

# University of Taipei

## Guidelines for International Visiting Students

Passed at the Third Meeting of the Executive Council on November 7, 2017

1. University of Taipei (“the University”) formulated these Guidelines in order to boost international exchange, support policies of internationalization, and promote international academic collaboration, as well as assist international students not registered in a program at the University (“international visiting students”) to pursue studies on campus.
2. “International visiting student” means a student from overseas who either applies or is invited by a University professor to pursue studies at the University and receives permission. The period of study for visiting students lasts in principle for one semester, but may continue for a maximum of two semesters. In principle, international visiting students pay for their studies at the University. Upon completion of studies, the University will provide a credit certificate, but will not award a degree.
3. Eligibility  
Applicants must be currently enrolled at a higher education institution overseas. Applicants do not need to be enrolled at a partner institution or an institution which has signed a collaborative agreement with the University.
4. When to apply  
Applications are accepted from November 1 until November 30 and May first until May 31 during the semester that precedes the intended semester of study.
5. There are two types of required documents: general and individual. Details are as follows:
  - (1) General documents:
    - i. Recommendation letter
    - ii. Application form
    - iii. Study plan
    - iv. Certificate of enrollment (at institution overseas)
    - v. Proof of medical insurance covering intended duration of stay in Taiwan
  - (2) Individual documents  
Graduate students (PhD/MA): a consent form from their advisor at the institution overseas and a consent form from their intended advisor at the University.

Undergraduate students: a consent form from their program director at their institution overseas and a consent form from the director of the program at which they intend to study at the University

6. In accordance with University regulations, international visiting students are entitled to receive:
  - (1) A student identification card (issued by the Office of International Affairs)
  - (2) Access to campus facilities such as libraries, computer labs, and sporting facilities, subject to individual regulations
  - (3) An opportunity to apply for on-campus housing, subject to availability.
7. Related procedures:

After an application has been approved, the Office of International Affairs will issue a notice of admission. The Office will then forward the student's information to the Office of Continuing and Extension Education where it will be entered into the information management system. Upon completing studies, the Office of Continuing and Extension Education will issue a credit certificate.
8. Fees are collected in accordance with the following standards:
  - (1) Basic tuition and miscellaneous fees: NT\$24,000
  - (2) Electives: NT\$3,000 per credit
  - (3) Advising for independent research: NT\$14,000 for PhD students; NT\$8,000 for master's students
  - (4) Individual music tutorials: NT\$16,000
  - (5) Additional fees for student IDs or housing are handled in accordance with University regulations.

Payment methods are the same as for exchange students from partner institutions.
9. International visiting students must adhere to the laws of Taiwan (R.O.C.) and University regulations during their course of studies.
10. Any matters not covered in these Guidelines will be handled in accordance with the regulations of the Ministry of Education and the University.
11. These Guidelines were passed by the Executive Council and implemented following the approval of the President.