



## Welcome!

Your first few weeks at NDHU are going to be busy! You can use the following checklist to help yourself settling in and preparing for classes.

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## **International Students Office**

The International Students Office (ISO) is located at Room 501 in Administration Building. It is established to assist international students. In other words, you are welcome to stop by anytime should you need information, advice, or just a friendly "Hello!". The staff will be happy to help in any phase of your adjustment to life and study at NDHU.

### **Important Phone Numbers**

International Students Office	<b>03-863-2134/03-863-2132</b> <b>iso@mail.ndhu.edu.tw</b>
Registration Sector	<b>03-863-2116</b> <b>bonniejeng@mail.ndhu.edu.tw</b>
Library	<b>03-863-2838</b> <b>library@mail.ndhu.edu.tw</b>
Language Center	<b>03-863-5492</b> <b>lc@mail.ndhu.edu.tw</b>
On-Campus Guard	<b>03-863-2119</b>
24-Hour On-Campus Emergency	<b>03-863-2995</b>

### **Emergency Phone Numbers**

Police	<b>110</b>
Fire	<b>119</b>
Ambulance	<b>119</b>

### **Hualien Campus**

Hualien Hospital	<b>03-835-8141</b>
Tzu Chi Hospital	<b>03-856-1825</b>
Mennonite Christian Hospital	<b>03-824-1234</b>
On-Campus Police	<b>03-863-2995</b>
24-Hour On-Campus Emergency	<b>03-863-2995</b>

### **Pingtung Campus**

Pingtung Hospital	<b>08-736-3011~5</b>
Heng Chun Christian Hospital	<b>08-889-2293</b>
Nan Meng Hospital	<b>08-889-4568</b>

# Registration Guideline for New International Students

## 1. Registry Procedure

Documents required when reporting to ISO:

- (1) Your ORIGINAL passport and residence visa.
- (2) Your ORIGINAL diploma and transcript of your previous school and VERIFIED diploma and transcript (with official stamp/seal) by the Taiwan Overseas Representative Office in the country.
- (3) Two recent photos (size: 2\*2inch; taken within six months).
- (4) Private medical insurance certificates (VERIFIED) from your country for first four months after arrival or certificate of National Health Insurance in Taiwan.
- (5) A certificate of health check ( form Type B ) from an accredited hospital within the past 3 months. Items required for health certificate Type B (page1 and page2) can be downloaded at:  
<http://www.taiwanembassy.org/public/Attachment/9111023472571.pdf>  
Or,  
[http://www.iso.ndhu.edu.tw/ezfiles/92/1092/img/1072/health\\_certificate.pdf](http://www.iso.ndhu.edu.tw/ezfiles/92/1092/img/1072/health_certificate.pdf)

**Notice:** It is regulated that foreigners cannot be included into Taiwan's National Health Insurance until the fifth month after arrival; therefore, new students have to purchase medical insurance in their own countries that covers the first four months in Taiwan. Those who cannot produce required documents have to purchase the group medical insurance when reporting in about NT\$ 2,000/4 months. Those who have stayed in Taiwan for four months (and over) prior to their reporting in please produce required insurance certificate issued by Bureau of National Health Insurance, the health insurance card for instance, when reporting in.

If you fail to submit any of the above documents upon checking in with NDHU, no Student I.D. Card or any other certificates will be issued for you to apply the Alien Resident Certificate (ARC). According to Taiwan's Immigration Law, foreigners must apply for an ARC within 15 days of arrival in Taiwan. You should bear your own risk for delaying registration and ARC overdue penalty.

**Your registration status will be validated after paying your tuition and insurance payment.** Thereafter, your certificate of study in NDHU will be issued for you to apply the ARC, **which must be applied within 15 days after arrival in Taiwan.**

**On-line Registration will be produced at ISO when you are reporting in.**

## 2. Tuition Payment

(1) International students should pay the tuition and supplementary fee at the Cashier Office (1F, Room108, Administration Building) after registration process. The tuition fee will be waived for NDHU scholarship recipients. However, the student insurance fee (around NT\$ 300 per semester), internet access fee (NT\$ 300 per semester), and dormitory cost (including use of internet, deposit, and fuel; around NT\$ 8,000-11,000 per semester), are required for all students.

(2) Please check the following webpage for more details about fees:

<http://www.iso.ndhu.edu.tw/files/13-1092-17024.php>

(3) Retain the receipt of your tuition payment properly for future reference.

## 3. Course Selection

(1) The password required for on-line course selection will be issued once your registration is completed.

You may contact your registered department for help with the course selection. Please make sure that you have completed your enrollment for all courses before designated deadline.

※ For the first semester, new students should select courses during course enrollment period (2012/ 02 / 29, 12:30 ~2012/ 03 / 05, 12:30).

(2) Course information

Please check the course catalog for more information.

<http://web.ndhu.edu.tw/sys/Course/CouserForm.aspx>

## 4. NDHU Scholarship Stipend

International Students award NDHU Scholarship including two categories:

Type A : Tuition waiver (Full Tuition+ Credit Fee) and stipend

Type B : Tuition waiver (Full Tuition+ Credit Fee)

Amount of Stipend:

- Master's student - NT\$ 50,000 per academic year;
- Ph.D. student - NT\$ 60,000 per academic year;
- Undergraduate students - NT\$30,000 per academic year.

There is a limit of years on the scholarship. **For undergraduate students, the limitation is four years; Master's students, two years; Ph.D. students, three years.**

Students, who are awarded the NDHU scholarship, will receive the first monthly stipend around the end of the second month in each semester after completing all related procedures; thereafter, recipients will receive the rest of the stipend at the mid of each month.

Please check the following webpage for more details:

<http://www.iso.ndhu.edu.tw/files/13-1092-17023.php>

For your information, the money preparation before departure for new international students while arriving at NDHU including as following:

### **Small Tips: Money Preparation**

Unit: Per Semester

- a 、 Tuition Fee: around NT\$ 30,000 (Graduate Student);  
around NT\$ 60,000 (Undergraduate Student).
- b 、 Credit Fee: around NT\$ 3,060/ per credit (Graduate Student)
- c 、 Supplementary Fee: around NT\$ 12,000  
student insurance fee NT\$ 300;  
internet access fee NT\$ 300;  
dormitory cost NT\$ 8,000~11,000
- d 、 Group Insurance Fee: NT\$ 2,000  
First four months for those who did not submit private one
- e 、 National Health Insurance Fee: NT\$ 1,600 (For two month)  
First two months insurance fee of mandatory NHI in fifth month  
after arrival, after that it will be charged NT\$ 800 per month from  
your Tuition Payment Slip every semester
- f 、 Living Expense for first two months: minimal NT\$10,000

Please check more detail information about expense estimation at:

<http://www.iso.ndhu.edu.tw/files/13-1092-17024.php>

# Alien Resident Certificate Application

## Application Process

Resident visa holders are required to apply for the Alien Resident Certificate (ARC) within 15 days after their arrival. They may stay in Taiwan as long as the ARC remains valid.

## Documents Required

- (1) Application Form
- (2) Original and Photocopy of Passport and Resident VISA
- (3) A certificate of study( Student Status Certificate)
- (4) One Photo (taken within six months) ,the size must be fit in with the sample as:  
<http://www.ris.gov.tw/ch1/0940318.html>
- (5) NTD 1000/ per year

## Extending Your ARC

You should be preparing for your ARC extension at least one month before it expires. The procedure:

1. Pay tuition and miscellaneous fees for the upcoming semester. Acquire a stamp for registration on your Student ID Card.  
Students enrolled in Spring semester shall extend your ARC in the coming September.
2. Bring your passport, ARC, and Student ID Card to Hualien or Pingtung County Service Center and apply.

## Where to Apply:

Hualien County Service Center  
National Immigration Agency  
5F., No.371, Zhongshan Rd.  
Hualien City, Hualien County 970  
Phone: 03-8329700

Pingtung County Service Center  
National Immigration Agency  
No. 185, Zhili Rd.  
Pingtung City, Pingtung County 900  
Phone: 08-7216665

## Information Technology on Campus

### NDHU Email Accounts

All students are entitled to have a free NDHU email account. Your email account consists of your student ID number with a code. The email server for students is **ems.ndhu.edu.tw**

How to sign it in :

Login User Name : Student ID Number

Password : Date of Birth (yyyy/mm/dd)

You can access your account via webmail at

<http://faculty.ndhu.edu.tw/~net/mailemail/mailenglish.htm> (For student)

Reset your email to be English version

<http://faculty.ndhu.edu.tw/~net/mailemail/set-en.ver/index.html>

### Wireless Internet Access

If you have a personal digital assistant (PDA), Smartphone, or laptop computer with wireless access, you can sign on to NDHU's **free** wireless network with your **E-mail account**.

# Arrange Your Health Care

## Health Insurance & Health Care

Health care can be very expensive if you are not insured. Therefore, it is extremely important for you to understand your insurance policies and the health care system in Taiwan.

### Insurance

#### 1. Medical Insurance

##### (before you join the “National Health Insurance”)

Upon enrollment, international students are required to submit proof of insurance covering their medical expenses during the period after their arrival and before joining the “National Health Insurance” (NHI) (see below). The private health certificate of foreign countries should be verified by Taiwan Oversea Representative Office.

Students who cannot provide the proof of the above insurance may purchase the required medical insurance through International Students Office (ISO). Please contact ISO for more details.

#### 2. Students’ Safety Insurance or Accidental Insurance

All international students are required to join the “Students’ Safety Insurance Program”. The insurance premium will be included in your registration fee.

#### 3. National Health Insurance (NHI)

International students who hold valid ARC for over 4 months are eligible and required to join the NHI program. International students enrolled in credit courses shall apply for the NHI through ISO when eligible, and the applicable premium is included in the Tuition Payment Slip. If you have enrolled in the NHI before your registration with NDHU, please contact ISO and determine whether you will transfer and pay your premium via NDHU; the NHI premium in your Tuition Payment Slip will be adjusted accordingly.

## **NHI Medical Benefits**

Students will be issued NHI IC Cards after joining the insurance program. Holding the IC cards along with the ARC will allow you to select medical services from NHI-affiliated hospitals and clinics. Certain registration fees and co-payments may be charged.

## **Bureau of National Health Insurance**

<http://www.nhi.gov.tw/english/index.asp>

### **Regulations Regarding International Students Undertaking Studies in Taiwan**

<http://english.moe.gov.tw/content.asp?CuItem=706&mp=1>

## **Physical Checkup**

### **1. Before Departure**

According to regulations of Center for Disease Control (CDC), Department of Health, Executive Yuan, R.O.C (Taiwan), since January 2009 those who apply for **resident visa** for staying in Taiwan, have to submit a medical report showing immunity to measles and rubella or proof of vaccination against measles and rubella. Please refer to the BOCA (Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C.(Taiwan)) for detail: <http://www.boca.gov.tw>.

Items required for health certificate Type B (page1 and page2) can be downloaded at:

<http://www.taiwanembassy.org/public/Attachment/9111023472571.pdf>

or, [http://www.iso.ndhu.edu.tw/ezfiles/92/1092/img/1072/health\\_certificate.pdf](http://www.iso.ndhu.edu.tw/ezfiles/92/1092/img/1072/health_certificate.pdf)

### **2. Arrival at NDHU**

All new students are required to have an additional health examination in designated health centers after their arrival at NDHU. All new students (Spring/Autumn enrollment) may participate in the new student health examination program held by Health Center, NDHU in September. The fee is around NT\$ 800.

Furthermore, all international students are required to produce a health insurance certificate, such as medical insurance certificate or health insurance card, upon registering. Please refer to Item (4) (1. Registry Procedure) on Page 3 for detail.

## **Where to do the health examination:**

- NDHU Health Service Section

NDHU Health Service Section provides a one-day-only on-campus health exam service in every September. You may contact your department or Health Service Section (Tel: 03-863-2253) for details.

## **Hualien Campus:**

- Hualien Hospital

Location: No. 600, Zhongzheng Rd., Hualien City

Tel: 03-835-8150

- Mennonite Christian Hospital

Location: No. 44, Minquan Rd., Hualien City

Tel: 08-8894568 Tel: 03-8241234

## **Pingtung Campus:**

- Pingtung Hospital

Tel : 08-7363011~5

- Heng Chun Christian

Tel : 08-8892293

- Nan Meng Hospital

Tel : 08-8894568

Please note that you must bring the NDHU Student Health Form/Health Examination Record and your photo ID when reporting to the above hospitals.

## Money Matters

It will charge NT\$ 300-400 for every processing fee and currency exchange difference by using a foreign credit card; it is therefore strongly recommended that no cash withdraws from any on-campus ATM with a foreign credit card.

### 1. The Post Office

The post office provides both postal and banking services, including shipping and receiving, deposit and withdrawal, etc. To open a financial account in the post office, you should prepare:

- (1) Original and one photo copy of your passport and ARC
- (2) Student Status Certificate (under the age of 20)
- (3) Two Application Form (Bankbook and ATM card)
- (4) Personal Seal

### 2. Taiwan Business Bank: On-Campus Bank & ATM Spots

You can also apply the bank account from Taiwan Business Bank because the bank was set the spot on the campus. It is strongly recommended to apply for an ATM card, so you can use it to withdraw money from ATMs at any banks anytime. ATMs can be found on the specific locations at NDHU, on the street and inside many convenience stores in the city. To open a financial account in the post office, you should prepare:

- (1) Original and a Copy of your passport and ARC
- (2) Application Form

#### Location:

1F, Administration Building

Office hour : 10:30~14:30

### Bank/ Postal Account Opening Notice for the Under Age

According to Taiwan's regulations, postal account applicants, those who have limited capacity to make juridical acts (under the age of 20), must submit a letter of consent notarized by Taiwan's embassies (or representative offices) from their statutory agents or guardians. Also, if the applicants indicate the different regulations about the majority in their own countries, they shall submit the relevant documents notarized by Taiwan's embassies (or representative offices) for approvals.

## Work Permit

For international students who wish to work in Taiwan (either on- or off-campus), they are required to apply for and obtain the work permit before starting work. Please note that if you hold a job without applying for the work permit, you may be fined for NT\$30,000~150,000! The work permit will not be issued for freshman due to Prohibition of Work Visa.

### 1. Required Documents:

- (1) Bureau of Employment and Vocational Training BEVT Application Form
- (2) Work Permit Application Form for NDHU International Students
- (3) One copy of student ID Card (on application form)
- (4) The academic transcript from your most recent 2 semesters of degree courses or a one-year transcript of the language course.
- (5) One copy of passport and ARC
- (6) One 2-inch photo (on application form)
- (7) The receipt of fee transferring from post office (the amount is NT\$ 100)  
Applicants may transfer the application fee in post office or pay in the counter of Bureau of Employment and Vocational Training (BEVT)  
Account Name: 行政院勞工委員會職業訓練局聘僱許可收費專戶  
Account Number: 19058848
- (8) Proving Documents (any of the following documents is acceptable)
  - a. Specific proof of the applicant's financial difficulty in supporting his or her living or education. Please explain the reasons on the NDHU application certificate.
  - b. Proof that the applicant is needed for the academic work at the educational institute he or she is enrolled at. The proof should be issued by the educational institution which requests the student's participation. It can be attached or be pasted on the reason column of NDHU application certificate.
  - c. Proof of the applicant's need of doing off-campus intern in relation to his or her studies. The proof should be issued by the department which gives the course. It should be attached or be pasted on the reason column of NDHU application certificate.
- (9) All copies should have the signature of the applicant and be annotated with the words "conform to the original document".

## 2. Application Procedure

- (1) Fill in the application forms and prepare the required documents.
- (2) Have the application stamped from the adviser or academic institute of the applicants.
- (3) Prepare relative proving documents (see point 8 in Required Documents)
- (4) Have the application and all documents stamped at ISO.
- (5) Take the application form and all documents to Bureau of Employment and Vocational Training or mail them with registered post with receiver's name as 職業訓練局綜合規劃組 (application of foreign professions)  
(For the address or contact detail, please see item 5 below.)

## 3. Other Regulations

- (1) The status of international students in Taiwan should be in accordance with the regulations of the Ministry of Education.
- (2) The applicants are required to have either spent two semesters studying degree courses or a one-year language course in Taiwan.
- (3) The period validity of a work permit is six months at most.
- (4) For applications made in the first semester, the work permit is valid until March 30th in of the next semester; for applications made in the second semester, the work permit is valid until September 30th of the same year.
- (5) The maximum work hours per week are 16 hours, except during summer and winter vacation.
- (6) Bureau of Employment and Vocational Training has the right to revoke the permit if the applicants do not follow the regulations.
- (7) According to Employment Services Act, foreigners who work without a work permit will be fined from NT 30,000 to NT150,000.
- (8) Students should return the work permit (if valid) to the ISO if they suspend or discontinue their schooling.

## 4. Application for Renewal of the Work Permit

Please prepare the following documents, and repeat the procedure above:

- (1) Application form
- (2) Declaration to explain the reasons for renewal

## 5. Others

For more details, please contact the Bureau of Employment and Vocational Training

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

Address: 1F, No. 83, Sec. 2, Yanping N. Rd., Datong District, Taipei City 103,  
Taiwan

TEL: 02-85902567; 02-85902567

Office Hour: Monday to Friday, 8:30-12:30, 13:30-17:30

## Academic Integrity & Plagiarism

It is your responsibility to be aware of University regulations. At NDHU, penalties for plagiarism and other academic misconduct range from a failing grade in the course to suspension from the University.

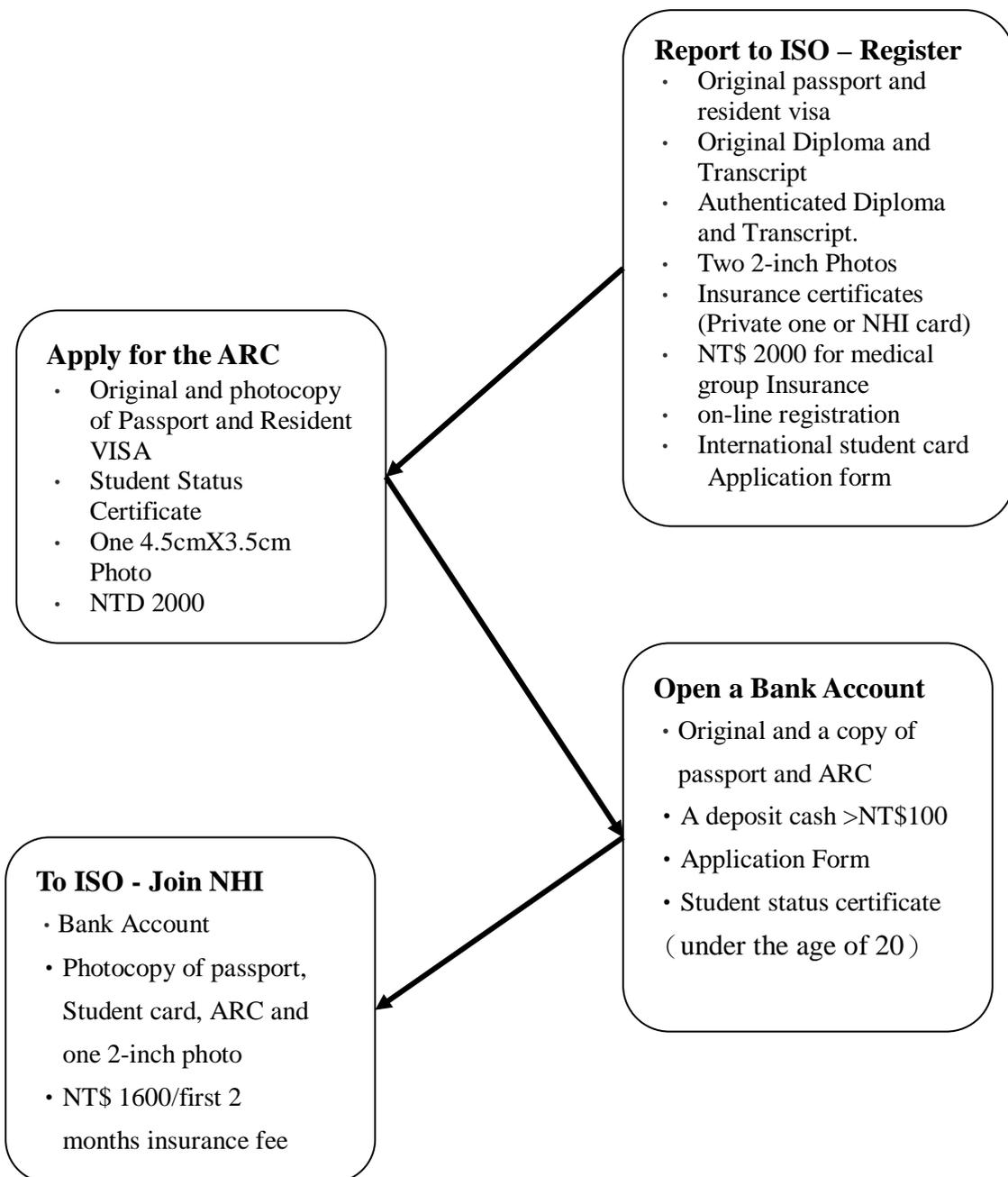
One of the most serious academic offences is plagiarism (submitting the work of another person as your own). Some students have reported striking differences between the concept of intellectual property in their cultures and in Taiwan. Intellectual property includes ideas, arguments, phrases, sentences, paragraphs, or results of research (including material found on the web). Using someone else's work without acknowledgment is not considered a way of honoring that person, even if the work is commonly known.

When you use excerpts from someone else's work in your essay, paper, or presentation, you must acknowledge the original author in a footnote or another accepted manner. You may not copy all or any part of another person's work, and you may not purchase a paper from anyone (or from websites) and present it as your own.

## Important Dates

Month	Day	Spring 2012(First Semester) 2012/2/20~2012/7/31
February	20	Spring Semester 2012 Begins International Students Orientation
February	21	Registration Day
February	27~28	228 Anniversary– Holiday
February ~ March	2/29 12 : 30~ 3/05 12 : 30	Courses Add/Drop Online New International Students Courses Selection
March	7~13	Add Course Artificial Requests
April	4~6	Spring Vacation
April ~ May	4/9~5/4	Course Withdrawal Application
April ~ May	4/16~5/4	Credit Fee Payment
April	16~20	Midterm Exams Week
May ~ June	5/29~6/12	Course Evaluation Online
June	6/04 12 : 30~ 6/12 12 : 30	Course Preliminary Selecting for Next Semester
June	9	Graduation Ceremony
June	13~22	Tuition and Incidental Payment Slip Download Online
June	18~22	Final Exams Week
June	23	Dragon Boat Day – Holiday
June	25	Summer Vacation Begins

## Appendix 1: Registration



## Appendix 2: Pre-Departure Check List

	Read the joining instructions from university carefully as these will contain important information.
	Check that your passport is valid and not about to expire.
	<p><b>Registration Documents :</b></p> <ol style="list-style-type: none"> <li>1. Original and verified Diploma, Transcript.</li> <li>2. One photo (2*2inch, within six month ) or digital file of your photo.</li> <li>3. Private medicinal insurance certificates (VERIFIED) or certificate of National Health Insurance in Taiwan.</li> <li>4. A certificate of health ( form Type B ) (VERIFIED).</li> </ol>
	<p>Have you read the Immigration Section of this guide carefully and ensured that you have all correct entry requirements in this place?</p> <p>Website : <a href="http://www.immigration.gov.tw/welcome.htm">http://www.immigration.gov.tw/welcome.htm</a></p>
	Make your travel arrangement and remember your travel map, tickets etc.
	Make a list of the contents of your luggage.
	Weight your luggage to ensure that it is within your baggage allowance.
	Carry with you any vaccination certificates (if required).
	Bring any prescribed drugs you are taking and a letter from your doctor explaining what they are for.
	Bring a short medical history, if possible. This will be helpful when you register with a doctor on arrival in Taiwan.
	Arrange to bring travellers' cheques and some Taiwan or main currency for about your payment of schooling, living expense for first 2 months.
<p><b>We look forward to meeting you during Orientation!</b></p> <p><b>Have a safe trip to Taiwan!</b></p>	

# Appendix 3: University Map

## 國立東華大學校園導覽平面圖



**National Dong Hwa University International Student Regulations**

2005.11.23 amended and approved; 6<sup>th</sup> Administrative Council  
2008.1.9 amended and approved; 9<sup>th</sup> Administrative Council  
2008.2.27 amended and approved; 1<sup>st</sup> Administrative Council  
2008.6.25 amended and approved; 7<sup>th</sup> Administrative Council  
2010.10.27 amended and approved; 3<sup>rd</sup> Administrative Council  
2011.3.9 amended and approved; 2<sup>nd</sup> Administrative Council  
2011.9.28 amended and approved; 2<sup>nd</sup> Administrative Council

- Article1 This Regulation is established pursuant to Article 5, Regulations for International Students studying in Taiwan from the Ministry of Education and Article 5 of the National Dong Hwa University Regulations.
- Article2 International students herein referred to, are not Republic of China nationals as defined in Article 2 of the Nationality Act and not specified as overseas compatriot students. This Regulation shall not be applicable to those who originated as ROC nationals but were permitted to give up their nationality by the Ministry of the Interior for less than a period of six years. Anyone breaching this Article shall have their enrollment qualification revoked in pursuance of this Regulation, or be dismissed. Students appointed by foreign governments, institutions, schools and cultural organizations to study in Taiwan shall be beyond the restriction of this Article.  
The period of six years as defined in Paragraph 1 shall be calculated until the day of enrollment.
- Article3 International students continuing study after completing the curriculum other than that of graduate, shall apply through the same enrollment as local students. International students, who have quit their study at home colleges and universities, shall be rejected in their application for enrollment pursuant to this Regulation.  
International students breaching Paragraph 1 or 2 of this Article shall be disqualified from enrollment or dismissed.
- Article4 International students admitted by National Dong Hwa University shall meet the annual enrollment quota plus ten percent, which shall be certified by the Ministry of Education before November 30th of each year.  
The enrollment quota as mentioned in this Article shall not include any International student not officially enrolled.
- Article5 The registration requirements of International students at National Dong Hwa University shall comply with the enrollment conditions for general students and

with the examination standards specified by individual departments. In addition, to apply for Chinese-taught Programs, International students should pass test of Proficiency-Huayu, TOP, Intermediate 3 or HSK Level 3, or obtain other equivalent certificates; to apply for English-taught Programs, a minimum TOEFL score of 500 or other equivalent tests is required (applicants, who are native speakers of English or have obtained a diploma from an English-speaking country is exempt from the requirement).

Article 6 International students applying for bachelor's, master's or doctoral programs shall submit the following documents to the responsible authorities.

1. Completed and signed Admission/Scholarship Application Form
2. Verification of Nationality (A foreign national with a former ROC nationality must attach the certificate of the loss of nationality of the Republic of China.)
3. Diploma: One photocopy of diploma of the highest academic degree (in English)
4. Transcripts: The original transcripts of the applicant (in English).
5. Certificate of Language Proficiency: Any certificate or statement to show your English or Chinese proficiency listed in Article 5 is acceptable.
6. Autobiography and Study Plan (Total 2 pages on A4 sheet)
7. Two Letters of Recommendation

The highest educational certificate as specified in Article 6, paragraph 1, item 2 shall be verified in concordance with the Ministry of Education Procedural Guidelines for Verification and Recognition of Foreign Educational Qualifications, except for those issued by International Taiwanese schools or Overseas Chinese compatriot schools.

International students applying for graduate or post-graduate studies after finishing an undergraduate course or graduate coursework in Taiwan, shall submit the official diploma granted by home universities or colleges and an official academic record for each year without being restricted by Article 6, paragraph 1, item 2.

International students who have graduated from foreign schools located in Taiwan or from a bilingual department attached to a high school are entitled to the application of enrollment at National Dong Hwa University with the diploma acquired from their academic institution, without being restricted by Article 6, paragraph 1, item 2 or Article 3, paragraph 1. International students shall submit

proof of private health insurance or national health insurance when enrolling.

Article7 National Dong Hwa University shall establish a committee composed of the Dean of Academic Affairs, Dean of Student Affairs, dean of the each college, and chair persons of the appropriate academic department appointed by each college; headed by the Dean of Academic Affairs, who will serve as the committee chairperson, to assess the enrollment qualifications of International students.

Article8 The Academic Affairs Office is responsible for receiving applications and making an initial inspection of the academic qualifications of International students' Applications for the initially qualified International students shall be collected and submitted to the relevant department and college for review before September 30th in the first academic term and before April 30th in the second academic term, then reported to dean of Academic Affairs Office via the dean of the college. The committee identified in Article 8 shall then confirm the admission list and report to the President of the University for approval.

Article9 Qualified International students should enroll according to the guidelines in Article 8 within the specified period, and provide private health insurance certificates or evidence of national health insurance. Those without the required insurance shall pay insurance fees when enrolling at the University, which will then act as an insurance provider and pay fees on their behalf. When International students fail to enroll within the period specified by the university, their enrollment for the year shall be rejected. An extension of one year may be applied for if the delay persists beyond one third of the period of academic study. For master's or doctoral degrees, International students may enroll for a second term with the approval of the relevant department head.

Article10 The University shall report the list of enrolled International students with their name, nationality, grade and department to the Ministry of Education for reference before November 30th each year, indicating if awarded a Taiwan Scholarship or the support of the Ministry of Education.

Article11 International students are not entitled to apply for bachelor class of recurrent education on duty refresher course, or extensive master programs or night/weekend courses, unless the International students have the Overseas Chinese Compatriot Residence Certificate, Permanent Residence Certificate, or the applied courses have been specially approved as international courses by the Ministry of Education.

Article12 The departments (graduate institutions) are entitled to admit International students with Overseas Chinese Compatriot Residence Certificates as elective students; but those who fail to submit their International compatriot residence certificates before January 31st in the first academic term and August 31st in second academic term shall have their enrollment cancelled, unless certified by an academic cooperation agreement signed between the University and foreign education providers.

Article13 Enrollment and course selection of elective students shall be pursuant to regulation for general students.

Article14 Article 5 of the Regulations shall apply to elective students applying for official enrollment after completing their academic work at the university.

Article15 Credit transfer (Bachelor class of recurrent education, extensive master programs or night/weekend courses are NOT INCLUDED) for elective graduates after official enrollment should be pursuant to the credit transfer regulation of the University.

Article16 The Academic Affairs Office is responsible for the enrollment applications of International students. The Student Affairs Office is responsible for day-to-day student life, learning assistance and communication for International students, student accommodation, and assistance in studying Chinese language and culture to better understand the country; and various other activities at regular intervals during the year for International students in order to promote the internationalization of the University and improve communication and interaction between local and International students. Top International students are entitled to apply for scholarships pursuant to relevant scholarship regulations.

Article17 Any suspension, withdrawal of study, modification or loss of student identity of International students, shall be reported to the National Police Agency, Ministry of the Interior, Bureau of Consular Affairs, Ministry of Foreign Affairs and the local Municipality, County (City) Police Bureau, including a duplicate sent to the Ministry of Education.

Article18 Any matter not covered by this Regulation, shall refer to the relevant regulations of the University.

Article19 This Regulation shall be approved in the Administrative Conference of the University and ratified by the Ministry of Education before its official enforcement, and the same procedure shall be applied to any subsequent revision.

## National Dong Hwa University International Student Scholarship Regulations

2007.3.14. approved; 1<sup>st</sup> Administrative Council

2007.4.25 approved; 4<sup>th</sup> Administrative Council

2008.12.12 approved; International Student Exam Committee

2009.1.7 amended and approved; 7<sup>th</sup> Administrative Council

2010.10.27 amended and approved; 3<sup>rd</sup> Administrative Council

**Article 1** The following regulations (hereinafter referred to as the Regulations) are established to promote the international recognition of National Dong Hwa University (hereinafter referred to as NDHU), to attract international students with exceptional academic performance, and to award international students that have achieved outstanding performance in NDHU.

**Article 2** Application forms shall be submitted to the Office of Academic Affairs for preliminary review; secondary review shall be conducted by the International Student Admission Committee, which then submits a list of recommended candidates to the NDHU President.

**Article 3** The term, **international student(s)**, addressed by the Regulations is defined as neither R.O.C. citizens nor overseas Chinese.

**Article 4** Number of Persons and Types:

1. Number of Persons: The total number is subject to the annual budget.
2. Types:
  - (1) Tuition Waiver: Full tuition and credit fees covered.
  - (2) Stipend: NT\$ 30,000 per academic year for Bachelor-level students, NT\$ 50,000 for Master-level students, NT\$ 60,000 for Ph.D. students.

**Article 5** Application Requirements:

1. New Students: Formally admitted by NDHU as international students.

In addition to covering tuition waiver, the awarded students may also be given stipend subject to the documents and academic records submitted (those, who take transnational dual degree programs are included).

2. Currently Enrolled Students: Those, who have completed one semester of full-time study.

- (1) Tuition Waiver:
    - (a) Graduates: Having completed at least 3 credits each semester, an average GPA of 3.3 or above, no record of severe personal misconduct.
    - (b) Undergraduates: Having completed at least 9 credits each semester, an average GPA of 3.3 or above, moral score of 80 or above, no record of severe personal misconduct.
  - (2) Stipend: Those, who are qualified for tuition waiver, can apply for stipend with an average GPA above 3.7.
  - (3) Ph.D. or Master-level students, who are at the thesis-writing stage hence without any academic record of the previous semester, can apply no later than the deadline by producing a piece of thesis proposal stating research purpose and objectives, research structure and design, data collection and resources, thesis outline, references, etc.
3. Applicants must not be a recipient of any R.O.C. government scholarship or student-aid.

**Article 6**

Application Procedures:

1. New Students: All the documents submitted for admission to studying in NDHU will be regarded as criteria for reviewing the scholarship application as well.
2. Currently Enrolled Students: Submit the following documents by August 31<sup>st</sup> every year.
  - (1) Application form for NDHU International Student Scholarship.
  - (2) Previous Transcripts in NDHU.
  - (3) Thesis proposal (only for those, who have no transcript for the semester before the period of writing doctoral or master thesis).

**Article 7**

Duration, Number of Years, Process:

1. Duration for the Scholarship covering tuition waiver and/or stipend is one year; for Spring Class only, one semester. NDHU students must (re-)apply every year.
2. Awarded students of stipend will receive the grants in semester one (September ~ January) and semester two (February ~ June) respectively. The grant will be remitted monthly by Office of Student Affairs to the awarded student's account at local bank/post office (Bachelor-level students: NT\$ 3,000; Master-level students: NT\$ 5,000; Ph.D. students: NT\$ 6,000).
3. Limitation in the number of years for receiving the Scholarship covering tuition waiver and/or stipend is four years per Bachelor-level student, two years per Master-level student, 3 years per Ph.D. student; not necessarily consecutive.

- Article 8** Awarded students must comply with the following regulations and duties:
1. Registration must be completed no later than the deadline officially announced by NDHU.
  2. Awarded students of the Scholarship covering both tuition waiver and stipend must not apply for related concessions the following year once failing to meet the requirements stated in Article 5.
  3. Awarded students will be disqualified upon suspension and/or dismissal of schooling. The grant will be terminated from the next month of leaving NDHU.
  4. New students awarded the Scholarship must not apply for admission reservation unless with special incidents and approved by the International Student Admission Committee.
- Article 9** Awarded students will be disqualified upon producing forged and/or false documents, or receiving other scholarships or student-aid at the same time. The Scholarship already granted must be returned.
- Article 10** The funding of the Scholarship shall be allotted from NDHU's budget for scholarships.
- Article 11** NDHU reserves the right to make changes that affect the abovementioned policies, fees, curricula, or other matters according to related regulations of NDHU, or the Ministry of Education in Taiwan.
- Article 12** The Regulations have been reviewed by the Administrative Council, and approved by the President; any amendments shall be processed accordingly.

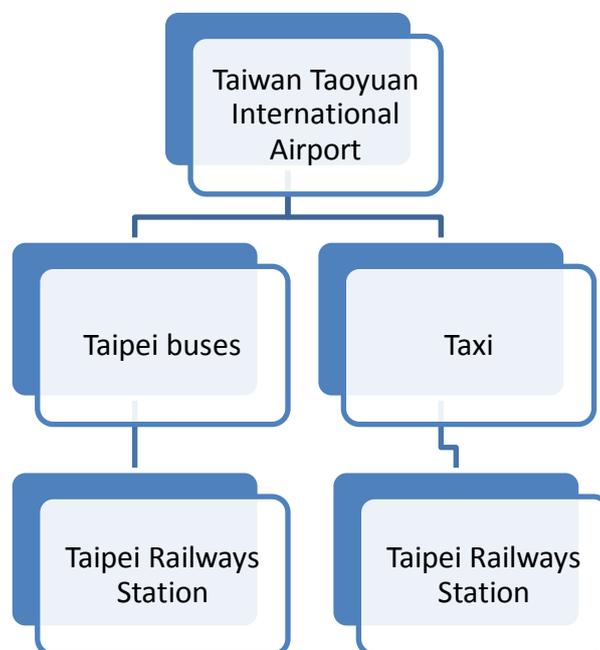
Annotations:

- A. The new version of the Regulations is to be commenced from the second semester of 2010/2011; the original version is to be terminated with the current semester, i.e. the first semester of 2010/2011.
- B. The grading of NDHU is: A+ (4.5), A (4.0), A- (3.7), and B+ (3.3).
- C. International students, who have been admitted by NDHU for 99-1 (and before) and meet the requirements stated in Article 5, can apply for the Scholarship. Please refer to Article 6 for application procedures.

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## Appendix 6

### Transportation Information from the Airport to Dong Hwa University



After you arrive in Taiwan Taoyuan International Airport, you may choose to take a bus or taxi to Taipei Railway Station.

#### \* Taipei Buses

1. Ticket counters are located in the Arrival Passenger reception areas of both terminals, T1 & T2.
2. Terminal 1 Bus Platform: On the southwest side of the arrival passenger reception area (the 1st floor).
3. Terminal 2 Bus Platform: On the northeast side of the arrival passenger reception (the 1st floor).
4. One-way fare varies from NT\$110 to NT\$140 per adult. (From the airport to Taipei Railways Station)

#### \* Taxi

Airport taxis queue outside the arrival halls of both terminals, T1 and T2. To ensure the safety of passengers, only the taxis approved by the Aviation Police Bureau are permitted to operate in the Taoyuan International Airport.

**Fare:**

Taxi fare is based on the meter plus a 15% surcharge (highway tolls not included).  
Airport taxis transport passengers to everywhere in Taiwan.

**Service Hours:** 24 hours a day

**TEL:**

For further information about Terminal 1 Taxis, please call +886-3-398-2832.

For further information about Terminal 2 Taxis, please call +886-3-398-3599

To report a complaint about airport taxi service, please call +886-3-398-2241 or  
+886-3-398-2177

When you arrive in Taipei Railways Station, you can buy train ticket at the Ticket Hall. (The 1<sup>st</sup> floor)

**One-way ticket:**

Departure Station: Taipei Station

Destination Station: Hualien Station (North from NDHU)

or Shoufeng Station (South from NDHU)

or Zhixue Station (In front of NDHU but with small scale)

**Fare:**

Tze-Chiang Limited Express: NT. 440 (Taipei-Hualien)

Chu-Kuang Express: NT.340 (Taipei-Hualien)

**Taiwan Railways Station website:** <http://www.railway.gov.tw/en/>

After arriving, you can take a taxi from Railway Station to accommodation.  
Please remember to call the taxi from these two taxi company, for these two companies will offer discount to the student of National Dong Hwa University.

**TEL:**

Mi-Chi Taxi        03-8352233

Lian-Hua Taxi     03-8221053

**Fare:**

From Hualien Station to National Dong Hwa University is around NT.300

