

# University of Taipei

2023-2024

## Exchange Program Application Information



臺北市立大學  
UNIVERSITY OF TAIPEI

Updated Date: August 30, 2023

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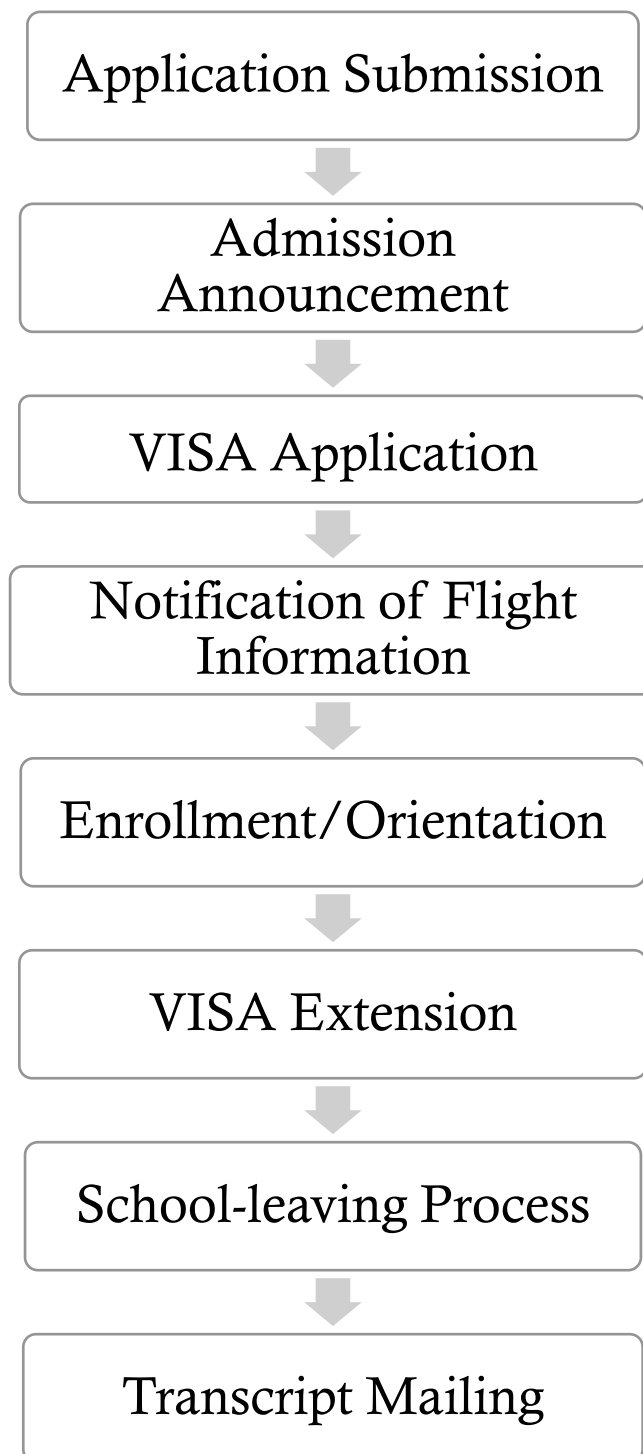
# Institution Information

<b>University Name</b>	University of Taipei <a href="https://www.utaipei.edu.tw/index.php?Lang=en">https://www.utaipei.edu.tw/index.php?Lang=en</a>
<b>Website</b>	Office of International Affairs <a href="https://international.utaipei.edu.tw/index.php?Lang=en">https://international.utaipei.edu.tw/index.php?Lang=en</a>
<b>Address</b>	<b>Bo-Ai Campus:</b> No.1, Aiguo West Road, Zhongzheng District, Taipei City 100234, Taiwan <b>Tian-Mu Campus:</b> No. 101, Section 2, Zhongcheng Road, Shilin District, Taipei City 111036, Taiwan
<b>Contact for Outbound Exchange Students</b>	<b>Mr. DeYao Liu</b> <a href="mailto:outbound@go.utaipei.edu.tw">outbound@go.utaipei.edu.tw</a> +886-2-23113040 ext.8665
<b>Contact for Inbound Exchange Students</b>	<b>Ms. Keviny Kai-Wen Chang</b> <a href="mailto:inbound@go.utaipei.edu.tw">inbound@go.utaipei.edu.tw</a> +886-2-23113040 ext.8663
<b>Contacts for Student Exchange Agreements</b>	<b>Ms. Fanny Yi-Ying Lin</b> <b>Ms. Liz Tzu-Ling Li</b> <a href="mailto:contract@go.utaipei.edu.tw">contract@go.utaipei.edu.tw</a>
<b>Description of the University of Taipei</b>	<ul style="list-style-type: none"> <li>● University of Taipei was established in 1895. It is the oldest public university in Taiwan.</li> <li>● UT is located in a vibrant international city with two campuses: Bo-Ai campus at the heart of downtown Taipei and Tian-Mu campus in the neighborhood adjacent to Yangmingshan National Park. Both campuses are close to bus, train, and MRT stations.</li> <li>● There are five colleges in UT, which are Education, Humanities &amp; Arts, Science, Kinesiology, and City Management.</li> </ul>
<b>College Location</b>	<ul style="list-style-type: none"> <li>● <b>Bo-Ai Campus:</b> <ul style="list-style-type: none"> <li>■ College of Education</li> <li>■ College of Humanities &amp; Arts</li> <li>■ College of Science</li> </ul> </li> <li>● <b>Tian-Mu Campus</b> <ul style="list-style-type: none"> <li>■ College of Kinesiology</li> <li>■ College of City Management</li> </ul> </li> </ul>

# Briefing of Exchange Program

<b>Nomination Deadline</b>	<ul style="list-style-type: none"> <li>● Fall Semester 2023: <b>March 31, 2023</b></li> <li>● Spring Semester 2024: <b>September 30, 2023</b></li> </ul>
<b>Application Deadline</b>	<ul style="list-style-type: none"> <li>● Fall Semester 2023: <b>April 30, 2023</b></li> <li>● Spring Semester 2024: <b>October 31, 2023</b></li> </ul>
<b>Applicant Eligibility</b>	<ul style="list-style-type: none"> <li>● Applicants should be nominated by our partner institutions.</li> <li>● Individual applications will not be processed.</li> </ul>
<b>Application Procedure</b>	<ul style="list-style-type: none"> <li>● Step1 Get nominated by our partner institution</li> <li>● Step2 Apply online by the application deadline</li> <li>● Step3 Get admission issued by the University of Taipei</li> </ul> <p><b>Online Application:</b>  <a href="http://exam.utaipei.edu.tw/ExchangeSystem/index.jsp">http://exam.utaipei.edu.tw/ExchangeSystem/index.jsp</a></p>
<b>Required Documents</b>	<ul style="list-style-type: none"> <li>● Applicant's passport</li> <li>● A study plan or statement of purpose written in English or in Chinese (appendix 4)</li> <li>● English official academic transcript</li> <li>● Official enrollment certificate within 3 months</li> <li>● Proof of medical insurance</li> <li>● Medical Examination Requirements for Short-Term Students (appendix 2)</li> <li>● Digital ID photo</li> <li>● Document of authorization for emergency medical treatment (appendix 1)</li> </ul>
<b>Language Proficiency</b>	<ul style="list-style-type: none"> <li>● There is no any specific requirement on Chinese and English language proficiency.</li> <li>● However, the students should have the basic communication ability with the above languages.</li> </ul>

# Flow Chart for Exchange Program Procedure



# Academic Information

Language of Instruction	<ul style="list-style-type: none"><li>● The language of instruction are Chinese and English.</li></ul>																		
Course Information	<ul style="list-style-type: none"><li>● Students must take at least two courses or four credits per semester. One of the courses must be offered by the department to which the student is applying. The others are not restricted to any department.</li><li>● Students have to select courses during a particular period of time after the registration.</li><li>● <a href="http://shcourse.utaipei.edu.tw/utaipei/ag_pro/ag304_index.jsp">http://shcourse.utaipei.edu.tw/utaipei/ag_pro/ag304_index.jsp</a></li></ul>																		
Academic Calendar	<ul style="list-style-type: none"><li>● Fall Semester 2023: September 11 - January 14</li><li>● Spring Semester 2024: February 19 - June 23</li></ul>																		
Chinese Courses	<ul style="list-style-type: none"><li>● Exchange students can take Chinese Courses, which offer UT credits.</li><li>● UT provides 2 basic Chinese language courses for exchange students to take.</li></ul>																		
Transcript of Records	<ul style="list-style-type: none"><li>● At the end of the exchange period, each student can receive the transcript of records.</li><li>● Transcripts are automatically sent to the home institution.</li></ul>																		
Grading System	<ul style="list-style-type: none"><li>● UT uses the 100-point scale to evaluate students' performance.</li><li>● One credit=2 ECTS</li></ul> <table><tr><td>100-point grade range</td><td>Grade</td><td>GPA</td></tr><tr><td>80-100</td><td>A</td><td>4</td></tr><tr><td>70-79</td><td>B</td><td>3</td></tr><tr><td>60-69</td><td>C</td><td>2</td></tr><tr><td>50-59</td><td>D</td><td>1</td></tr><tr><td>50 ↓</td><td>E</td><td>0</td></tr></table>	100-point grade range	Grade	GPA	80-100	A	4	70-79	B	3	60-69	C	2	50-59	D	1	50 ↓	E	0
100-point grade range	Grade	GPA																	
80-100	A	4																	
70-79	B	3																	
60-69	C	2																	
50-59	D	1																	
50 ↓	E	0																	

# Online Application

## The Link:

<http://exam.utaipei.edu.tw/ExchangeSystem/index.jsp>

Use your email to create an account



The default password is your birthday  
(yyyymmdd)



Verify your account



Start to apply  
Fill in the blanks with the correct information  
Upload the scanned documents



Submit your application documents

# Departments

College	Department
<b>Education</b>	<ul style="list-style-type: none"> <li>● Dept. of Education</li> <li>● Dept. of Special Education</li> <li>● Dept. of Early Childhood Education</li> <li>● Dept. of Psychology and Counseling</li> <li>● Dept. of Learning and Materials Design</li> <li>● Institute of Educational and Administration Evaluation</li> </ul>
<b>Humanities &amp; Arts</b>	<ul style="list-style-type: none"> <li>● Dept. of Chinese Language and Literature</li> <li>● Dept. of History and Geography</li> <li>● Dept. of Music</li> <li>● Dept. of Visual Arts</li> <li>● Dept. of English Instruction</li> <li>● Dept. of Social and Public Affairs</li> <li>● Dept. of Dance (Tian-Mu Campus)</li> </ul>
<b>Science</b>	<ul style="list-style-type: none"> <li>● Dept. of Applied Physics and Chemistry</li> <li>● Dept. of Earth and Life Sciences</li> <li>● Dept. of Mathematics</li> <li>● Dept. of Computer Science</li> <li>● Dept. of Physical Education</li> </ul>
<b>Kinesiology</b>	<ul style="list-style-type: none"> <li>● Dept. of Ball Sports</li> <li>● Dept. of Athletics</li> <li>● Dept. of Aquatic Sports</li> <li>● Dept. of Martial Arts</li> <li>● Dept. of Sports Performing Arts</li> <li>● Dept. of Recreation and Sports Management</li> <li>● Dept. of Exercise and Health Sciences</li> <li>● Institute of Sports Sciences</li> <li>● Institute of Sports Training</li> <li>● Institute of Sports Pedagogy</li> <li>● Graduate Institute of Sports Equipment Technology</li> </ul>
<b>City Management</b>	<ul style="list-style-type: none"> <li>● Dept. of Urban Development</li> <li>● Dept. of Urban Industrial Management and Marketing</li> <li>● Dept. of Health and Welfare</li> </ul>



# Exchange Student Information

<b>Accommodation</b>	<ul style="list-style-type: none"> <li>● UT offers the residence hall for both graduate and undergraduate students.</li> <li>● <b><u>The exchange students are guaranteed to stay at the dorm.</u></b> UT allocates the rooms for students automatically. Students are able to stay for the period of their studies at UT.</li> </ul>
<b>Health Insurance</b>	<ul style="list-style-type: none"> <li>● Students must have to purchase their own insurance in the home country before travelling to Taiwan.</li> <li>● We strongly suggest the exchange students purchase health insurance with 6 months of coverage from the home country.</li> </ul>
<b>VISA Application</b>	<ul style="list-style-type: none"> <li>● Students are responsible for their own visa application before entering Taiwan.</li> <li>● Obtaining a school admission permit does not guarantee the issuance of a Visa.</li> <li>● Obtaining a Visa does not entitle the visa holder to enter the R.O.C.(Taiwan)</li> <li>● The Bureau of Consular Affairs (BOCA) <a href="https://www.boca.gov.tw/np-137-2.html">https://www.boca.gov.tw/np-137-2.html</a></li> </ul>
<b>Airport Pick-up Service</b>	<ul style="list-style-type: none"> <li>● Fall Semester 2023: <b>September 1</b></li> <li>● Spring Semester 2024: <b>To be confirmed</b></li> <li>● Free of cost, pick-up only at the Taoyuan International Airport (TPE).</li> <li>● Students must arrive on this date if they wish to be picked up from the airport.</li> </ul>
<b>Living Costs</b>	<ul style="list-style-type: none"> <li>● Approximate living costs in Taipei: US\$ 500-600/month</li> </ul>
<b>Mandatory Orientation</b>	<ul style="list-style-type: none"> <li>● Fall Semester 2023: <b>September 4</b></li> <li>● Spring Semester 2024: <b>To be confirmed</b></li> </ul>
<b>Mobile Phone</b>	<ul style="list-style-type: none"> <li>● The exchange student can buy a SIM card at the mobile shop and remember to let Office of International Affairs know your phone number.</li> </ul>
<b>VISA Extension</b>	<ul style="list-style-type: none"> <li>● Visitor visa holders can apply for extension within 15 days before the expired date.</li> <li>● The National Immigration Agency (NIA) <a href="https://www.immigration.gov.tw/5475/">https://www.immigration.gov.tw/5475/</a></li> </ul>

# Program Fees

Item	Exchange Student	Visiting Student
Tuition Fee	Pay to the Home Institution	Pay to UT
Accommodation Fee	Pay to UT	Pay to UT
Miscellaneous Fees	Pay to UT	Pay to UT

Item	Amount	Description
Accommodation Fee	NT\$17,000 (US\$550)	<ul style="list-style-type: none"><li>➤ According the different types of the rooms, the fee will depend on the choices.</li><li>➤ As for the dorm allocation, we will arrange the four-person shared room mostly.</li><li>➤ If the exchange student would like to change the room type, and the rooms are still available, the student should complete the changing process within one week after check-in.</li></ul>
Student ID Card	NT\$210 (US\$8)	<ul style="list-style-type: none"><li>➤ The exchange student pays in cash when he/she enrolls.</li><li>➤ The payment should be made when the exchange student enrolls.</li></ul>
Internet Usage Fee	NT\$1000 (US\$33)	
Swimming Pool Maintenance Fee	NT\$150 (US\$5)	
Notice	<ul style="list-style-type: none"><li>◆Exchange Students pay the tuition fee to the home institution.</li><li>◆Visiting Students pay the tuition fee to the UT.</li><li>◆The tuition fee for the visiting students is based on the college they enroll.</li></ul>	

## Tuition Fee for Visiting Student

College	Undergraduate Program	Master Program	PhD Program
Education	NT\$45,700 (US\$1480)	NT\$45,100 (US\$1455)	NT\$46,300 (US\$1495)
Humanities & Arts	NT\$45,700 (US\$1480)	NT\$45,100 (US\$1455)	NT\$46,300 (US\$1495)
Science	NT\$53,200 (US\$1720)	NT\$52,700 (US\$1700)	
Kinesiology	NT\$53,550 (US\$1730)	NT\$54,000 (US\$1745)	NT\$54,000 (US\$1745)
City Management	NT\$53,550 (US\$1730)	NT\$54,000 (US\$1745)	NT\$54,000 (US\$1745)

**The Department of Music charges at the same rate as the College of Science.**

## Transportation

Taoyuan  
International  
Airport



International house

- Take Taoyuan Airport MRT → at MRT Taipei Main Station, transfer to Bannan Line (Blue Line) → at MRT Zhongxiao Fuxing, transfer to Wenhua Line (Brown Line), and get off at MRT Zhongshan Junior High School → walk along Fuxing North Road toward Minquan East Road, Section 3. and turn left at Fuxing North Road, Lane 430

Taipei Songshan  
Airport



International house

- By bus: Take route 617, 688 or the Dunhua Trunk Line to the Minquan-Fuxing Intersection stop; walk to Fuxing North Road, Lane 430

International house



Boai Campus, UT

- Take Wenhua Line (Brown Line) from MRT Zhongshan Junior High School to MRT Nanjing Fuxing; transfer to the Songshan-Xindian Line (Green line) and get off at Xiaonanmen stop.

International house



Tianmu Campus, UT

- By Bus: Take routes 685 or Dunhua Trunk Line

# 桃園機場捷運系統路線圖

## Taoyuan Airport MRT Route Map

### 圖例 Legend

普通車 Commuter  
每站停靠 Stops at all stations

增開往機場服務班次  
Airport-bound Commuter

直達車 Express  
快速列車 每站停靠

尖峰增停直達車  
Extended Service

A1↔A21 每站停靠  
Stops at all stations

A1→A13 ; A21→A12 目的地機場，每站停靠  
Bound for Airport and stops at each station

停靠 Stops at A1.A3.A8.A12.A13

停靠 Stops at A1.A3.A8.A12.A13.A18.A21

\*各服務班次詳見時刻表 For further details, please refer to the timetable.

預辦登機  
In-Town Check-in

TAX REFUND  
退稅  
Tax Refund

遺失物處理中心  
Lost & Found

哺集乳室  
Breastfeeding Rm.

郵局  
Post Office

興建中車站  
Under Construction

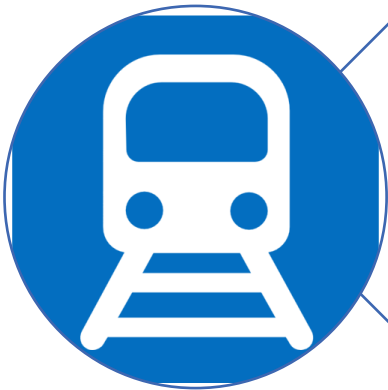


桃園大眾捷運股份有限公司  
TAOYUAN METRO CORPORATION





# Easy Card for Travel



## By MRT

Cardholders are required to pass the card over the Easy Card sensor area on fare gates both entering and exiting the MRT stations, with fares deducted from the card.



## By Bus

Fares can be deducted from the card when the cardholder swipes the card over the Easy Card sensor area on the reader.

# Accommodation Information

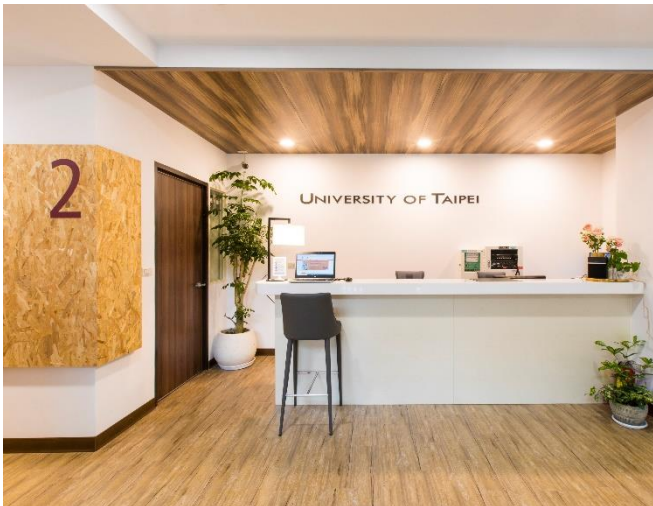
- **The exchange students are guaranteed to stay at the dorm.**
- **Address:** No.1, Lane 430, Fuxing N. Road., Zhongshan District, Taipei City 10476, Taiwan
- **Transportation:** Take MRT Wenhua Line (Brown Line) and get off at Zhongshang Junior High School Station. Then it takes ten minutes to walk.
- **Website:** <https://international.utaipei.edu.tw/p/412-1006-6061.php?Lang=en>
- **Room Fee**

Type of Room	Room Fee/Per semester
<u>Two-person shared room</u> * Men-only and women-only rooms available	NT\$20,000/person (not incl. electric bill)
<u>Three-person shared room</u> * Women-only rooms available	NT\$18,500/person (not incl. electric bill)
<u>Four-person shared room</u> * Men-only and women-only rooms available	NT\$17,000/person (not incl. electric bill)
<u>Six-person shared room</u> * Men-only and women-only rooms available	NT\$12,000/person (not incl. electric bill)



- **As far as dormitory assignments are concerned, we will usually arrange a four-person shared room. If the student wants to change the room type and the room is still available, the student should complete the change process within one week after check-in.**
- **Public Facilities:** Laundry facilities, Refrigerator, Bathroom, Internet, Lounge
- **Electricity Fee:** The exchange student has to buy a prepaid electricity card. The cost of electricity is NT\$5 per kWh.
- **Payment:** The room fee will be charged on the admission bill. In addition, some fees are charged in cash at check-in: dormitory cleaning fee NT\$750 per semester and prepaid air conditioning card fee NT\$600. There is a charge of NT\$800 for the fitted sheets, duvet covers and pillow cases. In addition, if the air conditioning card is missing, there is a loss fee of NT\$100.
- **WiFi:** Name : UTIH      Password : UTIH25011922

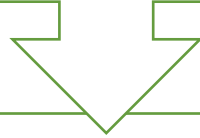
## ➤ Photos



# VISA Information

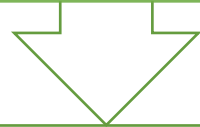
## Before Arrival

Apply for VISA to Enter Taiwan

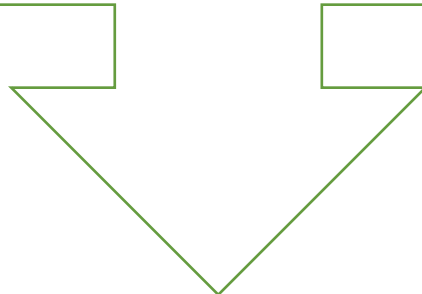


## During the Staying Period

Apply for VISA extension when necessary



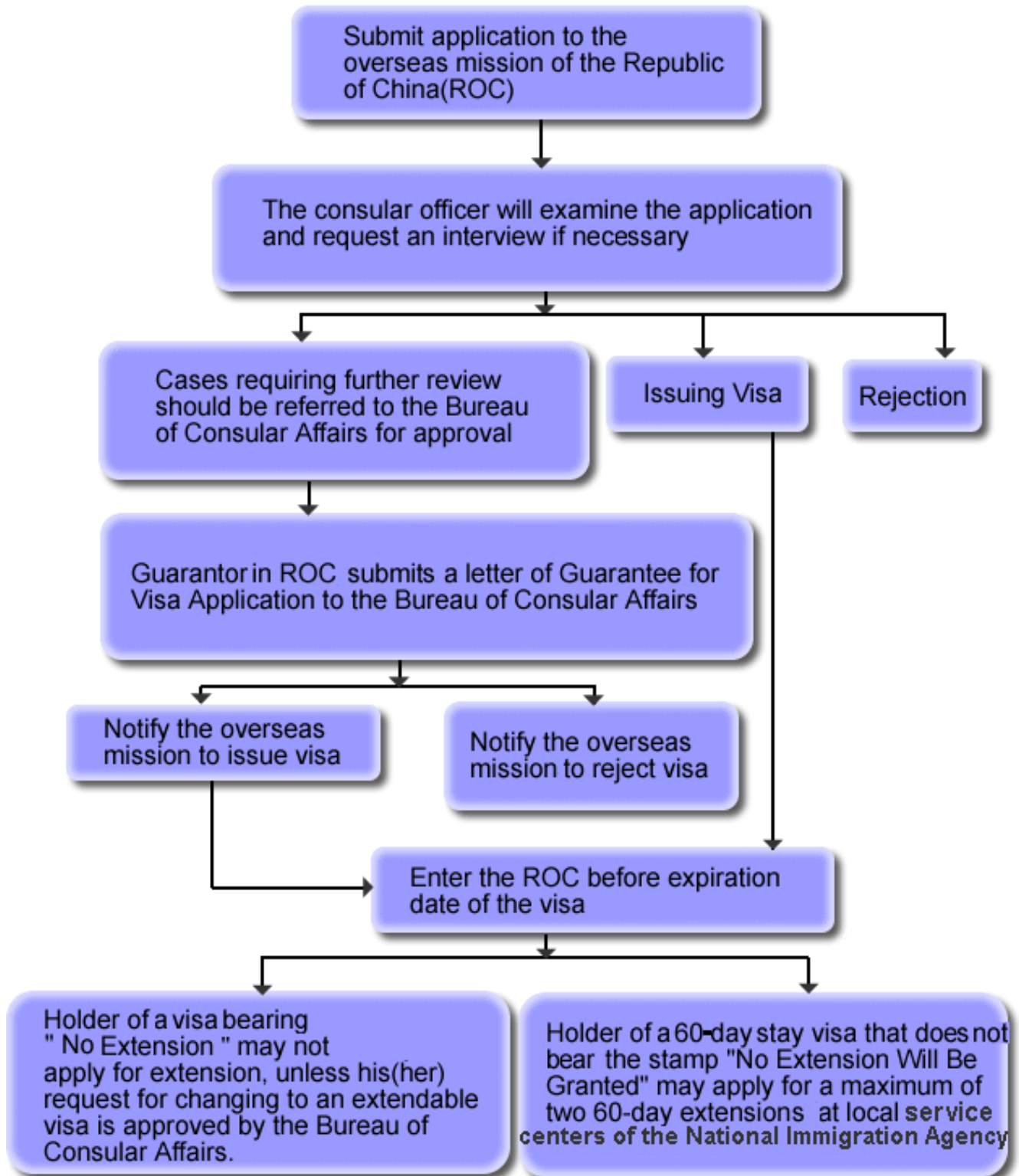
1. Visitor visa holders can apply for extension within 15 days before the expired date.
2. Documents for visa extension:
  - Application form
  - Passport with visitor visa
  - Documentary proof of study or attendance record
  - Fee: free of charge
3. Where to Apply: National Immigration Agency in Taipei



Note: Visitor visa with 30-day validation is not permitted for extension.

# Flow Chart of Visitor Visa Application

## Flow Chart for Visitor Visa Application



## Flow Chart of Visitor Visa Extension

Check the visa expired date



Apply for the extension within 15 days before the expired date



### Documents for visa extension

1. Application form (appendix 3)
2. Passport with visitor visa
3. Documentary proof of study or attendance record
4. Fee: Free of charge



Go to the National Immigration Agency in Taipei to submit the application documents

(Address :No. 15, Guangzhou Street, Zhongzheng District, Taipei City, 10066, Taiwan)



## Authorization for Emergency Medical Treatment

I , \_\_\_\_\_(name of parent/guardian) understand that in the case of emergency of my child, \_\_\_\_\_(name), the University of Taipei in Taiwan will try to notify me or the person I have listed below as an emergency contact.

In case of a medical emergency concerning my child, at a time when I or my listed emergency contact, **for any reason, cannot be reached, I hereby grant with full power to the UT and its employees to act on my or my child's behalf for the following treatments:**

1. Administer first aid.
2. Authorize a medical doctor to examine or treat my child.
3. Arrange for the transportation for my child, whether by ambulance or otherwise, to a proper facility where emergency medical treatment is normally administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic.
4. Signed releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

**I hereby agree to accept the financial responsibilities for any cost thus incurred in the treatment of any illness or accident.** I further agree that in the process of seeking or providing such treatment, neither the UT nor its employees shall be liable, de facto or de jure, for any complications that may arise thereof.

The following persons are appointed as my/our child's Emergency Contact (if I/we cannot be reached):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Phone Number (H): \_\_\_\_\_ Phone Number (O): \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell: \_\_\_\_\_

Phone Number (H): \_\_\_\_\_ Phone Number (O): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Email : \_\_\_\_\_

Cell : \_\_\_\_\_

Phone Number (H): \_\_\_\_\_ Phone Number (O): \_\_\_\_\_

The authorization comes into force upon legally-binding signature.

This information will be kept confidential in the possession of the university.  
Should the need arise, this information may be given to the proper medical  
authorities

# Medical Examination Requirements for Short-Term Students (Form C)

檢查日期 \_\_\_\_/\_\_\_\_/\_\_\_\_

(年)(月)(日)

Date of Examination \_\_\_\_/\_\_\_\_/\_\_\_\_

(M)(D)(Y)

## 基本資料 (Basic data)

姓名 : \_\_\_\_\_ 性別 : ☐男 Male ☐女 Female  
 Name : \_\_\_\_\_ Sex : \_\_\_\_\_  
 國籍 : \_\_\_\_\_ 護照號碼 : \_\_\_\_\_  
 Nationality : \_\_\_\_\_ Passport No. : \_\_\_\_\_  
 出生年月日 : \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date of Birth : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 檢查項目 (Items required)

### A. 麻疹及德國麻疹(風疹)之抗體陽性檢驗報告或預防接種證明 (Proof of Positive Measles and Rubella Antibody Titers or Measles and Rubella Immunization Certificates) :

#### a. 抗體檢查 Antibody Test

麻疹抗體 Measles antibody titer ☐陽性 Positive ☐陰性 Negative ☐未確定 (Equivocal)  
 德國麻疹(風疹)抗體 Rubella antibody titer ☐陽性 Positive ☐陰性 Negative ☐未確定 (Equivocal)

#### b. 預防接種證明 Immunization Certificate (含疫苗名稱、接種日期、接種單位或醫師簽章。如檢附幼時接種紀錄，其接種年齡必須大於 1 歲。)

(The certificate must include information such as the date of immunization, and the name of the hospital or clinic administering the vaccine or the signature of the physician administering the vaccine. If the childhood immunization record is submitted, it is important to include the record of the vaccines administered only after one year of age.)

☐麻疹預防接種證明 Measles Immunization Certificate

☐德國麻疹(風疹)預防接種證明 Rubella Immunization Certificate

#### c. ☐經醫師評估，有接種禁忌者，暫不適宜接種。(Having contraindications, not suitable for vaccination)

### B. 胸部 X 光檢查肺結核 (Chest X-Ray for Tuberculosis) :

X 光發現(X-ray Findings) : \_\_\_\_\_

判定(Results) :

☐合格(Passed) ☐疑似肺結核(TB Suspect) ☐須進一步診斷(Pending) ☐不合格(Failed)  
☐孕婦免驗 (Maternity Exemption)

### 備註(Note) :

一、本表為外籍學生、大陸及港澳地區學生來臺停留研修之健康檢查項目表。This form lists the required medical examination items for students applying for short-term study in Taiwan.

二、根據以上對\_\_\_\_\_先生/女士/小姐之檢查結果為

☐合格 ☐不合格 ☐須進一步檢查

Results : According to the above medical report of Mr./Mrs./Ms. \_\_\_\_\_, he/she

☐has passed the examination ☐has failed the examination ☐needs further examination.

負責醫檢師簽章 : \_\_\_\_\_ (Name & Signature)  
 (Chief Medical Technologist)

負責醫師簽章 : \_\_\_\_\_ (Name & Signature)  
 (Chief Physician)

醫院負責人簽章 : \_\_\_\_\_ (Name & Signature)  
 (Superintendent)

日期 (Date) : \_\_\_\_/\_\_\_\_/\_\_\_\_



申請日期(Date)     (y)    (m)    (d)     請勾選申請項目(Check what you want to apply below)

**注意事項請參考背面/Please read instructions on reverse. | 以下請勿填寫/For Authorized Staff Only ↓**

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## Appendix 3

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## Appendix 3

<p><b>Required documents</b> 所需文件: (Original is necessary for <b>application</b>. 正本文件是必備的)國外文件需經我國駐外館處認證始得在國內使用. Documents issued outside of Taiwan MUST be translated into Chinese, and certified by the ROC Embassy, Consulate, or Trade Office abroad.</p> <p><b>A</b> An application form 申請書一份。</p> <p><b>B</b> Passport (original to be returned after verification) 護照(正本驗畢歸還)。</p> <p><b>C</b> Visiting family: 探親(original and photocopy 正本與影本)。</p> <p>1- Household registration transcript issued within 3 months, or Alien Resident Certificate (original and photocopy )3 個月內依親對象戶籍謄本或居留證。</p> <p>2- Proof of family relationship (such as marriage certificate, birth certificate with parents' information, etc.) (original and photocopy ) 親屬關係證明(如結婚證書、具父母資料之出生證明...等)。</p> <p><b>D</b> Studying Mandarin language (The extension must be done in person.) 學中文者本人需親自到場(original and photocopy 正本與影本)：</p> <p>1- Proof of registration and class schedule from an approved university language center 在學證明</p> <p>2- Attendance records (<b>The</b> first time extension <b>does</b> not need to hand in the attendance records.) (original-within 3 months before)3 個月內出席紀錄</p> <p><b>E</b> Doing missionary work: 傳教(original and photocopy 正本與影本)</p> <p>1- Invitation letter or relevant certificates from religious organization in Taiwan(original within 1 month)1 個月內邀請函</p> <p>2- Copy of proof of religious organization's registration 立案證書或法人登記證書</p> <p><b>F</b> Those accepting employment: 應聘工作 (original and photocopy 正本與影本)</p> <p>1- Approval letter from authorized government agent.(work permit)工作許可函</p> <p>2- employment certificate(original, within 1 month )1 個月內在職證明正本</p> <p><b>G</b> Others: 其他(original and photocopy 正本與影本)</p> <p>1- Approval letter from authorized government agent. 政府機關許可函。</p>	<p><b>Required documents</b> 所需文件: (Original is necessary for <b>application</b>) (正本文件是必備的)國外文件需經我國駐外館處認證始得在國內使用.</p> <p>Documents issued outside of Taiwan MUST be translated into Chinese, and certified by the ROC Embassy, Consulate, or Trade Office abroad.</p> <p><b>A</b> An application form &amp; 1 photos. 申請書 &amp; 相片 1 張</p> <p><b>B</b> Passport and resident visa (original and photocopy ) 護照及居留簽證(original and photocopy 正本與影本)</p> <p><b>C</b> Those visiting family: 依親(original and photocopy 正本與影本)</p> <p>1- Household registration transcript issued within 3 months, or Alien Resident Certificate 3 個月內依親對象戶籍謄本或居留證(original and photocopy 正本與影本)</p> <p>2- Proof of family relationship (such as marriage certificate, birth certificate with parents' information, etc.) 親屬關係證明(如結婚證書、具父母資料之出生證明...等) (original and photocopy 正本與影本)</p> <p><b>D</b> Studying Mandarin language (The extension must be done in person.) 學中文者本人需親自到場(original and photocopy 正本與影本)：</p> <p>1- Proof of registration and class schedule from an approved university language center 在學證明</p> <p>2- Attendance records (<b>The</b> first time extension <b>does</b> not need to hand in the attendance records.) (original-within 3 months before)3 個月內出席紀錄</p> <p><b>E</b> Doing missionary work: 傳教 (正本與影本)</p> <p>1- Invitation letter or relevant certificates from religious organization in Taiwan(original within 1 month)1 個月內邀請函</p> <p>2- Copy of proof of religious organization's registration 立案證書或法人登記證書</p> <p><b>F</b> Those accepting employment: 應聘工作 (original and photocopy 正本與影本)</p> <p>1- Approval letter from authorized government <b>agency</b>.(work permit)工作許可函</p> <p>2- employment certificate(original, within 1 month )1 個月內在職證明正本</p> <p>3-NEW JOB—PLEASE SEE <b>H</b> 換新工作看下方 <b>H</b></p> <p><b>G</b> Others: 其他 (original and photocopy 正本與影本)</p> <p>1- Approval letter from authorized government <b>agency</b> 政府機關許可函 (original and photocopy 正本與影本)</p> <p><b>H</b> Updating data: 資料異動(original and photocopy 正本與影本)</p> <p>1- Changing a new employer : a new work permit, new employment certificate within 1 month and <b>termination of employment certificate</b> 換工作-新工作許可函、在職證明和離職證明。</p> <p>2- Changing resident address : proof of new address(such as a new lease, a new household registration, etc.) 換新居留地址-新地址證明(如租約或新戶籍謄本...等等)</p> <p><b>I</b> 外商在臺分公司之訴訟及非訴訟代理人 The litigation/ non-litigation agent for the branch office of a foreign company</p> <p>1-經濟部核准之認許公函 The approval letter from Ministry of <b>Economic Affairs</b></p> <p>2- 營利事業登記證.公司變更登記事項卡.董事名冊 The Business License, Corporate Amendment Registration Card and the Roster of Director</p> <p>1- working place : new <b>work</b> permit and new employment certificate and <b>termination certificate</b> 換工作-新工作許可函.在職證明和離職證明。</p> <p>2- residence address : proof of new address(such as a new lease, a new household registration, etc.) 換新居留地址-新地址證明(如租約或新戶籍謄本...等等)</p>
<p><b>Application Information for Alien Permanent Resident Certificate (APRC)</b>永久居留: Please go to our web site : <a href="http://www.immigration.gov.tw">http://www.immigration.gov.tw</a></p> <p>OR contact with the local immigration service center directly. 請參閱移民署網站或直接聯絡居住地服務站。</p>	
<p>If you have any question about 'VISA' please contact BOCA. 簽證問題請逕洽外交部領事事務局 <a href="http://www.boca.gov.tw">http://www.boca.gov.tw</a> TEL-02-23432885 臺北市濟南路一段 2-2 號 3-5 樓 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei , Taiwan, ROC</p>	
<p>內政部移民署 NATIONAL IMMIGRATION AGENCY 100-66 臺北市中正區廣州街 15 號 No15 Guang jhou St. Jhongjheng district Taipei City Taiwan 100-66 <a href="http://www.immigration.gov.tw/">http://www.immigration.gov.tw/</a> TEL : 23889393 表格下載可直接到移民署網站</p>	

## Statement of Purpose for Exchange Program

### ※ Personal Information

Your Name	
Name of Home Institution	
Programs	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master's Program <input type="checkbox"/> Ph. D Program
Department at Home Institution	
Current Level	

### ※ Study Plan/Statement of Purpose

Please describe why you want to be an exchange student. Why do you want to apply for this school? What is your expectation for the exchange program?