

OVERSEAS STUDENTS HANDBOOK

Spring 2022

Prepared by OIA,
NCKU



shorturl.at/kH167

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WELCOME TO NCKU

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

If you have any questions, please do not hesitate to contact us at em50460@email.ncku.edu.tw.



IMPORTANT SCHEDULE

DATE	CONTENT
DEC 13 ~ JAN 14	CIDS APPLICATION - 1st stage
JAN 5	ONLINE ACCOMMODATION SIGN-UP
JAN 17-20	COURSE ENROLLMENT - 1st stage
JAN 25~28	COURSE ENROLLMENT - 2nd stage
JAN 24 ~ FEB 14	CIDS APPLICATION - 2nd stage
JAN 28 ~ FEB 14	STUDENT BILL PAYMENT - 1st stage
FROM FEB 11	DORMITORY CHECK-IN
TBA	ONLINE ORIENTATION
FEB 14	CLASS BEGIN
FEB 21~25	COURSE ENROLLMENT - 3rd stage
MAR 25 ~ APR 10	STUDENT BILL PAYMENT - 2nd stage



MAINTAINING YOUR LEGAL STAY

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

IMPORTANT NOTICE TO MAINTAIN YOUR LEGAL STAY

STUDENT STATUS

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

PASSPORT VALIDITY

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

PROCEDURES TO TRANSFER VISITOR TO RESIDENT VISA

SKIP THIS STEP IF YOU ARE HOLDING RESIDENT VISA OR ARC.

- ★ With the exception of ARC with the purpose of residence of (a) employment or (b) study at a Chinese language center.
- ★ While it is optional for employment ARC holders, it is compulsory for CLC's ARC holders to transfer their ARC at BOCA just like the visitor visa holders.

PRESENT YOURSELF TO BOCA

- ★ Students who are holding visitor visas need to present themselves to the Bureau of Consular Affairs (BOCA) for visa transfer application 8 working days before the duration of stay expires.
- ★ Speaking from experience, students should be extra aware of the preparation of (a) authenticated diplomas and (b) a health examination within 3 months as most students who failed the transfer application were due to the lack of these documents.
- ★ The nearest BOCA office from NCKU is at Kaohsiung. The address is 3F-4F., No.6, Cheng Nan Rd., Lingya Dist., Kaohsiung City, Taiwan (R.O.C.) or in Chinese 高雄市苓雅區政南街6號3-4樓.
- ★ For a full list of requirements, please refer to [BOCA](#).

- ★ Feel free to contact BOCA's Kaohsiung at Tel. +886-7-7156600 or email bocakhh@boca.gov.tw.

PROCEDURES TO TRANSFER RESIDENT VISA TO ARC

KEY THINGS TO KNOW ABOUT ARC

- ★ An Alien Resident Certificate (ARC) is an ID card to prove foreigners' residency status in Taiwan. In most cases, a new admitted degree-seeking overseas student should aim to obtain ARC. Failure to do so generally means there are certain problems with his/her legal stay requirements and should notify ISAD immediately.
- ★ Given you have finally obtained your ARC, there is certain information on the ID card you should note about.
- ★ **Date of expiry** - Please remember to extend before it expires. Any expiration will result in fine and possibly repatriation.
- ★ **Date of issue** - For students who first obtained the ARC, this is the day that starts counting on your eligibility for NHI. For further information on NHI, please refer to the chapter of insurance.
- ★ **Purpose of residence** - In most cases, it should be 就學-國立成功大學 meaning study at NCKU. Other exceptions such as 依親 (dependent) and 應聘 (employment) are acceptable to enroll but certain rights are possibly affected such as ineligible to be registered to NHI under NCKU or scholarship revocation.

ONLINE APPLICATION

- ★ The ARC can be applied [online](#) and be collected at an immigration office when approved.
- ★ Students should file the application within 15 days of the arrival. However, in consideration of the pandemic situation, it **has been extended to 30 days of the arrival**.
- ★ Students should proceed to take care of the required documents only after quarantine and self-health management during pandemic times. There might be only a few working days left, but it should be enough time as long as you do it right away after self-health management
- ★ Required documents:
 - Photo
 - Passport valid for at least 6 months at the time of application
 - Visa page
 - Enrollment certificate
 - Admission letter
 - Processing fee of 1,000ntd
- ★ For application instructions, please refer to the [Application Instructions](#).
- ★ For system issues, please refer to the [System Platform Manual](#).

GETTING STARTED AT NCKU

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

ENROLLMENT

BASIC DATA ENTRY

- ★ New students shall fill in the personal information at [New Student Basic Data Entry](#).
- ★ The system will be closed after early semester. So please make sure to fill and print it out soon.
- ★ Resumption students do not have to fill it again.

IN-PERSON REGISTRATION

- ★ Please make sure to check in with the OIA when you first arrive on campus.
- ★ Please note that students are not allowed to enter campus during quarantine and self-health management.
- ★ Our office is located at 1F, Yun-ping east building, Kuang-fu campus, Tainan city.

ONLINE REGISTRATION

- ★ If you are unable to enter Taiwan and proceed with the registration in person before the semester starts, the alternative plan is as follows:
 1. Fill out the [online registration form](#) by **February 14th**; upload the authenticated diploma and enter the basic data requested.
 2. Pay the enrollment fee (around NT\$5,000). Please refer to the following website for the payment methods:
<http://cashier-ufo.ncku.edu.tw/p/412-1096-20553.php?Lang=zh-tw>
 3. Other hardcopy documents should be submitted when you enter Taiwan and complete the quarantine and self-health management.
- ★ Once you have finished the registration form and paid the enrollment fee, you will be officially enrolled and become one of our fellow members at NCKU. If you have any questions about online courses, please kindly consult with your department or advisor for further details.

PAYMENT

TWO PAYMENT PERIODS PER SEMESTER

- ★ NCKU has two payment periods per semester. Generally speaking, the first payment, which normally falls on early semester, is mainly for enrollment fees including insurance and other miscellaneous fees, and the second payment, which normally falls on mid semester, is mainly for tuition and credit fees.
- ★ Please visit the [Bank of Taiwan](#) to download the payment slips.

- ★ The student bill on the Bank of Taiwan will be updated once per payment period. Since it is not updated regularly, please check the [Tuition Fee Payment Search Gate](#) for the latest changes on your student bill.

BANK OF TAIWAN

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

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

Step 2: Click 確定登入 (enter).

Step 3: Click 查詢 (search).

The screenshot shows a table with columns for student ID, name, and bill amount. A red box highlights a search button labeled '查詢資料' (Search Information) and '查詢' (Search).

學號	姓名	金額	繳費日期	繳費地點	繳費狀態
100001	張三	1000	2023/09/01	ATM	已繳
100002	李四	2000	2023/09/01	ATM	已繳
100003	王五	3000	2023/09/01	ATM	已繳
100004	趙六	4000	2023/09/01	ATM	已繳
100005	陳七	5000	2023/09/01	ATM	已繳
100006	林八	6000	2023/09/01	ATM	已繳
100007	孫九	7000	2023/09/01	ATM	已繳
100008	周十	8000	2023/09/01	ATM	已繳
100009	吳十一	9000	2023/09/01	ATM	已繳
100010	鄭十二	10000	2023/09/01	ATM	已繳

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

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

PAYMENT WITH OVERSEAS CREDIT CARD

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

COURSE ENROLLMENT

ONLINE COURSES

Considering most overseas students are unable to arrive the campus before the beginning of semester due to the global pandemic situation, online classes will be provided to affected course participants. Please contact your course lecturer explaining your situation.

COURSE ENROLLMENT

The NCKU Course Information and Course Enrollment System is available for online course pre-registration and enrollment: <https://course.ncku.edu.tw/index.php>.

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

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

RESERVING STUDENT STATUS

APPLY FOR ADMISSION DEFERMENT

Students who have reasons as below can [apply for deferment of admission](#) before the start of a semester. Please note that an overdue application will not be accepted.

1. Serious disease (with medical report)
2. Duty for military service
3. Practice teaching
4. Pregnant or procreation.
5. Parenting (child under 3)
6. Overseas students who are unable to arrive for the designated date for enrollment due to personal reasons.

Required documents are as follow:

1. Explanation letter of deferring admission
2. Copy of the highest diploma received
3. Copy of passport identification page(s)
4. Copy of admission letter
5. Supporting documents for the explanation of medical certification or military service certificate.

A Notification of Resumption letter will be sent to your home address in August or January (as applicable) by the Registrar division, if the deferment request is approved. For further inquiries, please contact the Registrar Division at em50120@email.ncku.edu.tw.

HEALTH AND WELLNESS

As an international student, health insurance is very important. Medical and injury insurance, covering a period longer than 6 months counting from the day when entering Taiwan, is required. This medical and injury insurance document must be verified with official stamps by a Taiwan (ROC) embassy or consulate. Students can buy the medical insurance after enrolling at school, but should be responsible for their own medical fee before the insurance is valid. Therefore, we strongly suggest you to have overseas medical and injury insurance (for at least 1 month) in your home country before coming to Taiwan.

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

THREE TYPES OF INSURANCE COVERAGE IN TAIWAN

STUDENT GROUP INSURANCE (SGI)

- ★ SGI is the REQUIRED insurance for all NCKU students. The payment of this insurance fee (100ntd) is regarded as part of the enrollment process for each semester. Sickness requiring specialized medical care is not included and the final compensation is decided by the insurance company's evaluation of your application.

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

INTERNATIONAL STUDENT MEDICAL INSURANCE (ISMI)

- ★ ISMI is an alternative option for students who are not covered by overseas insurance or NHI.
- ★ ISMI generally costs around 500ntd per month.
- ★ Students will have to pay the medical fees by themselves and apply for the reimbursement afterwards. For reimbursement application, kindly come to our office along with your medical receipt, medical certificate, a copy of your ARC (front and back), and a copy of your postal bank's passbook.
- ★ A medical certificate is a document stating your medical issues and the treatments that you received. It generally needs to be requested from your doctor specifically. In Chinese, we call it 診斷證明書.

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

NATIONAL HEALTH INSURANCE (NHI)

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

PHYSICAL EXAMINATION OF FRESHMEN

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

	General Physical Examination	Physical Examination for Visa
Discount price	850 ntd	1,300 ntd
Eligibility	<ul style="list-style-type: none"> ✓ ARC holders ✓ Resident visa holders 	<ul style="list-style-type: none"> ✓ Visitor visa holders

Considering overseas students' arrival time in campus would have wide differences due to the global pandemic situation, the procedures that overseas students need to follow are possibly various depending on if they are entering Taiwan from overseas or not.

Please check on the [Health Center website](#) for the latest arrangement on this matter. For further inquiries on physical examination, please contact school nurse Miss. Jiang at z11003010@ncku.edu.tw.

ACCOMMODATION

As an international student, health insurance is very important. Medical and injury insurance, covering a period longer than 6 months counting from the day when entering Taiwan, is required. This medical and injury insurance document must be verified with official stamps by a Taiwan (ROC) embassy or consulate. Students can buy the medical insurance after enrolling at school, but should be responsible for their own medical fee before the insurance is valid. Therefore, we strongly suggest you to have overseas medical and injury insurance (for at least 1 month) in your home country before coming to Taiwan.

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

SCHOOL DORM

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

For further information on school dorm, please refer to:

<https://housing.osa.ncku.edu.tw/var/file/52/1052/img/1355/152275924.pdf>

For charges of school dormitory, please refer to:

https://housing.osa.ncku.edu.tw/var/file/52/1052/img/1355/NCKU_Student_Dormitory_Specification_and_Charge_1090801.pdf

I. SIGNING THE HOUSING CONTRACT ONLINE

- ★ Time: **10 AM, December 08, 2021 – 10 AM, January 05, 2022 (GMT+8)**
- ★ System: http://dorm.osa.ncku.edu.tw/index_lic.php?m=10
※Applicants who fail to sign the housing contract via this designated link by 10 AM, January 05, (GMT+8), are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room.
- ★ Contract status: http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125
※Please make sure to check your contract status after signing the contract.
※Students applying for the Prince Dorm do not need to sign this housing contract. Please contact the Prince Dorm and apply.
- ★ Students who missed the contract signing period but would still like to apply for a school dorm may contact a dorm manager for availability inquiries. For instance, kindly contact Terry Lu if you would like to apply for Sheng-Li 1.

DORM MANAGERS		
Terry LU	Sheng-Li 1	ext.88300 z9608175@email.ncku.edu.tw

張華芳	Sheng-Li 2 & 3	ext.88800 z7605009@email.ncku.edu.tw
Hsu, Yu-Chen	Sheng-Li 4 & 6	ext.89208 z10912025@email.ncku.edu.tw
Somsak Hsu	Sheng-Li 6	ext.89200 10208087@gs.ncku.edu.tw
Enya Wu	Sheng-Li 8	ext.89800 z10601028@email.ncku.edu.tw
Shuya Yang	Sheng-Li 9	ext.89800 z10911007@email.ncku.edu.tw
陳國良	Kuang-Fu 1	ext.51300 z7409004@email.ncku.edu.tw
李俊昇	Kuang-Fu 2	ext.51600 z10405038@email.ncku.edu.tw
HUANG-WEI-LUN	Kuang-Fu 3	ext.51900 z10802058@email.ncku.edu.tw
Sung Smvn Te	Ching-Yeh 1	ext.37000 z8812007@email.ncku.edu.tw
Huang Dor Miao	Ching-Yeh 3	ext.36200 z9512035@email.ncku.edu.tw

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

- ★ Students who have signed the designated housing contract and secured their space will receive a notification email by 18:00, January 12 (GMT+8).

III. DORM BUILDING ARRANGEMENT OPEN FOR INQUIRY

- ★ Time: From **18:00, January 19(GMT+8)**
- ★ <http://housing.osa.ncku.edu.tw/index.php?Lang=en>

IV. CANCELATION POLICY & CHARGE STANDARD

- ★ How to cancel your application: Please contact Ms. Lin via 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.

- ★ Charge Standard for Cancellation:
 - (1) By January 18: Free of charge.
 - (2) January 19-February 10: A handling fee of NT\$ 250 will be charged.
 - (3) From February 11: NT\$ 150 per day, including the handling fee of NT\$ 250, will be charged till the day when the cancellation procedure is completed.

V. APPLICATION FOR EARLY CHECK-IN

- ★ **Time for Inquiry and application:** 10 AM, January 19 ~ 10 AM, February 07(GMT+8)
- ★ **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.
- ★ **Dates available for early check-in:** February 08- February 10.
 - ※For incoming international exchange students, student dormitories are open for check-in from 09 AM, February 11(GMT+8).
 - ※Rooms' availability cannot be guaranteed. Applicants need to check with Ms. Lin directly via email for details.
- ★ Charge standard: NT\$150/day. Electricity will be charged separately.
- ★ 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.

VI. TIME & LOCATION FOR CHECK-IN PROCEDURES

- ★ Time:
 - (1) 09:00-12:00 & 13:00-17:00 of February 11~ February 13 (GMT+8)
 - (2) 09:00-12:00 & 13:00-17:00 of working days from February 14(GMT+8)
- ★ Location: The dorm manager's office, 1F of Ching-Yeh Dorm 3.
- ★ Items required:
 - (1) Resident Information Card. Please login the system, fill out the information required, print out a copy, and submit it when checking in.
http://dorm.osa.ncku.edu.tw/index_prof.php?lang=en
 - (2) Admission letter or passport.
 - (3) Receipt for dorm fee payment.

VII. DORM FEE PAYMENT

- ★ **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, January 19 (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.

VIII. REGISTRATION FOR FORM INTERNET

- ★ Time: After completing check-in procedures
- ★ Method: Register for short-term accommodation with your NCKU student ID No. here : <http://dorm.cc.ncku.edu.tw/>

IX. END OF ACCOMMODATION TERM OF 2022 SPRING SEMESTER

- ★ Noon, June 18, 2022 (GMT+8)

OFF CAMPUS

PRINCE DORM

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

※Contact information:

TEL: +886-6-208-7166

EMAIL: nckuservice@prince.com.tw

For dorm facilities and charges, please refer to:

https://nckudorm.prince.com.tw/Introduction_List.aspx?MessageNo=00000016&MessageType=03

OFF CAMPUS ACCOMMODATION SERVICE

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

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

BUDDY-BUDDY PROGRAM

Online application: <https://admissions.oia.ncku.edu.tw/buddy/fs/index.php>

Welcome to the National Cheng Kung University from all the staff and volunteers of the NCKU Buddy-Buddy Program!

In Taiwan, and especially in the city of Tainan, we're known for our friendliness and willingness to help; it's our pride and joy to show everyone the beauty and hospitality of Taiwan.

Here at NCKU we warmly embrace different cultures and are eager to meet new friends from all over the world. And so, If you choose to participate in our program, one of our hand-picked volunteers will be assigned to you as your Taiwan buddy, who will help show you the ins and outs of life here at NCKU.

It's hard getting used to a different environment, and Chinese is a difficult language to learn, but never fear! Your buddy will be there to provide their language skills and experience of NCKU life to help you hit the ground running and become able to overcome the obstacles that you will face. There might be some problems that you will encounter that your student handbook will not have prepared you for, and that you won't quite know how to handle. That's where your buddy will come in, to point you in the right direction and assist you in what ways that they can. Most importantly, they will be one of your first friends, and hopefully one of the best that you will meet here at NCKU. Even if you don't think that you'll need any help getting used to student life here at NCKU, everyone could use more friends, so why not give the Buddy-Buddy program a shot?

If you would like to opt into this program, simply scan the QR code at the bottom of this page and fill out the application form! We hope to meet you soon.

The **application period** for Spring semester 2022 is from Jan 11 - Feb 20.

Please feel free to email us if you have any inquiries: nckubuddy@gmail.com. We hope to meet you soon.

From the Buddy-Buddy Program Team.

Facebook Fan Page: https://www.facebook.com/nckuBuddyBuddyProgram/?epa=SEARCH_BOX



OTHER COURSES

CHINESE CLASS FOR INTERNATIONAL STUDENTS (CIDS)

COURSE INTRODUCTION

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

CLASS LEVEL

- ★ There are 6 levels in the CIDS Courses. Each course meets 2 hours per week, totaling 18 weeks.
- ★ The maximum number of students for each class is set to 17 to achieve better results in learning/teaching a foreign language.
Lv.1-Lv.4: General Language Courses
Lv.5-Lv.6: Topic-based Language Course

WHO IS ELIGIBLE TO APPLY?

- ★ International Degree Student
- ★ University-Level Exchange Student
- ★ College-Level or Department-Level Exchange Students from TOP 100 Universities

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

Notes: Overseas Chinese Students who would like to take a CIDS course should first pass verification of the Overseas & Mainland Chinese Students Affairs Division (OMCSAD) before filling the application. **Students from Hong Kong, Macau, and the People's Republic of China are not eligible for these courses.**

HOW TO APPLY?

- ★ The application of CIDS is **accepted by semester** and would be conducted **online**. You will receive a confirmation email within **3-5 working days** after you submit the application form. **Only if you receive the confirmation would it mean your application is successful.** If you still do not receive any confirmation email after 5 working days from your application, please contact the CLC Office.
- ★ There will be **2 application stages for New Students** and **1 application stage for Continuing Students.**

New Students (who have never taken any CIDS Course before)

1st Application Stage for New Students
Application Period: Dec. 13 ~ Jan. 14
Level Announcement: Jan. 21
Online Course Enrollment: Jan. 25 ~ Jan. 28



2nd Application Stage for New Students
Application Period: Jan. 24 ~ Feb. 14
Level Announcement: Feb. 17
Online Course Enrollment: Feb. 21 ~ Feb. 25

Continuing students (who have taken CIDS Course before)

Application Period: Dec. 13 ~ Jan. 14
Level Announcement: Jan. 21
Online Course Enrollment: Jan. 25 ~ Jan. 28

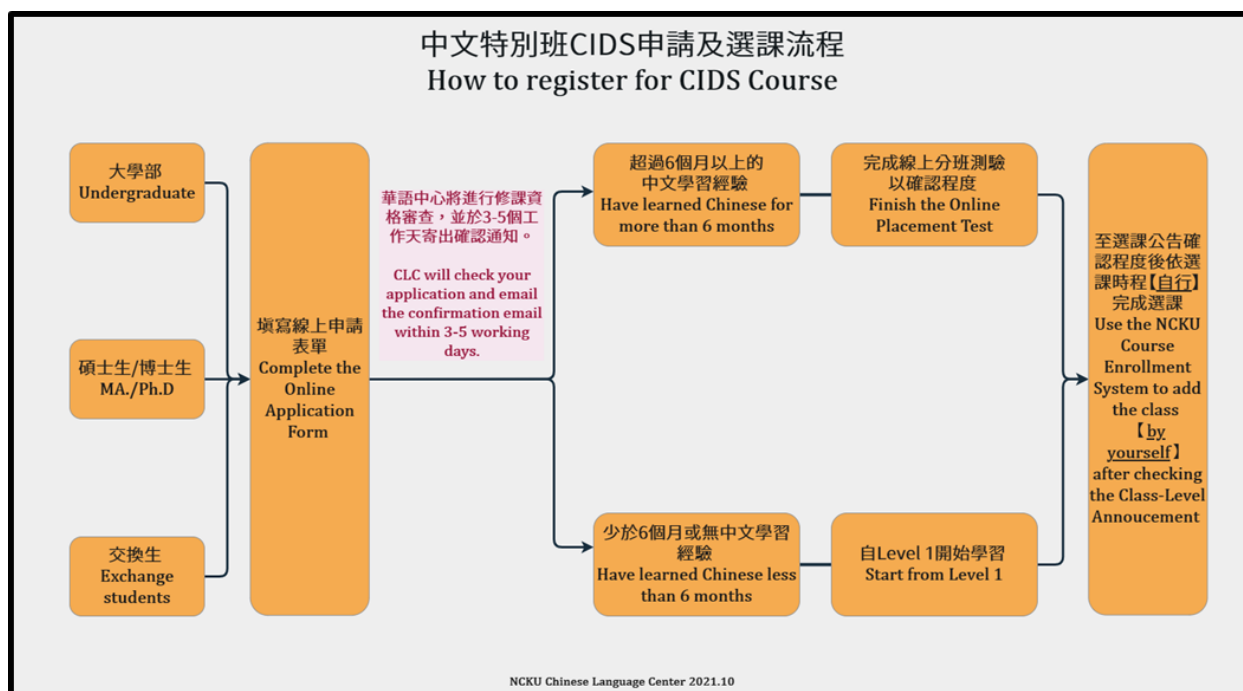


PLACEMENT TEST

- ★ New students who have learned Chinese/Mandarin more than 6 months or continuing students who would like to skip level are required to take the Online Placement Tests. Your class level will follow the result of your placement test. It will be an online test and **cost TWD350 per time**. The payment information will be provided via email after the semester begins.
- ★ Please note that the placement test fee will be charged once the test has been completed. To register for the CIDS Course successfully, you must complete the test, or the application will be regarded as invalid. If you have completed the placement test but cannot take the course due to some reasons this semester, you do not need to re-take the placement test when applying for the next semester. Please indicate when did you take the test and the level you get when you are filling the application form for the next semester.

HOW TO GET ENROLLED

- ★ Please add the CIDS Course **by yourself** via the NCKU Course Information & Enrollment System (<https://course.ncku.edu.tw/index.php>) during the online enrollment period.
- ★ The space available for each class will be 17. If a class has reached the maximum capacity, no additional student will be admitted to that class.



IMPORTANT REMINDS

- ★ Each degree student can take up to **3 semesters (6 credits)** of CIDS Courses. For Undergraduate-program students, only **pass-course records are counted**; while for graduate-program students (MA/Ph.D), we will count the **course enrollment records** (no matter whether you pass the course or not. Even if you drop the course, it will still be counted).
- ★ According to NCKU's related regulations and guidelines, Undergraduate Programs' students who have finished and passed the course can use the 4 credits to waive the required "College Chinese". The other 2 credits that remained will not be counted as the credits required for graduation while they will still be listed on the transcript. While for MA or Ph.D students, the credits earned from the CIDS course may not be used in calculation of required credits for graduation, yet it will still be listed on the transcript
- ★ To make sure each International Degree student is able to get enrolled in the CIDS courses for at least 2 semesters, the Course Enrollment System has set up a 2-semester limit. The 3rd semester of the CIDS Course will be **manual registration**. Students who would like to take 3rd semester of CIDS courses should fill in the **Registration Form for Course Enrollment Under Special Circumstance during the 1st week of the semester and submit the Form to the CLC Office by the deadline**. The registration request will be processed only if there are seats available in **Special Circumstance Course Enrollment Stage**.
- ★ Please add the CIDS Course by yourself via the NCKU Course Information & Enrollment System (<https://course.ncku.edu.tw/index.php>) during the online enrollment period. The space available for each class will be 17 and the enrollment process is conducted on **a first-come, first-served basis. Once the enrolled student number meets the maximum capacity, the request of adding a course or auditing will not be accepted.**

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

CONTACT INFORMATION

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成功大學文學院華語中心

Chinese Language Center, College of Liberal Arts, NCKU

ENGLISH PLACEMENT TEST

REQUIRED ENGLISH COURSES

- ★ Students (except for English majors) of the University must acquire 4 credits of English courses before graduation. Students are not allowed to take two English courses of the same title.
- ★ Students should take the courses from one of the three Modules according to their English proficiency levels.
- ★ NCKU English module courses with their CEFR alignments, please see <https://flc.ncku.edu.tw/p/412-1144-21109.php?Lang=zh-tw>
- ★ Freshmen (except for English majors) need to first take their English CEFR certificates/transcripts such as TOEFL iBT, TOEFL ITP, IELTS, TOEIC, Cambridge Main Suite to register for their English Modules, so that they can choose English courses via the Course Information & Enrollment system.

The Application for English Modules

- **First Phase: From 9:00 AM, February 14, 2022 to 5:00 PM, February 15, 2022.**

Please take the hard copy of your English certificate/transcript to the Foreign Language Center in person to register for your English module, so that you can choose English class at Phase 3 Course Enrollment: 09:00 on February 21 to 17:00 on February 25.

- **Second Phase: From 9:00 AM, March 14, 2022 to 5:00 PM, June 10, 2022.**

Please take the hard copy of your English certificate/transcript to the Foreign Language Center in person to register for your English module, so that you can choose English courses next semester.

Note: Please take the hard copy. Images that show only fragments of the certificate/transcript or print-screened transcripts will NOT be accepted.

- ★ Foreign students from countries where English is an official language, students who once received high school education where English is the instructional language for more than two years, or students who are eligible for credit exemption can apply for English credits exemption. For further information, please see “Exemptions of English Courses.”
- ★ English majors do NOT need to take English courses offered by the Foreign Language Center. Please follow the course regulations of the FLLD. For other regulations, please see <https://flc.ncku.edu.tw/p/412-1144-21109.php?Lang=zh-tw>

EXEMPTIONS OF ENGLISH COURSES

- ★ Please check <https://flc.ncku.edu.tw/p/412-1144-21150.php?Lang=en> for the exemption standards and regulations.
- ★ There are Two PHASES of applications for credit exemptions. The credit exemptions will only be approved after the second phase of verification is done. No application is accepted later than the specified deadlines, except for special circumstances approved by the University.
 1. **[First Phase]** Application ONLINE: Applications for credit exemptions shall be completed online via the Confirmation of Foreign Language Competence System (<http://eagle.english.ncku.edu.tw/>) from 9:00 AM, February 7, 2022 to 5:00 PM, March 4, 2022. The wavier qualifications for students enrolled in/after the 2017-18 academic year differ from those for students enrolled in/before the 2016-17 academic year (especially for the scores on TOEFL iBT, TOEIC, and OOPT); therefore, choose the qualifications applicable to the academic year of your admission. Any untrue or insufficient applications require re-submission. Please remember to print out the application form after the application online.
 2. **[Second Phase]** Verification by Foreign Language Center: A printout of the application form along with one of the following documents should both be submitted in person to the Foreign Language Center on the second floor of Hsiu-Chi Building on Kuang-fu Campus from 9:00 AM, February 14, 2022 to 5:00 PM, March 4, 2022. Please go to the Confirmation of Foreign Language Competence System (<http://eagle.english.ncku.edu.tw/>) to check the results of your credit exemption application after your submission to the Foreign Language Center:
 - Valid passport (for those from countries where English is an official language).
 - Official transcript or school letter with a valid signature that describes the study period and subjects taught in English accounting for more than 50% of the entire subjects (for those who received high school education where English is the instructional language).
 - Original English proficiency certificate of GEPT, TOEFL iBT, IELTS, TOEIC, Cambridge Main Suite, BULATS, or Oxford Online Placement Test.
- ★ Those who have waived four credits and do not intend to take any English courses must drop the enrolled courses online before the end of the third stage enrollment period. The students who do not meet the criteria for credit exemptions or fail to adhere to the deadlines should take the courses as required.
- ★ The system for English credit exemptions will be open every semester. Students are only required to complete the application of English credit exemptions before graduation.

FOREIGN LANGUAGE PROFICIENCY REQUIREMENTS

- ★ All undergraduate students should fulfill the designated English or other foreign language(s) proficiency requirements before graduation.
- ★ Each department is responsible for verifying the qualification and documents concerning the required foreign language proficiency for international students from foreign language speaking countries.
- ★ Students who have not successfully reached the required threshold may take Online Remedial English (a zero-credit, semester, optional course) or other courses specified by respective departments. Students who successfully pass the required courses are recognized as fulfilling

the English proficiency requirements for graduation. The Notes for registering in Online Remedial English are specified separately.

- ★ Students who have reached the required graduation threshold of foreign language proficiency stipulated by their departments must register online themselves via the Confirmation of foreign language Competence System. An e-version of official grade report should be later verified by the students' departments and be submitted to the Division of Registrar. Students are legally responsible for all necessary documents submitted to the University.

EXPLORING TAINAN

COURSE OBJECTIVES

- ★ This general course, Exploring Tainan, is part of the innovative teaching program incorporating knowledge of diversified fields. It aims to familiarize students with the history, culture and customs of Tainan through both lectures and field investigation, so that students can develop an awareness of cultural diversity and respect others and the environment.
 1. Explore Tainan's history, and gain more knowledge about local culture and customs.
 2. Promote cross-disciplinary integr. of the humanities through field investigation.
 3. Develop an awareness of cultural diversity and respect others & the environment.
- ★ This is a required course for undergraduate students, 1 credit.

HOW TO ENROLL

- ★ Course enrollment website: <https://course.ncku.edu.tw/index.php>
- ★ Course name: Exploring Tainan
- ★ Course Code (taught in English): A9
- ★ [Syllabus](#) (taught in English)
- ★ Course Website: <http://exptainan.liberal.ncku.edu.tw/>
- ★ Facebook: <https://www.facebook.com/NCKUExploringTainan/>

NOTE

- ★ Students who want to join the Exploring Tainan course (Chinese) should fill in and submit the "Course addition request form" to General Education Center to add Exploring Tainan course (Chinese) course from Sep 22 to 24.
- ★ Students who enroll or retake the Exploring Tainan course before 2019 Fall semester, according to the regulation the course will be counted as 0 credit.
- ★ Students who applied for deferment and will be enroll after 2019 Fall semester, according to the regulation the Exploring Tainan course will be counted as 1 credit