



GO. TO NTU

2018/19 AY Post-Arrival Guidebook

國立臺灣大學



LET THE ADVENTURE BEGIN!

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CONTENTS



7

Visa

11

Finance

13

Academics

17

Campus Life

33

Well-Being

41

Dormitory

45

Extending/
Shortening
Exchange
Period

47

Leaving NTU

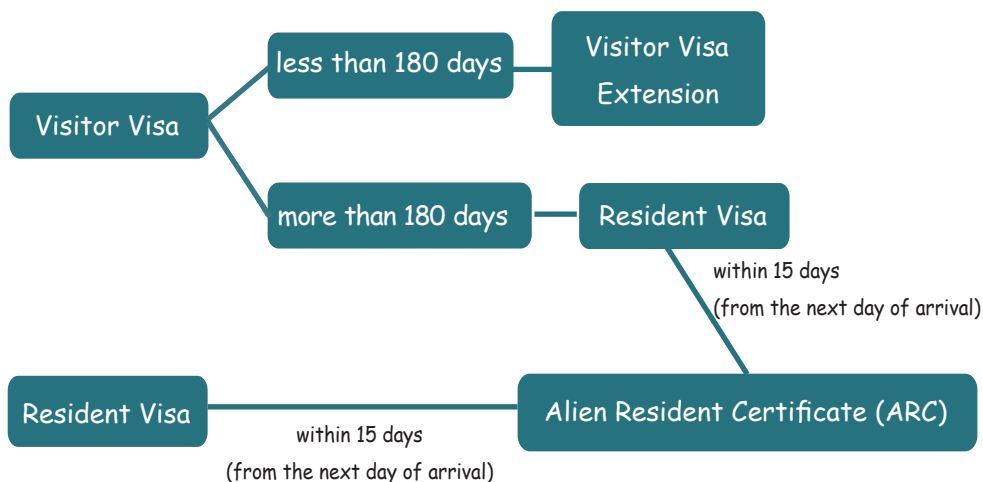
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Appendix





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

The maximum duration of stay the Visitor Visa permits is 90 days; therefore, all Visitor Visa holders who are staying for at least 1 semester must apply for an extension at least once.

Visitor Visa extensions must be applied for within 15 days of your current Visa expiration date; overstaying will result in a penalties and fines.

Changing from a Visitor Visa to a Resident Visa

If you received a Visitor Visa in your home country but you plan on studying at NTU for 1 academic year, you may need to change your Visitor Visa to a Resident Visa.

The Ministry of Foreign Affairs provides basic consultation services for issues involving foreign affairs, passports, Visas, document notarization and related through the Public Service Hotline at +886 (0)2 2380 5678 .

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. Whether you have entered Taiwan with a Resident Visa or obtained a Resident Visa through a visa change in Taiwan, please remember to apply for the Alien Resident Certificate and Re-entry Permit at the National Immigration Agency in your resident city within 15 days of your arrival beginning with the day after arrival. The ARC is valid for the duration of your studies.

In addition, if you change your residence, you have to register the new address with related documents at a local immigration service station within 15 days.

Where to Apply?

Changing
Visitor Visa to
Resident Visa

Bureau of Consular Affairs, Ministry of Foreign Affairs

Location: 3rd Floor, No. 2-2, Sec. 1, Chi-Nan Road, Taipei

[MRT NTU Hospital Stn. Exit 2]

Office Hours: 8.30am–5pm (Monday to Friday)

www.boca.gov.tw

Email: post@boca.gov.tw

Tel: +886 (0)2 2343 2888

Visa inquiry Hotline: +886 (0)2 2343 2921/2895

Visitor Visa
Extension

ARC

ROC ID
Number*

National Immigration Agency

Location: No. 15, Guangzhou Street, Taipei

[MRT Xiaonanmen Stn. Exit 2]

Office Hours: 8am–5pm (Monday to Friday)

www.immigration.gov.tw

Email: boi@immigration.gov.tw

Tel: +886 (0)2 2388 9393

Manual Answering line: +886 (0)2 2389 9983

Information (hotline) for foreigners 24-hour toll
free service: 0800-024-111

(English and Japanese services available)

*Information about ROC ID Number can be found at p. 11.



Finance



Opening a Bank Account

Bring your passport and 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 you'll be able 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 20, you are not considered a legal adult under the law in Taiwan. 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.

Getting an ROC ID Number

The ROC ID number 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 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 NTU Exchange Scholarship.
(obtaining an ROC ID number will allow you to receive the scholarship sooner)

Banks

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 Taipei

Location: N12 of NTU map

Tel: +886 (0) 2 2363 3435

Fax: +886 (0) 2 2362 2821

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

4. E-Sun Bank NTU Service Office

(For deposits and remittances only)

Location: M52 of NTU map

Service line: 0800-30-1313

Tel: +886 (0)2 2362 6313

www.esunbank.com.tw



Academics

Add/Drop Period

After classes begin, 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 the maximum capacity is reached.



Method 2: Obtaining an Authorization Code

You must obtain an authorization code from instructors in order to add courses. After getting the code, please add courses online during 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 classes begin, you must confirm your course selection results online. Please go to “myNTU” and click on “Course Selection Results” in the “Courses” section.



Course Withdrawal

Students are allowed to withdraw 1 course after online 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 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 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 (Optional for those who are also enrolled in the General Chinese Course)
General Chinese Course	Elementary 1-3 Intermediate 1-3 Advanced		Elementary High-Intermediate
# of Students	15–25		15–25
Credits	3		1
Duration	6 hours per week (17 weeks)		4 hours per week (17 weeks)
Class time	Elementary / Intermediate / Advanced Levels	Mon, Wed, Fri: 8:10 to 10:00	Tue, Thu 8:10 to 10:00
	Elementary Levels	Mon, Wed: 18:25 to 21:05	
	Intermediate / Advanced Levels	Tue, Thu: 18:25 to 21:05	



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. For the course add/drop, 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 www.oia.ntu.edu.tw > Study > Study at NTU > Learning Chinese.

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 cancelled).

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



竹里館
獨坐幽篁裡
彈琴復長嘯
深林人不知

明月來相照
王維



Campus Life

Office of International Affairs

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 home to the International Programs Division, the International Students Division and the Center for International Education.

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

Location: Room 418, 2nd Administration Building

Consulting hours: Monday through Friday, 1:00pm-4:30pm

Contact Information

Tel: +886 (0) 2 3366 2007

Email: intstudent@ntu.edu.tw



Office of Academic Affairs

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, 1st Administration Building



Contact Information

Tel: +886 (0) 2 3366 2388

Fax: +886 (0) 2 2363 8200

2. Graduate Academic Affairs Division

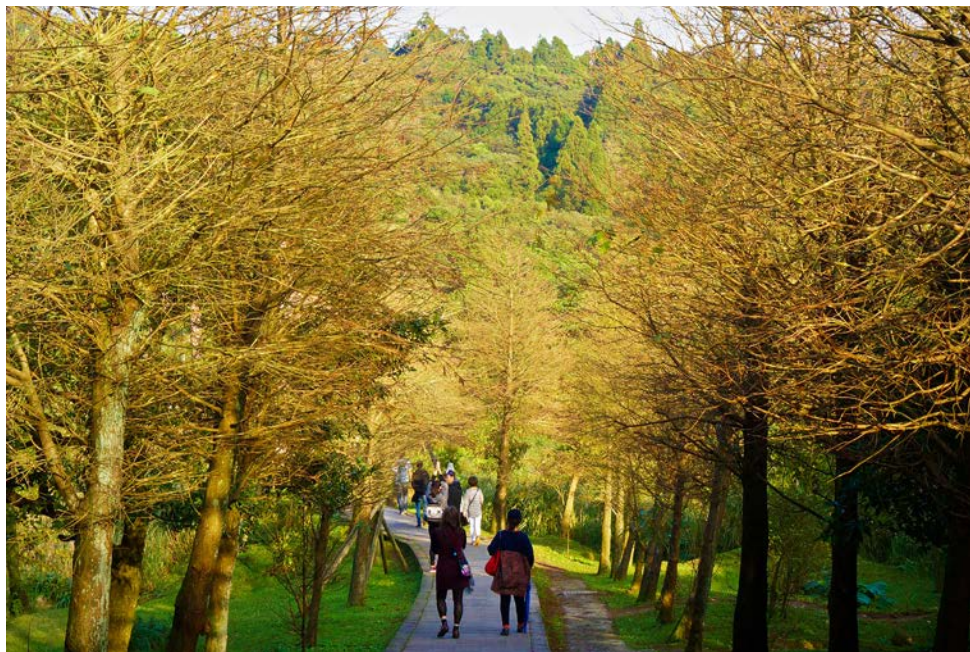
The Graduate Academic Affairs Division is in charge of graduate student enrollment, grades, registration and various academic paper applications (e.g. academic transcripts, issuance of student ID cards, etc.)

Location: Room 210, 1st Administration Building



Contact Information

Email: graduate@ntu.edu.tw



Computer and Information Networking Center

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 which allows students to find the shortcuts to 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 Mail2.0

Each student of the Exchange/Visiting Student Program has an email account with 300 MB of web space. Visit "myNTU > Students > NTU Mail" to activate it and change your password. Your account is your student ID number (student ID @ntu.edu.tw); your initial password is a letter 'a' followed by your date of birth, so if your date of birth is January 30, your password would be a0130. 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 student ID card is invalidated.

3. CEIBA: A platform for course management and student-tutor interaction

"Collaborative Enhanced Instruction By Asynchronous learning (CEIBA)" is aimed to provide efficient course website establishment and management. It provides an online platform for lecturers and teaching assistants to make announcements, update course content and teaching progress, allocate assignments etc. The system allows for proficient communication between student and teachers, giving access to online forums, information sharing, online submissions etc. About 70% of lecturers are actively engaged in the use of CEIBA.

4. 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 "Computer and Information Networking Center" website for detail.

5. Eduroam

Eduroam is a secure, world-wide roaming access service developed for the international research and education community. Eduroam allows students, researchers and staff from participating institutions to obtain Internet connectivity across campus and when visiting other participating institutions by simply opening their laptops. Visit "Computer and Information Networking Center" website for detail.



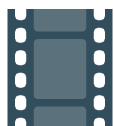
Contact Information

Email: cchelp@ntu.edu.tw Tel: +886 (0) 2 3366 5022~3



Library

Situated at the end of NTU's well-known Royal Palm Boulevard, the Main Library is the largest university library in Taiwan. There are two branch libraries: Medical Library and the Law and Social Sciences Library. With its rich collection of more than 2.4 million volumes and a comfortable atmosphere, the General Library has become a popular place 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, degree of automation, operation hours, service quality, and the interlibrary loan services it possesses.






1. Services in the Main Library

The primary function of the NTU Libraries is to serve the teaching, research and scholarly activities of 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	Ph.D program Students
			
Total No. of Items	80	80	80
Loan Period (days)	60	60	60

If you have questions, please contact the Library Circulation Office at 33662353 or email: tulcir@ntu.edu.tw

(2) Photocopy, Printing & Scanning Services

Copy machines are available on each floor in the Main Library. Users can buy a copy card at Copy Center located on floor B1 or at Card Vending Machines at each floor. (The copy card is TWD 100) Scan service is available at the reference desk on the 2nd floor in the Main Library. The scanner is for NTU library collections only. Reservation at the reference desk is required, use is limited to 30 minutes. Students must bring your own USB drive to store the data.



(3) 24/7 study room

A large, comfortable 24-hour study room on B1. You will be asked to present your NTU Student ID card when you enter the library.

(4) Multimedia Resources

Multimedia Services Center aims to provide audio-visual education materials pertaining to education and knowledge collected nationwide and internationally, and to support university research and learning.



2. Library Tours and Classes

Students and Faculty are invited to sign up for our library instruction classes, including general library orientations, library services and resources on a specific topic. Hands-on workshops on the use of the wide range of electronic information resources are also available through LibraryWeb, TULIPS, and the Internet. For more information, please visit the NTU library website at: Service >> 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 that eligible patrons from the three universities may use their university IDs to borrow books from the libraries of all three universities. More detail information can be found on the website at: www.lib.ntu.edu.tw >> Services >> Interlibrary Loan Service >> Tri-Library Loan Service.



4. Reference Services

The reference services answer all questions regarding library services and resource and teach readers how to search and collect research-related materials. Readers can also make appointments with librarians for consultation in depth. Apart from face to face services, the librarians also answer questions or provide help to readers through phone-calls and emails. Further guidance is provided on the use of various reference tools, and can be found on the "Reference Service Blog."



Contact Information

Tel: +886-2-3366-2326

Email: tul@ntu.edu.tw

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

Medical Information

1. NTU Health Center

NTU Health Center is in 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 inside the main campus and can refer students to other medical centers as needed.

There are various methods to register to use NTU Health Center, including on-site, phone, or online. However, you must register on-site at NTU Health Center if it's your first time visiting the NTU Health Center.

- (1) Office Hours: Monday through Friday, 8:00am-5:00pm
- (2) Registration:
 - A. On-site: Monday through Friday, 8:20-11:30am and 1:20-4:20pm
 - B. By phone at +886 (0)2 33662175:
 - Monday through Friday, 8:10-9:00am and 1:00-2:00pm
 - C. Online at hcregister.ntu.edu.tw
- (3) Clinic Hours: 9:10-11:40am; 2:10-4:40pm, Monday through Friday.



2. Hospitals Near Campus

Should you require hospital treatment, the following services are available:

(1) National Taiwan University Hospital (NTU Hospital) 臺大醫院

Location: No.7.Chungshan South Road, Taipei City

MRT National Taiwan University Hospital Station

Tel: +886 (0) 2 2312 3456 or +886 (0) 2 2356 2264 (ER)

www.ntuh.gov.tw

(2) Tri-Service General Hospital – Tingzhou Branch 三軍總醫院 汀州院區

Location: No. 40, Section 3, Tingzhou Road, Zhongzheng District, Taipei City

Tel: +886 (0) 2 2365 9055 ext. 11306~11308

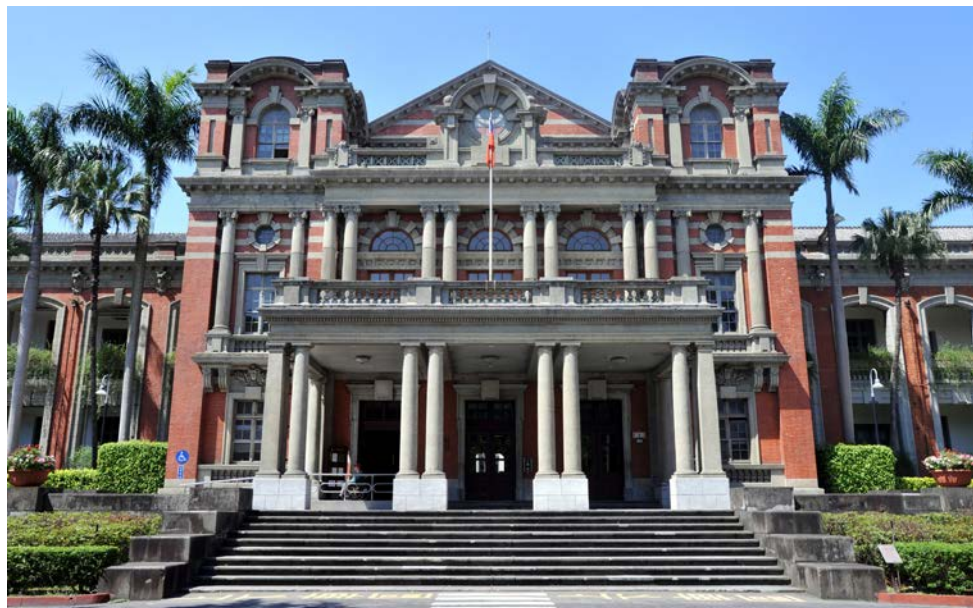
wwwu.tsgh.ndmctsgh.edu.tw/TM2/default.aspx

(3) Taipei City Hospital Heping 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

tpech.gov.taipei/mp109161/



Student Counseling Center

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 your appointment, simply visit the Counseling Center or sign up online at <https://host.cc.ntu.edu.tw/Counsel/notice.aspx>. All the services are for free.



Contact Information

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

E-mail: ntuscc1@ntu.edu.tw

Other Mental Health Resources near NTU:

1. Phone Service: Teacher Chang Foundation
E-mail: 1980@1980.org.tw
Tel: +886 (0) 2 2532 6180 ext. 136
Reservation for English speaking service is required.
2. Counseling Service: Shiuhli Center (Fee-paying Services)
E-mail: learningcenter@shiuhli.org.tw
Tel: +886 (0) 2 2363 5939.
Reservation for English speaking service is required. The cost of each session is approximately TWD 1500-3000 for a 50mins counseling session.
3. Psychiatric Clinic Service (Fee-paying Services):
*As the clinics do not accept on-line reservation for the first visit, clients have to go to the clinic in person.
 - a. Lohos Clinic. Dr. Yun-chih Chiu
Tel: +886 (0) 2 2368 3883
Add: No.12, Shida Rd., Da'an
Dist., Taipei City 106
 - b. God Love Clinic. Dr. Jia-Jing Wu
Tel: +886 (0) 2 2365 1224
Add: No.6, Aly. 14, Ln. 283, Sec.
3, Roosevelt Rd., Da'an
Dist., Taipei City 106



Sports Center

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, 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 situated next to XinSheng South Road.



Contact Information

Tel: +886 (0)2 3366 5959

Website: ntusportscenter.ntu.edu.tw

E-mail: ntupe@ntu.edu.tw





Global Lounge

The Global Lounge was jointly established by OIA and the Office of Student Affairs. It provides a satellite TV wall with live broadcasts from a number of global channels, as well as an international conference room that can be reserved for meetings. There is also an open area meant to facilitate cultural exchange for the international and local students.

The Global Lounge student management team is comprised of a number of student clubs that plan activities, manage rules and regulations, maintain the website and provide various other services.

The Global Lounge is also an ideal place for international students to hold activities. To get more details about the application to rent the area, please contact your exchange/visiting coordinator at NTU.



Contact Information

Location: Rm. AC2-306, 3F., No.85, Sec. 4, Roosevelt Rd

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

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

Hours of Operation: Monday to Sunday, 8:00am-10:00pm

During summer and winter vacations: Monday to Friday, 8am to 5pm



Center for Teaching & Learning Development (CTLD)

The CTLD aims to provide useful information and support to lend more depth to your studies at NTU. The Center holds various activities such as Learning Strategies Workshops, Teaching Workshops, and Study Group Projects. In addition, the CTLD offers a large variety of learning consultations for courses such as Economics, Statistics, Calculus, Chemistry and Physics. Visit the CTLD website to make an appointment.

The CTLD has established two Learning Commons equipped with consultation rooms, meeting rooms and a cozy open space available for group studies and discussion. They are located on the B1 level of the General Library and on the fourth floor of the Liberal Education Classroom Building respectively. The main office of the CTLD is on the fifth floor of the Liberal Education Classroom Building.

Contact Information

Location: Fifth Floor of the Liberal Education Classroom Building

Tel: +886 (0) 2 3366 3367 ext.553

Email: ntulscetld@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. The clubs range in focus from professional subjects such as consulting and entrepreneurship to regional clubs including the International Student Information Service Club and Hong-Kong student club. There are also general interest and sports clubs, taking in volleyball, photography, hiking, equestrian and much, much more.



Contact Information

Student Activity Division, Office of Student Affairs

Website: host.cc.ntu.edu.tw/activities/default1.aspx

Tel: +886 (0) 2 3366 2066

Email: activity@ntu.edu.tw



Transportation



1. Shuttle bus to ChengZhong Campus

If you are commuting between the Main Campus and the School of Medicine, the School of Social Sciences, or the Academia Sinica, there is a convenient school shuttle bus free of charge with your NTU Student ID card.

The school shuttle bus stops at the Fu Bell (main campus) and at the College of Social Science (main campus) and the College of Medicine (branch campus) on the branch campuses. The bus runs from Monday to Friday from 7:00am to 6:00pm (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' website: <https://goo.gl/4hfZDq>.

2. Bicycle Repair Shop/ ShuiYuan Bicycle Tow Storage

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 and 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.

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.

You can register your bike online at <http://mybike.ntu.edu.tw/> or complete the registration process at the office by the bicycle pound on the ShuiYuan campus.



Loss of Student ID Card

If you lose your NTU Student ID card, please complete the following steps. The online system for filing loss of student ID card is only available in Chinese currently. 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” at 學生專區 > 個人資料 > 「學生、教職員工證掛失 / 退費」 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* or at the Cashier Division**.

*** Undergraduate Student:**

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

Graduate Student:

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

**** Cashier Division[出納組]:** F1, 2st Administration Bldg.



Step 3

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





Well-Being

General Advices from Yours Truly



1. 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 socialize 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. Stay safe wherever you go!

Sexual Health and Sexual Harassment Prevention



1. Safe Sex

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



2. Sexual Harassment

There is ZERO tolerance of Sexual Harassment. For any questions and concerns, please contact Gender Equity Education Committee or visit the website at: <http://homepage.ntu.edu.tw/~gender/new1/index.html>.

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



Spiked Drink

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 abovementioned actions of illegal drugs (including marijuana and weeds) in Taiwan are severe, and 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 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

Self-care Strategies

1. Take care of self

Mentally---Express your feelings in a safe way.

Allow yourself to be sad, happy, frustrated, excited, etc.

Write or draw your feelings down.

Talk with someone you can trust.

Physically---Relax

Breathe slowly.

Take a walk.

Having hobbies and leisure activities.



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.

(2) Communicate to other. Express your gratitude and help others.

3. Help others in need

(1) Listen

Just BE with them and listen attentively would be good enough.

(2) Speak

Respect them. Do not judge or analyze them.

Provide resources (e.g. come to Student Counseling Center) if necessary.



Culture Shock

Travelling to a new country can be a stressful experience. There might be drastic changes within yourself and your life. Culture shock is a term used to describe the impact of moving from a familiar culture to one which is unfamiliar. You may find areas of your new life very different to what you are used to such as the weather, people, or food. These differences to your home life, and many others, will contribute to your sense of culture shock.

During your stay in Taiwan, you are going to be a member of NTU, “localization” is another issue that you may start to encounter. You may soon discover some things about NTU and Taiwan that is different from what you are used to. You may feel sad or angry about the differences, and I would like for you to know that these emotions are part of culture shock. Much of your negative emotions will begin to disappear as you learn more about the local culture and adapt. You should never consider yourself an outsider. All of our staff and students appreciate the unique culture you bring to Taiwan. We hope that you will connect with many people during your stay in Taiwan and add to the spectrum of diverse educational and culture backgrounds at NTU.



Some common situations of encountering culture shock are listed below:

1. Public Bathrooms in Taiwan

Chances are that new arrivals from the West have never used a squat toilet. While many public places have both squat and sitting-style toilets available, many only have squat toilets.



2. Friendship in Taiwan

Local friends may be often fine with less interaction than you may be used to. While this is changing, expect the party to end early. Many locals will leave at 11.30pm to catch the last MRT.

Although culture shock is normally a temporary phase, it is important to know there are things you can do to help: Accepting that this is a normal experience and keeping in touch with home and friends. It is very easy to become isolated when you are in a foreign country. The student volunteers can also be the ones who can guide you to look around, explore more, and get used to the environment – they are not the ones we assigned to help you only for the course selection, but also here to provide assistance and helpful information for your life in Taipei.

Be reminded that going on an exchange is not only about studying – it's a new way of life to experience the study environment and the culture! And remember that culture shock is just as normal, and not a sign that you can't manage, don't forget to show your respect on others' culture.



Personal Safety

Taipei is ranked as the third safest city in the world according to the Crime Index 2017. However, it is always wise 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 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:

Call the 24 hr University Assistance below:

1. On-campus Emergency (Campus Security 24HR)
+886 (0)2 3366 9110
2. Student Emergency Assistance (Student Safety Division 24HR)
+886 (0)2 3366 9119
3. Use Campus Emergency Phones:
There is no need to dial; just pick up and talk.

119/110

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



Police

110



Services
summary

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



Fire/
Ambulance

119

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

* Call 0800 024 111 for Free Trilingual Help (Chinese, Japanese, English). Operators are standing by 24 hours a day to provide both routine information on living in Taiwan and help during crisis.



DORMITORY



Prince House-Shui-Yuan Dorm and Resident Directors



Prince House Dormitory,
Building A
Jane LIN

Tel: +886 (0)2 2363 1066 ext 10130
linyc@ntu.edu.tw



Prince House Dormitory,
Building B
Lu-Tung CHEN

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



Prince House Dormitory,
Building C
Charlie CHE

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



Prince House Dormitory,
Building C
Chueh WANG

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

Dormitory 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 07:00am-11:00pm,. Visitors are obliged to leave before 23:00. For 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. Smoking areas are located in front of building C. The resident can turn to the front desk for more advice of the smoking areas.
4. Rent: Residents are required to pay for the monthly rent no later than the 5th every month. Monthly rent can be paid in one payment.
5. Room switch: All residents are allowed to switch room once every semester. Room switch requests will only be handling every month from the 25th to the end of the month (except July and August). Residents are not allowed to change their rooms, move any furniture or lend their room to other people without permission.
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.
7. Clothesline area: All residents should remember to retrieve them personal belongings at the clothesline area. Items that are not retrieved for week will be recycled by the staff.
8. Drinking water dispenser: All residents should maintain the water machine after use.
9. Bicycle parking: Prince House Dorms provide bike parking areas in front of all buildings. Bicycle parked outside the specify 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 11:00pm both in public areas and in their room, in order to avoid disturbance to others.

Check-out Procedures

Make sure to follow the dorm policy and check-out the dorm before departure.

1. Pick up a Check-out Application Form at the reception desk 2 months before your planned move-out date. Otherwise, you cannot get your deposit back in check and the deposit will be paid by international remittance after you leave Taiwan and additional fee will be charged by the banks.
2. After the receptionists check your room, they will refund the deposit by check.
3. All exchange/visiting students must follow the regulation to complete the check-out procedures before the designated move-out date.
4. For more information, please consult the reception desk.

Former Student Says...

"The university made it convenient, providing stalls right outside the dorms during the first few weeks, which sold household necessities such as shower curtains, Wifi cords, garbage bins, and much more. Mattresses and blankets were also sold, so you didn't have to go far to find what you needed."

-Canada







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 (varies every semester) of NTU and your home university and follow the procedure at 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.



Step 1: Student asks for approval from his/her home university coordinator.



Step 2: Coordinator agrees and confirms with OIA by email.



To extend



To shorten



OIA agrees and issues a new Acceptance Letter for the extended period to the student.



OIA agrees and the student should complete the de-registration procedure before returning to his/her home university.

Leaving NTU

De-registration

All exchange/visiting students must complete the de-registration procedures before the semester ends.



Step 1

Log into “OIA Online De-Registration System for Exchange/Visiting Students” and select “Online De-Registration Form”. You will be requested to fill in the information regarding your departure itinerary and your dormitory check-out date. Please make sure to finish the evaluation as well or you will not be able to submit the Online De-Registration Form.



Step 2

Print out your De-registration Form and collect stamps from the related offices listed on your form. Please note that after you have gone to the Office of Academic Affairs to invalidate your ID, the card will be stripped of its student status, but the card itself will still be usable as a regular Easy Card.

Step 3

Scan and upload your de-registration form to the de-registration system.



Step 4

Upload your exchange report or your blog to the de-registration system by February 1 (First Semester) or August 1 (Second Semester). The exchange reports/blogs will be posted on the OIA website as useful information for prospective students, so please avoid mentioning things that you are not willing to share openly in the report.



Note that your NTU account, including access to your NTU Mail, myNTU, CEIBA etc. will be suspended after the semester ends. Please ensure that you archived important information before carrying out the de-registration procedures.

Online De-registration system:

www.oia.ntu.edu.tw > Study > Incoming Exchange Students > Information for Incoming Exchange Students> Online De-Registration System.

Grades/transcripts

A few weeks after final exams, you will be able to check your grades online. Click on “Grades Inquiries” in the “Students” section of “myNTU”. The grades for the courses in which you were enrolled may not all be available immediately. However, all grades should be available by the end of summer/winter break.





2 Free Copies of Transcript from OIA

If you have completed the de-registration, you shall expect to receive 2 copies (one in Chinese and one in English) of official transcript (one for you and one for your home university coordinator) from the OIA in September (for Second Semester) or February (for First Semester).

University-level exchange/visiting students of partner institutions:
It will be mailed to the international office of your home university

Visiting students of non-partner institutions:

It will be mailed to your permanent mailing address.

Additional Copies of Transcript

1. Purchasing via Printing Machine

You may purchase them at the printing machine outside the Undergraduate Academic Affairs Division (Room 106, 1st Administration Building Map: M50) or the Graduate Academic Affairs Division (Room 210, 1st Administration Building). Enter your student ID number and the four digits of your date of birth to log in.

2. Ordering Online

You may order them through the “Online Transcript Order System” in the “Curriculum” section of “myNTU.”







Appendix

List of Embassies and Missions in Taiwan

Australia: Australian Commerce and Industry Office

Tel: +886 (0)2 8725 4100 ; www.australia.org.tw

Austria: Austrian Office Taipei

Tel: +886 (0)2 8175 3283 ; www.bmeia.gv.at/taipeh

Belgium: Belgian Office, Taipei

Tel: +886 (0)2 2715 1215 ; <https://diplomatie.belgium.be/en/taipei>

Brazil: Commercial Office of Brazil, Taipei

Tel: +886 (0)2 2835 7388 ; <http://taipe.itamaraty.gov.br/en-us/>

Canada: Canadian Trade Office in Taipei

Tel: +886 (0)2 8723 3000 ; www.canada.org.tw

Chile: Chilean Trade Office, Taipei

Tel: +886 (0)2 2723 0329 ; visa@chile-trade.com.tw

Czech Republic: Czech Economic and Cultural Office, Taipei

Tel: +886 (0)2 2722 5100 ; www.mzv.cz/taipei

Denmark: Trade Council of Denmark, Taipei

Tel: +886 (0)2 2718 2101 ; <http://taipei.um.dk/>

Finland: Finpro Taiwan, Finland's Trade and Innovation Office
Tel: +886 (0)2 8729 1231 ; <https://www.facebook.com/FinlandInTaiwan>

France: French Institute in Taipei
Tel: +886 (0)2 3518 5151 ; www.france-taipei.org

Germany: Germany Institute, Taipei
Tel: +886 (0)2 8722-2800 ;
www.taipei.diplo.de/Vertretung/taipei/zh-tw/Startseite.html

Hong Kong: Hong Kong Economic, Trade and Culture Office
Tel: +886 (0)2 2720 0858 ; www.hketco.hk

Ireland: The Institute for Trade and Investment of Ireland
Tel: +886 (0)2 2552 6101 ; www.idaireland.com

Israel: Israel Economic and Cultural Office in Taipei
Tel: +886 (0)2 2757 9692 ; www.iseco.org.tw

Japan: Interchange Association(Japan), Taipei Office
Tel: +886 (0)2 2713 8000 ; www.koryu.or.jp

Korea, Republic of: Korean Mission in Taipei
Tel: +886 (0)2 2758 8320 ; <http://taiwan.mofat.go.kr/>

Malaysia: Ministry of Foreign Affairs, Malaysia
Tel: +886 (0)2 2713 2626 ; www.kln.gov.my/web/twn_taipei/home

Mexico: Oficina de Enlace de Mexico en Taiwan
Tel: +886 (0)2 2757 6595 ;
www.sre.gob.mx/taiwan/index.php/zh/informacion-de-visas

Mongolia: Ulaanbaatar Trade and Economic Office in Taipei
Tel: +886 (0)2 2722 9740 ; www.roc-taiwan.org/MN/mp.asp?mp=641

New Zealand: New Zealand Commerce and Industry Office
Tel: +886 (0)2 2720 5228 ; www.nzcio.com

The Netherlands: Netherlands Trade and Investment Office
Tel: 886-2-8758 7200; www.ntio.org.tw

Russia:

Representative Office in Taipei for the Moscow-Taipei Coordination Commission on Economic and Cultural Cooperation

Tel: +886 (0)2 8780 3011; www.mtc.org.tw

Singapore: Singapore Trade Office in Taipei

Tel: +886 (0)2 2772 1940 ; www.singaporetradeoffice.gov.sg

South Africa: Liaison Office of South Africa

Tel: 886 (0)2 2715-2295; www.southafrica.org.tw/default.htm

Spain: Spanish Chamber of Commerce

Tel: +886 (0)2 2518 4905 ; taipei@comercio.mineco.es

Sweden: Exportradet Taipei, Swedish Trade Council

Tel: +886 (0)2 2757 6573 ; www.swedishtrade.se/taiwan

Switzerland: Trade Office of Swiss Industries

Tel: +886 (0)2 2720 1001

<https://www.eda.admin.ch/countries/taiwan/en/home.html>

Thailand: Thailand Trade and Economic Office

Tel: +886 (0)2 2581 1979 ; www.tteo.org.tw

Turkey: Turkish Trade Office in Taipei

Tel: +886 (0)2 2757 7318 ; www.taipei.to.mfa.gov.tr

United Kingdom: British Trade and Cultural Office

Tel: +886 (0)2 8758 2088 ; <http://ukintaiwan.fco.gov.uk>

United States of America: American Institute in Taiwan

Tel: +886 (0)2 2162 2000 ; www.ait.org.tw

Legal Information for Foreigners

Please pay close attention to the legal rules as follows to prevent any unintentional violation

法令 Regulations	違法樣態 Offenses	行為 Behavior Description	罰則 Penalty
社會秩序 維護法 Social Order Maintenance Law	妨害安寧 秩序行為 Obstruction to tranquil order	1、於公共場所或公共得出入之場所，酗酒滋事、謾罵喧鬧，不聽禁止者。 Acts of ignoring warning of his/her binge drinking behavior and causing troubles or making a clamor at a public place.	新臺幣6,000元 以下罰鍰 Fine: under TWD 6,000
		2、製造噪音或深夜喧嘩，妨害公眾安寧者。 Acts of making noises or a clamor at midnight which obstructing tranquil order.	
		3、於警察人員依法調查或查察時，就其姓名、住所或居所為不實之陳述或拒絕陳述者。 Refusal to tell law enforcement police officer, lawfully engaged of his/her official duties your name, current address or making a false statement when they check your identification	三日以下 拘留或新臺幣 12,000以下罰鍰 Detention under 3 days or a fine under TWD 12,000
		1、於公務員依法執行職務時，以顯然不當之言詞或行動相加，尚未達強暴脅迫或侮辱之程度者。 Whoever insults, or imposes inappropriate words or actions upon an official lawfully engaged in official duties but not to the extent of brutality or slander 2、於公務員依法執行職務時，聚眾喧嘩，致礙公務進行者。 Assembling a crowd and clamoring that cause an interference of public functions	
刑法 Criminal law	妨害公務 Offenses of interference with public functions	1、對於公務員依法執行職務時，施以強暴脅迫 Violent act or threat to public officials when they are in the line of duty	三年以下有期徒刑、 拘役或300元以下罰金。 Imprisonment under 3 years, detention, or a fine under TWD 300
		2、於公務員依法執行職務時，當場侮辱，或對於其依法執行之職務公然侮辱者 Insult or humiliate public officials when they are in the line of duty, or affront their official occupation	六月以下有期徒刑、 拘役或100元以下罰金。 Imprisonment under 6 months or a detention, with fine or being fined under TWD 100



Office of International Affairs
National Taiwan University

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