

2024/2025

# Post-Arrival Guidebook



國立臺灣大學



**LET THE ADVENTURE BEGIN!**

## Welcome

*Congratulations and welcome to National Taiwan University! Whatever path led you to this point, I am so excited you found your way here to our great university. NTU is one of the best higher education and research institutions in the world, and you have more than earned your place here. We value a diverse and inclusive campus and having each of your unique perspectives within our learning environment. You deserve to be here, to learn, grow, and be heard.*

*Studying abroad is an enriching and challenging experience. My graduate studies in the United States filled me with inspiration, knowledge, and lifelong connections. While there, I found I learned just as much from my peers and life outside the classroom as from my professors and mentors. I encourage you to be brave in your class discussions and personal relationships; don't be afraid to voice your thoughts and opinions. They matter.*

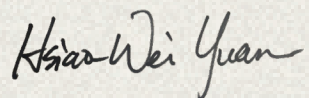
*With over 32,000 students, including more than 5,000 overseas students, and a distinguished faculty of over 5,500 professors, there are courses available at NTU to fuel all your interests and passions. I hope you grasp these opportunities to gather knowledge, think critically, and explore new ideas. There are plenty of chances to challenge yourself here, but remember to take care of yourself as well.*

*If you are anything like me, you may encounter times of doubt and insecurity as you adjust to living in a new country. It can be tough learning to navigate daily practices while dealing with language and cultural barriers. It took me time to find my people and settle into a new life when I was studying abroad. But once you find your center and community, I know you will thrive like I did.*

*You are not alone in your journey at NTU. The staff at the Office of International Affairs are here to help you find the needed resources and information. You can feel free to stop by our office with any questions and problems you encounter. We will be delighted to see and support you.*

*There are also a multitude of student groups to help you find friends with similar interests and backgrounds. This is a place where great minds gather to grow and inspire one another. You are one of those great minds. Let me once again wish you my most heartfelt congratulations on your admission. It is my pleasure to be one of the first to welcome to National Taiwan University!*

Hsiao-Wei Yuan, PhD  
Vice President for International Affairs  
National Taiwan University





## COLLEGE COORDINATORS

College	Coordinator	Email
College of Liberal Arts	Ms. Jia-Xian Ye	yehsophia@ntu.edu.tw
College of Science	Ms. Ya-Ling Huang	yalingh@ntu.edu.tw
College of Social Sciences	Ms. Sheila Hung	syhung@ntu.edu.tw
College of Medicine	Mr. Kai-Hsun Liang	khliang@ntu.edu.tw
College of Engineering	Ms. Yuhan Shen	yuhanshen@ntu.edu.tw
College of Bioresources and Agriculture	Mr. Jack Hsu	ntuciaee@ntu.edu.tw
College of Management	Ms. Patty Lu	ntucomexchange@ntu.edu.tw
College of Public Health	Ms. Yun-Hsin Liu	ntuihc@ntu.edu.tw
College of Electrical Engineering and Computer Science	Ms. Cathy Chen	cathychen@ntu.edu.tw
College of Law	Ms. Hoeyyi Ting	ntulawintex@ntu.edu.tw
College of Life Sciences	Ms. Chia-Yu Chang	ntucolsciae@ntu.edu.tw



## O I A C O O R D I N A T O R S



Ms. Charlotte Chou

Exchange students from Oceania, Africa,  
and Asia

Visiting students

Tel: +886 (0)2 33662007 ext. 209

E: charlottechou@ntu.edu.tw



Ms. Serena Chiu

Exchange students from Europe and the U.S.  
in the PST Time Zone

Tel: +886 (0)2 33662007 ext. 207

E: cfchiu@ntu.edu.tw



Ms. Lily Hsu

Exchange students from Canada, Central and  
South America, and the U.S. except for the  
PST time zone

Tel: +886 (0)2 33662007 ext. 206

E: lilyhsup87@ntu.edu.tw

## G E N E R A L C H I N E S E



Ms. Gili Chen

Tel: +886 (0)2 33662007 ext. 356

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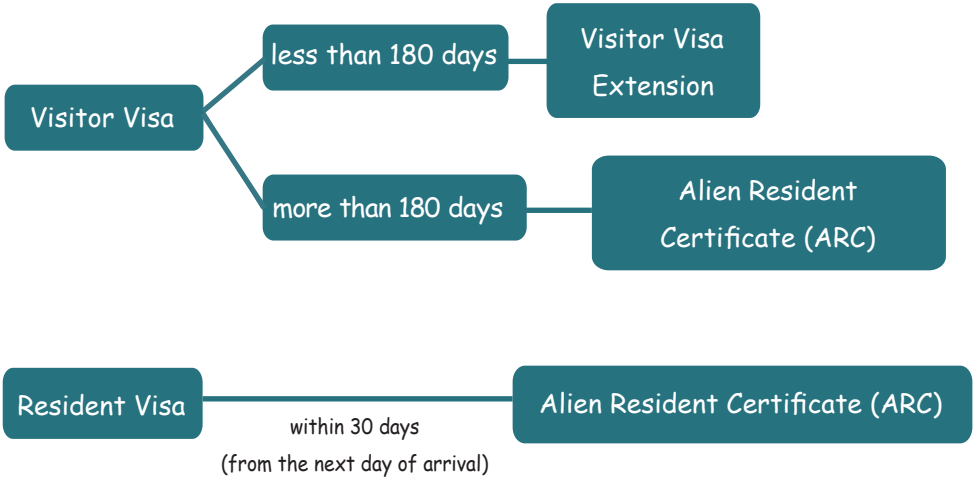
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After you arrive in Taiwan, you may need to take further steps to maintain your Visa status depending on the length of your stay and the type of Visa you have. It is your responsibility to maintain your status in Taiwan.



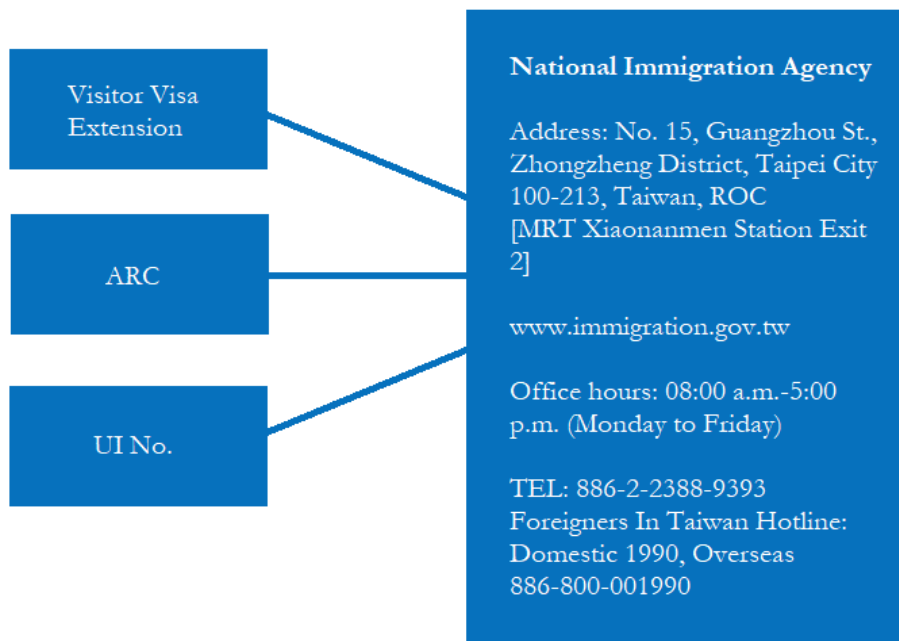


## Getting a Visitor Visa Extension

Visitor Visa holders who are permitted to stay in Taiwan for sixty or ninety days and whose visas bear no such remark as “no extension” may apply at local service centers of the National Immigration Agency for a maximum of 120 or 90 days of extensions.

## Getting an Alien Resident Certificate (ARC)

The Alien Resident Certificate (ARC) serves as your temporary ID card and can prove your resident status in Taiwan. If you will stay over 6 months, please remember to apply for the Alien Resident Certificate and Re-entry Permit at local service centers of the National Immigration Agency. Please check the National Immigration Agency’s website for the latest information.





## Opening a Bank Account

Bring your passport and UI No. Basic Information Form/ARC to a local bank and fill out all necessary forms; you can ask the bank teller for help. To open a bank account, you have to deposit at least TWD 1,000. We strongly advise that you apply for a bank card, as it will allow you to withdraw money from local bank ATMs at any time (ATMs can be found on the streets and in most convenience stores).

If you are under 18, you are not considered a legal adult according to the Taiwanese law. You will need a letter of consent by your guardian in Taiwan, or by an embassy-approved overseas legal guardian. It is often easier to obtain parental or legal consent before you arrive.

## UI No. Application

The UI No. acts as an ID number in Taiwan. This unique number is for the registration of people residing in Taiwan (ROC). For information updates, please refer to the website of the National Immigration Agency.

Who may need to apply?

1. Students with only a Visitor Visa
2. Students with Entry Permit
3. Students who are awarded with a NTU Exchange Scholarship



## Chunghwa Post

Chunghwa Post is the official postal service of Taiwan, which provides both postal and banking services. There are two branches located on and around campus.

### 1. NTU Post Office

Location: N12 of NTU map

Tel: +886 (0)2 2363 3435

Fax: +886 (0)2 2362 2821

[www.post.gov.tw](http://www.post.gov.tw)

### 2. Gongguan Post Office

Location: MRT Gongguan Station  
(Exit 3)

Tel: +886 (0)2 2365 9518

Fax: +886 (0)2 2365 7254

### 3. Hua Nan Bank Taita Branch

Location: S43 of NTU map

Tel: +886 (0)2 2363 1478

Fax: +886 (0)2 2363 9657

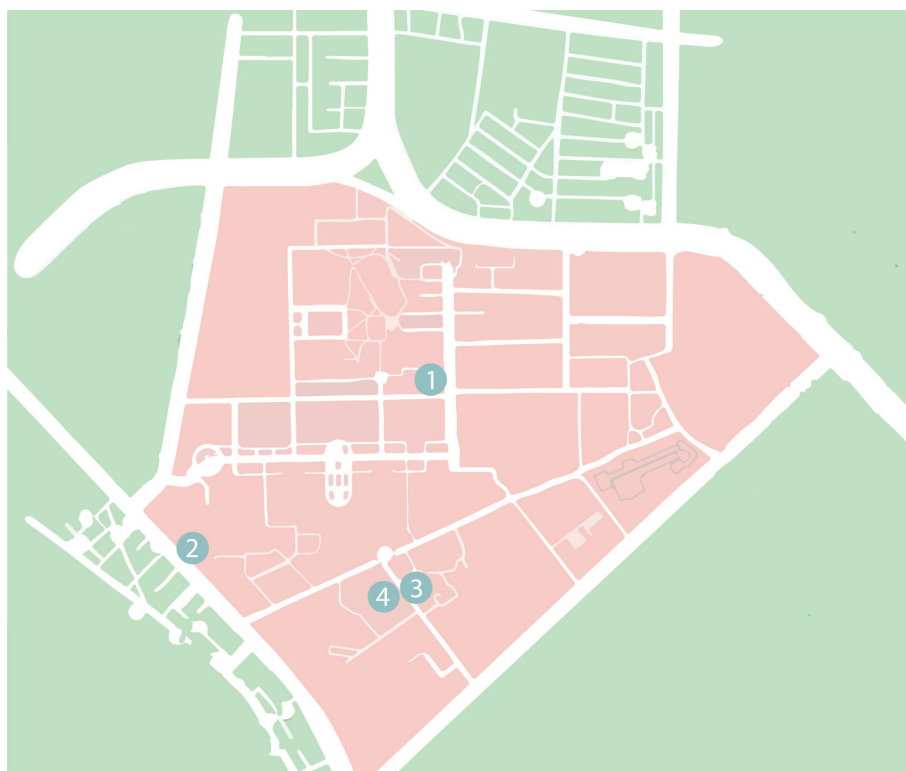
[www.hncb.com.tw](http://www.hncb.com.tw)

### 4. E.SUN Bank NTU Branch

Location: S24 of NTU map

Tel: +886 (0)2 2368 1313

[www.esunbank.com.tw](http://www.esunbank.com.tw)





# Academics

## Add/Drop Period

After the semester begins, you may attend as many classes as you wish during the first two weeks while adding/dropping courses. During this period, you can add courses by one of the following designated selection methods: You may find the selection method in the online course selection system.



### Method 1: First-Come, First-Served

You may add courses directly until additions reach up to 400.



### Method 2: Obtaining a Permission Number (加選授權碼)

You must obtain a permission number from the instructors in order to add courses. After getting the number, please add courses on the Course Selection System during the add/drop period.



### Method 3: Computerized Random Assignment

You may be waitlisted for the selected course. During distribution periods, students are added into the course randomly until the maximum capacity is reached.

## **Course Confirmation**

In the fourth week after the semester begins, you must confirm your course selection results online. Please go to [myNTU](#) >> Courses >> Course Selection Results.



## **Course Withdrawal**

Students are allowed to withdraw 1 course after the add/drop period. For course withdrawal, students can go to [myNTU](#) >> Courses >> Withdrawal Application System, finish the process online and print out the course withdrawal application form. Applications for withdrawing a course will not take effect until they are signed by the instructor of the course and the director of the students' department, and submitted to the Office of Academic Affairs by the deadline. After withdrawal, a mark of "W" will be shown on your official academic report (transcript). Please note that if you stop attending a course without following the course withdrawal procedure, you will most likely fail the course.

## **General Chinese Course**

All exchange and visiting students are eligible to take the General Chinese Course, a regular university course with credits, up to one year. You will not be able to manually add the course in the Online Course Selection System, so if you plan to enroll in the General Chinese Course, you must complete the registration and placement test.

We offer courses at various levels. Students are assigned to the level that matches their proficiency according to their placement test. Your placement test results will appear on the NTU course selection system one week after the placement test.

Course	General Chinese Course	Enhancing Chinese Course
Credits	3	1
Levels	Elementary Levels 1-2 Intermediate Levels 1-2 Advanced Level 1-3	Elementary High-intermediate
Class Size	15-25 students	15-30 students
Class Duration	6 hours/week, 15 weeks	4 hours/week, 15 weeks

## 1. Things You Need to Know

If you are taking the General Chinese Course in the first semester and are going to continue taking it in the second semester, you will be assigned to the next level for your second semester if you pass the course. The assigned class will appear on your second semester course selection results. To add/drop the course, please follow the above NTU course selection regulations and schedule.

Your home institution may re-evaluate or determine your General Chinese Courses and Enhancing Chinese Courses credits differently.

Those who do not attend the General Chinese Course are not able to take the Enhancing Course.

For more details and updated time arrangement for every semester, see the website of the Office of International Affairs (<https://oia.ntu.edu.tw>).

## 2. Time Conflict with Other Courses

If you have any time conflicts between General Chinese Course and/or Enhancing Course and other NTU courses, any time conflict will not be accepted by the course selection system—both classes will be canceled.

To change courses during the online add/drop period, please follow the NTU course selection procedures before the deadline. First, request the permission code from the professor/instructor. Second, drop the conflicted course online. Lastly, add the new course with the permission code online.







## **Office of International Affairs 國際事務處**

The Office of International Affairs coordinates the University's official affairs with foreign contacts and assists with academic programs that involve global partners.

The OIA is always working to recruit and assist international students, offering year-round advice and cross-cultural learning opportunities. It has a number of two-way student exchange and summer programs with partner universities around the world.

Location: 7th floor, Lixian Hall

Consulting hours: Monday to Friday, 1:30pm-4:30pm

## **Contact Information**

Tel: +886 (0)2 3366 2007

Email: [intstudent@ntu.edu.tw](mailto:intstudent@ntu.edu.tw)

<https://oia.ntu.edu.tw/>



## Office of Academic Affairs 教務處

### 1. Undergraduate Academic Affairs Division

The Undergraduate Academic Affairs Division is responsible for undergraduate student enrollment, grades, registration, and various academic paper applications (e.g. academic transcripts, issuance of student ID cards, etc.)

Location: Room 106, Administration Building



#### Contact Information

Tel: +886 (0)2 3366 2388

Email: [registry@ntu.edu.tw](mailto:registry@ntu.edu.tw)

### 2. Graduate Academic Affairs Division

The Graduate Academic Affairs Division is in charge of graduate student enrollment, grades, registration, and various academic paper applications (e.g. academic transcripts, issuance of student ID cards, etc.)

Location: Room 210, Administration Building



#### Contact Information

Tel: +886 (0)2 3366 2388

Email: [graduate@ntu.edu.tw](mailto:graduate@ntu.edu.tw)



## **Computer and Information Networking Center** 計資中心

The C&INC hosts the e-university center, a computing center, the university's information center, and its networking center. It is comprised of six divisions and these divisions provide innovative, safe, convenient, and high-quality computing and networking environments for the NTU community with the goal of upgrading the quality of teaching, research, and service.

### **1. myNTU**

A portal page that allows students to find the shortcuts to the university information subsystem. Most commonly used functions, such as tuition fee payment, registration personal information, course selection results, and withdraw application systems can be found under “Students” and “Courses”.

### **2. NTU Mail**

Each student of the Exchange/Visiting Student Program has an email account. The first step is to change your default password at <http://changepassword.cc.ntu.edu.tw>. Your account is your student ID number (student ID@ntu.edu.tw); your initial password is the letter “a” followed by your date of birth, so if your date of birth is January 30, 1990, your password would be a19900130. Once done, you can login <https://my.ntu.edu.tw/> to access campus information systems.

This NTU account will also give you access to several other online services at NTU. Note that your NTU account, including access to your NTU Mail, will be suspended after your exchange/visiting period ends.

### **3. ntu\_peap**

Every NTU student, employee and faculty can access the NTU Campus Wireless Service. You may access the “ntu\_peap” network through your NTU email account, and password. Your device will automatically connect to the network after configuration. Visit the “Computer and Information Networking Center” website for details.



### **Contact Information**

Email: [cchelp@ntu.edu.tw](mailto:cchelp@ntu.edu.tw)

Tel: +886 (0)2 3366 5022~3





## Library 圖書館

Situated at the end of NTU'S well-known Royal Palm Boulevard, the Main Library is the largest university library in Taiwan. The University Library system also contains the Medical Library, the Koo Chen-Fu Memorial Library, the Law Library, the ASRS Service Center, and 5 departmental libraries. With its rich collection of more than 8.2 million volumes and a comfortable atmosphere, the Main Library has become one of the most popular places for students to hang out and study between and after classes. The NTU Library is currently the nation's leading university library in terms of its collection size, special collections, information management system, innovative services and interlibrary cooperation.






### 1. Services in the Main Library

The primary function of the NTU Libraries is to serve educational and scholarly activities among faculty, staff and students. Students are able to enter/access the library with a valid NTU Student ID.

**(1) Circulation Services:**

Exchange/visiting students with a valid NTU Student ID card can borrow books from the library:

	Undergraduate Students	Master’s program Students	PhD program Students
			
Total No. of Items	80	80	80
Loan Period (days)	60	60	60

If you have questions, please contact the Readers Service Division of the library  
Tel: +886(0)2 3366 2353  
Email: [tulcir@ntu.edu.tw](mailto:tulcir@ntu.edu.tw)

**(2) Photocopy, Printing & Scanning Services**

Copy machines are available on each floor in the Main Library. Users can borrow a copy card at the Copy Center located on B1 floor of the Main Library or card vending machines at each floor. Printing services are available on the 1st, 3rd and 4th floors. Scanning services are available on the 2nd and 3rd floors. The scanner is for NTU library collections only. Please notice fair use and respect the intellectual property rights.

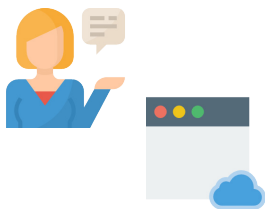


**(3) 24/7 study room**

The 24-Hour Study Room is located on B1 floor of the Main Library and is open to the faculty, students and alumni 24 hours a day, 7 days a week. Please use the study room seating system to choose a seat and swipe a valid NTU Student ID card at the card reader located at the entrance to access this space.

**(4) Multimedia Resources**

Multimedia Service Center aims to provide audio-visual educational and course-related materials for education, research, studying, and recreational purposes. For more information, please visit: <https://www.lib.ntu.edu.tw/en> >> Services >> Multimedia Resources >> Multimedia Center.



## 2. Library Tours and Classes

Students and faculty are invited to sign up for library instruction classes, including general library orientations, library services and resources on a specific topic. Hands-on workshops on the use of a wide range of electronic information resources are also available through LibraryWeb. For more information, please visit: <https://www.lib.ntu.edu.tw/en> >> Services >> Library Tours >> Library Tours and Classes.

## 3. Tri-Library Loan Service

National Taiwan University, National Taiwan Normal University, and National Taiwan University of Science and Technology have introduced the Tri-Library Loan Service, so students may use their students' IDs to borrow books from libraries of all three universities. For more detailed information, please visit: <https://www.lib.ntu.edu.tw/en> >> Services >> Interlibrary Loan Service >> Tri-Library Loan Service.



## 4. Reference Services

The library also offers reference services. Librarians can help provide research assistance, including the information of the library resources on a specific topic. For more information, please visit: <https://www.lib.ntu.edu.tw/en> >> Research Support >> Reference Services >> Reference Services



### Contact Information

Tel: +886(0)2 3366 2326

Email: [tul@ntu.edu.tw](mailto:tul@ntu.edu.tw)

<http://www.lib.ntu.edu.tw/>

## Medical Information

### 1. NTU Health Center 保健中心

NTU Health Center is on the main campus on the Royal Palm Boulevard near the Main Library. The center provides medical services of various specialties, including family medicine, ophthalmology, dermatology, otolaryngology, gynecology, dentistry and psychiatry. The center also provides various medical testing services. We recommend students to drop by NTU Health Center if they're feeling unwell as it is located at the main campus and can refer students to other medical centers if needed.

There are various methods to register to use NTU Health Center, including on-site, phone, or online.

(1) Office Hours: Monday through Friday, 8:00 a.m.-5:00 p.m.

(2) Registration:

A. On-site: Monday through Friday, 8:20-11:30 a.m. and 1:20-4:20 p.m.

B. By phone (not available for first-time visitors): +886 (0)2 33662175:  
8:10-9:00 a.m. and 1:00-2:00 p.m.

C. Online: <https://hcregister.ntu.edu.tw/>

(3) Clinic Hours: Monday through Friday, 9:10-11:40 a.m.; 2:10-4:40 p.m.

For the latest information, please visit the NTU Health Center website.





## 2. Hospitals Near Campus

For hospital treatment, the following services are available:

- (1) National Taiwan University Hospital (NTU Hospital) 臺大醫院  
NTUH East Campus: No.7, Zhongshan S. Rd., Zhongzheng District, Taipei City 10002, Taiwan  
NTUH West Campus: No.1, Changde St., Zhongzheng District, Taipei City 10048, Taiwan  
Tel: +886 (0)2 2312 3456 or +886 (0)2 2356 2264 (ER)  
<https://www.ntuh.gov.tw>
- (2) Tri-Service General Hospital – Tingjhou Branch 三軍總醫院 汀州院區  
Location: No. 40, Section 3, Tingjhou Road, Zhongzheng District, Taipei City  
Tel: +886 (0)2 2365 9055  
<https://www.tsgh.ndmctsgh.edu.tw/>
- (3) Taipei City Hospital Heping Fuyou Branch 臺北市立聯合醫院和平院區  
Location: No. 33, Section 2, Zhonghua Road, Zhongzheng District, Taipei City  
Tel: +886 (0)2 2388 9595



## **Student Counseling Center 學生心理輔導中心**

Located at Hall of Joy and Hope[望樂樓], the Student Counseling Center promotes a multidirectional approach to mental health and psychological well-being. It offers various services, such as individual counseling, group counseling and workshops, mental health surveys, and psychological assessments. Consultation with an English speaking counselor is available for appointments in advance. To make an appointment for counseling, please visit: <https://my.ntu.edu.tw/counsel/eng/index.html>. If you are in desperate need of someone to talk with and not able to wait for an appointment, you can walk in and you will receive appropriate help from the counselor on duty during office hours.

### **Contact Information**

 Tel: +886 (0)2 3366 2181; +886 (0)2 3366 2182

Website: [http://scc\\_osa.ntu.edu.tw/en](http://scc_osa.ntu.edu.tw/en)

E-mail: [ntuscc1@ntu.edu.tw](mailto:ntuscc1@ntu.edu.tw)

Office Hours: Mon.-Fri. 8:00 a.m.- 5:00 p.m.

### **Other Mental Health Resources near NTU:**

1. Phone Service: Teacher Chang Foundation 張老師基金會

E-mail: [1980@1980.org.tw](mailto:1980@1980.org.tw)

Tel: 02-2596-5858 ext. 406

2. Counseling Service: Shiuuhli Center (Fee-paying Services) 旭立文教基金會

Website: [www.shiuuhli.org.tw](http://www.shiuuhli.org.tw)

Tel: +886 (0)2 2363 5939

3. Psychiatric Clinic Service (Fee-paying Services):

a. Xin-He Clinic 心禾診所

Tel: +886 (0)2 2750 6122

b. God Love Clinic 主愛心靈診所

Tel: +886 (0)2 2365 1224

c. Yu-Jie Clinic 昱捷診所

Tel: +886 (0)2 2700 2709



## **Sports Center** 綜合體育館

Studying at NTU means that you have access to an impressive range of well-maintained sports and exercise facilities. Managed by the Athletic Department, the NTU Sports Center is also known as the “New Gym”. It consists of a swimming pool, a gymnasium, badminton courts, squash courts, table tennis, etc. To use certain facilities, an additional charge may apply for maintenance and equipment fees (except for students enrolled in particular Physical Education courses). The outdoor track and field, the basketball court, the tennis court, and the football field are located next to XinSheng South Road.

### **Contact Information**

Tel: +886 (0)2 3366 5959

Website: <http://pe.ntu.edu.tw/>





## CoSpace

CoSpace, formerly called the Global Lounge, is located in the 2nd Student Activity Center. This venue is available for student clubs and school offices to rent for holding special projects. It is open for free use by NTU school faculty, staff and students when not reserved for specific projects on regular weekdays.

CoSpace is an ideal place for international students to hold activities. To get more details about the application to rent the area, please visit the Office of Student Affairs' website to learn more information.

### **Contact Information**

Location: 3F., 2nd Student Activity Center

Tel: +886 (0)2 3366 3366 ext.51100

Website: <http://global.ntu.edu.tw/>

Hours of Operation: Monday to Sunday, 8 a.m.-10 p.m.

 During summer and winter vacations: Monday to Friday, 8 a.m. to 5 p.m.





## **Center for Teaching & Learning Development (CTLD) & Digital Learning Center (DLC) 教學發展中心 x 數位學習中心**

CTLD aims to provide useful information and support to lend more depth to your studies. The Center holds various activities such as the Future Faculty Program, International Study Group, and Teaching Workshops. In addition, CTLD offers a large variety of learning consultations on courses such as Statistics, Calculus, Chemistry, and Physics. Visit the CTLD website to make an appointment.

DLC seeks to integrate online resources across campus and create an abundant e-learning environment. The Center produces a variety of online learning resources, including NTU Speech, NTU MOOCs, and NTU YouTube EDU. DLC also develops digital tools for teaching and learning, such as the learning management system NTU COOL, to enrich your learning experiences at NTU.



### **Contact Information**

Location: 5th Floor, Boya Lecture Building

Tel: +886 (0)2 3366 3367

Email: [ntuctld@ntu.edu.tw](mailto:ntuctld@ntu.edu.tw)

Website: <https://www.dlc.ntu.edu.tw/>

## Student Clubs and Activities

Over 100 student clubs at NTU create important networks, as well as opportunities for you to explore your personal interests and develop leadership and management skills.

You can choose from a wide range of Sports clubs; Art clubs; Public Service clubs or Academic clubs. If you would like to connect with your fellow citizens, you can join the regional clubs including: Korean Student Union; Japanese Students Association, Vietnamese Student Association etc.

If you are interested in joining a student club, information can be found on our website. Furthermore, the NTU Club Fair in March and September may give you chances to meet with the clubs members directly. In addition to administrative support, you may contact the NTU student associations for getting student assistance.

The Student Activity Division of the OSA provides the list of all available clubs and their webpages.



### Contact Information

Student Activity Division, Office of Student Affairs 學務處 課外活動指導組

Website: [https://osa\\_activity.ntu.edu.tw/en/club/index](https://osa_activity.ntu.edu.tw/en/club/index)

Tel: +886 (0)2 3366 2066

Email: [activity@ntu.edu.tw](mailto:activity@ntu.edu.tw)



## Transportation



### 1. School Shuttle Bus 校園交通車

If you are commuting between the Main Campus and the College of Medicine, there is a convenient school shuttle bus free of charge with your NTU Student ID card. The school shuttle bus runs from Monday to Friday (with no operation on national holidays, school holidays, or winter and summer vacations).

You can download the campus shuttle bus schedule from the Office of General Affairs (總務處事務組)'s website:

[https://ga.ntu.edu.tw/general/main\\_en/index.aspx](https://ga.ntu.edu.tw/general/main_en/index.aspx) >> FAQ

### 2. Bicycles 腳踏車

Bicycles are used by most students on campus because they are the most convenient means of transportation. There is a bike shop next to the College of Liberal Arts, where you can buy a new bicycle or have your bicycle repaired. One of the best deals for exchange students is the second-hand bike auction held several times a semester at the Shuiyuan Campus (水源校區).

Only registered bikes can be parked on campus. Register your bike and then attach the bike ID sticker to your bike then park in the designated bike parking area. Bicycles parked illegally on campus or without a valid NTU bike ID sticker may be towed to the Shuiyuan Campus.

Register your bike at <https://mybike.ntu.edu.tw/> (自行車線上管理系統), or complete the registration process at the office by the bicycle pound on the ShuiYuan campus.





### 3. Youbike 微笑單車



**YouBike 微笑單車**  
**1.0 官方版**



**YouBike 微笑單車**  
**2.0 官方版**

Generally, you will be able to find a Youbike station at every MRT station and next to every department on campus.

To find the closest Youbike station you can use the Youbike Apps that can be downloaded on Android and iOS.

When clicking on a particular station you can also check how many bikes are available at the moment.

There are two Youbike systems: 1.0 and 2.0. Both can be found on the NTU campus. The Youbike 2.0 system additionally allows you to rent by using a smartphone.

#### **Remember that:**

- You cannot return a Youbike 2.0 at a Youbike 1.0 station and vice-versa.
- If you lose the Youbike, it must be reported to the police immediately. If the bike is not found within 3 months, you will be fined.

If you do not want to buy a bike you can rent one. Youbike is an efficient bike rental program offered by the Taipei City Department of Transportation and Giant Bikes.

For more information, please visit: <https://en.youbike.com.tw/region/main/>



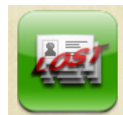


## Replacing a Student ID Card

If you lose your NTU Student ID card, please complete the following steps. It is advised that you reach out to your student volunteer or the Office of Academic Affairs if you need any further assistance.

### Step 1

Log in to "[myNTU](#)" >> Students >> Replacement Card to report a loss of your student ID card.



### Step 2

There is a replacement fee of NT\$150 for the lost student ID card. You can choose to pay the fee at the self-service document vending machine in front of the Office of Academic Affairs [教務處]\* or at the Cashier Division [出納組]\*\*.

#### \* Undergraduate Student:

Undergraduate Academic Affairs Division [教務處 註冊組]  
Rm106, 1st Administration Bldg.

#### Graduate Student:

Graduate Academic Affairs Division [教務處 研究生教務組]  
Rm210, 1st Administration Bldg

#### \*\* Cashier Division [出納組]: F1, 2nd Administration Bldg.

### Step 3

Take the payment receipt and your identity documents such as your passport to the Office of Academic Affairs to get your replacement card.



# Well-being

## General Advice



### 1. Do not forget to sleep

Not getting enough sleep is correlated with stress and many other health issues. The Ministry of Health and Welfare recommends adults get at least 6 hours of sleep every day.



### 2. Keep in touch with friends and families

Take a break from studying and socializing with new friends. Call home and let families and friends know how you are doing.



### 3. Explore the city

You're in Taipei! Go out and see all that the city has to offer. For suggestions of things to do, see [www.travel.taipei](http://www.travel.taipei) or ask your local friends about recommendations.

Stay safe wherever you go!

## Sexual Health and Sexual Harassment



### 1. Safe Sex

It is important to protect yourself against sexually transmitted infections (STI's) and unintended pregnancy. Practice safe sex.



### 2. Sexual Harassment

There is ZERO tolerance for Sexual Harassment. For any questions and concerns, please contact Gender Equity Education Committee or visit the website at: <https://webpageprodvm.ntu.edu.tw/gender/>

## Alcohol

1. The legal age is 18 for both drinking and purchasing alcohol in Taiwan.

2. Be responsible:

- (1) Know your limits!
- (2) Return to the dorm safely.



3. Possible signs of alcohol poisoning

If someone is displaying the following signs of alcohol poisoning, seek medical attention immediately.

- (1) Shortness of breath
- (2) Clammy or blue-tinge to their skin
- (3) Does not wake up after vomiting
- (4) Cannot be woken



## **Drink Spiking**

Think before accepting a drink from anyone. Never leave a drink unattended.

### **Tips to prevent drink spiking:**

1. Get your own drink. Do not share or exchange drinks.
2. Drinks do not have to be alcoholic to be spiked.
3. Avoid going to a pub or club alone.



## **Drugs and Narcotics**

Drugs can be very harmful to your physical and mental wellbeing. According to the law, it is illegal for any person to import, manufacture, transport, distribute, use, or possess narcotics. Please be aware that penalties for the abovementioned actions of illegal drugs (including marijuana and weeds) in Taiwan are severe. Convicted offenders can expect long jail sentences and heavy fines. Taiwan also has the death penalty for certain drug offenses. Law enforcement in Taiwan treats all drug violations very seriously. Police will investigate and your home university will be notified.



### **Tips to resist narcotics**

1. Just say no.
2. Leave the place as soon as possible.
3. Ask for help from someone reliable.
4. Call the local police or go to the nearest police station for assistance.





## 😊 Mental Health

### *Make Yourself Your Number One Priority*

#### 1. Take care of yourself

Mentally---Forgive yourself for the times you might not be at your best.  
Do not ignore your thoughts and feelings.  
Find one thing to be grateful about every day.  
Talk with someone you can trust.



Physically---Create space for fun and relaxing activities.  
Stay active by taking short walks or joining sports clubs.  
Pause the rush and spend “quiet time” daily.

#### 2. Relationships with others

- (1) Be true to yourself. There is no need to force yourself to do anything.  
Tell others to keep some distance when you need it.
- (2) Communicate to others. Express your gratitude and help others.



#### 3. Help others in need

- (1) Listen  
Just BE with them and listen attentively.
- (2) Speak  
Respect them. Do not judge or analyze them.  
Provide resources (e.g. come to the Student Counseling Center) if necessary.



## Self-Care Toolkit

A lot of self-care strategies involve sensory components. Senses are the way we can control the growing chaos inside our brains during stressful situations. The self-care toolkit is different for everyone. Try to create one and come up with at least one thing for every sense.

1. TOUCH - a stuffed animal, soft blanket, or smooth stone;
2. TASTE - a favorite snack or drink;
3. SIGHT - a picture of the loved ones;
4. SMELL - a scented candle, essential oil diffuser, body lotion;
5. HEARING - make a playlist of your favorite relaxing songs.

## Coping with Stress

Studying in a new country can be exciting at first, but a lot of uncertainty and stress comes with it. You will have to deal with exams, assignments deadlines, building career goals, making new friends, and adapting to a different environment. Not all of you might know how to help yourself in times of need.

The most common types of stress you might encounter are stress related to social experiences, work overload, and self-confidence. Fortunately, there are methods to cope with those issues.

1. Identify what is the stress source.
2. Find practical steps to improve the situation
3. Stay connected with those who help you feel positive
4. Manage your time effectively and include breaks
5. Create a balance between academic and personal life.

If your stress levels are high and you are unable to cope with it, is important to seek external support.



## **Personal Safety**

Please remember to take care of your personal items and yourself.

## **Lost and Found**

If you have lost or found any items on campus, please contact or report to the nearest NTU regulatory agency (if you are not sure, please check the Lost-and-Found column at NTU home page > Announcement > Category “Lost and Found”) or Campus Security Guard for more information.

## **Emergency**

In the event of an emergency, students are advised to seek help through the following methods:

1. On-campus Emergency (Campus Security 24HR) 駐警隊  
+886 (0)2 3366 9110
2. Student Emergency Assistance (Student Safety Division 24HR) 校園安全中心  
+886 (0)2 3366 9119
3. Use Campus Emergency Phones:  
There is no need to dial; just pick up and talk.
4. Emergency Assistance  
0988566300, 0988566301

## **119/110**

Dial directly from any local landline or mobile phone for ambulances and fire engines if necessary.



Police

110

Criminal offence, traffic accidents and other incidents requesting police assistance.



Fire Department/  
Ambulance

119

Fire, assisting accident casualties and other emergencies requesting urgent assistance.



Services  
summary

## **List of Embassies and Missions in Taiwan**

For a list of embassies and missions in Taiwan, please visit the Ministry of Foreign Affairs website: <https://en.mofa.gov.tw/>

After clicking on “Embassies & Missions,” you can choose a location and select “Foreign Embassies & Missions.” You can then find information about the embassy/mission, such as the address, telephone number, email address and website.

# Accommodation



## Prince House-Shui-Yuan Dorm and Resident Directors

Ms. Shu-Wen Hsu  
Prince House Dormitory,  
Building A

Tel: +886-2-2363-1066 ext. 10130  
E: bellahsu@ntu.edu.tw

Ms. Yia-Fen Yang  
Prince House Dormitory,  
Building B

Tel: +886 (0)2 2363 1066 ext. 20174  
E: yiafen@ntu.edu.tw

Ms. Yi-Chen Lin  
Prince House Dormitory,  
Building C

Tel: +886 (0)2 2363 1066 ext. 30157  
E: linye@ntu.edu.tw

Ms. Hsiu-Ling Wang  
Prince House Dormitory,  
Building C

Tel: +886 (0)2 2363 1066 ext. 30162  
E: slingwang@ntu.edu.tw



# DORM ROOM POLICIES

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Below are some of the important dormitory policies for Shui-Yuan Dormitory. If there are any updated dorm regulations, please abide by the new regulations.

## 1. Visitors

All visitors are obliged to register at the front desk. The visitor needs to claim for a badge and wait for the resident to be accompanied at the lobby. Visitors without registration are not permitted to enter or use the electronic key.

## 2. Visiting time

The visiting time for visitors is 07:00-24:00. Visitors are obliged to leave before 24:00. Visitors that stay overnight will not be tolerated. The resident will be reported to the counselor and a further action will be taken.

## 3. Smoking

All residents should be aware that Prince House Dorms is a non-smoking area. Smoking is therefore prohibited.

## 4. Rent

Residents are required to pay for the monthly rent no later than the 5th every month. It is allowed to pay for all the months at one time.

## 5. Room change procedures

Residents can file one application each semester to change rooms (except in June, July and August). Please visit the dormitory's website for more detailed information.

## 6. Laundry room

Residents should take away their personal belongings immediately after use of the washing machine or dryer. This is highly recommended by Prince House, as we experience a lot of residents missing their belonging. Prince House Dorms does not provide detergent. Residents are therefore recommended to bring their own and not use others. Residents should also prepare their own laundry basket and must not take someone else's.

7. Clothesline area

All residents should remember to retrieve their personal belongings at the clothesline area. Items that are not retrieved for week will be recycled by the staff.

8. Drinking water machine

All residents should maintain the water machine after use.

9. Bicycle parking

Prince House Dorms provide parking areas in front of all buildings. Bicycle parked outside the specified areas will be detained.

10. All Prince House Dorms: main doors are secured with an electronic lock. Residents should be reminded to use the electronic key and close the door afterwards.

11. Corridors and other public areas are not for personal use. According to the fire regulations, residents are not allowed to place any personal belonging in those areas in case of fire.

12. All residents should keep their voice low after 23:00 both in public areas and in their room, in order to avoid disturbance.

13. When showering, please remember to close the shower door or open the window for ventilation, in order to avoid triggering the smoke detector and causing the fire alarm to sound.

## Check-Out Procedures

1. Take the check-out application form at reception desk 50 days before you leave, otherwise, international remittance is the only way to take back deposit.
2. Complete the check-out procedure on your leaving day at the reception desk and the receptionists will refund your deposit after checking the facilities.
3. If you've completed your exchange program and would like to move out earlier, please contact your exchange coordinator in advance.

Please refer to information provided directly by Prince House for up-to-date details.

### Tip

*You can usually buy mattresses and blankets at Building A.*





# Extending/Shortening Exchange Period



## Changing Exchange/ Visiting Period

The maximum exchange/visiting period is one academic year. If you have already been admitted for one academic year, no further extension will be approved.

To extend or shorten your exchange/visiting period, you must apply before the deadline of NTU, mid-October (for Fall Semester) or late March (for Spring Semester), and your home university and following the procedure on the next page.

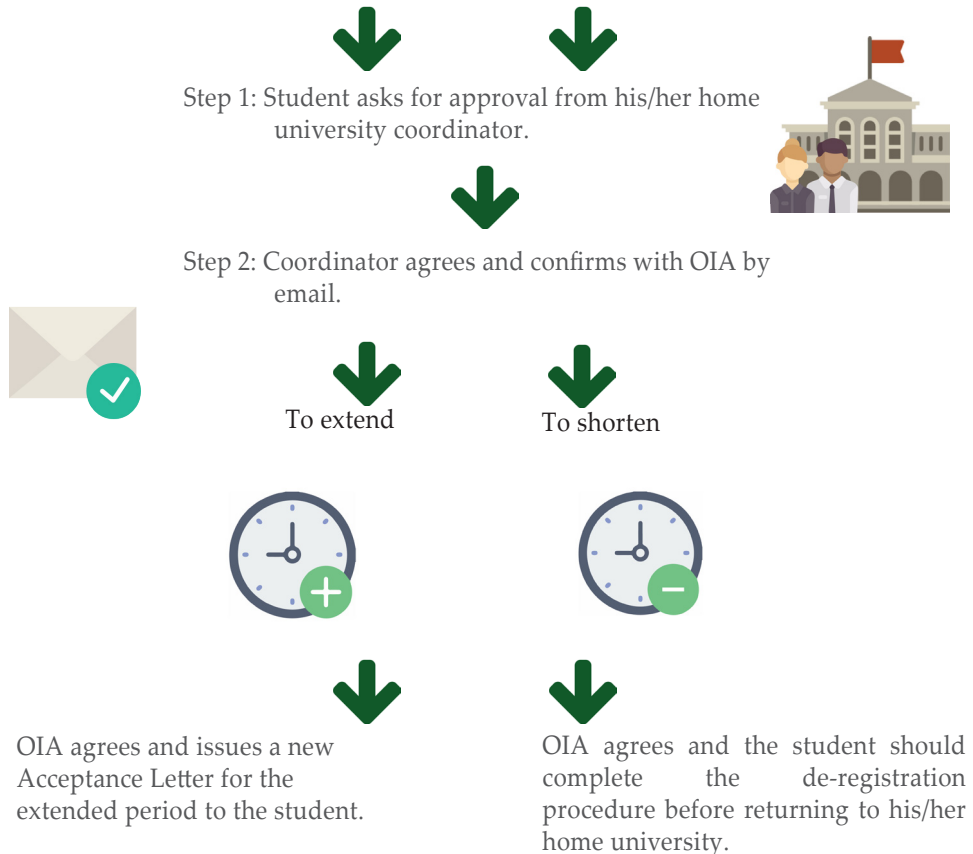


## Exchange Student

Approvals from both NTU and your home university are required. Extension requests are evaluated individually. If the program has reached the maximum number of students, an extension will not be approved.

## Visiting Student

Please consult your OIA program manager directly.



Note: Due to the limited number of dormitory rooms, students who extend their exchange/visiting period may not be able to apply for accommodation for the extra semester.

# Leaving NTU

## De-registration

All exchange and visiting students must complete the de-registration procedures before leaving NTU. The deadline is by the end of January (Fall Semester) or by the end of July (Spring Semester).

## De-registration Procedures

To complete the de-registration procedures, log into the Exchange Student Program System:

- Step 1. Fill in the Evaluation Survey
- Step 2. Complete the Dormitory Check-out
- Step 3. Collect the stamps for de-registration
- Step 4. Upload the stamped de-registration form to the system
- Step 5. Upload your Exchange Experience Report
- Step 6. Fill in the leaving date
- Step 7. Update email addresses for receiving e-transcripts

## Grades

Usually you can check your grades online by visiting myNTU >> Students >> Curriculum >> Grades Inquiries a couple of weeks after the final exams. Grades may not all be available simultaneously since some instructors may delay submitting grades to the Office of Academic Affairs. However, all grades should be available by the end of the winter break (Fall Semester) or summer break (Spring Semester).

## Certificate of NTU Exchange Program

Once you complete the above steps, you may print out your Certificate of NTU Exchange Program.

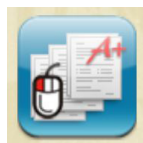
## **Electronical Transcript** 電子成績單

You and your home university's coordinator shall expect to receive the electronic transcript in mid-March (fall semester) or mid-September (spring semester) if you complete the above-mentioned de-registration procedures.

If it is urgent, you can order the soft or hard copy of the transcript yourself. Please follow the instruction below.

### **1. Ordering Online**

Starting from AY 2020/2021, students may choose to order transcripts in soft copies. You may order your transcript through the "Online Transcript Order System".



Note 1: The official electronical transcript which has been digitally signed will be sent via the university official email address.

Note 2: Each application contains a basic plan of 2 email addresses. If you want to add additional email addresses in one application, a single application accepts up to 10 email addresses with extra fee.

## **Paper Transcript** 紙本成績單

There are 2 ways to get the transcripts in hard copy:



### **1. Purchasing via Document Vending Machine**

You may purchase your transcript at the document vending machine outside the Office of Academic Affairs. Enter your student ID number and the four digits of your date of birth to log in.

**Undergraduate Student:** Undergraduate Academic Affairs Division [教務處 註冊組]  
Rm106, 1st Administration Bldg.

**Graduate Student:** Graduate Academic Affairs Division [教務處 研究生教務組]  
Rm210, 1st Administration Bldg

### **2. Ordering Online**

You may order your transcript through the Online Transcript Order System.

Note: Before ordering, you are suggested to visit the Chunghwa Post (中華郵政) to make sure that the postal service is available for your destination.

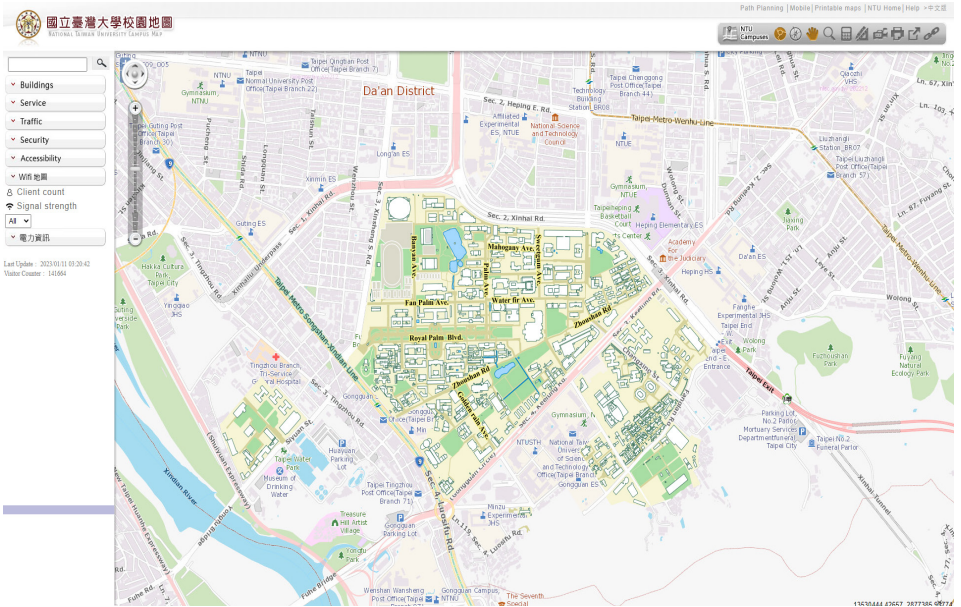
# NTU Campus Map





# NTU Campus Map

All NTU campus maps: <https://www.ntu.edu.tw/english/about/map.html>



Interactive map of NTU campus: <https://map.ntu.edu.tw/index.html>

## How to use interactive map:

[https://homepage.ntu.edu.tw/~buhome/map\\_help/map\\_search.html](https://homepage.ntu.edu.tw/~buhome/map_help/map_search.html)

## Important Locations

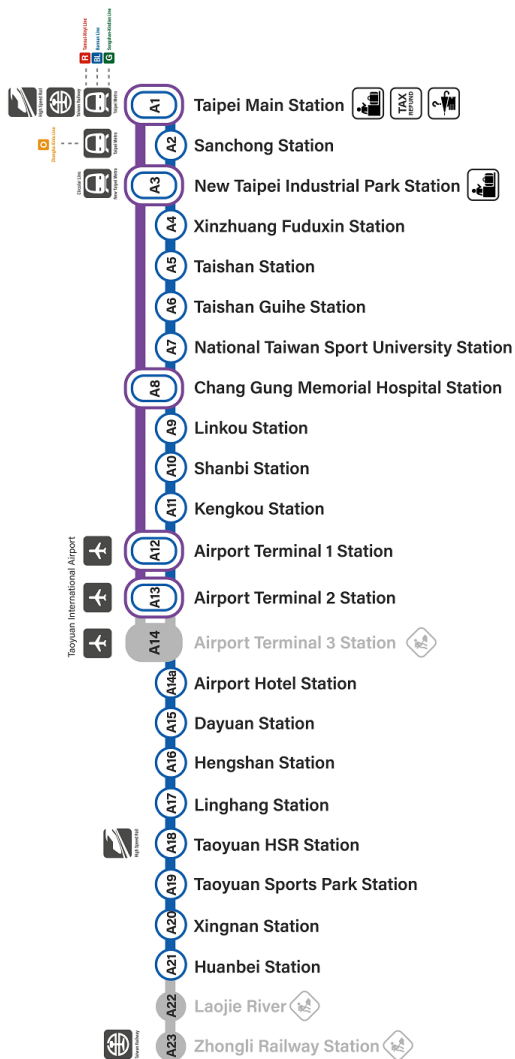
Using the interactive map, you can type in a “building number” to search for a specific building.

1. Office of Academic Affairs (main campus) building number: M50
2. Cashier Division (Office of General Affairs) building number: S24
3. Office of International Affairs building number: S24



# Taipei MRT Route Map







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Office of International Affairs  
National Taiwan University

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