

Important Notice for Newly Admitted International Students

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1. Important dates

| Date | Things to do |
|------------------------------|---|
| February 3 February 7 - 9 | <ul style="list-style-type: none"> - Arrival date! - If you arrive on Feb. 3, you will be released from quarantine on Feb. 18. - If you arrive on Feb. 7, you will be released from quarantine on Feb. 22. - If you arrive on Feb. 8, you will be released from quarantine on Feb. 23. - If you arrive on Feb. 9, you will be released from quarantine on Feb. 24. |
| Feb. 18 afternoon | Online Orientation for new international students |
| Feb. 19 – 20, 22 | Registration at NTUST |
| Feb. 20, 13:00-16:00 | Newly admitted international students' health check-up |
| Feb. 22 | <ul style="list-style-type: none"> - Classes begin - Deadline for arriving in Taiwan. If you arrive in Taiwan after Feb. 22, NO Taiwan Tech quarantine subsidy will be granted! |
| Feb. 22 – Mar. 8 | Course adding & dropping period |
| Feb. 24 | Deadline for credit transfer |

2. Online New International Students Orientation

Date: Thursday, February 18, 2021

| Time | Content | Speaker |
|--------------|--|---|
| 13:30-14:00 | <ul style="list-style-type: none"> • Dorm Regulations / Housing • Health Center Introduction • Health Examination • Student Counselling Service | Office of Student Affairs |
| 14:10-14:30 | Mandarin Chinese Program <ul style="list-style-type: none"> • Course Information • Adding Course Procedure | Language Center |
| 14:40-15:10 | Survival Information: Campus Life <ul style="list-style-type: none"> • Getting your ARC • National Health Insurance • Work Permit • NTUST Scholarships • Open A Postal Savings Account • What to do after quarantine? | Office of International Affairs |
| 15:20 -16:00 | Survival Information: Academic <ul style="list-style-type: none"> • Graduate Requirements • Student Information System • Course Catalogue System • Course Selection Procedure and System | Office of Academic Affairs Section of Graduate Studies |

3. Required documents upon arrival in Taiwan Tech

3.1 Submit to the **Office of International Affairs** upon registration

Please submit a photocopy of your passport to buy a Medical and Accidental Insurance or present your NHI card or an insurance certificate from your home country if any.

3.2 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 do authenticate on the diploma, transcript record, Medical and Accident Insurance, but the financial statement still need to be certified by a notary public.

| Document | Detail |
|---|--|
| (1) Passport | |
| (2) Original diploma in English | <ul style="list-style-type: none">• Master's program: Please submit a bachelor's degree• Ph.D. program: Please submit a master's degree |
| (3) Original transcript in English | |
| (4) Original Financial Statement | <ol style="list-style-type: none">1. Certified by a notary public and showing minimum amount of US \$8000.2. Students with a NTUST scholarship of full or partial monthly stipends can be waived for this item.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).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. | |
| ❖ Special Notice | |
| 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 of Nicaragua and 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 in English | <ul style="list-style-type: none"> • Master's program: Please submit a bachelor's degree • Ph.D. program: Please submit a master's degree |
| (3) Original transcript in English | |
| (4) Original Financial Statement | <ol style="list-style-type: none"> 1. Authenticated by their Ministry of Foreign Affairs and showing minimum amount of US \$8000. 2. Students with a NTUST scholarship of full or partial monthly stipends can be waived for this item. 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). 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. | |

C. Students from countries other than the six 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)** upon arrival for registration.

| Document | Detail |
|--|--|
| (1) Passport | |
| (2) Original Diploma and its authentication | <ul style="list-style-type: none"> • Master's program: Please submit Bachelor's degree • Ph.D. program: Please submit master's degree • 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. |
| (3) Original Transcript and its authentication | |
| (4) Authenticated Financial Statement | <ol style="list-style-type: none"> 1. It shall show at least 8000 U.S. dollars to support their living costs. |

| Document | Detail |
|---|--|
| | <ol style="list-style-type: none"> 2. The financial statement must be authenticated by an overseas Embassy or Mission of Republic of China (Taiwan) 3. Students with a NTUST scholarship of full or partial monthly stipends can be waived for this item. 4. 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). 5. Applicants who receive support from other funding institutions, must provide supporting documents. 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. |
| (5) Copy of the above documents | |
| <p>❖ 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</p> | |

❖ **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 NTUST registered student or revocation of applicant's NTUST 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.

4. 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 (for example: from 2019/9-2020/3). 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 from the Office of International Affairs in Taiwan Tech. The receipt should 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 should be authenticated by an overseas embassy or representative office of the Republic of China (Taiwan) before being submitted to the university.

(2) A student who has already enrolled in Taiwan's National Health Insurance Program should provide their Taiwan NHI card and its photocopy as the required proof of purchase of insurance. Payment of the premium to continue the NHI coverage should be paid through the university (premium for six months=NT\$4,494).

5. Important Notices for Academic Rules (Spring 2020)

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. |
| Period of Study | 1-4 years | 2-7 years |
| Minimum credits (Passing Grade : B-) The department's rules prevail. | 1. MBA program: 45 2. BA and Finance: 42 3. Other departments in College of Management: minimum: at least 36 4. Other departments: 24 | 1. Industrial Management and Finance: 30 2. Other departments in College of Management: at least 24 3. Other departments: 18 4. Direct Pursuit of Ph. D Degree students may consult your major department for credit information. |
| Required courses | Refer to your major department | |
| Qualifying exam | | College of Management (within the first 3 years) Other Departments (within the first 2 years) 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. |
| Oral defense | Thesis | Dissertation |
| | Fall semester: from Oct. 1 to Jan. 31 / Spring semester: from April 1 to July 31 | |

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| Regulation of Academic Research Ethics Course | The master's and doctoral students should complete this course before the end of their first year. Graduate students can apply for the examination of degree only after they pass the course. https://cla.ntust.edu.tw/p/412-1076-8603.php?Lang=en |
| Laboratory Safety Training Course Time: 13:30-16:30, 7 th April, 2021 Venue: IB-202 | The training course is mandatory and required by law for every new graduate student who will be involved in laboratory work. Registration Website: https://reurl.cc/7oGa71 (The registration will be opened on till the 7 th April, 2021.) Contact: Ms. Chieh-Ju Yu, e-mail address: amandayu@mail.ntust.edu.tw |
| Others | Please contact your major department |



6. Course Selection

- (1) Classes begin: **Feb. 22, 2021**
- (2) Course adding/dropping (including courses offered by NTU system) **Feb. 22- Mar. 8, 2021**
Course Selection System: <https://courseselection.ntust.edu.tw/>
- (3) 2nd course withdrawal period: **May. 3 – May. 20, 2021** via Course Selection System. *Courses that are withdrawn during the 2nd course withdrawal period will be marked “W” (i.e. withdrawn) on transcripts.*
- (4) 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>
- (5) 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.

7. Credit Transfer

The credits gained from graduate program in prior university and not counted in your previous graduation credits can be transferred after approved by the chairman of registered department. New students should apply for credit transfer by submitting their original transcript before **Feb. 19, 2020** 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.

8. 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.

9. Student Information System

New students have to log in to 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 Apr. 7, 2021.

10. Tuition and Supplementary Fees Payment

(1) Details of tuition and supplementary fees:

<https://www.ntust.edu.tw/files/13-1126-316-1.php?Lang=zh-tw>

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

(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.

(3) **Registration Date: Feb. 1, 20, 22, 2021**

- You are strongly suggested to finish registration before **Mar.8**, since the course selection system will be closed on that day.

11. 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. | |

12. Importance Notice of 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 |
| | Ph.D. program | Maximum 3 years | NT\$18,000 / month |
| Partial scholarship | Master's program | Maximum 2 years | NT\$9,000 / month |
| | Ph.D. program | Maximum 3 years | NT\$12,500 / month |
| Tuition waiver | Master's program | Maximum 2 years | |
| | Ph.D. program | Maximum 3 years | |

For scholarship recipients, tuition and fees are waived for each year of the scholarship.

(4) For Ph.D. 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.*