

EXCHANGE STUDENTS HANDBOOK

Spring 2024



College of
Management,
NCKU

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WELCOME TO NCKU

Welcome to College of Management, National Cheng Kung University! This handbook is to help you to become familiar with the resources that are available to you as an international student at NCKU.

If you have any questions, please do not hesitate to contact us at em53010@email.ncku.edu.tw.

★ [Map of College](#)

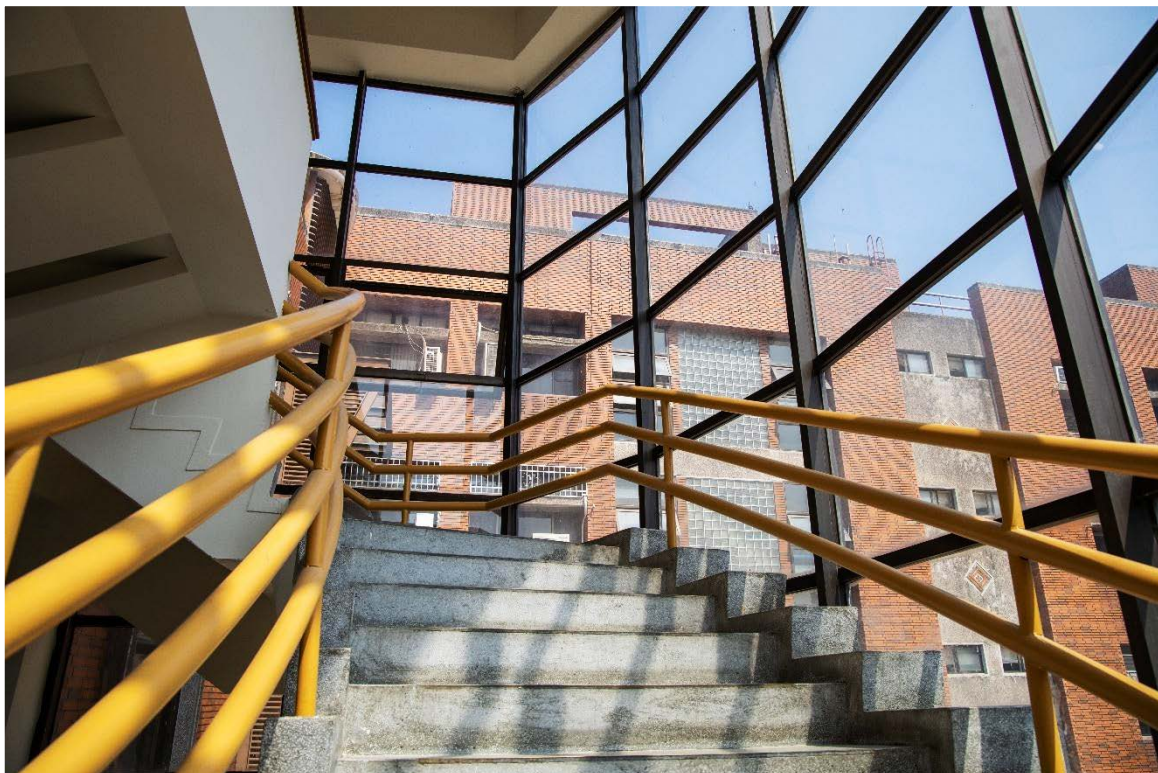
★ [Incoming Webpage](#)

★ [Useful Links](#)

★ [YouTube Channel](#)

★ [Facebook Fanpage](#)

★ [Cheng Kung Portal](#)



IMPORTANT SCHEDULE

| DATE | CONTENT |
|-----------------|---|
| DEC 19 ~ JAN 16 | ONLINE ACCOMMODATION SIGN-UP |
| JAN 10 ~ JAN 15 | COURSE ENROLLMENT - 1st stage |
| JAN 29 ~ JAN 30 | COURSE ENROLLMENT - 2nd stage |
| FEB 5 ~ FEB 19 | STUDENT BILL PAYMENT – Student Group Insurance Fees |
| FEB 16 | DORMITORY CHECK-IN |
| FEB 19 | CLASS BEGIN |
| FEB 19 ~ FEB 23 | COURSE ENROLLMENT - 3rd stage (tentative) |
| JUN 21 | CLASS END |

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

[Academic Calendar](#) [Course Information and Enrollment and System](#)



MAINTAINING YOUR LEGAL STAY

From the time you are entering Taiwan with a visa or ARC, a set of requirements must be met in order to maintain legal status. If you're entering with a visa, it is necessary to transfer your resident visa to ARC, or from visitor visa to resident visa, within a limited period of time starting from your arrival day. If you're entering with an ARC, please make sure you get it extended before it expires. Those who do not follow the requirements may be required to leave the country.

IMPORTANT NOTICE TO MAINTAIN YOUR LEGAL STAY

STUDENT STATUS

- ★ An officially admitted and enrolled student is one of the necessary conditions for extending your legal stay.
- ★ New admitted students must submit all the required documents to school and pay for the enrollment fee before the deadline before they are officially enrolled.
- ★ Students who are officially enrolled can obtain an enrollment certificate from the Registrar Division which is one of the requirements for visa transfer or ARC extension. The enrollment certificate is available either in the form of (a) a photocopy of the student ID card with an enrollment stamp by the Registrar Division or (b) print out a certificate by a vending machine outside of the Registrar Division.
- ★ Any suspension or withdrawal from school would result in revocation of your visa or ARC and should leave the country within 2-3 weeks.

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/

RESIDENT VISA FOR FOREIGN STUDENTS

Exchange students, who will stay for two semesters and hold ordinary passports or other legal travel documents, may apply for a resident visa. After entering the ROC with resident visa, please apply for an “Alien Resident Certificate” (ARC) within 15 days. More information may be found at Bureau of Consular Affairs ([BOCA](#)).

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 \(HK\)](#).

I want to apply - 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，但係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

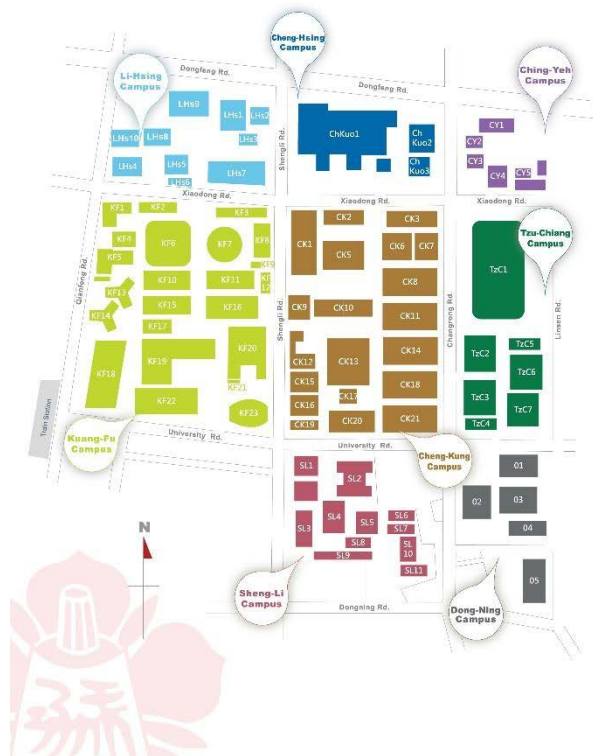
- **KRTC(Metro)**
R4 Kaohsiung International Airport Station has metro available. [More information](#)
- **Route: KHH airport - Kaohsiung – Tainan**
KRTC R4→R11 Kaohsiung Main Station →(transfer to Taiwan Railway) →Tainan Train Station [Taiwan Railway website](#)

Arrival: TSA airport

- **MRT**
1 Wenhua 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](#)

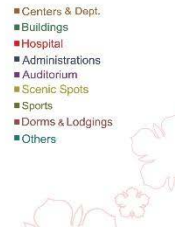
NCKU Buildings Location Map

Campus Map

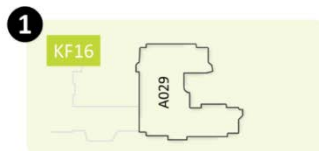


National Cheng Kung University Campus Map

- 01 Aeronautical & Astronautical Eng. Dept.
- SL1 Alumni Association Center
- KF1 Architecture Dept.
- 02 Center for Micro/Nano Science & Technology
- CK14 Chemistry Dept.
- TzC2 Chemical Eng. Dept.
- KF7 Chinese Lit. Dept.
- CK8 Civil Eng. Dept.
- ChKuo2 College of Bioscience & Biotech.
- TzC7 College of Eng.
- TzC3 College of Eng. & Computer Science
- KF20 College of Management
- ChKuo1 College of Medicine
- KF1 College of Planning & Design
- CK12 College of Sciences
- LH53 College of Social Sciences
- KF3 College of Liberal Arts
- CK18 Computer Science & Info. Eng. Dept.
- CK15 Earth Sciences Dept.
- TzC3 Electrical Eng. Dept.
- CK21 Eng. Science Dept.
- CK6 Environmental Eng. Dept.
- CK17 Ge-Chi Hall
- CK11 Geomatics Dept.
- KF11 History Dept.
- CK3 Hydraulics & Ocean Eng. Dept.
- KF10 Industrial Design Dept.
- KF5 Institute of Art Studies
- CK2
- CK11 Materials Science & Eng. Dept.
- CK10 Mathematics Dept.
- TzC6 Mechanical Eng. Dept.
- LH51 Medicine & Nursing Dept.
- LH53 Mental Health Center
- CK1
- ChHsu1 Nursing Dept.
- ChKuo3 Occupational Therapy Dept.
- ChKuo3 Physical Therapy Dept.
- CK16 Physics Bldg. No.2
- CK13 Physics Dept.
- LH54 R&D Foundation
- CK14 Resources Eng. Dept.
- TzC7 Systems & Naval Mechatronic Eng. Dept.
- KF4
- ChKuo2 University Center for Bioscience & Biotech.
- KF2 Urban Planning Dept.
- KF5 Architecture Research Bldg.
- TzC4 Chi Mei Building
- CK7 Geotechnical Eng. Bldg.
- KF3 Hsu-Chi Building
- CK12 Info. Tech. Bldg.
- TzC5 Instrumentation Equipments Bldg.
- CK5 Main Library
- ChKuo2 Medical Lab. Science & Biotech. Bldg.
- CK19 Multi-Purpose Bldg.
- CK12 Physics & Chemistry Bldg.
- LH54 Public Health Bldg.
- 02 Science & Tech. Bldg.
- SL2 Students' Reading Hall
- LH52 The Lin President Health Research Building
- KF15 Wei-Nong Building
- LH510 Institute of Archaeology
- ChKuo1 NCKU Hospital
- LH57 NCKU Hospital Bldg. No.2
- KF17 Military Training Office
- KF16 Yun-Ping Administration Bldg.
- KF19 Art Center
- ChKuo1 Cheng-Hsing Auditorium
- KF19 Cheng-Kung Auditorium
- CK13 Ge-Chi Auditorium
- KF5 History Archives
- KF3 International Conference Hall
- LH50 Magic School of Green Technology
- KF19 Student Activity Center I
- SL8 Student Activity Center II
- LH58 Taiwanese Lit. Dept.
- LH58 Life Sciences Dept.
- KF8 Banyan Garden
- KF8 Cheng Kung Lake
- CK20 NCKU Museum
- KF16 Phoenix Theater
- KF12 Small West Gate
- SL1 Zenith Suites
- KF23 Chung Cheng Gym
- KF22 Kuang-Fu Sports Court
- KF18 Kuang-Fu Sports Field
- SL3 Swimming Pool
- TzC1 Tzu-Chiang Sports Field
- 03 Aeronautical & Astronautical Eng. Dormitory
- CV4 Ching-Yeh Student Dorm No.1
- CV3 Ching-Yeh Student Dorm No.2
- CV2 Ching-Yeh Student Dorm No.3
- KF14 Kuang-Fu Student Dorm No.1
- KF13 Kuang-Fu Student Dorm No.2
- CV5 Medical Doctor Dormitory
- 05 Scholar Dormitory
- SL9 Sheng-Li Student Dorm No.1
- SL7 Sheng-Li Student Dorm No.2
- SL6 Sheng-Li Student Dorm No.3
- SL5 Sheng-Li Student Dorm No.5
- SL4 Sheng-Li Student Dorm No.6
- SL10 Sheng-Li Student Dorm No.8
- SL11 Sheng-Li Student Dorm No.9
- 04 Single Faculty Housing
- CV1 Single Faculty Housing
- CK9 Hsin-Yuan
- CK20 Mail Room
- KF21 Post Office



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 [this webpage](https://oia.ncku.edu.tw/p/404-1032-230516.php?Lang=zh-tw).
<https://oia.ncku.edu.tw/p/404-1032-230516.php?Lang=zh-tw>

| | |
|----------------------|---|
| 報到 Registration-1 | <ul style="list-style-type: none">• 註冊組報到 (光復校區雲平大樓西棟1樓)• Registration Division (1st floor of Yunping Administration Building) |
| 報到 Registration-2 | <ul style="list-style-type: none">• 各系所報到• Office of College/ Department/ Institute |
| 報到 Registration-3 | <ul style="list-style-type: none">• 出納組報到 (如果需要) (光復校區雲平大樓西棟1樓)• Cash Office (If needed) (1st floor of Yunping Administration Building) |
| 報到 Registration-4 | <ul style="list-style-type: none">• 華語中心報到 (如果需要) (光復校區修齊大樓)• Chinese Language Center (If needed) (3th floor of the Xiu Qi building) |

- ★ [CL1 International Exchange Students Enrollment Procedure Sheet](#)
[院系級交換生註冊程序單](#)
- ★ [CL2 Internationla Student Information \(for Registrar Office\)](#)
[院系級交換生新生基本資料表\(給註冊組\)](#)
- ★ [CL3 Records of International Student \(for College\)](#)
[院系級交換生綜合紀錄表 \(給管院國際學術交流中心\)](#)
- ★ [CL4 Course Selection Sheet \(for Department Institute, if necessary\)](#)
[院系級各學系選課單\(給系所\)](#)
- ★ [CL5 Leave-school Procedure Sheet \(for college-level exchange students\)](#)
[院系級交換生離校手續單](#)

YOUR BUDDY CAN HELP!

Each exchange student will have one assigned buddy. Contact information will be provided before your arrival. During the exchange period, your buddy will help you get used to campus life.

If you have any questions, you can turn to the international coordinator or your buddy. In addition, you and your buddy can enjoy a meal together, and the college will cover the cost (250 NTD/person).

PAYMENT

TWO 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.

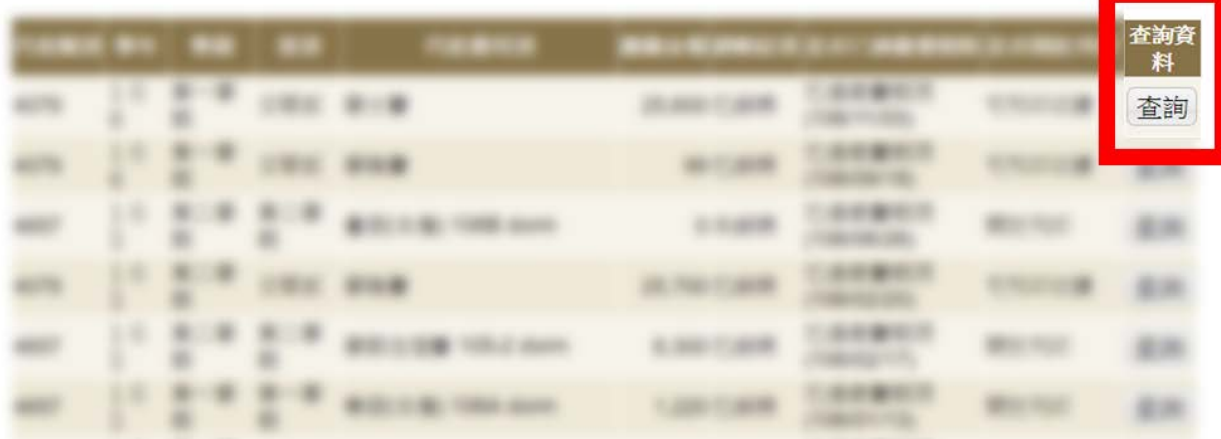
BANK OF TAIWAN

Step 1: Visit the [Bank of Taiwan](#) and login with the following details:

- ★ 身分證字號：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).



| 學號 | 姓名 | 繳費項目 | 金額 | 繳費日期 | 繳費地點 | 繳費狀態 |
|-----------|----|------|-------|------------|------|------|
| 101010101 | 張三 | 學費 | 10000 | 2023/09/01 | ATM | 繳納 |
| 101010102 | 李四 | 學費 | 10000 | 2023/09/01 | ATM | 繳納 |
| 101010103 | 王五 | 學費 | 10000 | 2023/09/01 | ATM | 繳納 |
| 101010104 | 趙六 | 學費 | 10000 | 2023/09/01 | ATM | 繳納 |
| 101010105 | 陳七 | 學費 | 10000 | 2023/09/01 | ATM | 繳納 |
| 101010106 | 林八 | 學費 | 10000 | 2023/09/01 | ATM | 繳納 |
| 101010107 | 孫九 | 學費 | 10000 | 2023/09/01 | ATM | 繳納 |
| 101010108 | 周十 | 學費 | 10000 | 2023/09/01 | ATM | 繳納 |

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>

COURSE ENROLLMENT

NATIONAL CHENG KUNG UNIVERSITY
STUDENT INFORMATION
國立 Cheng Kung 大學
網路新生基本資料登錄

NCKU
National Cheng Kung University

照片上傳
Upload photos

登錄新生基本資料及列
印
Basic Data Entry for
New Student
操作說明
校內分機50120

登錄學生綜合資料及列
印
Student Personal
Information Record
操作說明
校內分機50340

大一新生問卷調查
Questionnaire for
Freshmen
校內分機50202轉33

登出 LogOut

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

國立
知。

- 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)**

三

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.

NATIONAL HEALTH INSURANCE (NHI)

- ★ It is compulsory to join the NHI if foreigners have been living in Taiwan for 6 continuous months. However, one trip abroad, not to exceed 30 days, is allowed during the six-month period.
- ★ Most medical expenses will be covered by the NHI, but certain registration fees and co-payments will be charged.
- ★ For newcomers, their stays to be eligible for NHI shall be calculated starting from the day their ARCs are issued.
- ★ NHI coverage will be canceled if the ARC expires or if the visa changes. If students leave Taiwan for more than 30 days (one-trip) without being covered by NHI, they will have to wait for 7 continuous months living in Taiwan before becoming eligible to re-join NHI.

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](#).

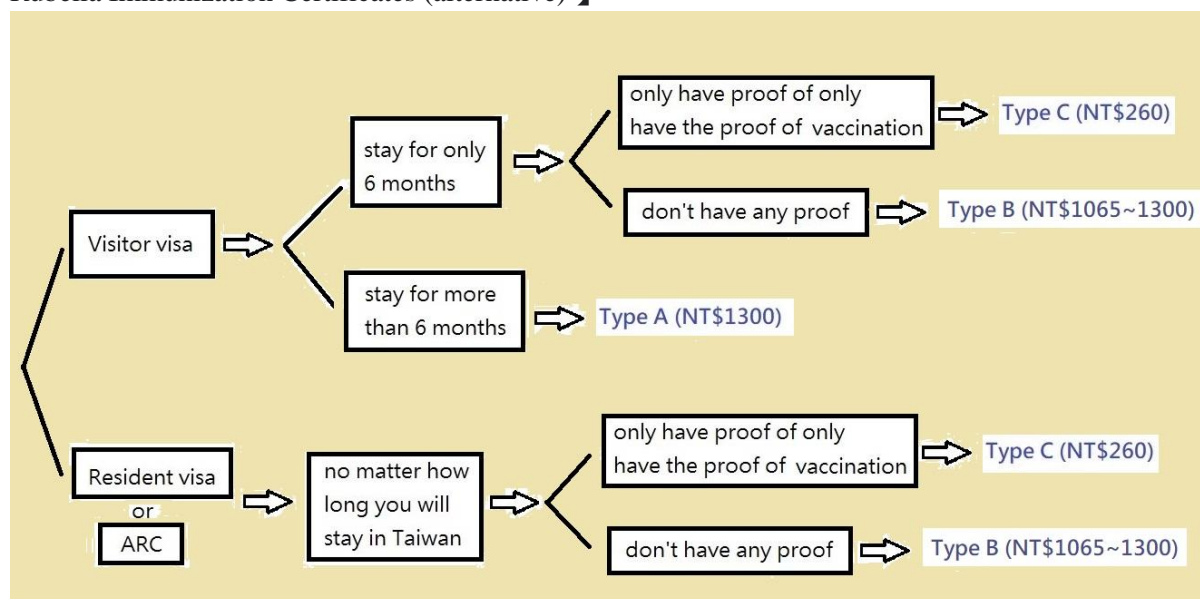
PHYSICAL EXAMINATION OF FRESHMEN

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 Ms. 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.

Check-in Service Calendar for Incoming International Degree Students of 2024 Spring:

<https://housing-osa.ncku.edu.tw/p/406-1052-260304,r1854.php?Lang=en>

For further information on school dorm, please refer to:

<https://housing-osa.ncku.edu.tw/p/412-1052-17026.php?Lang=en>

I. SIGNING THE HOUSING CONTRACT ONLINE

- ★ Time: **10 AM, December 19, 2023 – 10 AM, January 16, 2024 (GMT+8)**
System: https://dorm.osa.ncku.edu.tw/index_bd.php?md=6&lang=en
※Applicants who fail to sign the housing contract via this designated link by 10 AM, January 16, (GMT+8), are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room.
- ★ 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.

| DORM MANAGER | | |
|--------------------|-------------|---|
| Ms. Huang Dor Miao | Ching-Yeh 3 | ext.36200 z9512035@email.ncku.edu.tw |

Other 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 BUILDING ARRANGEMENT OPEN FOR INQUIRY

Time: From 18:00, January 23 (GMT+8).

<https://housing-osa.ncku.edu.tw/index.php?Lang=en>

IV. CANCELATION POLICY & CHARGE STANDARD

1. How to cancel your application: Please contact Ms. Lin via ysluc@mail.ncku.edu.tw
2. Email template:
Subject: Accommodation Cancellation-RA8098023 (Std. No.)-David Hoffman (Name)
Content:
Std. No.: RA8098023
Name: David Hoffman
Reason for cancellation: I have reserved a space in the Prince Dorm.
3. Charge Standard for Cancellation:
<https://housing-osa.ncku.edu.tw/p/406-1052-260304,r1854.php?Lang=en>

V. APPLICATION FOR EARLY CHECK-IN

<https://housing-osa.ncku.edu.tw/p/406-1052-260304,r1854.php?Lang=en>

VI. TIME & LOCATION FOR CHECK-IN PROCEDURES

1. Time:
 - (1) 09:00-12:00 & 13:00-17:00 of February 16 and February 18 (GMT+8)
 - (2) 09:00-12:00 & 13:00-17:00 of working days from February 19 (GMT+8)
2. Location: The dorm manager's office, 1F of Ching-Yeh Dorm 3.
3. Items required:
 - (1) Resident Information Card. Please login the system, fill out the information required, print out a copy, and submit it when checking in.
http://dorm.osa.ncku.edu.tw/index_prof.php?lang=en
 - (2) Admission letter or passport.
 - (3) Receipt for dorm fee payment.

VII. 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.

VIII. 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.

IX. End of Accommodation Term of 2024 Spring Semester

- ★ Noon, June 24, 2024 (GMT+8)

THIS APPLICATION CALENDAR IS SUBJECT TO CHANGE. Please follow the announcement of Housing Service Division. <https://housing-osa.ncku.edu.tw/index.php?Lang=en>

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

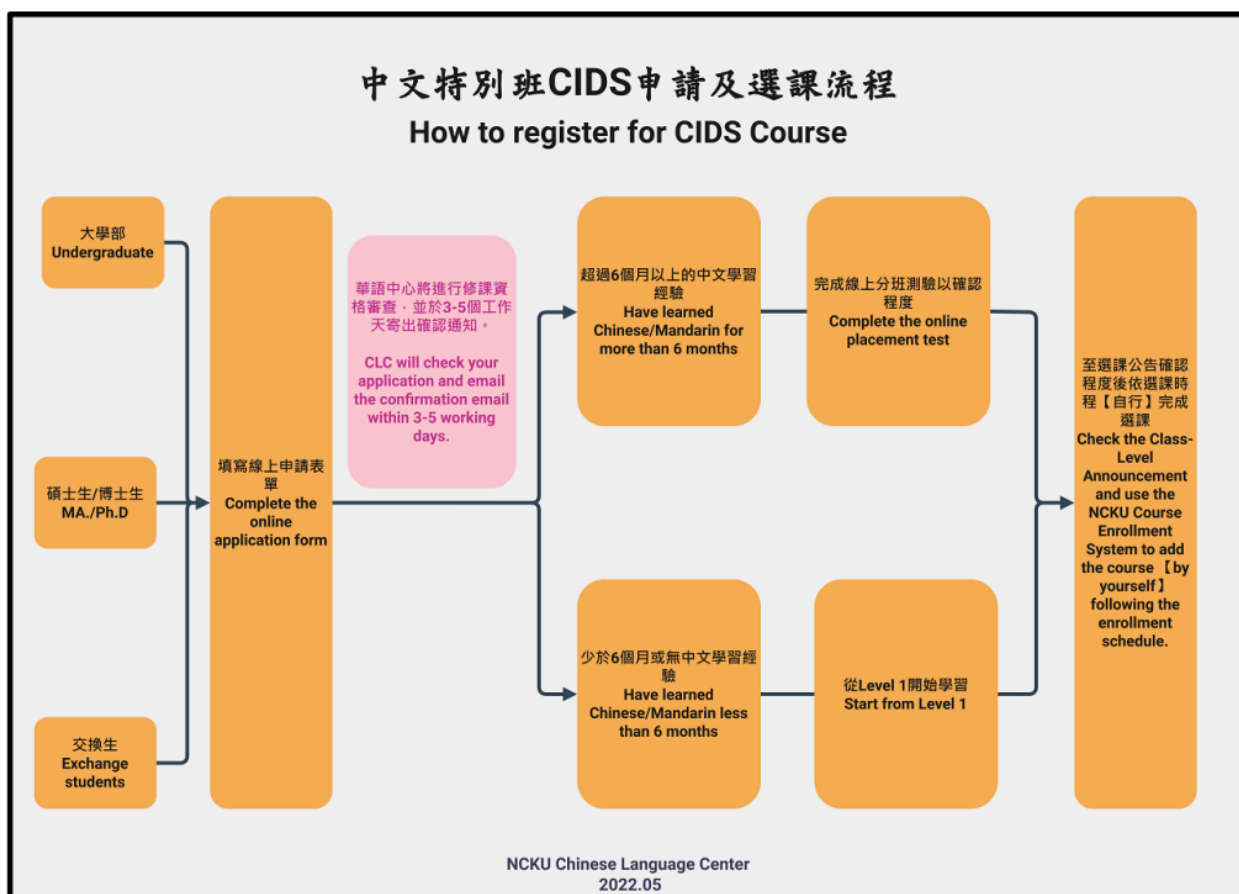
- ★ New students who have learned Chinese/Mandarin more than 6 months or continuing students who would like to skip level are required to take the Online Placement Tests. Your class level

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

陳玟螢 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 integr. 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.