

# 2024 Spring-Important Notice for Newly Admitted International Students

from Academic Affairs Office and Office of International Affairs

## 1. Important events

Date	Things to do
Feb. 16-	Move in to the on-campus dormitory (Chinese Lunar New Year Holiday: Feb. 7 to 15)
Feb. 16-Feb. 17	On-site Registration (10:00-12:00, 14:00- 16:00) Location:4F of IB building After completing the registration, students will be given the passwords for course registration and certificate of enrollment to apply for ARC.
Feb. 17	Health Check-up Examination for <b>All</b> New Students (13:30-16:00) Location: 1F of the Gymnasium (NTUST campus)
Feb. 19 12:20-13:30	On-site Orientation for Newly Admitted International Students (Students will be informed of the location in late January)
<b>Feb. 19</b>	<b>Classes Begin</b>
Feb. 19 – Mar. 1	Course Add & Drop Period
Feb. 21	Deadline for Application for Credit Transfer
Mar. 1	Final date of the on-site registration. Students who fail to register by March 1st will be considered to have given up their admission.

### [Check the Academic Calendar](#)



#### 1.1 Documents to be submitted 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 authenticate the diploma and transcript record.
- B. Students from **the Republic Paraguay** who have graduated from universities in their home countries are only required to authenticate their diploma and transcript records **by Ministry of Foreign Affairs in their country.**
- C. Students from countries other than the five countries stated above are required to authenticate their diploma and transcript **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
Passport	
Original Diploma and its authentication	1. Master's program: Please submit the Bachelor's degree 2. PhD program: Please submit the master's degree

Document	Detail
Original Transcript and its authentication	3. 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.
Financial Statement	1. Students with a MOFA or MOE scholarship, a NTUST scholarship of full or partial monthly stipends, or who have been granted scholarships or assistantships by NTUST professors or departments / graduate institution should provide a scholarship letter. 2. Students who have not received any scholarships, including non-scholarship or NTUST tuition waiver-only awards, need to bring the financial statement that has been uploaded during the Online Intention Reply for Enrollment Period. 3. 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).
Copy of the above documents	
<p>❖ <b>Document authentication:</b></p> <p>If 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 <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></p> <p>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</p>	

**D.** Students who have obtained their degree from **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). The following documents are required upon registration:

- (a) passport
- (b) original Graduation certificate and its authentication certificate by CSSD
- (b) original Degree certificate and its authentication certificate by CDGDC
- (c) original transcript and its authentication certified by CSSD or CDGDC
- (d) The Master’s/PhD thesis in soft copy and its scanned cover with the previous university stamp
- (e) financial statement (The requirements regarding financial proof are the same as the

aforementioned description.)

## 1.2 Special Attention

Applicants should confirm 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.

## 2. Academic Rules (Spring 2024)

### 2.1 Related regulations

[General Academic Regulations](#)

[Master's and Doctoral Degree Thesis Defense Examination Regulations](#)

[Doctoral Program Candidate Qualifying Examination Regulation](#)

[Rules and Precautions for Writing and Formatting Theses](#)

[Other regulations](#)



### 2.2 Summary of the requirements for a degree conferral

Requirements for conferral of a Master's/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.	1. MBA program: 45 2. Graduate Institute of Technology Management, Department of Business Administration, Graduate Institute of Finance:42 3. Other departments in School of Management: 36 4. Graduate Institute of Digital Learning and Education, Department of Applied Foreign Language: 30 5. Other departments: 24	1. Department of Industrial Management , Graduate Institute of Finance: 30 2. Other departments in School of Management: 24 3. Other departments: 18 4. Direct Pursuit of Ph. D Degree students may consult your major department for credit information.
<b>Required courses</b>	Refer to the major department	
<b>Qualifying exam</b>		Students must pass this qualifying exam within the following deadline; otherwise, they will be expelled from this university

		School of Management-within the first 3 years Other Departments -within the first 2 years Passing score: 70(B-)
<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>Graduate 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://she.ntust.edu.tw/index.php">https://she.ntust.edu.tw/index.php</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	

**2.3** Graduate students should choose a thesis advisor according to the regulations of their department or graduate institute or degree program. They may also select scholars or experts to serve as co-advisors. After having selected their advisor(s), students must enter the relevant information on their advisor(s) into the online "NTUST Student Information System". In addition, they have to register their advisor(s) at the department office within the prescribed deadline by submitting a written consent form signed by their advisor(s). To register a co-advisor, relevant supporting documents on the co-advisor's academic and professional experience needs be submitted along with a consent form for co-advising which will be reviewed by the department.


**2.4** Starting from the 112 academic year (Aug. 2023), new graduate students must log into the "Thesis/Dissertation and Advisor Information System" to register the research objectives of their thesis. Students must confirm with their supervisor during the initial stage of thesis writing that the topic and content of their thesis align with the department's academic field of expertise. Students have to submit their thesis topic and an outline of their research objectives to the department to confirm whether the thesis aligns with the department's academic field of expertise. This has to be done before the end of the semester prior to the degree exam, or, at the latest, before the deadline of the university-wide course add-and-drop period deadline of the semester of the degree exam. The exact deadline within this period may be specified by their department. An exception holds for departments that conduct oral examinations for thesis research projects. In that case, students are required to verify that their dissertation is in line with the department's academic field of expertise during the oral examination of the research project. Students who do not comply with these regulations are not eligible to apply for the degree exam.

### 3. Course Selection

3.1 After completing the physical registration at Taiwan Tech in February, students will be given their student ID and passwords to select courses.

3.2 Classes begin: Feb. 19, 2024

3.3 Course Selection Schedule

Special Attendance		
<ul style="list-style-type: none"> <li>● Important Information : <a href="https://reurl.cc/v01bjA">https://reurl.cc/v01bjA</a></li> <li>● Course Catalogue System : <a href="https://querycourse.ntust.edu.tw/querycourse/">https://querycourse.ntust.edu.tw/querycourse/</a></li> <li>● Course Selection System : <a href="https://courseselection.ntust.edu.tw/">https://courseselection.ntust.edu.tw/</a></li> </ul>		
		
	Time	Details
<b>Course Adding and Dropping Period for All Students.</b> <b>For NTUST, NTU, NTNU courses</b>	Feb. 19, 2024 9:00 a.m. to Mar. 01, 2024 5:00 p.m.	<ul style="list-style-type: none"> <li>● The stage is on the basis of first-come, first-served.</li> <li>● The Authorization Code Operation: If you can't select courses online, please attend the course and inquire for the Authorization Code. Please log in to the Student Information System to select course by putting in the Authorization Code. If you fail, please contact Office of Academic Affairs.</li> <li>● For NTU System courses: Authorization Code is only valid when NTU and NTNU provide such courses to NTUST online.</li> <li>● After finishing your course selection, please follow the instruction of the system and press the button <b>Send the course schedule to your E-mail Box.</b> You will receive the result via NTUST student E-mail account. If there is any question, please log in to the system again or directly consult with the computer center.</li> </ul>
Inter-University Course Selection	Feb. 19, 2024 To Mar. 01, 2024	Inter-University courses that are not offered by NTU or NTNU should be selected by manual operation. Please fill in the "Inter-University Course Selection Form" and submit it to Office of Academic Affairs. Additional fees may be required.
Correction Period of the Course Selection	Mar. 04, 2024 To Mar. 06, 2024	After finishing the course adding and dropping, students should log in to the Student Information System to confirm the course schedule. If there is any mistake, please consult with the Registrar Section/Graduate Studies, Office of Academic Affairs. However, this period is for course correction only, no more adding or dropping can be made.
2 <sup>nd</sup> Course Withdrawal Period	Apr. 22, 2024 9:00 a.m. To	<ul style="list-style-type: none"> <li>● Please withdraw via the Student Information System, print out the application form, and send it before the designated deadline to the Registrar Section/Graduate Studies, Academic Affairs Office.</li> </ul>

	May 09, 2024 5:00 p.m.	<ul style="list-style-type: none"> <li>● Courses withdrawn during the 2nd course withdrawal period will be marked “W” (i.e. withdrawn) on the transcript.</li> <li>● Intensive courses cannot be dropped via 2<sup>nd</sup> Course Withdrawal.</li> </ul>
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3.4 Be sure to drop the courses that you do not plan to attend. Otherwise, students may receive Grade “E” which will be shown on their transcript.

3.5 Students should contact their department for detailed information about graduation requirements and ensure they have taken all the necessary courses.

## 4. Credit Transfer

### 4.1 [Credit Transfer Regulation](#)

4.2 Deadline for application for credit transfer- Feb. 21, 2024

4.3 The credits that have been gained from the graduate program in the prior university and have not been counted to students’ previous graduation credits may be transferred to Taiwan Tech after approved by the chairman of registered department.



4.4 For degree students, the maximum number of transferred credits cannot exceed half of the required credits required for graduation

4.5 For dual degree students, the maximum number of transferable credits cannot exceed two-thirds of the credits required for graduation

4.6 Please contact the registered department directly for details.

## 5. Tuition and Supplementary Fees Payment

### 5.1 [Check Tuition Fees here](#)

5.2 Tuition fees are subject to change based on the latest announcements. Please refer to the most recent schedule of tuition and miscellaneous fees.



5.3 **New international students may pay tuition fees upon registration at Taiwan Tech. Please pay the fees IN CASH.**

## 6. Application for a 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.	

## 7. NTUST Scholarship

7.1 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.

**7.2** 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.

**7.3** 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.			

**7.4** NTUST scholarship recipients have to apply for the scholarship renewal for their next year of graduate study at the end of every academic year. The continuation of the scholarship depends on the student's academic and research performance.

**7.5** 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.

**7.6** 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.

**7.7** 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 NTD6,000 of the monthly stipend to master's students and NTD6,000 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 NTD6,000 from the department and NTD6,000 from the university.

**7.8** 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.**

## 8. Health Insurance

**8.1** Before you arrive in Taiwan, you should purchase the Overseas Health Insurance in your country, which can cover six months.

**8.2** After you hold Alien Resident Certificate (ARC) and stay in Taiwan more than 6 months, Office of International Affairs will help you join the National Health Insurance, which is provided by the government.

- ✓ Important Notice: The Office of International Affairs (OIA) will not automatically help you apply for National Health Insurance; please provide the OIA with a copy of your ARC, tuition bill receipt and your student ID, and we will then help you enroll in National Health Insurance.

**8.3** National Health Insurance (NHI) is compulsory for all the residents in Taiwan. The NHI fee will show on your tuition fee payment slip from the second semester. Please refer to NHI website for more information. <https://eng.nhi.gov.tw/en/mp-2.html>

## 9. 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.

### 9.1 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.

**9.2** 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>health checkup items</b> and <b>the list of designated local hospitals.</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> <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> </ul>

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|  | <ul style="list-style-type: none"><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> |
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- **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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