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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### Important Dates

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<tr>
<th>Date</th>
<th>Event (2015/09/03~2016/1/14)</th>
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<tr>
<td>2015/09/03</td>
<td>Dormitory Open</td>
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<td>2015/09/04</td>
<td>Registration at OIA</td>
</tr>
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<td>2015/09/05</td>
<td><strong>2015 International Student Orientation</strong></td>
</tr>
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<td>2015/09/06~08</td>
<td><strong>2015 NDHU New Student Orientation</strong></td>
</tr>
<tr>
<td>2015/09/07</td>
<td>Courses Add/Drop Online</td>
</tr>
<tr>
<td></td>
<td>(12:30pm 9/7 – 12:30pm 9/8)</td>
</tr>
<tr>
<td>2015/09/09</td>
<td>Beginning of 2015 Fall Semester</td>
</tr>
<tr>
<td>2015/09/09~10</td>
<td>Registry Day</td>
</tr>
<tr>
<td>2015/09/10~15/09/18</td>
<td>Second of Courses Add/ Drop Online Application</td>
</tr>
<tr>
<td>2015/09/27~28</td>
<td>Holiday-Moon Festival</td>
</tr>
<tr>
<td>2015/10/09~10</td>
<td>Holiday-Double Tenth Day</td>
</tr>
<tr>
<td>2015/10/16</td>
<td>1/3 Semester</td>
</tr>
<tr>
<td>2015/11/02-06</td>
<td>Midterm Week</td>
</tr>
<tr>
<td>2015/11/11</td>
<td>NDHU Anniversary</td>
</tr>
<tr>
<td>2015/11/18</td>
<td>NDHU Sports Competition</td>
</tr>
<tr>
<td>2015/11/27</td>
<td>2/3 Semester</td>
</tr>
<tr>
<td>2015/12/07-24</td>
<td>Course Evaluation</td>
</tr>
<tr>
<td>2015/12/14-24</td>
<td>2016 Spring Semester Course Selection Application</td>
</tr>
<tr>
<td>2016/01/01</td>
<td>Holiday- New Year’s Day</td>
</tr>
<tr>
<td>2016/01/04-08</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>2016/01/11</td>
<td>Beginning of Winter Vacation</td>
</tr>
<tr>
<td>2016/01/14</td>
<td>NDHU Dormitory Close Day</td>
</tr>
</tbody>
</table>
Office of International Affairs

The Office of International Affairs (OIA) is located at 4F, Room 408 in the Administration Building. It is established to assist international students. In other words, you are welcomed to drop by anytime should you need information, advice, or just drop by to say “Hi!” The staff will be happy to help in any phase of your adjustment to life at NDHU.

Important Faculties on Campus

Office of International Affairs
Student Service 03-863-4118
issa@mail.ndhu.edu.tw
International Student Admission 03-863-4111~4112
admission@mail.ndhu.edu.tw
Division of Registry 03-863-2116
bonniejeng@mail.ndhu.edu.tw
Division of Student Affairs (Dormitory) 03-863-2217 \ 2222
free22011@mail.ndhu.edu.tw
kattylin@mail.ndhu.edu.tw
Library 03-863-2838
library@mail.ndhu.edu.tw
Language Center (Chinese Course) 03-863-5492
lc@mail.ndhu.edu.tw
On-Campus Guard 03-863-2119
24-Hour On-Campus Emergency 03-863-2995 (Chinese only)

Pintung Campus
Graduate Institute of Marine Biodiversity & Evolutionary Biology 08-882-5001 #1312
petty@nmmba.gov.tw
Institute of Marine Biotechnology 08-882-5001 #1313
sflin@nmmba.gov.tw

Emergency Phone Numbers in Taiwan

Police 110
Fire Department 119
Ambulance 119
Major Medical Center near Hualien Shoufeng Campus

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

Major Medical Centers near Pingtung Campus

(For students studying in the college of Marine Sciences)

Pingtung Hospital 08-736-3011~3015
Heng Chun Christian Hospital 08-889-2293
Nan Meng Hospital 08-889-4568
Before Arriving in Taiwan

Before you arrive in Taiwan, we suggest you to complete the following issue in your home country.

A. Resident Visa Application

We recommend you to apply for a Resident Visa, so that you may apply for an Alien Resident Certificate (ARC). Even you from a visa free country, we still recommend you to apply for Resident Visa in advance. Alien Resident Certificate (ARC) is the necessary document if you would like to study in Taiwan. (According to the following Taiwan Regulation: International Students Undertaking Studies in Taiwan)

Besides, only students with ARC can apply for Taiwan National Health Insurance, which is a must for all international students. (According to the following Taiwan regulation: National Health Insurance Act)

Required Documents:

1. Visa online application
   https://visawebapp.boca.gov.tw/BOCA_MRWeb/subroot/MRVWeb0_form.jsp
2. Two 2-inch passport photos taken within last six months.
3. Original passport valid for at least six months (please make sure your name on your passport is correct, or it will affect your right greatly.)
4. A photocopy of your passport.
5. Original copy of NDHU Admission.
6. A certificate of health check (form Type B) from an accredited hospital. Items required for health certificate Type B (page1 and page2) can be downloaded at:
   You must complete your heath check within three months before your departure. Earlier ones will not be accepted.
   For information on specific health check requirement please go to the website of Centers for Disease Control in Taiwan:
   CDC > Health Topics > Alien Workers Health
7. Fee
   Resident Visa holders are required to apply for the Alien Resident Certificate and Re-entry Permit at the local office of The Immigration Agency within 15 days after their arrival.

For More Information about applying VISA, please check:
Flow Chart For Resident Visa Application

Submit visa application to the Bureau of Consular Affairs

Submit visa application to the overseas missions of the Republic of China (ROC)

The consular officer will examine the application and request an interview if necessary.

Rejection

Send visa application to the Bureau of Consular Affairs for further examination

Issuing visa

The consular officer will examine the application, and request an interview if necessary.

Issuing visa

Rejection

Notify the overseas mission to issue visa

Notify the overseas mission to reject visa

Enter the ROC with resident visa

Apply for an "Alien Resident Certificate" (ARC) and re-entry permit at local service centers of the National Immigration Agency (NIA)

Request at local service centers of the NIA to extend the validity of ARC and re-entry permit before they expire.
B. Key Points
International students can only change to a Resident Visa from a Visitor Visa if the purpose of their Visitor Visa is “Studying in Taiwan”. If your VISA has a purpose other than this (including Visa free passports), you will be required to change it by applying a new Visa in another country, or extension to pursue their degree.
Foreigners who enter Taiwan with a Visitor Visa for the purpose of pursing studies must make the necessary visa change into a Resident VISA at a Bureau of Consular Affairs, Ministry of Foreign Affairs before the Visitor Visa expiration date.

C. Degree Verification (Also known as Authentication)
You are required to show your verified diploma and transcript during NDHU’s Registration Day. Therefore, you should have all foreign diploma and transcripts for all semesters verified by a Taiwan embassy (or representative office) in the country of the institutions before the Registration Day.

If the transcripts for all semesters and diploma (or graduation certificate) are not in Chinese or in English, please verify the original documents and the translation of the documents before you arrive in Taiwan.

Please note that your registration procedure will be kept uncompleted and your student ID card will not be issued after Registration Day, unless you submit all the verified documents.
## Pre-Departure Check List

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read the adjoining instructions from the university carefully as these will contain important information.</td>
</tr>
<tr>
<td>Check that your passport is valid and not about to expire. Please also make sure the name on your passport is correct and matches your registration documents.</td>
</tr>
</tbody>
</table>
| **Registration Documents:**  
1. Both original and the copy of Diploma, Transcripts of all semesters which are written in English or Chinese and verified by Taiwan Embassy.  
2. One photo (2-inch, taken within last six months) or digital file of your photo.  
3. Verified private medicinal insurance certificates or certificate of National Health Insurance in Taiwan.  
4. A verified certificate of health (form Type B). |
| Have you read the Immigration Section of this guide carefully and ensured that you have all correct entry requirements in place? Website: [http://www.immigration.gov.tw/mp.asp?mp=2](http://www.immigration.gov.tw/mp.asp?mp=2) |
| Make your travel arrangement and remember your travel map, tickets etc. |
| Make a list of the contents of your luggage. |
| Weigh 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 upon arrival in Taiwan. |
| Arrange to bring a traveler’s check and some New Taiwanese Dollar for payment of school and living expense for first 2 months. |
We look forward to meeting you at Orientation!
Have a safe trip to Taiwan!

After Arriving to Taiwan….

<table>
<thead>
<tr>
<th>Schedule</th>
<th>時間/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency Exchange (NT$10,000), apply cell-phone number, youth travel card, receive name card.</td>
<td>30min</td>
</tr>
<tr>
<td>From CKS Airport to Taipei Main Station (Bus)</td>
<td>1-1.5hrs</td>
</tr>
<tr>
<td>From Taipei Main Station to Hualien (Train)</td>
<td>3hrs</td>
</tr>
<tr>
<td>From Hualien train station to NDHU main campus</td>
<td>30min-1hr</td>
</tr>
<tr>
<td>Arrive to NDHU dormitory</td>
<td>10min</td>
</tr>
</tbody>
</table>

Reply your flight information 來台班機資訊回覆

Pick-up Service is not provided, while we offer volunteers to help international students arrive at our school. The contact information of volunteers and international students will be mutually given for the convenience of reaching. Volunteers are serviced all the way for helping you adjust to the life in NDHU. Please just ask them for solving any problems without hesitation.

To confirm your admission and your arriving time, please register online and upload the scan of your flight ticket before 2015 July 27th in the following website:


If you cannot register your arriving time before the deadline due to the visa issue, please write an email and report to issa@mail.ndhu.edu.tw

Note:

1. The dormitory of NDHU will open and be available for new Foreign country students from September 3th, please check in the dormitory after September 3th, 2015. NDHU will not provide the accommodation for pre-arriving students.
2. Dormitory will be available from September 3th, and the beginning of semester will be on September 9th. And Orientation for Fall Semester 2015 will be on September 5th, OIA will strongly suggest arriving NDHU before September 5th and attend the event.

3. According to Regulations of NDHU, Students who do not show up, reply the flight details, or also not inform OIA before August 15th will be considered as not to enrollment in this semester, please kindly notice this.
Transportation Information

From the Airport to Dong Hwa University

A. Taoyuan Int’l Airport to Taipei Train Station

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

Taoyuan International Airport Website (Taipei buses):
http://www.taoyuan-airport.com/english/Buses/

Taoyuan International Airport Website (Taxi):
http://www.taoyuan-airport.com/english/taxi

Taipei Buses

1. Ticket counters are located in the Arrival Passenger reception areas of both terminals, T1 & T2.
2. Terminal 1 Bus Platform: Bus pickup zone at B1 Arrivals.
3. Terminal 2 Bus Platform: Bus pickup zone at the northeast arcade of the 1st floor Arrivals lobby.
4. One-way fare varies from NT$110 to NT$140 per adult. (From Taoyuan airport to Taipei Main 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 everywhere in Taiwan.

Service Hours: 24 hours a day

Terminal 1: The North side of the Terminal 1’s Arrivals Lobby.

Terminal 2: The South side of the Terminal 2’s Arrivals Lobby.
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 at the Taipei Railway Station, you can buy a train ticket at the
Ticket Hall. (The 1st floor)

B. Taipei Train Station to Hualien Train Station

One-way ticket:
Departure Station: Taipei Station
Destination Station:
Hualien Station (16km North of NDHU) in Hualien Area
Shoufeng Station (4km South of NDHU) in Hualien Area
Zhixue Station (750m from NDHU back gate, 2km from NDHU front gate) in
Hualien Area

Fare:
Tze-Chiang Limited Express: NT$440 (Taipei-Hualien)
Chu-Kuang Express: NT$340 (Taipei-Hualien)

Train Schedule: [http://twtraffic.tra.gov.tw/twrail/English/e_index.aspx](http://twtraffic.tra.gov.tw/twrail/English/e_index.aspx)
Train Information: (From Taipei to Hualien)
Please check [http://twtraffic.tra.gov.tw/twrail/English/e_index.aspx](http://twtraffic.tra.gov.tw/twrail/English/e_index.aspx) for the latest
schedule.

C. Hualien Train Station to NDHU Campus

1. 301 Shuttle Bus
   You can find the stop at the front exit of Hualien Train Station.
   More Information: [301 Shuttle Bus Facebook]
2. Taxi [Taxi Information]
   TEL:
   chung-mei Taxi   03-8234432
   Tung-i Taxi      0800-046-046  0912-489-038
   Lian-Hua Taxi    03-8221053 0919-909879
Fare:
From Hualien Station to National Dong Hwa University is around NT.350

3. OIA Int’l Shuttle Bus (Free for New Students During the Period)
OIA Shuttle Bus for Int’l students will run from 15:00 to 21:00 on September 3 & September 4, every hour on the hour. (Hualien Train Station->NDHU Campus)
Registration Guidelines for New International Students

1. Registry Procedure

A. Online registration:
   (1) New students must first register online at:
       https://sys.ndhu.edu.tw/AA/REG/register/
   (2) The school will not mail copies of payment sheets. Payment sheet for tuition and other fees can be printed at:
       OIA will provide your tuition payment sheet after you arriving Taiwan.
       Or you can also print by yourself.
       Please check http://mis.ndhu.edu.tw/charge/sop2.pdf for instructions on how to print the payment sheet.

B. Documents required when reporting to OIA:
   (1) Your original passport and residence visa.
   (2) A photocopy of proof of foreign academic diploma and transcripts for all academic years authenticated by the overseas agency of the Republic of China in your country (or the agency that serves your country).
   (3) A certificate of entry and exit dates, issued by the designated immigration authority. However, foreign citizens or overseas Chinese are exempt from this requirement.
(4) One recent photos (size: 2-inch; taken within last six months).

The photo should be colorful and was taken within 6 months. The portrait should be without hat, and the face and feathers should be clear. The background should be white.

(5) A certificate of health check (form Type B) from an accredited hospital within the past 3 months.

(6) Private medical insurance certificates (verified) from your country for first six months after arrival or certificate of National Health Insurance in Taiwan.

**Notice:** International students are not covered by Taiwan’s National Health Insurance until the seventh month after arrival. Therefore, new students have to purchase medical insurance in their own countries that cover the first six months in Taiwan. Those who cannot produce required (P21) documents have to purchase the group medical insurance when reporting in. The fee is NT$ 500/month. Those who have been in Taiwan for six months or more prior to reporting in, please produce required insurance certificate issued by Bureau of National Health Insurance, the health insurance card for instance, when reporting in.

**C. Tuition fee and Scholarship:**

Your registration status will be validated after you pay tuition, dormitory fee, and insurance fees. Thereafter, your certificate of enrollment in NDHU will be issued for you to apply for the ARC, which must be applied within 15 days after arriving in Taiwan.

Students should pay all applicable semester fees prior to the starting date of classes as set forth in NDHU official calendar (except for those grated leave of suspension or withdrawal or qualify for graduation). The registration process is considered complete when all required fees have been paid. If the deadline passes and the student has not paid the required fees, he/she will
be considered unregistered, and will be forced to withdraw (except for those who applied in writing for a registration extension).

**Online Registration and payment sheet can be done at OIA when you are reporting in.**
Required Documents for Various Applications

Report to OIA – Register
- Original passport and resident visa
- Original and the copy of Diploma and Transcripts of all semesters which is in English or Chinese (must be authenticated by Taiwan’s foreign agency in your country).
- One 2-inch Photo
- Insurance certificates (Private one or NHI card)
- NT$ 3,000 for medical group Insurance
- on-line registration

Apply for the ARC
- Original and photocopy of Passport and Resident VISA
- Student Status Certificate (Acquired at Division of Registry, room 401 in admin. Building)
- One 2-inch Photo
- NT$ 2,000

Open a Bank Account
- Original and a copy of passport and ARC
- Minimum deposit = NT$ 100
- Application Form
- Student status certificate (under the age of 20)

To OIA - Join Medical Insurance
- Bank Account
- Photocopy of Student card, ARC and one 2-inch photo
- NT$ 3,000/first 6 Months’ insurance fee
2. Tuition Payment

(1) International students should pay tuition and supplementary fees at the Cashier Office (1F, Room108, Administration Building) after the registration process.

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


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

Personal Insurance Fee

All NDHU students are strongly suggested to join group personal insurance provided by NDHU. Students must pay their group personal insurance fees within 30 days after the beginning of each semester in order to join the insurance. The charge is NT$308 per semester. This fee will be listed on your payment sheet for each semester.
### Estimated Expenses to Study at NDHU (Bachelor)

#### Personal Expenses (for international bachelor students)

<table>
<thead>
<tr>
<th></th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormitory Fee</td>
<td>7,500~9,500</td>
<td>15,000~19,000</td>
<td>500~633 USD</td>
</tr>
<tr>
<td>Dormitory Deposit</td>
<td>1,000 NTD</td>
<td>2,000 NTD</td>
<td>70 USD</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td>10,000 NTD</td>
<td>20,000 NTD</td>
<td>670 USD</td>
</tr>
<tr>
<td>Living Costs</td>
<td>36,000 NTD</td>
<td>72,000 NTD</td>
<td>2,400 USD</td>
</tr>
<tr>
<td><strong>Total Personal Expenses</strong></td>
<td><strong>54,500~56,500</strong></td>
<td><strong>109,000~113,000</strong></td>
<td><strong>3,600~3,800 USD</strong></td>
</tr>
</tbody>
</table>

#### Tuition fees and Miscellaneous fees (for international bachelor students)

<table>
<thead>
<tr>
<th>College of Humanities and Social Sciences</th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Indigenous Studies</td>
<td>47,480 NTD</td>
<td>94,960 NTD</td>
<td>3,165 USD</td>
</tr>
<tr>
<td>College of Education</td>
<td>48,200 NTD</td>
<td>96,400 NTD</td>
<td>3,200~3,250 USD</td>
</tr>
<tr>
<td>College of Marine Sciences</td>
<td>55,140 ~ 55,580 NTD</td>
<td>110,280 ~ 111,160 NTD</td>
<td>3,700~3,750 USD</td>
</tr>
<tr>
<td>College of Environmental Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Science and Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of The Arts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Other Fees (for international bachelor students)

<table>
<thead>
<tr>
<th></th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Fees (student insurance fee, computer fee, and etc..)</td>
<td>5,000 NTD</td>
<td>10,000 NTD</td>
<td>350 USD</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>106,980~117,080</strong></td>
<td><strong>213,960~234,160</strong></td>
<td><strong>7,130~7,805 USD</strong></td>
</tr>
</tbody>
</table>
### Personal Expenses (for international graduate students)

<table>
<thead>
<tr>
<th></th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dormitory Fee</strong></td>
<td>9,500~10,700 NTD</td>
<td>19,000~21,400 NTD</td>
<td>633~713 USD</td>
</tr>
<tr>
<td><strong>Dormitory Deposit</strong></td>
<td>1,000 NTD</td>
<td>2,000 NTD</td>
<td>67 USD</td>
</tr>
<tr>
<td><strong>Book/Supplies</strong></td>
<td>10,000 NTD</td>
<td>20,000 NTD</td>
<td>667 USD</td>
</tr>
<tr>
<td><strong>Living Costs</strong></td>
<td>36,000 NTD</td>
<td>72,000 NTD</td>
<td>2,400 USD</td>
</tr>
<tr>
<td><strong>Total Personal Expenses</strong></td>
<td><strong>56,500~57,700 NTD</strong></td>
<td><strong>113,000~115,400 NTD</strong></td>
<td><strong>3,766~3,846 USD</strong></td>
</tr>
</tbody>
</table>

### Tuition Fees and Credit Fees (for international graduate students)

<table>
<thead>
<tr>
<th>College</th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College of Humanities and Social Sciences</strong></td>
<td>21,480 NTD</td>
<td>42,960 NTD</td>
<td>1,430 USD</td>
</tr>
<tr>
<td><strong>College of Indigenous Studies</strong></td>
<td>21,800 NTD</td>
<td>43,600 NTD</td>
<td>1,450 USD</td>
</tr>
<tr>
<td><strong>College of Marine Sciences</strong></td>
<td>24,900~25,800 NTD</td>
<td>49,800~51,600 NTD</td>
<td>1,660~1,720 USD</td>
</tr>
<tr>
<td><strong>College of Environmental Studies</strong></td>
<td>3,060 NTD per credit</td>
<td>3,060 NTD per credit</td>
<td>102 USD per credit</td>
</tr>
</tbody>
</table>

### Other Fees (for international graduate students)

<table>
<thead>
<tr>
<th>Fees</th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Fees</strong></td>
<td>5,000 NTD</td>
<td>10,000 NTD</td>
<td>350 USD</td>
</tr>
</tbody>
</table>

**Total Expenses**

<table>
<thead>
<tr>
<th></th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>82,980~88,500 NTD</strong></td>
<td><strong>165,960~177,000 NTD</strong></td>
<td><strong>5,530~5,900 USD</strong></td>
</tr>
</tbody>
</table>

*First-year students should anticipate additional expenses to settle down (e.g. computer, bed sheet, pillowcase, etc.)*

** The above amounts are estimates and will be affected by choice of living style and personal needs.

Office of International Affairs  
National Dong Hwa University  
http://www.oia.ndhu.edu.tw/bin/home.php  
TEL:+866-3-863-4118  
FAX:+866-3-863-4120
Alien Resident Certificate (ARC) Application

Application Process

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

OIA will invite National Immigration Agency to provide the ARC application service on campus on September 8th, please notice the latest news from OIA. However, it will take 5~7 days for making a new ARC. To save the time and help students can apply the bank account or cell phone number, we will suggest international students apply the ARC number certificate while applying ARC.

Documents Required

(1) Application Form
(2) Original and Photocopy of Passport and Resident Visa
(3) A certificate of study (Student Status Certificate, also known as certificate of enrollment). New students will get the certificate after finishing the Registration Process.
(4) One Photo (taken within last six months), the size must be fit in with the sample as mentioned in III-5:
(5) NTD 1,000 per year

Extending Your ARC

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

1. Pay tuition and miscellaneous fees for the upcoming semester. Acquire a stamp for registration on your Student ID Card.
   Students enrolled in Fall semester should extend their ARC in the coming September.
2. Bring your passport, ARC, and Student ID Card to Hualien or Pingtung County Service Center to apply.
3. If you failed to extend your ARC before your next re-entrance to Taiwan, you will need to apply for a resident VISA again to enter.

Where to Apply for your ARC:

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 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 in your e-mail account
Login User Name: Student ID Number
Password: Student ID Number+0
For example, if your student ID number is 4103123456, your password will be: 41031234560.

You can access your account via webmail at http://faculty.ndhu.edu.tw/~net/mailsystem/mailenglish.htm (For student)

It is very important for you to leave a valid e-mail account that you check regularly with us so that you don’t miss important information and announcements.

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.
Arrangement for Health Insurance

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.

1. Medical Insurance
   (Before you join the “National Health Insurance”)

   At the time of registration new international students shall present proof of a medical and injury insurance policy which is valid for at least 6 months from the date the student enters Taiwan. Current student shall present written proof that they have joined Taiwan’s the National Health Insurance Plan. Upon enrollment, international students are required to submit proof of insurance covering their medical expenses during the six-month period after their arrival and before joining the “National Health Insurance (NHI)” please 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 Office of International Affairs (OIA). Please contact OIA 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 a valid ARC for over six months and do not leave Taiwan more than once and 30 days during the six months are eligible and required to join the NHI program. International students enrolled in credit courses shall apply for the NHI through OIA 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 OIA 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 a NHI IC Card after joining the insurance program. Holding the IC card along with the ARC will allow you to select medical services from NHI-affiliated hospitals and clinics at a reduced price. Certain registration fees and co-payments may be charged.

Bureau of National Health Insurance

Regulations Regarding International Students Undertaking Studies in Taiwan
http://english.moe.gov.tw/content.asp?CuItem=7996

4. Health Center
Health center is located at the administration building, 1st floor, Room 114.
Office Hour: Monday to Friday, 08:00 to 17:00 (No lunch break at noon)
Telephone: 03-8632252

5. Psychological Counseling Center
Psychological Counseling Center is located on West Community House.
Office Hour: Monday to Thursday, 08:00 to 21:00 / Friday, 08:00-17:00
Telephone: 03-8632270

Physical Checkup

1. Before your 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

Items required for health certificate Type B (page1 and page2) can be downloaded at: [http://www.cdc.gov.tw/list.aspx?treeid=AA2D4B06C27690E6&nowtreeid=5783A22EC021590D](http://www.cdc.gov.tw/list.aspx?treeid=AA2D4B06C27690E6&nowtreeid=5783A22EC021590D)

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 NTD 800.

Furthermore, all international students are required to present a health insurance certificate, such as medical insurance certificate or health insurance card, upon registering.

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:
- **Tzu Chi General Hospital**
  Location: No.707, Sec. 3, Zhongyang Rd., Hualien City
  Tel: 03-856-1825
- **Mennonite Christian Hospital**
  Location: No.44, Minquan Rd., Hualien City
  Tel: 03-824-1234

Pingtung Campus:
- **Antai Tian-Sheng Memorial Hospital**
  Location: No.210, Sec. 1, Zhongzheng Rd., Donggang Township, Pingtung County
  Tel: 08-833-7771, 08-833-2119
- **Kaohsiung Chang Gung Memorial Hospital**
  Location: No.123, Dapi Rd., Niaosong Dist., Kaohsiung City
Tel: 07-731-7123

- Kaohsiung Municipal Hsiaokang Hospital
  Location: No.482, Shanming Rd., Siaogang Dist., Kaohsiung City
  Tel: 07-805-9152

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

ATMs will charge NT$ 300-400 for processing fees and currency exchange difference if a foreign bank card is used. Therefore, using a foreign bank card to withdraw cash from ATMs is strongly discouraged.

1. Chunghwa Post Company (also known as Post Office in Taiwan)

The post office in Taiwan 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 (Or ARC Number Certificate)
2. Student Status Certificate (if you are under the age of 20)
3. Two Application Form (Bankbook and ATM card)
4. Personal Seal


Location:
1F, Administration Building
Office hour: 10:00~16:00

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

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

1. Original and a copy of your passport and ARC
2. Application Form
3. You must be at least twenty years of age to apply.

Bank/ Postal Account Opening Notice for the Under Age

According to Taiwan’s regulations, postal account applicants, who have limited capacity to make juridical decisions (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

International students who wish to work in Taiwan (either on or off-campus) are required to apply for and obtain a work permit before starting to work. Please note that if you hold a job without applying for a work permit, you may be fined for NT$30,000~150,000!

1. Required Documents:

1. The Ministry of Labor (MOL) Application form (including the stamp from the company you will work for)
2. Work Permit Application Form for NDHU International Students
3. One copy of student ID Card (on application form)
4. One copy of passport and ARC
5. 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: 勞動部勞動力發展署聘僱許可收費專戶
   Account Number: 19058848
6. 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 to do off-campus internship related 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.
7. All copies should have the applicant's signature and be annotated with the words "conform to the original document".
8. The status of international students in Taiwan should be in accordance with the regulations of the Ministry of Education.
9. A work permit is valid for six months at most.
10. For applications made in the first semester, the work permit is valid until March 30th of the next semester. For applications made during
the second semester, the work permit is valid until September 30th of the same year.

11. The maximum work hours per week is 16 hours, except during summer and winter vacation.

12. The Bureau of Employment and Vocational Training has the right to revoke the permit if the applicants do not follow the regulations.

13. According to Employment Services Act, foreigners who work without a work permit will be fined from NT$ 30,000 to NT$ 150, 000.

2. 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 Hours: Monday to Friday, 8:30-12:30, 13:30-17:30
Course Selection for New Student

Online course selection for new students enrolled in 2015 Fall Semester:
September 7th (Mon.) 15:00 ~ September 8th (Tue.) 12:30

For step by step online course selection guide, please check here:
For NDHU complete course catalog, please check:
http://web.ndhu.edu.tw/sys/Course/CouserForm.aspx
For NDHU class curriculum, please check:
http://sys.ndhu.edu.tw/aa/class/RuleSearch/rulebasic.aspx (Chinese only)

Please also check with your department about course curriculum and credit requirement.

Course registration after the deadline
a. Students who fail to register for courses within the specified deadline during the initial registration period are not allowed to add or withdraw from courses at a later date unless they obtain permission from the supervising professor and department head who will in turn notify the Office of Academic Affairs. They will therefore earn zero credits in the respective semester.

b. Students who have been authorized to register for their courses during the manual course addition and withdrawal period must serve as volunteers at their home departments or degree programs for eight hours (undergraduate students) or four hours (graduate students) before the end of the semester unless special circumstances exist that are beyond the student’s responsibility.

c. Unless special circumstances exist, students are not allowed to add or withdraw from courses after the deadline unless they obtain written permission to do so within two weeks after the end of the deadline. If the student is deemed responsible for missing the deadline, he/she must serve as a volunteer at his/her home department, degree program, or the Office for Academic Affairs for eight hours (undergraduate students) or four hours (graduate students) respectively.

Required general education course for undergraduate students
All undergraduate students must complete the following general education
courses in order to graduate:

**General Education (28 credits)**
All core selective general education courses are divided into eight categories. Undergraduate students are required to complete selective general education courses in at least four categories, with a minimum of one course per each category.

**Physical Education Class Requirement (4 credits):**
PE I, PE II, PE III and PE IV. PE I and PE II have to be selected in the first and second semester of the first year of study.

**Language Class Requirement (9 credits):**
For International Students who enrolled in Regular Classes, must complete 6 credits of English course and 3 credits of Chinese or Second Language course.

For International Students who enrolled in International Classes, must complete 6 credits of Chinese course and 3 credits of English or Second Language course.

All students also need to meet the official graduation requirement for English.

If you passed the English proficiency test, have valid language test certificates (such as TOFEL, TOEIC, ILETS), or come from a country with English as official language, you may be exempted from graduation English requirement. For more information please contact language center at: 03-8635492

**Service Learning (2 credits):**
Undergraduate students are required to complete Service Learning I and Service Learning II before graduate.

**For full course registration regulations, please check:**

## 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.

## NDHU Complaint Processing Rules

If any student, student body or other relevant student self-governing organization (hereinafter the “Complainant”) believes that any disciplinary sanctions, other measures or resolutions are illegal or inappropriate, causing damage to its right or interest, a complaint may be filed with the School in accordance with rules related to student complaint of the School.

Student referred to in the previous paragraph means a student registered with the School when the disciplinary sanctions, other measures or resolutions are imposed. Student could directly submit the complaint cases in the following system: [http://www.student.ndhu.edu.tw/files/11-1007-14149.php](http://www.student.ndhu.edu.tw/files/11-1007-14149.php)

To protect students’ right, students could check the website of OIA for understanding self-obligation and right while students studying in NDHU. Please kindly check the below link: [http://www.student.ndhu.edu.tw/ezfiles/7/1007/img/2649/509483684.doc](http://www.student.ndhu.edu.tw/ezfiles/7/1007/img/2649/509483684.doc)
Scholarship Note
Please check our website for latest information and application procedure:

Eligibility
Students who are interested in applying for this scholarship should fulfill the following requirements:
1. Applicants who are new to NDHU should be an international student who applied and was admitted to study here, and finish all the Registration Process in Taiwan according to Regulations Regarding International Students Undertaking Studies in Taiwan issued by Minister of Education of Taiwan.
2. Applicants who are current students of NDHU should have studied at National Dong Hwa University for at least one semester.
3. Applicant should not take any scholarships provided by the Taiwan government or any Taiwan government related agency concurrently when applying.
4. Applicant 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
   - Tuition scholarship: partly or up to full tuition waiver for the semester (reduction of basic tuition fees and miscellaneous fees).
   - Stipend scholarship: NTD $20,000 ~ $30,000 for the semester.
   - Accommodation scholarship: full accommodation waiver for the semester (exemption from dormitory fees and basic utilities fees, and this does not cover summer, winter dormitory and basic utilities fees).
   - Notes:
     (1) Tuition and miscellaneous fees are charged according to the latest university announcements.
     (2) Tuitions and miscellaneous fees do not include other related expenses such as proxy fees, insurance charges, and
Internet usage fees.
(3) Outstanding students can be awarded more than one scholarship.

3. For more information, please check the following website:
You can also find the map at the school website:
Accommodation Information

The university provides a limited number of dormitories for students. They distinguish between dormitories for undergraduate and graduate students. Dormitories for undergraduate students offer quad rooms with its own bathroom. Dormitories for graduate students offer single room with shared bathroom. Each person has his/her own desk, bed with pillow and blanket (a mattress is not provided) and closet. On the ground floor there is also a TV room and refrigerator. Each room is equipped with phone for calling within the campus. There are some water reservoirs and many washing machines and driers in each dormitory. Exchange students are usually accommodated in dormitories for undergraduate students.

New Students and International Students of NDHU are guaranteed a spot in our dormitory; unless the student chooses to give up or failed to register for it (registration is no need for new international students).

There are some accommodations available in a private sector close to the campus. Prices vary depending on the quality and location but the price for accommodation provided by the university is certainly higher (about NT$ 3000 per month, electric bills included).

<table>
<thead>
<tr>
<th>Hall Room Type</th>
<th>Resident Period</th>
<th>Dormitory Fee (semester)</th>
<th>Electricity rates</th>
<th>Deposit</th>
<th>Advance payment of Energy fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jie-Yun I Dorm #A</td>
<td>Single Graduate student (new student) A semester (4.5 months)</td>
<td>$9,500 (Including $500 basic energy)</td>
<td>Student pay the electricity rates of air conditioning according to the actual cost of electricity</td>
<td>$1,000</td>
<td>Free for using Electric Boiler</td>
</tr>
<tr>
<td>Jie-Yun II Dorm #B</td>
<td>Single Graduate student (current student) A semester (4.5 months)</td>
<td>$9,500 (Including $500 basic energy)</td>
<td>Student pay the electricity rates of air conditioning according to the actual cost of electricity</td>
<td>$1,000</td>
<td>Free for using Electric Boiler</td>
</tr>
<tr>
<td>Sing-Yun I Dorm #H</td>
<td>Double Graduate student Undergraduate student (Male) A semester (4.5 months)</td>
<td>$10,700 (Including $500 basic energy)</td>
<td>Student pay the electricity rates of air conditioning according to the actual cost of electricity</td>
<td>$1,000</td>
<td>Free for using Electric Boiler</td>
</tr>
<tr>
<td>Sing-Yun II Dorm #I</td>
<td>Double Graduate student A semester</td>
<td>$10,700 (Including</td>
<td>Student pay the electricity rates of air conditioning according to the actual cost of electricity</td>
<td>$1,000</td>
<td>Free for using Electric Boiler</td>
</tr>
<tr>
<td>Dormitory</td>
<td>Type</td>
<td>Room Category</td>
<td>Resident Type</td>
<td>Duration</td>
<td>Fee</td>
</tr>
<tr>
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</tr>
<tr>
<td>Yang-Shan Dorm #C</td>
<td>Quad</td>
<td>Suite</td>
<td>Undergraduate</td>
<td>4.5 months</td>
<td>$7,500 (Including $500 basic energy)</td>
</tr>
<tr>
<td>Han-Sing I Dorm #D</td>
<td>Quad</td>
<td>Suite</td>
<td>Undergraduate</td>
<td>A semester</td>
<td>$7,500 (Including $500 basic energy)</td>
</tr>
<tr>
<td>Han-Sing II Dorm #E</td>
<td>Quad</td>
<td>Suite</td>
<td>Undergraduate</td>
<td>A semester</td>
<td>$7,500 (Including $500 basic energy)</td>
</tr>
<tr>
<td>Shang-Cing Dorm #F</td>
<td>Quad</td>
<td>Suite</td>
<td>Undergraduate</td>
<td>A semester</td>
<td>$7,500 (Including $500 basic energy)</td>
</tr>
<tr>
<td>Cin-Yue Dorm #J K</td>
<td>Quad</td>
<td>Suite</td>
<td>Undergraduate</td>
<td>A semester</td>
<td>$9,500 (Including $500 basic energy)</td>
</tr>
<tr>
<td>Ying-Si Dorm #L M</td>
<td>Quad</td>
<td>Suite</td>
<td>Undergraduate</td>
<td>A semester</td>
<td>$9,500 (Including $500 basic energy)</td>
</tr>
</tbody>
</table>

Explanation:
1. The relevant payment for the dormitory application fee (including electricity, deposit and boiler fuel fees prepaid) should be paid together with the dormitory fee, not separately.

2. The use of other electrical equipment (Ex: Mini freezer) should follow the "NDHU Dormitory Electronic Usage Rules".

3. Students should follow every rule & regulation of the dormitory and be responsible for any damaged property during the application of the NDHU's Dormitory (including the summer/winter holidays).
4. Students who register for group accommodation during the Summer/Winter holidays, a guarantee deposit of 1000 NTD needs to be paid. Within seven days, the deposit will be returned after the verification by the administrator of the Office of Student Affairs.

5. When checking into the dormitory, please check the status of the dormitory’s inventory & property according to the checklist within the date given. When checking out, the same actions have to be done.