

## Important Notice from Academic Affairs Office and Office of International Affairs for Newly Admitted International Students

“Instruction of entry Taiwan” will be announced during the mid of July; please wait until further notice. Before that, please do **Not** apply for a visa and do **Not** book a flight ticket. Take care and stay healthy. Thank you!

### 1. Important dates

Date	Things to do
Aug. 19- Aug. 29	Course Preliminary Selection (for new students only)
Aug. 27	Move in to the on-campus dormitory
Aug. 29	Online Information Session (morning)
Aug. 29 & 30	On-site registration (starting from August 29 afternoon)
Sep. 5	Classes begin
Sep. 5 - Sep. 19, 2022	Course adding & dropping period
Sep. 7	Deadline for credit transfer

## 2. Required documents upon arrival in Taiwan Tech

### 2.1 Submit to the **Office of Academic Affairs** upon registration

- A. Students from **Indonesia**, **the Philippines**, **Vietnam** and **Malaysia** who have also graduated from universities in their home countries are **not** required to authentication on the diploma, transcript record, and Medical and Accident Insurance, but the financial statement still need to be certified by a notary public.

Document	Detail
(1) Passport	
(2) Original diploma	<ul style="list-style-type: none"> <li>• Master’s program: Please submit a bachelor’s degree</li> <li>• PhD program: Please submit a master’s degree</li> <li>• If the original diploma or transcript is neither in English nor in Chinese, an English version is needed together with the original.</li> </ul>
(3) Original transcript	
(4) Original Financial Statement	<ol style="list-style-type: none"> <li>1. Certified by a notary public and showing minimum amount of US \$8,000.</li> <li>2. Students with a NTUST scholarship of full or partial monthly stipends can be waived for this item.</li> <li>3. Students (with or without full or partial NTUST scholarship) who enter Taiwan with a <b>visitor visa</b> 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</li> </ol>

Document	Detail
	China (Taiwan). 4. Applicants, who receive support from other funding institutions, must provide supporting documents. 5. 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.
(5) Copy of the above documents.	
❖ <b>Special Notice</b> Students from Indonesia can contact Taiwan Education Center Indonesia in Surabaya (Ivan +628123100679) for Admission Service (Document Authorization and VISA Application).	

- B.** Students from **the Republic Paraguay** who have graduated from universities in their home countries are **only required to authenticate** their diploma, transcript records, medical and accident insurances and financial statement **by Ministry of Foreign Affairs in their country.**

Document	Detail
(1) Passport	
(2) Original diploma and its authentication	<ul style="list-style-type: none"> <li>• Master's program: Please submit a bachelor's degree</li> <li>• PhD program: Please submit a master's degree</li> </ul>
(3) Original transcript and its authentication	<ul style="list-style-type: none"> <li>• If the original diploma or transcript is neither in English nor in Chinese, an English version is needed together with the original. The English version should be authenticated as well.</li> </ul>
(4) Original Financial Statement	<ol style="list-style-type: none"> <li>1. Authenticated by their Ministry of Foreign Affairs and showing minimum amount of US \$8,000.</li> <li>2. Students with a NTUST scholarship of full or partial monthly stipends can be waived for this item.</li> <li>3. Students (with or without full or partial NTUST scholarship) who enter Taiwan with a <b>visitor visa</b> 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>4. Applicants, who receive support from other funding institutions, must provide supporting documents.</li> <li>5. 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</li> </ol>

Document	Detail
	that she/he would pay for all expenses incurred during the applicant's studies in Taiwan.
(5) Copy of the above documents.	

C. Students from countries other than the five countries stated above are required to submit the following documents which should be **authenticated by an overseas Embassy of R.O.C (Taiwan) or Mission of R.O.C (Taiwan)** in the country where the university located upon arrival for registration. E.g. An applicant graduated from Thailand should get the documents authenticated by Embassy of R.O.C in Thailand.

Document	Detail
(1) Passport	
(2) Original Diploma and its authentication	<ul style="list-style-type: none"> <li>• Master's program: Please submit Bachelor's degree</li> <li>• PhD program: Please submit master's degree</li> <li>• If the original diploma or transcript is neither in English nor in Chinese, an English translation is needed together with the original. The English version should be authenticated as well.</li> </ul>
(3) Original Transcript and its authentication	
(4) Authenticated Financial Statement	<ol style="list-style-type: none"> <li>1. It shall show at least 8,000 U.S. dollars to support their living costs.</li> <li>2. The financial statement must be authenticated by an overseas Embassy or Mission of Republic of China (Taiwan)</li> <li>3. Students with a NTUST scholarship of full or partial monthly stipends can be waived for this item.</li> <li>4. Students (with or without full or partial NTUST scholarship) who enter Taiwan with a visitor visa and would like to transfer the <b>visitor visa</b> 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>5. Applicants, who receive support from other funding institutions, must provide supporting documents.</li> <li>6. 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> </ol>
(5) Copy of the above documents	
<b>❖ Document authentication:</b> Your documents must be authenticated by the Taiwan Mission which is responsible for your	

Document	Detail
	consular district. Please check the consular districts of the country which issued your passport/travel document) at <a href="https://www.boca.gov.tw/sp-foof-countrylp-01-2.html">https://www.boca.gov.tw/sp-foof-countrylp-01-2.html</a> 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

- D. Students who have qualifications obtained in Mainland China shall get the documents authenticated according to MOE “Regulations Governing the Examination and Recognition of Educational Qualifications from Mainland China” (Chinese version only)

#### ❖ Important Notices

Applicants should conform to the MOE [Regulations Regarding International Students Undertaking Studies in Taiwan](#). Any violations of the mentioned regulations will result in immediate cancellation of the applicant’s admission or the deprivation of the applicant’s recognized status as Taiwan Tech registered student or revocation of applicant’s Taiwan Tech diploma. No academic certificate will be given. An international student submitting forged, fabricated, or altered papers for the purpose of their school application shall be subject to enrollment qualification cancellation; or revocation of enrollment and denial to the request of any certificate pertaining to study, if the said student is already enrolled; or revocation of graduation qualifications and cancellation of the diploma by the student’s school, if the said student has been already graduated.

### 3. Academic Rules (Fall 2022)

These Regulations are adopted from Taiwan Tech related regulations in Chinese. In the event of any discrepancies between the English translation and the Chinese original regulations, the Chinese original version should prevail.

Requirements for conferral of a master/Ph. D. degree		
	Master	Ph. D.
<b>Period of Study</b>	1-4 years	2-7 years
<b>Minimum credits</b> (Passing Grade : B-) The department’s rules prevail.	<ol style="list-style-type: none"> <li>MBA program: 45</li> <li>BA, Finance and TM: 42</li> <li>Other departments in College of Management: 36</li> <li>Other departments: 24</li> </ol>	<ol style="list-style-type: none"> <li>Industrial Management and Finance: 30</li> <li>Other departments in College of Management: 24</li> <li>Other departments: 18</li> <li>Direct Pursuit of Ph. D Degree students may consult your major department for credit information.</li> </ol>
<b>Required courses</b>	Refer to your major department	
<b>Qualifying exam</b>		College of Management (within the first 3 years)

		<b>Other Departments (within the first 2 years)</b> Passing score: 70(B-) If students fail in the first time, they should apply for a make-up examination. If they fail the make-up examination again, the students should be expelled.
<b>Oral defense</b>	Thesis	Dissertation
	Fall semester: from Oct. 1 to Jan. 31 / Spring semester: from April 1 to July 31	
<b>Regulation of Academic Research Ethics Course</b>	<b>The master's and doctoral students should complete this course before the end of their first year.</b> Graduate students can apply for the examination of degree only after they pass the course. <a href="https://cla.ntust.edu.tw/p/412-1076-8603.php?Lang=en">https://cla.ntust.edu.tw/p/412-1076-8603.php?Lang=en</a>	
<b>Laboratory Safety Training Course</b>	<b>The training course is mandatory and required by law for every new graduate student who will be involved in laboratory work.</b> Registration Website: <a href="https://reurl.cc/12jKXm">https://reurl.cc/12jKXm</a> Contact: Ms. Chieh-Ju Yu, e-mail address: <a href="mailto:amandayu@mail.ntust.edu.tw">amandayu@mail.ntust.edu.tw</a>	
<b>Others</b>	Please contact your major department	



#### 4. Course Selection

- (1) Course Preliminary Selection (for new students only): **Aug. 19- Aug. 29, 2022**
- (2) Classes begin: **Sep. 5, 2022**
- (3) Course adding/dropping (including courses offered by NTU system) **Sep. 5- Sep. 19, 2022**  
Course Selection System: <https://courseselection.ntust.edu.tw/>
- (4) 2<sup>nd</sup> course withdrawal period: **Nov. 14 – Dec. 1, 2022** 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.*
- (5) Academic related regulations and forms download (e.g. academic certificate application etc.):  
Please visit our website at <https://www.academic.ntust.edu.tw/index.php?Lang=en>
- (6) Be sure to drop the courses that you do not plan to attend. Each department may preselect required courses, please log in to the Student Information System to check. Please drop preselected courses during Course Adding and Dropping or 2nd Course Withdrawal period if students cannot take. It will mark “W” on the transcript if drop made during 2nd Course Withdrawal period. If students do not drop undesired courses, it will mark “X” on the transcript.

#### 5. Credit Transfer

The credits gained from graduate program in prior university and not counted in your previous graduation credits may be transferred after approved by the chairman of registered department. New students should apply for credit transfer by submitting their original transcript before **Sep. 7, 2022** after registration. Please

contact the registered department directly for details. Degree students shall not be granted credit transfer for more than 1/2 of the total credits required for graduation. No more than 2/3 of required credits should be granted for double-degree students. One who fails to apply by the deadline will not be accepted for further processes.

**6. Special attention for Course Selection**

Contact your department for detailed information about graduation requirements. Please log in to the student information system, and check your course selection every semester to make sure that you take all required courses.

**7. Student Information System**

New students have to log in to the system to complete the personal information management, print out the registration form (two-sided) and submit it to section of graduate studies within 2 weeks after students check in with Taiwan Tech.

**8. Tuition and Supplementary Fees Payment**

Details of tuition and supplementary fees:

<https://www.admission.ntust.edu.tw/var/file/52/1052/img/341848415.pdf>

- ONLY online registration is accepted.
- Visit the website <https://eschool.firstbank.com.tw/member/index.aspx> (The payment amount of online registration does not include your insurance and dormitory fee. You will need to pay them while you physically check in with Taiwan Tech.)
- Authentication code is the last 6 digits of birthday 19YY-MM-DD e.g.,1999-04-25 the code is “990425”)
- Upon finishing online registration, please fill out the form.  
<https://forms.gle/P9ppwa9wPXQ6x8yd9>

**9. Leave of absence/ withdrawal**

Leave of absence:	Withdrawal
Maximum: 2 years	Fill out the application form
Fill out the application form	ARC will be suspended
ARC will be suspended during absence period.	

**10. NTUST Scholarship**

- (1) Students from abroad applying for admission to our English-taught programs for master’s and doctoral degrees as full-time students may apply for one year’s NTUST Scholarship.
- (2) The following international graduate students may not apply for this scholarship:
  - Students who are already receiving other forms of financial aid from the R.O.C government or the National Taiwan University of Science and Technology. (Exceptions to this regulation include research stipends or work-study payments, and financial aid provided under special agreements signed with Taiwan Tech.).
  - Those who are discovered to be enrolled at another university in Taiwan while they are studying at

Taiwan Tech.

- Those who are engaged in full-time paid employment in the R.O.C.

(3) The durations and amounts of the scholarship are listed below:

Type		Duration	Amount of scholarship
Full scholarship	Master's program	Maximum 2 years	NT\$ 12,000 / month
	PhD program	Maximum 3 years	NT\$ 18,000 / month
Partial scholarship	Master's program	Maximum 2 years	NT\$ 9,000 / month
	PhD program	Maximum 3 years	NT\$ 12,500 / month
Tuition waiver	Master's program	Maximum 2 years	
	PhD program	Maximum 3 years	
For scholarship recipients, tuition and fees are waived for each year of the scholarship.			

- (4) For PhD programs, continuation of the scholarship depends 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 from the new department. This is because the scholarship awarded by their original department is not transferable to the new department.
- (6) Scholarship recipients are not allowed to receive both an NTUST scholarship and any other scholarships (such as those awarded by the Taiwan Government, other government agencies or other organizations) at the same time. As soon as the OIA receives notification from the relevant agency that a student has been awarded an outside scholarship, the student will no longer be eligible to receive an NTUST scholarship.
- (7) For the NTUST scholarship recipient, both those receiving a full monthly stipend and those with a partial monthly stipend, the department or thesis advisor must provide NTD2,000 of the monthly stipend to master's students and NTD3,000 of the monthly stipend to doctoral students, with the remaining portion of the stipend provided by the university. This regulation will be applied beginning from the second year of master's and doctoral degree students, continuing into the third year of doctoral degree students; some of the departments may put his policy into practice starting from the first year. 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; otherwise, you may not be able to receive your scholarship. 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 come to Taiwan with sufficient funds to cover their first two months' 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 Winter Vacation to get them through any delay until their next stipend is deposited.**

## 12. Visa Application

An Offer of Admission from Taiwan Tech is not a guarantee for the approval of issuance 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 below information thoroughly.

### • 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

(1)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>
(2)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>
(3)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>
(4)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 <b><u>health checkup items</u></b> and <b><u>the list of designated local hospitals.</u></b></li> </ul>
(5)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 “<b><u>Regulations Regarding International Students Undertaking Studies in Taiwan</u></b>” promulgated by the Ministry of Education.</li> </ul>



	<ul style="list-style-type: none"> <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 foreign students by the Ministry of Education.</li> <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>
(6)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. <b>(Must be authenticated by an R.O.C (Taiwan) overseas mission.)</b></li> </ul>
(7)Original and one photocopy of proof of financial support	
(8)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 <b>one photocopy of the Visitor Visa and the immigration entry stamp.</b></li> </ul>

- **Application Procedure**

- (1) Applicants outside of the R.O.C. (Taiwan) who meet the requirements for students' Resident Visa are advised to apply for the visa from an R.O.C. (Taiwan) overseas mission.
- (2) Applicants who enter the R.O.C. (Taiwan) on a Visitor Visa which qualifies the applicants for Resident Visa application for the purpose of 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 in the event that required documents are not submitted in full within 8 days after the applicant is informed by the Bureau of Consular Affairs. In the event that 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>

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