

## Important Notice for Newly Admitted International Students

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## Your Admission to Taiwan Tech under the impact of the COVID-19 pandemic

Dear international students,

Congratulations on your admission to Taiwan Tech in the 2020 fall semester!

As you all know, nations across the world have imposed travel restrictions to curb the spread of to COVID-19 epidemic. Until now (June 26, 2020), Taiwan has not lifted its travel banned for foreign nationals so that you will not be able to apply for a visa to Taiwan until further notice.

The good news is that the Taiwan government is now planning to lift travel restrictions for Resident Visa for Foreign Students but the policy is still under discussion. We expect the worst and hope for the best!

In the moment, we can only outline several options how to deal with the current situation. Please read the following information thoroughly.

- For the latest admission information, please check the [Taiwan Tech website](#) and [Office of Academic Affairs website](#)

- For up-to-date information on travel restrictions, please check the [Taiwan Centers for Disease Control](#)

- For Visa application: Please consult [Taiwan Embassies and Missions Abroad](#).

What you want to do...	What you can do...
1. I want to join Taiwan Tech in fall semester 2020	<ol style="list-style-type: none"> <li>1) Taiwan has not lifted its general travel ban for foreign nationals so that you will not be able to apply for a visa to Taiwan until further notice.</li> <li>2) Exemption from the travel ban: Enrolled international degree students from selected countries may enter Taiwan after undergoing quarantine (for details see below)</li> <li>3) Once the travel ban is lifted, international students will have to submit arrival plans which the Taiwan Ministry of Education has to approve. We will keep you updated about travel restrictions, visa application, quarantine regulations etc.</li> <li>4) Important: All information is subject to change following updates of epidemic prevention measures by the Taiwan Government.</li> </ol>
2. I want to defer my studies at Taiwan Tech to the spring semester 2021 because of travel restrictions in Taiwan.	<ol style="list-style-type: none"> <li>1) Please submit your defer request by completing the <a href="#">Request Form</a> and email it to <a href="mailto:admission@mail.ntust.edu.tw">admission@mail.ntust.edu.tw</a> before September 14, 2020.</li> <li>2) If you hold a NTUST Scholarship and wish to defer your studies, your scholarship payments will be stopped until your return to Taiwan/ registration at Taiwan Tech.</li> <li>3) Important: Newly enrolled <b>undergraduate students cannot</b> apply for deferral, but have to go through the following procedures: Please complete your registration at Taiwan Tech and pay the tuition fee. You may then apply for “leave of absence” (before 2021, Jan 6th), and your tuition fee will be</li> </ol>

	<p>completely reimbursed. Thus, your admission to Taiwan Tech will remain valid for the coming semester. For more information, please email to Ms. Lydia <a href="mailto:lydia@mail.ntust.edu.tw">lydia@mail.ntust.edu.tw</a></p>
<p>3. I want to defer my studies at Taiwan Tech to the spring semester 2021 because of travel restrictions in my country.</p>	<ol style="list-style-type: none"> <li>1) Please submit a proof of your country's travel ban and your defer request by completing the <a href="#">Request Form</a> and email it to <a href="mailto:admission@mail.ntust.edu.tw">admission@mail.ntust.edu.tw</a> before September 14, 2020.</li> <li>2) If you hold a NTUST Scholarship and defer your studies because of the above reason, your scholarship payments will be put on hold until your enrollment.</li> <li>3) Important: Newly enrolled <b>undergraduate students cannot</b> apply for deferral, but have to go through the following procedures: Please complete your registration at Taiwan Tech and pay the tuition fee. You may then apply for "leave of absence" (before 2021, Jan 6th), and your tuition fee will be completely reimbursed. Thus, your admission to Taiwan Tech will remain valid for the coming semester. For more information, please email to Ms. Lydia <a href="mailto:lydia@mail.ntust.edu.tw">lydia@mail.ntust.edu.tw</a></li> </ol>
<p>4. I want to join remote courses in fall semester 2020 because of travel restrictions in Taiwan or in my country.</p>	<ol style="list-style-type: none"> <li>1) Depending on demand, it will be decided which courses will offer distance learning options. If you wish to join courses remotely, please complete the <a href="#">course survey</a> before August 1, 2020 to help us plan the courses.</li> <li>2) The Office of Academic Affairs will inform you by email about the availability of remote study around August 20, 2020.</li> <li>3) If you wish to join courses with distance learning options, please follow the instructions below before August 31, 2020: <ol style="list-style-type: none"> <li>a. Please write an email with the subject line "<b>Taiwan Tech Remote Registration_ your application no. _ your name</b>" and send it to <a href="mailto:admission@mail.ntust.edu.tw">admission@mail.ntust.edu.tw</a> (for master's and doctoral programs); Ms. Lydia <a href="mailto:lydia@mail.ntust.edu.tw">lydia@mail.ntust.edu.tw</a> (for undergraduate students)</li> <li>b. Please complete on-line registration by uploading the required documents <a href="#">here</a>. The hardcopies of the required documents will have to be checked, when you resume your on-campus studies at Taiwan Tech.</li> <li>c. The Office of Academic Affairs will email you the payment authorization form (by credit card) after checking your registration documents</li> <li>d. Fill out the Payment Authorization Form and email it back to <a href="mailto:admission@mail.ntust.edu.tw">admission@mail.ntust.edu.tw</a> (for master's and doctoral programs); Ms. Lydia <a href="mailto:lydia@mail.ntust.edu.tw">lydia@mail.ntust.edu.tw</a> (for undergraduate students) with the subject line "<b>Taiwan Tech</b></li> </ol> </li> </ol>

	<p><b>Remote Registration Payment Authorization Form_ Application No. _ name”</b></p> <p>e. You will be informed about your registration status once the payment is done. Upon successful registration, you will receive a student ID number and password to access the Student Information System to select the courses.</p>
5. If I take remote courses, how much tuition and fees do I have to pay?	<ul style="list-style-type: none"> <li>• Undergraduate students will not have to pay general tuition fees. Instead, you will have to pay credit fees, based on the number of credits you take. It is guaranteed that the maximum amount of credit fees shall not exceed the general tuition fee. For fees per credit hours please refer to <a href="#">Tuition and Fees</a>.</li> <li>• Master’s and doctoral students will have to pay the basic tuition fees only.</li> <li>• NTUST Scholarship (full scholarship or partial scholarship) recipients: Tuition and fees will be waived, but you will still need to pay insurance fees, and computer and software usage fees. These are mandatory fees which cannot be waived.</li> <li>• NTUST Scholarship (full scholarship or partial scholarship) recipients: The payment of the monthly scholarship instalments will be stopped during the distance learning period. Payments will be resumed when you arrive in Taiwan and finish enrollment for the new semester.</li> </ul>
6. I have registered for remote study and selected several courses, but I want to drop some of the courses.	<p>You have two chances to drop the courses. The first period will be from Sep 14 - 28, 2020 (course adding &amp; dropping period). The second period will be from Nov 23 to Dec 10, 2020 (second course withdrawal period). Be sure to cancel the courses that you do not plan to take. Otherwise, you may receive Grade “0” which will be shown on your transcript.</p>
7. I have already finished remote registration but want to apply for the leave of absence.	<p>Please download and fill out the <a href="#">application form</a>, and send it to <a href="mailto:admission@mail.ntust.edu.tw">admission@mail.ntust.edu.tw</a> before 6<sup>th</sup> of January 2021, the Office of Academic Affairs will help you to finish the procedures.</p>
8. I want to cancel my admission to Taiwan Tech.	<p>Please <a href="#">click the link</a> and submit your cancellation so we will not send emails (asking your travel history or intention of enrollment...) to you anymore.</p>

# 1. Arrival Information in Taiwan

## (1) Arrival date & quarantine period

2020 Fall Semester Registration Schedule				
Sep 5: Move into on-campus dormitory		Sep 14: Class begin		
Sep 9-11: New student registration		Sep 14-28: Course adding / dropping		
21-day Epidemic Prevention Measures (14-day quarantine + 7-day health self-monitoring)				
	Arrival date in Taiwan	14-day self - quarantine	7-day health self-monitoring	Campus entry day
1	Aug 15	Aug 16 - Aug 29	Aug 30 - Sep 5	Sep 6
2	Aug 16	Aug 17 - Aug 30	Aug 31 - Sep 6	Sep 7
3	Aug 17	Aug 18 - Aug 31	Sep 1 - Sep 7	Sep 8
4	Aug 18	Aug 19 - Sep 1	Sep 2 - Sep 8	Sep 9
5	Aug 19	Aug 20 - Sep 2	Sep 3 - Sep 9	Sep 10
6	Aug 20	Aug 21 - Sep 3	Sep 4 - Sep 10	Sep 11
During the period of heal self-monitoring, you should:				
1. Stay at home, do not socialize. You are not allowed to enter Taiwan Tech campus.				
2. Wear a surgical facemask if you need to go out.				
3. Measure your body temperature twice a day (morning and night)				
4. If you experience symptoms (including fever, coughing, or shortness of breath), please phone 0937-427-084 (English hot line) or 0800-695-995 (Chinese hot line) immediately for further instructions				
14-day Epidemic Prevention Measures				
	Arrival date in Taiwan	14-day Self - quarantine		Campus entry day
1	Aug 22	Aug 23 - Sep 5		Sep 6
2	Aug 23	Aug 24 - Sep 6		Sep 7
3	Aug 24	Aug 25 - Sep 7		Sep 8
4	Aug 25	Aug 26 - Sep 8		Sep 9
5	Aug 26	Aug 27 - Sep 9		Sep 10
6	Aug 27	Aug 28 - Sep 10		Sep 11

## (2) Before departure:

- Please fill out the [online questionnaire](#) on your travel plans. It is compulsory to submit a detailed and accurate plan of your itinerary.
- If you test positive for COVID-19 after entry to Taiwan and need medical treatment, you are responsible for all medical expenses. We strongly advice to purchase medical / travel insurance, before you come to Taiwan.

## (3) Upon arrival:

- Quarantine: Arriving passengers are required to stay at a designated quarantine facility for 14 days, followed by 7 days of health self-monitoring in private accommodation. Violations of quarantine

regulations will be fined by NTD100,000-150,000 according to Taiwan law.

- 14 days in a quarantine facility: The room fare is minimum NTD 2,500 per day including meals. Details on the coverage of expenses are still under discussion and will be released as soon as possible.
- Accommodation during 7-day health self-monitoring period:
  - a) Students who are living in on-campus dormitories: You must not enter Taiwan Tech campus during the health self-monitoring period. You have to stay in accommodation outside the campus for 7 days, following health self-monitoring guidelines. Details on the arrangement of accommodation and expenses are still under discussion and will be released as soon as possible.
  - b) Students who are living off-campus: Please return to your own accommodation after the 14-day quarantine period, and stay at home for 7 days following health self-monitoring guidelines.

## 2 Important dates

Date	Things to do
Sept. 5	Move into the on-campus dormitory
Sept. 7	English Entrance Exam for Bachelor degree students (including double degree programs). If you have passed the official English Proficiency Test (at least CEFR B1 level, equivalent to 550 scores in TOEIC) within two years before entering Taiwan Tech, you may apply for exemption of the test.
Sept. 9 – 11	New student registration
Sept. 12 – 13	Newly admitted international students' health check-up
Sept. 14	Classes begin
Sept. 14 – 28	Course adding / dropping period
Sept. 16	Deadline of credit transfer
Sept. 19 -20	Taipei Walking Tour (fee paying)
Date to be confirmed	Seminar on Gender Equality for all new students (Obligatory for all new students)

### 3 Orientation Day for New International Students

Date: Wednesday, September 9, 2020

Place: AU-101

Time	Content	Speaker
08:45-09:00	Students Check-in	
09:00-09:10	Ice Breaking	
09:10-09:20	Welcome Address	
09:20-09:35	Student Services Information <ul style="list-style-type: none"> <li>• Dorm Regulations / Housing</li> <li>• Health Center Introduction</li> <li>• Health Examination</li> <li>• Student Counselling Service</li> </ul>	Office of Student Affairs
09:35-09:50	Mandarin Chinese Program <ul style="list-style-type: none"> <li>• Course Information</li> <li>• Course Selection Procedures</li> </ul>	Language Center
09:50-10:00	Break	
10:00-10:15	Essential Information: Visa and residency <ul style="list-style-type: none"> <li>• Getting your ARC</li> </ul>	National Immigration Agency
10:15-10:30	Essential Information: Insurance and Finances <ul style="list-style-type: none"> <li>• National Health Insurance</li> <li>• Work Permit</li> <li>• NTUST Scholarships</li> <li>• Open A Postal Savings Account</li> </ul>	Office of International Affairs
10:30 -11:00	Essential Information: Academic <ul style="list-style-type: none"> <li>• Graduation Requirements</li> <li>• Student Information System</li> <li>• Course Inquiry System</li> <li>• Course Selection Procedure and System</li> </ul>	Office of Academic Affairs Section of Graduate Studies
11:00-11:10	Break (Students from Department of Industrial Management leave)	
11:10-11:30	Campus Life: Introducing Taiwan Tech Student Associations	
11:30-12:00	Concluding Remarks	
12:00-13:20	Welcome Reception for Newly Admitted International Students	

#### 4 New International Students Registration

Date: September 9 - 11, 2020

Please go to the Office of International Affairs, IB-402

Details will be announced at the Orientation Day

#### 5 Taipei Walking Tour (Fee-paying)

	Historic Tour	Golden Age Tour
Route	Longshan Temple Bopiliao Historical Block Ximen Red House Presidential Office 228 Peace Memorial park Chiang Kai-Shek Memorial Hall More: <a href="https://www.likeitformosa.com/historic">https://www.likeitformosa.com/historic</a>	North Gate Taipei Post Office Tianma Tea House Xia Hai City God Temple Dadaocheng Dihua Street More: <a href="https://www.likeitformosa.com/goldenage">https://www.likeitformosa.com/goldenage</a>
Duration	3 hrs.	2.5 hrs.
Price	NTD 120	NTD 120
Meeting point	Exit 1, MRT Longshan Temple Station	Exit2, MRT Beimen Station
Meeting time	10:00	10:00
Tour date	Saturday, September 19, 2020	Sunday, September 20, 2020
Registered	The <a href="#">online registration</a> is required	
Payment	Pay the tour fee (non-refundable) from 12:00-13:20, Wednesday, September 9, 2020 during the period of Welcome Reception at AU-101.	



## 6 Required documents upon arrival in Taiwan Tech

Students from **Indonesia, the Philippines, Vietnam and Malaysia** who have graduated from universities in their home countries are **not** required to authenticate their diploma, transcript records, medical and accident insurances, but the financial statement needs to be certified by a notary public.

1) Passport	
2) Original Diploma in English	<ul style="list-style-type: none"> <li>• Master's program: Please submit Bachelor's degree diploma</li> <li>• Ph.D. program: Please submit master's degree diploma.</li> </ul>
3) Original Transcript Record in English	<ul style="list-style-type: none"> <li>• Master's program: Please submit Bachelor's degree</li> <li>• Ph.D. program: Please submit Master's degree</li> </ul>
4) Original Authenticated Diploma	If the original diploma is neither in English nor in Chinese, an authenticated English translation is needed together with the original.
5) Original Authenticated Transcript in English	
6) Authenticated Financial Statement	<ul style="list-style-type: none"> <li>• The financial statement must be authenticated by an overseas Embassy or Mission of Republic of China (Taiwan)</li> <li>• This item is waived for students with a NTUST scholarship of full or partial monthly stipends</li> <li>• Students (with or without full or partial NTUST scholarship) who enter Taiwan with a visitor visa and would like to transfer the visitor visa to a resident visa in Taiwan have to submit a financial statement authenticated by an overseas Embassy or Mission of Republic of China (Taiwan).</li> <li>• Applicants who receive support from other funding institutions, must provide supporting documents.</li> <li>• If the account name stated in the bank statement is name of the applicant's parents, a declaration of financial support written by that parent is required. In that statement, the sponsor must declare that she/he would pay for all expenses incurred during the applicant's studies in Taiwan.</li> </ul>
7) Original Authenticated Medical and Accident Insurance	Proof of medical and accident insurance issued outside Taiwan covering the period from the date of entry into Taiwan to at least six months after enrollment at Taiwan Tech, or a 6-month international student medical insurance offered by Taiwan Tech which is available upon registration for a charge of NT\$3,000.
8) Copy of the above documents	
Document authentication: Your documents must be authenticated by the Taiwan Mission which is	

responsible for your consular district. Please check the consular districts of the country which issued your passport/travel document) at <http://www.boca.gov.tw/np.asp?ctNode=788&mp=2>  
 For example, documents issued from Ethiopia or Pakistan must apply to the Taipei Economic and Cultural Representative Office in the Kingdom of Saudi Arabia for authentication

## 7 Insurance

The student must submit proof of purchase of medical and accidental insurance covering a period of at least six months starting from the date of entering Taiwan. The above proof of purchase of insurance may be submitted via one of the three following methods:

- (1) A six-month overseas student insurance policy (cost NT\$ 3,000) can be purchased at the time of registration at the Office of International Affairs in Taiwan Tech. The receipt has to be submitted as the required proof of purchase of insurance. If the proof of purchase of insurance was issued outside Taiwan (English version), the proof of purchase and its photocopy must be authenticated by an overseas embassy or representative office of the Republic of China (Taiwan) before being submitted to Taiwan Tech.
- (2) Students who are already enrolled in Taiwan's National Health Insurance Program must show their Taiwan NHI card and a photocopy of it as the required proof of purchase of insurance. Payment of the premium to continue the NHI coverage will be paid through the university (premium for six months=NT\$4,494).

## 8 Academic Regulations (Fall 2020): Important Information

These regulations are adopted from Taiwan Tech regulations in Chinese. In case of any discrepancies between the English translation and the Chinese original regulations, the Chinese original version prevails.

Requirements for conferral of a Master/Ph. D. degree		
	Master	Ph. D.
Period of Study	1-4 years	2-7 years
Minimum credits (Passing Grade : B-) The department's rules prevail.	1. MBA program: 45 2. Other departments in College of Management: minimum:36 3. Other departments: 24	1. Industrial Management: 30 2. Other departments in College of Management: 24 3. Other departments: 18
Required courses	Refer to your department's regulations	
Qualifying exam		College of Management (within the first 3 years) Other Departments (within the first 2 years) Passing score: 70 (B-)

		Students who fail the first time, may apply for one subsequent attempt. If they fail the second attempt, they will be expelled from the program.
Oral defense	Thesis	Dissertation
	Fall semester: from Oct. 1 to Jan. 31 / Spring semester: from April 1 to July 31	
Regulation of Academic Research Ethics Course	Master's and doctoral students must complete this course before the end of their first year. Passing this course is a requirement for the degree examination. The link for the registration system: <a href="http://cla.ntust.edu.tw/files/11-1101-6263.php?Lang=zh-tw">http://cla.ntust.edu.tw/files/11-1101-6263.php?Lang=zh-tw</a>	
Laboratory Safety Training Course Time: 18:00-21:00, 7th October, 2020 Venue: IB-101	The training course is mandatory and required by law for all new graduate students who will have to do laboratory work. Registration Website: <a href="http://140.118.70.185/Front/login.aspx">http://140.118.70.185/Front/login.aspx</a> Contact: Miss Chieh-Ju Yu, e-mail address: <a href="mailto:amandayu@mail.ntust.edu.tw">amandayu@mail.ntust.edu.tw</a>	
Others	Please contact your department	

## 9 Course Selection

- Classes begin: September 14, 2020
- Course adding/dropping (including courses offered by NTU system) September 14 -28, 2020
- Course Selection System: <https://courseselection.ntust.edu.tw/>
- 2<sup>nd</sup> course withdrawal period: Nov. 23 – Dec. 10, 2020 via Course Selection System. *Courses that are withdrawn during the 2<sup>nd</sup> course withdrawal period will be marked “W” (i.e. withdrawn) on transcripts.*
- Academic regulations and forms download (e.g. academic certificate application etc.):

Please visit <http://www.academic.ntust.edu.tw/files/11-1001-836.php?Lang=en>

- ❖ Be sure to drop the courses that you do not plan to attend. Otherwise, you may receive Grade “0” which will be shown on your transcript.

## 10 Credit Transfer

Credits gained during previous studies at college or university can be transferred as graduation credits at the applicant's request after approval by the chairperson of the department. After registration at Taiwan Tech, new students may apply for credit transfer by submitting original transcripts before September 16, 2020. Credit transfer is limited to 1/2 of the total credits required for graduation for degree students, and to 2/3 of required credits for double-degree students. Applications after the deadline will not be accepted. Please contact your department for details.

## **11 Course Selection**

Contact your department for detailed information about graduation requirements.

Please log into the student information system, and check your course selection every semester to make sure that you take all required courses.

## **12 Student Information System**

New students have to log into the system to complete the new student information input, print out the registration form (front page) and submit it to Taiwan Tech upon registration before Oct. 23, 2020.

## **13 Tuition and Supplementary Fees Payment**

(1) Details of tuition and supplementary fees:

<http://www.admission.ntust.edu.tw/files/11-1004-1158.php?Lang=en>

(2) If you discover an error on your tuition and supplementary fee bills, do not pay the bills. Please go to respective office (such as the Graduate Studies Section, the Register Section, Office of International Affairs, Office of Student Affairs, etc.) to ask for the corrected bill.

## **14 Leave of absence/ withdrawal**

(1) Leave of absence:

- ❖ Maximum: 2 years
- ❖ Fill out the application form
- ❖ Your ARC will be suspended during absence period.

(2) Withdrawal

- ❖ Fill out the application form.
- ❖ Your ARC will be suspended.

## **15 Importance Information on NTUST Scholarships**

(1) International students who apply for admission to our English-taught master's and doctoral degree programs as full-time students may apply for a one year-NTUST Scholarship.

(2) Not eligible to apply are

- Students who are already receiving other forms of financial aid from the R.O.C government or Taiwan Tech (Exceptions to this regulation include research stipends or work-study payments, and financial aid provided under special agreements signed with Taiwan Tech.).
- Students who are enrolled at another university in Taiwan while taking courses at Taiwan Tech.
- Those who are engaged in full-time paid employment in the R.O.C.

(3) Duration and amount of NTUST scholarships

Type		Duration	Amount of scholarship
Full scholarship	Master's program	Maximum 1 year	NT\$12,000 / month
	Ph.D. program	Maximum 3 years	NT\$18,000 / month
Partial scholarship	Master's program	Maximum 1 year	NT\$9,000 / month
	Ph.D. program	Maximum 3 years	NT\$12,500 / month
Tuition waiver	Master's program	Maximum 1 year	
	Ph.D. program	Maximum 3 years	
For scholarship recipients, tuition and fees are waived for each year of the scholarship.			

- (4) Scholarships for Ph. D programs are granted for one year, and may be extended to a maximum length of 3 years depending on the student's academic and research performance.
- (5) NTUST scholarship recipients who wish to transfer to another department must re-apply for the scholarship through the new department. The scholarship awarded by their original department is not transferable to the new department.
- (6) Students who already receive scholarships from different sources of funding (e.g. by the Taiwan Government, other government agencies or other organizations) may not apply for a NTUST scholarship. If the OIA receives notification about scholarship payments by another agency, NTUST will not accept scholarship applications and payments of previously granted scholarship will be halted.
- (7) The payment of NTUST scholarships (full and partial) is divided between departments and the university: The department/ thesis advisor provides NTD2,000 of the monthly stipend to master's students and NTD3,000 to doctoral students, with the remaining portion of the stipend provided by the university. While some departments may put his policy into practice starting from the first year, it is usually applied from the second year of a master's or doctoral program, continuing to the third year of doctoral programs. For example: a master's degree student with a full monthly stipend will receive NTD2,000 from the department and NTD10,000 from the university.
- (8) How to begin receiving your scholarship payment?

After you have arrived at Taiwan Tech, you must apply for an Alien Resident Certificate (ARC). Once you have your ARC, you must go to the campus post office to open a postal savings account. After that, please go online to Student Information System – Office of International Affairs to register your information. Please make sure that all the information you have provided is correct. Because of the high volume of administrative processing work at the beginning of a new semester, scholarship students should expect to receive their *September and October stipend payments around the end of*

*October, while February and March stipend payments will be deposited around the end of March. Because of this, students should prepare enough funding to cover their first two months of living expenses.* Also, please note: Because of administrative delays caused by the Lunar New Year, there may be a delay in the depositing of scholarship stipends over the winter vacation. *So, scholarship students are advised to save some money ahead of the winter vacation to get them through any delay until their next stipend is deposited.*

## 16 Visa Application

An Offer of Admission from Taiwan Tech is not a guarantee for the approval of issuance of a Resident Visa. Visa shall only be approved by an overseas Embassy of Republic of China (Taiwan). If you are holding a Visitor Visa, please read the below information thoroughly.

### (1) Resident Visa

Foreign nationals who have entered the ROC (Taiwan) with Visitor Visas for the purpose of pursuing studies must make the necessary visa change into a Resident Visa at the Bureau of Consular Affairs, Ministry of Foreign Affairs, before the Visitor Visa's expiration date.

For information on Visitor Visas, please see <https://www.boca.gov.tw/mp-2.html>

(Click "Visa" → Click "Resident Visas" → Click "Detailed Information on Republic of China Resident Visas" → Click "Residents Visas for Foreign Students".)

- Required Documents

Application form	<ul style="list-style-type: none"> <li>Go to website: <a href="https://visawebapp.boca.gov.tw/">https://visawebapp.boca.gov.tw/</a>.</li> <li>Fill out the application form online and print it out.</li> <li>Make sure the application form shows a bar code on it.</li> <li>Sign the application form.</li> </ul>
Two color passport-size photos	<ul style="list-style-type: none"> <li>Paste on the application form two color passport-size photos with a white background taken within 6 months.</li> </ul>
Passport and one photocopy of the passport	<ul style="list-style-type: none"> <li>The passport must be valid for at least 6 months and there are blank pages left in it.</li> <li>One photocopy of the passport bio-page including the holder's picture is required.</li> </ul>
Original and one photocopy of health certificate	<ul style="list-style-type: none"> <li>The health certificate should be issued within 3 months by one of the local hospitals designated by the Centers for Disease Control of Ministry of Health and Welfare of the R.O.C. (Taiwan) or a foreign hospital.</li> <li>Health certificates issued by foreign hospitals must be authenticated by an R.O.C. (Taiwan) overseas mission.</li> <li>Visit the website of the Centers for Disease Control at <a href="https://www.cdc.gov.tw/En">https://www.cdc.gov.tw/En</a> for <u>health checkup items</u> and <u>the list of designated local hospitals</u>.</li> </ul>
Original and one photocopy of admission permit or record of enrollment, registration and transcripts	<ul style="list-style-type: none"> <li>For school applications and admission permits, follow the instructions of the "<u>Regulations Regarding International Students Undertaking Studies in Taiwan</u>" promulgated by the Ministry of Education.</li> <li>The admission permit is required for Resident Visa application.</li> <li>For high schools and below, only students from countries whose citizens are allowed to enter the R.O.C. (Taiwan) under visa-waiver program may enroll in high schools that are accredited to accept</li> </ul>

	<p>foreign students by the Ministry of Education.</p> <ul style="list-style-type: none"> <li>• Students already studying in the R.O.C. (Taiwan) on a Visitor Visa and wishing to apply for a Resident Visa are required to present the record of enrollment and registration as well as transcripts.</li> </ul>
Original and one photocopy of highest education diploma and transcripts	<ul style="list-style-type: none"> <li>• For diplomas and transcripts in languages other than Chinese or English, a Chinese- or English-translation version is also required. (Must be authenticated by an R.O.C (Taiwan) overseas mission.)</li> </ul>
Original and one photocopy of proof of financial support	
Other supporting documents	<ul style="list-style-type: none"> <li>• Supporting documents such as the purpose of visiting Taiwan, parental consent, letter of guarantee by references in Taiwan, consent from the guardians in Taiwan or proof of no-criminal record may be required on a case-by-case basis.</li> <li>• Students who apply for a Resident Visa after having arrived in the R.O.C. (Taiwan) are required to present also one photocopy of the Visitor Visa and the immigration entry stamp.</li> </ul>

- Application Procedure:
 

Applicants outside of Taiwan who meet the requirements for students' Resident Visa are advised to apply for the visa from an R.O.C. (Taiwan) overseas mission.
- Applicants who enter Taiwan on a Visitor Visa which qualifies the applicants for Resident Visa application for undertaking studies must apply for a Resident Visa **8 work days** before the duration of stay expires. Applicants may apply to the Bureau of Consular Affairs or any of its Central, Southwestern, Southern, or Eastern Taiwan Offices.
- Notice
  - (1) Visa issuance is an act of sovereignty. According to the "Statute Governing Issuance of R.O.C. Visas in Foreign Passport" and "Enforcement Rules for the Issuance of R.O.C. Visas to Foreign-Passport Holders," the R.O.C. reserves the right not to issue a visa and is under no obligation to disclose the reason. Application fee for no-issuance cases is non-refundable.
  - (2) Processing of Resident Visa application inside the R.O.C. (Taiwan) takes 8 work days. Resident Visa applicants are advised to apply to the Bureau of Consular Affairs 8 work days before the duration of stay expires. Application will be turned down and fee not refunded if required documents are not submitted in full within 8 days after the applicant is informed by the Bureau of Consular Affairs. If the applicant's duration of stay expires while the Resident Visa is under processing and eventually rejected, the applicant is to assume the sole responsibility of overstay and the penalty therefore imposed.
  - (3) Original documents are to be returned after review. Documents produced outside of the R.O.C. (Taiwan) and in languages other than Chinese or English must be accompanied by a Chinese- or English-translation version.
  - (4) For visa application fees, please refer to "[Standard Fees for R.O.C. \(Taiwan\) Visas in Foreign](#)



[Passports”\(pdf file\).](#)

- (5) Those who enter the R.O.C. (Taiwan) without a visa or with a landing visa and those who enter the R.O.C. (Taiwan) on a Visitor Visa not for the purpose of undertaking studies may not apply for a Resident Visa or an extension of duration of stay on the ground of undertaking studies. Those not enrolled as full-time students may not apply for a Resident Visa on the ground of undertaking studies.
- (6) Those who enter the R.O.C. (Taiwan) on a Resident Visa or get a Resident Visa after having arrived in the R.O.C. (Taiwan) must apply for an Alien Resident Certificate and Re-entry Permit at [local service centers of National Immigration Agency](#). The former must apply within 15 days from the next day of arrival, and the latter must apply within 15 days from the Resident Visa issuance date. Duration of stay is noted on the Alien Resident Certificate.
- (7) Obtaining a school admission permit does not guarantee the issuance of a Resident Visa. Obtaining a Resident Visa does not entitle the visa holder to enter the R.O.C.(Taiwan).

For more details, please contact the Bureau of Consular Affairs, Ministry of Foreign Affairs

Website: <https://www.boca.gov.tw/mp-2.html>

Address: 3-5F, 2-2, Sec.1, Jinan Rd., Zhongzheng Dist., Taipei City 10051, Taiwan (R.O.C.)

Tel: (+886) 2-2343-2888

E-mail: [post@boca.gov.tw](mailto:post@boca.gov.tw)