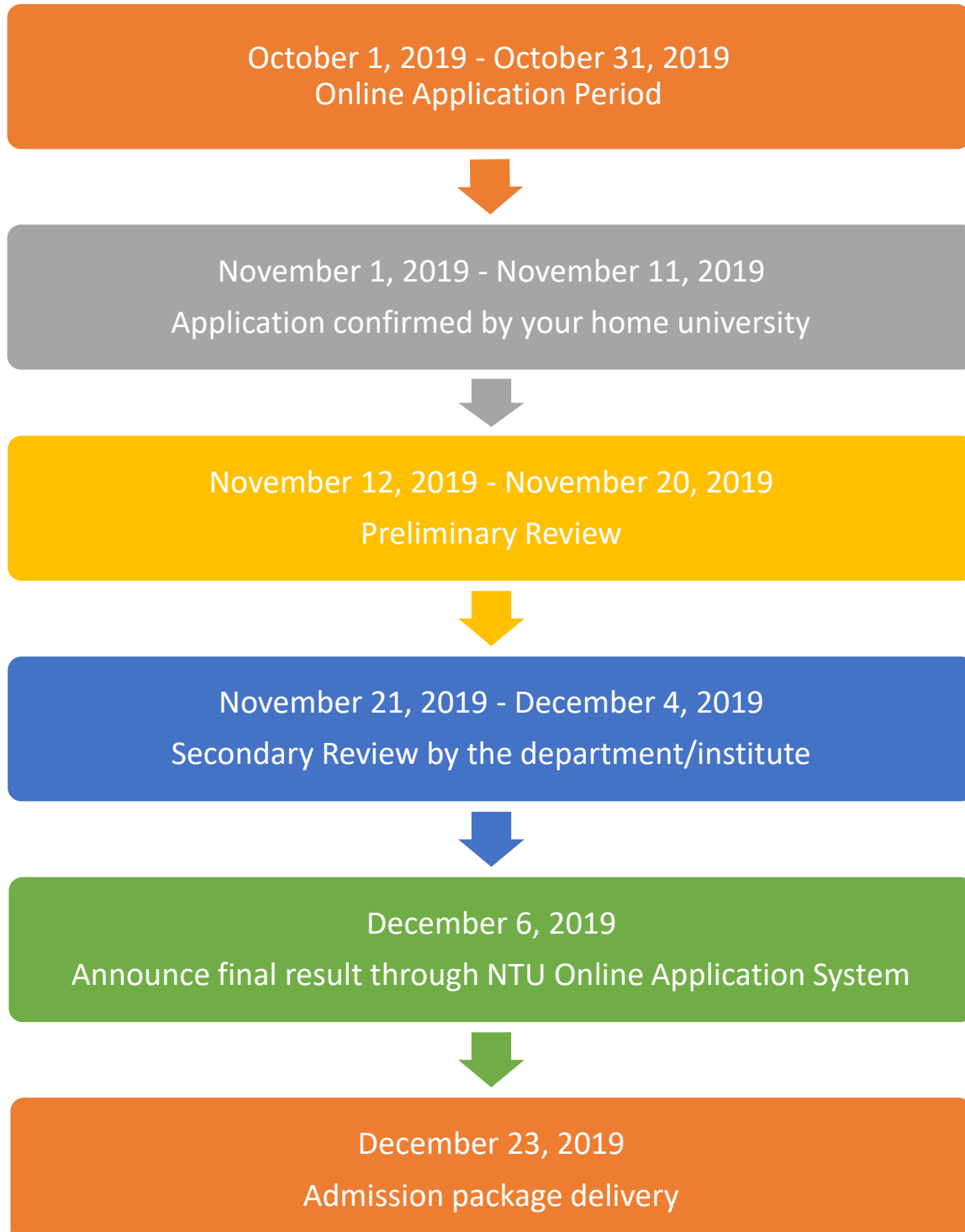




## Application Procedure for 2019/2020 Spring Semester University-level Incoming Exchange Students

### 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 NTU exchange programs.

### How to get nominated?

Each partner university has its own selection procedure; please first contact the international office in your home university. Applications without corresponding nomination will not be accepted.

### Where should I submit my application?

You should submit your application and all supporting documents to the online application system before the designated application deadline. **Please do not mail any materials to NTU.**

## Online Application

All students are required to complete and submit their application online during the application period (**October 1- October 31**) at: <https://oia.ntu.edu.tw/> >> Study >> Incoming Exchange Student >> 2019/2020 Admission >> [Application](#).

### Step 1: Fill in the Online Application Form

Please follow the instructions below to fill in the application online. **Once you submit your online application form, you will not be able to revise the information you previously provided.**

#### 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>	<p>You need to have a Chinese name for official use during your stay at NTU (e.g. your student ID card) and your Chinese name must remain consistent once chosen. Please refer to the following on how to provide your Chinese name.</p> <p>(1) If you already have a Chinese name, please fill in the blank with your Chinese name. 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.</p> <p>(2) If you do not have a Chinese name and wish to accept a name chosen by the OIA, please tick “<i>accept a given Chinese name</i>”. We will then give you a Chinese name based on the pronunciation of your original name.</p>

<b><u>Date of Birth</u></b>	Please note this will be <b>your password to log into the NTU online application system</b> to check your application status.
<b><u>Nationality</u></b>	For those with multiple nationalities, please fill in the nationality of the passport you will use to enter into Taiwan as Nationality 1. Please note that for those who have both Taiwanese and foreign nationality, please fill in both information. As <u>we do not accept exchange students who hold only a Taiwanese passport</u> , you must provide a copy of a non-Taiwanese passport.

## 2. Contact Information

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 provided here will be your login email address.**

## 3. Current Enrollment Details

You will be asked to select your home university while entering the NTU online application webpage, hence the name of your home university will be directly shown on the application form. Please fill in the name of your department in English and the year you are currently in at your home university.

## 4. Study at NTU

<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>Department 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 home university.</b> Please visit NTU homepage and click on “Academic Programs” to learn more about all the colleges and departments. If you are required by home university to take courses within a certain department, please check the course information for international students at: my.ntu.edu.tw >> Courses >> <a href="#">Online Course Information</a> .
<b><u>Period of Study</u></b>	Please select your intended exchange period, either one semester or one academic year, and the semester you will start your exchange period. The period of your study will be directly shown on the application form. If you need to make a change, please go back to the first page. <b>Once you submit your application form, you will not be able to change the information.</b>

## ※Important Notes

1. The College of Medicine (醫學院) does not accept senior and graduate exchange students for they are not allowed to enroll in practice courses (實習課).
2. The Department of Anthropology (人類學系暨研究所) requires exchange students having Chinese language proficiency for there is no course taught in English.
3. The Department of Economics is under the College of Social Science at NTU. Courses related to economics can also be found in other departments (e.g. College of Management).
4. GMBA courses are not open to exchange students.
5. All EMBA and EIMBA courses are not open to exchange or visiting students.

## 5. 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 experience.

## 6. Accommodation

If you apply for on-campus accommodation during the application period, you will be guaranteed a spot in the university dormitory. Please make sure you tick “Yes” if you would like to stay at the university dormitory during your exchange at NTU. 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 = 0.033 USD = 0.029 EUR, Feb 2019)

Dormitory	Room type	Fee	Description
Prince House - NTU Shui Yuan Dorms ( <a href="#">Introduction</a> .pdf)	Single Suite with Communal Kitchen	TWD 8,800 per month ( water included )	a room with one bed, a private bathroom, and a communal kitchen shared among five residents
	Single Suite	TWD 7,400 per month (water included)	a room with one bed and a private bathroom
	Twin Suite	TWD 4,900 per month (water included)	a room with one bed and a private bathroom shared by two residents

## ※Important Notes

- (1) 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.
- (2) Due to the limited number of rooms, we cannot guarantee that your most preferred room type will be available. Therefore, please choose at least three types of room.

- (3) **You cannot choose your roommate.** Male and female rooms are separated in all the NTU dormitories. According to NTU Accommodation Regulations, students living 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.
- (4) Students who are exempted from accommodation fees due to bilateral agreements will be assigned to with [Guo Qing Twin Share](#) (on-campus accommodation). If you receive free housing but wish to change to the Prince House – NTU Shui Yuan Dorms, the accommodation fee-waiver will be cancelled and you must pay the full amount of fee for Prince House – NTU Shui Yuan Dorms.

### 7. NTU Student Volunteer

Each exchange student will be assigned a student volunteer. You can request help from your student volunteer during your stay at NTU.

### 8. Emergency Contact

Please provide the information so we can contact in case of an emergency. Your emergency contact should be your father or mother.

### 9. Use of Personal Information

To process your application and admission to NTU, we need confirmation of your permission for us to use and share your information with relevant offices and personnel.

### 10. Applicant's Declaration

After filling in the online application form, you will be required to read the declaration carefully and submit it.

## Step 2: Upload the Supporting Documents

Please make sure that you have uploaded the following items before October 31, 2019; otherwise your application will not be processed. **It is possible to log-into our system again and complete the uploading before the deadline.**

<b>1</b>	<b>Passport size photo in digital format</b>	<p>-This photo will be used for your <u>NTU student ID card</u>.</p> <p>-Please provide a photo which is correspond to the <a href="#">guideline</a>.</p>
<b>2</b>	<b>Motivation letter/ Statement of purpose</b>	<p>-Full one page in PDF file.</p> <p>-Please elaborate your applying motivation as much as possible.</p> <p>-<u>in Chinese or English only</u></p>

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. -in PDF file
5.	<b><u>International Student Declaration Form</u></b>	-After reading, please print out the and sign the document (English version), upload the signed copy in PDF file.

## Approval by Your Home University

NTU will notify the exchange coordinator at your home university to confirm your application and officially nominate you after the online application period. Please note NTU will not accept your application if your home university coordinator does not confirm your application and officially nominate you.

## Tracking Your Application Status

Your E-mail address and date of birth should be used to log into our [Online Tracking System](#) and track the progress of your application: <https://oia.ntu.edu.tw/> >> Study >> Incoming Exchange Student >> 2019/2020 Admissions >> Application. Details about your application status and entry information will be available through your online account.

## Contact us

### Non-Degree Program Managers:

#### University-level Exchange Students from:

##### Europe and Oceania

Charlotte Chou (Ms.) [charlottechou@ntu.edu.tw](mailto:charlottechou@ntu.edu.tw)

##### Asia, Africa, and the Americas (excluding UC and CSU)

Lisa Lin (Ms.) [linhsuan@ntu.edu.tw](mailto:linhsuan@ntu.edu.tw)

#### Exchange Students from University of California (UC) and California State University (CSU):

Joy Wang (Ms.) [joywang@ntu.edu.tw](mailto:joywang@ntu.edu.tw)