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1. Welcome to NDHU

Dear International Students,

On behalf of National Dong Hwa University (NDHU) and Office of International Affairs (OIA), I would like to extend my congratulations and welcome to you.

In joining NDHU, you are a member of our big family of about 10,000 students and 500 faculty members. Our picturesque campus offers numerous opportunities for you to develop academically, socially and culturally.

Studying abroad is an important life decision. We understand that and are fully aware of its significance to you. Our staff members at OIA are committed to assist you in every aspect of your study and stay at NDHU.

We sincerely hope that your study here enriches your experience and lays a solid foundation for your future.

Congratulations!

Best Regards,
Prof. Chih-Peng Chu
Preparatory Dean, International Affairs Office
July 3, 2012
2. Pre-arrival

Make sure you have all the following documents ready before you depart your home country. Failure to present these documents will result in unsuccessful registration at NDHU.

A. Resident Visa

Admitted student has to apply for resident visa from the overseas Taiwan Representative Office. Resident visa is required to enter Taiwan for studying. Please refer to the following link for details of resident visa application.


B. Authenticated Documents

Admitted student has to provide English translated and authenticated diploma, transcript, health certificate (form type B), and medical insurance certificate for registration. Authentication of the English translated documents has to be done by the overseas Taiwan Representative Office. Please refer to the following link for details of document authentication.


C. Health Certificate (form type B)

Admitted student has to provide an authenticated health certificate (form type B). Please refer to the following link for details of health certificate.


D. Medical Insurance Certificate

Admitted student has to provide proof of medical insurance for the first four months after arrival. Or alternatively, student can join the medical insurance through OIA.
3. Registration

A. Necessary Documents

Student must bring the following documents for registration:

a. Original and photocopy of the passport and resident visa.
b. Original and photocopy of the diploma and transcript.
c. Original and photocopy of the diploma and transcript authenticated by overseas Taiwan Representative Office with official stamp.
d. Health certificate (form type B) within the past three months and authenticated by overseas Taiwan Representative Office with official stamp.
e. Medical insurance certificate for the first four months and authenticated by overseas Taiwan Representative Office with official stamp. Or alternatively, student can join the medical insurance through OIA.
f. Two 2x2 in. photos taken within the last three months.

Student failed to submit any of the above documents cannot get the Student Status Certificate necessary for applying Alien Resident Certificate (ARC). By law, foreigners must apply for ARC within 15 days of arrival in Taiwan. Student bears his or her own risk for delaying registration.

B. Registration and Payment

Student is required to bring all necessary documents as listed above to OIA on September 18, 2012, for registration. Tuition and miscellaneous fee should be paid to Cashier Section afterwards. With the completion of registration and payment, Student Status Certificate can be obtained for ARC application.

C. Course Selection

After registration, student will be given a password for selecting course online. Online course selection should be performed from September 18 to September 20, 2012. OIA and related departments will provide assistance to students on this.
4. Tuition and Fees

The following is an outline of expense estimate per semester:
A. Tuition Fee: around NT$30,000 for graduate student and around NT$60,000 for undergraduate student;
B. Credit Fee for graduate student: around NT$3,060 per credit;
C. Supplementary Fee:
   student insurance fee, NT$300;
   internet access fee, NT$300;
   dormitory fee, NT$8,000–11,000;
   total around NT$12,000;
D. Medical insurance Fee: NT$ 2,000, applicable to student not having insurance coverage for the first four months;
E. National Health Insurance Fee: NT$1,600, student can join NHI after the fifth month for two months;
F. Living expense for first two months: minimal NT$10,000.

Please check detail information on expense estimation at:
5. ARC Application

OIA will arrange with National Immigration Agency for group ARC application before end of September 2012. Student should plan the arrival date carefully so that it is within 15 days of ARC application.

ARC sample

Necessary Documents for applying ARC:
A. Application form (can be obtained from OIA)
B. Original and photocopy of passport and resident visa
C. Certificate of study at NDHU (Student Status Certificate)
D. One 2x2 inches photo taken within the last six months
E. Application fee of NT$1,000 per year

Student can apply directly with National Immigration Agency if he or she does not join the group application.

For more details, please contact the National Immigration Agency
Website: http://www.immigration.gov.tw/mp.asp?mp=2
Address: 5F, No.371, Zhongshan Rd., Hualien City
Business Hours: Monday to Friday 8:00 – 17:00
Tel: Main Line: (03)8329700#212
Foreigners in Taiwan 24-hour toll free service: 0800-024-111 (English, Japanese, and Mandarin services available)
E-mail: boi@immigration.gov.tw
6. Connection on Campus

**Email Account**

Every student is 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

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/mailsystem/mailenglish.htm

You can set your email to an English version

**Wireless Internet Access**

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

7. Health Insurance and Health Care

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

**A. Health Insurance**

   **a. Medical Insurance**

      Upon registration, international student is required to submit proof of insurance covering his or her medical expense before joining the National Health Insurance at the fifth month. The private health certificate from foreign countries should be authenticated by Taiwan Oversea Representative Office.
Students who cannot provide proof of the above insurance may purchase the required medical insurance through OIA. Details will be provided at orientation.

b. Safety Insurance or Accidental Insurance

International student is required to join the Students’ Safety Insurance Program. The insurance premium is included in your miscellaneous fee.

c. National Health Insurance (NHI)

International student with valid ARC for over 4 months is eligible and required to join NHI program. OIA will assist with the application for NHI. The premium is included in the Tuition Payment Slip. If you have enrolled with NHI before joining NDHU, please contact OIA for transfer. The NHI premium in your payment will be adjusted accordingly.

B. 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. For each medical visit, registration fees and co-payment are charged. For details of NHI, please refer to Bureau of National Health Insurance.


C. Physical Checkup

a. Pre-arrival

According to regulations of Tai Samantha, you have to submit a medical report showing immunity to measles and rubella or proof of vaccination against measles and rubella in applying for a resident visa. Please refer to the webpage of Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C. for detail.


Health certificate Type B (page1 and page2) can be downloaded at:


or,

b. Arrival at NDHU

Every incoming student is required to take an additional health examination in designated health centers after their arrival at NDHU. Student can participate in the health examination program held by Health Center, NDHU in September. The fee is around NT$800.

Health centers for health examination:
NDHU Health Center
Health Service Section
Tel: 03-863-2253

Hualien Hospital
No. 600, Zhongzheng Rd., Hualien City
Tel: 03-835-8150

Mennonite Christian Hospital
No. 44, Minquan Rd., Hualien City
Tel: 03-8241234

Pingtung Campus:
Pingtung Hospital
Tel: 08-7363011~5
Heng Chun Christian Hospital
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.
8. Bank Account

As the processing fee is NT$300 to NT$400 per transaction using a foreign credit card, it is recommended not to withdraw cash from any ATM with it. You may consider opening a bank account for your convenience. There are two bank counters on Hualien campus.

A. Post Office

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

a. Original and one photocopy of your passport and ARC
b. Student status certificate (for age under 20 only)
c. Personal seal

B. Taiwan Business Bank

Taiwan Business Bank has ATMs on campus. To open a financial account with the bank, you should bring your original and a photocopy of your passport and ARC with you.

Account Opening for the Under Age

According to Taiwan’s regulations, postal account applicant under the age of 20, must submit a letter of consent, notarized by, from his or her statutory agent or guardians. In addition, if the applicant indicates different regulations about the majority in his or her own countries, he or she should submit the relevant documents notarized by Taiwan Representative Office for approvals.
9. Work Permit

For international student who wishes to work in Taiwan, either on or off campus, he or she is required to apply for and obtain the work permit before start working. Please note that if you hold a job without applying for the work permit, you may be fined for NT$30,000–150,000. Work permit will not be issued to incoming student in the first semester.

A. Required Documents
   a. Bureau of Employment and Vocational Training BEVT Application Form;
   b. Work Permit Application Form for NDHU International Students;
   c. One copy of student ID card;
   d. Academic transcript from the most recent semester of your degree course or a one-year transcript of a language course;
   e. One copy of passport and ARC
   f. One 2-inch photo
   g. Receipt of application fee (NT$100)
      Applicant may transfer the application fee in post office or pay at 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
   h. Supporting documents (any of the following documents is acceptable)
      i. 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.
      ii. 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.
      iii. 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.
      i. All copies should have the signature of the applicant and be annotated with the words "conform to the original document".
B. Application Procedure
   a. Fill in the application forms and prepare the required documents.
   b. Have the application stamped from the adviser or academic institute of the applicants.
   c. Prepare the required documents as stated above.
   d. Have the application and all documents stamped at OIA.
   e. 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).

C. Other Regulations
   a. The status of international student in Taiwan should be in accordance with the regulations of the Ministry of Education.
   b. The applicant is required to have either spent one semester studying degree courses or a one-year language course in Taiwan.
   c. The validity period of a work permit is six months maximum.
   d. For application made in the first semester, the work permit is valid until March 30th of the next semester; for application made in the second semester, the work permit is valid until September 30th of the same year.
   e. The maximum working hours per week is 16 hours, except during summer and winter vacation.
   f. Bureau of Employment and Vocational Training has the right to revoke the permit if the applicant does not follow the regulations.
   g. According to Employment Services Act, foreigner who works without a work permit will be fined from NT$30,000 to NT$150,000.
   h. Student should return the work permit (if valid) to OIA if he or she suspends or discontinues his or her study.

D. 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
## 10. Academic Calendar

### Fall 2012 Academic Calendar for Incoming International Student

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/17</td>
<td>Fall semester begins</td>
</tr>
<tr>
<td></td>
<td>Orientation</td>
</tr>
<tr>
<td>9/18</td>
<td>Registration</td>
</tr>
<tr>
<td>9/18~9/20</td>
<td>Freshmen online course selection</td>
</tr>
<tr>
<td>9/22</td>
<td>Health Examination for freshmen</td>
</tr>
<tr>
<td>9/26~10/1</td>
<td>Online course add/drop</td>
</tr>
<tr>
<td>9/30</td>
<td>Mid-Autumn Festival (holiday)</td>
</tr>
<tr>
<td>10/3~10/9</td>
<td>Course addition request</td>
</tr>
<tr>
<td>10/10</td>
<td>Double Tenth Day (holiday)</td>
</tr>
<tr>
<td>11/5~11/23</td>
<td>Credit fee payment</td>
</tr>
<tr>
<td>11/5~11/30</td>
<td>Course withdrawal</td>
</tr>
<tr>
<td>11/12~11/16</td>
<td>Midterm examinations</td>
</tr>
<tr>
<td>12/22~12/23</td>
<td>International Culture Day</td>
</tr>
<tr>
<td>12/27</td>
<td>University Anniversary (no class)</td>
</tr>
<tr>
<td>12/14~1/4</td>
<td>Online course evaluation</td>
</tr>
<tr>
<td>12/21~1/4</td>
<td>Preliminary course selection for next semester</td>
</tr>
<tr>
<td>12/31~1/1</td>
<td>New Year’s Day (holiday)</td>
</tr>
<tr>
<td>1/14~1/18</td>
<td>Final examination</td>
</tr>
<tr>
<td>1/21</td>
<td>Fall semester ends</td>
</tr>
<tr>
<td>1/21~2/19</td>
<td>Tuition and incidental fee payment</td>
</tr>
</tbody>
</table>
11. Transportation

After you arrive at 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).
4. One-way fare varies from NT$110 to NT$140 per adult. (From the airport to Taipei Railway 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 1st 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)


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$400.
12. Academic Integrity & Plagiarism

Academic standards and practices vary from culture to culture. Some students have reported striking differences between the concept of intellectual property in their home countries and Taiwan.

It is your responsibility to observe and be aware of academic misconduct in Taiwan and on campus. 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 and present it as your own.

Plagiarism is a serious academic offence. At NDHU, penalties for plagiarism and other academic misconduct range from a failing grade in the course to suspension or expulsion from the university.
13. Meeting our International Students

At NDHU, we have about 100 international students coming from 14 countries. Here is what they think of the university.

Baasandulam Byambaa,
Studying Master’s in International Business since spring 2011

My name is Baasandulam. I am a master student in the National Dong Hwa University (NDHU). I love this environment of University with beautiful mountain and the sea shore. Our campus is one of the largest campus in Taiwan, located near from Hualien. I have been visited a lot of famous places during my weekends such as Taroko National park and Liyu lake. I live in the school dormitory. They provide individual rooms for each master students that is comfortable to live and study for students. The University Library is very modern and useful for students and i can borrow many textbooks and DVDs from here. NDHU has a grand sport field. We play sports such as football, basketball, badminton, volleyball, baseball, go swimming, after classes. So I am very happy to study here.

Our campus has many kind of activities and I join with dancing club. It is very interesting. Also here are part of the indigenous people live in Hualien. They have own languages, songs and different cultures, different living style. Approximately thirteen kind of indigenous people live around of Taiwan. They have special ceremony. Last time I visited one of the indigenous ceremony. I was really impressed.

I would like to say that Taiwan is very beautiful island and full of natural beauties, especially in Hualian. The people are rightful and hard working. In my opinion about Taiwan that offers the best education environment and everything is convenient for students. I have a lot of friends and good memories. Finally, I would like to say thank you for all the professors,’ assistants, and students. Without their help, I couldn’t find this opportunity to study here.
Yaswanth Kuthati,
Studying Ph.D. in Life Science since spring 2012

To be frank, my decision to do research in Taiwan did not go down well to a large part of my family. They have an opinion that Taiwan is a part of China and language is a big barrier for communication. They even warned me that I will regret on this decision. But I had a blind belief in what I dreamt and followed what I believed. I came to Taiwan without a second thought. Let me tell you how Taiwan helped me justify my decision. I was surprised by the discipline, touched by the friendliness of Taiwanese people. I found that language is really not that big a barrier as most of the Taiwanese people can understand English. I was shocked by the simplicity, inspired by the hard working nature of Professors here who were so down to earth even after achieving lot many things in their fields. To be honest, I never had such a friendly relation with any of my professors in Universities where I have studied before. Professors in NDHU have set a bench mark by being role models to many students including me. Earlier I had an opinion that teaching is the most boring profession in the world but Taiwan has changed the way I look at it. The professors here are very friendly with students and their lectures are very interactive. Laboratories are very well equipped with the latest possible technology in all the departments. I really liked the steps taken by the Taiwanese government to encourage the international students who study here. Last but the most important, NDHU is located in the countryside, it's natural atmospheric beauty makes it a very peaceful place to study which most of the international students might not have experienced. The countryside reminds me of my village which in turn fuels me to go on and achieve what I dream. It is and will always be a learning experience I will cherish all my life. When my parents asked me about my experiences, Taiwan gave me the confidence to tell them "I made the best possible decision in life by choosing NDHU, Taiwan".

Trong Kien Tran
Studying Master’s in Finance since spring 2012

How is the new school? How is the new life in campus? How are the new students and professors?

I am sure that besides the pride and happiness of granting scholarship to study abroad there are piles of questions in your mind when you are going to study in a foreign country.

Don’t worry, believe in me you have already made a good choice to study at National Dong Hwa school which is the beautiful rural school on the east coast of splendor
Taiwan country.
New live is always not easy but it will be eased by the help of staff members in International Student Office, others friendly international students and Taiwanese friends.
The environment and condition here is perfect for real researchers and scholars. You can concentrate on study without any distraction from the bustle and hustle of big cities.
Inhaling the fresh air every morning, hearing bird sounds and looking at the range of mountains covering by crystal white clouds on the horizon becomes the vital part of my life now, which helps me to alleviate stress, clear my mind after studying and recharge energy for me to cope with new challenge.
Dong Hwa school will be a good place for you to live up with your dream, parent’s expectation and gain knowledge to achieve success in the future.

GANTULGA SUKHBAATAR
Studying Master’s in Business Administration since spring 2011

Hello everyone! Glad to share my reflections and I hope to enjoy on campus!
My name is Gantulga (My foreign friends, classmates and everyone call me Gana) and come from Mongolia… I’m 1st time studying abroad and majoring at MBA now. When I came in NDHU, all were very interesting, wonderful, and new but already passed become sweet memories… this is my 2nd year and already coming to graduate my school in here… I’m thinking that NDHUs’ advantages is perfect place for study and have amazing nature, very big campus environment, good faculties, friendly staffs and professional teachers in here!
I’m one of the first int’l students in NDHU so, I’ve been launched the “International Students Association” (http://www.facebook.com/ndhu.isa) with my some of Int’l students and “Mongolian Students Group of NDHU” (http://www.facebook.com/groups/ndhu.mn/)… Also I’ve worked for Int’l student’s representative of Dormitory with supervisor. I’ve very close local and Int’l friends in here then we had lots of fun and did so many things together so far… It’s very pleasant place for study and experiences to say again!
I hope have a good time in NDHU to coming new students! Thanks
Appendix 1: Campus Map
Appendix 2

National Dong Hwa University International Student Regulations

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

Article 1
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.

Article 2
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.

Article 3
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.

Article 4
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.

Article 5
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).

**Article6**

International students applying for bachelor’s, master’s or doctorial 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.

Article 7 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.

Article 8 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.

Article 9 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.

Article 10 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.

Article 11 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.
Article 12 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.

Article 13 Enrollment and course selection of elective students shall be pursuant to regulation for general students.

Article 14 Article 5 of the Regulations shall apply to elective students applying for official enrollment after completing their academic work at the university.

Article 15 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.

Article 16 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.

Article 17 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.

Article 18 Any matter not covered by this Regulation, shall refer to the relevant regulations of the University.

Article 19 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.
Appendix 3
National Dong Hwa University Scholarship for International Students

Overview of the National Dong Hwa University Scholarship for International Students
The scholarship aims to attract oversea students to NDHU to pursue higher education and to encourage international students who have achieved academic excellence on campus.

Eligibility Requirements
Students who are interested in applying for this scholarship should fulfill the following requirements:

1. Applicant who is a new student to NDHU should be an international student who applied and was admitted to his or her study here in Taiwan according to Regulations Regarding International Students Undertaking Studies in Taiwan issued by Minister of Education of Taiwan.

2. Applicant who is a current student at NDHU should have studied at National Dong Hwa University for at least a semester.
   - For (since these points fall under point 2 which already stated the student should be a current student at NDHU, the “current” here could be omitted) bachelor applicant: One has to take at least 9 credits every semester. A 3.3 GPA and a conduct score of 80 out of 100 are required.
   - For graduate applicant: One has to take at least 3 credits every semester. A 3.3 GPA is required.
   - For graduate applicant who is currently writing thesis/dissertation and has no semester grade for the previous semester: A thesis/dissertation proposal should be provided for application. The proposal should contain applicant’s research motive, research structure and design, methods and resources, abstract, and bibliography.

3. Applicant should not be receiving any scholarships provided by Taiwan government when applying.

4. Applicant will have to be one that should not have received any warning from school for any misbehavior.
Number of Grantees and Types of Grants

1. The number of grants varies according to the annual budget for the scholarship.

2. Types of Grants:
   - Type A: Grantees who are awarded with this type of grant should have a 3.7 GPA or an overall average score of 80 out of 100 in principle.
     The Type A scholarship includes a Tuition Waiver and a monthly stipend for the grantee.
     Tuition Waiver: It covers the grantee’s credit fees and incidental fees; however, it does not cover one’s dormitory, utility, student and health insurance, internet access fees or other fees that are not regulated as incidental fees by the school.
     Stipend: A NT$ 3,000 stipend will be given to bachelor grantees monthly; NT$ 5,000 for Master grantees; and NT$ 6,000 for Ph.D. grantees.
   - Type B: Grantees who are awarded with this type of grant should have a 3.3 GPA or an overall average score of 78 out of 100 in principle.
     Type B provides a Tuition Waiver for its grantees.
     Tuition Waiver: It covers the grantee’s credit fees and incidental fees; however, it does not cover one’s dormitory, utility, student and health insurance, internet access fees or other fees that are not regulated as incidental fees by the school.

How to Apply?

1. For new students, applications to the scholarship should be sent while applying for National Dong Hwa University. Once the applicant is admitted to NDHU, the International Student Application Review Committee will review the applicant’s application document and decide the type of scholarship the applicant shall receive.

2. For current students, applicant should apply for the scholarship in the first two weeks of each semester. Applicant should prepare the following documents:
   - Application Form
   - NDHU Transcript
Thesis/Dissertation Proposal (Required for applicant that has obtained all the required credits and is writing a master thesis or Ph.D. dissertation.)

Nature of Grants
1. The scholarship grants last for a semester. Applicants may file new applications every semester.
2. Once the applicant is granted with Type A scholarship, the stipend will be wired monthly to the grantee’s account in Taiwan. Grantee of the spring semester will receive the monthly stipend from September to January; for grantee of the fall semester, one will receive the monthly stipend from February to June. (A NT$ 3,000 stipend will be given to bachelor grantees monthly; NT$5,000 for Master grantees; and NT$ 6,000 for Ph.D. grantees.)
3. Bachelor applicants will only be granted the scholarship for a maximum of 8 semesters; for master applicants, 4 semesters; and for Ph.D. applicants, 6 semesters. Applicants who have received the scholarship for the maximum number of semesters will not be granted again.
4. Grantee who is admitted to an international exchange program will continue to receive the grant.
5. The scholarship is supported and provided by the scholarship fund of NDHU.

Requirements for Grantees
Grantees should fulfill and follow the following obligations and regulations.
1. Grantee should complete registration during the regulated dates.
2. Grantee who fails to maintain the required GPA for the scholarship will not be allowed to file another application for the next semester.
3. A grant will be withdrawn if the grantee is expelled. The monthly stipend will be cancelled starting from the next month after the grantee’s enrollment is revoked.
4. If the grantee is to suspend his/her enrollment, the grant will also be suspended. The suspension of the scholarship will start from the next month of the grantee leaving the school. The application should be filed again within the application period upon returning to NDHU
5. New students who are granted the scholarship will not postpone their enrollments; otherwise, their admissions will no longer be valid. However, for those who have particular incidences that are made cases of by the Application Review Committee will not be restrained by this regulation.
6. If a grantee is discovered and recognized to forge to receive the grant or to double claim the grant, the grant will be cancelled immediately and the received
stipend should all be returned.

Note
1. 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.
2. The Regulations have been reviewed by the Administrative Council, and approved by the President; any amendments shall be processed accordingly.
3. In the event of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.
Appendix 4 Important Contact Information

Shoufeng Campus

International Student Office 03-863-2132 or 03-863-2134
OIA@mail.ndhu.edu.tw
Registration Section 03-863-2116
registration@mail.ndhu.edu.tw
Library 03-86-2838
library@mail.ndhu.edu.tw
Language Center 03-86-2838
lc@mail.ndhu.edu.tw
On-campus Guard 03-863-5492
On-campus 24-hours emergency 03-863-2995

Emergency Phone Numbers in Taiwan

Police 110
Fire 119
Ambulance 119

Hospital Phone Numbers

Hualien Campus
Hualien Hospital 03-835-8141
Tzu Chi Hospital 03-856-1825
Mennonite Christian Hospital 03-824-1234

Pingtung Campus
Pingtung Hospital 08-736-3011 ~ 3015
Heng Chun Christian Hospital 08-889-2293
Nan Meng Hospital 08-889-4568