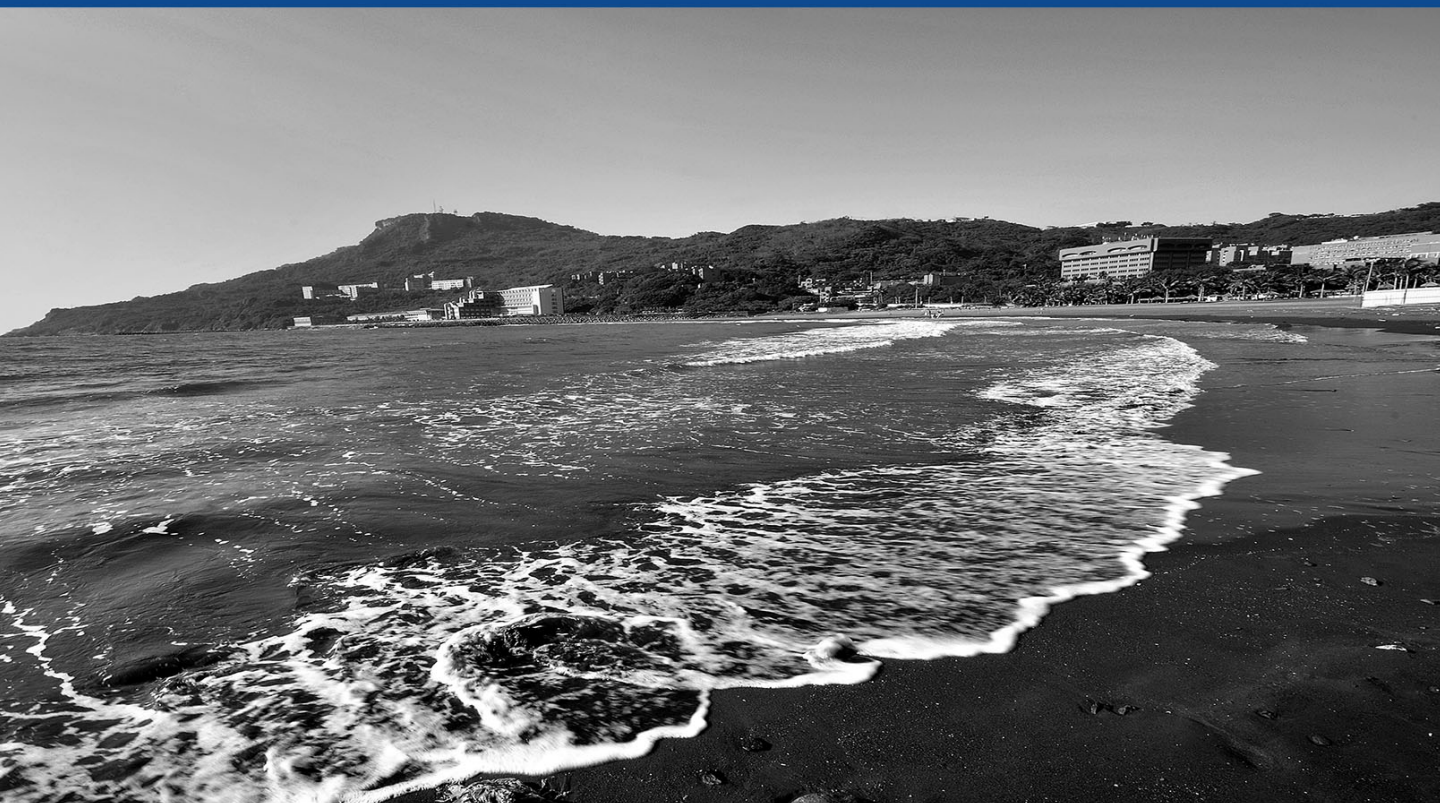


National Sun Yat-sen University

International Student
Pre-arrival Handbook



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1. Preface

Congratulations on your conditional admission to the National Sun Yat-sen University (NSYSU)! This handbook provides detailed information of how to meet the conditions for full admission. It is designed to help you learn more about our university and what you can expect when you arrive at NSYSU. We hope that you find the handbook useful and informative. If you have any questions after reading this handbook, please feel free to contact us (oia_degree@staff.nsysu.edu.tw).

2. Conditional Admission

Conditional admission is a type of admission granted by NSYSU to students who are academically admissible but who are **currently missing some documents**. If you are admitted conditionally, the Admission Acceptance Form (p.16) and required documents must be delivered or sent to the Office of International Affairs before the deadline. **For your application status, please visit our website <http://oia.nsysu.edu.tw/bin/home.php>**

Once we received all the required documents, we will contact you by email, and admission package will be posted **within 10 working days**.

It is in your best interest to read the following information carefully. **Please be aware that if your documents failed to meet the conditions or deadline, your conditional admitted status will be revoked.** If you need additional information, please contact Office of International Affairs (oia_degree@staff.nsysu.edu.tw).

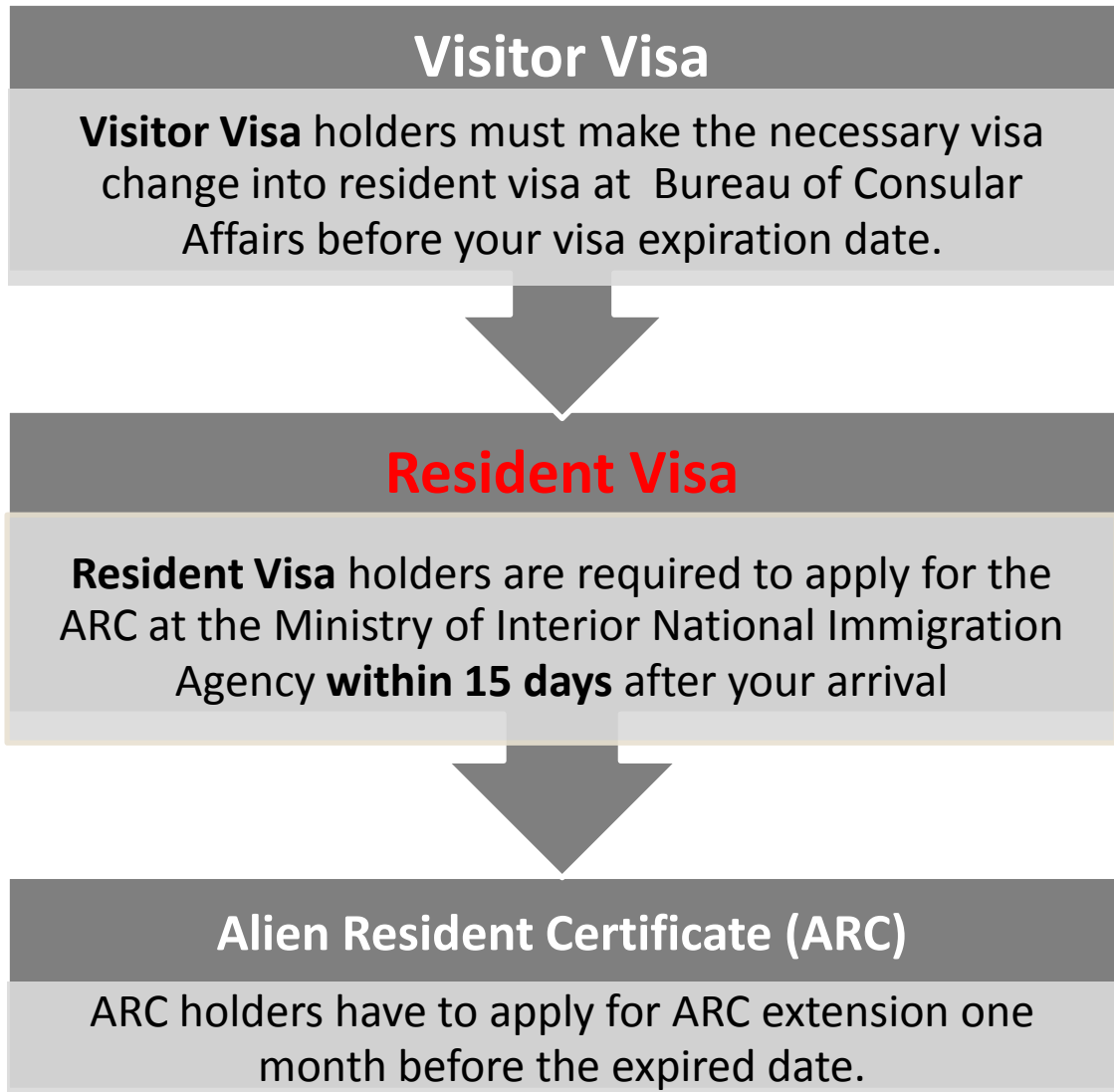
Detailed Requirements for Full Admission

Admission Documents	Requirements (please submit the documents in accordance with admission announcement)
Admission Acceptance Form	➤ The documents should be completed and signed (p.16 to p.18) ➤ The original documents must be delivered in person or posted to OIA.
NSYSU Admission Form	
NSYSU Undertaking	
Statement of Declaration on Foreign Academic Background	
The Certificate of Highest Degree Diploma	➤ The highest degree diploma and transcript must be authenticated by the R.O.C embassy, consulate office, or Taipei Economic & Culture Office in the country of the graduated university. ➤ If the original is not in Chinese or English, the translated certificate of diploma and transcripts must be authenticated by the R.O.C embassy, consulate office, or Taipei Economic & Culture Office in the country of the graduated university. ➤ For students who graduated from Taiwanese university, the degree diploma and transcript do not require further verification.
The Certificate of Highest Degree Transcript	

Admission Documents	Requirements (please submit the documents in accordance with admission announcement)
Financial Statement	➤ Students without any scholarship must provide a financial statement of at least NT\$300,000 (USD \$ 10,000). ➤ Students with the scholarship stipend is below NT\$15,000 per month need to provide a financial statement of at least NT\$100,000(USD\$ 3,300). ➤ If the financial statement is not in your name, a declaration with signature from the sponsor must be included, stating the relationship, and guaranteeing responsibility for all of your expense in Taiwan.
A photocopy of Certificate of Nationality	➤ A photocopy of valid passport or ARC
Recommendation letter	➤ Deliver to OIA in person or by post mail ° ➤ Email by your referee to OIA (oia_degree@staff.nsysu.edu.tw)
Autobiography	➤ According to the regulations of your respective department http://oiasys.oia.nsysu.edu.tw/college/open.programs
Study Plan	
Proof of English or Chinese Proficiency	
Resume (CV)	
Master Thesis	

3. Visa and Alien Resident Certificate (ARC)

After receiving your Admission Letter, you must start to apply for visa. We strongly recommend you to apply for **Resident Visa**. Students who have entered Taiwan with visa for the purpose of pursuing studies must make the necessary visa change into ARC, the procedures as below:



Students with any queries regarding visa should contact the Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C directly. Phone number: +886-2-2343-2888. Fax: +886-2-2343-2968 Website:

<http://www.boca.gov.tw/>.

4. Health Insurance

All international students attending NSYSU are required to purchase personal health insurance prior to joining the National Health Insurance (NHI) in Taiwan. Your health insurance must be valid for **at least 6 months** starting as your arrival in Taiwan. If you choose to purchase health insurance abroad, the proof of medical coverage must be authenticated by the R.O.C. Embassy, Consulate Office, or Taipei Economic & Culture Office in your country. If you choose to purchase health insurance through the University, the cost is NTD 3,000 for 6 months. The insurance fee will be included on the tuition fee payment invoice. **If you wish to purchase insurance through the university, please complete the International Student Health Insurance Survey via <http://www.oia.nsysu.edu.tw/isa/survey/insurance/>**

According to National Health Insurance Act, any international students continuously staying in Taiwan over six months is obligated to join the NHI. Once you are qualified to join the NHI, OIA will inform you by email . If you have already joined the NHI program please inform OIA beforehand. The insurance fee will be included on the tuition fees payment invoice every semester. For more detailed information, please visit [National Health Insurance Administration Ministry of Health and Welfare.](#)

5. Tuition Fee

There are **two semesters** in one academic year. The following table is the tuition fee for one semester in NT dollars.

You have to pay tuition and fees within two weeks upon the new semester starts. Students with scholarship (Taiwan scholarship, NSYSU scholarship, etc.) need to prepare sufficient financial support (at least of USD3,500) to cover your expenses for the enrollment.

Degrees Colleges	Bachelor	Master	Ph. D
Liberal Arts	49, 460	53, 760	53, 760
Sciences	57, 420	57, 300	57, 300
Engineering	57, 880	58, 280	58, 280
Management	50, 260	54, 140	54, 140
IBMBA		63, 560	
Marine Sciences	57, 420	57, 300	57, 300
Social Sciences	49, 460	53, 760	53, 760

6. NSYSU Scholarship for International Students

- 1) **This scholarship is valid for one academic year. Students must apply every year.** The amount and quota of the scholarship are subjected to change due to budget constraint and the number of applicants. Students with scholarship need to meet the required GPA standard each semester. This article does not apply to postgraduate students who do not take any courses.
- ✓ GPA 2.44 or above (70% in a percentage grading system) for undergraduates.
 - ✓ GPA 2.93 or above (75% in a percentage grading system) for postgraduates.

NSYSU scholarships don't offer tuition waiver and accommodation fee discount.

- 2) Top Ph.D. scholarship is valid for 3 academic year. Students must maintain the required GPA 3.38 (80% in a percentage grading system).
- 3) For detailed information please refer to our website :
<http://oiasys.oia.nsysu.edu.tw/doc/view/sn/2>

The scholarship (including Taiwan Scholarship) will be transferred to student's Taiwan bank account on 20th every month (expect September and February).

NSYSU Scholarship recipients are allowed to have part-time job on/off-campus with a valid work permit.

7. Work Permit

For international students who wish to work in Taiwan (either on campus or off campus), a valid work permit is required. OIA will assist the international students to send the completed documents to the Workforce Development Agency in Taipei.

Work permit checklist:

- (1) A completed Work Permit Application Form
- (2) One photocopy of student ID card, passport and ARC
- (3) Proof of financial difficulties/research study/internship
- (4) The receipt of fee transferring from Post Office

The fee for applying work permit is NTD100.

For detailed information please refer to our website:

<http://www.oia.nsysu.edu.tw/office/IS/>

8. Open an account in Taiwan

As you plan to open a bank account in Taiwan, we recommend you to bank with Post Office or Bank of Taiwan to avoid service charge. For students who bank with other banks, service fee of NT\$30 will be charged every time when transferring scholarship.

- **Checklist for opening an account in Post Office**

- 1) A valid ARC or Record of ID number & passport
- 2) Your Chinese signet (students can order through OIA)



For detailed information please refer to the website:

http://www.post.gov.tw/post/internet/U_english/index.jsp?ID=24030101

- **Checklist for opening an account in Bank of Taiwan**

- 1) Valid passport with legal entry visa (or stamp).
- 2) Secondary identification (any one of the following):
 - (a) Resident Visa
 - (b) Record of ID No. in the Republic of China
 - (c) Taiwan Driver's License
 - (d) NHI Card, etc.
- 3) Your Chinese signet (students can order through OIA)



For detailed information please refer to the website:

<http://goo.gl/eom8dG>

8. Time and Transportation for Arrival

We strongly recommend that you plan to arrive by Taxi **a week before the school starts** during daytime, because the dorms locate on the hill (P19). You may consider the following transportation routes.

- 1) Taiwan Taoyuan International Airport → Taiwan High Speed Rail at Kaohsiung City Zuoying Station → NSYSU by taxi (Administration building/ Dorm A /International Village.
- 2) Kaohsiung International Airport → NSYSU by taxi (Administration building/ Dorm A / International Village.

The international student orientation and welcome activities will be held by OIA prior school starts. Topics covered will include visa, work permit, cultural adjustment and important regulations. During orientation you will have the opportunity to get to know other new international students, some current NSYSU students, and explore NSYSU comprehensive resources.

9. On-campus Housing/Buddy/Host Family/Free Chinese Class

1) On-campus Housing

Dorm fee is charged per semester, excluding summer and winter vacations. The fee ranges from NT\$8,500 to NT \$17,000, and you will share a room with either 1 or 3 roommates depending on dormitories. International Village is designed for 2 students sharing a room. Other dorms are designed for 4 students sharing a room. To check dormitory living environment, please visit <http://housing.osa.nsysu.edu.tw/files/11-1040-3595.php?Lang=zh-tw>. **If you want to live at dorm, fill out the online application by the deadline:** <http://www.oia.nsysu.edu.tw/isa/survey/housing/>.

The result will be announced via our website:

<http://oia.nsysu.edu.tw/bin/home.php?Lang=en> **by the end of August.**

2) Buddy

Freshmen can apply for buddy through OIA before the deadline. OIA will arrange Taiwanese students to help you to get used to local life as soon as possible. All of them are passionate volunteers and are able to communicate in English. **If you want to apply for buddy, please fill out the online application by the deadline**

<http://www.oia.nsysu.edu.tw/isa/survey/buddy/>.

The result will be announced our website

<http://oia.nsysu.edu.tw/bin/home.php?Lang=en> **by the end of August.**

3) Host Family

We invite our university's colleagues to be your host families. They are not only your mentor but also your friends that care about your academic performance as well as social needs. OIA will assign one host family to students who applied, and those who have no relatives and friends in Taiwan shall have priority. **If you want to apply for host family, please fill out the online application by the deadline**

<http://www.oia.nsysu.edu.tw/isa/survey/hostfamily/>.

The result will be announced on our website

<http://oia.nsysu.edu.tw/bin/home.php?Lang=en> in September.

4) Chinese language course

NSYSU provides free Chinese class to international students every semester. The aim is to provide you an opportunity to further enhance your Chinese language skills and ease your transition to NSYSU and life in Taiwan. **If you wish to register for the Chinese class, a hard-copy application form (p.17) must be completed and sent to OIA before the deadline, and NTD1,000 deposit is required to hand-in upon registration by OIA.** Chinese Language Center will assign you to an appropriate language class according to your proficiency. According to our senior students, Chinese course is definitely not a course that you would like to miss!

10. Health Examination

According to NSYSU registration regulations, **ALL the freshmen must take NSYSU physical examination prior to register.** NSYSU physical examination is different from B form (the examination that you have done for acquiring visa.). If you hold a ARC or resident visa, physical examination must be done on campus. If you hold a visitor visa, you will need to take B form and NSYSU physical examination by the Kaohsiung Medical University Hospital. The physical examination fee must be paid by OIA.

11. Course Selection

The account you use for most of NSYSU websites are all the same (as below):

Username: your student ID number

Password: Date of Birth (MM+DD) + first two letters of your name in capital, i.e. 1126JU for Julia Chan born on 26 November.

The students ID number will be announced on our website by the end of August. However, due to the course arrangement differs in the degrees and departments, **we strongly suggest that you should read carefully about the following information and contact your department staff before conducting the selection.** There are SIX phases for course selection (as below):

1. The first initial selection	2. The second initial selection
3. First add/drop period	4. Second add/drop period
5. Abnormal period	6. Course withdraw

Except the first initial selection is limited to the bachelors, the rest phases can apply to all degrees. The first initial selection opens the general category courses for the bachelors. Starting from the second initial selection, non-restricted courses can be chosen. As for the restricted courses, they will not be opened until add and drop period.

The reason why there are so many phases for course selection is to make sure that students can find the ideal courses. Most of the professors will give a brief introduction about the course and open the quota for those who are interested to sign up in the first two weeks. Therefore, **we strongly suggest that student should attend all the interesting classes in the first few weeks no matter if the courses are selected or not.**

Since the course arrangement framework varies from the degree, the further introduction will be explained individually.

*For detailed information, please visit our website
<http://www.oia.nsysu.edu.tw/office/IS/>

Bachelor Degree

When the first time you enter the course system, you'll have some core courses registered on your schedule for this semester. All you need to do is to click " submit " and then you may start to choose others classes. For the first initial course selection, you need to choose **Chinese class, English class, sport, general education class and cross-area class.** For each categories listed above, you have separately 100 points to bid for the courses. However, it is not allowed to sign up for more than three classes in the same categories. **We will assign senior students to assist freshmen with course selection.**

Starting from the second initial course selection phase throughout the rest of the phases, the rule is the same. **You list out your interesting courses and give the priority in the order of 1.2.3...etc.** Basically, you may sign up for all the courses (including the ones that you failed in the previous phases) except for which have special registration. The only thing you should keep in mind is that **the number of your priority can not be overlapped regardless of categories.**

For undergraduate students, besides your major required courses, you have to choose general education courses and selective courses in order to meet the minimum standard of graduation credits. **You have to sign up at least 15 credits for every semester, except the 4th year.** We will assign the current undergraduate to assist you to get used to course curriculum.

Master & Ph.D. Degree

When the first time you enter the course system, you might have some core courses registered on your schedule for this semester. All you need to do is to click "submit" and then you may start to choose others classes.

The course selection rule for master and Ph.D. is relatively simple and applies to all the phases. First, you list out your interesting courses and then give the priority in the order of 1.2.3...etc. Basically, you may sign up for all the courses except for which have special registration. For each semester, you can sign up for 15 credits as a maximum. For detailed registration and regulation, please consult your respective department.

Course System Codes Explanation

In the course system, we use codes to represent the class periods.
You may use the following chart to check the exact time for class.

Code	Time	Code	Time
A	07:00~07:50	6	14:10~15:00
1	08:10~09:00	7	15:10~16:00
2	09:10~10:00	8	16:10~17:00
3	10:10~11:00	9	17:10~18:00
4	11:10~12:00	C	18:20~19:10
B	12:10~13:00	D	19:15~20:05
5	13:10~14:00	E	20:10~21:00

FAQ for course selection:

Q : Can I sign up for two courses that have time overlapped?

A : Yes, you may sign up for two. However, the system will only register you in one course eventually.

Q : Where can I see what courses have I registered so far?

A : You may browse the selection records and course schedule by logging in the course selection system→click “Inquiry regarding course selection result” →click “Information on current course selection”

Q : What is the difference between dropping and withdraw a class?

A : If you drop a class in add/drop period, no record will be shown on the transcript. However, if you withdraw a class after the mid-term, the score will not affect your final semester average grade only a record "W" will stand in the transcript. Besides, there is no limitation for dropping class while no more than two subjects can be withdrew in one semester. Once you withdraw the class, you still need to meet the minimum required standard credit for the semester.

12. Contact Information

If you have any queries regarding the above information, please feel free to contact Ms. Leila Chang,

Office hour: Monday through Friday 9 a.m. to 5 p.m.

Tel: +886-7-5252000 #2242

Fax: [+886-7-525-2630](tel:+886-7-525-2630)

Email: oia_degree@staff.nsysu.edu.tw

Address: Office of International Affairs,
Room 1006, the 1st floor of Administration Building,
No.70 Lien-hai Road, Kaohsiung 804, Taiwan R.O.C

Attachment – Admission Acceptance Form

國立中山大學

National Sun Yat-sen University

KAOHSIUNG, TAIWAN 804

REPUBLIC OF CHINA

FAX: +886-07-5252120 TEL: +886-07-5252000 ext.2124

<http://www.nsysu.edu.tw>

E-MAIL : lyhuang@mail.nsysu.edu.tw

Admission Acceptance Form

Congratulations on your offer of admission to National Sun Yat-sen University!

To accept this offer, you must complete the admission acceptance form and return it along with other documents indicated in the “NSYSU Admission Regulations for International Students”.

Admission acceptance deadlines may be found at the website of Office of International Affairs, NSYSU.

If you wish to decline our offer of admission, please complete and return this form, so that we can release your place to another applicant.

Student Name : _____

(Please Print)

(LAST)

(FIRST)

(MIDDLE)

☐ I accept the admission to enroll in the :

Degree : _____

Dept./Institute/Program : _____

College : _____

at National Sun Yat-sen University.

☐ I decline the admission to National Sun Yat-sen University.

Signature

Date

Attachment – NSYSU Undertaking

國立中山大學 National Sun Yat-sen University

☆☆☆ 外國學生身份切結書 Declaration for International Student ☆☆☆

申請人 Name of Applicant: _____ 護照號碼 Passport No: _____

聯絡電話 Tel.: _____

申請系所 Department or Institute to apply: _____ 系 (所)

欲修讀學位 Degree to pursue ☐ 學士 Bachelor ☐ 碩士 Master ☐ 博士 Ph.D.

1. 本人保證未具僑生身分且符合教育部「外國學生來臺就學辦法」之規定。
I, the undersigned applicant, guarantee that I do not possess overseas Chinese student status and conform to the eligibility regulated in the Ministry of Education's "Regulations Regarding International Students Undertaking Studies in Taiwan".
2. 本人保證所提供之最高學歷畢業證書在畢業學校所在國為合法有效，所持之證件相當於中華民國國內之各級合法學校授予學位。
I guarantee that the certificates of the highest-level diploma I provided are valid and legally recognized by the country from which I graduated and are equivalent to which are awarded by the certified schools in the Republic of China.
3. 本人保證不曾曾在臺以外國學生身分完成高中課程。
I guarantee that I did not complete high school education in Taiwan under an international student status.
4. 若曾經或申請時為在臺灣就學者，本人有義務於申請資料中告知之前或現在之在學學籍。
I guarantee that I must disclose the department and university I attended if I have studied in Taiwan now/before.
5. 本人保證未曾在臺遭其他大學校院退學。
I guarantee that I have never been dismissed from any college or university in the Republic of China.
6. 本人保證在臺就學期間，不會辦理初設戶籍登記、戶籍遷入登記、歸化或回復中華民國國籍，否則即喪失外國學生身分，並遭退學。
I guarantee that I will never apply for household registration, resident registration, naturalization or restoration of the R.O.C. nationality. Should I breach any of the regulations, my international student status will be revoked and I will be dismissed from the university.
7. 本人瞭解如違反中華民國教育部公布之外國學生來臺就學辦法，將喪失入學資格、學籍或畢業資格，且無法取得任何學歷證明。
I understand that any violation of MOE's Regulations Regarding International Students Undertaking Studies in Taiwan will result in immediate cancellation of my admission, registered student status or diploma. No certificates will be awarded.
8. 本人同意授權國立中山大學對上述所陳述之事項進行查證。如有不實或不符合規定等情事屬實，本人願依相關規定被撤銷學籍，絕無異議。本人瞭解此切結書有中文與英文兩種對照版本，如有歧異時，以中文版本為準。
I hereby authorize National Sun Yat-sen University to verify the authenticity of all the documents I provided. If any information provided are found and proved to be false, I have no objection in accepting the consequences of having my student status revoked. This Declaration is in both Chinese and English and should by conflict arise, the Chinese text will prevail.

立書人簽名： _____

日期： _____

Signature: _____

Date: _____

Attachment – Foreign Academic Background Declaration

國立中山大學
國外學歷報考切結書
National Sun Yat-sen University
Statement of Declaration on Foreign Academic Background

姓 名 Name		護 照 號 碼 Passport No.	
		聯 絡 電 話 Contact Tel. No.	
申請系所班組別 Dept. or Institute Applied:	系所別 Dept. or Institute : _____ 欲修讀學位 Degree to pursue (please mark) : ☐ 學士 Bachelor ☐ 碩士 Master ☐ 博士 Ph.D.		
所持國外學歷(力) The foreign Academic Diploma (or Certificate)	校 名 University Name : _____ 學校所在國別及州別 State/County of University or Institute : _____ 系所別 Dept. or Institute : _____ 學位別 Degree : _____ (please mark related selection) ☐ 高中學位 High School ☐ 學士學位 BA or BS ☐ 碩士學位 MA		
切結事項 Declaration	1. 本人所持國外學歷證件，確為教育部認可，經駐外單位驗證屬實。 The foreign High School / BA or BS / MA Academic Diploma (or certificate) is approved by the Ministry of Education and certified (notarized) by the representative office of Taiwan in your home country. 2. 本人取得學位規定之總學分數中，遠距教學課程未超過二分之一。 Among the total credits earned stated on the transcript, those acquired from the distance-learning courses do not exceed one half of the total credits. 3. 本人保證於錄取報到時，繳交經駐外單位驗證之國外學歷證件影本（加蓋認證章戳）、歷年成績證明影本（加蓋認證章戳）、畢業學校開具之國外學歷修業起迄期間證明。若持非英語系國家之國外學歷證件及歷年成績單，須附上中文或英文譯本並經駐外單位認證加蓋章戳。 The undersigned applicant must turn in all following documents upon arrival for registration at the university: certified (or notarized) copy of (1) highest-level diploma (or certificate), (2) cumulative transcript, (3) Certificate of Duration in Foreign Degree issued by home university. If any of the documents are in languages other than English, please provide Chinese translation copy certified (or notarized) by official representative offices of Taiwan in your home country 4. 若未如期繳交前述資料或經查證不符合 貴校報考條件，本人自願放棄入學資格，絕無異議。 I will forgo admission qualification without any objections if the documents mentioned above are not submitted accordingly or are found to be false. 立書人簽名 : _____ 日期 : _____ Signature : _____ Date : _____		

Attachment – Chinese Class Registration Form

國立中山大學 104 學年度第 1 學期外籍學生華語課程報名表
NSYSU 2015 Fall Semester Chinese Course Registration Form for International Students

- **Eligibility:** NSYSU degree students
- **Course period:** September ~ January
- **Time:** Every TUE & THUR 12:10-14:00
- **Register BEFORE 31 July:** NT\$1,000
(will be returned if you have 80% attendance & take Chinese Test)

- ☐ 願意報名華語課程 Yes, I want to apply for free Chinese class.
- ☐ 無意願報名華語課程 No, thank you.

Personal Details (Only for students who want to apply for free Chinese class):

- (1) Chinese and English Name 中英文姓名: _____
- (2) Gender 性別: 男 M ☐ 女 F ☐
- (3) Birth date (yyyy/mm/dd) 生日: _____
- (4) Nationality 國籍: _____
- (5) Passport No. 護照號碼: _____
- (6) Degree 學位: _____
- (7) Major 學系: _____
- (8) Tel 電話: _____
- (9) 是否有參加華語免費課程? Attend the free Chinese lessons before?
是 YES ☐ 否 NO ☐
- (10) Join enrollment test? 是否參加分班考試? 是 YES ☐ 否 NO ☐

*Note: It is mandatory for students who have never enrolled in NSYSU Chinese Language Center, excepting students who have never studied Chinese before.

*備註: 從未參加本校華語中心課程的學生須參加分班考試, 完全無華語基礎之學生則免參加考試。

Receipt (OIA)

訂金 Deposit: NT\$1,000 內容 Course: 中文課 Chinese Lessons

姓名 Name: _____

日期 Date: _____

訂金退回日期 Date of Return Deposit: _____

簽名 Signature: _____



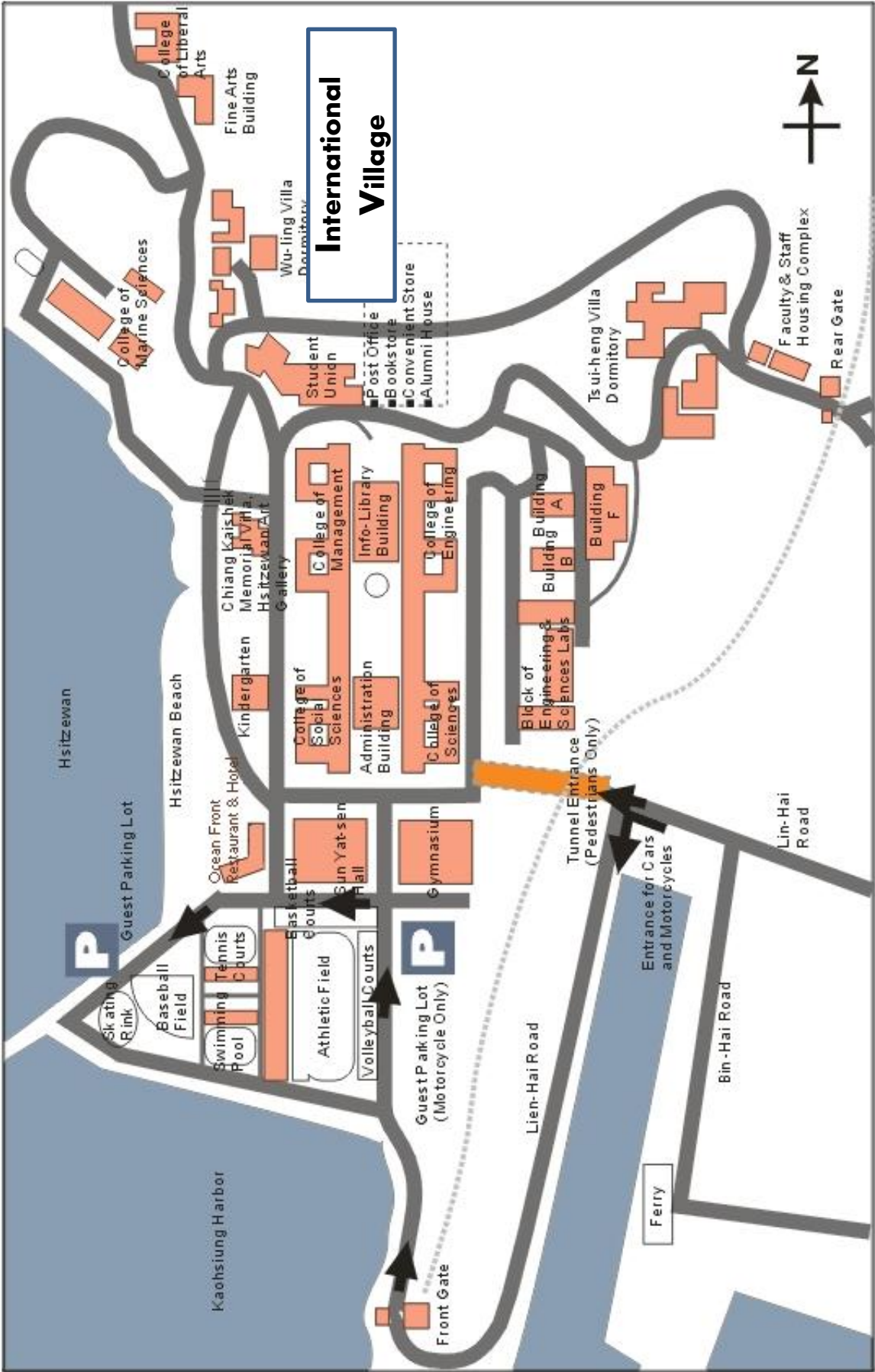
Receipt (Student keep)

訂金 Deposit: NT\$1,000 內容 Course: 中文課 Chinese Lessons

姓名 Name: _____

日期 Date: _____

Attachment – Campus Map



National Sun Yat-sen University Campus Locations