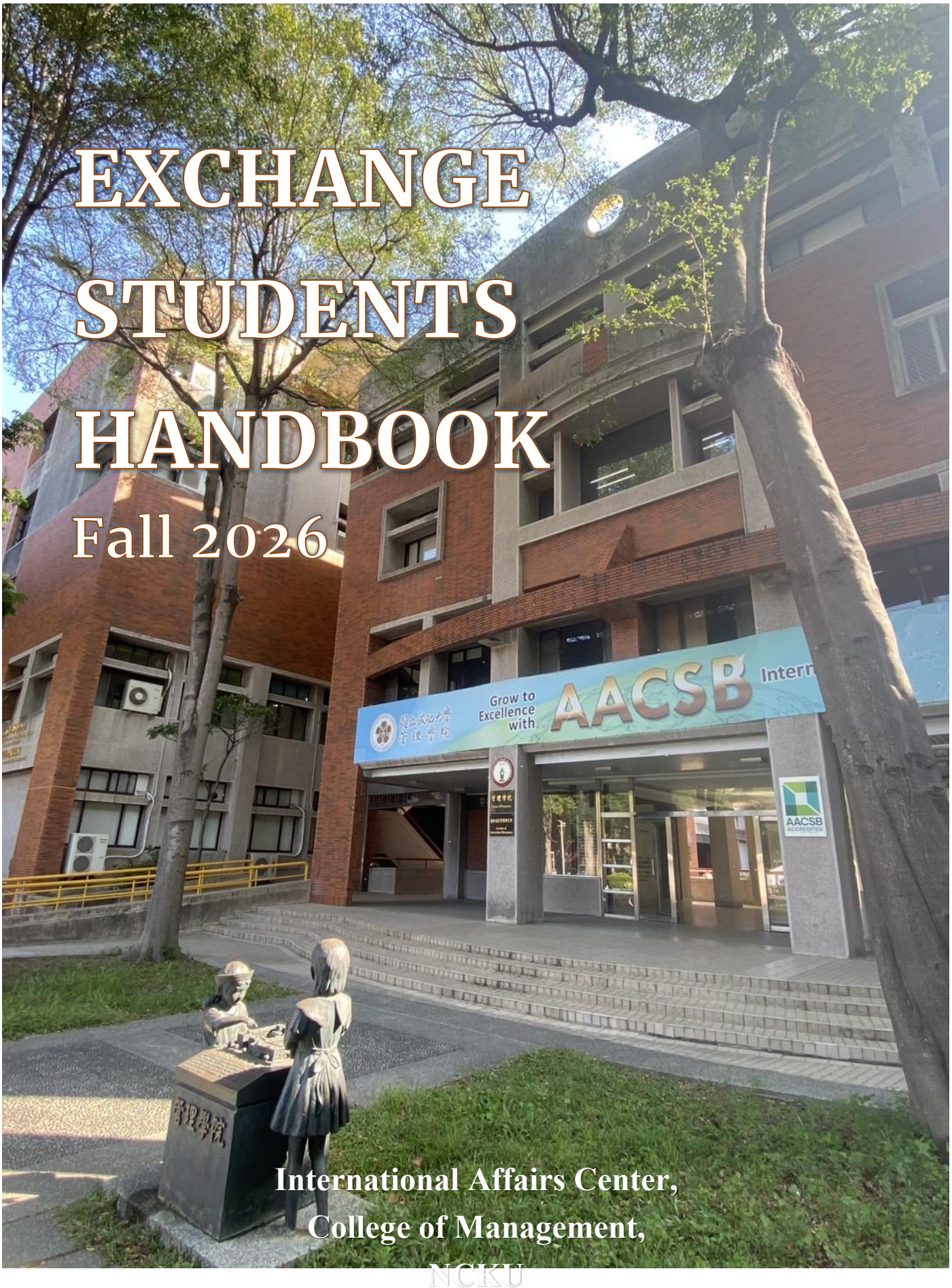

EXCHANGE STUDENTS HANDBOOK

Fall 2026

International Affairs Center,
College of Management,
NCKU

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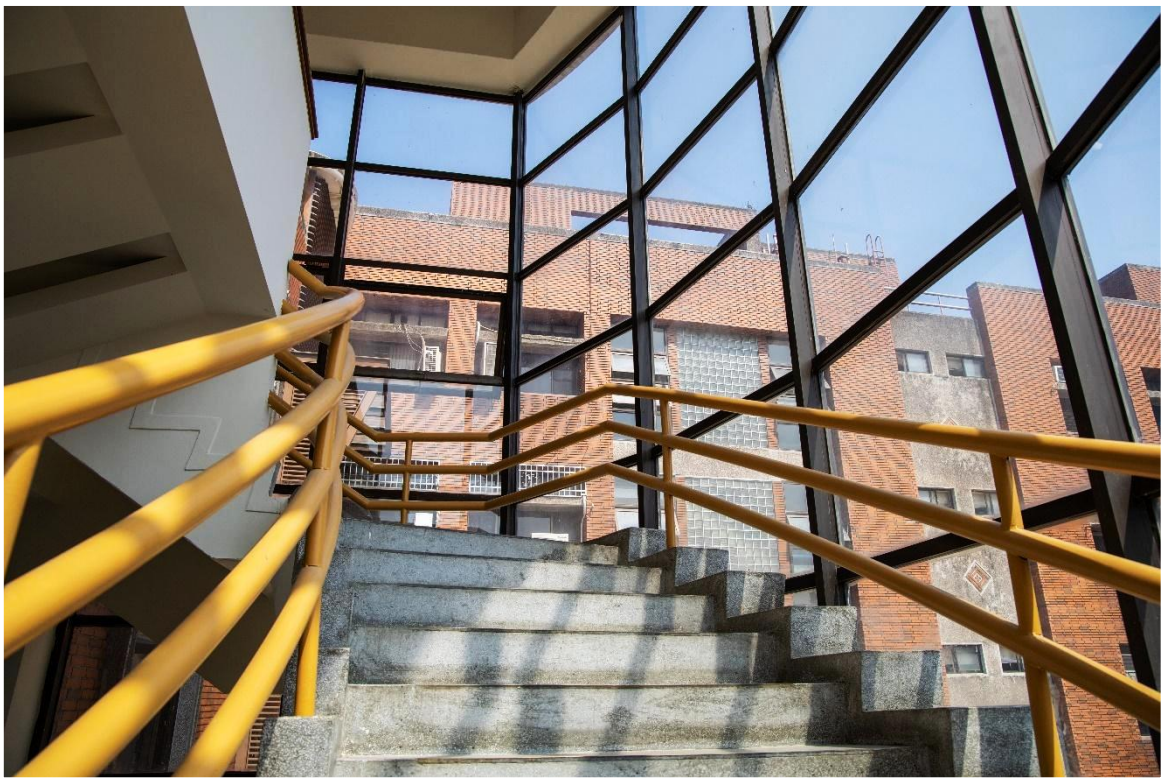
WELCOME TO NCKU

Welcome to the College of Management at National Cheng Kung University! This handbook is designed to familiarize you with the wealth of resources available to international students at NCKU.

If you have any inquiries, feel free to reach out to us at: em53010@email.ncku.edu.tw.

- ★ Map of the College
- ★ Incoming Students
- ★ Links
- ★ YouTube
- ★ Facebook
- ★ Cheng Kung Portal



IMPORTANT SCHEDULE

Application Calendar for Incoming "Exchange Students" of 2026 Fall Semester:
https://dorm.osa.ncku.edu.tw/index_bd.php?md=6&lang=en

Course Enrollment Schedule: https://reg-acad.ncku.edu.tw/p/412-1041-17043.php?Lang=en

Activity Information System: https://activity.ncku.edu.tw/?c=apply&lang=eng

* The schedule is subject to change, please follow the site's latest announcements.

Academic Calendar Course Information and Enrollment and System
NCKU Academic Registration Notice

MAINTAINING YOUR LEGAL STAY

PASSPORT VALIDITY

Students are suggested to keep their passports valid for at least **6 months** at all times.

VISA

Please be advised NOT to enter the country with a landing visa (inextensible), whose 90 days' period will not cover one semester. Students will be responsible for all visa-related fees.

VISITOR VISA FOR FOREIGN STUDENTS

Exchange students must apply for a Taiwan (ROC) **visitor visa** with annotation "FS" followed by the name of the host university, prior to entering Taiwan. More information can be found at our Bureau of Consular Affairs (BOCA).

More Information on Republic of China Visitor Visas: https://www.boca.gov.tw/np-147-2.html

Online Visa Form: https://visawebapp.boca.gov.tw/BOCA_EVISA/

TAIWAN ENTRY PERMIT FOR STUDENTS FROM HONG KONG AND MACAU

Hong Kong or Macau residents, holding Hong Kong or Macau IDs may apply for a Taiwan Entry Permit on their own at Taipei and Economic Office (HK).

香港澳門居民短期停留
申請人必須符合下列資格之一：
有香港永久居留資格，且未持有英國 BNO 或香港以外護照。
有澳門永久居留資格，且未持有澳門護照以外之旅行證照或雖持有葡萄牙護照，但是於葡萄牙結束治理前於澳門取得。

透過移民署「境外人士線上申辦系統」(https://coa.immigration.gov.tw/coa-frontend/overseas-honk-macao)線上申請中華民國臺灣地區入出境許可證(入臺證)，需上傳錄取通知書等文件，申請通過後即可自行上該系統下載入臺證及電子收據。

TAIWAN ENTRY PERMIT FOR STUDENTS FROM MAINLAND CHINA

中國大陸地區學生，將由成功大學出具邀請書，並代為在臺移民署辦理入臺許可證，相關規費及手續費將由學生負擔。申請程序將於學生確認錄取後另行通知。

TRANSPORTATION

Arrival: TPE airport

- **Taoyuan Airport MRT**
  Both A12 Terminal 1 and A13 Terminal 2 have express and commuter trains available .More information

  - **Route 1: TPE airport - Taoyuan – Tainan**
    Taoyuan Airport MRT A13/ A12→A18 Taoyuan HSR Station(transfer to HSR) →Tainan HSR Station Taiwan HSR website

  - **Route 2: TPE airport - Taipei – Tainan**
    Taoyuan Airport MRT A13/ A12→A1 Taipei Main Station(transfer to Taiwan Railway) →Tainan Train Station Taiwan Railway website

- **Passenger Bus**
  Terminal 1 Bus stop: B1 bus area of Arrivals Hall
  Terminal 2 Bus stop: Outdoor gallery at East side of 1F Arrivals Hall. More information

  - **Route 1: TPE airport - Taichung – Tainan**
    Kuo-Kuang Motor Transport 1860 / UBUS 1623→Taichung Station (Kuo-Kuang Motor Transport/UBUS/Hohsin)→Tainan Station

  - **Route 2: TPE airport - Taipei – Tainan**
    Kuo-Kuang Motor Transport 1819 / CitiAir Bus West Bus1961→Taipei Main Station (Kuo-Kuang Motor Transport/UBUS/Hohsin)→Tainan Station

Arrival: KHH airport

- **KRTC(Metro)**
  R4 Kaohsiung International Airport Station has metro available. More information

- **Route: KHH airport - Kaohsiung – Tainan**
  KRTC R4→R11 Kaohsiung Main Station →(transfer to Taiwan Railway) →Tainan Train Station Taiwan Railway website

Arrival: TSA airport

- **MRT**
  1 Wenhu Line Songshan Airport Station has MRT available. More information

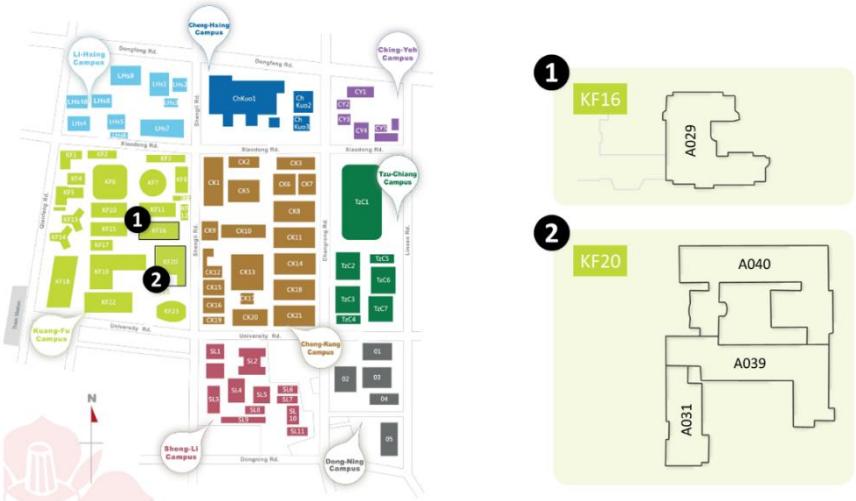
- **Route:TSA airport - Taipei - Tainan**
  MRT TSA airport (transfer to Bannan Line)→Taipei Main Station(transfer to Taiwan Railway or HSR) →Tainan Train Station or Tainan HSR Station Taiwan HSR website Taiwan Railway website

NCKU Buildings Location Map

College of Management NCKU Campus Tour

Campus Map

College Map



GETTING STARTED AT NCKU

New students who fail to complete any one of the enrollment procedures before the deadline will be regarded as giving up their admission and their student status will be **canceled** accordingly.

ENROLLMENT

REGISTRATION

★ Please follow the steps below, and you may refer to more information from https://oia.ncku.edu.tw/p/404-1032-230516.php?Lang=zh-tw

YOUR BUDDY CAN HELP!

Each exchange student will be assigned a buddy, and their contact information will be provided before your arrival. During your exchange period, your buddy will help you acclimate to campus life.

If you have any questions, you can reach out to the international coordinator or your buddy. Additionally, you and your buddy can enjoy a meal together, with the college covering the cost (250 NTD per person). This means that individuals need to provide receipts or proof of payment for the specific costs they wish to claim, and the reimbursement will match the exact amount spent.

PAYMENT

PAYMENT PERIODS PER SEMESTER

- ★ NCKU has two payment periods per semester. Generally speaking, the first payment, which normally falls on early semester, is mainly for enrollment fees including insurance and other miscellaneous fees, and the second payment, which normally falls on mid semester, is mainly for tuition and credit fees. Our college exchange students only need to pay the **student group insurance fees (SGI)**.
- ★ Please visit the Bank of Taiwan to download the payment slips.
- ★ The student bill on the Bank of Taiwan will be updated once per payment period. Since it is not updated regularly, please check the Tuition Fee Payment Search Gate for the latest changes on your student bill.

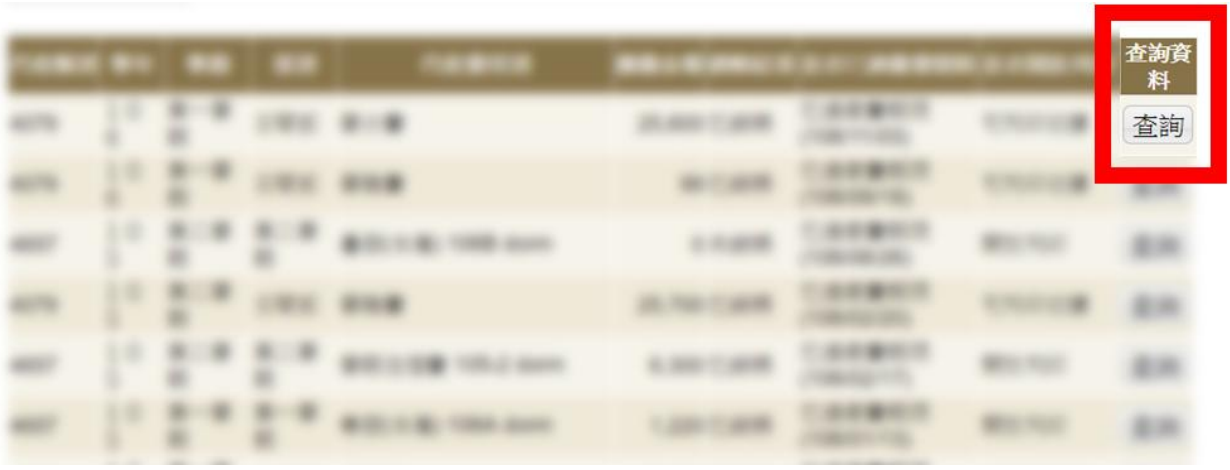
BANK OF TAIWAN

Step 1: Visit the Bank of Taiwan and login with the following details:

- ★ 身份證字號：Try with your passport / ARC / student ID.
- ★ 學號：Student ID.
- ★ 出生年月日：Birthday in the format of Taiwan year (yyymmdd). This is optional though.

Step 2: Click 確定登入 (enter).

Step 3: Click 查詢 (search).



Step 4: Click 產生繳費收據(PDF 檔) (download the payment slip)

Step 5: Pay the bill at a convenience store, ATM machine, or branch of the Bank of Taiwan.

PAYMENT WITH OVERSEAS CREDIT CARD

- ★ **If you would like to pay by an overseas credit card, please visit the Online Payment Platform.**
- ★ Account - student ID.
- ★ Password - last four digits of the student ID.

Please visit for detailed information: https://cashier-ufo.ncku.edu.tw/p/412-1096-20553.php?Lang=zh-tw

STUDENT INFORMATION

Before you starting the course enrollment process, please complete your basic data entry for new student. To login the system, please type your Student ID in the first column (Student ID Number) and second column (passport No.). Please note that as an exchange student, you should enter your student ID instead of your passport number in the second column.

COURSE ENROLLMENT

Link for Course Enrollment System: https://course.ncku.edu.tw/index.php.

★ NCKU Notice of Course Enrollment

★ Students may encounter various kinds of questions during the course enrollment process. Please refer to the following website for the contact person who are responsible for your inquiries: https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm.

For further information, please refer to the https://reg-acad.ncku.edu.tw/?Lang=en.

First login

Default password for International student: **Last 4 digits of student ID + 4 digits of date of birth (mmdd)**

HEALTH AND WELLNESS

As an international student, health insurance is very important. Medical and injury insurance, covering a period longer than 6 months counting from the day when entering Taiwan, is required. This medical and injury insurance document must be verified with official stamps by a Taiwan (ROC) embassy or consulate. Students can buy the medical insurance after enrolling at school, but should be responsible for their own medical fee before the insurance is valid. Therefore, we strongly suggest you to have overseas medical and injury insurance in your home country before coming to Taiwan.

Students who registered to NHI or ISMI under NCKU will be collected for a total of 6 months of insurance fees through student bills in the early semester, served as part of the enrollment fee. The coverage period of Fall semester is from September to February, while Spring semester is from March to August.

TYPES OF INSURANCE COVERAGE IN TAIWAN

STUDENT GROUP INSURANCE (SGI)

★ SGI is the REQUIRED insurance for all NCKU students. The payment of this insurance fee (around NTD$200) is regarded as part of the enrollment process for each semester. Sickness requiring specialized medical care is not included and the final compensation is decided by the insurance company's evaluation of your application.

Insurance Coverage	Fee
Death (caused by accident or disease)	1,000,000ntd
Surgery	6,000ntd (maximum for each general case)
Bone Fracture	6,000ntd (maximum for each case)
Hospitalization	500ntd (maximum for each day less than 60 days)
Accident or Serious Injury	5,000ntd (maximum for each case)

INTERNATIONAL STUDENT MEDICAL INSURANCE (ISMI)

★ ISMI is an alternative option for students who are not covered by overseas insurance or NHI.

★ ISMI generally costs around 500 NTD per month.

★ Students will have to pay the medical fees by themselves and apply for the reimbursement afterwards. For reimbursement application, kindly come to our office along with your medical receipt, medical certificate, a copy of your ARC (front and back), and a copy of your postal bank's passbook.

★ A medical certificate is a document stating your medical issues and the treatments that you received. It generally needs to be requested from your doctor specifically. In Chinese, we call it 診斷證明書.

★ The reimbursement amount is decided by the insurance company's evaluation of your application. The insurance company covers only one visit per day for a situation involving the same symptoms.

MEDICAL INSURANCE FOR MAINLAND CHINESE STUDENTS

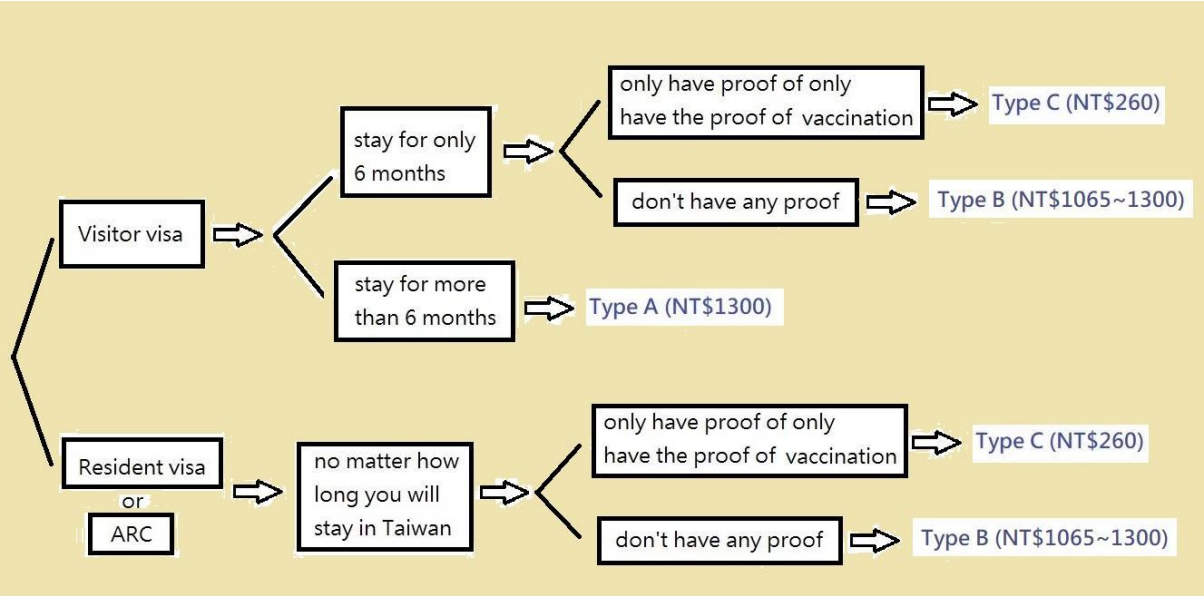
- ★ It is managed under Shin Kong Life Insurance (新光人壽保險) with a coverage of outpatient clinic, emergency, hospital admitting and daily ward expenses compensation.
- ★ Insurance fee 2,640 NTD/semester.
- ★ Death and disabilities due to accidents are not included in the Insurance Claims.
- ★ For detailed information, please refer to OIA website.

PHYSICAL EXAMINATION OF FRESHMEN

The physical examination is required for every new student including both overseas and local students. There are two types of physical examination which overseas students should conduct depending on their identification documents - ARC, resident visa, visitor visa, or exit & entry permit.

Exchange students, who intended to stay in Taiwan for more than three months but less than 6 months, without the proof of positive measles, mumps, and rubella antibody titers or vaccination certificates, have to take MMR vaccine at the NCKU hospital or other private clinics at your own expense. (google form for exchange students only - click here)

Introduction of Exam Type
p.s.【Vaccination below = Proof of Positive Measles and Rubella Antibody Titers or Measles and Rubella Immunization Certificates (alternative) 】



Choose one type you need*
Be noted that your Chest X-ray is only valid for 3 months before your arrival. Otherwise, you have to do the X-ray in Taiwan.
Price below is only provided by NCKU hospital which cooperates with the school.
You may read more about it on Taiwan CDC website first if you have other questions.

Type A: for changing visa(NT$1300)

Type B: need vaccination + chest X-ray(NT$1065-1300)

Type C: need chest X-ray only(NT$260)

Type D: can provide all the proof of vaccination and CXR data from other hospital in Taiwan by yourself (NT$0)

- **Students need to submit the following documents to Daisy at College of Management (em53010@email.ncku.edu.tw) BEFORE their arrival to Taiwan.**
    - Health Certificate for Short-Term Students

      Please note that your documents should be in English or Chinese. If not, a notarized copy of a translation in English or Chinese is required.
    - Your Mobile Phone Number in Taiwan
    - Your Arrival Date
    - The type of the physical examination you would like to conduct
- Be noticed, you'll need to submit your physical examination report to the NCKU Health Center by yourself if you are not doing the examination during the Freshman Discount Period.

Please check on the Health Center website for the latest arrangement. For further inquiries on physical examination, please contact school nurse Ms. Jiang at z11003010@ncku.edu.tw.

ACCOMMODATION

SCHOOL DORM

NCKU offers school dormitories for students who are in need to apply. Different dormitories would have various charges, specifications, facilities, and managers.

Students who have their dormitory fees covered with scholarships, still have to pay for the fees in advance and it will be refunded later upon receiving the scholarship.

To help you feel more prepared and excited for your journey, we've included some photos of our dormitories and campus for a closer look at student life here.
https://housing-osa.ncku.edu.tw/index.php?Lang=en
https://housing-osa.ncku.edu.tw/p/412-1052-32221.php?Lang=en

I. SIGNING THE HOUSING CONTRACT ONLINE

★ 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 staff directly.

★ Students who missed the contract signing period but would still like to apply for a school dorm may contact the dorm manager for availability inquiries.

Contact information: https://housing-osa.ncku.edu.tw/p/412-1052-17024.php?Lang=en

II. NOTIFICATION EMAIL SENT TO STUDENTS WHO HAVE SIGNED THE DESIGNATED CONTRACT

Students who have signed the designated housing contract and secured their space will receive a notification email.

III. DORM FEE PAYMENT

1. How to download your bill: You may download your bill from the website of Bank of Taiwan: (https://school.bot.com.tw/twbank.net/index.aspx?pgid=3).
   Please note that:
   (1) The default value of the column"身分證字號" 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 Page 3 of 3.
   (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. Deadline for payment: Upon check in. The payment receipt is required for check-in procedures.

IV. Check in during non-office hours

1. Pay your dorm fee via auto-payment machines upon arrival.

2. Present (1) payment receipt and (2) admission letter or any ID with your photo to borrow the spare key and access card from the security guard.
3. Complete check-in procedures with the dorm manager next working day.
4. Items required for check-in: (1) Resident Information Card. (2) Admission letter or any ID with your photo. (3) Payment receipt.

THIS APPLICATION CALENDAR IS SUBJECT TO CHANGE. Please follow the announcement of Housing Service Division.

OFF CAMPUS

PRINCE DORM

NCKU Prince Dorm, situated on the corner of Sheng-li Road and Ta-Hsueh Road, provides single rooms. If you prefer Prince Dorm, please send them an email or call them for further information.

※Contact:
TEL: +886-6-208-7166
EMAIL: nckuservice@prince.com.tw

For dorm facilities and charges, please refer to:
https://nckudorm.prince.com.tw/Introduction_List.aspx?MessageNo=00000016&MessageType=03

OFF CAMPUS ACCOMMODATION SERVICE

A platform for landlords to publish their renting announcements to our students is offered by the Military Training Division. Student ID and NCKU portal's password are required to log in. Please be aware that information on this platform may be purely in Chinese.

If you have any further questions, please feel free to contact: ncku.rent@gmail.com.

OTHER COURSES

CHINESE CLASS FOR INTERNATIONAL STUDENTS (CIDS)

COURSE INTRODUCTION

★ Chinese for International Degree Students (hereinafter as CIDS Courses) are General Education Courses offered by the Office of International Affairs (OIA) and conducted by the Chinese Language Center (CLC) in NCKU. CIDS Courses are designed for international students to enhance their Chinese abilities for better communication in academic and everyday matters.

CLASS LEVEL

★ There are 6 levels in the CIDS Courses. Each course meets 2 hours per week, totaling 18 weeks.

★ The maximum number of students for each class is set to 17 to achieve better results in learning/teaching a foreign language.
Lv.1-Lv.4：General Language Courses
Lv.5-Lv.6：Topic-based Language Course

WHO IS ELIGIBLE TO APPLY

★ International Degree Student

★ University-Level Exchange Student

★ College-Level or Department-Level Exchange Students from TOP 100 Universities

If you want to register in a CIDS course, please complete the application on this site before the deadline and also enroll in the course online from the university enrollment system following schedule announced by the Office of Academic Affairs.

Notes: Overseas Chinese Students who would like to take a CIDS course should first pass verification of the Division of Study Abroad, NCKU BEFORE filling the application. **Students from Hong Kong, Macau, and the People's Republic of China are NOT eligible for these courses.**

HOW TO APPLY

★ The application of CIDS is accepted **by semester** and would be conducted 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**. If you still do not receive any confirmation email after 5 working days from your application, please contact the CLC Office.

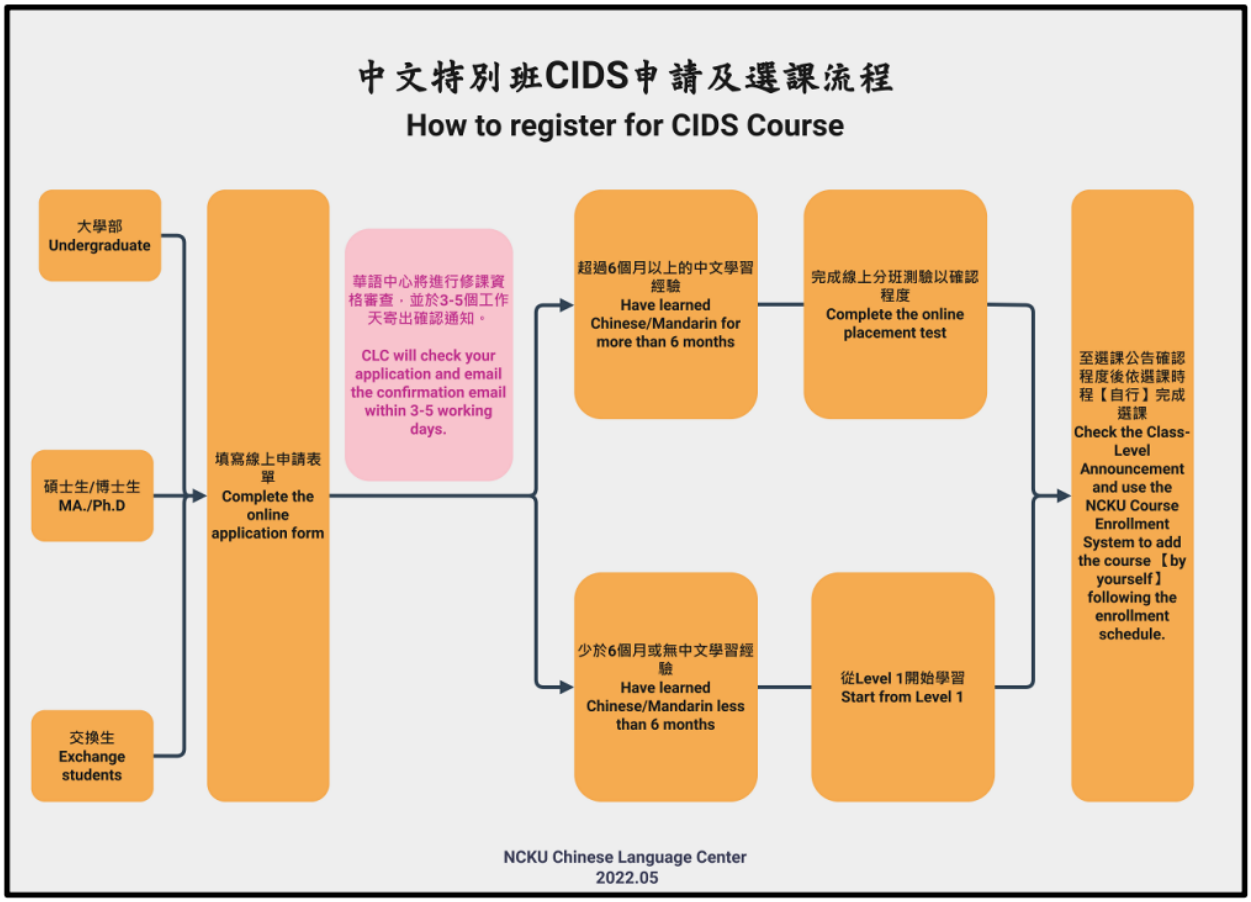
★ There will be **2 application stages for new students** and **1 application stage for continuing students**.

PLACEMENT TEST

- ★ New students who have learned Chinese/Mandarin more than 6 months or 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 an online test and cost 350 NTD per time. The payment information will be provided via email after the semester begins.
- ★ Please note that the placement test fee will be charged once the test has been completed. To register for the CIDS Course successfully, you must complete the test, or the application will be regarded as invalid. If you have completed the placement test but cannot take the course due to some reasons this semester, you do not need to retake the placement test when applying for the next semester. Please indicate when did you take the test and the level you get when you are filling the application form for the next semester.

HOW TO GET ENROLLED

- ★ 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.



IMPORTANT REMINDS

- ★ 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 whether you pass the course or not. Even if 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 waive the required "College Chinese". The other 2 credits that remained will not be counted as the credits required for graduation while they will still be listed on the transcript. While for MA or Ph.D students, the credits earned from the CIDS course may not be used in calculation of required credits for graduation, yet it will still be listed on the transcript
- ★ To make sure each International Degree student is able to get enrolled in the CIDS courses for at least 2 semesters, the Course Enrollment System has set up a 2-semester limit. The 3rd semester of the CIDS Course will be **manual registration**. Students who would like to take 3rd semester of CIDS courses should fill in the **Registration Form for Course Enrollment Under Special Circumstance during the 1st week of the semester and submit the Form to the CLC Office by the deadline**. The registration request will be processed only if there are seats available in the **Special Circumstance Course Enrollment Stage**.
- ★ 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 and the enrollment process is conducted on **a first-come, first-served basis. Once the enrolled student number meets the maximum capacity, the request of adding a course or auditing will not be accepted.**

*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

陳玫螢 Ms. Uriel Chen
Email: urielchen@mail.ncku.edu.tw
Phone: +886-6-2740715 or +886-6-2757575 #52040
Website: https://sites.google.com/gs.ncku.edu.tw/nckuclccids/
成功大學文學院華語中心
Chinese Language Center, College of Liberal Arts, NCKU

EXPLORING TAINAN

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.
    1. Explore Tainan's history, and gain more knowledge about local culture and customs.
    2. Promote cross-disciplinary integer. of the humanities through field investigation.
    3. Develop an awareness of cultural diversity and respect others & the environment.
- ★ This is a required course for undergraduate students, 1 credit.

HOW TO ENROLL

- ★ Course enrollment website: https://course.ncku.edu.tw/index.php
- ★ Course name: Exploring Tainan
- ★ Course Code (taught in English): AF
- ★ Syllabus
- ★ Course Website: http://exptainan.liberal.ncku.edu.tw/
- ★ Facebook: https://www.facebook.com/NCKUExploringTainan/

NOTE

- ★ Students who want to join the 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 Course Enrollment stages.
- ★ 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.
- ★ 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.