03  Tainan City
04  Schedule
06  Contact Information
07  Registration and Enrollment at NCKU
08  Accommodation
15  VISA & Alien Resident Certificate (ARC)
20  Insurance Policy
23  Medical Examination Policy
24  Notice for Medical Examination at NCKU Hospital
26  New Student Health Examination
27  Course Registration and Enrollment Instructions
31  Chinese Courses for International Students
38  Other services and useful information
45  NCKU Library
46  Café around NCKU
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49  Dictionary
Tainan City: The City in the Southern Taiwan with a Long History That Never Fades

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

Historic streets and old houses, on the other hand, are life reflections of all different eras, carrying and preserving memories and spaces of ordinary Taiwanese people. Let those heritage sites and historic streets guide you to explore and witness Tainan cements an irreplaceable status in Taiwan history. Find out more details about attractions and transports within Tainan: https://www.twtainan.net/en
<table>
<thead>
<tr>
<th>Date</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15–July 19</td>
<td>1st stage of course enrollment</td>
</tr>
<tr>
<td></td>
<td>第一階段選課</td>
</tr>
<tr>
<td>June 11-Aug 13</td>
<td>Deadline for 1st stage of Chinese class for international student application</td>
</tr>
<tr>
<td></td>
<td>第一階段中文特別班課程申請</td>
</tr>
<tr>
<td>Aug. 23 –Sep 10</td>
<td>2nd stage of Chinese class for international student application</td>
</tr>
<tr>
<td></td>
<td>第二階段中文特別班課程申請</td>
</tr>
<tr>
<td>Sep 1-Sep 8</td>
<td>2nd stage of course enrollment</td>
</tr>
<tr>
<td></td>
<td>第二階段選課</td>
</tr>
<tr>
<td>September 1</td>
<td>Online Orientation 新生研習</td>
</tr>
<tr>
<td></td>
<td>(Notice: Due to the COVID-19, the content of orientation will email to you.)</td>
</tr>
<tr>
<td>Sep 15</td>
<td><strong>Opening day (Semester starts)</strong> 开學</td>
</tr>
<tr>
<td>Sep 15-</td>
<td>Deadline for print the New student data for student card application and OIA Registration 列印新生基本資料表，申請學生證及國際處報到</td>
</tr>
<tr>
<td>Sep 24– Sep 28</td>
<td>3rd stage course enrollment</td>
</tr>
<tr>
<td></td>
<td>第三階段選課</td>
</tr>
<tr>
<td>Sep 30– Oct 5</td>
<td>Course enrollment under special circumstances 特殊原因加退選</td>
</tr>
<tr>
<td>Oct 6-Oct 8</td>
<td>Course enrollment confirmation 線上選課確認</td>
</tr>
<tr>
<td>Announced by NCKU Health Center</td>
<td>Discount period for the health examination at NCKU hospital (Online appointment is required.) 成大醫院體檢時間(上網預約掛號時間由衛保組通知)</td>
</tr>
</tbody>
</table>

**Time zone in Taiwan (GMT+8)**

Check the school calendar for more information:  

更多學校資訊，參閱成大行事曆：  
**Division:** International Student Affairs Division (ISAD office)  
國際學生事務組

**Phone number:** +886 6 208 5608  
+886 6 275 7575 ext.50990

**Email:** Mail email: em50990@email.ncku.edu.tw  
Application: em50951@email.cnku.edu.tw  
Scholarship: Scholarship@email.ncku.edu.tw

**Location:** 1st floor, East wing, Yung-Ping building, Kuang-Fu campus. No.1, University Road, Tainan City 701, Taiwan (R.O.C.)  
701臺南市東區大學路1號國立成功大學光復校區雲平大樓東棟1樓

**Office hour:** 09:00AM-12:00PM, 13:30PM-16:30PM, Monday to Friday *(By appointment via email)*

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According to the Tobacco Control Act, **smoking is prohibited** for all indoor areas and outdoor public areas in the NCKU campus. Any violation of the rules shall assume personal legal responsibility.  
請遵守智慧財產權法規，請勿非法影印手冊。若有違法事項須自付法律責任。

Please comply with the regulations of intellectual property rights while making copies of the handbook and materials. Any violation of the rules shall assume personal legal responsibility.

依據菸害防制法規定，成大校園室內場所與室外公共空間皆為**全面禁菸**，請遵守規定。若有違法事務須自付法律責任。
Registration and Enrollment at NCKU

Required Documents

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

Note

*1: The photograph must measure 45 x 35 mm in size (1.77 inches long x 1.38 inches wide)  
https://www.boca.gov.tw/cp-140-467-29b1d-2.html
*2: Basic data entry for new student 新生基本資料登錄
Registrar division login link:  
http://campus4.ncku.edu.tw/wwwmenu/program/fresh/
*3: Please follow the Appendix 9 to download the bill and pay.

International Student Affairs Division, Office of International Affairs
Registration date and time: Monday, Sep. 06, 2021, 13:30PM-16:30PM
Registrar division and other departments
Registration date and time: Monday, Sep. 06, 2021, 08:00AM-12:00PM, 13:00PM-17:00PM

Orientation for international student

All exchange students are requested to attend the orientation held by ISAD. Due to the COVID-19, the orientation would be held online or cancelled depending on the situation. If there is any updated information, it will be announce via e-mail or in the ISAD website.
1. There are no dormitories for families or couples.

2. Rooms in the student dormitories are allocated and managed by the Housing Service Division, Office of Student Affairs, except Prince House.

3. All dorms are equipped with air conditioning, and students are responsible for this electrical expense. For more detail please check the website below. (http://housing.osa.ncku.edu.tw/index.php?Lang=en)

4. Pillows, mattresses, sheets, and blankets are not provided in the dormitory for reasons of personal hygiene. You can either bring these with you or purchase them at a shop nearby school (Approximately NT$2,000 ~ NT$3,000).

5. Please make sure that you fill out the admission system application and complete the online Housing Contract on time, or your application will fail to process.

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

Campus Dormitories

Accommodation
**NCKU Prince House**

NCKU Prince House, situated on the corner of Sheng-Li Road and Ta-Hsueh Road, provides single rooms. If you prefer Prince House, please send your request to below e-mail or call them for further information since the Housing Service Division, Office of Student Affairs is not charge of Prince House. Phone: +886-6-2087166 ; E-mail: nckuservice@prince.com.tw

<table>
<thead>
<tr>
<th>Room facilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Private bathroom</td>
<td></td>
</tr>
<tr>
<td>Bed frame (mattress not included)</td>
<td></td>
</tr>
<tr>
<td>Desk and chair</td>
<td></td>
</tr>
<tr>
<td>Wardrobe</td>
<td></td>
</tr>
<tr>
<td>Multifunctional cabinets</td>
<td></td>
</tr>
<tr>
<td>Air conditioner/Refrigerator/Electric water heater</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

**Price**

- Single room: 6900 (NTD/per bed)
- Twin room: 4100 (NTD/per bed)

**Website**


<table>
<thead>
<tr>
<th>說明</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>一． 簽署住宿契約</td>
<td>A. Signing the Housing Contract Online</td>
</tr>
</tbody>
</table>

| 1. 簽署時間: 2021年07月01日 10 AM – 2021年08月06日 10 AM (GMT+8) |
| ※未於2021年08月06日 10 AM (GMT+8)前至此指定網址簽署線上契約書，視同無校內住宿需求，不安排住宿床位。 |

※完成簽契約書，請務必查詢您的契約狀況。※如欲申請太子學舍，請勿簽署線上契約書! 太子學舍床位獨立分配，請逕檢附學號、姓名、性別等資料，向太子學舍確認床位狀況、申請住宿。※太子學舍聯絡資訊: 電話: +886-6-208-7166、EMAIL ADDRESS: nckuservice@prince.com.tw。

| 二． 寄發成功申請住宿確認EMAIL | B. Notification Email Sent to Students Who Have Signed the Designated Contract |

已簽契約書、成功申請住宿者將於2021年08月13日18:00(GMT+8)前收到由住宿服務組寄發之住宿申請相關注意事項提醒EMAIL。

Students who have signed the designated housing contract and secured their space will receive a notification email by 18:00, August 13 (GMT+8).

| 三． 住宿棟別安排開放查詢 | C． Dorm Building Arrangement Open for Inquiry |
| 時間: 2021年08月20日18:00(GMT+8) | Time: From 18:00, August 20 (GMT+8). |
### D. Cancelation Policy & Charge

1. **How to cancel your application:**
   - Please contact Ms. Lin via email.
   - **Email Address:** ysluc@mail.ncku.edu.tw

   **Email template:**
   - **Subject:** Accommodation Cancellation-
   - RA8098023 (Std. No.)-David Hoffman (Name)
   - **Content:**
     - **Std. No.:** RA8098023
     - **Name:** David Hoffman
     - **Reason for cancellation:** I have reserved a space in the Prince Dorm.

2. **Charge Standard for Cancelation:**
   - (1) **By August 19:** Free of charge.
   - (2) **August 20-September 09:** A handling fee of NT$ 250 will be charged.
   - (3) **From September 10:** NT$ 150 per day, including the handling fee of NT$ 250, will be charged till the day when the cancelation procedure is completed.
### On-Campus Accommodation Application Calendar for Incoming International Exchange Students of 2021 Fall Semester

<table>
<thead>
<tr>
<th>說明</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>五．提前進住申請</td>
<td>E．Application for Early Check-in</td>
</tr>
</tbody>
</table>

1. **Time for Inquiry and application:** 10 AM, August 17 ~ 10 AM, September 09 (GMT+8)

2. **How to apply:** The application shall be made by sending email with the information of the applicant’s name, NCKU student ID number, and check-in date to Ms. Lin at ysluc@mail.ncku.edu.tw.

3. **Dates available for early check-in:** August 25- September 09.
   ※ For incoming international exchange students, student dormitories are open for check-in from 09 AM, September 10 (GMT+8).
   ※ Rooms’ availability cannot be guaranteed. Applicants need to check with Ms. Lin directly via email for details.

4. **Charge standard:** NT$150/day. Electricity will be charged separately.

5. **Pay the fee for early check-in via payment machines:**
   (1) Sheng-Li Campus—Sheng-Li Dorm 1, D-24 Discussion Room
   (2) Kuang-Fu Campus—Kuang-Fu Dorm 2
   (3) Ching-Yeh Campus—Ching-Yeh Dorm 3.

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

<table>
<thead>
<tr>
<th>六．統一開放入住時間及入住手續辦理地點</th>
</tr>
</thead>
</table>

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

- **地點:** 敬三舍北棟管理員室

- **所需物品:**
  1. 住宿資料卡紙本。請先於線上系統填寫住宿資料卡後，印出紙本，於入住時繳交。
  2. 附照片之證件或錄取通知
  3. 住宿費繳交證明

### Instruction

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

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

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

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

### 七．住宿費繳交方式、繳費時間

<table>
<thead>
<tr>
<th>G．Dorm Fee Payment</th>
</tr>
</thead>
</table>

1. **金額:** 新臺幣15,730元

2. **繳費方式:** 至自動繳費機繳費。自動繳費機設置:
   1. 勝利校區－勝一舍中庭外D-24討論室外
   2. 光復校區－光二舍外
   3. 敬業校區－敬三舍外

※自動繳費機提供感熱紙收據。如需正式之紙本收據向相關單位申請住宿費用補助核銷，請於2021年08月20日10 AM (GMT+8) 前EMAIL通知承辦人開立紙本繳費單，並於進住當日向管理員領取繳費單，持單至出納組繳費。

**繳費截止時間:** 办理入住前。請持缴费收据办理入住。

**Amount:** NT$ 15,730

**Payment methods:** Please pay via auto-payment machines.

Auto-payment machines available in:

1. Sheng-Li Campus— Sheng-Li Dorm 1, D-24 discussion room,
2. Kuang-Fu Campus— Kuang-Fu Dorm 2,
3. Ching-Yeh Campus— Ching-Yeh Dorm 3.

※The machine provides a thermal receipt. If you need an **official receipt** to apply for reimbursement for accommodation fee, please inform Housing Service Division by 10 AM, August 20 (GMT+8). You will be given the bill and pay at the **Cashier Division. Do not use auto payment machines.**

**Deadline for payment:** Upon check in. The payment receipt is required for check-in procedures.
## On-Campus Accommodation Application Calendar for Incoming International Exchange Students of 2021 Fall Semester

<table>
<thead>
<tr>
<th>說明</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>八．宿網登錄時間、方式</strong></td>
<td><strong>H. Registration for Dorm Internet</strong></td>
</tr>
<tr>
<td>1. <strong>時間</strong>: 完成進住手續後</td>
<td>1. <strong>Time</strong>: After completing check-in procedures</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th><strong>十．2021年秋季班來校國際交換生學期住宿截止時間</strong></th>
<th><strong>J. End of Accommodation Term of 2021 Fall Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2022年01月09日中午12:00 (GMT+8)</td>
<td>Noon, January 09, 2022 (GMT+8)</td>
</tr>
</tbody>
</table>

本表所列各項時程如有異動，以本組公告為準。**THIS APPLICATION CALENDAR IS SUBJECT TO CHANGE.**
Exchange Student from non-China, Hong Kong and Macao area

One-semester Exchange Student

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

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

How to extend Visitor Visa in Taiwan?
Required documents (verify the original and take its copy):

<table>
<thead>
<tr>
<th>(1) Admission letter</th>
<th>(4) Certificate of enrollment issued by ISAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) Passport with visitor visa</td>
<td>(5) Fee: Free</td>
</tr>
<tr>
<td>(3) 1 Photo (size: 2 inches, background in white)</td>
<td></td>
</tr>
</tbody>
</table>

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

One-year Exchange Student

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

How to apply for a Resident Visa in Taiwan?

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

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

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

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

Required documents:
1) Completed application form
2) The original passport and one photocopy of the main identification page(s) and the Taiwan (ROC) visa page
3) Two 2-inch photos
4) Student ID card or certificate of enrollment
5) Proof of residence in Taiwan
6) Fee: NTD 1,000
Exchange Student from non-China, Hong Kong and Macao area

*Only accept Student visa and Resident visa.*

Do not use the landing visa or E-visa to enter Taiwan since those visa types cannot be extended in Taiwan. A student who does not have a valid student visa needs to leave Taiwan, and apply for a new Taiwan (ROC) visa in another country or territory after duration day. For further information, please check the Ministry of Foreign Affairs (MOFA) website. (https://www.boca.gov.tw/mp-2.html)
Students from China, Macao, and Hong Kong will need to apply for the “Exit & Entry Permit Taiwan Republic of China” before entering Taiwan. Office of International Affairs (ISAD) of NCKU will help students from China for applying for Entry permit after receiving your confirmation of acceptance for studies; as for students from Macao and Hong Kong, please apply it by yourself.

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

雲端線上申請：非香港澳門出生首次申請者，或在臺灣地區停留超過30天。

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

※注意!僅接受【雲端線上申請】方式入臺。

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

Agency: National Immigration Agency, 1st Tainan City Service Center Station
Address: No.370, Section 2, Fuqian Road, West Central District, Tainan City
Tel: +886-6-293-7641
Website: https://www.immigration.gov.tw/5475/

Transportation:
Take the Tainan City System Urban Bus No. 6 or No. 14 at bus stop: Tainan Train Station (bus stop location: across the Front Exit of Tainan Train Station), and get off at the National Tainan Living Art Center stop (國立臺南生活美學館), then walk to First Tainan City Service Center, National Immigration Agency. For the precise location of the bus stop, please refer to the link (http://tourguide.tainan.gov.tw/newtnbusweb/IframeUrl.aspx?7)

Agency:
Bureau of Consular Affairs (BOCA)
Address: 3F-4F., No.6, Cheng Nan Rd., Lingya Dist., Kaohsiung City, Taiwan (R.O.C.)
Tel.: +886-7-7156600
Website: http://www.boca.gov.tw
email: bocakhh@boca.gov.tw

中國及港澳交換生
香港事務局行政院大陸委員會．香港及澳門永久居民申請入出境證:
https://www.teco-hk.org/cp.aspx?n=23B1A3A6BA521F00&s=70EA5C099B0B29A3
中華民國內政部移民署境外人士線上申辦系統:
As an international exchange student, health insurance is very important. Medical and injury insurance, which over the entire exchange period is required. We strongly recommend that you purchase your own travel insurance before arriving in Taiwan and provide the related documents*1 on registration day at ISAD. If you don’t purchase your own travel insurance in your country, then you must buy one on School Opening Day at the ISAD office to ensure sufficient insurance coverage during your stay at NCKU. Please note that you will need to take full financial responsibility for any medical procedures upon arriving in Taiwan and prior to receiving your International Student Medical Insurance (ISMI).

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

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

### Students Group Insurance (SGI)

SGI is mandatory for all NCKU students. The charge will be about NT$210 per semester. You need to download the bill and pay at either the conveniences stores (ex: 7-11, Family mart) or Cashier division located at Kuang-Fu campus, Yung-ping building, west wing, 1st floor. Please check Appendix 9 to download the bill. The payment of this insurance fee is regarded as part of the enrollment process for each semester. This insurance specifically covers unexpected non-disease incidents only, and the final compensation is decided by the insurance company’s evaluation. For more information about insurance coverage, please check the Student Assistance Division:


<table>
<thead>
<tr>
<th>Insurance Coverage</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death (caused by accident or disease)</td>
<td>NTD 1,000,000</td>
</tr>
<tr>
<td>Surgery</td>
<td>NTD 6,000 (maximum for each general case)</td>
</tr>
<tr>
<td>Bone Fracture</td>
<td>NTD 6,000 (maximum for each case)</td>
</tr>
<tr>
<td>Hospitalization</td>
<td>NTD 500 (maximum for each day less than 60 days)</td>
</tr>
<tr>
<td>Accident or Serious Injury</td>
<td>NTD 5,000 (maximum for each case)</td>
</tr>
</tbody>
</table>
International Student Medical Insurance (ISMI)

Students without NHI can insure against ISMI and apply for reimbursement based on ISMI policy after receiving medical treatment. This insurance costs around NTD 500 per month. **One-semester international exchange student** needs to pay around NTD 3,000 for 6 months insurance (Enrolled in spring semester: from February to June; enrolled in fall semester: from September to next January). **One-academic-year international exchange student** needs to pay NTD 6,000 for 12 months insurance (Enrolled in the spring semester: from February to next January; enrolled in the fall semester: from September to next August). Below is the reimbursement process:

1) Go to any NHI-authorized clinic or hospital.
2) Pay the medical and treatment fee by yourself first and request a certificate of diagnosis and a receipt(s) from the clinic or hospital. If you need to make another appointment with the doctor, please apply the diagnosis report after you complete the final treatment.
3) Bring the certificate of diagnosis (Chinese version) the original receipt(s) and an original copy of your passport and visa, and student ID card to the ISAD office. You will fill the insurance reimbursement application form at the office.

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

For one-year exchange student only

The National Health Insurance Act stipulates that foreign nationals who are legal residents of Taiwan (including those from Hong Kong and Macao) must be registered in the National Health Insurance program, either by themselves, by the school (starting the day the student enrolls) or by an employer (starting the day of employment). To be eligible for the NHI program, one must hold an Alien Residence Card (ARC) and have lived in Taiwan for 6 CONTINUOUS MONTHS starting from the issued date of your ARC. However, one trip abroad, which does not exceed 30 days, is allowed during the six months. The NHI program costs NTD 826 per month. For more information, please check National Health Insurance’s Website: https://www.nhi.gov.tw/English/Default.aspx
All exchange students must do a **mandatory** medical examination after coming to Taiwan and submit **the proof of positive measles and rubella antibody or measles and rubella vaccination certificates** *(Appendix 4)* for university enrollment. **If you do not have the measles, rubella vaccination certificates with you, you must take the vaccines at NCKU hospital or a clinic. Kindly note that you will be charged extra fees for measles and rubella vaccination.**

Note: Visitor visa holders (only for one-year exchange students, with annotation “FS” followed by the name of the university or “FR” followed by the Chinese language center) must apply for a resident visa after enrolling. To apply for a resident visa in Taiwan, it is necessary to have a Health Certificate *(Type B)* issued by an authorized hospital in Taiwan. If you need the TYPE B Health Examination, please go to the Health Center to get the “Physical Examination **for visa** discount voucher for Freshman in NCKU”; then to the NCKU hospital for the examination. If there’s any questions, please consult the ISAD officer before you take the health examination.
A Medical examination is a required process for every NCKU new student, including international students and local students. If you get the proof document shown as the form in Appendix 4 from your home country, you don’t need to take the vaccine at NCKU hospital, but the new student health examination is still required. You may ask a friend or a local buddy to guide you to the hospital for the health check.

1. Health examination 學生體檢
   - I have Visitor VISA or Resident VISA for my exchange period. I will take the new student health examination at NCKU hospital. It costs NT$850 in the discount period.
   - I will stay more 6 months and need to transfer VISA (from visitor visa to resident visa) for applying Alien Resident Certificate (ARC). I will take the Type B health examination. It costs NT$1,300 in the discount period. I need to take BLUE discount voucher at NCKU health center.

*Students take full responsibility for the health examination types. If students take the wrong one, students need to pay for two different health examinations fee. The total amount is NT$2,150 in the discount period.*
2. Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 (Appendix 4)

☐ I have my own certificates as Appendix 4, and I will submit the proof to the Physical Examination Counter of NCKU hospital. 我有附錄4表單之MMR診斷證明正本，將繳交給成大醫院體檢櫃檯。

☐ I have my own certificates, but I don’t have it as Appendix 4. I will tell the nurses and pay NT$120 to get the proof at the Physical Examination Counter of NCKU Hospital. 我的MMR診斷證明與附錄4表單不同，因此我會去成大醫院體檢櫃檯開立附錄4表單，自費120元。

☐ I do not have the certificates, and I will take the vaccines at NCKU hospital to submit the proof. 我沒有診斷證明，我會在成大醫院進行麻疹及德國麻疹接種，並且繳交證明。
1. **Registration time:** Monday-Friday, Morning: 08:30AM-10:30AM, Afternoon: 13:30PM-15:30PM

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

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

**Clinic:**
- NCKU Freshman Health Examination
- Health checkup clinic

**Discount fee:**
- NT$850 (Original fee NT$1,200)
- NT$1,300 (Original fee is NT$1,680)

**Step 1:** Login online pre-registration system for an appointment (Appendix 10)
Online pre-registration system:

Do not accept on-site registration for any excuses.

**Step 1:** Come to ISAD office and confirm your status, then go to the Health center to get discount coupon. Directly go to the hospital for on-site registration.

**Step 2:** Go to NCKU hospital on the designated date
Registration document: Admission letter, Passport, Fee

**Step 3:** Hand in **required documents** at Counter of Physical Examination Center on 2nd floor
Required document:
1. NCKU for Freshman Physical Examination Consent for Release of Information in duplicate
2. Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates (If you do not have the measles, rubella vaccination certificates with you, you must take the vaccines at NCKU hospital or a clinic. Kindly note that you will be charged extra fees for measles and rubella vaccination.)

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

If you do not do the health check-up before due date (available date), you won’t have discount price.
NCKU Notice of Course Enrollment

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

Registration and Enrollment Instructions:

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

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

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

<table>
<thead>
<tr>
<th>Category (Code)</th>
<th>Designated students</th>
<th>Maximum no. of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education (A9)</td>
<td>Undergraduate students</td>
<td>1</td>
</tr>
</tbody>
</table>

1. Students are required to register online for preferred courses for computer-selected enrollment. 2. Each student is allowed to register for a maximum of 3 courses (not including a course of Exploring Tainan) no later than the 2nd stage. 3. Students are allowed to enter the number of courses they intend to be enrolled in when they register online for preferred courses for computer-select enrollment during the third stage of course enrollment. 4. A Chinese course of Exploring Tainan (A9 574, 576) is not listed as an option for online registration. Students are enrolled in advance by the Division of the Registrar into this course, and they shall choose their routes on the Route Selection System. Foreign students intending to enroll in an English-taught course of Exploring Tainan (A9 575, 577) shall register online, and shall not choose their routes.

<table>
<thead>
<tr>
<th>English Module Program (A1)</th>
<th>Undergraduate students</th>
<th>1 serial numbers 101~500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Foreign Language (A1)</td>
<td></td>
<td>1 serial numbers 501~700</td>
</tr>
<tr>
<td>Physical Education (A2)</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
IV. Under special circumstances (such as minor study, double-major study or the Educational Program), students who need to take courses over or below the required number of credits and are not allowed to register online for course enrollment should complete and submit a course overload or underload request form with a copy of transcript after the end of the 1st stage (7/27) and before the end of the 3rd stage (9/24), which shall be approved by the relevant offices and processed by the Division of the Registrar.

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

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

VII. Please check out enrollment-related regulations, including rules for computer-selected course enrollment in General Education, on the website of NCIACES. Registration by designated students in every stage of course enrollment is regulated, as shown in the NCKU Course Enrollment Schedule for Fall Semester, 2021 attached below this notice.

VIII. Notes:
1) The rules for Computer-Selected Course Enrollment (applicable to every stage of preferred course enrollment for the A9 category of General Education) are available on the website of the Division of the Registrar at https://reg- acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm
2) Contact information for offices in charge of course enrollment is available on the website of the Division of the Registrar at https://reg- acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm
### Course Registration and Enrollment Instructions

<table>
<thead>
<tr>
<th>Office (Course)</th>
<th>Ext.</th>
<th>Office (Course)</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for General Education (A9 General Education)</td>
<td>50212, 50215</td>
<td>Foreign Language Center (A1 English, A1Second Foreign Language)</td>
<td>52273</td>
</tr>
<tr>
<td>Depts. of Chinese Literature, Taiwanese Literature (A7 General Chinese)</td>
<td>52151, 502600</td>
<td>Physical Education Office (A2 Physical Education)</td>
<td>81818</td>
</tr>
<tr>
<td>Military Training Office (A3 Military Training)</td>
<td>50722</td>
<td>AH Chinese Language Center</td>
<td>52040</td>
</tr>
<tr>
<td>Center for Teacher Education (A4CTE)</td>
<td>50149</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Information about route selection for the course of Exploring Tainan is available on the website of the Division of Registrar at https://reg-acad.ncku.edu.tw/p/412-1041-17043.php?Lang=zh-tw. For more information, please contact the College of Liberal Arts at ext. 52012.

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**Time zone in Taiwan (GMT+8)**

**NCKU course information & enrollment system:**

[https://course.ncku.edu.tw/](https://course.ncku.edu.tw/)

**NCKU Notice of Course Enrollment:**

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

Who is eligible to apply?
1. International Degree Students
2. University-level Exchange Students
3. College-Level Exchange Students from TOP 100 Universities

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

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

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

1. New students (who have never taken any CIDS Course before)
   Click here for application form: https://reurl.cc/vq3koN

1) Application Period:
   1st Stage Online Application: Jun 01~Aug 13
   2nd Stage Online Application: Aug 23~Sep 10

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

3) Online Course Enrollment:
   2nd Stage Online Course Enrollment: Sep 1~Sep 8
   3rd Stage Online Course Enrollment: Sep 24~Sep 28
2. Continuing students (who have taken CIDS Course before) 
   Click here for application form: https://reurl.cc/Q9n4g0

1) Application Period:  
   Jun 01~Aug 13
2) Class Level Announcement:  
   Aug 26
3) Online Course Enrollment:  
   2\textsuperscript{nd} Stage Online Course Enrollment: Sep 1~Sep 8  
   3\textsuperscript{rd} Stage Online Course Enrollment: Sep 24~Sep 28

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

How to get enrolled in CIDS Course
Please add the CIDS Course \textbf{by yourself} via the NCKU Course Information & Enrollment System (https://course.ncku.edu.tw/index.php) during the online enrollment period. The space available for each class will be 17. If a class has reached the maximum capacity, no additional student will be admitted to that class.
How to register for CIDS Courses

1. Fill in the Online Application Form

   - 大学部 Undergraduate
   - 硕士班 / 博士班 MA / Ph.D
   - 交换生 Exchange Students

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

3. 華語中心將進行資格審查並於3-5個工作天寄出確認通知。

4. 有中文學習經驗 Have learned Chinese before
   - 进行线上分班测验 Take the Online Placement Test

5. 無中文學習經驗 Never learned Chinese before
   - 从Level 1开始学习 Start from Level 1

6. 至公告确认程度后，透过选课系统【自行】选课
   - Check your level on the Announcement and then use the NCKU Course Information & Enrollment System to add the CIDS Course by yourself

7. 開學，正式上课 Class begins
**Important Notice**

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

<table>
<thead>
<tr>
<th>Original Version</th>
<th>New Version starting from 2021 Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lv. 1</td>
<td>Lv. 1</td>
</tr>
<tr>
<td>Lv. 2</td>
<td>Lv. 2</td>
</tr>
<tr>
<td>Lv. 3</td>
<td>Lv. 3</td>
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<tr>
<td>Lv. 4</td>
<td>Lv. 4</td>
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<tr>
<td>Lv. 5</td>
<td>Lv. 5</td>
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<tr>
<td>Lv. 6</td>
<td></td>
</tr>
<tr>
<td>Lv. 7</td>
<td>Ln. 6</td>
</tr>
<tr>
<td>Lv. 8</td>
<td></td>
</tr>
</tbody>
</table>

2. Each degree student can take up to **3 semesters (6 credits)** of CIDS Courses. For undergraduate-program students, only **pass-course records are counted**; while for graduate-program students (MA/Ph.D), we will count the **course enrollment records** (no matter you pass it or not. Even you drop the course, it will still be counted).

According to NCKU's related regulations and guidelines, Undergraduate Programs' students who have finished and passed the course can use the 4 credits to waive the required "College Chinese". The other 2 credits remained will not be counted as the credits requirement for graduation while they will still be listed on the transcript. While for students in MA or Ph.D Programs, the credits earned from the CIDS course may not be used in the calculation of required credits for graduation, yet it will still be listed on the transcript.

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

**Contact Information**

陳玫螢 Uriel Chen
Email: urielchen@mail.ncku.edu.tw
Phone: +886-6-2740715 or +886-6-2757575 #52040
成功大學文學院華語中心
Chinese Language Center, College of Liberal Arts, NCKU
CHINESE COURSES for INTERNATIONAL STUDENTS

110-1 中文特別班 (CIDS) 選課時程表
CIDS Course Schedule for 2021 Fall Semester

第一階段線上申請
1st Stage Online Application for CIDS
1. Fill in the Online Application Form
2. Complete the Online Placement Test

新生及續讀生皆可申請
Open for both new students & Continuing students

第二階段線上申請
2nd Stage Online Application for CIDS
1. Fill in the Online Application Form
2. Complete the Online Placement Test

僅限新生 New students Only!

NCKU 第二階段網路選課
NCKU 2nd Stage Online Course Enrollment
Please get enrolled in the CIDS course via NCKU Online Course Enrollment System (https://course.ncku.edu.tw/#) by yourself.

開課系號 Dept Code: AH

第二階段選課名單及程度公告
For 2nd Stage Applicants:
Check your class level on the NCKU Course Enrollment System

NCKU 開學、開始上課
New Semester Begins

NCKU 特殊因素加選選
NCKU Course enrollment under Special Circumstance
If you are not able to get enrolled in the CIDS Course, please come to the CLC Office during this period.

NCKU Chinese Language Center 2021.07.02
CHINESE COURSES for INTERNATIONAL STUDENTS
FAQs

Q1 Where can I get the information about CIDS Courses?

Q2 How do I know my class level?
A2 1. If you are a new students (who never take CIDS Courses before)
   (1) Without any Chinese learning experience: **Level 1**
   (2) With some Chinese learning experience: **Need to take the placement test first (NT350/per time)**
2. If you are a continuing students (who have taken CIDS Courses before): **Move on to the next level**

Q3 What should I do if I think the class level does not fit my level?
A3 The class level will follow the result of your placement test, therefore, please attend and finish the first class. If you still think the class is too hard or too easy for you, please have a discussion with your teacher first. If your teacher also agree that your level needs to be adjusted, please notify the CLC Office to the adjustment.

Q4 What should I do if my CIDS Courses are conflicted with my other courses? Can I skip to higher level?
A4 According to the NCKU Regulation, if students are taking 2 course in the same time, both of them will not be counted. CIDS course do not neither ask students’ to take 2 continuing semester nor to finish the courses before certain semester, which means you can take the course in other semesters. CLC will discuss with the instructors and have authority to decide if the student can take a higher level or not.
Q5 The new semester begins and I already apply for the CIDS Course though I am not on the student list yet. I do not want to miss any classes. What should I do?
A5 Please come to the CLC Office before the course started. CLC Office will first confirm your application and then issue a Permission Card. Show the Permission Card to the teacher and get his/her approval, or you cannot attend the class. Please don’t interrupt the class when you enter the classroom.

Q6 What should I do if I miss the application period for the CIDS Courses?
A6 If you are a continuing student, please come to the CLC Office to register for the class during the 1st week of the Semester. If there is still seats available, you will be added into the course during the Course Enrollment Stage Under Special Circumstance. Otherwise, you will need to re-apply for the CIDS Course in the next semester. If you are a new student, please re-apply for the CIDS Course in the next semester.

Q7 What should I do if I would like to withdraw the course?
A7 You can use the NCKU Course Information and Enrollment System to add or withdraw the CIDS Courses. Please withdraw the courses by yourself before the deadline. We would like to reminds you that if you are a MA or Ph.D students, this semester will still be counted in course enrollment records.
**Financial plan in Taiwan**

As an exchange student at NCKU, you will be responsible for your insurance fee, accommodation fee, and living expense, which will be around USD 300-USD 600 per month (depends on students’ needs). Please make sure to have your bank account card available here in Taiwan and carry enough NTD cash for daily use. Besides, planning for unexpected expenses and emergency funds should be made before your arrival since financial plan is the responsibility of each student. For an indication of prices, you can always have a look at the following website: [http://isad.oia.ncku.edu.tw/p/412-1066-15607.php?Lang=en](http://isad.oia.ncku.edu.tw/p/412-1066-15607.php?Lang=en) > before arriving in Taiwan > Cost of living in Tainan

**Mobile phone**

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

**Buddy-buddy Program**

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

**Bicycle**

NCKU has 10 campuses. A bicycle with you is the best way to explore NCKU and Tainan. You can choose either a new or used one, and it depends on your budget. For a basic type of a new bicycle, it costs around NTD2,000 to NTD3,000. If you prefer a second hand bicycle, there are some ways for you. First, you can ask your buddy for help. They might know where to get a used one. Second, Tainan city government provides T-BIKE around the Tainan city corner, and NCKU is lucky to have some stops around. Notice, if you want to borrow it, you need to have an IPASS card or EASY card with you. Last but not least, you can also try to find one on Facebook second hand group, e.g.: Tainan Market: Buy and Sell. However, we do not take any responsibility for your trading behaviors. Please be aware of it.
NCKU CK-Bike
CK-Bike is the unique brand of NCKU. First, each bike has a basket and shift, which makes your riding experience easier and more convenient. Second, it also equips peddle lights and locks, for safer rides at night and avoid bike burglary. Last, we have set five stations along each campus. It’s convenient for us to peddle in NCKU. The purpose of CK-Bike is to solve the durative problems, such as scatter bikes, theft and stolen bike exchange. We are looking forward to the huge changes that CK-Bike brings to us!

How to rent CK-Bike?

1. For the first ride, please scan QR-code and follow instructors to register. Students could register by student ID, and staffs could by staff number. Link: http://ckbike.ncku.edu.tw/

2. Choose and carry your bike to the front of gate. It will be successful only if you swipe card on the sensor.

3. Bike can be returned at any station. The return will be successful until you swipe card on KIOSK.

4. For more details, please scan QR code and watch tutorial. Link: https://www.facebook.com/NCKUCKBike/

Rate fee
1. Single Rent: Free within the first 1 hour. NTD 5 per 30 minutes exceeding 1 hour.

2. Long-term Users: NTD 49 per semester: free within the first 3 hours. NTD 5 per 30 minutes exceeding 3 hours. For further details or rental information, contact us.
Contact

Email: nckuckbike@gmail.com;
Cell phone: 0900-791-377;
Customer service time: 10:00~18:00

Station

Other services and useful information
**Student ID Card**

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

**Counseling and Wellness Services Division**

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

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

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

**How do I make an appointment?**

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

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

Call 119 or 06-2757575 # 55555 for Campus Security Incident Hotline.
Sports and Events

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

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

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

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

**NCKU food festival** every year before NCKU’s anniversary NCKU will host a food festival where varieties of foreign delicacies are sold on the day. Students get an opportunity to not only taste delicious food from a variety of countries, they are also introduced to their culture and festivities as some students display their traditional dance, music, clothing and more. It is necessary to attend this activity!
Sports and Events

**Indonesian Cultural Day** is an annual event held by the Indonesian Student Association in December. Over the years, this event has become more popular among students due to the showcase the students put on the day. Indonesian cultural day consists of a dance festival, skits, food and much more, which gives many students an introduction into the culture of Indonesia. Admission: Free

**Vietnamese Cultural week** NCKU Vietnamese student association (VSA), with more than 10 years of development, always plays a crucial role in assisting Vietnamese students at NCKU as well as creating opportunities for them to participate in extra-curricular activities through which they can exchange and promote Vietnamese culture to international friends in Taiwan. Vietnamese cultural week held between April and May is the biggest annual activity of VSA at NCKU. With the spirit of inheriting and promoting the values of Vietnam, the association develops a theme every year, which portrays a variety of different images of Vietnamese culture. Admission: Free

**NCKU birthday parade** in honor of the National Cheng Kung University (NCKU)'s anniversary, faculty and students of the university put on a great parade on November 11 at the Kuang-Fu Sports Field, drawing a large crowd and making the most featured anniversary event with an international touch. Students from both the local and international community gather in the early morning at this grand event to celebrate the university’s anniversary.
**Stored Value Card (Smart card) in Taiwan**

When you take public transportation at the station or go shopping at a convenience store, you might wonder why people do not pay cash instead of a card. In Taiwan, there are 3 types of smart cards. They provide most of the same functions, but they might have little differences in their discount price for different use. You can check more details on their website and choose the one that is suitable for you.

Please note no matter which cards you take, the card price is NT$100. You need to store some money in and use it. You can buy cards and add value easily at the convenience stores.

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

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

3. **Easy card 悠遊卡**: Easy card is the first issued smart card in Taiwan; therefore, it has the most circulation. However, from some students’ experiences, this card with better discount is in Taipei area not southern Taiwan. NCKU is located at the southern Taiwan, you need to take it into your consideration. More information, check the website: [https://www.easycard.com.tw/en/](https://www.easycard.com.tw/en/)
During college, most college students will find that the library is their best friend. It’s the most convenient place to meet with friends, find a book, use a computer, listen to music or just find a quiet place to study. NCKU’s main library boasts seven stories, ample seating, plenty of resources and air conditioning.

Checking In
Students are free to use any of NCKU’s libraries with a valid student ID. The main library is also free to use by the general public. Therefore, exchange students or other students who do not have a student ID for any reason can present an ID with a photo and swap it for a day pass that will get students access to all of the library’s resources. Here is the floor plan of the library:

Study Rooms
If studying at one of the desks or chairs and table sets around the library isn’t exactly your speed and you prefer some quiet and privacy, check out one of the many private studying rooms at the main library. Private rooms come in both individual and group arrangements. Just book in advance! Reserve a room link: http://www.lib.ncku.edu.tw/service/facility/group_study_en.php

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

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

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

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

Chimei Café
Located conveniently on NCKU’s campus, Chimei cafe offers a wide range of baked goods and coffee drinks for all of your cafe needs right here on campus. Chimei also offers a relaxed atmosphere that would be perfect for both studying or having a chat with a friend or two. If you’re looking for a quick caffeine fix and a quick bite to eat, this cafe should be on your list!
Location: 1 Daxue Rd. (Electrical Engineering building, NCKU), Tainan
Hours: 08:00 - 20:00

NCKU C-Hub Café
This cafe is also located on NCKU’s campus but is a little bit different from other traditional cafes. It’s almost completely DIY. For the small price of 30 NT, visitors can use the café’s coffee machines to make their own coffee. In addition to the coffee, visitors can also rearrange the furniture in any way they would like according to their tastes. All of the furniture in the cafe was designed by NCKU mechanical engineering alumnus Shih-Chen Chiang.
Location: 1 Daxue Rd. Tainan
Hours: 11:00 - 18:00

Masa Loft
Masa loft is an obvious choice for NCKU students to study at. It’s located conveniently across campus. There are plenty of chairs and lots of natural lighting coming in from the cafes many large windows. It’s a great place to wind down with a cup of coffee after a day of classes.
Location: 53 Daxue Rd., Tainan 701
Hour: 10:00-21:00

Birdeye Expresso
A very cute cafe located about .8 miles from NCKU campus. This cafe has a beautiful, relaxed atmosphere with pretty plants and great coffee and smoothie options to boot. Though this place is a bit far from NCKU, its charm and drinks are worth the commute.
Location: No. 29, Lane 24, Section 2, Changrong Road, Tainan
Hours: 08:00 - 17:00

Parkview Coffee
This cafe is about a 10- minute walk from campus and is located near a public park. The cafe itself has ample seating and beautiful decor. There are plenty of food options, so if you are feeling peckish, this is the perfect place to pick up a quick meal and a pick-me-up cup of Joe.
Location: 250 Yule Street, Tainan
Hour: 11:30-21:00

Starbucks @ NCKU Hospital
And of course, Starbucks. The Starbucks located at the NCKU hospital offers all of the usual things that Starbucks across the world does, however, the one located at NCKU hospital offers NCKU students a 10% discount with a valid student ID.
Location: NCKU Hospital-1F
No. 138, Shengli Rd., East District 1F, 701 Tainan
Hour: 07:00-21:00
Taiwan Holidays

January 1st Founding of the republic of China / New Year’s day
(中華民國開國紀念日 / 元旦)
In Taiwan, the 1 January is Republic Day to commemorate the founding of the Republic of China in 1912 after the overthrow of the Qing Dynasty by the Wuchang Uprising. The holiday’s full name is “Founding of the Republic of China” day.

January / February Lunar New Year/ Chinese New Year (春節/中國農曆新年)
Chinese New Year is one of the largest public holidays in Taiwan. The Spring Festival begins on the first day of the first month according to the Chinese lunar calendar. The festival continues until the conclusion of the holiday season on the 15th day of the same month. The Spring Festival is a time for family reunions and festivities.

February 28th Peace Memorial Day (和平紀念日)
The February 28 incident or the February 28 massacre, also known as the 228 incident, was an anti-government uprising in Taiwan that was violently suppressed by the Kuomintang-led Republic of China government, which killed thousands of civilians beginning on February 28, 1947.

April 4th Children’s Day (兒童節)
Children’s Day was established in 1931 in recognition of the rights of the child.

April 5th Tomb sweeping Day (清明節)
It is a traditional Chinese celebration set aside to honor departed family members. Also known as Ching Ming Festival or Tomb-Sweeping Day, Taiwanese families remember their ancestors by cleaning and offering sacrifices that may benefit the deceased.

May 5th in Lunar calendar Dragon Boat Festival (端午節)
It is a holiday that involves racing Dragon Boats, drinking realgar wine and eating sticky rice dumplings known as zongzi (粽子). The festival’s origins date back to southern China more than 2,000 years ago and comes from the tale of the death of a celebrated poet and minister Qu Yuan (屈原). Exiled from the state of Chu for supposed treason, Qu committed suicide by drowning himself in the Miluo River. Locals rushed out in boats to try to save him, dropping sticky rice into the water to keep the fish from eating his body – hence the modern-day traditions of eating zongzi and racing Dragon Boats. NCKU also has a rowing team that participates in the annual race in Anping, interested students can join the team which includes both local and international students.
Taiwan Holidays

Other activities and customs during the festival include:

**Wearing Incense bags:** Many contagious diseases and plagues were said to originate during the fifth lunar month when the Dragon Boat Festival takes place. Chinese people, especially children, made incense bags and hung them on their necks to avoid catching contagious diseases and to keep evil spirits away.

**Hanging Calamus and Asiatic Wormwood on Doors or Windows:**
On Dragon Boat Festival people often put calamus and Asiatic Wormwood leaves on their doors and windows to repel insects, flies, fleas, and moths from the house. Hanging these plants on doors or windows is also believed to dispel evil, and bring health to the family especial the kids.

**Stand an egg on its end:**
Legend has it that at midday on Dragon Boat Festival day, you can balance an egg on its end. They say that if you can make an egg stand up on this day, you will have good luck for the year.

**August 15th in Lunar calendar Mid-Autumn Festival or Moon Festival (中秋節):**
This is a celebration held in Taiwan and elsewhere in East Asia to mark the fall harvest and, to some, to offer traditional worship to the moon. During this time, many Taiwanese go moon gazing; they eat moon cakes and have a barbecue.

**October 10th National Day (國慶日):**
It is held every October 10 to mark the date of the Wuchang Uprising of 1911 that overthrew the Chinese emperor and established a republican form of government. During this time, many people head to Taipei to listen to the president’s speech and witness the flag-raising ceremony, traditional performances as well as view the parade. Also, you can enjoy a variety of concerts held at that time, firework displays and many other festivities.
**Dictionary**

I am a student from NCKU, I want to go to school.

我是成功大學的學生，我要去學校。

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

**I want to buy...**

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

**I want to go to...?**

<table>
<thead>
<tr>
<th>Place</th>
<th>Simplified</th>
<th>Traditional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restroom/Toilet</td>
<td>廁所</td>
<td>cè suǒ</td>
</tr>
<tr>
<td>Police office</td>
<td>警察局</td>
<td>jǐng chá jú</td>
</tr>
<tr>
<td>Restaurant</td>
<td>餐廳</td>
<td>cān tīng</td>
</tr>
<tr>
<td>Hospital</td>
<td>醫院</td>
<td>yī yuàn</td>
</tr>
<tr>
<td>Railway Station</td>
<td>火車站</td>
<td>huǒ chē zhàn</td>
</tr>
<tr>
<td>National Cheng Kung University</td>
<td>成功大學</td>
<td>chéng gōng dà xué</td>
</tr>
</tbody>
</table>
Any questions?

em50990@email.ncku.edu.tw
+886 6 2085608
+886 6 2757575 ext. 50990
https://web.ncku.edu.tw
Appendix 1: National Cheng Kung University Campus Map

★ NCKU Online Map: NCKU Geographic Information System
Appendix 2: Registration & Enrollment Procedure Sheet for International Exchange Students 交換學生註冊程序單

Semester 學期： _______ (year/年) □ Fall (September) 秋季班 / □ Spring (February) 春季班
- Name (姓名):
- Student ID Number (學號):
- Degree (學位): □ Bachelor (學士) □ Master (碩士) □ Doctor (博士)
- Department/ Institute (就讀系所):

<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
<th>Signature / Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>International Student Affairs Division &amp; International Relations Division Office of International Affairs 國際事務處</td>
<td>You need to bring 需攜帶:</td>
<td>(ISAD)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Admission Letter from OIA 國際處錄取通知信</td>
<td>University-Level only 院系交換生流程不用經過國際事務處</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Registration &amp; Enrollment Procedure Sheet 註冊程序單</td>
<td>(1st floor of Yun-ping Administration Building, East wing, Kuang-fu campus 光復校區雲平大樓東樓1樓)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Insurance 保險</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Copy of oversea insurance 海外醫療保險影本</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) If students don’t have their own oversea insurance, they will need to be insured by OIA with International student medical insurance. Please prepare cash NT$2500. 如學生無自行購買海外醫療保險，需至國際事務處購買保險(請準備現金NT$2500)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明</td>
<td>(IRD)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. One 2-inch photo 兩吋照片1張</td>
<td>僅大陸、香港、澳門學生需要</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Passport identification page(s) 護照/大通證</td>
<td>(8th floor of Yun-ping Administration Building, West wing, Kuang-fu campus 光復校區雲平大樓西樓8樓)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Visa/ Page of Entry Permit with Entry stamp 簽證(含入境章)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Taiwan Entry Permit 入臺證</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Taiwan Entry Permit Fee of NT$ 615 入臺證費用新台幣615元 (手續費15元) (僅大陸生)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Only China, Hong Kong, and Macao students need to provide item 8 and 9 僅大陸、香港及澳門地區學生須繳交第8及第9項文件與費用</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Health examination 學生體檢</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ I have Visitor VISA or Resident VISA for my exchange period. I will take the new student health examination at NCKU hospital. It costs NT$850 in discount period. 我有停留簽證或居留簽證, 將在成大醫院進行新生體檢(優惠價格850元)。</td>
<td>(2nd floor of Yun-ping Administration Building, East wing, Kuang-fu campus 光復校區雲平大樓東樓2樓)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ I will stay more 6 months and need to transfer VISA (from visitor visa to resident visa) for applying Alien Resident Certificate (ARC). I will take the Type B health examination. It costs NT$1,300 in discount period. 我需要在臺轉換簽證類別以申請居留證, 將在成大醫院進行簽證體檢(優惠價格1,300元)。</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Student takes full responsibility for health examination type. If student take the wrong one, student needs to pay for two different health examinations fee. The total amount is NT$2,150 in discount period. 學生請務必確認體檢類別, 如體檢類別錯誤, 學生必須自行負責並另行所需體檢。費用850+1300=2150元。</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Original copy of Appendix 4 附錄4之診斷證明正本</td>
<td></td>
</tr>
</tbody>
</table>

Date: Sep. 6, 2021

NCKU Health Center 衛生保健組
Date: Sep. 6, 2021
<table>
<thead>
<tr>
<th>No</th>
<th>Place</th>
<th>Event</th>
</tr>
</thead>
</table>
| 2  | Office of Your Department/Institute 各學系/所辦公室 | You need to bring: 需攜帶：
1. Admission letter 錄取通知信
2. Copy of your passport 護照影本/大通證
※ The availability of some courses is limited, so please confirm with your department regarding the course selection. 部分課程名額有限，請同學與相關系所詢問確認。
※ Please follow the school course enrollment schedule. 請依學校選課時程辦理加退選作業。
※ Please see the following website for course information. 課程資訊請參考以下網頁:
| 3  | NCKU Chinese Language Center 華語中心 | You need to bring: 需攜帶：
1. Admission letter 錄取通知信
2. Online Registration Form of Chinese Course with your signature 中文特別班線上報名表(含簽名)
3. One 2-inch Photos 兩吋照片 1 張
4. NTĐ350 for the NCKU Chinese placement test (if you need it)中文測驗費新台幣 350 元(如需要)
※ Visiting students & Students from Hong Kong, Macau and the Peoples of Republic of China are not qualified for free Chinese Language Courses 訪問學生與香港、澳門及中國大陸地區學生無法報名中文特別班 |
| 4  | Cashier’s Division 出納組 | You need to bring: 需攜帶：
1. Bill of school payment缴费單收據
※ If you couldn’t pay it before the due date, you can pay in cash on the registration day. 如果無法於繳費期限前完成繳費，請直接攜帶現金現場繳費。
(Cashier’s Division
1st floor of Yun-ping Administration Building, West wing, Kuang-fu campus 光復校區雲平大樓西棟 1 樓) |
| 5  | Registrar Division 註冊組 | You need to bring: 需攜帶：
1. Registration & Enrollment Procedure Sheet 註冊程序單
3. One 2-inch photo 兩吋照片 1 張
4. A copy of passport identification page(s) 護照影本/大通證影本
5. A copy of visa page 簽證影本
6. A copy of Taiwan Entry Permit 入台證影本(for students from China, Hong Kong, and Macao) (僅大陸、香港及澳門地區學生須繳交)
(Registrar Division
1st floor of Yun-ping Administration Building, West wing, Kuang-fu campus 光復校區雲平大樓西棟 1 樓) |

**Remark 注意事項:**
1. Please hand in this sheet to the Registrar Division after all the procedures are completed. You can pick up your student ID card after 1-2 weeks of submitting this sheet. 當註冊程序完成後，請將此單送回註冊組各學系（所）承辦人。您的學生證將於 1-2 週後領取。
2. Registration at OIA is on Monday, September 6, 2021; for other divisions, registration is on Monday, September 6, 2021. 國際處報到日為 110 年 9 月 6 日（一），其他處室為 110 年 9 月 6 日（一）。
3. School opening day 學校開學日: Monday, September 6, 2021. 110 年 9 月 6 日星期一。
# Appendix 3: Registration Checklist at OIA for International Exchange Student

交換學生國際處報到程序確認清單

如學號或姓名有誤，請承辦人員註記，並於收取完下方應收資料後，在本頁右上角簽名加註日期。

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

| Student ID NO. 學號： |
| Name (CH/EN) 姓名 (中/英)： |
| Passport number 護照號碼： |
| Entry date 入境日： | Duration date 停留日： |

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 (Appendix 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ I have my own certificates as Appendix 4, and I will submit the proof. 我有附錄 4 之診斷證明表格正本且會繳交相關證明。</td>
</tr>
<tr>
<td>□ I have my own certificates, but I don’t have it as Appendix 4. I will pay NT$120 at NCKU hospital to get the proof for submission. 我有海外診斷證明，但沒有附錄 4 表單，因此我會去成大醫院開立證明（費用 120 元）並繳交。</td>
</tr>
<tr>
<td>□ I do not have the proof, and I will take the vaccines at NCKU hospital and submit the proof. 我沒有診斷證明，我會在成大醫院進行麻疹及德國麻疹疫苗接種，並繳交證明。</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I read and confirm all the statements that I signed up online 我確認我已閱讀過線上簽署之文件</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Declaration of Insurance（Appendix 5）保險切結書</td>
</tr>
<tr>
<td>2. Authorization for Emergency Treatment（Appendix 6）緊急事件授權同意書</td>
</tr>
<tr>
<td>3. Acknowledgment of Regulations and Accepting NCKU Regulations( Appendix 7) 國立成功大學之相關法則聲明書</td>
</tr>
<tr>
<td>4. Personal Data Collection Agreement(Appendix 8) 個人資料蒐集同意書</td>
</tr>
</tbody>
</table>

Signature 簽名: ______________________ Date 日期: ______________________

Head photo 大頭照
Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates
麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明

基本資料 / Basic Data

<table>
<thead>
<tr>
<th>姓名：Name</th>
<th>性別：Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>男 Male</td>
<td>女 Female</td>
</tr>
</tbody>
</table>

| 國籍：Nationality | 護照號碼：Passport No. |

出生年月日：YYYY/MM/DD

a. 抗體檢查 / Antibody Tests
麻疹抗體 / Measles Antibody □陽性 / Positive □陰性 / Negative □未確定 / Equivocal
德國麻疹抗體 / Rubella Antibody □陽性 / Positive □陰性 / Negative □未確定 / Equivocal

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

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

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

負責醫師簽章 / Signature of Chief Physician：

醫院負責人簽章 / Signature of Superintendent：

日期 / Date of Examination：YYYY/MM/DD

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

( You will sign this on registration day )

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

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

**Note** 說明：

- One-semester international exchange student needs to pay NTD 2,500 for 5 months insurance. (Enrolled in spring semester: from February to June; enrolled in fall semester: from September to next January) **一學期之交換生．交換期間共 5 個月 (春季班入學為當年 2 月至當年 6 月底；秋季班入學為當年 9 月至隔年 1 月底)．共計新臺幣兩千五百元整(NT$2,500)。**

- One-academic-year international exchange student needs to pay NTD 6,000 for 12 months insurance. (Enrolled in spring semester: from February to next January; enrolled in fall semester: from September to next August) **一學年之交換生．交換期間共 12 個月 (春季班入學為當年 2 月至隔年 1 月底；秋季班入學當年 9 月至隔年 8 月底)．共計新臺幣六千元整(NT$6,000)。**

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

- **□ I don’t have any insurance before coming to Taiwan. 我沒有任何保險。**

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

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

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

此致

國立成功大學 National Cheng Kung University

立切結書人簽名 Signature：

學號 Student ID. number：

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

( You will sign this on registration day )

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

☐ Agree and allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility. 同意授權貴校或貴校再次授權予相關人員代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

☐ Disagree and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility. 不同意授權貴校代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

To 此致
National Cheng Kung University 國立成功大學

立書人/ Applicant Signature :
(未滿 18 歲者由法定代理人簽署/For minors under the age of 18, the applicant is the legal representative)

學號/ Student ID. Number :

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

在臺緊急聯絡電話/ Emergency Contact Telephone Number(Taiwan) :
Appendix 7: Acknowledgment of Regulations and Accepting NCKU Regulations 國立成功大學之相關法則聲明書

(You will sign this on registration day)

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

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

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

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

立書人 Signature：

學號 Student ID. Number：

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

( You will sign this on registration day )

According to the Personal Data Protection Act, National Cheng Kung University (hereinafter as NCKU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

I. Basic Data Collection, Renewal and Management

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

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

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

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

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

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

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

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

II. 集資個人資料之目的

(一) 本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。
(二) 當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意。您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

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

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

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

四、同意書之效力
(一) 當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。
(二) 本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料，否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

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

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

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

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.
Appendix 9: Payment Procedure 列印繳費單

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

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

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

Step 3: Click “查詢”

Step 4: Click to download your bill and Print it out.

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

(If you pay at the convenience store, you will be charged for NTD 10 process fee)
Appendix 10: NCKU hospital Pre-registration procedures 成大醫院線上掛號預約

1. **Website:** [https://www.hosp.ncku.edu.tw/nckm/english/index.aspx](https://www.hosp.ncku.edu.tw/nckm/english/index.aspx)
2. Choose “Pre-registration”, and click “Internet Pre-registration system”.
3. Choose “Appointment by a Physician”.
4. Choose “NCKU Freshman Health Examination’s doctor”.

5. Fill in Student ID number and **ONLY** last name
Appendix 11: Leave-School Procedure Form for International Exchange Student

交換生離校程序單

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

1. 圖書館 Library

借書記錄查核: Confirm the Circulation Record

2. 系所 Department

歸還借用的各種資料儀器等物品: Return necessary documents, equipment, etc. To the related department.

3. 出納組 Cashier Office

持本手續單至出納組確認離校程序: Confirm leaving school status

4. 註冊組 Registrar Division

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

5. 華語中心 Chinese Language Center

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

6. 住宿服務組 Dorm Manager and Housing Service Division

住宿生退宿，繳清住宿費: Check out from Dorm and pay the fee

7. 國際學生事務組 International Student Affairs Division

提交此手續單至國際事務處國際學生事務組: Submit this form to International Student Affairs Division

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Remarks

- 交換學生交換計畫結束後，須持本手續單至國際事務組完成離校手續。The international exchange students must submit this form to ISAD office when finishing the exchange program to complete the leave-school procedure. If the leave-school procedure is not completed, NCKU will not provide proof document and transcript to student’s home school later.

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

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

Police: 110
Fire/Ambulance: 119
24-hour campus security:
   +886 6 2757575 Extension 55555
   +886 6 2381187
   +886 6 2757575 Extension 66666
NCKU campus Angel:
   Service hour: 22:00PM-06:00AM
   Phone: +886 6 2757575 ext.50880

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

ISAD
Facebook: Fun at NCKU