



國立中山大學
National Sun Yat-sen University

國際事務處
office of International Affairs

STUDENT HANDBOOK



AY 2022-2023

TABLE OF CONTENTS

I	Preface	1
II	Complete Your Admission Process	1
III	Visa & Alien Resident Certificate (ARC)	2
IV	Health Insurance	3
V	Tuition Fees	4
VI	NSYSU Scholarship	5
VII	Open A Bank Account	6
VIII	Work Permit	7
IX	Time of Arrival & Transportation	7
X	Housing, Free Chinese Class & More	8
XI	Health Examination	10
XII	Course Selection	10
XIII	Contact Us	14

PREFACE

Congratulations on your admission to the National Sun Yat-sen University (NSYSU)! This handbook provides detailed information on how to finish the admission process. It is designed to help you learn more about our university and what you can expect when you arrive at NSYSU. We hope that you find the handbook valuable and informative.

If you have any questions after reading this handbook, please contact us at **oia_degree@mail.nsysu.edu.tw**

COMPLETE YOUR ADMISSION PROCESS

After being admitted to NSYSU, follow the steps below:

- ❶ Reply to the admission acceptance form before the designated time frame.
- ❷ Authenticate your official degree certificate/diploma and transcript.

To check your application status, click here:

<https://admission.nsysu.edu.tw/eoiaform/passportMember/login>

Once we receive the online Admission Acceptance feedback, we will send you the paper Letter of Acceptance within three weeks. We'd like you to read the following information carefully. Please keep in mind that if your documents don't meet the requirements or deadline, your admitted status will be revoked.



COMPLETE YOUR ADMISSION PROCESS

Submission Deadline	Admission Documents	Requirements
Before 20th June	Online "Admission Acceptance Form"	Complete the online form before the deadline
Before 30th September (Submit in person)	Original Authenticated Diploma (of the Highest Degree)	<p>❶ The highest degree diploma and transcript in English or Chinese must be authenticated by the R.O.C embassy, consulate office, or Taipei Economic & Culture Office in the country of the graduated university.</p> <p>❷ Students graduated from a Taiwanese university must submit diploma and transcripts in Chinese and they are not required for further authentication.</p>
	Original Authenticated Full Transcript (of the Highest Degree)	

VISA & ALIEN RESIDENT CERTIFICATE (ARC)

After receiving your Letter of Acceptance, you must start to apply for your visa:

- ❶ We strongly recommend you to apply for the "Resident Visa"
- ❷ Students who have entered Taiwan with a visa for the purpose of pursuing studies must make the necessary visa change into ARC
- ❸ The ARC must be submitted to the OIA before 31st October

VISA & ALIEN RESIDENT CERTIFICATE (ARC)

1

Visitor Visa holders must make the necessary visa change to Resident Visa at the **Bureau of Consular Affairs** before their visa's expiration date.

2

Resident Visa holders are required to apply for the ARC at the **Ministry of Interior National Immigration Agency** within **15 days** after your arrival

3

ARC holders have to apply for ARC extension in one month within the expired date.

Students with any queries regarding visa should contact the Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C directly.



+886-2-2343-2888



<http://www.boca.gov.tw/>

HEALTH INSURANCE

All international students attending NSYSU are required to purchase personal health insurance prior to joining the National Health Insurance (NHI) in Taiwan. Your health insurance must be valid for at least **six months** starting as your arrival in Taiwan.

1

If you choose to purchase health insurance abroad, the proof of medical coverage must be authenticated by the R.O.C. Embassy, Consulate Office, or Taipei Economic & Culture Office in your country.

2 If you choose to purchase health insurance through the University, the cost is NTD 3,000 for 6 months. The insurance fee will be included on the tuition fee payment invoice.

3 According to National Health Insurance Act, any international students continuously staying in Taiwan over six months is obligated to join the NHI. Once you are qualified to join the NHI, OIA will inform you by email. If you have already joined the NHI program please inform OIA beforehand. The NHI fee will be included on the tuition fees payment invoice every semester.

For more detailed information, please visit: National Health Insurance Administration, Ministry of Health and Welfare

TUITION FEES

- 1** There are two semesters in one academic year.
- 2** You have to pay tuition and fees within two weeks upon the new semester starts.
- 3** Students with scholarship (Taiwan scholarship, NSYSU scholarship, etc.) need to prepare sufficient financial support (at least of USD3,500) to cover your expenses for the enrollment.
- 4** The following table is the tuition fee for one semester in NT dollars.

College	Bachelors	Masters	PhD
Liberal Arts	49,460	53,760	53,760
Science/ Medicine	57,420	57,300	57,300

College	Bachelors	Masters	PhD
Engineering	57,880	58,280	58,280
Management	50,260	54,140	54,140
IBMBA / GHRM	-	63,560	-
Marine Sciences	57,420	57,300	57,300
Social Sciences	49,460	53,760	53,760

This is for AY 2022-23 only. The fee standard is subject to change each academic year.

NSYSU SCHOLARSHIP

NSYSU Scholarship for International Students:

- ❶ This scholarship is valid for one academic year for undergraduate students, who must apply yearly.
- ❷ The amount and quota of the scholarship are subject to change due to budget constraints and the number of applicants.
- ❸ Students with scholarships need to meet the required GPA standard each semester.
- ❹ Master students who do not take courses (from the 2nd year) can provide an advisor's reference instead.
- ✅ GPA 2.44 or above (70%) for undergraduates.
- ✅ GPA 3.38 or above (80%) for master students.
- ✅ Advisor's review form for PhD students.
- ❺ NSYSU scholarships for bachelor's degree doesn't offer any fee waivers and discounts.
- ❻ For detailed information please refer to our website:
<https://oia.nsysu.edu.tw/p/412-1308-20732.php?Lang=en>

- ⑦ Ph.D. scholarship (tuition fee waiver, but Student Insurance, Health Insurance, Computer, Internet, and Dormitory Fees are excluded) is valid for three academic years with a performance review every semester by the advisor.
- ⑧ The undergraduate scholarship with a monthly stipend (or MOE/MOFA Scholarship) will be transferred to the student's Post Office account on the 20th of every month (August, September, and February stipends will be combined and given in the next month).
- ⑨ NSYSU Scholarship recipients can have a part-time job on/off-campus with a valid work permit.

Please submit the below document to OIA at the beginning of the semester:

- ✓ Passbook copy of POST OFFICE account (For undergraduate scholarship awardees or MOE/MOFA Scholarship awardees)
- ✓ ARC copy or ARC Number Form copy
- ✓ Signed NSYSU Scholarship Agreements (for NSYSU Scholarship students ONLY)

OPEN A BANK ACCOUNT

If you plan to open a bank account in Taiwan, we recommend opening an account at the campus post office to avoid a service charge.

If you're a new student opening a Post Office account in NSYSU:



A valid ARC or ARC Number Form

A valid passport

Letter of Acceptance

NT\$100 deposit

Valid cellphone number and email address

WORK PERMIT

A valid work permit is required for international students who wish to work in Taiwan (either on-campus or off-campus). Students will need to upload the necessary documents and apply for them online:

- One photocopy of the student ID card, valid ARC, and passport
- NT\$100 administration fee payment receipt from the post office

Sample of post office payment form (can be collected from OIA)

98-04-43-04 郵政劃撥儲金存款單

收款帳號: 19058848

金額: 100 元

收款戶名: 勞動部勞動力發展署時僑許可收費專戶

寄款人: ☒ 他人存款 ☐ 本戶存款

姓名: YOUR NAME

地址: 80424高雄市鼓山區蓬海路70號

電話: +886-7-5252000

主管: _____

郵政劃撥儲金存款收據

收款帳號戶名: _____

存款金額: _____

電腦紀錄: _____

經辦局收款章戳: _____

More details:



How to apply:



TIME OF ARRIVAL & TRANSPORTATION

We strongly suggest you arrive by Taxi on the earliest date you can move into the dorm during the daytime because the dorms are located on the hill (P16). You may consider the following transportation routes.



Taiwan Taoyuan International Airport → Taiwan High-Speed Rail to Kaohsiung City Zuoying Station → NSYSU by taxi (Administration Building / Dorm A / International Village)



Kaohsiung International Airport → NSYSU by taxi

OIA, before school starts, will hold the international student **orientation** and welcome activities. Topics covered include visas, work permits, cultural adjustment, and import regulations. During orientation, you will have the opportunity to get to know other new international students and some current NSYSU students and explore NSYSU's comprehensive resources.

HOUSING, FREE CHINESE CLASS & MORE

1 On-Campus Housing



The dorm fee is charged per semester, excluding summer and winter vacations. The fee ranges from NT\$8,500 to NT \$17,000, and you will share a room with either 1 or 3 roommates depending on the dormitories. International Village is designed for two students sharing a room. Other dorms are designed for 4 students sharing a room. Please choose your accommodation preference when accepting the offer online; OIA will inform you of the room number before the semester starts.



2 Local Buddy

First-year students can apply for buddy through OIA before the deadline. OIA will arrange for Taiwanese students to help you to get used to local life; however, due to the limited number of buddies, we cannot guarantee a 100% matching rate. All of them are passionate volunteers and can communicate in English.



3 Host Family

We invite our university colleagues to be your host families. They are your mentor and friends who care about your academic performance and social needs. OIA will assign one host family to students who applied, and those with no relatives and friends in Taiwan shall have priority. Accommodation is not included.

4 Free Chinese Language Class

NSYSU provides free Chinese classes to international students every semester. The aim is to offer you an opportunity to enhance your Chinese language skills further and ease your transition to NSYSU and life in Taiwan. Chinese Language Center will assign you to an appropriate language class according to your proficiency. According to our senior students, the Chinese course is definitely not a course you would like to miss!



- The Chinese class for degree students is 12:10-1:50; Mon. and Wed.
- If the applicants are fewer than the minimum number of students for one type, degree students will take courses with exchange students on Tuesdays & Thursdays or suspend.
- CLC reserves the right to make the final decision.
- For the Chinese language course, please ensure you can attend the placement test if you have learned Chinese.
- Students who register for this class need at least 29 hours (out of 54) of attendance and final exam attendance to continue for the next semester.

HEALTH EXAMINATION

According to NSYSU registration regulations, ALL first-year students must take NSYSU physical examination before registering.

NSYSU physical examination differs from the B form (Health Certificate for Residence Application). If you have a B form, please bring it to exempt it from the X-ray check. Please come to OIA to get NSYSU physical examination form.

If you apply for a resident visa in Taiwan, you must complete the B form and NSYSU physical examination at Kaohsiung Medical University Hospital. You need to cover your material examination fees.

COURSE SELECTION

The account you use for most of NSYSU websites are all the same (as below):

Username:	your student ID number
Password:	Date of Birth (MM+DD) + first two letters of your name in capital, i.e., 1126JU for Julia Chan, born on 26 November.

The student ID number will be emailed before the semester starts. However, because the course arrangement differs between the degrees and departments, we strongly suggest you **carefully read** the following information and contact your department staff before selecting. There are SIX phases for course selection:

- | | | |
|----------------------------|-----------------------------|--------------------------|
| 1. First initial selection | 2. Second initial selection | 3. First add/drop period |
| 4. Second add/drop period | 5. Abnormal period | 6. Course withdraw |



[Click here to enter the course selection system](#)

COURSE SELECTION

Except for the first initial selection being limited to the bachelor's, the rest phases can apply to all degrees. Non-restricted courses can be chosen during the second initial selection. As for the restricted courses, they will be opened during add and drop period.

The reason why there are so many phases for course selection is to make sure that students can find the ideal courses. Most of the professors will briefly introduce the course and open the quota for those interested to sign up in the first two weeks.

Therefore, we suggest that students attend all the interesting classes in the first few weeks regardless of whether the courses are selected. Since the course arrangement framework varies to the degree, the further introduction will be explained individually:

1 Bachelor Degree

1. When you first enter the course system, you'll have some core courses registered on your schedule for this semester. All you need to do is to click "submit," and then you may start to choose other classes.

2. For the first initial course selection, you must select Chinese, English, sport, general education, and cross-area classes. For each category listed above, you have separately 100 points to bid for the courses. However, signing up for more than three classes in the same categories is not allowed.

3. The rule is the same from the second initial course selection phase throughout the rest. You list your interesting courses and prioritize them in the order of 1, 2, 3... etc.

4. The only thing you should remember is that the number of your priority can not be overlapped regardless of categories.

You may sign up for all the courses (including the ones that you
5. failed in the previous phases) except for which have special registration.

For undergraduate students, besides your major required courses,
6. you must choose general education courses and selective courses to meet the minimum standard of graduation credits.

7. You must sign up for at least 15 credits for every semester except the 4th year.

2 Masters & PhD

1. When you first enter the course system, you might have some core courses registered on your schedule for this semester. All you need to do is to click "submit," and then you may start to choose other classes.

2. The course selection rule for master's and Ph.D. is relatively simple and applies to all the phases. First, you list your interesting courses and then prioritize them in the order of 1, 2, 3...etc.

3. You may sign up for all the courses except for which have special registration. For each semester, you can sign up for 15 credits as a maximum.

4. For detailed course selection registration and regulation, please consult your respective department.

3 FAQ for Course Selection

1 Where can I see what courses have I registered so far?
You may browse the selection records and course schedule by logging in the course selection system → click “Inquiry regarding course selection result” → click “Information on current course selection”

2

Can I sign up for two courses that have time overlapped?

Yes, you may sign up for two. However, the system will only register you in one course eventually.

3

What is the difference between dropping and withdrawing from a class?

No record will be shown on the transcript if you drop a class in add/drop period. However, the score will not affect your final semester average grade if you withdraw from a class after the mid-term. Only a record "W" will stand in the transcript. Besides, there is no limitation for dropping class while up to two subjects can be withdrawn in one semester. Once you withdraw the class, you still need to meet the minimum required standard credit for the semester.

3 Course System Code (Explanation)

In the course system, we use codes to represent the class periods. You can use the following chart to check the exact time for class if you like.

Code	Time	Code	Time
A	7:00 - 7:50	6	14:10 - 15:00
1	8:10 - 9:00	7	15:10 - 16:00
2	9:10 - 10:00	8	16:10 - 17:00
3	10:10 - 11:00	9	17:10 - 18:00
4	11:10 - 12:00	C	18:10 - 19:00
B	12:10 - 13:00	D	19:10 - 20:00
5	13:10 - 14:00	E	20:10 - 21:00

CONTACT US

If you have any queries regarding the above information, please feel free to contact Ms. Christine Yen:



Office hours: Monday through Friday, 9 a.m. to 5 p.m.



Telephone: +886-7-5252000 #2242



Fax: +886-7-525-2630



Email: oia_degree@mail.nsysu.edu.tw



Address: Office of International Affairs, Room 1006, 1st floor of the Administration Building, No. 70 Lien-hai Road, Kaohsiung 804, Taiwan R.O.C

If you want to send any registered mail/packages to the school, please put your name & student ID number in the receiver's section so the mail room will deliver it to OIA, and we will email you for pick-up.