



嘉南藥理大學 境外學生手冊

2019

CNU Academic & Internship Handbook
for International & Overseas Chinese Students
— Student Version



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Welcome to CNU!

Chia Nan University of Pharmacy & Science (CNU) welcomes you as an outstanding international student with great academic endeavors to join us in this beautiful island. We have created an excellent environment for your advancement and provide all necessary helps for you to easily adapt to the life in this ancient capital Tainan city.

This handbook serves as a starting point for you to gain the resources and information you need while studying at CNU. For further information or advice, come to the International Student Counseling Center. Not long after your arrival, you will find that help is all around, from your advisors, instructors, classmates, and even local residents.

Enjoy your stay & best wishes to your success at CNU!

International Student Counseling Center

(06) 2664911 ext. #1225

box1225@mail.cnu.edu.tw

@ S301



I. Survival Kit: Facts about CNU

A. History

Starting life with just 300 students as Chia Nan Junior College of Pharmacy, CNU was founded in 1966 by Mr. Chen Wang. We quickly achieved an excellent reputation for training pharmacists, and as we expanded into the fields of health promotion and management, our student population continued to grow, enabling us to develop into one of the three biggest institutions of technology in Taiwan. In 1996, we were upgraded by the Ministry of Education to become Chia Nan College of Pharmacy and Science, and in 2000 were formally accredited with full university status, becoming Chia Nan University of Pharmacy and Science. CNU is now a leading educator of professionals in the fields of pharmacy, health care and science, with approximately 17,000 students. More than 100,000 students have graduated from our programs, and are currently making their mark in a wide range of professions. Our alumni are highly sought after by industry, and are well known for their contribution to society.



B. Achievements: Excellent Performance

The excellent achievements of CNU during years 2017-2019 are listed as the following:

- ✧ In 2019, the only nationally-approved university appraised by Taiwan-Japan iJAS (International Joint Accreditation Standards).



- ✧ In 2019, the only private university in Taiwan evaluated as among the World's Top 2,000 Universities by CWUR World University Rankings.
- ✧ In 2019, ranked the 1st place in the number of "Employment Programs" for the 108 academic by the Labor Department of the Ministry of Labor.
- ✧ In 2019, awarded excellent "Prevention of Student Drug Abuse" University by the Ministry of Education for 3 consecutive years & won for the 9th time.
- ✧ In 2018, won 5 gold medals, 4 silvers & 2 bronzes in 2018 International Innovation & Invention Competition IIIC.
- ✧ In 2018, won 2 gold medals, 3 silvers & 2 bronzes in 2018 Taipei Innotech Expo.
- ✧ In years 2018 ~ 2023, awarded "Professional Technology R & D and Talent Cultivation Program" grants by the Ministry of Education.
- ✧ In years 2018 ~ 2022, awarded large amount "Higher Education Sprout Project" grants by the Ministry of Education.
- ✧ In years 2018 ~ 2021, awarded "Technical-Vocational School Practice Environmental Project" grants by the Ministry of Education.
- ✧ Since 2017, selected as the only "Analysis Testing Technical Talent Cultivation & Regional Technology Alliance Base" by the Ministry of Education.
- ✧ In 2017, ranked 2nd among Private Science & Technology Universities in Taiwan in 2017 Spanish Institutional Repository.



- ✧ In 2017, won 5 gold medals, 4 silvers & 2 bronzes in 2017 International Innovation & Invention Competition IIIC.
- ✧ In 2017, won 2 gold medals, 1 silver & 2 bronzes in Taipei Innotech Expo.
- ✧ Awarded “Academic Achievement Promotion” grants for Outstanding University by the Ministry of Economics for 2 consecutive years.
- ✧ Awarded “Information and Communication Software Innovation Talent Development Program” grants by Ministry of Education for 4 consecutive years.
- ✧ Ranked No.1 in the number of subsidized “Employment Programs” awarded by Workforce Development Agency of the Ministry of Labor.
- ✧ Awarded Excellent University for “Promoting Echinacea Campaign” for seven times.
- ✧ Awarded “Teaching Excellence Project & Teaching Innovation Pilot Project” by the Ministry of Education for nine consecutive years, and continuously doing its best in improving students’ academic performance & employable skills.
- ✧ Awarded “Reshaping Technical-Vocational Education Excellence Program” grants by the Ministry of Education for consecutive years.
- ✧ Actively promote international academic exchanges and establish sister-school relations with more than 200 internationally renowned universities.
- ✧ In the previous round of comprehensive evaluation of Science & Technology Universities, CNU administrative & professional performances are both assessed as outstanding, with a total of 33 approved sections.



C. Departments & Degrees

I. College of Pharmacy & Science



- Department of Pharmacy (with Master's program)
- Department of Biotechnology (with Master's program)
- Department of Medicinal Chemistry
- Department of Cosmetic Science & Institute of Cosmetic Science
- Center for Research in Biotechnology and Pharmaceutical Applications
- Industry-Academia Cooperation Center for Herb Development and Health Promotion
- Functional Cosmetics Development and Evaluation Research Center
- Drug Discovery and Development Center

II. College of Human Ecology



- Department of Food Science and Technology
- Department of Childhood Education and Nursery
- Department of Health and Nutrition (with Master's program)
- Department of Applied Life Science and Health
- Department of Hotel and Restaurant Management

III. College of Humanities and Applied Information



- Department of Applied Foreign Languages
- Department of Social Work
- Department of Information Management
- Department of Applied Informatics and Multimedia
- Bachelor Program in Digital Service for Smart Healthcare
- Institute of Confucianism

IV. College of Sustainable Environment



- Department of Occupational Safety and Health & Institute of Industrial Safety and Disaster Prevention
- Department of Environmental Engineering and Science (with Master's program)
- Department of Environmental Resources Management (with Master's program)
- Department of Applied Geoinformatics (with Master's program)

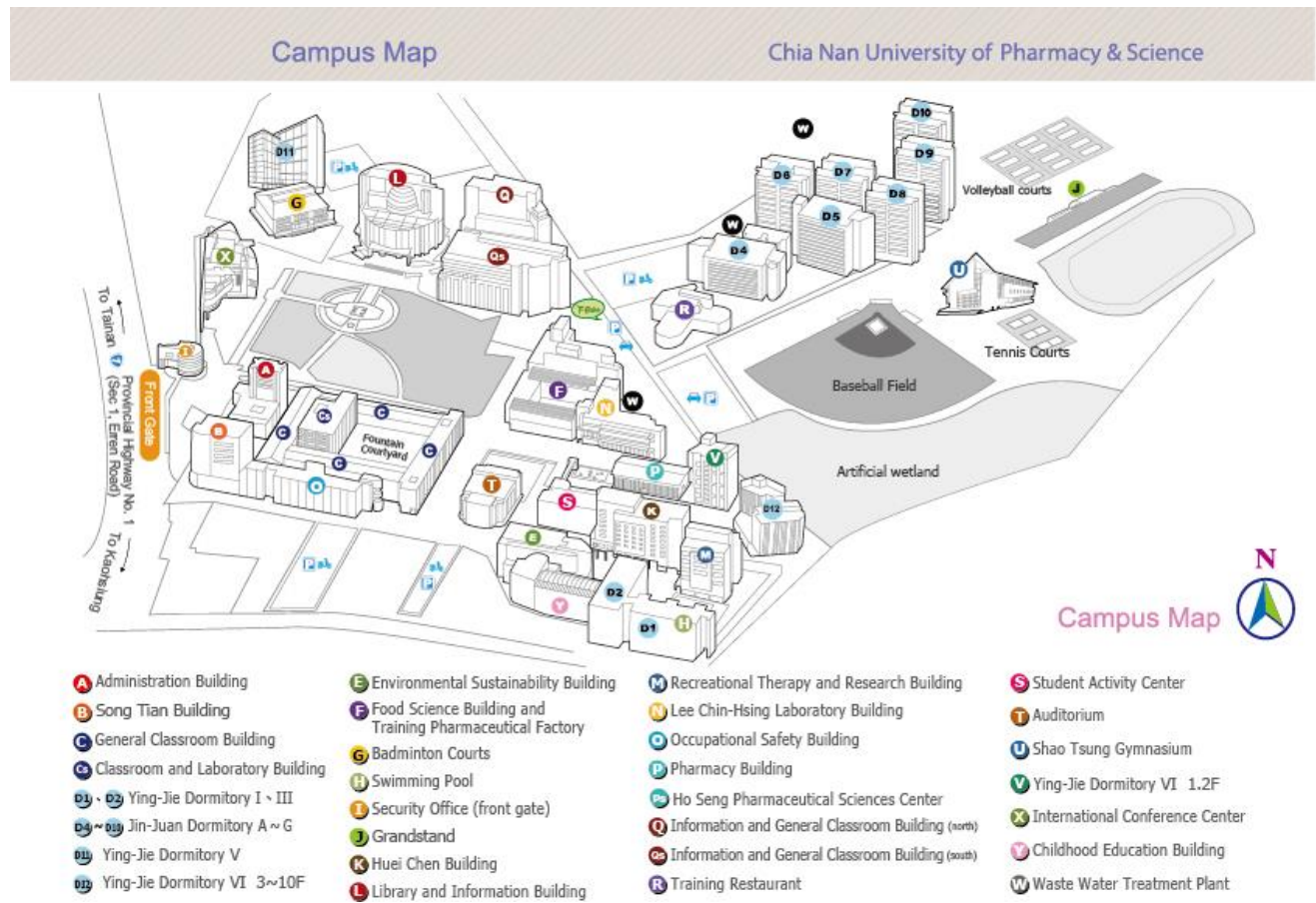
V. College of Recreation and Health Management



- Department of Recreation and Healthcare Management (with Master's program)
- Department of Tourism and Management & Institute of Hot Spring Industry
- Department of Sports Management
- Department of Hospital and Health Care Administration (with Master's program)
- Department of Senior Citizen Service Management

D. CNU Campus Map

Address: No.60, Sec. 1, Erren Rd., Rende Dist., Tainan City 71710, Taiwan (R.O.C.)



E. CNU Buildings



Administration Building (Building A)



Song Tian Building (Building B)



**Environmental Sustainability Building
(Building E)**



**Library and Information Building
(Building L)**



**Information & General Classroom Building
(Building Q)**



**Student Activity Center & Auditorium
(Building T)**

F. Important CNU Rules & Regulations

1. **During the school year, you should abide by the relevant regulations of the Taiwan government and the school.**



2. **No Smoking on the CNU Campus.**

There is no smoking allowed anywhere on school premises & there is no smoking area!

3. **Drug Use is Strictly Prohibited.**

WARNING: illegal drugs in ANY form, type or amount are completely prohibited in the Republic of China, and penalties are very harsh and severe. Any person possessing illegal drugs is subject to imprisonment from several months to three years. Producing, transferring or selling drugs is subject to death penalty or life imprisonment. Drug use is a very serious crime in Taiwan! Students, foreigners and “first time users” do NOT receive leniency or preferential treatment in drug abuse cases. CNU completely obeys the laws of Taiwan and will report drug use to the police authorities. DO NOT USE OR GET INVOLVED WITH ILLEGAL DRUGS IN TAIWAN.

4. **Always Respect Each Other.**
5. **CNU's moral education promotes “3 NOs Movement”: “no slippers, no littering, no swearing.”**

G. Important CNU Telephone Numbers

● **Emergency Numbers**

Police Station 110 (Chinese, English, Japanese)

Fire/ Ambulance 119 (Chinese, English, Japanese)

Through Cell phone 112

Translation Phone Number 0800-024-111 (Chinese, English)

** Call this number if you have difficulty communicating with the duty officer of 110 or 119 because of language barrier. **

● **Campus Emergency (24 hrs) (06) 2667328**

Life Guidance Section : 06-2664911 ext. 1230

Hygiene & Health Care Division & Health Center : 06-2664911 ext. 1212~1214

● **Emergency Departments of Hospitals nearby CNU**

Tainan City Hospital: 06-2609926 ext. 21777

Sin-lâu Hospital: 06-2748316 ext. 1111

National Cheng Kung University (NCKU) Hospital: 06-2353535 ext. 2220

Kuo General Hospital : 06-2221111 ext. 1115

Chi Mei Hospital: 06-2812811 ext. 57160

** 7-11 also provides 24 hours Taxi calling service.**

** If you are calling from foreign countries, please dial the Taiwanese National code +886 in front of the number. For example: call CNU at +886 (6) 2664911

● Telephone Numbers of CNU Administration

TEL:+886-6-2664911

Office	Locations	Extensions
President's Office	A801	+886-6-2662774
Academic Affairs Office	A3	1110
Student Affairs Office	A103	1200
General Affairs Office	A401	1300
Research and Development Office	K2	1400
Library and Information Center	L600	1500
Office of International & Cross-Strait Affairs	A5	1040 1041 1046
International Student Counseling Center	S301	1225

H. Health Exams & Insurances

● Health Exam Policy

1. Before entering Taiwan, you need to have vaccinations against measles & German measles.
2. When studying at CNU, you must undergo the standard health exam stated as below:
 - (1) Chest X-Ray film to examine tuberculosis. (Please wear tops without buttons and metal accessories. Please inform the doctor if you are pregnant. You are allowed to skip the CXR exam when you are pregnant.)
 - (2) If you have done in your country already, please bring the Proof of Positive Measles and Rubella Antibody Titers OR Measles and Rubella Immunization Certificates as evidence.
 - (3) If not, you need to receive vaccinations at hospitals nearby CNU.

Item	Chest X-Ray Film	Vaccination against Measles & German Measles	Note
Charge at the Hospital			
Tainan City Hospital	About NT\$ 300	About NT\$ 600	TCH offers free shuttles to pick up and drop off students at CNU.

● **Student Group Insurance & Accident Insurance**

Before traveling to Taiwan, you had better buy an offshore health and accident insurance in your home country.

● **International Student Medical Insurance (ISMI) & National Health Insurance (NHI)**

1. The ISMI is different from the Student Group Insurance. It works as a substitute for the National Health Insurance (NHI).
2. Even though the international students have life insurance coverage from their own countries, those who have resided in Taiwan for **more than 6 months** must join National Health Insurance from the 7th month (except for mainland China students).
3. Basically, every international student is required to pay NT\$ 749 per month per person. For international students with financial difficulties, they can apply to pay the reduced amount of NT\$ 374 per month per person.
4. Required documents: original ARC **AND** one 2-inch photo with white background.
5. Please come to **International Student Counseling Center at CNU (S301)** to apply.

I. Sports & Leisure Facilities

CNU students can borrow all kinds of sporting goods with their student ID cards & can also use various sports facilities. For details, please ask each counter at the following gymnasiums/sports centers:

1. Shao Tsung Gymnasium @ Building U (Next to the baseball field). Opening hours: Monday to Friday, 08:20-23:00.
2. Sports Center @ Ying-Jie Dormitory #6, 1st Floor. Opening hours: Monday to Friday, 15:00-21:00; Saturday 15:00-20:00.
3. Badminton Hall: next to the Library Information Hall. Opening Hours: Monday to Friday, 08:20-23:00.
4. Outdoor Volleyball Court: next to Building J. Opening hours: Monday to Friday, 08:20-23:00.
5. Baseball/Softball Field: next to Shao Tsung Gymnasium. Need to borrow separately from the sports room (The rest is based on the management regulations of borrowing the public place at CNU).
6. Outdoor Tennis Court @ the back of Shao Tsung Gymnasium. No charge during opening hours. (The rest is based on the management regulations of borrowing the public place at CNU).
7. Track & Field @ the front of the Commander's Platform. Opening Hours: Monday to Friday, 08:20-23:00.
8. Warm-water Swimming Pool @ Building H. Fees: 30 NTD/each CNU student; 50 NTD/each outside visitor. Opening hours: Monday, 13:00-21:00; Tuesday to Thursday 09:00-21:00; Friday, 09:00-20:00; Saturday to Sunday, 11:00-17:00.

9. Spa: Building M. Fees: 50 NTD/each CNU student; 100 NTD/each outside visitor. Opening hours: Monday, 13:00-21:00; Tuesday to Thursday 09:00-21:00; Friday, 09:00-20:00; Saturday to Sunday, 11:00-17:00.
10. Eco-Pool at Artificial Wetland: next to the Baseball Field. Opening Hours: all day.
11. Human Ecology & Health Promotion Education Center (HE&HPEC): Building E. Please register with HE&HPEC to use the facilities during office hours.

Sports Venues



Shao Tsung Gymnasium



Sports Center



Warm-water Swimming Pool



Baseball/Softball Field



II. Study

A. Registration & Enrollment

The Registration Notice is posted on the website of the Registrar Division @ the Office of Academic Affairs: <http://www.regi.acnt.cnu.edu.tw/>. It is sent to the students' CNU emails as well.

● Payment of Tuition & Fees

For new international students, the tuition & fees payment slips can be retrieved from OIC. For other continuing international students, you can get them from your program/department office. It can also be downloaded @ the First Bank website: <https://school.ctbcbank.com/cstu/index.jsp>.

Payment must be made by the deadline (usually the first day of school) according to the payment methods specified on the Tuition Payment Slip.

As an international student at CNU, you will be responsible for your insurance fee, accommodation fee, and living expense, which will be around USD 300 per month. A student not granted a scholarship must pay all fees. Please make sure to have your bank account card available here in Taiwan & carry enough NTD cash for daily use. Besides, planning for unexpected expenses & emergency funds should be made prior to your arrival since financial plan is the responsibility of each student.

(A) Please follow the instructions in the admission letter to enter Taiwan and enroll as scheduled. Please pay special attention if you are an international student. In case you are not able to enter Taiwan prior to one-third (1/3) of the study period in the first semester of the academic year to which you are admitted, with the consent of the university to retain your student status, you may postpone the enrollment to the next semester or the next academic year.

(B) Upon enrollment, please follow the instructions in the admission letter to prepare the following documents for review, and pay tuition and miscellaneous fees in accordance with school regulations:

1. **Photocopies of national ID or passport from the applicant's country.**
2. **Highest educational credentials:**

(1) Applicants with a Taiwanese educational qualification: the highest academic degree diploma and transcript for all semesters are not required for verification.

- (2) Applicants with a foreign educational qualification (excluding Hong Kong, Macao or Mainland China): the highest academic degree diploma and photocopy of transcripts for all semesters shall be verified, either by the school directly with the overseas school from which the applicant graduated, with the assistance of the R.O.C. (Taiwan) overseas representative office upon written request, or by the applicant via the above methods. (Foreign educational qualification of overseas Chinese students shall be verified by the R.O.C. (Taiwan) overseas representative offices, or by a recommendation agency designated by the Overseas Community Affairs Council).
 - (3) Applicants with a Hong Kong or Macao educational qualification: the “Academic Credential Verification and Accreditation Methods Adopted in Hong Kong and Macao” shall apply.
 - (4) Applicants with a Mainland China educational qualification: the “Regulations Governing the Accreditation of Schools in Mainland China” shall apply.
 - (5) Applicants with an equivalent educational qualification: the duration of study will be determined by the university on the basis of the educational system of the country from which the applicant holds the foreign academic degree, the school calendar during the study period, the record of entry and exit of Taiwan, and the educational system of the Taiwanese school at the same level and category. A comprehensive assessment of the above will determine whether it meets the equivalent educational qualification for university entrance.
3. **Health examination certificate:** the health examination certificate shall be issued within the past three months by a domestic or overseas hospital designated by the Ministry of Health and Welfare (MOHW) of Taiwan for medical examination of foreign nationals (i.e., Health Certificate for Residence Application). Overseas health certificates must be verified by the R.O.C.
 4. **Medical and injury insurance certificate:**
 - (1) International students: newly admitted students should attach medical and injury insurance statements for at least six months’ coverage from the date of entry of Taiwan. They can also choose to purchase the “Overseas Students Medical Insurance” from insurance companies in Taiwan through their schools after entering Taiwan; insurance certificates issued overseas must be verified by the R.O.C. (Taiwan) overseas representative offices.
 - (2) Overseas Chinese students: it is mandatory for all newly admitted students to take out six months’ coverage under the Hospital Accident and Medical Insurance for Overseas Chinese Students (HAMIOCS).
 5. **National Health Insurance:** students who have stayed in Taiwan for up to 180 days after obtaining a resident certificate, and have been outside the country one time only not exceeding 30 days, are eligible to join the National Health Insurance (NHI) and replace their medical insurance. Overseas Chinese students who hold a R.O.C. identification card can apply for NHI as a dependent family member of their direct blood relative(s).
- (C) In cases that the application qualification are inconsistent or the submitted documents are found to be counterfeit, fraudulent, forged, altered or if evidence of cheating in an examination is found, the relevant qualifications will be revoked. Please note that:
 1. If found after admission and before enrollment, admission to the school will be revoked.
 2. If found after enrollment, the student will be expelled from school without any certificate of study.
 3. If found after graduation, the student’s diploma will be revoked by law, and relevant graduation records will be declared nullified.

B. Course Selection (Including Intercollegiate Course Selection)

- (A) If the school organizes a tutoring or briefing session on course selection, it is recommended that you attend to learn about the selecting courses and course structure.
- (B) If you are not familiar with the Chinese Mandarin language, it is recommended that you take the Chinese Mandarin courses offered by your school to foster your studies.
- (C) With the consent of the head of the department (institute), you may complete your course selection within the given time period. The same applies to inter collegiate course selection. Please pay close attention to the course selection timeline of each school to avoid missing any deadlines.
- (D) You may select courses related to qualification exams that are planned and advised by your school. The current regulations for applying for the exams are as follows:
 - 1. You are eligible to apply for qualification exams for licenses and certificates such as:
 - (1) Professional and Technical Examinations sponsored by the Examination Yuan, e.g.: lawyer, accountant, patent examiner, architect, technician in various fields, physician, Chinese medical practitioner, dentist, pharmacist, medical examiner, nurse, midwife, clinical psychologist, counselling psychologist, respiratory therapist, medical radiologist, dietitian, physiotherapist, occupational therapist, speech therapist, audiologist, dental technician, veterinarian, social worker, real estate appraiser, land administration agent, real estate agent, insurance agent, insurance broker, insurance notary, accountant, tour guide, team leader and optometrist.
 - (2) “National Technician Skills Test” sponsored by the Ministry of Labor of the Executive Yuan.
 - (3) International language and proficiency test, such as TOEIC, TOEFL, GRE, etc. sponsored by the Language Training and Testing Center (LTTC).
 - (4) International professional certification exams, such as Chartered Financial Analyst (CFA).
 - (5) Examinations sponsored by private organizations in Taiwan that do not possess legal effectiveness for practicing, such as “Financial Market Knowledge and Ethics Test”, “Qualification Examination for the Trust Specialist”, “Proficiency Test for Bank Internal Control and Audit”, “Proficiency Test for Debt-Collection”, “Proficiency Test for Structure Product Sales Personnel”, “Proficiency Test for Financial Planning Personnel”, “Basic Proficiency Test for Bank Lending Personnel”, “Advanced Proficiency Test for Bank Lending Personnel”, “Proficiency Test for Bank Collateral Appraisal Personnel”, “Basic Proficiency Test for International Banking Personnel”, “Proficiency Test for Foreign Exchange Transaction”, “Proficiency Test for Financial Risk Management”, “Proficiency Test for Financial Specialists of Small and Medium Enterprises” organized by the Taiwan Academy of Banking and Finance (TABF); or “Enterprise Internal Control Basic Ability Test”, “Asset Securitization Basic Ability Test”, “Bond Specialist Basic Ability Test” organized by the Securities and Futures Institute (SFI). (Please contact exam sponsors for details).
 - 2. The qualifications and credentials required for the registration of each exam shall apply in accordance with the provisions of the respective examination announcements and prospectus.

C. Course Enrollment, Length of Study & Extension

(A) Course enrollment:

● Course Enrollment System

Course enrollment & add/drop are conducted via the online course enrollment system: <http://192.192.45.74/SC2008/Main4ST.asp?ScrX=1920&ScrY=1080&RUN=>.

● CNU Student Info Website

Sign in with your **CNU Student Info Website**, which requires your **Student ID Number** to log in/out. The original password is your birthday: year, month, day (YYYYMMDD); after the first login, you can then change your password. <http://stweb1.cnu.edu.tw/SC2008/Main4ST.asp?ScrX=1280&ScrY=1024&RUN=>

1. Students should attend and leave class on time. In case of special circumstances, you should seek assistance immediately from the international students and overseas Chinese students counselling office at your school.
2. During classroom lecture, you may express and exchange opinions in a Academic and Internship Handbook for International and Overseas Chinese Students – Student Version moderate way. Please be aware of your words and behaviours to show respect to others and avoid conflict.
3. In terms of studying, most schools have set an early warning mechanism. In cases when your learning has not progressed as expected, appropriate counselling will be given to help you adapt to your study as soon as possible. If such a system is not available at your school, please pay attention to your own learning status.
4. If you want to sit in on a class, you need obtain prior consent of the instructor.
5. If you need to make audio or video recordings during the course to help with your study after school, please be sure to obtain prior consent of the instructor.
6. If you are involved in a conflict with classmates during the course, do not handle it privately. You should report it to the designated office in school for assistance.

(B) Length of study and extension

The duration of the course for a bachelor's degree is four years, in principle. However, depending on the nature of the institute, department, and the degree program, it can be extended for one or two years. Internships of six months to two years can also be attached, depending on the actual needs of the institute, department and the degree program. The duration for a master's degree program is one to four years and two to seven years for a doctoral degree. The actual length of study may be extended. Please refer to the regulations of your school.

D. Extracurricular Counselling

- (A) During new student enrollment, the school will hold orientations for both international students and overseas Chinese students. You are advised to attend the session on time. At the meeting, you will learn about relevant regulations, the school and the courses, which enable you to adapt to campus life more quickly. It is also recommended that you attend regular meetings between teachers and students, so that you share and learn from each other.
- (B) In case of misbehaviour during your studies on campus—if you have not improved after counselling, your case will be subject to school regulations that govern students' rewards and punishments. Serious offenses may result in expulsion from school.

E. Leave of Absence

During your schooling period, if you need to take leave due to physical discomfort or important events, you need to follow the school regulations on students' leave of absence and submit related documents for inspection. If the absence period reaches the threshold for suspension or withdrawal from school, you should apply for a suspension or withdrawal in accordance with the regulations of your school.

F. Academic Exchange

- (A) You are entitled to apply for academic exchange activities organized by your schools with other overseas universities and institutions, such as study tours, exchange student programs, joint degree programs and paper presentations.
- (B) Depending on your study needs, you are free to participate in academic activities on and off campus, such as lectures, workshops, academic conferences, academic seminars, forums and performances.
- (C) Please be aware of the following during your time abroad:
 1. Visa of destination country: If you participate in overseas study and exchange activities, please contact the destination country's consulate or representative office in Taiwan for relevant visa applications. Their representatives in Taiwan can be found at:
<http://www.mofa.gov.tw/Regions/Index/?opno=cecdc3f9-5642-4076-a902-f8276783163d>.
 2. Valid period of resident certificate: Before leaving Taiwan, please be sure that your Alien Resident Certificate (ARC) (for international students and overseas Chinese students) will still be valid at the time of re-entry. If necessary, please apply for an ARC extension in advance at the National Immigration Agency (NIA) service centers.

G. Transfer

- (A) Transfer of department: if you lose interest in your major or have difficulty adapting to your department, you may apply for a transfer of department according to the academic regulations of your school.
- (B) Transfer of school: Academic and Internship Handbook for International and Overseas Chinese Students – Student Version
 1. During your study in Taiwan, you may take school transfer exams according to the transfer regulations of your target school. However, international students can not transfer to other schools if they fail to pass the conduct evaluation at the original school or are expelled from school due to a court sentence for criminal offenses. Overseas Chinese students who participate in school transfer exams are not entitled to any preferential advantage. The transfer of international students to another school shall follow the related regulations promulgated by the individual colleges and universities, which shall be included in their recruitment prospectus and submitted to the governing authority for approval.
 2. After transferring to a new school, you should go to the NIC service center to update your records.

H. Second Major and Double Major

During your study, you may apply for a second major or double major in accordance with the regulations of your school.

I. Suspension and Withdrawal

- (A) If you need to apply for a suspension and withdrawal from school for some reason, National Immigration Agency will nullify your Alien Resident Certificate(ARC). Please enquire your school about the relevant procedures.
- (B) After withdrawal from school, international students in a bachelor's degree program may no longer apply for admission with international student status. Overseas Chinese students, who

come to Taiwan for study through advising channels and have stayed for less than one year before returning to their country of residence due to withdrawal from school or loss of student status, may re-apply for study in Taiwan, but once only. However, if an overseas Chinese student is expelled or stripped of his or her student status by the school according to its student reward and punishment policy—due to a failure in academic performance or conduct evaluation, serious violation of school regulations, or court sentence for criminal offenses—the aforementioned student may not re-apply to return to Taiwan for study.

- (C) If you wish to re-enter school after withdrawal, please re-apply for enrollment before the start of the next semester or the next academic year. The required documents are as follows:
1. Your original passport and one photocopy (the passport must be valid for more than six months with blank pages).
 2. Visa application form (please fill in the “Online Application Form”, print out the form with the barcode, and sign to confirm it).
 3. Two 2-inch color photos with white background.
 4. One original and one photocopy of the relevant supporting documents for enrollment.
 5. Financial statement. Overseas documents must be translated into Chinese or English and verified by R.O.C. (Taiwan) overseas representative offices.
 6. One original health examination certificate and one photocopy, issued within the past three months. The document shall be issued by a domestic medical examination hospital designated by the Centers for Disease Control (CDC) of the MOHW, or by a qualified hospital abroad. Overseas documents must be translated into Chinese or English and verified by R.O.C. (Taiwan) overseas representative offices. The health examination items must accord with MOHW requirements, “Items Required for Health Certificate, Form B”).

J. Further Study in Taiwan

- (A) You may apply for further study in Taiwan as follows:
1. International students: international students who have completed a bachelor’s degree or above in Taiwan and intend to enroll in a master’s degree program or higher may either apply as an international student, or choose the same admission channel as local students. Admissions are subject to individual schools’ regulations.
 2. Overseas Chinese students: Overseas Chinese students who have completed a bachelor’s degree or above in Taiwan may either apply for an admission to a master’s degree program or higher with relevant documents via distribution of the University Entrance Committee For Overseas Chinese Students, or choose the same admission channel as local students.
- (B) Based on the regulations for a doctoral degree program in your school, if you are a recent graduate with a bachelor’s degree or in a master’s degree program with outstanding academic performance and research potential that meets the standards of the school, you may directly apply for an admission to a doctoral degree program in accordance with school regulations.
- (C) If you are admitted to further studies in Taiwan, after your enrollment, please apply for an extension of your residency on the Ministry of the Interior’s NIA website.
[\(https://coa.immigration.gov.tw/coa-frontend/\)](https://coa.immigration.gov.tw/coa-frontend/).

K. Thesis (Graduate Student)

- (A) Students in a master's degree program: You are required to submit a thesis after completing all courses for your master's degree program and pass the degree examination committee's test to receive a master's degree.
- (B) Students in a doctoral degree program: To receive a doctoral degree, you are required to enroll in all courses for a doctoral degree program, submit a dissertation after passing the doctoral candidate qualification, and pass the degree examination committee's test.

L. Graduation

- (A) Upon graduation, international students and overseas Chinese students should follow the instructions below to implement your departure from the country:

Upon notification from your school of your graduation, the NIA will terminate your Alien Resident Certificate (ARC). Normally, the graduation date will be in June, and the notification procedure will be completed around July to September.

Therefore, you must leave the country before the expiration of the ARC.

- (B) International students and overseas Chinese students may apply to the NIA for an extension of residency before the expiration of their ARC (date-counting starts from the completion of the notification procedure of your school after graduation). An extension of six months can be granted, starting from the day after the expiration of ARC (date-counting starts from the date shown on your graduation diploma); a second extension may be applied for before the expiration of the first extension period if necessary, to reach the maximum extension period of one year in total.

Student Activities



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III. Internship

A. Internship Course

- (A) Internship objective: to enable internship participants to gain experience in their field of work early and establish a positive work attitude. The internship also increases job opportunities, reduces pre-job training costs for companies, and cultivates work skills. Participants will understand future job fields, cultivate a workplace attitude, and learn professional skills and practical management, and apply what they have learned in school to practice. At the same time, off-campus internship cultivates professional abilities and link theory with practice, as well as increase employability after graduation. However, generally internship course is not offered to first year students, but third and fourth year students. Internship is applicable to all local students, overseas students, overseas Chinese students, Hong Kong/Macao students, and mainland Chinese students, and not just open to foreign students or overseas Chinese students.
- (B) Evaluation of internship partners and selection mechanisms: to implement off-campus internships, the school establishes an evaluation scheme and a selection mechanism. The evaluation focuses on the guarantee of the interns' rights, and professional learning. The evaluation also ensures that off-campus internship partners have sufficient personnel to train interns with sufficient facilities and equipment.
- (C) Schools that implement off-campus internship courses shall establish student off-internship committees at the school, college, and department levels to handle internship-related matters.
 - 1. School-level student off-campus internship committee: members shall include personnel who organizes off-campus internships, representatives of partnership institutions, student representatives and outside legal scholars. The tasks of the school-level student off-campus internship committee is as follows:
 - (1) Supervise the evaluation and selection of collaborating institutions.
 - (2) Check and confirm the written contract.
 - (3) Evaluate the school-wide internship results and supervise the handling of student appeals, disputes and accidents.
 - (4) Supervise the early termination of student internships.
 - (5) Supervise the setting of individual student internship plans with cooperating institutions.
 - (6) Supervise the implementation of internship consultation visits.
 - (7) Other student rights and guarantee-related items.
 - 2. The formation of college, department, institute, degree program, and department-level student off-campus internship committees is based on the school you are attending. The tasks of the committees are as follows:
 - (1) Plan and promote off-campus internship courses.

- (2) Check the evaluation results and selection of cooperating institutions.
- (3) Draft written contracts and student's individual internship plans.
- (4) Coordinate and handle student appeals, disputes and accidents.
- (5) Handle early termination of student internships.
- (6) Track and review students' internship consultation visit results.
- (7) Other student rights and items specified in the contract.

B. Internship Contract

According to the Industry and Academic Cooperation Implementation Guidelines for College or Institutes of Higher Learning, schools must sign an off-campus internship cooperation contract with cooperating internship institutions. The contract shall clearly state the following items to ensure the internship rights of students:

- (A) The internship institution shall provide students with related operational training and cooperate with the designated teachers assigned by schools in providing information consultation.
- (B) Internship institutions are responsible for safety training prior to the start of students' internships as well as the internship site's safety protection equipment and safety measures.
- (C) Internship institutions shall provide related insurance for internship students.
- (D) Dispute negotiation mechanisms for disputes between the cooperating institutions and interning students.
- (E) Early termination and transfer of internship and guidance measures.

Before implement off-campus internships, the school shall sign a cooperation contract with the internship institution and require them to follow it in order to guarantee the rights of internship students. The content of the contract shall include internship time (off-campus internship hours), contract term, internship items, internship allowance (or scholarships), food and lodging, insurance, guidance content for interning students and internship assessment items.

C. Internship Insurance

When planning off-campus internship courses and searching for partner internship institutions, the school will develop the content of the internship learning course with an aim to facilitate effective professional learning, considering the internship environment and conditions that the internship institution can provide. To ensure student safety, both safety insurance and accident insurance will be purchased by the school or the internship institute. The insurance period is divided into 12 periods according to the off-campus internship course (January to December). The insurance rate is fixed for each career category. Students in different school departments can have a "NT\$2,000,000 injury insurance" and "NT\$50,000 injury medical insurance limit" during the insurance period (including outpatient payment and hospitalization payment).

The scope of the aforementioned insurance will be stated in the internship contract so that internship students is able to understand the content of the insurance. The department will use different announcement methods to improve awareness of students' internship rights prior to the internship so that their rights are protected.

D. Internship Guidance & Assessment

The department the student is studying in will provide students with the appropriate guidance, cautionary items and scoring rules before, during, and after the internship. It is the duty of the participants to understand these items.

(A) Guidance items prior to the internship:

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The department will arrange various guidance/training classes or seminars prior to the students' participation in off-campus internships. It also clarifies the content of the internship contract and students' internship rights.

1. Pre-internship workshop: the pre-internship workshop allows students to build a positive workplace attitude, gender equality awareness, job safety and health concepts and knowledge of labor rights before they start the off-campus internship. The objective is to improve the students' adaptability and preparation prior to the off-campus internships.
2. Internship institution seminar: prior to the internship, the department may organize a pre-internship seminar based on the willingness of the internship institutions to introduce the institution's main products and services, company benefits, salary standards, professional cultivation and internship training plan as a reference for the interns.

(B) Internship guidance items:

1. Training and guidance for the internship students provided by the internship institution

The department will have the internship institution arrange for related professionals to act as mentors for the interns. The internship institution's mentors shall work with the department mentors and students to make an internship plan. The internship institutions shall provide professional and practical training according to the students' individual internship plan.

The main task of the industry mentor is to guide students in their practical training. The mentor also works with the department mentor to regularly check the intern's learning status and performance, as well as help the students with their internship reports and evaluate the students' performance.

2. Site visitation and guidance by the department guidance teacher

During the internship period the department mentor shall maintain close contact with the institution's mentor to keep tabs on the students' internship progress and learning status. The department mentor shall also regularly visit students at the internship institution to find out the students' learning status and help them with any difficulties they may encounter. The department mentor shall also help students with their internship reports and evaluate their internship performance. The department shall design the site visit log according to the content of the internship course and require department guidance teachers to record the students' actual learning status during each site visit.

3. Maladjustment guidance and change in internship institution

If students experience maladjustment during the internship process, regardless of whether the maladjustment is due to the internship institution, the department shall have its mentor contact the student to provide guidance. The mentor shall track the student's adaptability and check whether any violations of the student's rights have improved. If the student remains unfit, the mentor shall help the student apply for internship termination or transfer the student to another internship institution with school approval.

Internship performance assessment: off-campus internship performance shall be co-evaluated by both of the mentors. The evaluation method includes comprehensiveness of the student's internship

report and the student's hours and attendance of actual work. These items are calculated into internship performance and those who pass the evaluation shall be granted credits. When needed during the internship period the internship institution and the department shall coordinate reviews of internship measures and evaluation methods so that internship content can improve.

E. Handling of Internship Dispute Negotiations & Appeals

If there is a dispute between a student and the internship institution, the student shall immediately request the department mentor to negotiate a solution with the internship institution. If the matter is not improved, an appeal can be filed through the department's off-campus internship committee or the school's student appeal mechanism. The school shall immediately initiate dispute negotiations and processing mechanisms, as well as convene a meeting for the discussions. The school will invite the party involved in the dispute (the student) and the internship institution's representative to describe the specifics of the matter and conduct a subjective judgment and resolution. If the matter involves a salary rights dispute, labor law experts may be invited to help with the interpretation of the law. After the meeting the resolution or result shall be recorded and the involved parties (the student and the internship institution) shall be notified of the result. The internship institution or the involved student shall be requested to make adjustments and improvements according to the resolution. If any one party does not agree with the judgment, the department shall initiate the internship transfer mechanism and arrange for the student to change his/her internship institution. If there is a clear violation of the internship contract or labor-related regulations, the school will automatically provide the intern with legal consultation and help the intern coordinate or appeal to the local labor authority, as well as take legal action according to the law to guarantee the student's internship rights.

F. Emergencies & Accidents

The school shall set up an emergency/accident notification channel and establish a response mechanism, which will be announced to the students before their internship. If an emergency or accident occurs during the student's internship, the intern, the intern's classmates, or the internship institution's mentor shall immediately report the situation to the department mentor. Both parties shall work together to report the situation to the school's internship unit. The school internship unit will actively follow the matter and help the intern apply for an insurance claim.

G. The Difference between Internship & Working (including Work Permit Application)

(A) Internship: the Off-Campus Internship Course is one of the school's official courses, and is different from the timed work implemented through normal arrangement and planning. A work permit is not required for the school's off-campus internship course that does not involve provisions for labor or work outside of course learning activities. Internship is an off-campus planned activity done by the school to teach students skills required for their future work and career. The school will arrange for the off-campus internship institution to assign a person as the internship institution's mentor who will participate in course planning, design and practical off-campus internship guidance.

(B) Working:

1. If foreign and overseas Chinese students have a need for work, the student must first obtain a work permit (regardless of whether the work is paid or the type of work) before starting. If the

student is working in a public/private institution where the Labor Standards Act is applicable, then labor conditions such as salary, work hours, rest time, days off, leave and occupational hazard compensation shall be handled according to the Labor Standards Act. If the student is working in a public/private institution where the Labor Standards Act is not applicable, the labor conditions shall be indicated on the contract.

2. **Documents required to apply for a work permit:**

- (1) **Valid passport.**
- (2) **Postal transfer receipt for the review fee (NT\$100 per person).** The applicant shall go to the postal office to make the transfer. Account name:

Workforce Development Agency, Ministry of Labor, designated hiring permit fee account. Account number: 19058848.

3. **Work permit application process:** (currently, applications are all done online - Workforce Development Agency, Ministry of Labor, foreign professional work permit application website: <https://ezwp.wda.gov.tw>).

- (1) Click on “Overseas Chinese/foreign student work permit application.”
- (2) The applicant will be guided to the student account application login page.
- (3) Click [apply for account].
- (4) You will be guided to the account application page. Input the applicant’s basic information and input the authentication code at the bottom, then click “Confirm” to submit the account application.
- (5) After logging into the website, use the “Case management > student case management” page to add a new case.
- (6) Click “Add new application case” and the system will guide you to the new addition page.
- (7) Input the related application document data.
- (8) Go to the post office to pay the fee ahead of time. Input the “transaction date,” “transaction postal office number,” and the “postal office transfer receipt number” into the review fee column. If you pay by ATM, click the “Send to school for review and obtain the payment number” to obtain the payment serial number. Make the payment at an ATM as soon as you can.
- (9) Select “Upload file” and upload the related document file that has been prepared ahead of time.
- (10) Select “Send to school for review” to implement case review.

● **Work Permit Application**

Eligibility:

International students, Overseas Chinese students, Hong Kong, and Macao students enrolled in a public or registered private college/university in Taiwan.

● **Required Documents:**

1. **Download: Bureau of Employment and Vocational Training (BEVT) Application Form.**
2. One photocopy of student ID card (on application form).
3. The academic transcript from your recent semesters of degree courses.
4. One photocopy of passport and ARC.
5. One 2-inch photo (on application form).
6. The receipt of fee transferring from post office (the amount is NT\$100). Applicants may transfer

the application fee in the Post Office or pay at the counter of BEVT.

Account Name: 行政院勞工委員會職業訓練局聘僱許可收費專戶

Account Number: 19058848

7. Proving Documents (any one of the following documents is acceptable):

- (1) Specific proof of the applicant's financial difficulty in supporting his or her living or education.
- (2) Proof that the applicant is needed for the academic work at the educational institute he or she is enrolled at. The proof should be issued by the educational institution which requests the student's participation.
- (3) Proof of the applicant's need of doing off campus intern in relation to his or her studies. The proof should be issued by the department which gives the course.
- (4) Graduate students who work on course-related academic research with the school permission.
- (5) Students with foreign language skills approved by Ministry of Education can be part time instructors in language centers of colleges or in language institutes established by foreign countries.

8. All copies should have the signatures of the applicant and be annotated with the words "conform to the original document" in Chinese.

● **Application Procedure:**

1. Fill in the application forms and prepare the above required documents.
2. Have the application stamped by the adviser **OR** academic institute of the applicants. Prepare relative proving documents (see **point 7** in Required Documents).
3. Take the application form and all documents to Bureau of Employment and Vocational Training (BEVT) **OR** mail them with registered post:

● **Mailing Address:** 行政院勞工委員會職業訓練局 (103 臺北市大同區延平北路二段 83 號 1 樓)

● **Receiver's Name:** 職訓局綜合規劃組 (申請聘僱外國專業人員) 收

● **Other Regulations:**

1. The status of international students in Taiwan should be in accordance with the regulations of Ministry of Education.
2. The applicants are required to have either spent two semesters studying degree courses **OR** a one-year language course in Taiwan.
3. Newly enrolled Foreign Graduate Students who work on course-related academic research with the school permission can apply for a work permit.
4. The period validity of a work permit is 6 months at most.
5. For applications made in the first semester, the work permit is valid until March 30th of the next semester; for applications made in the second semester, the work permit is valid until September 30th of the same year.
6. The maximum working hours are 16 hours per week, except during summer and winter vacation.

7. BEVT has the right to revoke the permit if the applicants do not follow the regulations.
8. According to Employment Services Act, foreigners who work without a work permit will be fined from NT\$30,000 to NT\$150,000.
9. Students should return the work permit (if valid) to **International/Overseas Student Consultation Center at CNU** if they suspend or discontinue their schooling.

● **Work and study regulations for foreign students**

- (1) Foreign students should conform to regulations that govern foreign students studying in Taiwan.
- (2) Overseas Chinese students should conform to Study and Counseling Assistance for Overseas Chinese Students in Taiwan.
- (3) According to the Regulations on the Permission and Administration of the Employment of Foreign Workers, foreign students and overseas Chinese students who come to study in Taiwan may apply for a work permit from the Ministry of Labor once they are enrolled by a school.
- (4) The maximum period for the work permit is six months.
- (5) For applicants who apply during the fall semester, the expiration date of the work permit is March 31 of the following semester. For those who apply during the spring semester, the expiration date of the work permit is September 30 of the same year.
- (6) Work permits for students who drop out or are suspended from school will be nullified even if they have not yet expired. The work permits shall be returned to the school's guidance unit.
- (7) According to Article 43 of the Employment Service Act, foreigners who have not applied for a permit via the employer cannot work within the Republic of China.
- (8) According to Article 50 of the Employment Service Act, employers who hire foreign students attending a public or approved private college, or overseas Chinese students attending a public or approved private high school or higher level school, are not subject to Article 46-1 limitations. Except during winter and summer breaks, the maximum work hour per week is 20 hours.
- (9) If a foreign student works illegally in Taiwan, the perpetrator shall be subject to a NT\$30,000 to NT\$150,000 fine according to Articles 68-1, 68-3 and 68-4 of the Employment Service Act. The perpetrator shall also be ordered out of the Republic of China and not be allowed to work in Taiwan. Persons who do not leave the country by the deadline shall be deported by agencies governing the entry and exit of foreign persons. The perpetrator can be held in custody by the competent authority prior to their deportation.

● **Regulations regarding employment of foreign students by employers**

- (1) According to Article 44 of the Employment Service Act, no one shall illegally hire foreigners for work.
- (2) According to Article 57-1 of the Employment Service Act, employers shall not hire foreigners who have not been approved for work, whose permit is invalid and whose permit was obtained by another employer.
- (3) According to Article 63 of the Employment Service Act, employers who illegally take in or hire foreign students for work can be fined between NT\$150,000 and NT\$750,000. Repetitive violators who violate Article 63 of the Employment Service Act within 5 years after the first violation may be sentenced to a prison term of up to 3 years, be detained, be fined up to NT\$1,200,000, or a combination thereof. According to Articles 54-1-14 and 54-72-2 of the Employment Service Act, the employer shall not be issued a recruitment permit, hiring permit, or extension for hiring, and the employer's recruitment permit and hiring permit may be nullified in part or in total.

- **Agent management regulations**

- (1) According to Article 45 of the Employment Service Act, no one may hire a foreign person to work illegally in Taiwan.
- (2) According to Article 64 of the Employment Service Act, anyone who illegally hires foreign students to work shall be fined between NT\$100,000 and NT\$500,000. If the perpetrator violates the regulation again within 5 years of the first violation, the violator can be sentenced to a prison term of less than 1 year, be detained, be fined up to NT\$600,000, or a combination thereof. Perpetrators who violate Article 45 with intent to profit can be sentenced to a prison term of up to 3 years, be detained, be fined up to NT\$1,200,000, or a combination thereof. The representative of a legal person, a legal person, the agent of a natural person, employed person, or other practitioners who violates Article 45 in the course of their work (except for violators of the two aforementioned regulations who shall be sentenced accordingly) can result in the legal person or natural person being fined according to law.
- (3) According to Article 69-1 of the Employment Service Act, private employment institutions that violate Article 45 shall be suspended from operation for up to one year.

- For more details and regulations, please contact **Bureau of Employment and Vocational Training (BEVT)**.

Website: <http://www2.evta.gov.tw/evta/index.asp>

Address: 1F., No.83, Sec. 2, Yanping N. Rd., Datong District, Taipei

Tel: (02) 8590-2567

Office Hours: Mondays to Fridays, 8:30 – 12:30; 13:30 – 17:30

H. Consultation & Complaint Channel

Students are entitled to use school channels for appeal. If a satisfactory solution cannot be reached, the student may file an appeal on the National College Overseas Student Consultation Service Platform. Find the website at (www.nisa.moe.gov.tw), and the service hotline is (0800-789-007).



IV. **Everyday Life Information**

A. Accommodation

For the students' safety during their schooling period the school will give priority to providing new students with dormitories or help students find an appropriate off-campus residential rental. Please pay the dorm fees as per school regulations, comply with the dormitory management and be courteous so that everybody can get along well.

For safety purposes, students must regularly update their off-campus residential contact information so that the school can contact students immediately in case of emergencies. This will also give parents who live far away peace of mind.

● **Campus Dormitories**

In order to help solve students' accommodation needs & to stabilize students' study & to reduce parents' worries, CNU provides different accommodation options. There are 11 existing on-campus dormitories to provide students with convenient accommodation. The dorms are fully-furnished to create a warm & cozy home atmosphere. There are single rooms, twin rooms, or quadruple rooms. The rooms can also be divided into suites or standard rooms, offering multiple options. Entrances to all dormitory doors & bedroom doors are safely controlled by magnetic cards, managed by the students themselves.

Dormitories are non-coed, furnished without mattress or bedding & equipped with laundry facilities and television rooms. Cooking is prohibited at all CNU dormitories.

- For more photos & briefings of CNU dorms, please visit the Dorm Service Team website at <http://www.sao.cnu.edu.tw/osds/>.
- Contact telephone switchboard: 06-2664911 ext. 1242, 1243, 1244.
- Special telephone lines: 06-266-5070, 06-366-3910, 06-366-3912.

Campus Dormitories

- **Off-Campus Rental Housing**

To take care of student renters & to comprehend students' renting environment, home-room teachers and military counsellors routinely visit students' rental housing in the first semester of every academic year. It helps to deal with students' off-campus accommodation & relevant safety issues.

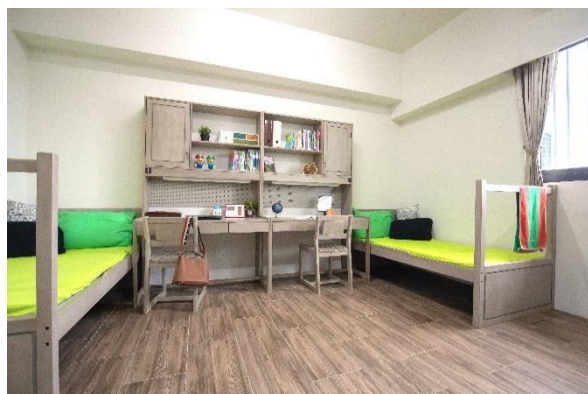
"Talks with Landlords" are held every academic year to promote the Ministry of Education's current policy of maintaining students' rental housing safety. In addition, they request the landlords to strengthen the entrance security & remind students to pay attention to the surrounding hazardous factors.

Off-Campus Housing Safety Visit Stamp: For the rental housing nearby CNU, the Life Counseling Team cooperates with firefighters to implement environmental safety assessment & certification, and issues the following stamps to provide students with references for safe rental.

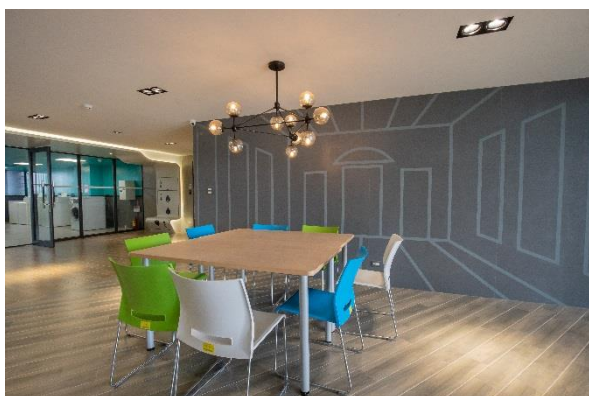
For students who need off-campus housing, the school provides "Off-Campus Rental Information" for students to enquire.



Façade of Ying-Jie Dormitory #6



Interiors of Quadruple Rooms @ Ying-Jie Dormitory #6



Recreation Area @ Ying-Jie Dormitory #6




Laundry room @ Ying-Jie Dormitory #6

● What to Bring for Living @ CNU Dormitory

You can bring with you the following recommended items:

(Or, you can purchase them @/nearby CNU after your arrival.)

- Bedroom: a single small mattress, bed-sheet, pillow, hair dryer, transformer, adapter, internet cable line.
- Electricity in Taiwan is 110 volts, alternating at 60 cycles per second. If you travel to Taiwan with a device that does not accept 110 volts at 60 Hertz, you will need a voltage converter.
- Outlets in Taiwan generally accept one type of plug, as shown here . If your appliances come with different shape of plug, you may need a plug adapter.

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B. Campus Life

Do you expect campus life to be exciting? To help students adapt to life in Taiwan, the school holds regular meetings with foreign students and overseas Chinese students. The school also provides various information related to everyday living. Please make use of this information!

C. Psychological Consultation

When students need counseling, they can go to the school's consultation guidance unit for counseling. The student needs to fill out a counseling consent form and the school will keep the content of the counseling session confidential. The school will not divulge the student's case record without his or her consent, so students can enter into counseling without any worries.

D. Financial Services (opening bank accounts, applying for credit cards, withdrawing/wiring/exchanging money)

"You can't do everything with money, but there is nothing you can do without money." However, students should also not carry too much cash on them! Taiwan's current cash limit for entering and leaving Taiwan is explained below. For more entry and exit baggage information, students can log onto the Customs Administration website at <http://taipei.customs.gov.tw/>. Look under "passenger baggage clearance" in the "often asked questions" section.

1. When carrying US\$10,000 or more in cash, the carrier must declare it to the customs. If the cash is undeclared, the amount exceeding US\$10,000 will be confiscated according to law.
2. The amount in Taiwanese currency is limited to NT\$60,000. When carrying more than this limit, the carrier must apply for approval from the Central Bank of the Republic of China (Taiwan) before entering or leaving Taiwan. This approval from the Central Bank is given to customs.

Students can select a financial institution recommended by the school and open their account to quickly

deposit their cash into a financial institution and apply for a mobile phone.. If the student is under 20 years of age, we recommend opening an account at the Post Office to avoid “legal representative consent form” procedure. Important financial service descriptions are as follows:

Currency Information

The Republic of China's unit of currency is the New Taiwan Dollar (NT\$), which has five denominations in paper money and five in coins. Paper money comes in NT\$2000, NT\$1000, NT\$500, NT\$200, and NT\$100 denominations. Coins come in NT\$50, NT\$20, NT\$10, NT\$5 and NT\$1 denominations.

Foreign currencies can be exchanged at government-designated banks and hotels. Receipts are given when currency is exchanged, and must be presented in order to exchange unused NT dollars before departure. Major credit cards such as American Express, Master Card, Visa, and Diners Club are accepted and traveler's checks may be cashed at foreign-exchange banks, some tourist-oriented businesses, and (by room guests) most international tourist hotels.

For further information about New Taiwan Dollar notes, please visit the Central Bank of the Republic of China (Taiwan) website: <https://www.cbc.gov.tw/ct.asp?xItem=943&CtNode=502&mp=2>.





(A) Opening an account

Step 1: Prepare documents required for getting a savings account:

Opening an account at a normal financial institution requires the identification documents listed below. If there are any questions, inquire to the school's relevant office and the financial institution where you open your account.

- (1) Consent form from the legal representative: prior to your coming to Taiwan, please ask the school for the cooperating bank's "legal representative consent form." and have your parents sign it . According to the requirements of the Financial Supervisory Commission, Executive Yuan, the document must be verified by the overseas mission or the document must be signed by a legal guardian in Taiwan.

The Chunghwa Post Co., Ltd. does not require the “legal representative consent form” to open an account. This is a convenience that the students can make use of.

- (2) Have the school issue a proof of attendance.
 - (3) Alien Resident Certificate (ARC).
 - (4) Personal seal.
 - (5) Secondary proofing document (national health insurance card, passport, driver’s license, or student ID).
 - (6) ID number.
- To apply for the English Certificate of Enrollment, please bring your tuition receipt to the Registration Office on the 3rd floor at Building A.

Step 2: Bring all the required documents to the local post office or bank to open a savings account.

Step 3: When opening the account, the applicant can also apply for a VISA debit card.

In addition to ATM deposits/withdraws and wire transfers in Taiwan, the card can be used to deduct money directly from the account up to the limit of the account. This can be used instead of the credit card.

(B) Credit cards:

To apply for a credit card in Taiwan, the applicant must have proof of income. Students with no proof of income, regardless of nationality, cannot apply for a credit card. We recommend students to apply for a VISA debit card. The debit card can be used to deduct money directly from the holder’s account so there is no need for monthly credit card payments.

(C) Where to take out money:

The holder of a debit card from a Taiwan financial institution can go to the institution’s ATM to make a withdrawal without paying a service charge. When using the debit card in another institution’s ATM, there is a NT\$5 service charge. Some debit cards provide service free of charge. Please inquire with your financial service institution.

(D) Wire transfer:

The applicant should carry his or her passport or ARC to the bank when making wire transfers. Each bank shall charge a service and wiring fee according to the advertisements by the bank in their respective operating sites.

(E) Exchanging cash: If a student has foreign currency in Taiwan and wish to exchange into New Taiwan Dollars, they can go to a designated bank or the post office to make the exchange.

(F) Precautions: Foreign students and overseas Chinese students currently cannot apply for tuition loans in Taiwan. Credit loans must be processed according to the rules of respective financial institutions.

E. Application for Mobile/Cell Phone Numbers

According to the “Prepaid SIM Card Application Guidelines” regulated by the National Communications and Communications Commission (NCC), each person can apply for only one phone number under one telecom provider, also known as “one phone number for one ID”. In addition, the application will require two forms of ID, known as “Double ID Verification”. If in need of a SIM card, one can contact a telecom provider’s service center or designated store, or seek assistance from the university’s international office for international Chinese students.

The application is divided into two types: one for those aged 20 and above; the other for those under 20. Details are as below. Please note that your actual application is subject to judgment of the telecom provider’s service counter staff.

(A) Aged 20 & above:

1. Primary ID (validity exceeding 3 months): your passport.
2. Secondary ID (validity exceeding 3 months): visa in Taiwan, health insurance card, international driving license or alien resident certificate (the secondary ID needs to be different from the primary ID).
3. Proof of Student Status: Subject to the requirements of each telecom provider, you need to present a student ID or the university’s offering letter.
4. Guarantor or Guarantee Deposit: Applications for paid-monthly phone deals require a guarantor or guarantee deposit. The joint guarantor needs to be a R.O.C. ID holder, aged 20 or above, and is legally liable.

(B) Aged under 20:

1. Same requirements for the primary and secondary IDs and proof of student status apply as for those aged 20 or above.
2. Legal Representative: Applicants under age 20, regardless of their nationality, Taiwanese included, will need to be accompanied by their legal representative(s) to handle the application. Phone number applications by underage overseas students are subject to the judgment of each telecom provider. Group applications or relevant documents from the university may be requested.

3. **Joint Guarantor:** A joint guarantor is required for those foreign passport holders when applying for a paid-monthly phone deal. The joint guarantor needs to be a R.O.C. ID holder, aged 20 or above, and is legally liable.

F. Out and About

On your outings, be sure to carry your ID or student card with you (to qualify for a number of concessions or discounts) and store them securely. Be sure to memorize or save your university's emergency helpline on your phone, which will come in handy when least expected. Should you need to ride public transportation, be sure to get hold of relevant travel information in

G. Scholarship/Financial Aid

(A) International students are eligible for a Taiwan Scholarship

1. To encourage outstanding international students to undertake degree studies in Taiwan and familiarize themselves with Taiwan's environment while promoting communication, understanding and friendship between Taiwan and the international community, the Ministry of Education, R.O.C. (the MOE) provides scholarship/financial aid needed which cover the following:
 - (1) Tuition and miscellaneous expenses (i.e. course-credit fees and miscellaneous basic study-related fees): The MOE will pay up to NT\$40,000 per semester for each scholarship recipient's approved tuition and miscellaneous expenses. In cases where the tuition and miscellaneous exceed a total of NT\$40,000, the remaining amount must be paid to the university by the scholarship recipient. The miscellaneous expenses do not include any of the following: administration fees, thesis supervision fees, insurance premiums, accommodation or internet access, which must be covered by the scholarship recipient.
 - (2) Living allowance: The MOE provides a monthly stipend of NT\$15,000 to each scholarship recipient undertaking university undergraduate studies and NT\$20,000 to each scholarship recipient undertaking a master's degree or doctorate studies.

2. Scholarship Duration:

- (1) The maximum duration a Taiwan Scholarship may be held is as follows: four years for undergraduate degree studies, two years for master's degree studies, and four years for doctorate degree studies. The maximum total duration that a person may hold a Taiwan Scholarship is five years.
- (2) Each year, the Taiwan Scholarship will be awarded on September 1 and expire on August 31 of the following year. Scholarship recipients should arrive in Taiwan and complete the enrollment

at the scheduled time. Those failing to arrive and enroll in the university at the scheduled time will be deemed as giving up the scholarship and will not have the scholarship deferred until the following academic year, unless the scholarship recipient has notified the university and the MOE as well as being granted a postponed arrival and enrollment.

- (3) Living allowance payments begin from the month when the scholarship recipient's university course starts and ends when the scholarship expires, or when the recipient graduates or withdraws or is suspended or expelled from the university course, or when the scholarship is revoked.

3. Eligibility:

- (1) The applicant must be a foreign national holding a senior high school graduation diploma or above, with an excellent academic record and a good moral character.
 - (2) A person in any of the following categories is not eligible to apply:
 - a. An R.O.C. national or overseas Chinese student.
 - b. A person who already has and will continue to maintain his/her student status or has enrolled to begin studies in any of Taiwan's universities/ colleges. This restriction does not apply to those who will be graduating from their current degree course. They may wish to apply for a Taiwan Scholarship to pursue a higher degree course.
 - c. A person who once studied in Taiwan for a degree at the same level as the one in which he/she currently intends to enroll.
 - d. An exchange student or dual/joint degree student who has been admitted to a university/college in Taiwan in accordance with an academic cooperation agreement between that university/college and an overseas university/college.
 - e. A person who has been a Taiwan Scholarship recipient for a total of five years.
 - f. A person who has before had their Taiwan Scholarship or MOE Huayu Enrichment Scholarship revoked.
 - g. A person who has received any other scholarship or financial aid from any Taiwan Government institution (organization) or any educational institution in Taiwan, apart from concessions for tuition and miscellaneous expenses provided to a Taiwan Scholarship recipient by his/her university to cover an outstanding amount when the total amount of the tuition and miscellaneous expenses exceeded the scholarship limit.
 - (3) Applicants should submit their application to their desired university within the application deadline.
- (B) Overseas Chinese students are eligible for “Student Aid for Overseas Chinese Students”, “Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities” and “Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students”:**

1. Student Aid for Overseas Chinese Students

- (1) The Student Aid is set up to assist those in high school or above who are from a financially disadvantaged background in order for them to complete their studies. Those who meet the following criteria are eligible to apply:
 - a. Overseas Chinese students who come to study in Taiwan following the “Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan”.
 - b. “Financially Disadvantaged” is defined by the following:
 - (a) “Financially Disadvantaged” certificates or bank statements issued by an overseas bank as provided by the overseas Chinese student, if need be, have to be sent for verification by the university to the Overseas Community Affairs Council.
 - (b) The living conditions of the overseas Chinese student in Taiwan.
 - c. Overseas Chinese students, in the second year of high school or above, who have passed all exams for the previous academic year and have never been penalized for any wrongdoings marked with admonition or more while in university or a minor demerit or more while in senior high school.
- (2) Those who already receive government financial aid, concessions or subsidies for tuition and miscellaneous expenses in compliance with other regulations are not eligible to apply for the abovementioned student aid.

2. “Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities”.

- (1) In accordance with the MOE’s guidelines for Scholarship as Encouragement for Overseas Chinese Students to Enroll in Taiwan’s Universities, the scholarship eligibility requirements are as follows:
 - a. Applicants for Outstanding Overseas Chinese Students Scholarship need to meet one of the following criteria:
 - (a) Those ranked amongst top 1% in total academic score in their chosen field and amongst top 5 in their chosen field out of all the applicants in the same group for the university admission by following the admission path of the University Entrance Committee For Overseas Chinese Students (ECOCS).
 - (b) Those having previously represented their resident countries to compete in the International Olympiad for mathematics, physics, chemistry, biology, earth science or informatics and received a gold, silver or bronze medal or having received any of the top four grand awards from the Intel International Science and Engineering Fair as well as being successful in their university admission via the ECOCS path.
 - b. Applicants for the “Elite Overseas Chinese Students Scholarship” need to meet the abovementioned requirements for Outstanding Overseas Chinese Students Scholarship as well as one of the following criteria:
 - (a) Those studying in various countries’ excellent (well-reputed) senior high schools, achieving the

highest (best) score in their class and having passed the MOE's selection.

- (b) Those having achieved up to 5 AIs in Malaysia's Unified Examination Certificate for independent senior high school students.
- (c) Those having represented their resident countries and having won awards in the International Olympiad for mathematics and physics or in international science fairs, as well as being admitted as a top candidate to various universities (up to three universities/ departments).
- (2) Award Amount or Treatment:
 - a. Scholarship for Outstanding Overseas Chinese Students: NT\$12,500 per month for first-time recipients in the first academic year and NT\$10,000 per month in the second academic year and so on, if meeting the eligibility requirements as a successive recipient.
 - b. Scholarship for Elite Overseas Chinese Students: NT\$25,000 per month for first-time recipients in the first academic year and for those meeting the eligibility requirements as a successive recipient.
- 3. "Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students".
 - (1) In accordance with the MOE's guidelines for "Subsidies for Universities to Set up Scholarships for Outstanding Overseas Chinese Research Students", universities that recruit more than five overseas Chinese students for their research institutes need to submit to the MOE between October 31 and March 31 of the following year the total number of overseas Chinese research students for the first (or second) semester of the academic year in order to receive the allocated subsidies for outstanding overseas Chinese students.
 - (2) Award Amounts or Treatment: Universities should stipulate their own regulations governing scholarships for outstanding overseas Chinese students admitted to the university's research institutes, following the principle that the award amount should be no less than NT\$10,000 per month.

H. Student Clubs

(A) Participating in Student Clubs

- 1. After completing the enrollment and securing your student status from the semester, you can take part in any student clubs within the university in accordance with the university's relevant regulations.
- 2. You are required to comply with the regulations of the university and the student clubs guidelines.

(B) To Start a Student Club

- 1. You may feel free to organize and start a student club by following club-founding guidelines and processing procedures stipulated by the university and submit the application accordingly.
- 2. When you submit your club-founding application, you need to check if the nature and the mission

of the club comply with relevant regulations and if it is appropriate to develop the club within the university.

3. After starting a club, you can apply for events funding in accordance with the university's subsidiary guidelines for student clubs' event funding, so as to host legitimate and lawful events for bonding amongst club members.

I. Off-campus Events

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“Outdoors events are fun-filled, and safety comes first for a relaxing time.” Taiwan is a beautiful island filled with natural treasures and off-campus activities hold a myriad of choices and possibilities. However, you have to pay attention to the following when attending off-campus events and occasions:

- (A) Please carry proof of identity (such as a student ID, residence permit or passport) with you when you are out. In case of a conflict or emergency, you should contact the school immediately to search for assistance.
- (B) Stay out of illegal and dangerous situations and places.
- (C) We advise that you refrain from participating in political activities (such as elections rallies, TV political programs or paid activities). In general, you should avoid disseminating provocative topics that may affect social stability, ethnic harmony or cross-strait sovereignty in public forums, on the internet or other forms of media. During sensitive elections in Taiwan, in addition to observing our elections, we advise that you avoid participating in election rallies or express controversial remarks on individual political parties or voicing political opinions to safeguard your security.
- (D) There are many popular tourist sites in Taiwan worth visiting, such as:
 1. Northern Taiwan: Fortress San Domingo, Danshui, Danshui Old Street, Shilin Night Market, Jiufen, Yangmin Mountain.
 2. Central Taiwan: Sun Moon Lake, Xitou, Sun Link Sea Forest Recreation Area.
 3. Southern Taiwan: Alishan, Anping Old Fort, Sizihwan, Kenting.
 4. Eastern Taiwan: Taroko Gorge, Sanxiantai, Zhiben Hot Spring.
 5. Offshore Islands: Penghu, Kinmen, Matsu, Green Island, Xiaoliuqiu.

Please refer to related tourism websites for additional details concerning the abovementioned scenic sites.

- (E) Suggested routes: You can travel from the south to north or west to east using public transport that is both convenient and environmentally-friendly.
- (F) Public transportation website links are as follows:
 1. Taiwan High Speed Rail: <http://www.thsrc.com.tw/>
 2. Taiwan Railways: <http://www.railway.gov.tw/tw/>
 3. Metro Taipei: http://www.trtc.com.tw/MP_122031.html

4. Kaohsiung Rapid Transit: <http://www.krtco.com.tw/>
5. Taiwan Tourist Shuttle: <https://www.taiwantrip.com.tw/>
6. For long-distance passenger information, please refer to the following items or other websites:
 Kuo Kuang Motor Transport: <http://www.kingbus.com.tw/time&price.php>
 United Bus: <http://www.ubus.com.tw/>
 Ho-shin Bus: <http://www.ebus.com.tw/>
 Aloha Transport: <http://www.aloha168.com.tw/main1.htm#>
 Free Go Bus: <http://www.freego.com.tw/>

J. Driver's License

Need to travel by car or motorbike? Then you must get a driver's license first! The following is a list of things you need to pay attention to when applying for a driver's license, or you can consult the school's student assistance division. The following three situations may apply and are explained below:

- (A) If you hold a "driver's license from an equal reciprocal country or region," you will be exempted from testing and will qualify for an ordinary driver's license for the same type of vehicle.
- (B) If you hold an "international license from an equal reciprocal country or region," you will need to apply for a visa at a local motor vehicles office. International license visas will expire after one year.
- (C) You can apply to test for a car or motorbike driver's license using your ARC, but you are not eligible to apply for a commercial driver's license. The validity period of the driver's license is issued in accordance with your residency certificate (document) limitation. Please note the following when applying:

1. **Qualifications: 18 years old and above.**

2. **Required Documents:**

- (1) Proof (with a permit) to stay or remain in Taiwan for more than 6 months (for example: Alien Residence Permit).
- (2) To apply for a driver's license, you must have a learner's permit for more than 3 months; if you are applying for vehicles less than a motorcycle, then a learner's permit is not required.
- (3) Two 1 inch glossy photos with a plain background taken in the last 6 months, no hat with clear facial features. Black and white or color photos are both acceptable (3 photos are needed for ordinary small cars). Synthesized photos are not allowed.
- (4) A driver's license registration certificate that verifies you have passed the physical examination and fitness test conducted by a governmental designated hospital, clinic or group in Taiwan.

3. **Fees:**

- (1) Ordinary small car driver's license registration fee is NT\$450 + driver's license fee of NT\$200.
- (2) Ordinary heavy motorbike driver's license registration fee is NT\$250 + driver's license fee of

NT\$200.

- (3) Ordinary light motorbike driver's license registration fee is NT\$250 + driver's license fee of NT\$200.

4. **Written test:** the test questions for cars and light motorbikes are computer-based and all in Chinese. If you are not familiar with reading Chinese, you can choose to take a computer oral (voice assisted) test.

5. Items of importance:

- (1) We must remind you to observe traffic safety, avoid driving without a license or illegally renting a vehicle in order to maintain your safety as well as that of others.
- (2) You can choose to join a driving class or for self-study and apply for a driver's license test after 3 months.
- (3) You will need to pass a road test before obtaining a scooter license.
- (4) You must pass both a road test and written test to qualify for a license. If you fail to pass either one, please wait a period of 7 days to apply again.
- (5) Results of physical exams and written tests are valid for up to one year.
- (6) The validity period of the driver's license is issued in accordance with your residency certificate (document) limitation.
- (7) For practice tests please visit the Directorate General of Highways (DGH) on the Ministry of Transportation and Communications website (DGH in the following) (<http://www.thb.gov.tw/tm/wcf.aspx>) > Motor Vehicle Driver Information Service > "Practice Test for Driver's License" to view or download.
- (8) For a list of reciprocal countries or regions please refer to the DGH website at <http://www.thb.gov.tw/tm/wcf.aspx> > Motor Vehicle Driver Information Service > List of main reciprocal countries or regions and international licenses.
- (9) For quires concerning operations and regulations at your local Department of Motor and Vehicles Office, please contact each office individually.

K. List of Commonly Used Websites

- (A) Ministry of Education: <http://www.edu.tw/>
- (B) National Immigration Agency: <http://www.immigration.gov.tw/>
- (C) Ministry of Health and Welfare: <http://www.mohw.gov.tw/>
- (D) Ministry of Health and Welfare Volunteer Service Webpage: <http://vol.mohw.gov.tw/vol/index.jsp>
- (E) Ministry of Labor: <https://www.mol.gov.tw/>
- (F) Workforce Development Agency: <https://www.wda.gov.tw/>
- (G) Environmental Protection Administration, Executive Yuan: <http://www.epa.gov.tw/>

- (H) Tourism Bureau, MOTC: <http://www.taiwan.net.tw/>
- (I) Youth Travel in Taiwan: <http://www.youthtravel.tw/main.php>
- (J) City Talk (Providing extensive information about themed activities in Taiwan): <http://citytalk.tw/>

L. Local Culture and Etiquette

- (A) **Our lunar calendar** is basically the same as that in all the Chinese speaking regions. The only difference is that March 23rd in the lunar calendar is commonly observed as “Mazu’s Birthday” (there are many places where Mazu is worshipped around the world). July 15th in the lunar calendar is Zhongyuan Festival, otherwise known as the “Ghost Festival”.
- (B) **Important national holidays** are Founding Day on January 1st (which is New Year’s Day and usually mixed with New Year festivities), Children’s Day on April 4th, Tomb Sweeping Festival on April 5th, and Mother’s Day on the second Sunday of May. August 8th Father’s Day, September 28th Teacher’s Day (Confucius’ Birthday Anniversary), October 10th National Day, and October 25th Taiwan’s Retrocession Day.
- (C) **Taiwanese society places great importance on holidays and festivals.** During the New Year’s holidays, many places, especially the central and southern regions, will hold large dragon and lion dance performances, as well as temple celebrations and folk art performances. Additionally, the Tomb Sweeping Festival is for sweeping the tombs of our ancestors in honor of their memory; eating springrolls, attending the Dragon Boat Race on Dragon Boat Festivals, gazing upon the full moon on Mid-Autumn Festival while eating moon cakes and barbecue, welcoming the new year on Chinese New Year’s Eve, New Year’s Day, welcoming spring and visiting friends and family on the second day of Chinese New Year... and so on, all show that the people of Taiwan honor our ancestors in the spirit of following ancient ceremonies.
- (D) **Taiwan has a high education rate, with the compulsory education rate close to 100%.** The people are friendly, enthusiastic and empathetic. For example, people will line up automatically to wait for the bus. Bus drivers will say “thank you for the ride” when a passenger gets off the bus. When passengers get off the bus, they will also say “thank you” to the driver; during shopping transactions, shop owners and customers often thank each other over the exchange of change; when asking the school administration for assistance, the staff will patiently answer your questions. When you visit public departments or go to a big hospital for treatment, you can often meet warm volunteers waiting to provide assistance. If you are lost in the street, as long as you politely ask, most people are willing to point you in the right direction. Being aware of such little things in your daily life allows you to feel the enthusiasm and friendliness of our people.



V. Appendix

A. Checklist: Before You Travel to Taiwan

(A) Buy an Airplane Ticket.

(B) Get a Passport.

(C) Check the Weather.

You can visit the Central Weather Bureau website in Taiwan for weather forecasts & severe weather warnings: <https://www.cwb.gov.tw/V7e/>.

(D) Pack Your Suitcase. Travel Light.

When you fly, you have to pack light because you have to pay for checked-in baggage. First, list everything you want to take. Second, take a small suitcase/bag & try to fit everything in your carry-on suitcase/bag. Finally, double-check your suitcase/bag to make sure all essential items are packed.

(E) Get a Visa: Visa Regulations.

There are two types of visas the students may apply for to enter the Republic of China (Taiwan): visitor visa and resident visa. For the most updated information, please contact the Taiwan Representative Office or Embassy in your country or refer to the following government websites:

- **Information for Foreigners**

<http://iff.immigration.gov.tw/enfront/index.php> Bureau of Consular Affairs
<http://www.boca.gov.tw/mp?mp=2>

- **National Immigration Agency**

http://www.immigration.gov.tw/immig_eng/aspcode/main4.asp

- **Visitor Visa**

Foreign nationals who hold valid passports or other legal travel documents and intend to stay in the Republic of China (Taiwan) for less than six months may apply for visitor visa.

Link: <http://iff.immigration.gov.tw/enfront/tourist.php>

<http://www.boca.gov.tw/lp.asp?ctNode=114&CtUnit=77&BaseDSD=7&mp=2>

- **Resident Visa**

Foreign nationals who hold ordinary passports or other legal travel documents and intend to stay in the Republic of China (Taiwan) for more than six months may apply for resident visa.

http://iff.immigration.gov.tw/enfront/residence.php_

<http://www.boca.gov.tw/lp.asp?ctNode=113&CtUnit=76&BaseDSD=7&mp=2>

● Visa Extension & Visa Status Change

1. Students who hold visitor visa and who wish to stay for more than 6 months after their arrival should apply for changing to resident visa with the Bureau of Consular Affairs of the Ministry of Foreign Affairs (MOFA).
2. Students who hold visitor visa and who wish to stay less than 6 months are not required to change their visa status. However, if they intend to stay longer than their visa expiration date, they do need to apply for visa extensions through National Immigration Agency before the expiration date.

Link: http://iff.immigration.gov.tw/enfront/life.php?tr_id=2&id=219

● Visa Exempt Entry & Landing Visa

The duration of stay for Visa Exempt Entry and Landing Visa are not extendable. They are for 30 days only starting from the next day of arrival.

Link: <http://www.boca.gov.tw/lp.asp?ctNode=116&CtUnit=79&BaseDSD=7&mp=2>

Application for an Alien Resident Certificate (ARC)

- Upon their initial entry to Taiwan, international/overseas students are required to apply for an Alien Resident Certificate (ARC) at National Immigration Agency.
- For students who have obtained a Resident Visa (study more than 6 months) before arriving in Taiwan, they are required to apply for an Alien Resident Certificate (ARC) at Tainan City First Service Center of National Immigration Agency, Ministry of the Interior within 15 days after entering Taiwan.
- For international/overseas students, the **Alien Resident Certificate (ARC)** serves as their **temporary ID card** that proves their resident status in Taiwan. Since ARC is a very important document, international/overseas students need to take good care of it and pay attention to its expiration date!
- **Documents Required to Apply for an ARC:**
 1. Completed application form.
 2. CNU admission (freshman students only).
 3. One 2" x 2" colored photo, front head and shoulder, taken within six months (2 photos for the first-time applicants).

4. Tuition receipt (freshman students only).
5. English Certificate of Enrollment **OR** 2-sided copy of original Student ID card.
6. Original passport (with Resident Visa) **AND** one copy of it.
7. One-year term: NT\$1,000.
8. Official documents (Official documents should be applied at ISA Office with documents required above).

- **Application Procedure:**

When applying for ARC, please prepare the required documents and go to the local service of Ministry of Interior National Immigration Agency. The process can be done in person or by an agent who comes along with the certificate of entrustment signed by the applicant.

- **Other Points for Attention:**

1. Resident Visa holders (or ones who obtained Resident Visa within ROC by visa change) are required to apply for the ARC and Re-entry Permit at the local office of the Ministry of Interior National Immigration Agency on the next day upon arrival or within 15 days of the issue of your Resident Visa.
 2. If Alien Resident Certificate holders need to leave and re-enter ROC within the valid period of their ARC, they should apply for re-entry permits while applying for ARC.
 3. International students have to apply for ARC extension one month earlier than the expiration date. If the ARC expires during the summer vacation (from July to September), students are allowed to apply for extension from the 1st of June.
 4. For over-staying foreigners who did not apply for ARC extension, their residency will be ceased by the authorized agency, and they may be expelled from Taiwan.
 5. Applicants requesting ARC renewal due to the loss or damage of their ARC must pay NT\$ 500 for the renewal process.
 6. **Some students may need to renew or extend their ARC at the beginning of the semester.** One of the required documents for ARC application is the English Certificate of Enrollment. Students should bring their tuition receipt or both the original and a copy of Student ID card to get an enrollment stamp from the Registration Office.
- International/overseas students with a **Visitor Visa** (study less than 6 months) are required to apply for an **Alien Resident Certificate (ARC) at Ministry of Foreign Affairs first and then National Immigration Agency.**
 - **Documents Required to Apply for an ARC at Ministry of Foreign Affairs:**
 1. Application Form
 2. 2-inch photos

3. Original passport **AND** one copy of it
4. Original Medical certificate **AND** one copy of it
5. CNU admission /OR English Certificate of Enrollment, Original Transcript **AND** one copy of it
6. Original Diploma & Transcripts **AND** one copy of it
7. Original financial proof **AND** one copy of it
8. Others Documents required depend on individual case, such as guardian of Taiwan agreement.
(People come from Tainan need the language capability proof.)

● **For more details, please contact National Immigration Agency.**

E-mail: boi@immigration.gov.tw

Website: http://www.immigration.gov.tw/immig_eng/aspcode/main4.asp

Address: No.15, Guangzhou St., Zhongzheng District, Taipei City

Business Hours:

Taipei Office: 8:00 AM – 17:00 PM, Mondays to Fridays

Branch Office in Tainan: 8:00 AM – 17:00 PM, Mondays to Fridays

TEL: (06) 2937641, (06) 2936210, (06) 2936472 ; Manual Answering Line: (02) 2389-9983

B. Taiwan's Food & Landscape & Trip to an Island

(A) Learning About Taiwan

In traditional Taiwanese society, based on agriculture, farmers generally preferred using the Chinese (lunar) calendar and created festivals according to their religious and social customs. The fusion of history and ethnic culture in these festivals imbues them with special cultural meanings. To Taiwanese people, the important traditional festivals are, listed by their dates on the Chinese calendar in ascending order, the Chinese New Year, the Lantern Festival, the Dragon Boat Festival, the Ghost Festival and the Mid-Autumn Festival.

Traditional Taiwanese art includes operas and hand puppetry. In the early days, Taiwanese operas were performed outdoors; today, they are performed in modern theaters in a more refined manner. Hand puppetry, which combines folktales and opera-based martial art, has become a critical part of Taiwan's culture. Beijing opera, was introduced to Taiwan from mainland China and embodies artistic depth and modern elements. The incorporation of both traditional and modern elements has enabled art and cultural activities to flourish in Taiwan, contributing to the birth of many remarkable performance groups such as Ming Hwa Yuan (an arts and cultural group that performs by integrating traditional and modern elements together), the Cloud Gate Dance Theater (a famous dance group), and the U-Theatre (a drumming troupe that moves its audience with its performances). These performance groups collaborate with one another to spread the beauty of art to not only Taiwan, but also to the rest of the world. In addition, institutions such as cultural



centers, auditoriums and activity centers in major cities, townships and communities regularly host music, dance, drama and other performances and relevant groups frequently organize music events and various performances in outdoor venues including parks and beaches to bring the public closer to art and culture.

The National Palace Museum, which enjoys a reputation similar to that of other world-renowned museums such as the Metropolitan Museum of Art, the British Museum and the Louvre Museum, boasts a wealthy collection of artifacts passed down from the Song, Yuan, Ming and Qing imperial courts. In addition to the National Palace Museum, Taiwan possesses various museums of history, natural history, museums, crafts, video and industry. Examples include the National Museum of History, the National Taiwan Museum of Fine Arts and the National Museum of Natural Science. These museums connect local culture and aesthetics to open, international viewings to present local culture in a more complete and detailed fashion, facilitating the development and exchanges between civilizations. In addition to the aforementioned medium and large museums, Taiwanese cities and counties have many small, beautiful local cultural centers that demonstrate local cultural characteristics and vitality.

(B) Food & Beverage in Taiwan

Rice is one of the three staple foods in Taiwan. In addition to using rice to prepare traditional food, people combine it with local ingredients (that are abundant supply) to create different types of delicious rice-based food such as minced pork rice, chicken rice, rice served with meat and/or vegetables on top, rice noodles, rice vermicelli and various forms of fried rice. Additionally, different rice-based food can be made based on the characteristics of different types of rice. Examples include radish cakes, mochi zongzi and nian gao.



Restaurants in Taiwan also serve a variety of noodle dishes, among which ta-a noodles and beef noodles have developed into unique Taiwanese food.

Taiwan is known as the “**kingdom of tea.**” Tea drinking is common and special in Taiwan. In addition to producing authentic tea, Taiwan has developed creative tea drinks such as bubble tea, one of the most popular and widely-talked-about tea drinks among foreigners.



In terms of cuisine varieties, Taiwan is a melting pot of cuisine from all over the world, where Chinese restaurants as well as those serving foreign food can be found. Foreign cuisine in Taiwan retains its original flavor and is added to the unique taste of Taiwan. When preparing Taiwanese cuisine,

a great deal of attention is paid to enhancing the natural characteristics of the ingredients and condiments such as soy sauce, rice wine, sesame oil, fermented black soybeans, basil, onions, crispy fried shallots and coriander are used to strengthen the colors, aroma and taste of Taiwanese cuisine. Other cuisine includes seafood (which is a major part of Taiwanese cuisine given that Taiwan is an island surrounded by seas); Hakka cuisine that emphasizes saltiness, fattiness and aroma; and the cuisine of indigenous peoples that preserves the flavor of nature. The last cuisine, served with sweet wine made from foxtail millet, is a mesmerizing experience that will blow people's minds.



Night markets are a distinct culture in Taiwan and are generally located near the busiest markets and temples in cities and townships. Night markets feature bright lights, rows upon rows of stores, lively layouts and mouthwatering food that satisfy visitors' visual senses as well as their taste buds. Examples of mouthwatering food include oyster omelets, milkfish, fried rice noodles, "small bun wrapped in large bun" and oyster vermicelli. Eating and drinking at night markets is convenient, fast and inexpensive, and the night markets in different regions offer varying characteristics and flavor. The unique atmosphere of night markets in Taiwan, particularly at night, will enrich visitors' experience.

(C) National Parks



- **Yangmingshan National Park** has successfully preserved its volcano and crater lake landscapes and is bursting with flowers every spring.
- **Shei-pa National Park** boasts breathtaking alpine and stream views and rare, precious protected species including the Formosan National Park landlocked salmon, Papilio maraho, Formosan black bears, and Formosan serows.
- **Taroko National Park** is home to towering, deep canyons as well as ruins from the late-Neolithic period.
- With a main peak of 3,952 meters above sea level, Yushan is the highest mountain in Taiwan and Northeast Asia. In 2009, it was voted as the "New 7 Wonders of Nature." **The Yushan National Park** possesses subtropical, temperate, and polar vegetation and forests, wild animals, and the remains of the Batongguan Historic Trail built during the Qing dynasty.
- **Taijiang National Park** preserves a large expanse of precious wetlands, in which mangroves account for a large proportion. The park is also a crucial habitat for rare birds such as black-faced spoonbills.
- Filled with a Southeast Asian ambiance, **Kenting National Park** is famed for its beautiful coral reef ecology.
- Kinmen National Park features a special battlefield history and rich human culture, and is a place for migratory birds to rest between the fall and winter. The countless varieties of birds make the park an idea place for bird watching.
- **The Dongsha Atoll National Park** houses coral reef debris and weathered shells that give birth to a unique white sand geological landscape (this park is not yet open for sightseeing).

(D) Trip to an Island

Taiwan is located at the eastern edge of the Asian Continental Shelf and at the junction between the Eurasian Plate and the Philippine Sea Plate. The island's unique geographical location and frequent geological activities (caused by the plates pressing against one another) have led to the formation of complex terrain and ecological environments and varying outlying islands. Taiwan's major outlying island sightseeing areas include the Penghu Islands, Green Island, Orchid Island, Kinmen County, Lienchiang County, Guishan Island and Xiao Liuqiu. The differences in location, geological background and human activity between Taiwan's outlying islands have resulted in their unique natural and cultural landscapes.

● Penghu Islands

Located between mainland China and Taiwan (and southeast of the Taiwan Strait), Penghu is the largest island (featuring a coastline of over 320 km) in Taiwan and consists of more than 90 islands. It possesses a rich history, human culture and natural ecology as well as weather and landscapes that change throughout the year. The main islands and landscapes of the Penghu Islands include basalt “square mountains” (mountainous terrain with a flat top and steep cliffs), coastal coral reefs, beaches, fishing cultural villages and habitats for migratory birds. Basalt square mountains constitute the Penghu Islands' unique geological landscapes, and the islands' cold currents that run into the Kuroshio Current (and vice versa) provide the region with countless fish. Moreover, the islands possess world-class the Columnar Basalt Nature Reserve and a variety of rare, protected birds and green sea turtles. After joining the MBBW in 2012, Penghu won the bid for hosting the 2018 World Congress. Recognizing the added value of the World Congress, Penghu County Government uses the concept of mega-events to connect multiple activities with different industries and hold “**the Most Beautiful Bays in the World Carnival**.”



● Green Island

Located approximately 33 kilometers east of Taitung City, Green Island is composed of volcanic agglomerates. Long-term weathering and seawater erosion have created the island's tortuous coastal landscapes. Steep tablelands, ragged coral reefs, cushion-like grassland, pure white sand beaches and the surrounding green mountains and blue seas and sky form for an awe-inspiring scenery. Furthermore, the island possesses rare underwater hot springs and a wealth of varying marine organisms (due to the existence of the Kuroshio Current and ocean currents). The colorful underwater world makes the island a dreamland for those who love **snorkeling**.



- **Orchid Island**

Located in the southeastern seas of Taitung County, Orchid Island, similar to Green Island, is volcanic and formed when magma from volcanic eruptions were solidified by seawater. The island has a hot and humid climate, densely populated rainforests in the mountains and numerous types of flora and fauna. With an abundance of corals in the surrounding seas and the Kuroshio Current flowing through it (that causes fish to pass through when migrating), the island is a paradise for fishing and diving. Yami people living on the island still preserve their traditional culture and living customs. In addition, their practice of building huts halfway into the ground to stave off the hot climate and typhoons, as well as traditional festivals (e.g., the Flying Fish Festival and New Boat Festivals) are rare even among minority groups worldwide. Thus, visitors visiting Orchid Island are encouraged to enjoy not only its wonderful scenery, but the unique folk customs of the Yami people.



- **Kinmen County**

Located a mere 2,100 meters from mainland China, Kinmen County has a hilly terrain and is made of mostly granite gneiss. With war being a major part of its history, the county is called the “Island of War” and has a distinct battlefield scenery. Additionally, there are many historic sites on the county; despite being small in total area, the county has 21 historic sites that are preserved by the government. Regarding residential housing, most consists of traditional Minnan sanheyuan. These simple ancient houses evoke a sense of meditation on the past.



- **Lienchiang County**

Located in the northwest of the Taiwan Strait, Lienchiang County is separated from mainland China by only a little water and serves as a shipping hub. The county has mostly granite terrain and features sea-eroded landscapes, natural gravel beaches, sand dunes, island reefs and cliffs. In addition, it possesses a beautiful and tortuous coastal geology, migratory birds, battlefield facilities constructed for military defense and traditional Mindong settlements built based on the shapes of the mountains.



- **Guishan Island**

Located approximately 10 kilometers east of the coast of the Toucheng Township, Yilan County, Guishan Island is a turtle-shaped volcanic island floating alone in the sea. The island has precipitous hills, lingering sulfur gas, hot springs, multi-peaked mountains, sea caves, lakes, special cliff plants and rich marine ecological resources. It is the best place to study volcanic geology and natural ecology.



- **Xiao Liuqiu**

Located 14 kilometers southwest of Donggang Township, Pingtung County, Xiao Liuqiu is the only coral reef island among the numerous outlying islands in Taiwan. It has the world's three "bests," which are the best sun-viewing location, the most coral species and being an island made of exclusively coral reefs. The island is brimming with strange rocks and stones and magnificent ocean landscapes. Additionally, because the island is also a fishing port, the people of Xiao Liuqiu are incredibly religious.





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"Knowledge and technique" is the base of competition;

"Stress-resistant ability and perseverance" is the key to winning;

"Innovation and adaptability" is attributes of interdisciplinary studies;

"Attitude and moral" is crucial to everything.

By Hong-Chu Chen, the President

Hong-Chu Chen
2019.08.01

