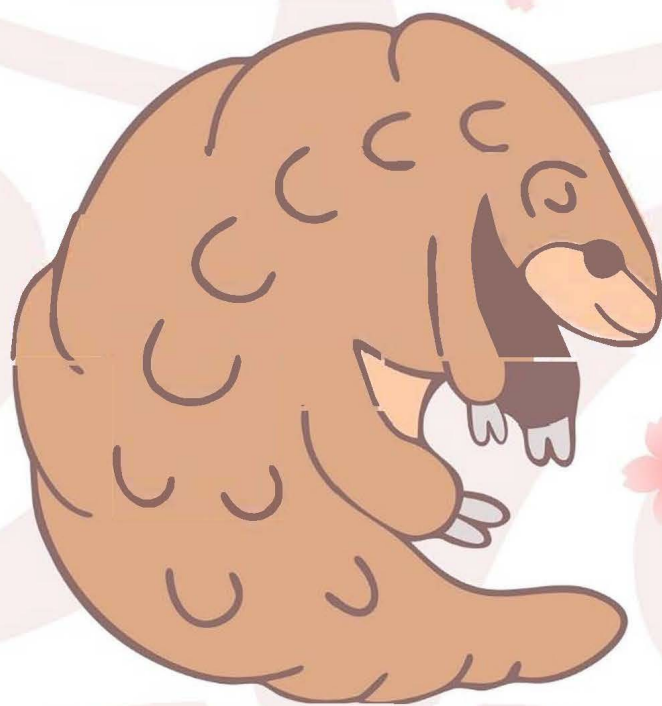


NATIONAL CHI NAN UNIVERSITY



INTERNATIONAL STUDENT HANDBOOK

2026 Spring

# CONTENTS

<b>NCNU MAP .....</b>	<b>5</b>
<b>NCNU INTRODUCTION .....</b>	<b>7</b>
<b>BEFORE DEPARTURE .....</b>	<b>7</b>
Checklist.....	8
Degree & Transcript Verification (Authentication).....	9
Health Insurance.....	9
Visas.....	10
Registration Payment .....	11
Entry Reminder.....	12
Airport Shuttle Bus Service .....	13
<b>AIRPORT ARRIVAL .....</b>	<b>14</b>
Currency Exchange.....	14
Cell phone number (SIM card).....	14
<b>STUDYING AT NCNU .....</b>	<b>16</b>
Department & Institutes.....	16
Important Dates .....	17
Administrative system (SSO), Moodle, School mail .....	18
How to Upload Photo?.....	23
Online Course Selection.....	25
Course Related Information .....	26
Chinese Course.....	27
Sport Program.....	27
NCNU Wifi.....	27
Alien Resident Certificate (ARC).....	28
ARC Extension.....	30
Work Permit.....	30
NCNU Scholarship.....	31
<b>ACCOMMODATION.....</b>	<b>32</b>
On- campus Dormitory.....	32
Accommodation Fee.....	32
Moving In.....	33
Campus Safety Advice.....	34
Emergency Contact.....	34
Garbage Truck .....	35
<b>CAMPUS LIFE.....</b>	<b>36</b>
Nan Tou Bus (Puli-National Chi Nan University).....	36
Post Office Account.....	39
Cafeteria.....	39
Printing Service.....	39

On-Campus Clinic (Health Section).....	40
Counseling and Career Development.....	40
Insurance.....	41
Smoke Ban .....	42
<b>CONTACT INFORMATION.....</b>	<b>43</b>
Department Contact .....	43
Consultation Contacts.....	45
Check out these Apps!.....	45
<b>LIFE IN TAIWAN .....</b>	<b>46</b>
Weather.....	46
Mosquitoes.....	46
Earthquake.....	47
Electricity.....	48
Transportation.....	48
Convenience Stores .....	48
Cell phone Service.....	49
National holiday .....	49
<b>ABOUT PULI DOWNTOWN.....</b>	<b>50</b>
Introduction.....	50
Places in Puli.....	50
Local Sightseeing.....	51
<b>Appendix .....</b>	<b>52</b>
National Chi Nan University Student Dormitory Convention.....	52
Cathay Life Insurance Group Foreign Students Health Insurance.....	52

# NCNU MAP

## 校園導覽



# National Chi Nan University



# Campus Map



- 1 New Guest House
  - 2 Graduate Student Dormitory
  - 3 Undergraduate Student Dormitory
  - 4 Sports & Health Center
  - 5 Student Activity Center
  - 6 Security Center
  - 7 Single Staff Dormitory
  - 8 Family Dormitory
  - 9 Library
  - 10 College of Management
  - 11 College of Science & Technology
  - 12 College of Humanity
  - 13 General Teaching Building
  - 14 College of Education
  - 15 Administration Building
  - 16 Campus Security Center
- 1 Square Theater
  - 2 Round Theater
  - 3 Language Teaching & Research Center(1F)
  - Center for Teacher Education(2F)
  - 4 TVGH Clinical(BF)
  - Section of Health(BF)
  - 5 General Education Center(1F)
  - 6 Computer & Network Center(1F)
  - 7 Photocopy Center(BF)

← To YuChi & Sun Moon Lake      21 Provincial Highway No. 21      To Cao Tun , Tai Chung.      6 →

# NCNU INTRODUCTION

## Mission

Established in central Taiwan in 1995, NCNU is tasked with both securing the inheritance of classical Chinese culture and cultivating a new generation of global-minded professionals.

We currently have 6 colleges. There are a total of 24 bachelor degree programs, 40 master degree and in-service master programs and 13 Ph. D degree programs. An average of 6,500 students enroll each year to pursue degrees. We now have a 26,000-strong alumni network that is putting down roots in different fields and regions across the world.

20 task units comprising nearly 700 faculty members are steadily transforming NCNU into central Taiwan's foremost cradle of humanistic, insightful, and passion-driven research and education.

**Infuse distinctive local features:** We conduct programs that address the unique needs of the local rural population, such as student-led community services, and tutoring programs for school children from remote townships. We also offer distinctive curricula that are synergetic with local economic activities, such as leisure and tourism, photo electronics and the local industrial development.

**Integrate humanities and technology:** Through various interdisciplinary teaching programs, specialized courses and academic development projects, we encourage our students to embrace technology for the betterment of society, as well as humanistic enrichment that is in pace with technological advances.

**Aggregate traditional and foreign education:** Foreign students choose us thanks on the one hand to our traditional campus architecture and culture, and on the other hand to the efforts of the University Entrance Committee for Overseas Chinese Students, which is organized annually by us. As such, we have maintained the highest foreign-student ratio in the country.

**Combine ecology and environment protection:** Our campus is surrounded by a natural and ecological diversity. Thus, we have always valued and attached great importance to carbon reduction, and environmental education and conservation.



# BEFORE DEPARTURE

## Checklist

<input type="checkbox"/>	Ensure you have a valid Passport. (Your passport must be valid for at least six months or more.)
<input type="checkbox"/>	Valid visa for entry to Taiwan
<input type="checkbox"/>	Overseas Individual Health Insurance Certificate (including emergency medical insurance with repatriation expenses).
<input type="checkbox"/>	Your admission letter
<input type="checkbox"/>	Proof of financial support
<input type="checkbox"/>	The highest-level diploma and complete transcripts <u>verified by Taiwan Overseas Mission</u>
<input type="checkbox"/>	Passport photo ( <u>White background</u> , taken within the past year, showing clear and unobstructed facial features that are easily identifiable. The photo must not be modified or retouched. For documents required in Taiwan, please prepare both hard copies and a digital (soft) copy.)
<input type="checkbox"/>	Credit card or ATM card (Please activate the overseas ATM withdrawal function for your card at your bank in your home country).
<input type="checkbox"/>	Prepare Enough New Taiwan dollars (NTD) for initial expenses. (At the Taoyuan International Airport immigration lobby, there are branches of the Bank of Taiwan and Mega International Commercial Bank, both of which provide foreign currency exchange services.)
<input type="checkbox"/>	Pack electrical plug adapters. (Taiwan standard : 110V, 60 Hz; Taiwan's sockets: 2-hole socket, or 2-hole socket plus a circular ground prong)
<input type="checkbox"/>	Network cable
<input type="checkbox"/>	Copy important documents that you need while in Taiwan. All documents must be certified by the relevant authorities in their respective countries.
<input type="checkbox"/>	Enough Medications and Prescriptions (if needed)

# Degree & Transcript Verification (Authentication)

All diplomas and Transcripts obtained outside of Taiwan must be authenticated by the [Taiwan overseas mission](#). You are required to submit your verified diploma and transcript on registration. Please note that you will not be able to complete the registration procedure without presenting all the required documents.

## General Degree Verification

You are required to have all foreign diploma and transcripts verified by the Taiwan Embassy/Mission in the country of the institution. If your transcripts and diplomas/graduation certificates are not in Chinese or English, please first translate them into English or Chinese and verify the translated documents as well as the original documents. Please have all necessary documents verified prior to arrival in Taiwan.

## Mainland Chinese Degree Verification

Please have all necessary documents verified prior to arrival in Taiwan since most of the verification procedures need to be completed in China.



★Students with undergraduate or graduate degrees issued by institutions in the People's Republic of China (PRC) need to provide the following required documents on registration:

1. Degree Certificate: Original version plus the electronic verification by China Academic Degrees and Graduate Education Development Center (CDGDC) (<http://www.cdgdc.edu.cn/>).
2. Graduation Certificate: Original version plus the electronic verification by Center for Student Services and Development, Ministry of Education, P. R. China (CSSD) ([www.chsi.com.cn](http://www.chsi.com.cn)).
3. Transcripts: Original version plus the electronic verification by Center for Student Services and Development, Ministry of Education, P. R. China (CSSD) ([www.chsi.com.cn](http://www.chsi.com.cn)).

◎ Verification of academic credentials obtained in Taiwan is not required; however, the original documents must still be presented for inspection at on-site registration.

## Health Insurance

Make sure to buy health insurance in your own country before your departure. The period of insurance must cover the first month of your stay period in Taiwan.

We will help you to apply for Foreign Students Health Insurance before you get the National Health Insurance card.

Every international student here is required to purchase insurance to ensure that any health issues and medical expenses are adequately covered.

When international students arrive and complete the registration process, we will assist you in enrolling in the Foreign Student Group Medical Insurance.



# Registration Payment

## Tuition and Miscellaneous Fees Payment Instructions

To pay your tuition and miscellaneous fees, please visit the First Bank e-School website:

<https://eschool.firstbank.com.tw>. You may download your payment bill or complete the payment online.

School Name: 國立暨南國際大學

Username: Your student ID number

ID Verification code: Your date of birth in the Republic of China (Taiwan) calendar format (YYMMDD), totaling 6 digits. (For incoming students)

### Note:

1. If you are unable to make the payment online, please download and print the payment slip in advance. You must complete the payment in person at First Bank on the first day of classes.
2. Failure to pay the fee within the specified deadline will be considered as giving up admission, and the Registration and Curriculum Section will delete the student's registration.
3. **For Graduate Students:** NCNU has two separate payment periods each semester. The first payment covers general fees, including insurance and other miscellaneous expenses. The second payment covers tuition and credit fees.

第一銀行 第e學雜費入口網  
First Bank

校務人員登入 繳費快速查詢 繳費常見問題 聯絡我們 本行連結 選擇語言  
Manager Login Payment Inquiries FAQs Contact us Bank links Language

第e學雜費入口網  
https://eschool.firstbank.com.tw  
極安全 雜費

台北時間: 2025-07-23 09:21:43  
本月訪客人數累計: 0000140477

查詢及繳費登入  
請依「中文學校名稱」輸入關鍵字查詢 Search "國立暨南國際大學" and click it

國立暨南國際大學

請輸入學號 Your student ID number

請輸入身分證號碼 Your date of birth in the Republic of China (Taiwan) calendar format (YYMMDD)  
(請依學校公告的方式輸入)

請輸入驗證碼 Fill out the code 4103

登入 重新輸入

最新消息  
2025-04-21 中華大學-身分證號碼請輸入「學生本人身分證號碼後6碼」

QR Code

# Entry Reminder

To Keep African Swine Fever out, please **DO NOT** bring animals, plants or their products into Taiwan. Bringing meat products into Taiwan is strictly prohibited.

✘ NO bringing of meat products into Taiwan.

✘ NO purchasing on the internet of meat products from abroad.

✘ NO visiting of foreign animal farms.

Violations will result in a **fine of up to NTD 3 million**. Please **DO NOT** bring pets into Taiwan.

廣告

นำเข้าหรือส่งพัสดุที่เป็นสินค้าต้องห้ามต่อไปนี้มายังไต้หวัน  
มีโทษปรับสูงสุด  
3 ล้านเหรียญไต้หวัน!

從國外違規攜帶

或寄送這些東西

最高罰新臺幣300萬元!

Bringing or Sending These Products to Taiwan  
Can Result in a Fine of Up to NT\$ 3 Million

禽畜肉類、內臟  
及其加工製品

ผลิตภัณฑ์เนื้อสัตว์  
เครื่องใน  
และผลิตภัณฑ์แปรรูป  
Fresh/Processed  
meat products



鮮奶、蛋、  
未加工毛皮、骨骼、角

นมสด ไข่  
ขนที่ยังไม่ได้แปรรูป  
กระดูก เขาสัตว์ ฯลฯ  
Milk, egg,  
unprocessed antlers, bones,  
horns, animal hides



蔬菜水果、植株等  
生鮮植物

ผักผลไม้สด ต้นกล้า  
และพืชสด  
Fresh plant products:  
vegetables, fruits,  
plants...etc



種子、根莖等  
會發芽的植物產品

เมล็ดพืช ราก หัว  
และผลิตภัณฑ์จากพืชที่งอกได้  
Propagable plant products:  
seeds, roots,  
bulbs...etc



活昆蟲、木材、  
土壤、栽培介質等

แมลงที่ยังมีชีวิต ไม้ ดิน  
วัสดุที่ใช้ในการเพาะปลูก ฯลฯ  
Living insect, wood, soil,  
growing media...etc



通報專線 /  
Notification Hotline /  
แจ้งเบาะแสที่สายด่วน

0800-039-131



農業部動植物防疫檢疫署  
ANIMAL AND PLANT HEALTH INSPECTION AGENCY  
MINISTRY OF AGRICULTURE

# Airport Shuttle Bus Service

An airport pick-up service from Taoyuan International Airport to National Chi Nan University is provided upon request, however, it is restricted to a certain time. We will inform you of the pick-up information via email. Please try to book your flight arrive before 14:00 on the dates when airport pick-up service is available. Students who need this free service, please register online.

**Please note if you miss airport pickup service, you should come to NCNU on your own**

## Pick-up Arrangement

For students who entry at **Terminal 1**, please meet us at **south meeting space at terminal 1**.



For students who entry at **Terminal 2**, please meet us at **south meeting space of Terminal 2**.



# AIRPORT ARRIVAL

## Currency Exchange

Taoyuan International Airport may be the most convenient location to exchange foreign currencies into New Taiwan Dollars. It is recommended that you exchange your currency to Taiwanese Dollars at the airport. You may also withdraw cash from ATM machines on campus or near campus with your credit card or ATM card (Please activate the overseas ATM withdrawal function for your card at your bank).

For more details: <https://www.taoyuan-airport.com/>



## Cell phone number (SIM card)

As soon as students arrive in, students can go to Telecom service desk at Taoyuan Airport, Terminal 1 or Terminal 2, 1 floor, for applying Taiwan telephone number (sim card).

The Sim cards are exclusively for tourists and at a slightly lower price than in Puli downtown, including more data and as well their WiFi access which provides many hotspots throughout in Taiwan. Or you can go to any of the provider stores or convenience stores in Puli downtown to purchase a SIM card for a regular price. The difference with this option is that all operators will require you to show a secondary piece of identification e.g. a driver's license or ARC and have to sign forms.

Please note that the store's employees in the Puli downtown are less likely to speak English as the staff at the airport.

For more details: <https://www.taoyuan-airport.com/>



## From Airport to NCNU & Puli

If you cannot arrive in Taiwan on the dates when airport pick-up service is available, **you will have to come to school on your own.** There are several ways coming to NCNU, here we provide you the faster but not the cheaper choice.

	臺灣桃園國際機場到桃園高鐵站 PE Airport to THSR (Taiwan High Speed Rail Way) Taoyuan Station
	Take the transfer Bus or Taoyuao Metro to THSR (Taiwan High Speed Rail Way) Taoyuan Station (for about 15 minutes) 搭乘接駁巴士或桃園捷運至台灣高鐵桃園站 (約 15 分鐘),
	<a href="https://www.tymetro.com.tw/">https://www.tymetro.com.tw/</a> (Official website of Taoyuan Metro)
	臺灣桃園國際機場到台中高鐵站 TPE Airport to THSR (Taiwan High Speed Rail Way) Taichung Station
	Take THSR from Taoyuan to Taichung (It takes about 40 minutes). 然後從台灣高鐵桃園站搭乘高鐵前往台中 (約 40 分鐘)。
	※ <a href="http://www.thsrc.com.tw/">http://www.thsrc.com.tw/</a> (Official website of THSR)
	臺中高鐵到國立暨南國際大學 (THSR) Taichung Station to NCNU
	THSR Taichung Station @ First Floor Exit No.6 → Take the 台灣好行觀光巴士 (Taiwan Tourist Shuttle Bus) → To National Chi Nan University (Only stop at the gate of NCNU)
	※ <a href="http://www.taiwantrip.com.tw/">http://www.taiwantrip.com.tw/</a> (Official website)
	臺中高鐵到埔里總站 (THSR) Taichung Station to Puli
	THSR Taichung Station @ First Floor Exit No.6 → Take 南投客運 (Nantou Bus) Freeway No.6 to Puli.
	※ <a href="http://www.ntbus.com.tw/">http://www.ntbus.com.tw/</a> (Official website)
	埔里總站到暨南國際大學 Puli Station to NCNU
	南投客運市區公車：1路區間車 埔里-暨南大學 → Take 南投客運 (Nantou Bus) Route: Puli-Chi Nan University
	※ <a href="http://www.ntbus.com.tw/">http://www.ntbus.com.tw/</a> (Official website)

# STUDYING AT NCNU

## Department & Institutes

Department	Bachelor	Master	Ph. D
<b>College of Humanities</b>			
Department of Chinese Language and Literature	✓	✓	✓
Department of Foreign Language and Literature	✓	✓	
Department of Social Policy and Social Work	✓	✓	✓
Department of Public Policy and Administration	✓	✓	✓
Department of History	✓	✓	✓
Department of Southeast Asian Studies	✓	✓	✓
Master Program in Teaching Chinese as a Second Language		✓	
Master Program in Cultural Creative Industry and Social Marketing		✓	
<b>College of Management</b>			
Department of International Business Studies	✓	✓	✓
Department of Economics	✓	✓	
Department of Banking and Finance	✓	✓	
Department of Information Management	✓	✓	
Department of Tourism, Leisure and Hospitality Management	✓	✓	
The PhD Program in Strategy and Development of Emerging Industries			✓
Interdisciplinary Program of College of Management	✓		
Business Administration and Information Technology Innovation and Application Master's Degree Program in English		✓	
<b>College of Science and Technology</b>			
Department of Computer Science and Information Engineering	✓	✓	
Department of Civil Engineering	✓	✓	✓
Department of Electrical Engineering	✓	✓	
Department of Applied Chemistry	✓	✓	✓
Department of Applied Materials and Optoelectronic Engineering	✓	✓	
Artificial Intelligence and Robotics		✓	
Interdisciplinary Program of College of Science and Technology	✓		
<b>College of Education</b>			
Department of International Comparative Education	✓	✓	✓
Department of Educational Policy and Administration	✓	✓	✓
Department of Consultative Psychology and Human Resource Development	✓	✓	✓
Institute of Curriculum Instruction and Technology		✓	
Interdisciplinary Program of College of Education	✓		
<b>College of Shui Sha Lien</b>			
Master Program of Regional Revitalization and Cross-boundary Governance		✓	
<b>College of Nursing and Health Welfare</b>			
Department of Nursing	✓		

# Important Dates

	Fall Semester:	Spring Semester
<b>Scholarship Application period</b>	April 15 <sup>th</sup> to 30 <sup>th</sup> (Each year)	Oct. 15 <sup>th</sup> to 30 <sup>th</sup> (Each year)
<b>The first stage courses selection</b> Undergraduate students choose general education courses and featured sports courses (following the schedule outlined in the course selection guidelines)	2025/8/26~28	2026/2/3~5
<b>The second stage courses selection</b> All students register for courses online (following the schedule outlined in the course selection guidelines)	2025/9/1~5	2026/2/9~13
<b>The third stage courses selection:</b> Online course registration and manual add/drop procedures (following the schedule outlined in the course selection guidelines)	2025/9/8~22	2026/2/23~2026/3/9
<b>Check-in the dormitory</b>	For Bachelor Students 2025/8/30~31 For Graduate Students 2025/9/6~7	2026/2/21~22
<b>Classes Beginning Date</b> (The first day of classes)	2025/9/8	2026/2/23
<b>Midterm Exam Week</b> (Dates may vary depending on individual instructor schedules)	2025/10/27~31	2026/4/13~17
<b>Deadline for semester courses withdraw application</b>	2025/11/21	2026/5/8
<b>Final Exam Week</b> (Dates may vary depending on individual instructor schedules)	2025/12/22~26	2025/6/8~12

# Administrative system (SSO), Moodle, School mail.

- ID: student number  
Ex: 114123456
- Pass: birthday (yy/mm/dd)  
Ex: yymmdd

**Tip: How to convert Gregorian Year into Taiwanese calendar year**  
**Gregorian Year XXXX-1911= Taiwanese calendar year**  
**Ex. 2025-1911=114**

**Once you log in, you can reset the password to your liking.**

## Administrative system (SSO)

### How to login to the “administrative system (SSO)”?

Step 1: Access NCNU website: <https://rpage.ncnu.edu.tw/>, please click circled link “單一入口 SSO” or access [administrative system \(SSO\) \(https://sso.ncnu.edu.tw/\)](https://sso.ncnu.edu.tw/).



Step 2: Log in to the administrative system (SSO) with your student number and default password. For the first login, the default password is your birthday (the birth of year must be Taiwanese calendar year).

A screenshot of the NCNU administrative system (SSO) login page. The page features the NCNU logo on the left and the university's name in large Chinese and English characters on the right. Below the header, there are three input fields: 'Account' with the placeholder text 'Student ID No.', 'Password' with the placeholder text 'Preset password', and 'Captcha' with a red refresh button and a captcha image showing the numbers '993393'. Below the captcha field is a 'Remember Me' checkbox. At the bottom, there is a blue 'Login' button and a blue link for 'Forgot Your Password?'.

Step 3: Click “School information System” and change your password.



Step 4: Change your administrative system (SSO) password.

The image shows two screenshots of a password change form. The left screenshot is in Chinese, titled "修改密碼", and includes a warning message: "密碼過期，請先更新密碼。" (Password expired, please update password first). Below this are four numbered instructions: 1. Password change will automatically update the Java version of the school information system password. 2. For security, password length must be more than 8 characters, and it is recommended to be at least 40 characters. 3. Password must contain uppercase English letters, lowercase English letters, numbers, and special symbols (e.g., ~!@#\$%^&\*~). 4. Password cannot be the same as the previous four times. The form has fields for "現有密碼" (Current Password), "新密碼" (New Password), and "確認新密碼" (Confirm New Password), and a "送出" (Submit) button.

The right screenshot is in English, titled "Change Password", and includes a "Things to note" section with four numbered instructions: 1. After the password is changed, the password of the Java version of the school information system will be automatically updated simultaneously. 2. Due to security considerations, the password length must be more than 8 characters, and to ensure that this system is compatible with the password rules of the Java version of the school administration system, it is recommended that the password length be at least 40 characters. 3. The password must contain uppercase English letters, lowercase English letters, numbers and special symbols (for example: ~!@#\$%^&\*~). 4. The password cannot be the same as the password used for the previous four times. The form has fields for "old\_password", "new\_password", and "new\_password\_confirmation", and a "submit" button.

## Moodle

A system where you can find all the updates on classroom notes, assignments, quiz, teachers' contacts and help from teacher assistant (TA) of the courses you choose. It is also a platform where you hand in your essays, homework or reflection papers. Some urgent /important announcements (such as class cancelled, exams information) are also posted on Moodle. So please pay frequent visit to Moodle and make sure you catch up with everything.

After you log in to the [administrative system \(SSO\)](https://sso.ncnu.edu.tw/) (<https://sso.ncnu.edu.tw/>), and choose " NCNU Moodle ".



## School Mail

Each student is given 2 school mail (Webmail & Cloudmail) accounts to which all the announcements from NCNU (notices, events, news) will be sent to your NCNU Webmail mail. In some courses, teachers choose to stay in touch with students via school mail instead of Moodle. So please check your school mail frequently to stay updated.

### What for:

1. Stay in touch with TAs, Teachers ;
2. Hand in Assignment

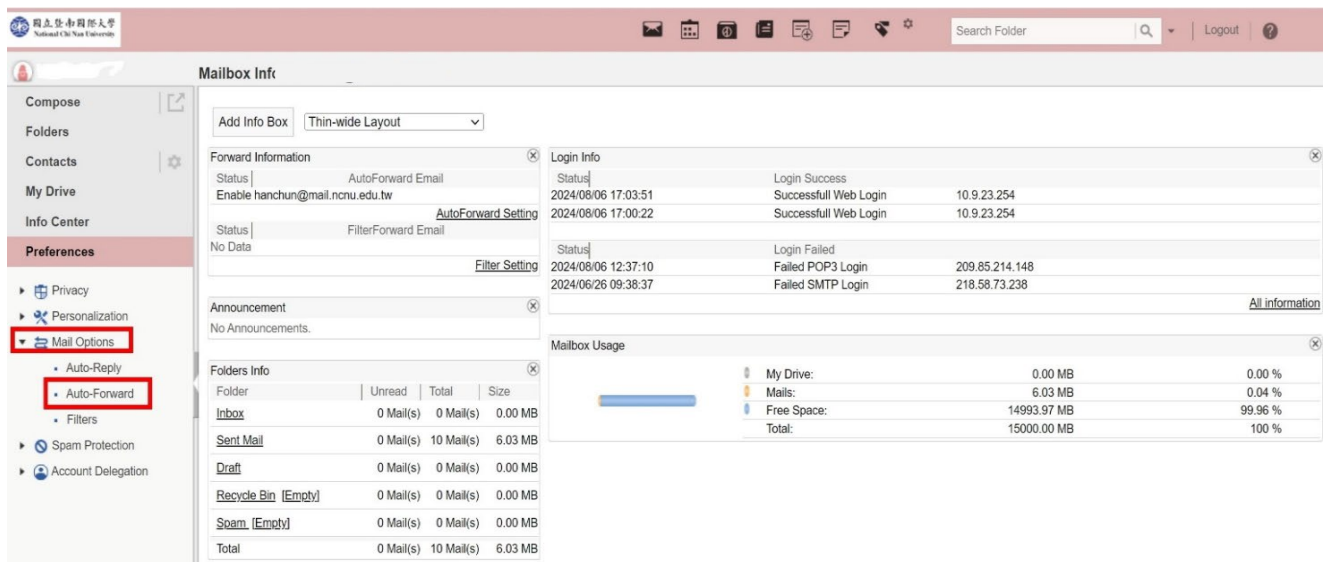
## NCNU School Email start up

### 1. NCNU Webmail (s+ student No. @ncnu.edu.tw, e.g. s1141234546@ncnu.edu.tw )

Please log in to the [administrative system \(SSO\)](https://sso.ncnu.edu.tw/) (<https://sso.ncnu.edu.tw/>) and choose "Webmail 電子郵件系統".



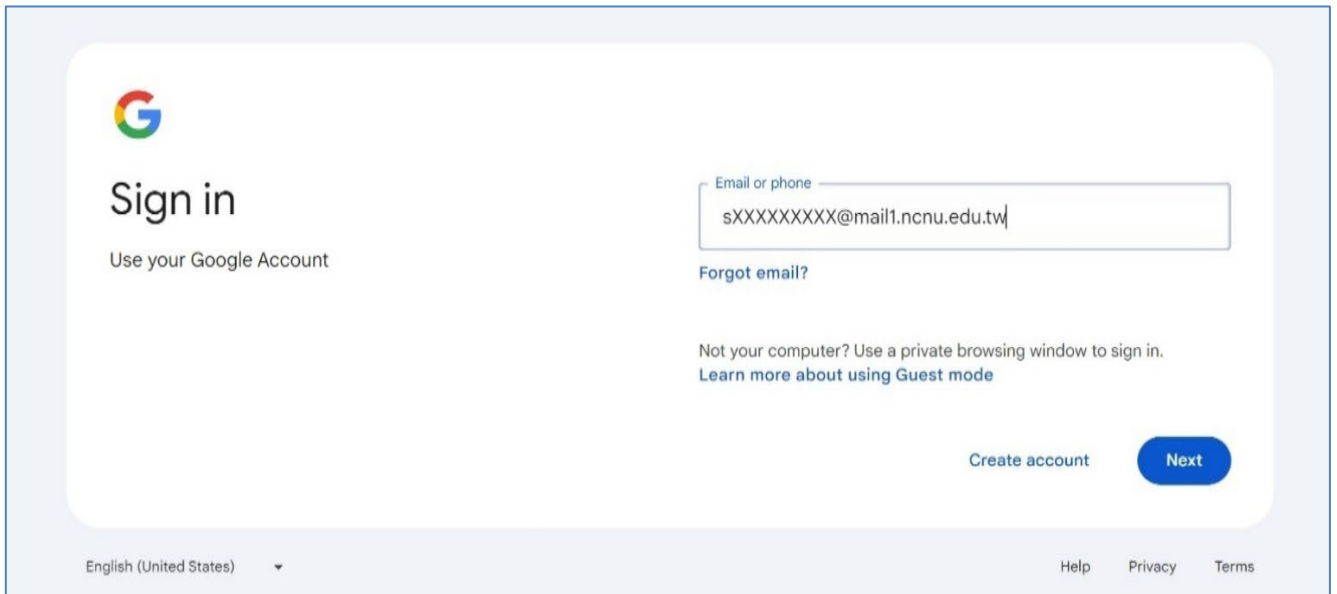
If you are afraid of missing school emails, you can set up school emails to be auto-forwarded to your private mailbox or NCNU Cloudmail.



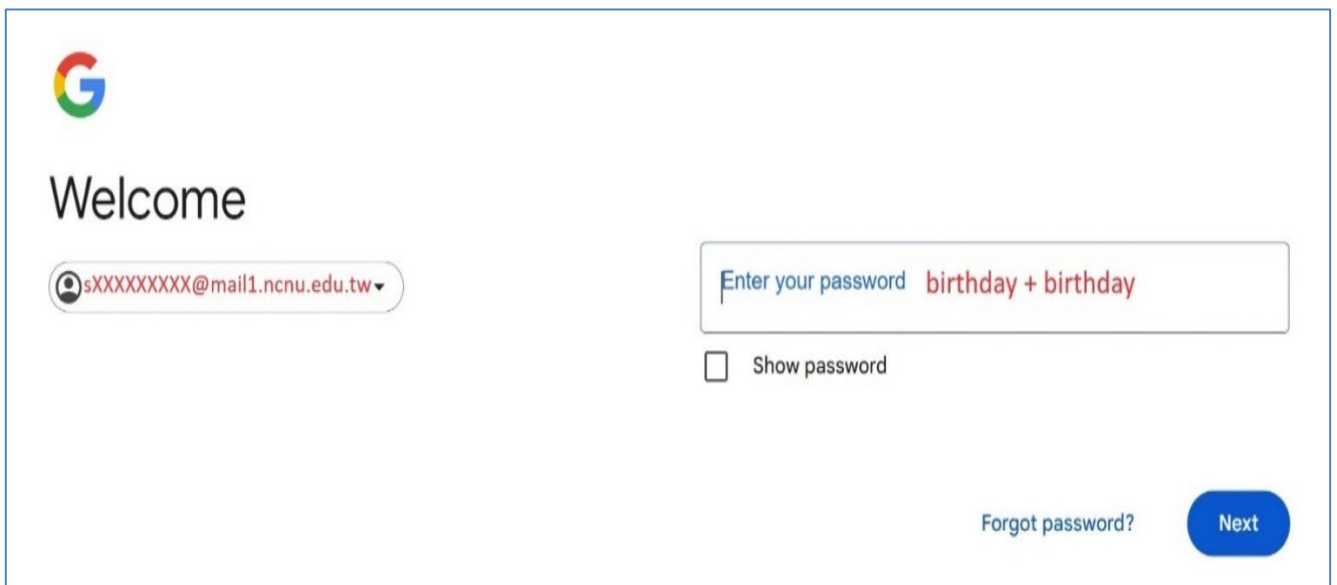
## 2. NCNU Cloudmail (Google) e.g. s114123456@mail1.ncnu.edu.tw

Access Google <https://accounts.google.com/> and login to your account. The default password is “birthday + birthday”.

e.g., My date of birth is 1998/01/01, My preset password is “01010101”



The screenshot shows the Google Sign in page. On the left, there is the Google logo and the text "Sign in" followed by "Use your Google Account". On the right, there is a text input field labeled "Email or phone" containing the email address "sXXXXXXXX@mail1.ncnu.edu.tw". Below the input field is a link for "Forgot email?". Further down, there is a note: "Not your computer? Use a private browsing window to sign in. Learn more about using Guest mode". At the bottom right, there are two buttons: "Create account" and "Next". At the bottom left, there is a language selector set to "English (United States)". At the bottom right, there are links for "Help", "Privacy", and "Terms".



The screenshot shows the Google password entry page. On the left, there is the Google logo and the text "Welcome". Below that, there is a profile picture placeholder and the email address "sXXXXXXXX@mail1.ncnu.edu.tw" with a dropdown arrow. On the right, there is a text input field labeled "Enter your password" containing the password "birthday + birthday". Below the input field is a checkbox labeled "Show password". At the bottom right, there are two buttons: "Forgot password?" and "Next".

For more details about NCNU mail, please visit Computer and Network Center Website:

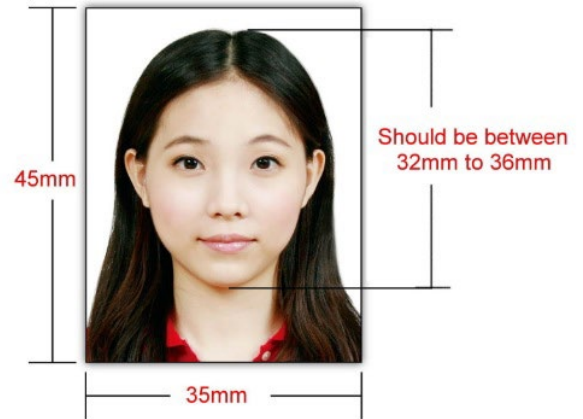
<https://cc.ncnu.edu.tw/p/404-1001-6149.php?Lang=zh-tw>

## How to Upload Photo?

Upload your photo onto the administrative system. In order to get your student ID card, a photo of you is needed. Remember to upload

### Photograph requirements for student ID card at NCNU:

1. The file size must be less than 100KB.
2. Format: JPG file.
3. A recent color photo taken within the past two years, showing a clear image of the individual without a hat.
4. The file name should be the student ID number (e.g., 114400000.jpg).



Step 1. Log in to the [administrative system \(SSO\)](https://sso.ncnu.edu.tw/) (<https://sso.ncnu.edu.tw/>) with your student ID number and password.



國立暨南國際大學  
National Chi Nan University

Account

Password

Captcha

Remember Me

[Forgot Your Password?](#)

Step 2. Click “School information System”

Home	
School Information System	<a href="#">Visit URL</a>
Webmail電子郵件系統	<a href="#">Visit URL</a>
NCNU Moodle 課程資訊網	<a href="#">Visit URL</a>
圖書館資源探索服務	<a href="#">Visit URL</a>
Personnel and Attendance Management System	<a href="#">Visit URL</a>
Official document and file integration system	<a href="#">Visit URL</a>
SSL-VPN 連線服務	<a href="#">Visit URL</a>
新版課程資訊網公測歡迎測試	<a href="#">Visit URL</a>

首頁	
新世代校務系統	<a href="#">訪問網址</a>
Webmail電子郵件系統	<a href="#">訪問網址</a>
NCNU Moodle 課程資訊網	<a href="#">訪問網址</a>
圖書館資源探索服務	<a href="#">訪問網址</a>
人事差勤管理系統	<a href="#">訪問網址</a>
公文及檔案整合系統	<a href="#">訪問網址</a>
SSL-VPN 連線服務	<a href="#">訪問網址</a>
新版課程資訊網公測歡迎測試	<a href="#">訪問網址</a>

Step 3. And click “1. Language” then “2. Personal Information”.

The screenshot shows the National Chi Nan University website. The top navigation bar is dark red. On the left, there is a hamburger menu icon. On the right, there are icons for search, notification, and user profile. The search bar is labeled '1'. The left sidebar is dark blue and contains a search bar and several menu items. The 'Personal Information' menu item is circled in red and labeled '2'. The main content area is white and contains an 'information bulletin' section with two news items, a 'Course selection information' section, and a '暫無公告訊息' (No announcement message) section.

Step 4. Click "1. Personal student status data management" and "2. upload photo".

個人學籍資料維護

Student area / Personal Information / 個人學籍資料維護

Student ID: [input] Name: [input] ID Number: [input] Date last saved: [input]

備註：  
黃底標示頁籤為目前開放填寫的頁籤，頁籤中如有標示紅色星號欄位為必填欄位，請學生務必進入填寫與確認資料是否正確！

Basic student information | Admission | Sections by year | General personal data | Hong Kong, Macao, Mainland Area, Overseas Chinese, or international student | Military service

Personal history of disease | Enrollment status | Change history | Bank account | Graduated

Save

Basic student information

Student ID: [input] ID Number: [input]

Name: [input] ★英文姓名 ?

Gender: [input] Date of Birth: [input]

Identity Category: [input] Self-financing students or Government-funding students: [input]

Upload photo [button] Upload photo not yet.

## Online Course Selection

Step 1: Log in [administrative system \(SSO\)](https://sso.ncnu.edu.tw/) (<https://sso.ncnu.edu.tw/>) and select "School Information System".

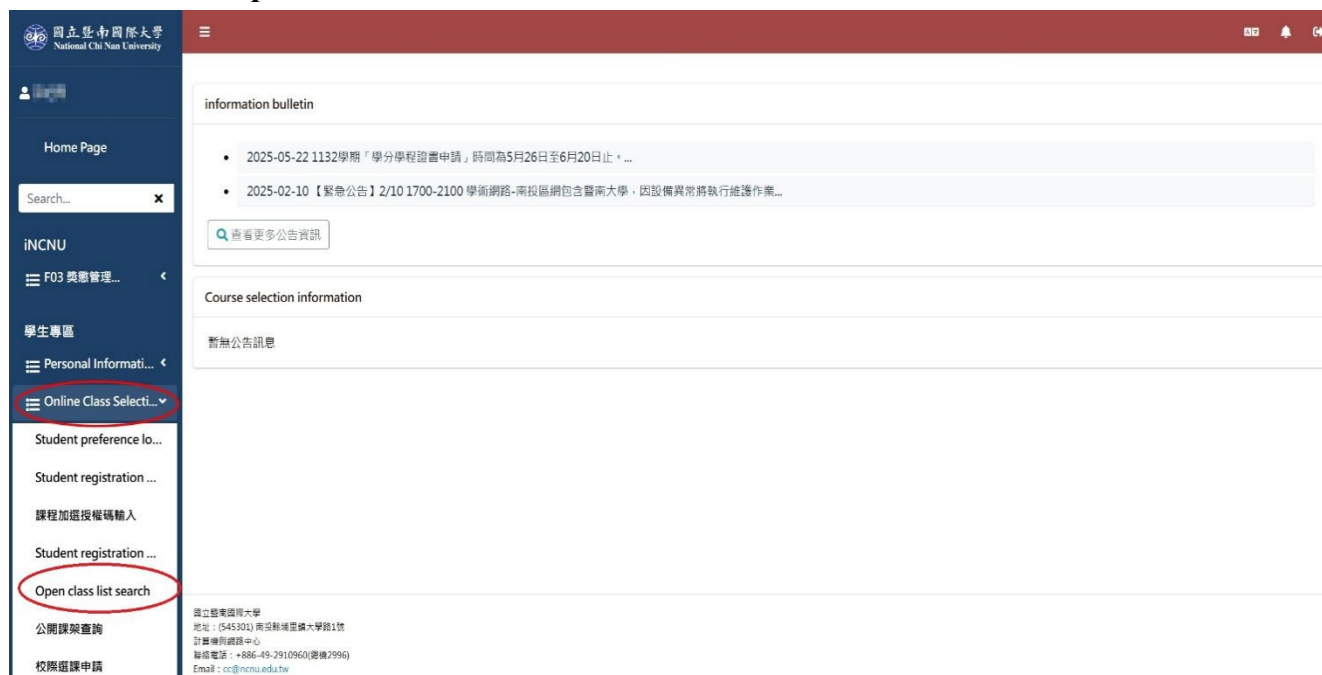
Home

School Information System	<a href="#">Visit URL</a>
Webmail電子郵件系統	<a href="#">Visit URL</a>
NCNU Moodle 課程資訊網	<a href="#">Visit URL</a>
圖書館資源探索服務	<a href="#">Visit URL</a>
Personnel and Attendance Management System	<a href="#">Visit URL</a>
Official document and file integration system	<a href="#">Visit URL</a>
SSL-VPN 連線服務	<a href="#">Visit URL</a>
新版課程資訊網公测歡迎測試	<a href="#">Visit URL</a>

首頁

新世代校務系統	<a href="#">訪問網址</a>
Webmail電子郵件系統	<a href="#">訪問網址</a>
NCNU Moodle 課程資訊網	<a href="#">訪問網址</a>
圖書館資源探索服務	<a href="#">訪問網址</a>
人事差勤管理系統	<a href="#">訪問網址</a>
公文及檔案整合系統	<a href="#">訪問網址</a>
SSL-VPN 連線服務	<a href="#">訪問網址</a>
新版課程資訊網公测歡迎測試	<a href="#">訪問網址</a>

Step 2: From the menu on the left side of the webpage, click **Online Class Selection** to select your courses, or click **Open Class List Search** to browse available courses.



☆Please note: The online course selection system is only accessible during the official course selection periods announced by the university. Before making your selections, you may use the “**Open Class List Search**” to view course syllabi and related information.

For course selection-related matters, please refer to the website below, or refer to the university’s academic regulations and the relevant regulations of each department (institute).

Registration and Curriculum Section: <https://curriculum.ncnu.edu.tw/>

## Course Related Information

### Class Time Code

Day Codes: Represented by Arabic numerals

Day	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Code	1	2	3	4	5	6	7

Time Period	Code	Time	Code
06:10-07:00	x	13:30-14:20	e
07:10-08:00	y	14:30-15:20	f
08:10-09:00	a	15:30-16:20	g
09:10-10:00	b	16:30-17:20	h
10:10-11:00	c	17:30-18:20	i
11:10-12:00	d	18:30-19:20	j
12:10-13:00	z	19:30-20:20	k

For Example:

1. 2bcd indicates class time on Tuesday from 9:10 A.M. to 12:00 P.M.
2. 1cd3f indicates class time on Monday from 10:10 A.M. to 12:00 P.M. and on Wednesday from 2:10 P.M. to 3:00 P.M.

# Chinese Course

For Chinese courses, please visit the following website to see course information.

NCNU language Center: <https://reurl.cc/ek8gex>

Ncnu-Tcsl Facebook: <https://www.facebook.com/ncnutcs1chinesecourse/>

# Sport Program

NCNU offers special sport programs (Archery, Golf, Rowing, Ballroom Dancing) through its unique advantages - tremendous natural and social resources, unavailable to most schools in Taiwan. At Sun Moon Lake, students can practice rowing made famous by the Oxford-Cambridge Boat Race. Vast green grass hills are ideal for golf practice. And an area is especially reserved for Archery. NCNU provides the best sport facilities for students whom are encouraged to expand their knowledge as well as their physical abilities.



# NCNU Wifi

There are 2 ways to link NCNU Wifi.

- Account (user name): webmail account (s + student No. @ncnu.edu.tw)  
e.g. s113000000@ncnu.edu.tw
- Password: Enter your password (The password same with SSO system).

## Way 1

Step 1: Please connect to “NCNU (Web login)”

Step 2: Enter your webmail account (@ncnu.edu.tw) and SSO system’s password.

## Way 2

Step 1: Please connect to “eduroam”

Step 2: Enter your webmail account (@ncnu.edu.tw) and SSO system’s password.

A screenshot of a mobile device displaying the NCNU Wifi login page. The page is titled "限制 Wi-Fi" (Restricted Wi-Fi) and "取消" (Cancel). It features the Ruckus logo and the text "國立暨南國際大學無線網路服務" (National Sun Yat-sen University Wireless Network Service). Below this, there is a section for login credentials: "歡迎使用 國立暨南國際大學 無線網路服務" (Welcome to use National Sun Yat-sen University Wireless Network Service), "帳號: Webmail帳號(@ncnu.edu.tw)" (Account: Webmail account (@ncnu.edu.tw)), and "密碼: 單一入口SSO密碼" (Password: Single-Entry SSO Password). There is also a link to "https://sso.ncnu.edu.tw". A checkbox labeled "I have read and accept the Terms and Conditions" is visible, along with a "Next" button.

# Alien Resident Certificate (ARC)

For international students, the Alien Resident Certificate (ARC) serves as their temporary ID card which can prove their resident status in Taiwan. It is a very important document and international students are advised to take good care of it and pay attention to its expiration date!

Foreigners holding resident visa should go to local immigration service center or online to apply for alien resident certificates within **30 days** counted from the next day of arrival or the next day of receiving resident visa in Taiwan.

ARC application processing time: 10 working days (ARC can be picked up with the application fee receipt)



## Students Online Application System:

<https://coa.immigration.gov.tw/coa-frontend/student/entry>

## System Platform Manual:

<https://coa.immigration.gov.tw/coa-frontend/manual/Foreign-students-Manual.pdf>

## How to apply online for the ARC extension? (Video):

<https://youtu.be/G3tq03f9Qnc>



## Required Documents and Fees:

1. ARC Application Form (online fill in)
2. Two-inch Photo (white background, 4.5cm\* 3.5cm with an image of the head that should not be shorter than 3.2 cm or longer than 3.6 cm from the top of the head to the chin. Without wearing a hat or a pair of colored glasses, with clear facial features not covered and identifiable, and should not be modified or composed.)
3. Photocopy of passport
4. Photocopy of **resident visa** with the **entry stamp**.
5. Photocopy of student ID card (front and back) or certificate of enrollment certificate. (The freshman students could use NCNU admission as verification, National Immigration Agency Service Office will grant an ARC with six months of validity in the beginning. When students accomplish registration and receive their student ID cards, they should extend their ARC to one-year validity.)
6. Payment:
  - 1 year-term NTD 1,000
  - 2 year-term NTD 2,000
  - 3 year-term NTD 3,000



## Application item

Occasion	When to apply	Late penalty
Entry with a resident visa or obtain a resident visa from BOCA	1. Entry with a resident visa: <b>Within 30 days</b> from the next day of arrival.	NTD 2,000-10,000
	2. Entry with a visitor visa: <b>15 days before the expiry date.</b>	NTD 10,000-50,000 <b>Departure from the country will be required following the imposition of the penalty.</b>
	3. <b>Within 30 days</b> after obtaining a resident visa from BOCA.	NTD 2,000-10,000
Renewal for IC card	Registered/ Before expiry date	-
Extension of ARC	<b>Within 3 months</b> before expiry date	Overdue Days Less than 10 days: NTD 10,000 11 to 30 days: NTD 20,000 31 to 60 days: NTD 30,000 61 to 90 days: NTD 40,000 91 days and above: NTD 50,000
Change resident address	<b>Within 30 days</b> from the date of move	NTD 2,000-10,000
Update of passport info.	Anytime or when you apply for ARC extension	-

### Note

1. Applicants requesting ARC renewal due to the loss or damage must pay a renewal fee of **NTD 500**.
2. If you change your residence address (e.g., move to an off-campus dormitory), you are required to update your address online **within 30 days** and submit the necessary documents, such as a rental contract. Failure to comply may result in a fine ranging from **NTD 2,000 to NTD 10,000**.
3. If you plan to leave Taiwan during your period of study, please be sure that your ARC will still be valid at the time of re-entry. If necessary, please apply for an ARC extension online and collect your ARC before departing.
4. If you need to apply for a suspension and withdrawal from school for some reason, your ARC for study purposes will become invalid within 10 days after completing the school-leaving procedures. You must leave Taiwan within the specified period. If you wish to return to NCNU after your suspension ends, you will need to apply for a new visa to re-enter Taiwan.
5. If you intend to seek employment in Taiwan after graduation, you must present your graduation certificate to apply for a one-year stay extension, renewable once, for a total of two years. The extension period starts from the month of your graduation.

## ARC Extension

Students should apply online to extend their Alien Resident Certificate (ARC) **within three months** before expiry date.

### ARC Online application:

<https://coa.immigration.gov.tw/coa-frontend/student/entry>



### Required Documents and Fees:

1. 2-inch Photo  
(white background, 4.5cm\* 3.5cm with an image of the head that should not be shorter than 3.2 cm or longer than 3.6 cm from the top of the head to the chin. Without wearing a hat or a pair of colored glasses, with clear facial features not covered and identifiable, and should not be modified or composed.)
2. Photocopy of passport
3. Photocopy of student ID Card (front and back)
4. Photocopy of ARC
5. Photocopy of certificate of enrollment
6. Payment: NTD1000 (one-year term)
7. Processing time: 7-10 working days

## Work Permit

International students who wish to work in Taiwan (either on campus or off campus) are required to apply for and obtain a work permit before starting work.

According to the Employment Services Act, if you hold a job without applying for a work permit, you may be fined **NTD 30,000 to NTD 150,000** and ordered to leave the country immediately.

For applications made in the fall semester, the work permit is valid until March 31 of the next semester; for applications made in the spring semester, the work permit is valid until September 30 of the same year. The period validity of a work permit is six months at most. The maximum work hours are 20 hours per week, except during summer and winter vacation.



### ※ Work permit online application system (International Degree Student Only)

Website → <https://ezwp.wda.gov.tw/>

Instruction manual → <https://ezwp.wda.gov.tw/wcfonline/wSite/download/student.pdf>

### ※ Application procedure:

1. Account Application (For first time applicants. If you already have an account, please refer to #2)
  - (1) Online application website: Workforce development agency Enter the website, and click on the “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” button.
  - (2) Click “Apply for an account”
  - (3) Read the statement, and click “Apply”

(4) Fill in the blanks; fields marked with “\*” is required. Please pay attention to the words in RED!  
After completing the form, click “confirm” to finish applying for an account.

## 2. Work Permit Application

(1) Online application website: Workforce development agency Enter the website, and click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” button as following.

(2) Enter your account information and sign in.

(3) Select “案件新增及管理”→ “260\_Student Application Management.”

(4) Click “add application.”

(5) Select application type as “work permit” and click “add”

(6) Complete the application form.

Note:

- blanks with “\*” is compulsory.

- Click “save application” to save the information you have filled.

- For “Faculty,” you must:

1) use Chinese

2) fill in the full title of your department, which can be found on your department website or your student ID card.

(7) Click the “upload file” tab to switch to the documentation page.

(8) Upload the required documentation as stated in the file title. “Photocopy of student ID card”, “Photocopy of passport” and “Front and back of photocopy of the ARC” are required. After you have uploaded the required documents, click “confirm”.

Note: For “Photocopy of student ID card” file, you should have registered stamp for current semester.

(9) To complete your application, you have to pay the examination fee(NTD100) via the post office, then fill in payment information found on the transaction receipt.

(10) After completing all procedures, click “submit for school examination”.

(11) The application will then be ready for review by the offices of international affairs (OIA).

(12) OIA will confirm the application and then send to Office of Workforce Development Agency.

## NCNU Scholarship

### NCNU International Student Scholarship

Current students must achieve an average score of 80 or higher for the previous semester to be eligible for applying for the NCNU International Student scholarship.

The Office of International Affairs has final jurisdiction over the list of students awarded scholarships.

After admission, students must apply for scholarships for the following semester.

### Application Period:

**April 15<sup>th</sup> to 30<sup>th</sup> each year** 、 **October 15<sup>th</sup> to 30<sup>th</sup> each year.**

For more details, please refer to our website:

<https://reurl.cc/aZZX1l>



# ACCOMMODATION

## On-campus Dormitory

Dormitory Application: Every March.

Please refer to announcements from the Student Dormitory Services Section.

<https://housing.ncnu.edu.tw/>

Below is the dormitory address, if you want to ship your luggage before arrival. Please write your name and room number clearly on the luggage, and contact the dormitory administrator in advance.



### Undergraduate Dormitory (Building A, B, C, D)

#### Female Dormitory

No.511, University Rd., Puli Township, Nantou County 545301, Taiwan (R.O.C.)

Room Number: 51XXX, 52XXX

#### Male Dormitory

No.521, University Rd., Puli Township, Nantou County 545301, Taiwan (R.O.C.)

Room Number: 53XXX, 54XXX

### Graduate Dormitory

No.560, University Rd., Puli Township, Nantou County 545301, Taiwan (R.O.C.)

Room Number: 55XXX (female), 56XXX (male)

Building	A	B	C	D	Graduate	Graduate
Room No.	51XXX	52XXX	53XXX	54XXX	55XXX	56XXX
Gender	F	F	M	M	F	M

## Accommodation Fee

Type (With Air- conditioned)	Fee (each person per semester)	Note	Deposit
Undergraduate	NT\$8,800 Internet facilities fee: NT\$300	4 Students share a room.	NT\$2,000
Graduate	NT\$11,289 Internet facilities fee: NT\$300	2 Students share a room.	NT\$2,000

### Contact Information for the Student Dorm Service Section

For questions regarding on-campus accommodation, please send an email to [dormi@ncnu.edu.tw](mailto:dormi@ncnu.edu.tw) or visit the dorm service center (at undergraduate male dormitory 1F) or dorm service section (at student activity center 4F)

Website: <https://housing.ncnu.edu.tw/>

If there're any accidents or unwanted happenings, please inform the dormitory staff or management immediately and contact the campus security center.

**24 Hours Hotline: 0932-576-184 or 049-2910000**

# Moving In



Please bring your **passport** to the Dormitory Service Center on the 1<sup>st</sup> floor of the Male Undergraduate Dormitory (Campus Map No. 3) to complete the check-in procedure. After receiving the key, proceed to the Graduate Dormitory (Campus Map No. 2) or Undergraduate Dormitory (Campus Map No. 3) to move in.

## Graduate Dormitory Area (Campus Map No. 2)

The first building in the graduate dormitory area is the female graduate dormitory, and the second building is the male graduate dormitory.

## Undergraduate Dormitory (Campus Map No. 3)

Starting from the student cafeteria and heading toward the student dormitory area, the undergraduate female dormitories (Buildings A and B) are on the left first, followed by the undergraduate male dormitories (Buildings C and D).



Some preparation and purchases must be done when you're moving in the dormitory, such as a bed set, toiletries, toilet paper, bowls and glasses, clothing hangers, cleaning tools and washing powder. These can be easily purchased at the bookstore on campus or supermarkets in Puli.

# Campus Safety Advice

In order to prevent school safety incidents on/off-campus, OIA would like to remind you of paying more attention to your own safety.

1. Students should not arrive at campus too early alone, **DO NOT** leave the campus too late after school, avoid passing dark area at night, if necessary, be sure to be accompanied by friends as possible.
  2. Students should follow the regular course time of NCNU, avoid staying alone in the classroom after class without accompany, **DO NOT** go to the toilet alone, avoid going to the remote corners of the campus, and ensure your own safety.
  3. Try to work with the group if you need to stay late for extracurricular activities, experiments at the laboratory or self-learning. Avoid going through dark alleys and dangerous places to ensure your own safety.
  4. If you find a stranger or suspicious person at our campus, please notify the campus security center immediately. **(0932-576184 or 049-2910000)**
  5. If a stranger asks you for the direction of any place, you may suggest them how to go, but **DO NOT** go with or trying to lead the stranger, or even borrow them money for transportation or other causes.
  6. If you find strangers following you off campus, you should quickly go to a place with more people or the nearest store nearby, and shout loudly to attract the attention of others and seek assistance.
- If you met any dangerous condition at NCNU campus, please contact the campus security center.

**24 Hours Hotline: 0932-576-184 or 049-2910000**

Please remind one another to enhance personal safety awareness and the concept of crime-prevention. NCNU will also strengthen campus patrols to prevent campus safety incidents!

## Life Threatening Situation

**Step 1:** Call Ambulance: 110; Traffic accident report: 119

Report content: "I am at \_\_\_ in National Chi Nan University, happened \_\_\_, and my cell phone number is \_\_\_\_."

**Step 2:** Report to student security & assistance center **(24 Hours Hotline: 0932-576184 or 049-2910000)** and University security room **(0910-910960)**

Report content: I am at [location]. Due to [the incident], I have already called an ambulance. Please provide the assistance and directions.

※ Please keep calm, speak clearly, and leave the contact information when reporting. After you report, please contact the school security, they will help to guide the direction to the ambulance.

## Emergency Contact

In case of emergencies, students are advised to seek help through one of the following ways:

For a quick response, please take traffic time into consideration and first dial 110 or 119 for an ambulance or fire brigade if necessary. (You are advised to call the 24hr hotline 0800 024 111 for assistance if you want to communicate in a language other than Chinese.)

- Police Emergency: 110 ∙ Fire or Medical Emergency: 119
- **24hr hotline 0800 024 111 (for assistance if you want to communicate in a language other than Chinese.)**
- **Campus security center: 24 Hours Hotline: 0932-576184 or 049-2910000**
- Puli Christian Hospital: 049-2912151, Puli Veterans Hospital: 049-2916041

# Garbage Truck

A musical tune plays to announce the arrival of the garbage truck. The truck arrives at different time in different areas. On campus, it usually comes in the evening between 18:45-20:00. It stays for about 5 to 10 minutes, so be sure to catch it before it leaves.

Garbage collection schedule (during semester)	
Venue	Mon. ~ Fri.
Graduate Dormitory	PM6:45-6:55
Undergraduate Dormitory A, B	PM7:00-7:30
Undergraduate Dormitory C, D	PM7:30-8:00
※The garbage truck for recycling waste will also collect on Mondays, Wednesdays, and Fridays (paper ) ; Tuesday, Thursdays (plastic). Other recyclables can be collected daily (e.g., metal and aluminum cans, glass containers, food waste, etc.).	

For the exact schedule, please refer to the announcement from the Environmental Protection, Occupational Safety and Health Center: <https://environ.ncnu.edu.tw/>

## Garbage Sorting:

Trash must be separated into two categories: non-recyclable and recyclable. Recyclable items must be further sorted into three types: paper, plastic, and glass/metal. Each type has its own bin. Please be careful not to mix them up.



# CAMPUS LIFE

## Nan Tou Bus (Puli-National Chi Nan University)

**Bus company:** 南投客運 Nan Tou Bus



**Route:** 南投客運市區公車：1路區間車 埔里-暨南大學 Puli-Chi Nan University

### Bus Stops and Routes :

- Administration Building 行政大樓→
- Cafeteria 中餐廳→
- College of Science and Technology 科技學院→
- Faculty Dormitory 學人會館→
- Chong Cheng 中城→
- Xia Cheng 下城→
- Ping Ding 坪頂→
- Ai-Lan Bridge 愛蘭橋→
- Qi Xia 崎下→
- Da-Cheng Elementary School 大成國小→
- Zhongshan Rd. - An 7th St. Intersection (Hakka Restaurant) 中山安七街口(亞卓餐廳) →
- Veterans Clinic 榮民診所→
- Puli Brewery 埔里酒廠→
- New Market (Post Office)新市場(大郵局) →
- Renai Park 仁愛公園→
- Chunghwa Telecom 中華電信→
- Puli Main Station 埔里總站



**APP :**「IBUS 公路客運」

**Timetable : Puli-NCNU/ NCNU-Puli route**

During the semester 學期中時刻表											
週一~週五 Mon.-Fri.				週六 Sat.				週日 Sun.			
時 time	埔里發車 Puli station	時 time	暨大發車 NCNU Admin. Building	時 time	埔里發車 Puli station	時 time	暨大發車 NCNU Admin. Building	時 time	埔里發車 Puli station	時 time	暨大發車 NCNU Admin. Building
07	30 40	07	-	07	-	07	-	07	-	07	-
08	10 20 30 40	08	10 20 40	08	10	08	40	08	10	08	40
09	10 40	09	10 40	09	10	09	40	09	10	09	40
10	10 40	10	10 20 40	10	10	10	40	10	10	10	40
11	10 40	11	10 40	11	10	11	40	11	10	11	40
12	10 40	12	10 40	12	10	12	40	12	10	12	40
13	10 40	13	10	13	-	13	-	13	10	13	40
14	40	14	10 40	14	10	14	40	14	10	14	40
15	10 40	15	10 40	15	10	15	40	15	10	15	40
16	10 30 40 50	16	10 40	16	10	16	40	16	10 40	16	40
17	10 40	17	10 20 40	17	10	17	40	17	10 40	17	10 40
18	10 40	18	10 40	18	10	18	10 40	18	10 40	18	10 40
19	10 40	19	10 40	19	10	19	40	19	10 40	19	10 40
20	20	20	10 50	20	10 40	20	40	20	10 40	20	10 40
21	10 40	21	40	21	40	21	10	21	10 40	21	10 40
22	-	22	10	22	-	22	10	22	-	22	10

寒/暑假期間 During winter/Summer vacation					
週一~週五 Mon.-Fri.		週末 Sat.-Sun.		春節期間 During Spring Festival	
埔里發車 Puli station	暨大發車 NCNU Admin. Building	埔里發車 Puli station	暨大發車 NCNU Admin. Building	埔里發車 Puli station	暨大發車 NCNU Admin. Building
07:30	08:00	08:40	09:10	08:40	09:10
08:30	09:00	10:40	11:10	11:10	11:40
11:40	12:10	12:40	13:10	14:40	15:10
14:40	15:10	14:40	15:10	16:40	17:10
16:40	17:10	16:40	17:10	19:10	19:40
17:40	18:10	18:40	19:10		
18:40	19:10	20:40	21:10		
20:30	21:00				

**※ Bus timetable will be changed during summer/winter vacation.**



## Post Office Account

International students can apply for the bank account after having ARC or UI No.

Open a Post Bank Account:

Please bring original passport, ARC or UI No. Certificate and personal Stamp (With Chinese/English Name). You can make one in the stamp making shop in front of Puli Post office gate. Fee: NTD100~200 °  
The account opening fee is NT\$10.



After obtaining your post passbook, please email the photocopy to OIA.



Puli Post Office:

<https://maps.app.goo.gl/R7keFEFoSm5cauft8>



Stamp store:

<https://maps.app.goo.gl/tSrGDiemCXnztfsBA>



### How to get to Post Office?

Please take bus Route 1 [Puli-Chi Nan University] from the NCNU towards Puli and get off at the "New Market (Post Office)" stop.

## Cafeteria

FamilyMart operates the school's restaurant area, offering a diverse selection of food options, including braised dishes, halal cuisine, brunch, Chinese noodles (or rice), Italian pasta, stewed rice, scallion pancakes, bento boxes, buffet meals, Japanese pot roast, Korean pot roast, Vietnamese fried noodles, Thai style dish, coffee meals and the convenience store.

## Printing Service

- You can have academic material, classroom notes or assignments printed out at the Printing Center located on B1 of the library. In addition, if you need some professional printing work such as posters, flyers, business cards, the team is ready to help you.
- Besides, printing self-service is also available at FamilyMart and the bookshop (next to FamilyMart).

## On-Campus Clinic (Health Section)

The Health Section offers medical services (incl. Family medicine, Rehabilitation, Chinese medicine, Chest Medicine, Internal), vaccination, consultations, Smoking cessation service etc. Students can pay for services with their National Health Insurance (NHI) card or at their own expense.

### MEDICAL PROCESS:

Registration→ Consultation→ Pricing→ Medication Pickup

First visit patient: please bring your NHI card. If you don't have NHI card, please bring your ARC or passport.

Hours: Monday-Friday: 9:00-12:00 a.m. to 2:00-5:00 p.m.  
(Lunch break: 12:00 p.m. -2:00 p.m.)

**\*No services during Winter & Summer vacation.**

Location: College of Education Building B1

Tel: +886 49 2910960 ext. 2753

Email: [health@ncnu.edu.tw](mailto:health@ncnu.edu.tw)

Website: <https://health.ncnu.edu.tw/>



## Counseling and Career Development

The Guidance Counseling and Career Development Center provides a multi-directional approach to the well-being of our students. It offers different kinds of services, including individual counseling, group counseling and workshops, mental health surveys, and psychological assessments.

Student Activity Center 5<sup>th</sup> floor.

### Counseling Service System (For online apply for psychological counseling)

<https://ccweb.ncnu.edu.tw/coun/>

- Service Hours: Monday to Friday 9:00-21:00 (adjusted according to school regulations during winter and summer vacations)
- Location: Student Activity Center 5<sup>th</sup> floor
- Tel: +886-49-2910960
  - [Consultation and Counseling Service] Ext.: 2331, 2392, 2393, 2334,2390
  - [Career Development Service] Ext.: 2381
  - [Resource Classroom Service] Ext.: 2398, 2399
- Email (counseling): [psyguide@ncnu.edu.tw](mailto:psyguide@ncnu.edu.tw)
- Email (career development): [casc@ncnu.edu.tw](mailto:casc@ncnu.edu.tw)
- Website: <https://psyguide.ncnu.edu.tw/>

# Insurance

## Foreign Students Group Medical Insurance

International students are obligated to underwrite the insurance policy. If you would like to use your own insurance that you have purchased from your country, please verify it in one of Taiwan's embassies or representative offices in your country. If not, we will enroll you into Foreign Students Group Medical Insurance before joining National Health Insurance.

Every international student here must to buy the insurance in order to make sure all the health problems and sick payments will have a better guarantee of your health condition.

The Insurance fee is a one-time payment included in the tuition fee every semester. The student insurance coverage is not included plastic surgery and any other surgery equipment like a deaf aid, prosthesis and fake tooth. And the coverage is almost paid back by the insurance company if you are sick and see the doctor in the clinic and hospital.

## Medical Treatment Procedures

If you need to receive medical treatment, please check the remarks to make sure that your medical treatment is included in this insurance and follow the procedures below:

1. Go to a hospital or clinic near you for treatment. We recommend NCNU students to go to the NCNU Health Center as it is on campus and is easily accessible.
2. Claim for a certificate of your diagnosis.
3. Pay the full fee for the treatment and get both the payment receipt and the certificate of diagnosis.

## Insurance Claim Application Procedures

For applying for the insurance claim, you need to bring the following listed documents to the OIA so that we can help you submit them to insurance company:

1. Application Form
2. The original medical receipt (copy of original diagnosis is not acceptable)
3. The original certificate of diagnosis (copy of original diagnosis is not acceptable)
4. Photocopy of your Post Office passbook cover
5. Photocopy of your passport or UI. No. Basic Information Form.

## National Health Insurance

The National Health Insurance Act stipulates that foreign nationals who with Valid Alien Resident Certificate or Resident certificate for the Taiwan area (including those from Hong Kong, Macau and China) must be registered in the National Health Insurance program upon living in Taiwan for 6 months.

A person staying in Taiwan for a full 6 months definition:

A person who has, after receiving an ARC, stayed in Taiwan for **6 consecutive months**, or exited Taiwan



**ONCE for fewer than 30 days** within the actual period of stay, amounting to 6 months after the number of days that he or she has been away from Taiwan would be deducted.

EX: you're supposed to get National Health Insurance on March 1<sup>st</sup>, but you left Taiwan for summer/winter vacation for 5 days, then you won't get it until March 6<sup>th</sup>.

For the first time leaving Taiwan, if you stay **over 30 days**, your day of staying in Taiwan will be **re-counted** from the date you return.

The cost of National Health Insurance (NHI) should be included in the tuition fee every semester. If you are eligible to underwrite an insurance policy under NHI. The cost is TWD 826 each month (according to the fee criteria set by NHI), so payment per semester is TWD 4,956 (from September to February and March to August).

For Freshman, OIA will help you to apply for NHI IC card. If you lose or damage your NHI IC card and need to renew it, please apply to the Post Office or Bureau of National Health Insurance. Renewal costs NTD 200.

For more details, please refer to the Bureau of National Health Insurance Website → <https://www.nhi.gov.tw/English/>



## Smoke Ban

- All areas of universities and colleges are not allowed to smoke (including e-cigarettes).
- All faculty, staff, and students of the school are urged to cooperate in observing the total smoking ban in the school. Violators will be fined **NT\$2,000 to NT\$10,000**.



# CONTACT INFORMATION

## Department Contact

Main Line of National Chi Nan University is 049-2910960, the following is extension and email of the Assistant of all department.

### **College of Humanities**

- [Department of Chinese Language and Literature](#)  
2601 peishie@mail.ncnu.edu.tw  
2602 ymchen@mail.ncnu.edu.tw
- [Department of Foreign Languages and Literature](#)  
2541 ljhuang@ncnu.edu.tw  
2542 mwlai@ncnu.edu.tw
- [Department of Social Policy and Social Work](#)  
2621 sychin@ncnu.edu.tw  
2623 keroprince@mail.ncnu.edu.tw
- [Department of Public Policy and Administration](#)  
2682 cychu@mail.ncnu.edu.tw  
2683 wllin@ncnu.edu.tw
- [Department of History](#)  
2671 ychang@ncnu.edu.tw  
2673 yuan@ncnu.edu.tw
- [Department of Southeast Asian Studies](#)  
2565 sycheng@ncnu.edu.tw  
2566 chihychang@ncnu.edu.tw
- [Master Program in Teaching Chinese as a Second Language](#)  
3801 hcheng@ncnu.edu.tw
- [Master Program in Cultural Creative Industry and Social Marketing](#)  
2565 sycheng@ncnu.edu.tw  
2566 chihychang@ncnu.edu.tw

### **College of Management**

- [Department of International Business Studies](#)  
4521 wwching@ncnu.edu.tw  
4523 g981004@ncnu.edu.tw
- [Department of Economics](#)  
4511 cfhsu@ncnu.edu.tw  
4512 xcchen@mail.ncnu.edu.tw
- [Department of Information Management](#)  
4541 kimiawang@mail.ncnu.edu.tw  
4543 mxlai@ncnu.edu.tw
- [Department of Banking and Finance](#)  
4531 hwpeng@ncnu.edu.tw  
4532 yangsuqi@mail.ncnu.edu.tw
- [Department of Leisure Studies and Tourism Hospitality Management](#)  
3721 linys@ncnu.edu.tw  
3723 meying@ncnu.edu.tw

- [The Master/Ph.D Program in Strategy and Development of Emerging Industries](#)  
4596     yiling@ncnu.edu.tw
- [Business Administration and Information Technology Innovation and Application Master's Degree Program in English](#)  
4501     jychiou@ncnu.edu.tw

### **College of Education**

- [Department of Comparative Education](#)  
2611     hychuang@ncnu.edu.tw  
2614     chchiang@ncnu.edu.tw
- [Department of Educational Policy and Administration](#)  
2761     yilun@mail.ncnu.edu.tw  
2762     ychung@ncnu.edu.tw
- [Department of Consultative Psychology and Human Resource Development](#)  
2591     hysung@ncnu.edu.tw  
2592     ylcheng@ncnu.edu.tw
- [Graduate Institute of Curriculum Instruction and Technology](#)  
3701     may4110@ncnu.edu.tw

### **College of Science and Technology**

- [Department of Civil Engineering](#)  
4121     sykao@ncnu.edu.tw
- [Department of Computer Science and Information Engineering](#)  
4131     xwhsu@mail.ncnu.edu.tw  
4132     xllo@ncnu.edu.tw
- [Department of Electrical Engineering](#)  
4101     pcyu@ncnu.edu.tw  
4102     liaochun@ncnu.edu.tw
- [Department of Applied Chemistry](#)  
4111     ymkuan@ncnu.edu.tw  
4112     ythsu@ncnu.edu.tw  
4113     scwu19@ncnu.edu.tw
- [Department of Applied Materials and Optoelectronic Engineering](#)  
4181     suyu@ncnu.edu.tw  
4182     chihling@mail.ncnu.edu.tw
- [Master's Degree Program in Artificial Intelligence and Robotics](#)  
4131     xwhsu@mail.ncnu.edu.tw  
4132     xllo@ncnu.edu.tw

### **College Shui Sha Lian**

- 3851     kefan@ncnu.edu.tw
- 3748     hctian@ncnu.edu.tw

### **College of Nursing and Health Welfare**

- [Department of Nursing](#)  
3821     ehltc2291@ncnu.edu.tw

## Consultation Contacts

Channels for International students' views and inquiries

- **Within the college/university:**

Office of International and Cross-Strait Affairs

Office site: Administration Building 2F

Office hour: 08:30-17:30

TEL: +886-49-2910960

Email: [ncnu.oia@gmail.com](mailto:ncnu.oia@gmail.com)

- **Outside the college/university:**

1. Use the Overseas Student Inquiry window at: <https://www.nisa.moe.gov.tw/>

2. Ring the overseas student inquiry Hotline: 0800-789-007.

(You can talk to someone in Chinese, English, Indonesian, or Vietnamese.)

## Check out these Apps!

### Check out these Apps!



#### **Pleco**

Chinese dictionary, can input not only pronunciations of words, but hand-writing.



#### **Line**

Most Taiwanese use Line to chat with friends.



#### **Facebook**

Many Taiwanese use Facebook that you can keep in touch with your friends and share your life. And get connected with NCNU International Student Association.

<https://www.facebook.com/groups/366450316845394/>

# LIFE IN TAIWAN

## Weather

“Unpredictable” is the word best describes the weather of Taiwan. It fluctuates a lot: it could be sunny in the morning then rain cats and dogs in the afternoon. So it is best to get yourself prepared thoroughly not to stumble across undesired situations.

Taiwan’s climate is subtropical. The features of four seasons are indistinct. Though often damp, winters can be pleasant enough, especially in the south. Up north, it tends to get chilly and damp. Summers are hot and humid: be ready to sweat.

Typhoon season hits in late summer to mid-autumn and tends to strike the east coast particularly hard. If a typhoon is forecast to be severe, an announcement of typhoon day-off from the government will be made on mass media. You should stay home during a typhoon and learn all the new updates from the news on TV.

**Spring (March-May):** Spring average temperatures are similar to the fall, around 25°C.

**Summer (June-August):** It is usually hot and humid, and there are occasional thunderstorms and typhoons. The average temperature in summer is about 30 °C.

**Fall (September-November):** The weather is cooler but still warm and sunny, and October and November have relatively less rainfall, and it is still warm. The average temperature in November is around 25°C.

**Winter (December-February):** Winters mild and often foggy due to the northeasterly winds from Siberia. Low temperatures can approach 10 °C at night. The average temperature is between 15°C-25°C.

### Tips:

1. It could rain at any moment: reserve a space for an umbrella. Umbrellas in Taiwan are designed to be portable, they won’t take up a lot of space in your bag. In case of urgency, you can always buy umbrellas at convenience stores. Rain jackets, rain boots, and flip flops are also advised.
2. Beware the heatwave. Sunscreen, hats, sunglasses, and water bottles are must-have items during summer. You don’t want any heatstroke or sunburn.

## Mosquitoes

Mosquito breeding season is all year around due to the warm weather in Taiwan. However, it is most thriving during summer.

*Forcipomyia taiwana* has long been known by names such as "little black mosquito" and "little King Kong." The size of the mosquito, which has dark and hairy wings, is about 1.4mm, or one-third the size of a sesame seed. They are infamous for their unbearable itchy bites, leaving red spots on your skin as an after result.

### Tips:

- Put on mosquito repellent before going outside. Always carry with you a bottle of mosquito repellent and insect bite cream so that you can relieve itchiness on the spot and strengthen your protection whenever it is needed.

- Stay away from shrubs and bushes where mosquitos are most dense. NCNU lies in Mother Nature’s embrace, hence, it is common to find mosquitos wherever you go.

Bear in mind that light fabric clothing can’t prevent these “little black mosquitoes” having a feast on you. They pierce right through your clothes. So, mosquito repellent is so far the most effective solution.

## Earthquake

Taiwan is on the Pacific Ring of Fire, sitting as it does on the colliding Eurasian and Philippine plates. Thus, earthquake is a common natural phenomenon in Taiwan.

Most of these quakes are small earth tremors. Some are far more devastating, particularly the one that occurred on 21 September 1999 (hence the commonly known name “921”), which measured 7.3 on the Richter scale and killed thousands. Nantou was one of the most damaged regions since it locates right in the middle of Taiwan. Several buildings at NCNU were also destroyed. Thus, for your own safety, you should put on your awareness and learn how to protect yourself.

### Earthquake Safety Guide

#### Get Prepared

- Be ready. Earthquakes might strike at any moment, big or small. Make sure you’re always in a state of mind of readiness.
- Keep a bag ready with a supply of canned food, an up-to-date first aid kit, 3 gallons (11.4 liters) of water, dust masks and goggles, and a working battery-operated radio and flashlights.

#### If Shaking Begins

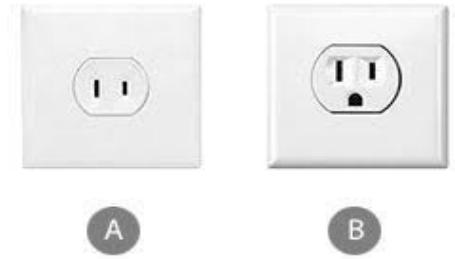
- DROP down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
- COVER your head and neck (and your entire body if possible) underneath a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won’t fall on you, and cover your head and neck with your arms and hands.
- HOLD ON to your shelter (or to your head and neck) until the shaking stops.



# Electricity

## Electricity

Taiwanese AC power standard is 110V and the types of sockets are as the picture. If plugs of your electrical appliances are not the same, please bring your own voltage converter.



# Transportation

The most convenient way to travel around Puli is riding a scooter which is light, fast, and easy to operate. However, it is a little bit dangerous for foreigners who are new to the local traffic situation and with no license, to ride a scooter. You're advised to take the school bus for your safety.

**Bus:** Bus systems in Taiwan are very effective. You can find city bus or tour bus in every city. You can look for related information (bus stops, timetable) on the internet before traveling.

**Metro (subway):** available in Taipei, Taoyuan, Taichung and Kaohsiung. If you plan to explore Taipei, you're mostly advised to take the metro. There are several different lines leading to different regions. Make sure you study the map carefully.

**High Speed Rail Train:** Travelling at more than 200km/hr, you can reach any city in Taiwan within hours. It only takes 2 hours to get to Kaohsiung from Taipei, which is 3 times faster than driving. It is the ultimate choice if you want to save up time on transportation. Tickets are a bit costly, however special price is offered for students (30%-50% discount). Make sure you ask for student ticket and you're your student ID when making purchase.

**Railways:** It is another great option for traveling. There are several different lines (Coast Line, Main Line, Mountain Line) leading to different regions. Make sure you study the maps carefully and board the right train.

# Convenience Stores

7-11, Ok Mart, FamilyMart and Hi-life are four major brands of convenience stores in Taiwan. Food, drinks, wifi hotspot, toilets, and postal service are available at these convenience stores (except Family Mart on campus).



## Cell phone Service

There are 2 kinds of cellphone service:

- Get a contract and pay monthly
- Pay-as-you-go, you can buy it at the convenience stores.

When applying mobile phone number, you will have to present personal identification, e.g. Alien Resident Certificate, passport or driver's license, and accompanied by a native guarantee (ID Card and Health Insurance IC Card are necessary) at Service Centers in person.



## National holiday

Type of Calendar Followed	Date on Calendar	English Name
Gregorian calendar	January 1	Founding of the Republic of China
Lunar calendar	December 29 <sup>th</sup> and 30 <sup>th</sup> in the lunar calendar	Lunar New Year's Eve
Lunar calendar	From the first day to the third day of the first lunar month	Lunar New Year
Gregorian calendar	February 28	Peace Memorial Day
Gregorian calendar	April 4	Children's Day
Gregorian calendar	April 4 or April 5	Tomb Sweeping Day
Lunar calendar	The 5 <sup>th</sup> day of the 5 <sup>th</sup> lunar month	Dragon Boat Festival
Gregorian calendar	September 28	Teachers' Day
Lunar calendar	The 15 <sup>th</sup> of the 8 <sup>th</sup> lunar month	Mid-Autumn Festival
Gregorian calendar	October 10	Double Tenth Day
Gregorian calendar	October 25	Taiwan Retrocession Day
Gregorian calendar	December 25	Republic of China Constitution Day

# ABOUT PULI DOWNTOWN

## Introduction

Puli is at the geographic center of Taiwan. With an elevation between 380~700 meters, Puli is a basin surrounded by rising & falling mountains, hills and farmland. The most famous tourist spots include the Puli Brewery Factory, Guangxing (Guangshing) paper Manufactory, and Chung Tai Chan Monastery; its special products (fine food) are wild rice stems, passion fruit, red sugar canes, rice-noodles, and Shaoxing wine.



## Places in Puli

- **Post Office:** postal service and bank service are available. The school bus stops right at the building. Office Hour: 08:30 – 18:00 (weekdays) 09:00-12:00 (Saturday)  
<https://goo.gl/maps/zKfLu7EHLywtT8Wo8>
- **McDonald:** off the school bus at An 7th St. Intersection stop (Hakka Restaurant stop), 7 min. of walking down the road behind the restaurant.  
<https://goo.gl/maps/AxV7yM23xsG4XDL68>
- **KFC:** it is next to Puli Main Station.  
<https://goo.gl/maps/N7kTvVkTw23TPBXP>
- **85°C Bakery:** 7 min. of walking from Puli Main Station, selling fresh bread and cake.  
<https://goo.gl/maps/En7iz5tVJkS7Rh8g9>
- **Carrefour:** Supermarket and restaurants. Next to McDonald. Off the school bus at An 7th St. Intersection stop (Hakka Restaurant stop), 7 min. of walking down the road behind the restaurant.  
<https://goo.gl/maps/hpULesMq36eL7LNh7>
- **全聯 (Quan Lian) Supermarket:** You can find several stores in Puli. There is one at Hakka Restaurant stop and one at Farmers' Association stop.  
<https://goo.gl/maps/uFVDgxSAGgQMUhjG9>
- **Wine Factory:** it's a local sightseeing. You can learn the process of wine-making and enjoy the products made from wine. Direction: ask the school bus driver to drop you off at Wine Factory. 08:00-17:00  
<https://goo.gl/maps/e7zvtaFBqjKqNtjz6>
- **Friday Night Market:** There are many stalls of food, clothes and other little things. Many NCNU students come here on Friday for leisure.  
<https://goo.gl/maps/ggMBAahhKhbmeZKL7>
- **Third Market:** 5 minutes walk from Puli Main Station. It is a traditional market, mostly busy in the morning. Food stands and fruit stores are also open in the evening.  
<https://goo.gl/maps/63suAMKG8iZK2XWW8>

- **Bookstore:** 5 minutes walk from Puli Main Station. Books, magazines and stationary can all be found here.  
<https://goo.gl/maps/tvt8cCzAtmaZ8ZQ56>
- **Movie Theatre:** It is a second-hand kind of style movie theatre. Movies which are shown 1 or 2 weeks later than their premiere date are charged at a cheaper price comparing to the standard movie theatres. It keeps you fit on your expense budget and yet still allows you to enjoy new movies.  
<https://goo.gl/maps/5py6yBMNFdqWPPGf9>

**Remember:** many restaurants and shops in Puli close after 08:30 PM.

## Local Sightseeing

### Let's Go to Sun Moon Lake

The Sun Moon Lake National Scenic Area is praised for its five major recreational systems, including the lake, Shueili River, Puli, Jhuoshuei River and Jiji. The surrounding areas stretch to cover known tourist spots including Taumi, Checheng, Jiji, Shueisheda Mountain, Sangyong Falls, Mingtan Reservoir and Shueili River.



Divided by Lalu Island, the Sun Moon Lake scenic area got its name from the unique terrains that look like sun on one side and crescent moon on the other. Crowned as one of the Eight Wonders of Taiwan, Sun Moon Lake is also the most famous source of hydroelectric power; offering key tourist themes - “high mountain and lake”, “indigenous culture”, and ”nature ecology,” the Sun Moon Lake Scenic Area attracts more than six million visits each year.

**Direction:** You can either take the bus to Sun Moon Lake at Puli Main Station or at the bus stop at Professor Dormitory. (Nantou Bus or Taiwan Tour Bus)

<https://www.sunmoonlake.gov.tw/>

### Let's Go to QingJing Farm



Passing native forests, through towering gorges, you can immerse yourself in the fresh air and the scenic wild greenery of the Qingjing Veterans Farm. The Qingjing Veterans Farm is situated at the Renai Township of Nantou County, 8 km north of Wushe Section, Tai 14A Route of Central Cross-Island Highway in Central Taiwan. It has been opened to public since February 20th, 1961; its altitude is 1,750 meters above the sea. The weather is generally mild all year round. In the months from May to September, the temperature averages between 15°C and 23°C. The Farm

produces various kinds of fruits including: peaches, pears, plums and kiwi fruit.

Facilities in the Farm include: the Tourist Center, the Green Grasslands, the Small Swiss Garden, the Recreation Center for visitors, the Shoushan Park, the Guest House and a Stock Nurturing Center. The working partners of the Farm are putting in all efforts to incorporate the Farm with nearby tourism projects, making it an attraction, to provide a cozy and enjoyable nature trip for all visitors.

**Direction:** You can take Nantou Bus to CingJing Farm at Puli Main Station.

<https://www.cingjing.gov.tw/>

# **Appendix**

**National Chi Nan University Student Dormitory Convention**

**Cathay Life Insurance Group Foreign Students Health Insurance**

## National Chi Nan University Student Dormitory Convention and Key Points for Handling Violations

1. To maintain peace and safety in student dormitories, the National Chi Nan University Student Dormitory Convention and Key Points for Handling Violations (hereinafter referred to as 'these key points') have been drafted. Until these key points are amended and approved for the next academic year, the regulations from the previous academic year will continue to be in effect.
2. When non-resident students of this school violate the rules, the matter is handled by the Student Security & Assistance Center according to the school regulations. When individuals from outside the school commit violations, the matter is handled by the police authorities.  
Anyone who violates these key points will face consequences such as being asked to leave the dormitory or receive demerit points, depending on the specific incident. In cases of serious infractions, further action will be taken according to school regulations.  
Personnel responsible for enforcing these rules include the residential services staff and dormitory leaders.
3. Within the first two weeks after the start of each semester is the advocacy period (excluding items **1 to 5, 19** of point 6 of these key points). During this period, residential services staff and dormitory leaders will issue advisory notes in case of violations. After two weeks, in the event of violations, demerit points will be directly issued.  
If any of items **1 to 5, 19** of point 6 of these key points are violated, or if a total of 15 points are accumulated, the violator will be ordered to leave the dormitory without a refund and must complete the Leaving Procedures within 2 weeks.
4. From the date of the sanction, the points recorded should be offset by completing a certain number of hours of dormitory service within one month (this does not apply to items **1 to 5, 19** of point 6 of these key points). If not completed within this period, the points cannot be offset, and the individual must complete the dormitory Leaving Procedures within 2 weeks.  
After successfully offsetting dormitory service hours for violations totaling 9 points or fewer, these points will not be recorded.  
If a student with a guaranteed bed space violates the dormitory convention and accumulates more than 10 points, their priority reservation rights for a bed in the next academic year will be revoked.
5. Violators of these key points who cause serious consequences shall bear criminal and civil liability for compensation.
6. The standards for demerit points related to violations in student dormitories are as follows:

Number	Convention Content	Points
1.	Cooking in areas other than the designated cooking areas, burning items, barbecuing, setting off fireworks, and storing prohibited items.	-15
2.	Engaging in unruly behavior such as drinking, causing disturbances, gambling, smoking, etc., in dormitory areas or public areas (including rooftops, atriums, lounges, etc.), or any situation that endangers the safety of residents or poses environmental hazards.	-15
3.	Stealing or occupying public facilities or the private property of residents, as confirmed upon investigation. In addition to demerit points for this violation, those involved are not allowed to participate in the dormitory bed lottery during the semester and their residency qualification is revoked. In severe cases, the matter will be reported to the police.	-15

4.	<p>Unauthorized transfer of bed spaces, or non-resident students staying overnight in dormitory rooms without the consent of the residential services team.</p> <p>Those who stay without permission must pay the Accommodation Fee (the fee is charged daily based on the actual overnight stay and dormitory category).</p> <p>In addition to the demerit points for this violation, repeat offenders or those who do so intentionally will receive a minor demerit.</p>	-15
5.	<p>Staying overnight or bringing guests of the opposite sex or off-campus visitors into dormitory areas other than the common lounge.</p> <p>Allowing non-resident students of that dormitory to stay overnight from 11 PM to 8 AM the following day.</p> <p>Persons of the opposite sex entering dormitory areas other than the common lounge.</p> <p>The area of the common lounge includes the public area from the dormitory entrance to the main lounge on the first floor.</p> <p>If there are special reasons, apply for an exception according to the regulations.</p>	-15
6.	<p>Unauthorized alteration of the original facilities in the dormitory area, resulting in damage or loss of public property (including dormitory door locks and keys); or improper use of public facilities (such as microwave ovens, washing machines, food waste disposers, etc.).</p> <p>Violation of the above regulations will not only result in deduction of points but also requires compensation at the original price.</p>	-10
7.	<p>Climbing walls, doors, and windows in the dormitory area and other dangerous behaviors.</p>	-10
8.	<p>In the dormitory, only desk lamps, hair dryers, electric fans, electric shavers, computer peripherals, chargers, and cooking appliances with a power rating of 600W or below (which must be used in the designated cooking area) and appliances provided by the school are allowed. The use of induction cookers, microwaves, cartridge stoves, or other open flame heating devices, non-cooking appliances, electric soup spoons, and any appliances not provided by the school or approved upon application (graduate students should apply each semester or during summer and winter breaks for permission to keep a mini-fridge in their room, while undergraduate dorms prohibit the use of mini-fridges) and similar prohibited items is not allowed. If these items are needed for department or club camp activities, please report to the building manager in advance. Failure to report is considered a violation. Confiscated items will be kept at the dormitory service center and can only be reclaimed at the end of the semester.</p>	-10
9.	<p>Placing personal items in public spaces such as dormitory room entrances, hallways, common rooms, balconies, emergency exits, and bathrooms.</p>	-5
10.	<p>Pouring non-liquid substances into bathrooms, various types of sinks, and drinking fountains; in cases of serious blockage, penalty points will be doubled.</p>	-10
11.	<p>After dormitory bed assignments are finalized, any private exchanges or changes (applications for bed changes should be completed within 2 weeks after the start of school) or residents staying overnight in a dormitory room other than their own.</p>	-10
12.	<p>Engaging in intimate behaviors in the dormitory area or public areas (including the rooftop, atrium, common room, etc.), or non-residents of the building staying in the common room from 11 PM to 8 AM the following day, or bringing non-residents of the building into the common room during the same hours (the scope of the common room includes the public area from the dormitory entrance to the main common room on the first floor).</p>	-10
13.	<p>Disturbing the peace of the dormitory; using public facilities after midnight to make noise that affects others' rest.</p>	-5
14.	<p>Carrying or keeping animals (including aquatic creatures and insects) within the dormitory area.</p>	-5
15.	<p>Placing trash in public areas (including hallways, bathrooms, common rooms, etc.) or throwing trash out of open windows, thus damaging environmental hygiene, or failing to sort trash as required, or placing bagged or large-sized trash in public areas of the campus; if no specific individual is identified, surveillance footage will be examined to determine the person responsible.</p>	-10

16.	Using personal belongings to occupy a bed or desk not assigned to oneself, refusing to comply with dormitory bed arrangements, lending keys to non-residents, or allowing friends or relatives to enter without the roommate's consent causing disturbance, leading to a complaint from the roommate that is subsequently verified.	-5
17.	Using two or more hair dryers at the same time in the dorm room, causing a power outage, will result in penalty points for each user.	-2
18.	Bicycles and other transportation vehicles must not be parked or ridden in the common spaces inside the dormitory; cars, motorcycles, or bicycles not parked in designated parking spaces will result in penalty points and be reported to the Student Affairs Guidance Group or Security Team (excluding official vehicles).	-5
19.	Dormitory residents who neglect to maintain their living space (such as not disposing of trash leading to foul odors or affecting others' living quality), disturb others' study or sleep, invite outsiders to gather in the dormitory area, or engage in commercial or religious activities, and such behaviors are confirmed upon investigation, may face consequences. If a student's personal habits in the dormitory lead to written complaints three or more times, making it impossible for others to cohabit with them, they may be ordered to leave the dormitory without a refund and must complete the checkout process within 2 weeks.	-15
20.	Opening the emergency exit door without a valid reason.	-3
21.	Taking or opening someone else's mail without permission.	-3
22.	Borrowing keys or access cards between 11 PM and 8 AM the next day will result in immediate penalty points.	-3
23.	Posting or placing posters, flyers, notices, etc., with commercial content in the dormitory's public areas without the stamped approval of the Residential Services Group.	-2
24.	During the semester, requesting key or access card borrowing services (excluding from 11 PM to 8 AM the next day), if not returned within 15 minutes on the same occasion, 1 point will be deducted; reaching 2 instances will result in an additional deduction of 1 point (including 1 warning). (The definition of the semester is based on the school's academic calendar.)	-1

7. Dormitory residents who violate regulations are required to engage in various services within the student dormitory area (violations of items **6 through 24 except 19** under the sixth point of these regulations), with every 2 hours of service offsetting 1 penalty point.

If a resident who has violated regulations demonstrates good performance while engaging in the aforementioned services, the number of penalty points may be appropriately reduced.

For residents who have violated regulations during the current academic year and have received penalty points, they can submit evidence of positive contributions to the student dormitory. After evaluation by the Student Dormitory Service Center, merits and demerits can be offset against each other, but this cannot erase the record of penalty points. Violations of items **1 through 5 ,19** under the sixth point of these regulations are not eligible for offsetting or reduction of points, regardless of any awards received.

Residents who have violated regulations must proactively schedule their service period at the service center. The service tasks will be assigned and verified by the administrator, and no objections are allowed. Points can only be offset if the service is deemed satisfactory upon verification. Those who fail to complete the point offset by the deadline will not be refunded their dormitory deposit of 2,000 NT dollars, and their dormitory bed for the next academic year will be canceled.

8. For repeated offenses of the same nature under items **1 through 5 ,19**, the resident will be ordered to leave the dormitory and will not be allowed to apply for housing again. For repeated offenses of the same nature or intentional behavior in other items, depending on the actual situation, the penalty points may be increased by 1 to 3 times.

9. Each semester, safety inspections are conducted by the Residential Services Group, dormitory leaders, and

other relevant personnel. Residents should cooperate with the inspection.

10. According to the points deducted under this agreement, the total points will be calculated up until 12 AM the night before the bed lottery in the second semester of each academic year. These points will determine the priority order for the dormitory room lottery allocation for the next academic year.
11. The dormitory deposit of 2,000 NT dollars will be fully refunded without interest upon checking out, provided the room passes the cleaning and property inspection. However, if the cleaning inspection conducted by administrators or leaders before leaving at the end of the semester fails, 300 NT dollars will be deducted from the deposit to cover cleaning costs, and a cleaning company will be commissioned to clean.  
  
If the dormitory fails the cleaning inspection conducted by administrators, dormitory leaders, or on-duty student workers when the last student leaves, as per these regulations, each resident of that dormitory will have 300 NT dollars deducted from their deposited dormitory security fee to cover cleaning costs and a cleaning company will be hired to clean.
12. If there is damage to the communal property in the dormitory, the cost of the damaged property will be shared among the roommates and deducted from their security deposits. If personal property is damaged, the cost of the damaged property will be deducted from the security deposit of the individual responsible. If the security deposit is insufficient to cover the cost of property damage, parents will be notified to compensate for the shortfall.
13. Those who fail to check out at the end of the term within the specified time will have their security deposit appropriately deducted. In serious cases, parents will be notified, and the individual will be directly evicted.
14. Appeals against violations of these regulations must be made in accordance with the National Chi Nan University Student Dormitory Appeal Review Committee's established rules and should be submitted within 7 days of receiving the disciplinary notification. Appeals submitted after this period will not be accepted.
15. If there are specific regulations set and publicly announced for the communal equipment within the dormitory area, they will be handled according to those regulations.
16. If there are special circumstances that may potentially conflict with this agreement, an application can be submitted in advance to the Residential Services Group.
17. This dormitory agreement has been discussed and approved at the Dormitory Leaders' meeting.

## Cathay Life Insurance Group Foreign students health insurance

### Coverage

#### Outpatient/Emergency treatment benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives (emergency) treatment at a hospital/clinic as an outpatient, the company will reimburse all medical expenses incurred. However, the payment of benefit shall not exceed the limit of 1000 NTD (per visit).

#### Daily hospital room benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Balance billing on hospital rooms .
2. Food, except for nutrients provided through tube feeding .
3. Nursing care fee excluding special nurse fee.

However, the payment of benefit shall not exceed the limit of 1000 NTD (per day).

#### Hospital miscellaneous benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Physician instructions medication.
2. Blood, except for blood transfusions deemed necessary by a doctor providing emergency care
3. Registration fee and cost of obtaining related certificates
4. Ambulance fee(from or between hospital).
5. Operation fee.
6. Operation room, post-operative recovery room, emergency room or the application of its equipment.
7. Materials fee.
8. Laboratory tests, electrocardiogram, basal metabolic rate check.
9. Rehabilitation therapy.
10. Anesthetics, oxygen, and its application.

- 11. Therapeutic radiology.
- 12. Hemodialysis.
- 13. Injection and its liquid medicine.
- 14. Laboratory examination.
- 15. Treatment.

However, the payment of benefit shall not exceed the limit of 120,000 NTD (per hospitalization).

### The provisions of the insured

Insurer qualifications : Limited to foreign students(including Mainland China students and Overseas Chinese students).

Insured age limit : From 15 years old to 50 years old.

Insured's name shall be specified in the policy

Policy period/term : One year.

Premium mode : Yearly, Half yearly, Quarterly ,Monthly

### Note :

1. The above information is for reference only. For details of the terms and conditions, please refer to the policy contract (Chinese version).
2. The terms and conditions of insurance policy (Chinese version) shall prevail if there is any inconsistency between the above information and the insurance policy.

**國泰人壽**  
**團體保險理賠內容**

項目	說明
門(急)診醫療保險金	<p>被保險人因疾病或傷害，而於醫院或診所接受門(急)診診療者，本公司按醫院或診所實際收取之門(急)診醫療費用（包含診察、處方、醫藥、檢驗或X光檢查等之全部費用），給付「門(急)診醫療保險金」，但每次最高給付金額以「<b>1,000元</b>」為限。</p> <p>醫療費用未經全民健康保險給付者之處理方式</p> <p>門(急)診醫療保險金之給付，於被保險人不以全民健康保險之保險對象身分於醫院或診所接受門(急)診診療；或前往不具有全民健康保險之醫院或診所接受門(急)診診療者，致各項醫療費用未經全民健康保險給付，本公司依被保險人實際支付之各項費用之 100%給付，惟仍以前述各項保險金條款約定之限額為限。</p>
每日病房費用保險金	<p>被保險人因疾病或傷害而以全民健康保險之保險對象身分住院診療時，本公司按該被保險人住院期間內所發生，且依全民健康保險規定其保險對象應自行負擔及不屬全民健康保險給付範圍之下列各項費用核付「每日病房費用保險金」，但每日最高給付金額以「<b>1,000元</b>」為限：</p> <ol style="list-style-type: none"> <li>1. 超等住院之病房費差額。</li> <li>2. 管灌飲食以外之膳食費。</li> <li>3. 特別護士以外之護理費。</li> </ol> <p>被保險人同一次住院最高給付日數以三百六十五日為限。</p>
住院醫療費用保險金	<p>被保險人因疾病或傷害而以全民健康保險之保險對象身分住院診療時，本公司按該被保險人住院期間內所發生，且依全民健康保險規定其保險對象應自行負擔及不屬全民健康保險給付範圍之下列各項費用核付「住院醫療費用保險金」，但被保險人同一次住院最高給付金額以「<b>120,000元</b>」為限：</p> <ol style="list-style-type: none"> <li>1. 醫師指示用藥。</li> <li>2. 血液(非緊急傷病必要之輸血)。</li> <li>3. 掛號費及其證明文件。</li> <li>4. 來往醫院的救護車費。</li> <li>5. 超過全民健康保險給付之住院醫療費用。</li> </ol>
<p>被保險人不以全民健康保險之保險對象身分住院診療；或前往不具有全民健康保險之醫院住院診療者，致各項醫療費用未經全民健康保險給付，本公司依被保險人實際支付之各項費用之 100%給付，惟仍以前述各項保險金條款約定之限額為限。</p>	

※詳細內容以「團體遨遊世代健康保險(甲型)」及「團體遨遊世代門急診限額健康保險附加條款」之保單條款為準

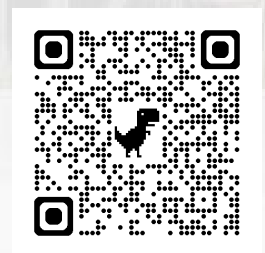
# Welcome to **NCNU**

## **National Chi Nan University**

Office of International and Cross-Strait Affairs  
No. 1 University Road, Puli Township,  
Nantou County,  
Taiwan (R.O.C)  
Email: [oiancnu@gmail.com](mailto:oiancnu@gmail.com)  
Tel: +886-49-2912360



OIA Website



OIA Facebook