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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<td>Day</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>10 (Wed.) 09:00 am</td>
</tr>
<tr>
<td>September</td>
<td>10 (Wed.) 9:00 am~</td>
</tr>
<tr>
<td></td>
<td>19 (Fri.) 05:00 pm</td>
</tr>
<tr>
<td>September</td>
<td>12 (Fri)08:00-17:00</td>
</tr>
<tr>
<td>September</td>
<td>17 (Wed.)</td>
</tr>
<tr>
<td>September</td>
<td>19 (Wed.)</td>
</tr>
<tr>
<td>September</td>
<td>24 (Wed.) 12:30 pm</td>
</tr>
<tr>
<td></td>
<td>25 (Thu.) 12:30 pm</td>
</tr>
<tr>
<td>October</td>
<td>3 (Mon.) 12 : 30~</td>
</tr>
<tr>
<td></td>
<td>9 (Thu.) 12 : 30</td>
</tr>
<tr>
<td>October</td>
<td>10 (Fri.)</td>
</tr>
<tr>
<td>October</td>
<td>24 (Fri.)</td>
</tr>
<tr>
<td>November</td>
<td>3 (Mon.) – 28 (Fri.)</td>
</tr>
<tr>
<td>November</td>
<td>3 (Mon.) – 18 (Tue.)</td>
</tr>
<tr>
<td>November</td>
<td>10 (Mon.) – 14 (Fri.)</td>
</tr>
<tr>
<td>December</td>
<td>5 (Fri.)</td>
</tr>
<tr>
<td>December</td>
<td>15 (Mon.)</td>
</tr>
<tr>
<td>January</td>
<td>2 (Fri.)</td>
</tr>
<tr>
<td>December</td>
<td>22 (Mon.) – 2 (Fri.)</td>
</tr>
<tr>
<td>January</td>
<td>9 (Fri.)</td>
</tr>
<tr>
<td>January</td>
<td>12 (Mon.)</td>
</tr>
<tr>
<td>January</td>
<td>16 (Fri.)</td>
</tr>
<tr>
<td>January</td>
<td>19 (Mon.)</td>
</tr>
<tr>
<td>January</td>
<td>21 (Wed.)</td>
</tr>
<tr>
<td>January</td>
<td>31 (Sat.)</td>
</tr>
</tbody>
</table>
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 Phone Numbers on Campus**

<table>
<thead>
<tr>
<th>Office of International Affairs</th>
<th>03-863-4118</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Service</td>
<td><a href="mailto:issa@mail.ndhu.edu.tw">issa@mail.ndhu.edu.tw</a></td>
</tr>
<tr>
<td>International Student Admission</td>
<td>03-863-4111~4112</td>
</tr>
<tr>
<td><a href="mailto:admission@mail.ndhu.edu.tw">admission@mail.ndhu.edu.tw</a></td>
<td></td>
</tr>
<tr>
<td>Division of Registry</td>
<td>03-863-2116</td>
</tr>
<tr>
<td><a href="mailto:bonniejeng@mail.ndhu.edu.tw">bonniejeng@mail.ndhu.edu.tw</a></td>
<td></td>
</tr>
<tr>
<td>Division of Student Affairs (Dormitory)</td>
<td>03-863-2217 \ 2222</td>
</tr>
<tr>
<td><a href="mailto:free22011@mail.ndhu.edu.tw">free22011@mail.ndhu.edu.tw</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:kattylin@mail.ndhu.edu.tw">kattylin@mail.ndhu.edu.tw</a></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>03-863-2838</td>
</tr>
<tr>
<td><a href="mailto:library@mail.ndhu.edu.tw">library@mail.ndhu.edu.tw</a></td>
<td></td>
</tr>
<tr>
<td>Language Center (Chinese Course)</td>
<td>03-863-5492</td>
</tr>
<tr>
<td><a href="mailto:lc@mail.ndhu.edu.tw">lc@mail.ndhu.edu.tw</a></td>
<td></td>
</tr>
<tr>
<td>On-Campus Guard</td>
<td>03-863-2119</td>
</tr>
<tr>
<td>24-Hour On-Campus Emergency</td>
<td>03-863-2995 (Chinese only)</td>
</tr>
<tr>
<td>Pintung Campus</td>
<td></td>
</tr>
<tr>
<td>Graduate Institute of Marine Biodiversity</td>
<td>08-882-5001 #1312</td>
</tr>
<tr>
<td>&amp; Evolutionary Biology</td>
<td><a href="mailto:petty@nmmba.gov.tw">petty@nmmba.gov.tw</a></td>
</tr>
<tr>
<td>Institute of Marine Biotechnology</td>
<td>08-882-5001 #1313</td>
</tr>
<tr>
<td><a href="mailto:sflin@nmmba.gov.tw">sflin@nmmba.gov.tw</a></td>
<td></td>
</tr>
</tbody>
</table>

**Emergency Phone Numbers in Taiwan**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>110</td>
</tr>
<tr>
<td>Fire Department</td>
<td>119</td>
</tr>
<tr>
<td>Ambulance</td>
<td>119</td>
</tr>
</tbody>
</table>
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
Pre-departure Preparation

Resident Visa Application
If you intend to stay in Taiwan for more than 6 months or 183 days per year, you should apply for a **Resident Visa**. You will need the following documents:

1. Visa online application  
   [https://visawebapp.boca.gov.tw/BOCA_MRVWeb/subroot/MRVWeb0_form.jsp](https://visawebapp.boca.gov.tw/BOCA_MRVWeb/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 health 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

1. Submit visa application to the Bureau of Consular Affairs
2. Submit visa application to the overseas missions of the Republic of China (ROC)
3. The consular officer will examine the application and request an interview if necessary.
4. Rejection
5. Sending the visa application to the Bureau of Consular Affairs for further examination
6. Issuing visa
7. The consular officer will examine the application and request an interview if necessary.
8. Issuing visa
9. Rejection
10. Notify the overseas mission to issue visa
11. Notify the overseas mission to reject visa
12. Enter the ROC with resident visa
13. Apply for an "Alien Resident Certificate" (ARC) and re-entry permit at local service centers of the National Immigration Agency (NIA)
14. Request at local service centers of the NIA to extend the validity of ARC and re-entry permit before they expire.
## Pre-Departure Check List

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Read the adjoining instructions from the university carefully as these will contain important information.</td>
</tr>
<tr>
<td>2</td>
<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>
| 3 | **Registration Documents:**  
1. Both original and the copy of Diploma, Transcript which are 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). |
| 4 | Have you read the Immigration Section of this guide carefully and ensured that you have all correct entry requirements in place?  
| 5 | Make your travel arrangement and remember your travel map, tickets etc. |
| 6 | Make a list of the contents of your luggage. |
| 7 | Weigh your luggage to ensure that it is within your baggage allowance. |
| 8 | Carry with you any vaccination certificates (if required). |
| 9 | Bring any prescribed drugs you are taking and a letter from your doctor explaining what they are for. |
| 10 | Bring a short medical history, if possible. This will be helpful when you register with a doctor upon arrival in Taiwan. |
| 11 | Arrange to bring a traveler’s check and some New Taiwanese Dollar for payment of school and living expense for first 2 months. |
After Arriving to Taiwan....

<table>
<thead>
<tr>
<th>Schedule</th>
<th>時間 Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency Exchange (NT$5,000), 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 NDHU dormitory</td>
<td>10min</td>
</tr>
</tbody>
</table>

Reply your flight information 來台班機資訊回覆

NDHU does not offer the Pick-up Service in this semester. To confirm your admission and your arriving time, please register online and upload the scan of your flight ticket before August 22th, 2014 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 10, please check in the dormitory after September 10th, 2014. NDHU will not provide the accommodation for pre-arriving students before September 10th.
2. Orientation for Fall Semester 2014 will be on September 12th, OIA will strongly suggest arriving NDHU before September 12th and attend the event. Besides, undergraduate freshmen have to participate the other 4-days Orientation (9/13-9/16) with Taiwan students.
3. According to Regulations of NDHU, Students who do not show up and reply the flight details before September 19th will be considered as not to enrollment in this semester, please kindly check it.
Transportation Information to NDHU

Transportation Information

From the Airport to Dong Hwa University

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)

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.

After arriving, you can take a taxi from Railway Station to accommodation. Please remember to call the taxi from these two taxi companies, for these two companies will offer discount to the student of National Dong Hwa University.

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
Taipei Railway Station (Taipei Main Station)

Tze-Chiang Limited Express/
Chu-Kuang Express

Hualien Railway Station

chung-mei Taxi / Tung-i
Taxi/ Lian-Hua Taxi

National Dong Hwa
University’s Dormitory
Registration Guidelines for New International Students

1. Registry Procedure

**Online registration:**

1. New students must first register online at:
   
   https://sys.ndhu.edu.tw/AA/REG/register/

   Between September 10th (Wed), 2014 and September 19th (Fri.), 2014.

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.

**Documents required when reporting to OIA:**

1. Your original passport and residence visa.
2. A photocopy of proof of foreign academic credentials 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.

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.

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

**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

**Report to OIA – Register**
- Original passport and resident visa
- Original Diploma and Transcript (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
- International student card Application form

**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 (Payment is due by September 19, 2014).

(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.
### 2013~2014 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>
</tbody>
</table>

#### Total Personal Expenses

<table>
<thead>
<tr>
<th></th>
<th>NTD</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>54,500~56,500</td>
<td>3,600~3,800</td>
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</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Education</th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Management</td>
<td>48,200 NTD</td>
<td>96,400 NTD</td>
<td>3,200~3,250 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Marine Sciences</th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Environmental Studies</td>
<td>55,140~55,580 NTD</td>
<td>110,280~111,160 NTD</td>
<td>3,700~3,750 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Science and Engineering</th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of The Arts</td>
<td>NTD/semester</td>
<td>NTD/year</td>
<td>USD/year</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Other Fees (student insurance fee, computer fee, and etc..)</th>
<th>NTD/semester</th>
<th>NTD/year</th>
<th>USD/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Fees</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</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>106,980~117,080</td>
<td>7,130~7,805</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</td>
<td>19,000~21,400</td>
<td>633~713</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>56,500~57,700</td>
<td>113,000~115,400</td>
<td>3,766~3,846</td>
</tr>
</tbody>
</table>

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

| College of Humanities and Social Sciences | 21,480 NTD | 42,960 NTD | 1,430 USD |
| College of Indigenous Studies            |            |            |           |
| College of Education                     | 21,800 NTD | 43,600 NTD | 1,450 USD |
| College of Management                    |            |            |           |
| College of Marine Sciences               |            |            |           |
| College of Environmental Studies         | 24,900 ~ 25,800 NTD | 49,800 ~ 51,600 NTD | 1,660 ~ 1,720 USD |
| College of Science and Engineering       |            |            |           |
| College of The Arts                      |            |            |           |
| **Credit Fee**                           | 3,060 NTD per credit | 3,060 NTD per credit | 102 USD per credit |

### Other Fees (for international graduate students)

<table>
<thead>
<tr>
<th>Other Fees (student insurance fee, computer fee, and etc..)</th>
<th>5,000 NTD</th>
<th>10,000 NTD</th>
<th>350 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td>82,980~88,500 NTD + (3,060/credit)</td>
<td>165,960~177,000 NTD + (3,060*credit)</td>
<td>5,530~5,900 USD + (102*credits)</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 after Sep, 17, please notice the latest news from OIA.

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: Your date of Birth (yyyy/mm/dd)  
For example, if you were born on January 1, 1990, your password will be: 19900101.

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

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.
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

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 rubella. Please refer to the BOCA (Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C.) for details: http://www.boca.gov.tw/mp?mp=2

Items required for health certificate Type_B (page1 and page2) can be downloaded at:

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
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.


Location:
1F, Administration Building
Office hours: 10:30~14:30

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
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. One 2-inch photo (on application form)
   6. 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

   7. 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.

   8. All copies should have the applicant’s signature and be annotated with the words "conform to the original document".

   9. The status of international students in Taiwan should be in accordance with the regulations of the Ministry of Education.

   10. Applicants are required to have either spent one semester studying degree courses or a language course for one year in Taiwan.
11. A work permit is valid for six months at most.
12. 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.
13. The maximum work hours per week is 16 hours, except during summer and winter vacation.
14. The Bureau of Employment and Vocational Training has the right to revoke the permit if the applicants do not follow the regulations.
15. According to Employment Services Act, foreigners who work without a work permit will be fined from NT$ 30,000 to NT$ 150,000.
16. Students should return the work permit (if valid) to the ISO if they suspend or discontinue their schooling.

2. Application for Renewal of the Work Permit

Please prepare the following documents, and repeat the procedure above:
(1) Application form
(2) Declaration to explain the reasons for renewal

3. 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 Students

Online course selection for new students enrolled in 2014 Fall Semester:
September 17 (Wed.) 12:30 ~ September 22 (Mon.) 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.
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</th>
<th>Room Type</th>
<th>Resident</th>
<th>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</td>
<td>Single</td>
<td>Graduate student (new student)</td>
<td>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>Dorm #A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jie-Yun II</td>
<td>Single</td>
<td>Graduate student (current student)</td>
<td>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>Dorm #B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sing-Yun I</td>
<td>Double</td>
<td>Graduate student Undergraduate student</td>
<td>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>Dorm #H</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorm Name</td>
<td>Room Type</td>
<td>Room Classification</td>
<td>Gender</td>
<td>Residence Period</td>
<td>Fee (Including $500 basic energy)</td>
<td>Electric Bill</td>
<td>Note</td>
</tr>
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<td>----------------</td>
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</tr>
<tr>
<td>Sing-Yun II Dorm #I</td>
<td>Double</td>
<td>Graduate student</td>
<td>Male</td>
<td>A semester (4.5 months)</td>
<td>$10,700</td>
<td>$1,000</td>
<td>Free for using Electric Boiler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergraduate student</td>
<td></td>
<td></td>
<td></td>
<td>Student pay the electricity rates of air conditioning according to the actual cost of electricity</td>
<td></td>
</tr>
<tr>
<td>Yang-Shan Dorm #C</td>
<td>Quad Suite</td>
<td>Undergraduate student</td>
<td>Female</td>
<td>A semester (4.5 months)</td>
<td>$7,500</td>
<td>$1,000</td>
<td>Free for using Electric Boiler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Female)</td>
<td></td>
<td></td>
<td></td>
<td>According to the actual cost of electricity</td>
<td></td>
</tr>
<tr>
<td>Han-Sing I Dorm #D</td>
<td>Quad Suite</td>
<td>Undergraduate student</td>
<td>Female</td>
<td>A semester (4.5 months)</td>
<td>$7,500</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Female)</td>
<td></td>
<td></td>
<td></td>
<td>According to the actual cost of electricity</td>
<td></td>
</tr>
<tr>
<td>Han-Sing II Dorm #E</td>
<td>Quad Suite</td>
<td>Undergraduate student</td>
<td>Male</td>
<td>A semester (4.5 months)</td>
<td>$7,500</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Male)</td>
<td></td>
<td></td>
<td></td>
<td>According to the actual cost of electricity</td>
<td></td>
</tr>
<tr>
<td>Shang-Cing Dorm #F</td>
<td>Quad Suite</td>
<td>Undergraduate student</td>
<td>Male</td>
<td>A semester (4.5 months)</td>
<td>$7,500</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Male)</td>
<td></td>
<td></td>
<td></td>
<td>According to the actual cost of electricity</td>
<td></td>
</tr>
<tr>
<td>Cin-Yue Dorm #J K</td>
<td>Quad Suite</td>
<td>Undergraduate student</td>
<td>Female</td>
<td>A semester (4.5 months)</td>
<td>$9,500</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Female)</td>
<td></td>
<td></td>
<td></td>
<td>According to the actual cost of electricity</td>
<td></td>
</tr>
<tr>
<td>Ying-Si Dorm #L M</td>
<td>Quad Suite</td>
<td>Undergraduate student</td>
<td>Male</td>
<td>A semester (4.5 months)</td>
<td>$9,500</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Male)</td>
<td></td>
<td></td>
<td></td>
<td>According to the actual cost of electricity</td>
<td></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.