

Pre-Arrival Information Guide for Exchange Students

Dear Student,

Welcome to National Taipei University(NTPU)!We are pleased to inform you that you are admitted to National Taipei University as an exchange student. Before you come to Taiwan please take your time to read the following information. We believe it will be very useful for you before your arrival.

What to do from now

Apply for visa

After receiving your **Acceptance Letter**, you should take it to apply for **Vistor Visa** at your nearest **Overseas Office Republic Of China (Taiwan)**.

Visa (one semester)	If you will stay less than 180 days(one semester) . You should apply for Vistor Visa at nearest Overseas Office Republic Of China (Taiwan). Bureau of Consular Affairs, Ministry of Foreign Affairs https://www.boca.gov.tw/mp-2.html
ARC (one year)	If you will stay over 180 days(one year) .You should apply for Vistor Visa and you are also required to apply for an ALIEN RESIDENT CERTIFICATE (ARC) at the local office of Immigration Agency within 15 days after their arrival. National Immigration Agency, Ministry of the Interior http://www.immigration.gov.tw/mp.asp?mp=2

Please purchase health insurance which covers at least the full period of your stay in Taiwan) at your home country before you come to Taiwan.

Let us know your arrival time

Please log in our incoming exchange student application online system and fill in your arrival time.(Airline, Flight Number, Expected Arrival Date and Time included)

Incoming exchange student application

<http://oia.ntpu.edu.tw/incoming/incoming.student/login>

Other information

1.Academic Calendar

Please refer to the **academic calendar of 2018 fall and 2019 spring semester(attached as files)**.

2. Transportation

Airport pick-up service is not available; however, all detailed information is included in **Incoming Student Handbook(attached as files)**.

From Taiwan Taoyuan International Airport to Sanxia campus you can take take the CitiAir Bus No.1968 to Sanxia En Chu Kong Hospital.

Time : about 30 minutes, buses come every 30 minutes, from 06:00 to 23:00

Walk along Fuxing Road for about 15 minutes, turn left at Guoxing Road and walk about 5 minutes to get to the dorm.

3. Course Selection

Time for Course Selection please refer to **Precautions of Course Selection for Exchange students(2018 fall) (attached as files)**

(1)Courses Pre-selection Stage I : 8/1-7 (08:30-17:00)

(2)Courses Pre-selection Stage II : 8/21-27 (08:30-17:00)

(3)Course Adding/Dropping : 9/11-20 (08:30-17:00)

(4)Add or Drop Courses Under Significant Grounds: 9/25-10/2 (08:30-17:00)

For Course Selection please refer to the website **Course Query System** and **Student Information System**

(1)Course Query System

https://sea.cc.ntpu.edu.tw/pls/dev_stud/course_query_eng.eng_main

(2)Student Information System

https://cof.ntpu.edu.tw/student_new_eng.htm

Student ID (first column):**on your acceptance letter**

Password (second column): **yyyymmdd(Date of birth)**

We also provide you the **Course Selection System Manual** please refer to the link:

http://www.ntpu.edu.tw/admin/a7/org/a7-2/course_download4_more.php?id=3

Any questions about the course selection and system, you can mail to Curriculum Section (course@mail.ntpu.edu.tw)

4. Dormitory

(1)The date you should check in the dormitory (San-Shia campus).

You can check in the dormitory from **8/31 to 9/2,2018(9:00 to 22:00)**

Student who arrive after the dormitory opening date will need to fill in the

Application Form of Delayed Check-in(attached as files) and send to Student

Housing Section(ntpudorm@mail.ntpu.edu.tw)by email before 8/27,2018.

(2) On-campus accommodation

Student will be automatically issued a room on campus and the room number please refer to the **Distributed Dormitory list(attached as files)**. Room is shared by 2 persons (male only) or 4 persons (female only) in one room with another international or local student. There is no bedding, sheet or pillow provided in the dormitory.

Introduction of Dormitory Buildings:

<http://www.ntpu.edu.tw/admin/a8/org/a8-9/intro3.php>

(3) Charging standards of the dormitory (power fee count in addition),

Residents must pay for room fee after Orientation. (Cash only):

<http://www.ntpu.edu.tw/admin/a8/org/a8-9/intro.php>

(4) Internet fee and electricity bill are excluded and if students want to stay in winter or summer vacation (after final examination), room will be charged.

(5) During winter or summer vacation, students may need to move to another building.

(6) International Exchange students must stay in the place where dorm section arranges. If you don't want to live in the dorm please tell us in advance.

(7) Other Dormitory information:

<http://oia.ntpu.edu.tw/article/detail/webSN/310/sn/41>

Any questions about the dormitory, you can mail to Student Housing Section (ntpudorm@mail.ntpu.edu.tw)

5.Orientation

Date: **September 10, 2018 9:00-12:00**

Location: **Sanxia Campus Administration Buildings 4F (2nd Conference Room)**

When you register, please **bring the following items and cash**

(1) The Acceptance Letter

(2) Passport

(3) Copy of health insurance

(purchased in your home country covering the full period of your stay in Taiwan)

(4) NTPU Student Insurance fee NTD\$300(indemnity of school student insurance is only for treatment of accident or taken into a hospital for treatment by accident)

We hope you have a good experience at National Taipei University and we look forward to seeing you soon. Please feel free to contact us if you have any questions.