National Dong Hwa University (NDHU)

2015 Fall/2016 Spring Admission Guidelines for International Degree Students

I. Open Programs and Admission Quotas
   For information on programs for international degree students, please refer to the NDHU Office of International Affairs (OIA) website—Program Information.

II. Program Duration
   A. Undergraduate programs shall be completed within 4 to 6 years.
   B. Master programs shall be completed within 1 to 4 years.
   C. PhD programs shall be completed within 2 to 7 years.

III. Application Requirements
   International students who meet the following requirements are eligible to apply:
   A. Nationality: An individual of foreign nationality who has never held the status of an overseas Chinese student on the date of application, and who complies with the regulations regarding “International Students Undertaking Studies in Taiwan” of the Ministry of Education (MOE).
   B. Qualification: International students with a high school diploma are eligible to apply for undergraduate programs, a Bachelor’s degree for Master programs, and a Master’s degree for PhD programs.

IV. Important matters regarding your application:
   A. Applications are all processed online. Please complete the online application, and upload all the relevant documents before the deadline. Applications/documents in hard copies will be rejected.
   B. Where an international student who has applied for or has received an admission offer from NDHU violates any regulations of the MOE “International Students Undertaking Studies in Taiwan,” or where any of the documents and qualifications submitted is found to be fraudulent, forged, fabricated, altered, or invalid, his/her application or admission offer will be canceled immediately. If the said student is already enrolled, s/he will be subject to a revocation of enrollment, or a revocation of graduation qualifications and cancellation of NDHU diploma. No academic certificate whatsoever will be issued.

V. Application Procedures
   A. Online Application
      2. Please take note of the following:
         a. Please remember the email address you used for applying. You will need it to log in to change the application information, upload documents, check your application status and find out results.
         b. Please complete upload all the necessary documents before the designated deadline. Failure to do so may result in the cancellation of your application.
All losses thus incurred shall be borne by the applicant.

B. Uploading Documents
1. Please take note of the following:
   a. All applicants shall upload the required documents to the online application system. The documents may be uploaded separately and updated any time before the deadline. If applicants fail to upload the documents onto the system before the deadline, or if they instead deliver the documents in person or by post, their applications will not be accepted.
   
b. All required documents shall be uploaded in PDF files, except for the photo which shall be in JPG format. Applicants are to upload each of the documents to its respective field. Only one file for each field is accepted, thus if applicants have multiple files for a particular field, applicants shall combine them into one file first.

2. Required Certificates or Documents
   a. Photograph: in color and less than 6 months old, showing a close-up shot of the head and shoulders, and without wearing a hat. Please upload in JPG format.
   
b. Proof of nationality
      − Passport (if applicable)
      − Taiwan Alien Resident Certificate (ARC) (if applicable)
      − Where applicants fall under the MOE “International Students Undertaking Studies in Taiwan” regulation, specifically, Article 2, paragraph 2 or Article 3 (including 1. was or concurrently is a national of the ROC, 2. concurrently holding a permanent residence status of Hong Kong or Macao, 3. Being a former citizen of Mainland China), the following documents are required depending on their nationality status: a proof of renunciation of their ROC nationality, arrival-departure records, a declaration stating that the applicant does not have a registered domicile in Taiwan or other attesting documents.

   Note 1: While applying for an ROC Visa, an applicant whose country is listed under the designated countries list of the ROC Ministry of Foreign Affairs needs a Letter of Guarantee signed by professors from the department/graduate institute s/he is admitted to.

   c. Academic credentials in Chinese or English
      − Graduation certificate
         Bachelor applicants: high school (or above) graduation certificate
         Master applicants: Bachelor (or above) graduation certificate
         PhD applicants: Master (or above) graduation certificate
   
d. Full transcript of records (including explanation of grading system)
      − Bachelor applicants: high school (or above) transcript
      − Master applicants: Bachelor (or above) transcript
      − PhD applicants: Master (or above) transcript

   Note 1: Applicants graduating in the current year may not have to upload a graduation certificate for application. However, they shall, upon admission,
submit their academic credentials on the registration day for enrollment. Failure to do so will result in the cancellation of the admission offer.

Note 2: The applicant whose school does not issue the academic credentials in Chinese nor English may have the credentials translated on condition that said translations are notarized by an ROC overseas representative office or by a registered translation agency.

Note 3: Admitted applicants shall have their academic credentials and translated copies (if any) verified by the ROC overseas office in their countries of study, or if there is none, by the nearest ROC representative office. The verified graduation certificate and full academic transcript of records shall be submitted on the registration day. Failure to do so will result in the cancellation of the admission offer.

* Students who have qualifications obtained in Hong Kong or Macau shall get the documents authenticated according to the MOE “Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macau”.

* Students who have qualifications obtained in Mainland China shall get the documents authenticated according to MOE “Regulations Governing the Examination and Recognition of Educational Qualifications from Mainland China”.

Note 4: High school graduates whose qualifications are equivalent to Taiwan’s high-school grade 5 may apply for undergraduate programs. However, admitted students shall complete at least 12 extra credits before graduation in accordance with relevant NDHU rules and regulations. The 12 credits are not included in the required credits for graduation.

d. Language Proficiency Certificates:
For English Programs: Language proficiency proof from TOEFL iBT, TOEIC, or IELTS.
For Chinese Programs: Language proficiency proof from Huayu TOP 3, HSK Level 3, TOCFL Level 3, or equivalent.

Note 1: If English is an official language of the applicant’s country, or her/his degree courses were conducted in English, s/he is exempt from the English requirement. If Chinese is an official language of the applicant’s country, or her/his degree courses were conducted in Chinese, s/he is exempt from the Chinese requirement.

e. Recommendation Letters: to be written in Chinese or English by applicants’ professors or employers. Please log onto the online application system and fill in the recommenders’ information and email address. The system will send emails directly to them. Applicants shall check whether or not their recommenders have completed the Reference Letters before the deadline.

f. Financial statement: Applicants are required to certify they can finance their education and living expenses for studying in Taiwan.
- Scholarship awardees shall provide proof of scholarship, if not, a bank statement is required.
- Self-supporting students shall provide a bank statement showing at least TWD 120,000 (USD 4,000) in savings deposit.
- Applicants who have been granted scholarships or assistantships by
NDHU professors or departments/graduate institutes may submit relevant proofs instead of a bank statement

Note 1: If the currency of the bank statement is neither NT dollars nor US dollars, applicants themselves shall do the conversion and write down the exchange rate.

g. Other materials that benefit the application.

VI. NDHU Scholarships Application
Applicants will be asked whether to apply for NDHU scholarships during the online admission application. If applicants would like to apply for NDHU scholarship, please check “yes” in the online application system. No extra documents are needed. Taiwan Scholarship awardees are not allowed to apply for NDHU scholarships. The scholarship results will be released together with the admission application results.

VII. Application Results Check and Acceptance Confirmation
Applicants can check the application status in the online application system. After the result released, OIA will send the link to applicants through email to check the results during the announced period of time. All admitted applicants shall confirm their acceptance online before the deadline. OIA will send the LOA by post to applicants after receiving their confirmation.

VIII. Important Dates for Application (Taiwan Standard Time)

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<th>Fall Semester 2015 (September Entry)</th>
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<tr>
<td>December 01, 2014</td>
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<td>Online application starts</td>
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<td>By March 31, 2015</td>
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<td>Deadline for First Action submitting application online.</td>
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<td>By April 30, 2015</td>
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<td>Deadline for Second Action submitting application online.</td>
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<tr>
<td>End of April, 2015</td>
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<td>First action applicants can check application results online (including NDHU scholarship.)</td>
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<td>End of May, 2015</td>
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<td>Second action applicants can check application results online (including NDHU scholarship.)</td>
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<th>Spring Semester 2016 (February Entry)</th>
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<tr>
<td>May 01, 2015</td>
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<td>Online application starts</td>
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<td>By November 30, 2015</td>
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<tr>
<td>Deadline for submitting application online.</td>
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