage.

8. Registration for Remedial English courses (coded A3, A4, A5, A6, AA and AH) and online English courses for graduate students is scheduled for the second stage (from A1 701-702).

---

**Instructions on First Registration for Preferred Courses for Computer-Selected Enrollment:**

1. First registration for preferred courses for computer-selected enrollment (with a maximum of one course selected for each of the following categories, which will be announced on the homepage of NCIACES before 12:00 on July 21) is regulated as follows:

   (1) **Undergraduate students only:**

   (1-1) General Education (A9): According to the GE computer-selected course enrollment regulations, a maximum of one course will be selected. The course of Exploring Tainan is not listed as an option for online registration of GE courses in the first stage. Students will be enrolled in advance by the Division of the Registrar into this course, as specified in Note 1-(3) for freshman students in the second stage of course enrollment.

   (1-2) Physical Education (A2): Students who have completed 4 PE courses (excluding outstanding student-athletes and students admitted through PE screening and review exams) are not allowed to register for preferred courses for computer-selected enrollment until the second stage to ensure a higher rate of course enrollment for those who have not completed required PE courses in this stage. A rate of 80% for freshman and sophomore students and 20% for juniors and seniors.

   (1-3) General Chinese (A7): Online registration for preferred courses for computer-selected enrollment is scheduled for the second stage of course enrollment when freshman students are allowed to register.

   (1-4) English module courses (A1, serial numbers 101~500) for undergraduate students: Online registration for preferred courses for computer-selected enrollment is scheduled for the third stage of course enrollment.
(2) All students:
Second Foreign Language (A1, serial numbers 501~700): A rate of 85% is programmed for continuing students registering for courses on level (I) (e.g., 34 students will be selected for Japanese (I) with an enrollment quota of 40) and 15% for freshman students. A rate of 100% is programmed for continuing students registering for courses on higher levels.

<table>
<thead>
<tr>
<th>Instructions on Second Registration for Preferred GE Courses for Computer-Selected Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
</tr>
<tr>
<td><strong>Operation</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online Pre-registration Function in Operation for the 2(^{nd}) Stage of Course Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
</tr>
</tbody>
</table>
| **Notes** | 1. Freshman students please check out enrollment-related regulations and rules for computer-selected course enrollment in General Education on website of the NCKU Course Information and Course Enrollment System (NCIACES). Please check out information about curriculum at the NCKU Course Catalog.  
2. Students are allowed to use the pre-registration function on the course enrollment system to plan for the 2\(^{nd}\) stage of course enrollment.  
3. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.  
4. Intercolligate transfer students in undergraduate programs, admitted in the fall semester of 2021, who have completed the student basic information form, are enrolled in advance, before 17:00, August 26, by the Registrar Division in the department-designated required courses for their major program.  
Freshman students admitted in the fall semester of 2021, who have completed the student basic information form, are enrolled in advance, before 9:00, September 3, by the Registrar Division. They are required to log into the online enrollment system and check out “My Course Schedule” to confirm their required course enrollments. Those admitted later who are not enrolled in advance shall register for courses at the course-offering program office in the first week of class.  
5. The pre-registration function is closed at 17:00 on September 8, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward. |
| **Operation** | Please log into the course enrollment system on the website of NCIACES at https://course.ncku.edu.tw/ to use the function. |

<table>
<thead>
<tr>
<th>2(^{nd}) Stage of Course Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Designated Course Registration Schedule by Class and Program</strong></td>
</tr>
<tr>
<td><strong>Designated Students</strong></td>
</tr>
<tr>
<td>Senior students and deferred students</td>
</tr>
<tr>
<td>Junior students</td>
</tr>
<tr>
<td>Sophomore students</td>
</tr>
<tr>
<td>All graduate students</td>
</tr>
<tr>
<td>1. All continuing students</td>
</tr>
<tr>
<td>2. New graduate students of 2021</td>
</tr>
</tbody>
</table>


### Notes

**Instructions on General Course Enrollment:**
1. Except courses coded A7, A9, and A1 501-700, students are allowed to register for courses within the enrollment quota on the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/).
2. Please register for courses according to the designated schedule for this stage.
3. Intercollegiate transfer students officially admitted in the fall semester of 2021 are enrolled in advance in program-designated required courses. Those who have completed their admission procedures are allowed to register for courses according to the designated schedule for this stage. All of them will be enrolled in a flexible intensive course of Exploring Tainan with one credit.
4. Re-admitted undergraduate freshman students are allowed to register for general courses and preferred courses for computer-selected enrollment, starting from September 3. They are also allowed to register for courses at their department office in the first week of school.
5. Registration for freshman courses/Education Program courses (A4) shall not be allowed until September 6.

**Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:**
1. Registration for preferred courses in the categories of General Chinese (A7), General Education (A9) and Second Foreign Languages (A1 501-700) for computer-selected enrollment will result in a maximum of one course selected for each category, which will be announced on the homepage of NCIACES before 17:00 on September 10 and imported into My Course Schedule.
2. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101-500) for computer-selected enrollment is scheduled for the third stage.

### Operation

Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/) to register for courses.

### Designated Application Form

- Course overload or underload request form

### Course Registration by Freshman Students

<table>
<thead>
<tr>
<th>Duration</th>
<th>9:00, September 6 to 17:00, September 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>Freshman students of 2021 (including extra-territorial/overseas freshman students)</td>
</tr>
</tbody>
</table>
### Instructions on General Course Enrollment:

1. Freshman students are enrolled in advance by the Division of the Registrar in the department-designated courses (including the Physical Education (A2 course) for the first year of their major program.

   (1) Freshman students from the five departments of Economics, Psychology, Transportation and Communication Management Science, Industrial and Information Management, and Business Administration are enrolled in advance by the Division of the Registrar in the course of Calculus. They are advised to personally confirm this course enrollment.

   (2) Only freshman students from the College of Medicine are allowed to register for the course of Communication, Compassion and Global Perspectives (Serial No.: I514) as an elective course. They should personally register for the course.

   (3) Freshman students admitted in the fall semester of 2021 shall be enrolled in advance by the Division of the Registrar in the course of Exploring Tainan (Serial No.: A9576) in two batches to attend classes in the fall semester (those whose student ID contains an eighth-digit odd number) or the spring semester. Reenrolling students and students who are required to repeat the course shall also be enrolled in advance by the Division of the Registrar in the course. For further information, please check with the office responsible for course enrollment.

2. Undergraduate freshman students shall enroll in all required courses in the first-year curriculum of their program. Any such required-course enrollment in other programs under exceptional circumstances shall be approved by the Vice President for Academic Affairs. If a course is conditionally set up with “no registration allowed during the first stage” in the course catalog system, students shall register to enroll in the course in this stage.

3. Undergraduate freshman students are only allowed to register for courses designated for their own class. Those who have been enrolled in advance by the Division of the Registrar in a required-course group/class are only allowed to cancel the assigned enrollment.

4. Registration for courses in other programs by freshman students is scheduled for the third stage of online course enrollment.

### Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:

1. Students are allowed to use the pre-registration function at the link of Course Enquiry to register for preferred courses in the categories of General Education (A9, required), General Chinese (A7, required), Military Training (A3, elective), and Second Foreign Language (A1, elective, a selection rate of 15% is programmed for freshman students registering for courses on level (I)) for computer-selected enrollment during this stage, with a maximum of one course selected for each category according to the GE computer-selected course enrollment regulations. The results will be publicized on the homepage of NCIACES before 17:00 on September 10.

2. Registration for preferred courses in the category of English Module Program (A1, serial numbers 101~500) for computer-selected enrollment is scheduled for the third stage.
### Online Pre-registration Function in Operation for the 3rd Stage of Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00, September 10 to 17:00, September 12 (English Module Program Course)</td>
</tr>
<tr>
<td></td>
<td>9:00, September 23 to 17:00, September 28 (Online Course Enrollment)</td>
</tr>
</tbody>
</table>

**Notes**
1. Students are allowed to use the pre-registration function on the course enrollment system to plan for the following stage of course enrollment. Please note that the quota limit of course enrollments with course-designated restrictions or prerequisites is subject to change by September 23.
2. Students are allowed to check out their program-designated required courses and pre-registered courses in their personal pre-registered course list.
3. The pre-registration function is closed at 17:00 on September 28, with a list of failed course enrollments, which will be shown on the Course Enrollments Pending System afterward.

**Operation**
Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/index.php?c=auth](https://course.ncku.edu.tw/index.php?c=auth) to use the function.

### 3rd Stage of Course Enrollment

#### English Module Program Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00, September 11 to 17:00, September 12</td>
</tr>
</tbody>
</table>

**Designated Students**
Undergraduate students (except FLLD students)

**Notes**
1. The class placement list of freshman students of 2021 for English Module Program is scheduled to be published on the website of NCKU Course Information and Course Enrollment System by **17:00 September 10**. Accordingly, students are required to register for an English module course. Those who have received a CEFR certificate of higher-level English proficiency and who plan to take a higher-level English module course are required to complete their registration with the Foreign Language Center, scheduled for **September 15 to 16**.
2. Students are required to register for preferred courses in the category of English Module Program, starting from **9:00 on September 11**. The registration results will be published (will be imported into “My Course Schedule”) before **17:00 on September 14**.
3. Students are not allowed to enroll in two or more English module courses with the same title.
4. Registration for an English Module Program by continuing students shall be completed by **17:00 September 16**. Those who fail to do so will not be allowed to register until the following semester. Students admitted before the 2014-15 academic year are not subject to the class placement list.
5. Students are allowed to drop courses online.

**Operation**
Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/) to register for courses.

### Department/Institute/Program Office Course Enrollment

<table>
<thead>
<tr>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00, September 15 to 17:00, September 23</td>
</tr>
</tbody>
</table>

**Designated Students**
New transfer students, non-freshman students on joint degree programs, reenrolling students and deferred students for the 2021-22 academic year; graduate students admitted after the second stage of course enrollment; students not eligible for online registration; Noah’s plan short-term visit project students; Enrollment Project for Taiwanese Students Returning from Overseas and FLLD students
| Notes | 1. Please complete course enrollment through the department/institute/program offering the course that is being applied for.  
2. Registration for General Education courses is open exclusively to reenrolling students, deferred students, and transfer students without a GE course enrollment. They shall register with the Center for General Education.  
3. Those who are not allowed to register online for specific courses with a prerequisite course requirement shall register for the courses upon approval of the department offering the courses.  
4. FLLD students are allowed to register with the Foreign Language Center for English courses (A1) in Module III.  
5. Interdepartmental transfer students (continuing students) of the Department of Architecture are allowed to register for courses designated for lower classes at the department office.  
6. Students are allowed to drop courses online.  
7. Students who are not eligible for online registration and who plan to register for an English module course (A1, serial number 101-500) shall complete their registration with the Foreign Language Center according to relevant regulations during the period from 9:00, September 30 to 17:00, October 5. |
| Operation | 1. Procedures for adding courses:  
Students shall add courses with a course addition request form (downloaded from the homepage of each department/institute) or with a course overload or underload request form (downloaded from the homepage of the Registrar’s Division). Applicants shall complete the procedures for adding courses with the designated form at the office of the department/institute or the course-offering unit. (A course underload request requires no approval from the instructor.)  
**Procedures for adding courses under Level 3 epidemic control restrictions:**  
(1) Students shall have the designated form for adding courses completed and emailed to the instructor for review. Upon approval by the instructor, students shall forward the letter of approval to the office of the department/institute or the course-offering unit to complete the course-adding procedures by the designated deadline. (A course underload request requires no approval from the instructor.) Upon completion of the procedures, students may enter “My Course Schedule” to check out the course addition.  
(2) In case of students who submit a course overload or underload request form to complete the procedures for adding courses, the office of the department/institute shall email the approved form to the Registrar’s Division for final administration.  
2. Applications for adding courses in the categories of General Education (A9), General Chinese (A7), Chinese Language Center Program (AH), English Module Program and Second Foreign Language (A1), and Physical Education (A2) require no approval from the instructor and shall be administered in accordance with the regulations of the course-offering departments. |

| Online Course Enrollment |  
| Duration | 9:00, September 24 to 17:00, September 28 |
| Designated Students | All students |
### Notes

**Instructions on General Course Enrolment:**

1. All courses, except General Education courses (A9), are open for students to add or drop during this period.
2. Those who drop any enrolled course (棄選, defined and noted as dropping a course) before the end of this stage are not required to pay for its credit fees. Afterwards, students who withdraw from any course (退選, defined and noted as a course withdrawal) are required to pay for its credit fees. A dropped course will not be noted on the academic transcript.

**Instructions on Registration for Preferred Courses for Computer-Selected Enrollment:**

1. General Education courses are open for students to drop during this period.
2. Those who intend to add a General Education course shall register for computer-selected enrollment (Registration will be invalid should a class scheduling conflict or overloaded enrollment arises).
3. Students can fill in the number of intended courses to be selected. The results will be announced before 10:00 on September 30 and imported into My Course Schedule. Students are not allowed to drop a General Education course if they have been enrolled by computer selection. They are allowed to withdraw from the course.

### Operation

Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/) to register for courses.

### Course Enrollment Under Special Circumstances

**Duration**

9:00, September 30 to 17:00, October 5

**Designated Students**

Students who are required to complete course enrollment under special circumstances (course cancelation, instructor change, schedule change, graduation requirement, or minimum course enrollment requirement)

**Notes**

1. Students are required to complete course enrollment with a course addition request form through the office of the department/institute/program offering the course that is being applied for in accordance with classroom capacity and related regulations. Only after the third stage computer-selected course enrollment is announced will request to add courses be accepted by the General Education Center.
2. Graduate students who have completed their minimum course credit requirement for graduation and who have not enrolled in any course may apply for a note of Thesis/Dissertation Writing on the course enrollment checklist.

### Operation

1. Procedures for adding courses:

   Students shall add courses with a course addition request form (downloaded from the homepage of each department/institute) or with a course overload or underload request form (downloaded from the homepage of the Registrar’s Division). Applicants shall complete the procedures for adding courses with the designated form at the office of the department/institute or the course-offering unit. (A course underload request requires no approval from the instructor.)

**Procedures for adding courses under Level 3 epidemic control restrictions:**

(1) Students shall have the designated form for adding courses completed and emailed to the instructor for review. Upon approval by the instructor, students shall forward the letter of approval to the office of the department/institute or the course-offering unit to complete the course-adding procedures by the designated deadline. (A course underload request requires no approval from the instructor.) Upon completion of the procedures, students may enter “My Course Schedule” to check out the course.
(2) In case of students who submit a course overload or underload request form to complete the procedures for adding courses, the office of the department/institute shall email the approved form to the Registrar’s Division for final administration.

2. Applications for adding courses in the categories of General Education (A9), General Chinese (A7), Chinese Language Center Program (AH), English Module Program and Second Foreign Language (A1), and Physical Education (A2) require no approval from the instructor and shall be administered in accordance with the regulations of the course-offering departments.

### Stage of Course Enrollment Confirmation

<table>
<thead>
<tr>
<th>Duration</th>
<th>9:00, October 6 to 17:00, October 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>All students</td>
</tr>
</tbody>
</table>
| Notes           | 1. All students are required to review and conduct a final confirmation about their course selection online during this period. No course adjustment may be made at a later date.  
2. Should there be more courses than are required, students shall withdraw from them online. No refund will be made for course withdrawals.  
3. Under special circumstances (course cancelation, instructor change, graduation requirement), students shall submit a written report (free format), which shall be approved by course instructors, department chair, and director of the Division of the Registrar, to process related course enrolments at the Division of the Registrar.  
4. Those who take courses below the required minimum number of credits and who decide not to add courses shall complete and submit a course underload request form, which shall be approved and processed by the Division of the Registrar. |

### Operation

1. Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/) to confirm your course enrollments. Undergraduate students who are short of credits for Comprehensive General Education courses are required to print out and complete an application form for related course enrollment, which shall be processed by the Division of the Registrar.  
2. Students shall submit a written report (free format) or a course underload request form to apply for course underload.

### Stage of Course Withdrawal

<table>
<thead>
<tr>
<th>Deadline</th>
<th>09:00, October 6 to 17:00, December 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Students</td>
<td>Those who decide to withdraw from courses (in accordance with the maximum and minimum requirements of course credits)</td>
</tr>
</tbody>
</table>
| Notes           | 1. All withdrawals except those for flexible intensive courses shall be processed online. Withdrawal from a flexible intensive course shall be processed by the office of the department/program offering the course.  
2. Students who need to take courses below the required minimum number of credits under special circumstances are required to complete and submit a course underload request form for related course withdrawals, which shall be approved and processed by the Division of the Registrar.  
3. Course withdrawal will be indicated on the student’s transcript, and no refund will be made. |

### Operation

1. Please log into the course enrollment system on the website of NCIACES at [https://course.ncku.edu.tw/](https://course.ncku.edu.tw/) to withdraw from courses.
2. Those enrolled in courses below the required minimum number of credits shall submit a course underload request to apply for course withdrawal, which shall be approved and processed by the Division of the Registrar.

*This English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.*
# International Degree Students Enrollment Procedure Sheet

**For Fall Semester 2021**

<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
</table>
| 1  | Registration (報到)-1 | Date: Sep. 7 ~ Sep. 15  
Location: ISAD Office,  
(1) Copy of the highest diploma verified by the Taiwan ROC embassy (English/Chinese version) 最高學歷驗證影本  
(2) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本  
(3) Copy of the admission letter 錄取通知信影本  
(4) One 2-inch photo 兩吋相片一張  
(5) Insurance documents: (either A, B, or C) 保險文件  
  A. NCKU Declaration of Insurance online (ISMI)  
  B. Authenticated oversea Insurance documents  
  C. National Health Insurance records (for Working visa or NHI card holder) (健保證明) & Certificate of Alien Residence in R.O.C. (居留證明)  
(6) Copies of both sides of your Alien Resident Certificate (if available) 居留證正反面影本  
(7) Copies of Taiwan Scholarship Certificate or other Scholarships’ certificate 獎學金證明影本  
(8) Copy of Taiwan Post office passbook (if available) | |
| 2  | Registration (報到)-2 | Date: Sep. 7 ~ Sep. 15  
(1) Copy of the admission letter 錄取通知信影本  
(2) NCKU Student Information 新生基本資料  
(3) Copy of your passport identification page(s) and the Taiwan (ROC) visa page  
(4) Copies of both sides of your Alien Resident Certificate (if available) | |
<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
</table>
| 3  | Tuition Fee and Other Fees Payment  
(繳交相關學費或其他費用) | Date: Sep.7 ~ Sep. 15  
Pay it by cash and get the stamp from Cashier’s office on this sheet. | |
|  | Cashier’s Division  
(1st floor of Yunping Administration Building West wing 雲平大樓西棟一樓) | | |
| 4  | Registration  
(報到) | Date: Sep.7 ~ Sep. 15  
(1) NCKU Student Information (need to be printed by login: https://campus4.ncku.edu.tw/wwwmenu/program/net/checkin/index.html) 新生基本資料 (登錄網站後印出) see instruction handout  
(2) “Original” and “Copy” of the highest diploma verified by the Taiwan (ROC) embassy 最高學歷正本及驗證文件影本  
(3) Copy of the admission letter 錄取通知信影本  
(4) Copy of your passport identification page(s) and the Taiwan (ROC) visa page 護照及簽證頁影本  
(5) Copies of both sides of your Alien Resident Certificate (if available) | |
|  | Registrar Division  
(1st floor of Yunping Administration Building West wing 雲平大樓西棟一樓) | | |

**Note:**

1. Please return this sheet to Registrar Division after all the procedures are completed. Then, you can pick up the student ID card in the Department Office or Registrar Division after 1-2 weeks of submitting this sheet. （註冊程序完成後，將此單送回註冊組各學系/所承辦人，而學生證則於之後的 1~2 個禮拜後領取。）

2. If you need the enrollment certificate to apply for ARC, you can hold the receipt of the enrollment payment to Registrar Division to apply for the study certificate after the enrollment. （若需要在學證明申請居留證，請註冊後，持著註冊費收據至註冊組申請。）
Registration Checklist at OIA for International Degree Students

I read and confirmed all the statement that I signed up online

1. Declaration of Insurance
2. Acknowledgment of Regulations and Accepting NCKU Regulations
3. Authorization for Emergency Treatment
4. Insurance:
   - □ I do not have the required health insurance, so will join the International Student Medical Insurance (ISMI).
   - □ I have my own overseas insurance and submit the authenticated certificate of the insurance when I enroll. Validity: _______
   - □ I already join NHI and submit the copies of NHI card or other certificate, Taiwan Health Insurance card copy and endorsement
5. One 2-inch photos 1张两吋照片 (Please fix it to this page/請黏貼在此頁)
6. Copies of both sides of the Alien Resident Certificate (if available) 居留證正反面影本(如果有)
7. Copy of scholarship 獎學金證明文件
   - □ Copy of Taiwan Scholarship Certificate (if available): MOFA or MOE 台灣獎學金證明書影本
   - □ Copy of another government’s scholarship, such as ICDF scholarship, DIKTI scholarship, Aceh Scholarship or VEST Scholarship (if available) 其他政府獎學金證明書影本
   - □ Copy of NCKU Scholarship Certificate 成功大學獎學金影本
8. Copy of Taiwan Post Office Passbook (if available) 臺灣郵局存簿影本（如果有）

Signature: __________________________
Personal Documents for Studying in Taiwan

Department/Institute:
Student ID No.:
Student’s Name:
Cell Phone number in Taiwan:

To ensure your student status and the scholarship remittance, please paste copies of the assigned documents in the columns below. Then, submit the form to your department/institute office by Oct. 15. (*After completing enrollment, please apply for the ARC and post office bank account as soon as possible.)

为了確保您在校的學生資格與獎學金核發等相關事宜，請將以下所指之文件貼於以下欄位。並在10月15日前繳交該表予系所辦公室。

<table>
<thead>
<tr>
<th>Copy of ARC (front side)</th>
<th>Copy of ARC (back side)</th>
</tr>
</thead>
<tbody>
<tr>
<td>居留證影本(正面)</td>
<td>居留證影本(反面)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Copy of the post office bank account passbook (郵局帳戶影本)</th>
</tr>
</thead>
</table>

If you already know your advisor, please fill in the information below.

<table>
<thead>
<tr>
<th>Advisor’s name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Advisor’s contact information</th>
<th>Phone number:</th>
<th>Email:</th>
</tr>
</thead>
</table>

If you already know your advisor, please fill in the information below.
Declaration of Insurance

(You will sign this on registration day)

I enrolled at NCKU in 2021 Fall semester; hereby declare that I will join the International Student Medical Insurance (ISMI) arranged by NCKU. 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: 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:

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) 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)。

I have an oversea insurance which has been authenticated by Taiwan Embassies or TECO and valid for at least six months. 我有至少七個月效期且驗證過的海外保險。

If you have oversea insurance which is valid for at least SIX months and has been authenticated by Taiwan Embassy, you may submit the authenticated insurance documents to ISAD office instead of join ISMI. 如果你有至少六個月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。

How to apply for “National Health Insurance records” from Bureau of NHI (for students who hold working visa) 持有工作簽證的學生如何申請健保證明？

For student who hold working visa, please provide “National Health Insurance records” to ISAD office as references due to the Ministry of Education needs to make sure every student has insurance while studying in Taiwan. You can get the insurance document from the employer. 持有工作簽證的學生，請提供ISAD”健保證明”以供台灣教育部確認每位外國學生在台就學時之保險狀態。可向公司申請加保證明。

I need to apply for “Certificate of Alien Residence in Taiwan (ROC)” from Immigration agency if I want to transfer my NHI to NCKU group. 我需要到移民署申請居留證明，才能在註冊時申請把我的健保轉至學校加保。

If you used to have NHI card and don’t know whether you can use it or not after enroll at NCKU, please go to Immigration Agency and apply for “Certificate of Alien Residence in Taiwan (ROC).” It’s a timeless effort and really important for Bureau of NHI to assist you on insurance issues. To reduce the redundant expenses on insurance, please try to do so if you are under this kind of situation. 如果你曾經持有健保卡卻不知道在註冊後是否能繼續使用，請至移民署申請“外國人居留證明書”。申請此證明書非常方便並且該證書可協助健保局審核你的健保資格。為了降低多餘支出的保險費用，請符合此種情況的同學記得至移民署申請“外國人居留證明書”。

Appendix 5
Acknowledgment of Regulations and Accepting NCKU Regulations

(You will sign this on registration day)

I am enrolled at NCKU for the 2021 Fall 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.

國立成功大學之相關法則聲明書

本人於110學年第1學期入學，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、國際學生保險規定、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。
Authorization for Emergency Treatment
緊急事件授權同意書

(You will sign this on registration day)

本人於110學年第1學期入學，就讀於國立成功大學，因緊急事件需要
I am enrolled at NCKU for the 2020 Fall 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)

電話號碼/ Cellphone Number: __________________

在臺緊急聯絡人/Emergency Contact Person(Taiwan): __________________

緊急聯絡電話/Emergency Telephone Number: __________________
Personal Data Collection Agreement

個人資料蒐集同意書

(You will sign this on registration day)

国立成功大學（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
聲明及同意書向您行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.

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，不另作個別通知。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.
# National Cheng Kung University Student Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Year</td>
</tr>
<tr>
<td>Class</td>
<td>______</td>
</tr>
<tr>
<td>Student No.</td>
<td>______</td>
</tr>
<tr>
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<td>______</td>
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<tr>
<td>Full Name (In English)</td>
<td>______</td>
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<tr>
<td>Date of birth</td>
<td>______</td>
</tr>
<tr>
<td>Year</td>
<td>______</td>
</tr>
<tr>
<td>Month</td>
<td>______</td>
</tr>
<tr>
<td>Day</td>
<td>______</td>
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<td>National ID No. (Passport No.)</td>
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<td>Student Status</td>
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<td>Child of Diplomat</td>
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<tr>
<td>Non-degree Student</td>
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<tr>
<td>In advance into Ph.D</td>
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<td>Early Entrant</td>
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<td>Exam</td>
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<tr>
<td>Transfer</td>
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<tr>
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<tr>
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</tr>
<tr>
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<tr>
<td>Date of Graduation</td>
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<td>September</td>
<td>______</td>
</tr>
<tr>
<td>Graduate School</td>
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<td>College or University</td>
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</tr>
<tr>
<td>Junior College</td>
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<tr>
<td>Secondary School</td>
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<tr>
<td>Vocational Secondary School</td>
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</tr>
<tr>
<td>Equivalent Academic Level</td>
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</tr>
<tr>
<td>Previous School</td>
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<tr>
<td>Graduated</td>
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<tr>
<td>Date of Graduation</td>
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<tr>
<td>Name of Legal Guardian</td>
<td>______</td>
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<tr>
<td>Father-Son, Father-Daughter</td>
<td>______</td>
</tr>
<tr>
<td>Mother-Son, Mother-Daughter</td>
<td>______</td>
</tr>
<tr>
<td>Grandparent-Grandchild</td>
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<tr>
<td>Brother, Brother-Sister</td>
<td>______</td>
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<tr>
<td>Sister-Brother, Sisters</td>
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</tr>
<tr>
<td>Friends</td>
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</tr>
<tr>
<td>Else</td>
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<td>______</td>
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</tr>
<tr>
<td>Permanent Address</td>
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</tr>
<tr>
<td>(侨居地地址)</td>
<td>______</td>
</tr>
<tr>
<td>Mailing Address</td>
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</tr>
</tbody>
</table>