



# Feng Chia University

## Application Instructions for International Exchange Students

All applications should be submitted via the International Office or its equivalent at the home university. Applicants not nominated by a partner university will not be accepted. **Applications should be received by the Office of International Affairs (OIA) no later than April 30 for Fall Semester or October 31 for Spring Semester.** It is your responsibility to gather all the required documents well before the deadline to allow your university's International Office to send your completed application package in time. Late applications will not be considered.

### 1. Personal Information

#### **Full Name in English**

The name provided here must be identical with the name in your passport.

#### **Full Name in Chinese**

You need to have a Chinese name for official use (ex. your student ID) during your stay in Taiwan, and a Chinese name will be chosen if none is provided on the application form as it is one of the required items for creating a student number for you.

#### **Nationality**

Please list all of the countries for which you hold legal permanent residence including Taiwan. As we only accept international exchange students, it is required that you provide a copy of a non-Taiwanese passport with your application form.

### 2. Contact Information

Please provide a valid e-mail address that you check regularly for us to send important information and notices.

### 3. Emergency Contact

It is very important that you provide the information of a person to be contacted in case of emergency.

***What if I do not have a Chinese name?***

If you do not have a Chinese name, please select "***accept a given Chinese name.***" We will choose a Chinese name based on the pronunciation of your family or given name.

#### 4. Current Enrollment Details

You must indicate clearly the name of your department, full name of your home university, level of study and the year you are currently studying in at your home university. Please note that we only accept exchange students from our partner universities.

#### 5. Study at FCU

##### **Name of Target Department**

You are required to choose a department or a program at FCU relevant to your study. Please note that it is a department or a program you should indicate on the form, instead of a college.

##### **Period of Study**

You can choose "one academic year" (two semesters) or "one semester" for the duration of your study at FCU as well as the starting semester. Once you have submitted your application, this section cannot be changed.

- The period of Fall Semester: **early September ~ January 31**
- The period of Spring Semester: **Mid-February ~ June 30**

#### 6. Chinese Language Studies

In addition to the regular courses at FCU, Chinese language courses are available at the Chinese Language Center. **As language courses are not provided for free**, if you wish to enroll in Chinese language courses, select "**Yes**," and the arrangements will be made accordingly. For course details and fees, please refer to the Chinese Language Center Website at <http://www.clc.fcu.edu.tw>.

Please discuss with your supervisors or faculties to make sure the learning hours earned by taking Chinese courses are acceptable to the home university. Also note that the CLC calendar is different from the university's academic calendar. Please keep the time available if you are interested to attend the CLC courses.

#### 7. Checklist

Please ensure that you have read through the checklist and have checked the items you have completed. The following documents must be included in your application package:

- 1) One completed application form with one photo
- 2) Official academic transcripts
- 3) Study plan in Chinese or English

\* Please brief describe what course you are interested with and the short-term plan, the motivation or goal as you study in our university.

- 4) Two reference letters
- 5) A copy of a non-Taiwanese passport

## 8. Applicant's Declaration

Read the declaration carefully and sign it. We will process the application review only for signed application forms.

## 9. Home University Acknowledgement

After you have completed the application form and have gathered all of the required documents, it is necessary that the coordinator/authorities at your home university fill in this section with the coordinator's signature and official stamp.

**Please mail all application documents to:**

Office of International Affairs

Feng Chia University

No. 100, Wenhwa Rd., Seatwen, Taichung, TAIWAN 40724, R.O.C.

**If you have any questions, please contact:**

Ms. Crystal Lai

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