

# Application Process

## Home Institution

Exchanges to NDHU are only possible if your school has an exchange program to NDHU and if you have been selected by your university. Please check with your school to see if they offer exchanges to NDHU and what procedures you need to complete to be selected.

## Application Deadline

Once your home institution has selected you for an exchange, you must apply to NDHU's exchange program. Please complete the application steps stated as follows and return it to your exchange advisor at your home institution. Once your application has been processed you will receive an acceptance packet in the mail. Please be aware of the NDHU application deadlines for when you wish to begin your exchange at NDHU.

There are two semesters in every academic year, the fall semester and the spring semester, in which students can apply for exchange at NDHU.

	Semester starts from	Semester ends in	Application system open
Fall Semester	Mid of September	Mid of January	March 1 – April 15
Spring Semester	Mid of February	End of June	October 1 – November 15

# Steps of Exchange Program Application

Step1: Contact the exchange advisor at your university.

Step2: You will receive the exchange nomination notice email from the application system after your advisor nominates. You will be able to log in your account via the link. (Create your new password when you log in the portal at the first time.)

Step3: Complete [application form](#) On-line and upload the following documents: (1~4 are required)

1. Student certificate(JPG)
2. A copy of passport(JPG)
3. One photograph (35 x 45 mm)(JPG)
4. One Original Transcript(JPG)
5. [Adviser Application Form](#)(PDF) This is optional for graduate applicant only. If the applicant needs to study with an adviser while staying at NDHU, we'd like to ask applicant fill out the form.

Step4: Please confirm all your information before submitting. (It cannot be revised afterward)

# Important Information

## Before You Begin Your Exchange

Once you have been accepted to NDHU's Exchange Program, your International affair unit will receive acceptance packets and you need to mind for applying for the Student Visa, not Visitor Visa. Other procedures, like registering for classes can be done after you arrive on campus.

### 1. Resident visa application

Admitted student has to apply for resident visa from the overseas Taiwan representative office. Please refer to the following [link](#) for details of resident visa application.

入學學生須自中華民國駐外單位申請居留簽證。請參考[外交部居留簽證申請網](#)

### 2. Flight Information Reply & Insurance Certificate Upload

Admitted exchange student has to provide **your flight information** and **the copy insurance document** through [your account](#) before the published deadline.

### 3. Finish Medical Examination

For short-term students who plan to study in Taiwan at least 3-months but not more than 6-months, please finish all the required medical examination items in your country, which includes "Positive Measles and Rubella Antibody Titers or Measles and Rubella Immunization" and "Chest X-Ray for Tuberculosis".

## After You Enter NDHU

1. Pay Off Your Administration Fee to OIA– NT 500 dollars/ per person

It includes the delivery fee of your invitation letter, transcript and certificate, etc.

2. Submit Your Medical Examination Report

Stay 3 to 6 months : [Download the form](#). Please prepare the originals and the soft copies of immunization certificates and the chest X-ray report, submit to the health center office of student affair when you arrive.

Stay 6 to 12 months: [Download the form](#)

3. Submit a copy of your visitor Visa to OIA

## Cost of Study

Currently undergraduate students pay approximately NT\$24,000 to NT\$28,000 per semester for tuition and fees. Graduate students will pay approximately NT\$11,000 to NT\$13,000 per semester for student services, plus NT\$1,530 per unit enrolled. Books and supplies cost about NT\$10,000 per semester. However, base on the agreement between your university and NDHU, your tuition might be waived.

## Housing and Living Costs

All international students will be provided with on-campus dormitory-style housing. Each room accommodates four, which costs about \$300 USD per semester per student. However, base on the agreement between your university and NDHU, your on-campus housing expense might be waived. Please consult with your exchange advisor.

Living expenses range from \$250 USD to \$450 USD per month.

## Insurance

International students are required to purchase insurance in their own country during the stay in Taiwan.

## Courses Website

Courses searching system: <http://sys.ndhu.edu.tw/aa/class/course/Default.aspx>

Online course selection:

<https://sys.ndhu.edu.tw/AA/CLASS/subjselect/Default.aspx>

You could choose the courses online before arrive. Please follow the schedule if you need to select additional class or drop the class.

Two minimum courses are required.(At least one course in your college and one chinese language class of Chinese language center are required )

## Arrival date

Please arrive Taoyuan International airport around noon, it costs more than 6 hours to our campus. Please keep your cell phone available and arrive our campus on the recommended date to match up the opening of the accommodation.

Please finish [International Exchange Student Admission Procedure Form](#) on the day after you arrival date.

Please finish [International Exchange Student Leave-School Procedure Form](#) before leaving.