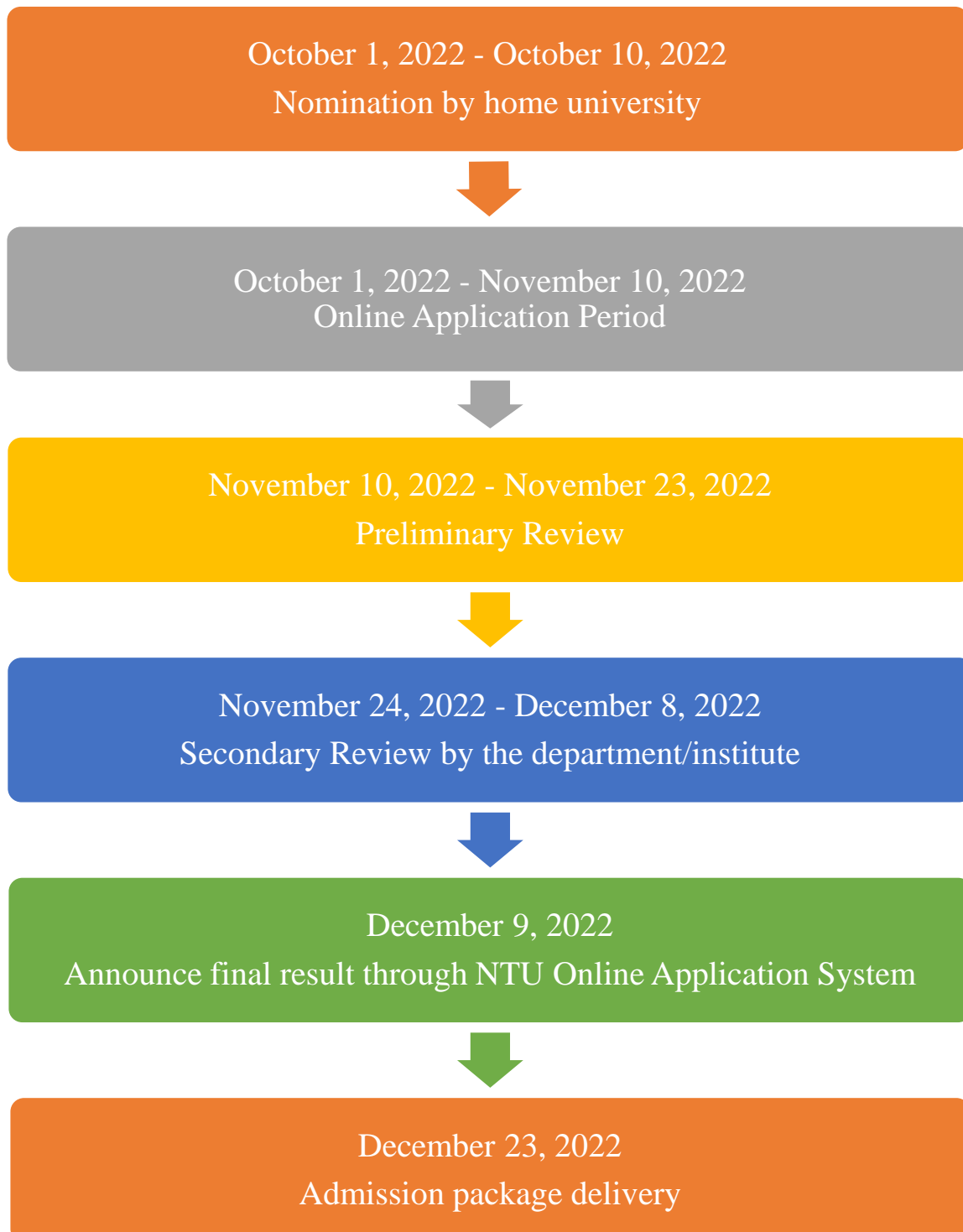




# 2<sup>nd</sup> Semester 2022/2023 (Spring 2023) University-level Incoming Exchange Students Application Procedure

## Application Timelines



## General Information

### Who can apply?

Students currently enrolled in a university with which NTU has a valid student exchange agreement can be officially nominated by their home university for the NTU exchange programs.

### How to get nominated?

Each partner university has its own selection procedure; please first contact the international office at your home university. Applications without corresponding nomination will be rejected.

### Where should I submit my application?

After your home university submit the nomination to NTU, you will receive an email on the email address your coordinator filled in. You should submit your application and all supporting documents via the online application system before the application deadline. **Please do not send any materials to NTU.**

## Step 1: Fill in the Online Application Form

All students are required to complete and submit their application online during the application period (**October 1- November 10**). Please follow the instructions below to correctly fill in the application online.

### 1. Personal Information

<b><u>Full Name in English</u></b>	Make sure it is exactly the same as shown on <u>your passport</u> as it will be used on your acceptance letter.
<b><u>Full Name in Chinese</u></b>	For non-Chinese speaking countries, it is not required to have a Chinese name, but if you already have a Chinese name, please fill in the application system for official use during your stay at NTU (e.g. your student ID card). Your Chinese name must remain consistent once chosen.  (1) Especially for students from Mainland China, Hong Kong, Macao, and Japan, please fill in your Chinese name the same as your passport, or other official documents from your home country.  (2) If your computer does not support Traditional Chinese, you can handwrite your Chinese name and send it to us by email. We will fill in your Chinese name for you.
<b><u>Contact Information</u></b>	Please make sure the contact information you provide is correct and up-to-date to avoid missing any important information from NTU. Your email address will be your login email address.
<b><u>Emergency Contact</u></b>	Please provide the reachable contact in case of an emergency. Your emergency contact should be your parents' contact.
<b><u>Use of Personal Information</u></b>	To process your application and admission to NTU, we need your permission to use and share your information with relevant offices and personnel.

### 2. Nationality

For those with multiple nationalities, please fill in the nationality of the passport you will use to enter Taiwan. For those who have both Taiwanese and a foreign nationality, please fill in both information. As we do not accept exchange students who hold only a Taiwanese passport, you must provide a copy of a non-Taiwanese passport.

### 3. Exchange Information

<b><u>Current Enrollment Information</u></b>	Please confirm the name of your home university, the name of your department, and the year you are currently in at your home university. If any of the information is incorrect, please email us to change it.
<b><u>Level of Study</u></b>	It should correspond with your level at your home university. If the grade level is considered differently due to the education system in your country, please ask your coordinator to approve it by sending us an email.
<b><u>College &amp; Department (Institute) at NTU</u></b>	First select a college and then a department/graduate institute you wish to enroll in at NTU. <b>Please note that they should be relevant to your field of study at your home university.</b> Please visit NTU homepage and click on “Academics” to learn more about all the <a href="#">colleges and departments</a> . If you are required by the home university to take courses within a certain department, please check the course information for international students at <a href="#">NTU Online Course Information</a> .
<b><u>Exchange duration</u></b>	Your home university already filled it in for you, so it is not possible to change by yourself. If you need to make a change, please consult with your home university first and contact the coordinator at NTU.

#### ※Important Notes

- International College, D-School, Graduate School of Advanced Technology, and Center for General Education are not open for the exchange students to apply. For more information about the restrictions or requirements, please refer to: <https://oia.ntu.edu.tw/en/> >> International Students >> International Exchange Students >> [Overview](#)
- In regards to student status restrictions, please refer to the column "Limits on Course adding/dropping" for each specific course at [NTU Online Course Information](#).

### 4. Sign-up for free Chinese Language Courses

Exchange students can enroll in the NTU General Chinese Course which is a complimentary Chinese Language course under the exchange program that offers NTU credits. Please tick “Yes” if you would like to take General Chinese Course and answer the questions to help the Chinese Language Center better understand your previous Chinese language learning experiences.

## 5. Accommodation

During the application period of NTU exchange student program, you can apply for dormitory. However, student accommodations are NOT guaranteed due to the limited number of dormitory rooms. You can select out of the five types of on-campus accommodation in order of preference in case you don't get your first choice. (Types of Accommodation: A. NTU Prince House - Single Suite with Communal Kitchen, B. NTU Prince House - Single Suite, C. NTU Prince House - Twin Suite, D. NTU General Dorms, E. Yuantong Student Dormitory) You will receive an email notification with further information, including payment methods and details after your room has been allocated.

© **Types of Accommodation** (1 TWD = 0.031 USD = 0.031 EUR, September 2022)

Dormitory	Room type	Fee	Description
Prince House - NTU Shui Yuan Dorms	Shui Yuan Suite (Single Suite with Communal Kitchen)	TWD 9600 per month (water included)	a room with one bed, a private bathroom, and a communal kitchen shared among five residents
	Single Suite	TWD 7,800 per month (water included)	a room with one bed and a private bathroom
	Twin Suite	TWD 5,100 per month (water included)	a room with one bed and a private bathroom shared by two residents
NTU General Dorms	Twin or Quad Room	TWD 7,900 – 12,900 per semester (water included)	a room with one bed, desk, chair, and wardrobes
Yuantong Student Dormitory	Quad Room	TWD 22,800 per semester (water included)	<a href="#">Introduction Video (English)</a> <a href="#">Introduction Video (Chinese)</a>

### ※Important Notes

- Prince House – NTU Shui Yuan Dorms is the university's newest dormitory, and its management and operation is contracted out to Prince Housing and Development Corporation.
- You cannot choose your roommate. Male and female rooms are separated in all the NTU dormitories. According to NTU Accommodation Regulations, students living in on-campus accommodation are not allowed to host others in the dormitory overnight. Please note that NTU does not have dormitory for couples or families.
- Students who are exempted from accommodation fees due to bilateral agreements will be assigned to [Guo Qing Twin Share](#) (on-campus accommodation). If you receive free housing but wish to change to the other dorms, the accommodation fee-waiver will be canceled and you must pay the full amount of the fee for your dorm.

## Step 2: Upload the Supporting Documents

Please make sure that you have uploaded the following items before the application deadline; otherwise your application will not be processed. **You can log-into our system multiple times and upload all the required documents before the deadline.**

1	<b>Passport size photo in digital format</b>	-This photo will be used for your <u>NTU student ID card</u> . -Please provide a photo which corresponds to the <a href="#">guideline</a> .
2	<b>Motivation letter/ Statement of purpose</b>	-Full one page in PDF file. -Please elaborate your applying motivation as much as possible. (it is crucial for the department review) - <u>in Chinese or English only</u>
3	<b>Official transcripts of academic records</b>	-All courses taken during the period of your current study level should be included. - <u>in Chinese or English only</u>
4	<b>A photocopy of a non-Taiwanese passport</b>	-Only the page of your personal information and photo should be provided. -upload as a PDF format -For those who have both Taiwanese and a foreign nationality, please combine both passports in one file.
5.	<b>Declaration Form for Application</b>	-After reading, please print out and sign the document (English version), upload the signed copy as a PDF file.

## Step 3: View and Submit

Please note that once you submit the application, you cannot make any changes. Please read over your application form carefully, and check if the documents are able to be downloaded. Finally, click on “Confirmed and Submit” to complete the online application.

## Tracking Your Application Status

You can re-login the system with your E-mail address and password to track the progress of your application. Details about your application status, as well as your entry information will be available in this system.

## Contact us

Coordinator	Region/Country
Charlotte Chou (Ms.) <a href="mailto:charlottechou@ntu.edu.tw">charlottechou@ntu.edu.tw</a>	<ul style="list-style-type: none"> <li>● Asia (excluding Mainland China)</li> <li>● Americas (excluding UC and CSU)</li> <li>● Africa</li> </ul>
Serena Chiu (Ms.) <a href="mailto:cfchiu@ntu.edu.tw">cfchiu@ntu.edu.tw</a>	<ul style="list-style-type: none"> <li>● Europe</li> <li>● Oceania</li> </ul>
Joy Wang (Ms.) <a href="mailto:joywang@ntu.edu.tw">joywang@ntu.edu.tw</a>	<ul style="list-style-type: none"> <li>● University of California (UC)</li> <li>● California State University (CSU)</li> </ul>