

The background of the entire page is a photograph of a modern, multi-story building with a mix of red brick and grey panels. A large glass-enclosed staircase is a prominent feature on the right side of the building. The sky is overcast and grey.

NCKU



College of Electrical Engineering and Computer Science

Fall 2024

**Exchange Students
Handbook**

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WELCOME TO NCKUEECS

Welcome to the College of Electrical Engineering at National Cheng Kung University! This handbook is to help you to become familiar with the resources that are available to you as an international student at NCKU.

If you have any questions, please do not hesitate to contact us at prudence@gs.ncku.edu.tw

Location: 4th floor, Chi Duan Building, Tzu-Chiang Campus. No.1, University Road, Tainan City 701, Taiwan (R.O.C.)

*[Appendix 1: National Cheng Kung University Campus Map](#)

All information provided in this handbook may be subjected to change at any time without prior notice. Please check the websites for the latest information.

IMPORTANT SCHEDULE

DATE	CONTENT
July 2-30	ONLINE ACCOMMODATION SIGN-UP
July 15-19	COURSE ENROLLMENT - 1st stage
August 22-30	COURSE ENROLLMENT - 2nd stage
September 3-4	DORMITORY EARLY CHECK-IN
September 5-6, 8	DORMITORY CHECK-IN
September 9-12, 16-18	COURSE ENROLLMENT - 3rd stage
September 9	CLASS BEGIN
January 10, 2025	CLASS END

Time zone in Taiwan (GMT+8)

NCKU Academic Calendar 行事曆

English Version : <https://www.ncku.edu.tw/p/412-1000-14450.php?Lang=en>

中文版 : <https://www.ncku.edu.tw/p/412-1000-6149.php?Lang=zh-tw#113-1>



MAINTAINING YOUR LEGAL STAY

From the time you are entering Taiwan with a visa or ARC, a set of requirements must be met in order to maintain legal status.

Only Accept Visitor Visa (for Foreign Exchange Students for Stays of less than Six Months) and Resident Visa (for Stays of one year)

Please do not use the landing visa or E-visa to enter Taiwan since those visa types cannot be extended in Taiwan. A student who does not have a valid student visa needs to leave Taiwan, and apply for a new Taiwan (ROC) visa in another country or territory after duration day. For further information, please check the Ministry of Foreign Affairs (MOFA) website. (<https://www.boca.gov.tw/mp-2.html>)

★Visa issuance is an act of sovereignty. According to the “Statute Governing Issuance of R.O.C. Visas in Foreign Passport” and “Enforcement Rules for the Issuance of R.O.C. Visas to Foreign-Passport Holders,” the R.O.C. reserves the right not to issue a visa and is under no obligation to disclose the reason. Application fee for no-issuance cases is non-refundable.

PASSPORT VALIDITY

Students are suggested to keep their passports valid for at least 6 months at all times.

Taiwan Entry Permit for Students from Mainland China, Hong Kong, and Macau

Hong Kong or Macau residents, holding Hong Kong or Macau IDs may apply for a Taiwan Entry Permit on their own at [Taipei and Economic Office \(HK\)](#).

根據移民署規定，所有持香港及澳門護照之校級交換及訪問學生須自行透過「[移民署境外人士線上申辦系統](#)」申辦入臺證。相關辦理方式及應繳文件請逕洽居住地鄰近之駐外館處。請留意申辦入臺證之種類，勿申請成許可停留期限不超過 30 天的網路簽證或落地簽證。若因簽證效期不足而無法順利在臺完成學業者，需自行承擔相關責任。

PRC nationals need to obtain a special type of visa, Taiwan Entry Permit, to enter Taiwan. NCKU will process the application on behalf of the students after acceptance.

One-Semester Exchange Student

VISA STATUS

When admitted to an exchange program, one-semester exchange students must apply for a Taiwan (ROC) visitor visa with annotation “**FS**” followed by the name of the university to enter Taiwan.

<https://www.boca.gov.tw/cp-158-4342-a78b4-2.html>

Visitor Visa holders who are permitted to stay in Taiwan for 60 or 90 days and whose visas bear no such remark as "no extension" may apply at local service centers of the National Immigration Agency for a maximum of 120 or 90 days of extensions. The applicant shall apply for an extension within 15 days before the expiry date of their visitor visa. **Please extend your visitor visa before it expires.**

How to Extend Visitor Visa in Taiwan?

Required documents (verify the original and take its copy):

- (1) Admission letter
- (2) Passport with visitor visa
- (3) 1 photo (2 inches, background in white)
- (4) Certificate of enrollment issued by OIA

※Please come to the office of International Affairs for Certificate of Enrollment.

(5) Fee: free

(6) Location: Tainan City First Service Center

Address : No.262, Sec. 1, Fuqian Rd., West Central Dist., Tainan City, Taiwan (R.O.C.)

Tel : 06-293-7641

<https://www.immigration.gov.tw/5475>

One-Year Exchange Student

VISA STATUS

When admitted to an exchange program, one-year exchange students must apply for a Taiwan (ROC) resident visa. However, if you can't apply for it in your country successfully, you may apply for "visitor visa" with annotation "FS" followed by the name of the university to enter Taiwan and then apply for a change to resident visa after enrolling at the university at the Bureau of Consular Affairs (BOCA). <https://www.boca.gov.tw/cp-166-284-6f5f7-2.html>

How to apply for a Resident Visa in Taiwan?

<https://www.boca.gov.tw/cp-181-475-f087d-2.html>

Required documents:

- (1) A passport valid for at least six months at the time of application
- (2) A completed application form with two 2x1.5 inch color photos
- (3) Supporting documentation as required by the Kaohsiung branch, Bureau of Consular Affairs, MOFA.
- (4) Other relevant documents, including certificate of enrollment or admission letter, etc.
- (5) Health certificate (Type B)
- (6) Fees: <https://www.boca.gov.tw/cp-76-32-4a369-1.html>

PRESENT YOURSELF TO BOCA

- ★ Students who are holding visitor visas need to present themselves to the Bureau of Consular Affairs (BOCA) for visa transfer application 8 working days before the duration of stay expires.

- ★ Speaking from experience, students should be extra aware of the preparation of (a) enrollment certificates of both universities and (b) a health examination within 3 months (c) student ID card as most students who failed the transfer application were due to the lack of these documents. (It is recommended to take a photocopy or scan of the enrollment certificate at NCKU first, as it may be required when applying for ARC.)
- ★ The nearest BOCA office from NCKU is at Kaohsiung. The address is 3F-4F., No.6, Cheng Nan Rd., Lingya Dist., Kaohsiung City, Taiwan (R.O.C.) or in Chinese 高雄市苓雅區政南街 6 號 3-4 樓.
- ★ For a full list of requirements, please refer to [BOCA](#).
- ★ Feel free to contact BOCA's Kaohsiung at Tel. +886-7-7156600 or email bocakhh@boca.gov.tw.

1. How to Apply for the Alien Resident Certificate (ARC)?

Students who have obtained a resident visa before arriving in Taiwan are required to apply for an Alien Resident Certificate (ARC) at **the National Immigration Agency (NIA)** on paper or via [Students Online Application System](#) online within **15 days** after entering Taiwan. If you have not received a certificate of enrollment when you applied for an ARC, you can use the admission letter for the ARC application process.

- ★ The ARC can be applied [online](#) and be collected at an immigration office when approved.

For application instructions, please refer to the [Application Instructions](#).

For system issues, please refer to the [System Platform Manual](#).

Required documents:

- (1) Completed application form
- (2) Passport valid for at least 6 months at the time of application and one photocopy of the main identification page(s) and the Taiwan (ROC) visa page
- (3) Two 2-inch photos
- (4) Student ID card or certificate of enrollment; admission letter
- (5) Proof of residence in Taiwan
- (6) Fee: NTD 1,000

KEY THINGS TO KNOW ABOUT ARC

- ✓ An Alien Resident Certificate (ARC) is an ID card to prove foreigners' residency status in Taiwan. In most cases, a new admitted degree-seeking overseas student or a one-year exchange student should aim to obtain ARC.
- ✓ Given you have finally obtained your ARC, there is certain information on the ID card you should note about.

Date of expiry - Any expiration will result in fine and possibly repatriation.

Date of issue - For students who first obtained the ARC, this is the day that starts counting on your eligibility for NHI. For further information on NHI, please refer to the chapter of insurance.

Purpose of residence - In most cases, it should be 就學-國立成功大學 meaning study at NCKU.

GETTING STARTED AT NCKU

New students who fail to complete any one of the enrollment procedures before the deadline will be regarded as giving up their admission and their student status will be cancelled accordingly.

ENROLLMENT

1. BASIC DATA ENTRY

New students shall fill in the personal information at [New Student Basic Data Entry](#).

Please login with your **student ID no.** and the password is your student ID no. as well.

- ★ The system will be closed soon after the semester starts. Please make sure to fill and print it out **before the semester starts.**

[Appendix 10: New Student Basic Data Entry](#)

2. ACCESS NCKU PORTAL

After you finish Basic Data Entry for New Student, please access the NCKU Portal to manage your NCKU password, NCKU email, and account for online services available to NCKU students, including the course enrollment system.

The first time you login to [Cheng-Kung Portal](#), please use the default password: **Student ID Number the last four digits + birthday the month day(mmdd) four digits.**

3. ONLINE REGISTRATION

- ★ The first part is to pay the enrollment fee. Only fee-paying exchange students need to pay for NCKU tuition fees. Please refer to the following website for the payment methods: <http://cashier-ufo.ncku.edu.tw/p/412-1096-20553.php?Lang=zh-tw>
- ★ Once you have finished the online registration and paid the enrollment fee, you will be officially enrolled and become one of our fellow members at NCKU. If you have any questions about courses, please kindly consult with your department or advisor for further details.

4. IN-PERSON REGISTRATION

- ★ The second part is to finish in-person registration. Please come to the OIA Division of Study Abroad office to complete the registration process between **September 2-9.**
- ★ **Please finish Appendix 2-8 of this handbook and hand in to Study Abroad office in hardcopy.**
- ★ Our office is located at Yun-Ping East Building 1F, Kuang-Fu Campus No.1, University Road, Tainan City 701, Taiwan (R.O.C.) (Lunch Break Time 12:00-13:10 will be closed.)

[Appendix 2: Registration & Enrollment Procedure Sheet for International Exchange Students](#)

[Appendix 3: Registration Checklist at OIA for International Exchange Student](#)

[Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates](#)

[Appendix 5: Declaration of Insurance](#)

[Appendix 6: Authorization for Emergency Treatment](#)

[Appendix 7: Acknowledgment of Regulations and Accepting NCKU Regulations](#)

[Appendix 8: Personal Data Collection Agreement](#)

PAYMENT

In accordance with bilateral student exchange agreements in place between NCKU and the partner universities, the exchange students with nomination only need to pay tuition fees to his/her home university. They do not have to pay tuition fees at the host university, NCKU. Students who apply without nomination or are from universities with no bilateral agreements with NCKU, will have to pay tuition fees to NCKU as a foreign student.

- ★ STUDENT GROUP INSURANCE (SGI) is the REQUIRED insurance for all NCKU students, including bilateral and fee-paying exchange students. The payment of this insurance fee (NTD 250) is regarded as part of the registration process for each semester. If you miss the payment due date, please present your bill and complete payment by cash at the Cashier Division.

[Appendix 9: Payment Procedure](#)

- ★ The student bill on the Bank of Taiwan will be updated once per payment period. Since it is not updated regularly, please check the [Tuition Fee Payment Search Gate](#) for the latest changes on your student bill.

COURSE ENROLLMENT

The NCKU Course Information and Course Enrollment System is available for courses pre-registration and enrollment: <https://course.ncku.edu.tw/index.php>.

Students may encounter questions during the course enrollment process. Please refer to the following website for the contact persons who are responsible for your inquiries: https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm.

【IMPORTANT】

- ★ The course selection process is divided into three phases.
- ★ NCKU Notice of Course Enrollment:

English version: https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/E1131sel_eng_ok.pdf

中文版: https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/1131sel_ch_ok.pdf



HEALTH AND WELLNESS

As an international student, health insurance is very important. Medical and injury insurance, covering a period longer than 6 months counting from the day when entering Taiwan is REQUIRED.

We strongly suggest the students purchase overseas medical and injury insurance (for at least 6 months) in your home country before coming to Taiwan. If you do not have one, you will have to purchase one during registration in the Office of International Affairs.

TWO TYPES OF INSURANCE COVERAGE IN TAIWAN

1. STUDENT GROUP INSURANCE (SGI)

SGI is the REQUIRED insurance for all NCKU students. The payment of this insurance fee (around NTD 250) is regarded as part of the enrollment process for each semester. Sickness requiring specialized medical care is not included and the final compensation is decided by the insurance company's evaluation of your application.

Insurance Coverage	Fee
Death (caused by accident or disease)	NTD 1,000,000
Surgery	NTD 6,000 (maximum for each general case)
Bone Fracture	NTD 6,000 (maximum for each case)
Hospitalization	NTD 500 (maximum for each day less than 60 days)
Accident or Serious Injury	NTD 5,000 (maximum for each case)

[Group Insurance \(ncku.edu.tw\)](http://ncku.edu.tw)

2. NATIONAL HEALTH INSURANCE (NHI): For one-year exchange student only

- ★ It is compulsory to join the NHI if foreigners have been living in Taiwan for 6 continuous months. However, one trip abroad, not to exceed 30 days, is allowed during the six-month period.
- ★ The NHI program costs NTD 826 per month. Most medical expenses will be covered by the NHI, but certain registration fees and co-payments will be charged.
- ★ For newcomers, their stays to be eligible for NHI shall be calculated starting from the day their ARCs are issued. After receiving ARC, please bring ARC and your passport to Head to National Health Insurance Department Southern District Business Group to apply for NHI.
 - Address: No. 96, Gongyuan Road, West Central District, Tainan City, 700
 - Tel: 06 224 5678
- ★ NHI coverage will be canceled if the ARC expires or if the visa changes. If students leave Taiwan for more than 30 days (one-trip) without being covered by NHI, they will have to wait for 7 continuous months living in Taiwan before becoming eligible to re-join NHI.

[National Health Insurance Administration Ministry of Health and Welfare \(nhi.gov.tw\)](http://nhi.gov.tw)

PHYSICAL EXAMINATION

[Health Certificate for Short-Term Students](#) is required for exchange students. If you get the proof document shown as the form in **Appendix 4** from your home country, you don't need to take the vaccine at NCKU hospital, but the Chest X-ray for Tuberculosis is still required. There are 3 types of physical examination which students should conduct depending on their identification documents - ARC, resident visa, or visitor visa.

[Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates](#)

	Chest X-ray for Tuberculosis	Chest X-ray for Tuberculosis + MMR vaccine	Physical Examination for Visa
Discount price	NTD 260	NT\$1065	NTD 1,300 (Original fee is NTD 1,680)
Eligibility	I have original copy of Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates. I will only take Chest X-ray for Tuberculosis at NCKU hospital.	I will take Chest X-ray for Tuberculosis and receive the MMR vaccine at NCKU hospital.	I will stay more than 6 months and need to transfer VISA (from visitor visa to resident visa) for applying Alien Resident Certificate (ARC). I will take the Type B health examination .

※Students take full responsibility for the health examination types.

[Medical Examination Requirements for Short-Term Students](#)

[Questions and Answers about Medical Examination Requirements for Short-Term Students](#)

[外籍短期研修生\(含陸生\)健檢](#)

[外籍學生、僑生及大陸港澳地區學生健康檢查參考事項](#)

※Remark: Once you finish the whole procedure, the hospital will send the report to you around 1 month.

Please check on the NCKU [Health Center website](#) for the latest arrangement on this matter. For further inquiries on physical examination, please contact school nurse Miss. Jiang at z11003010@ncku.edu.tw.

COUNSELING AND WELLNESS SERVICES DIVISION (CWSD)

Maintaining your health and wellbeing is an important priority. You may be challenged by a variety of stressors including adjustment to a new life here at NCKU and general issues that can be associated with life as a student. Sometimes it is not easy to reach out for help due to the nature of the issues. One way to help yourself is seeking counseling. Counseling is a collaborative and confidential relationship with a psychologist. By participating in counseling, you can explore ways that you are stuck mentally and emotionally. Link: <https://counseling-osa.ncku.edu.tw/index.php>

Who can use the counseling services, and what does it cost?

All enrolled students are eligible for free counseling services. We take faculty and staff as well.

How do I make an appointment?

Log in https://happiness.osa.ncku.edu.tw/cs_ncku/index.aspx with your student ID and password, then fill out the form as thorough as possible. Should you encounter any questions, please feel free to call us at 06-2757575 # 50320 or email em50320@email.ncku.edu.tw.

How do I contact CWSD if there is an emergency after office hours?

Call 119 or 06-2757575 # 55555 for Campus Security Incident Hotline.

NCKU HEALTH CENTER

<https://health-epsh.ncku.edu.tw/?Lang=en>

Service Hours: Mon. to Fri. 08:00~17:00

2F., Yun-Ping Building (East), Kuang-Fu Campus

NATIONAL CHENG KUNG UNIVERSITY HOSPITAL

<http://www.hosp.ncku.edu.tw/nckm/english/HomeStyle.aspx?Type=11&ContentPage=0>

Tel: (06)235-3535

No.138,Sheng Li Road,Tainan, Taiwan 704, R.O.C.

ACCOMMODATION

SCHOOL DORM

NCKU offers school dormitories for students who are in need to apply. Different dormitories would have various charges, specifications, facilities, and managers.

Please read

[Application Calendar for Incoming International Exchange Students of 2024 Fall Semester](#)

1. **Application Period:** **July 2nd-30th, 2024, 10am (GMT+8)**
2. **Application Portal:** https://dorm.osa.ncku.edu.tw/index_bd.php?md=6&lang=zh

※Applicants who fail to apply by 10 AM, July 30, (GMT+8), are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room.

※ [【Dormitory Photo】](#)

※ [【NCKU Student Dormitory Specification and Charge】](#)

※ [【Online Service Systems for On-campus Housing】](#)

*Once the accommodation arrangement is done, the applicant cannot revise the application items. The applicant shall contact Ms. Lin via email(ysluc@mail.ncku.edu.tw), requesting for revision, and a handling fee of NT\$ 250 (or NT\$250+) will be charged when the revision request is approved.

OFF CAMPUS

PRINCE DORM

NCKU Prince Dorm, situated on the corner of Sheng-li Road and Ta-Hsueh Road, provides single rooms. If you prefer Prince Dorm, please send them an email or call them for further information.

※Contact information:

TEL: +886-6-208-7166

EMAIL: nckuservice@prince.com.tw

For dorm facilities and charges, please refer to:

https://nckudorm.prince.com.tw/Introduction_List.aspx?MessageNo=00000016&MessageType=03

OFF CAMPUS ACCOMMODATION SERVICE

The platforms for landlords to publish their renting announcements to our students is offered by the Military Training Division. Student ID and NCKU portal's password are required to log in.

Please be aware that these platforms are not managed by NCKU office of international affairs, so we are not authorized to contact any of the contact persons on these platforms. Information on these platforms may be mostly in Chinese.

1. 成功大學校外住宿服務網：<http://dorm2.osa.ncku.edu.tw/>

2. 雲端租屋生活網：<https://house.nfu.edu.tw/>

If you have any further questions, please feel free to contact ncku.rent@gmail.com

OTHER SERVICES AND USEFUL INFORMATION

STUDENT ID CARD

Student ID card is important. You need to use it to enter the libraries and borrow books. It can also help you to get some discounts at NCKU nearby restaurants. As a NCKU student, you are free to visit Tainan Historical sites as well (more information: <https://www.twtainan.net/en-us>).

Please hand in the sheet ([Appendix 2](#)) to the Registrar Division after all the procedures are completed. You can receive your student ID card after 1-2 weeks of submitting this sheet.

NCKU LIBRARY

Students are free to use any of NCKU's libraries with a valid student ID. The main library is also free to use by the general public. Therefore, exchange students or other students who do not have a student ID for any reason can present an ID with a photo and swap it for a day pass that will get students access to all of the library's resources. Here is the floor plan of the library: http://www.lib.ncku.edu.tw/guide/floor_en.php

STORED VALUE CARD (SMART CARD) IN TAIWAN

When you take public transportation at the station or go shopping at a convenience store, you might wonder why people do not pay cash instead of a card. In Taiwan, there are 3 types of smart cards. They provide most of the same functions, but they might have little differences in their discount price for different use. You can check more details on their website and choose the one that is suitable for you.

Please note no matter which cards you take, the card price is NTD100. You need to store some money in and use it. You can buy cards and add value easily at the convenience stores.

iCASH card 愛金卡 https://www.icash.com.tw/en_web/#home

It issued by Taiwan biggest convenience store, 7-Eleven. Sometimes you can get some discount by using this card. Since convenience stores in Taiwan is multifunction and super convenient. If you might go there often, you can consider this one.

iPASS 一卡通 <https://www.i-pass.com.tw/en>

If you like to travel and plan to discover Taiwan by public transportation. We recommend you choose this one.

Easy card 悠遊卡 <https://www.easycard.com.tw/en/>

Easy card is the first issued smart card in Taiwan; therefore, it has the most circulation. However, from some students' experiences, this card with better discount is in Taipei area not southern Taiwan. NCKU is located at the southern Taiwan, you need to take it into your consideration.

MOBILE PHONE

Many mobile operators can provide you with a Taiwan sim card. For example, Chunghwa Telecom, Taiwan Mobile, T-star, Far East Tone etc. **We suggest that you buy a sim card at the airport.** There are also some stores nearby NCKU, but they may be out of stock since the semester just begins.

FINANCIAL PLAN IN TAIWAN

As an exchange student at NCKU, you will be responsible for your insurance fee, accommodation fee, and living expense, which will be around USD 300- USD 600 per month (depends on students' needs). Please make sure to have your bank account card available here in Taiwan and carry enough NTD cash for daily use. Besides, planning for unexpected expenses and emergency funds should be made before your arrival since a financial plan is the responsibility of each student.

BANKING INFORMATION

THE POST OFFICE

The post office provides both postal and banking services, including shipping and receiving, deposit and withdrawal, etc. There is a post office available on Kuang-Fu Campus. **To open a financial account in the post office, you should bring the original and a copy of both your passport and Approved UI. No. Form or ARC.** You also need at least NTD 100 for a deposit.

Web : https://www.post.gov.tw/post/internet/U_english2/index.jsp?ID=3515010102

※ To apply for UI No, please go to National Immigration Agency- Tainan City First Service Center.

- Download for <UI No. Application Form for Foreign Nationals>: ([Click here](#))
- Please bring your passport while applying.
- Location: Tainan City First Service Center
Address : No.262, Sec. 1, Fuqian Rd., West Central Dist., Tainan City, Taiwan (R.O.C.)
Tel : 06-293-7641
<https://www.immigration.gov.tw/5475>

BANK ACCOUNTS

To open a bank account, bring the original and a copy of both your passport and ARC and at least NT\$100 to the bank for the procedure. It is strongly recommended that you apply for an ATM bank card, so you can use it to withdraw money from ATMs at any bank anytime. ATMs can be found on the street and inside many convenience stores.

SPORT FACILITIES

Kuang-Fu Campus : Kuang-Fu Sports Field, Kuang-Fu weight training room, basketball courts, volleyball courts, tennis court, and the Chiang Kai-shek Gymnasium (with badminton courts and table tennis courts)

Sheng-Li Campus : Sheng-Li Health and Fitness Center, swimming pool

Tzu-Chiang Campus : basketball courts, volleyball courts

Ching-Yeh Campus : tennis courts

Opening hours and fees for each facility: website for [Physical Education Office](#).

TRANSPORTATION

Transportation is convenient in Tainan (Taxi, Buses, bicycle).

- Kaohsiung International Airport: <http://www.kia.gov.tw/English/>
- Taoyuan International Airport: <http://www.taoyuan-airport.com/english/Index/>
- Taiwan High Speed Rail: http://www.thsrc.com.tw/index_en.html
- Taiwan Railways Administration: https://tip.railway.gov.tw/tra-tip-web/tip?lang=EN_US

BICYCLE

NCKU has 10 campuses. A bicycle with you is the best way to explore NCKU and Tainan. You can choose either a new or used one, and it depends on your budget. For a basic type of a new bicycle, it costs around NTD2,000 to NTD3,000. If you prefer a second hand bicycle, there is a bicycle store on campus.

Tainan city government also provides U-BIKE around Tainan city corners, and NCKU is lucky to have some stops around. If you want to borrow it, you need to have an IPASS card or EASY card with you. Last but not least, you can also try to find one on Facebook second hand group, e.g.: [Tainan Market: Buy and Sell](#). However, we do not take any responsibility for your trading behaviors. Please be aware of it.

RESTAURANTS & CONVENIENCE STORES

SCHOOL RESTAURANTS

There are two Schools restaurants in NCKU, including Kuang-Fu restaurant (located at B1F, Kuang-Fu dormitory 2), and Ching-Yeh restaurant (located at B1F, Ching-Yeh dormitory). There are also other restaurants at the College of medicine 4th floor and Basement 1 (B1)

OFF-CAMPUS RESTAURANTS

The campus is also surrounded by tremendous restaurants such as Yule St. Daxue Rd

CONVENIENCE STORES

There are over 10,000 convenience stores in Taiwan, including 7-ELEVEN, Family Mart, Hi-life, and OK-mart. There's countless of convenience stores offering countless services 24hr, among those including Daily basic needs (Food, Clothes, copy machine, payments etc.)

SUPERMARKETS (全聯 PX-mart)

Opening Hours : 07:30-22:30

No.180, Sec. 2, Changrong Rd., East Dist., Tainan City

No.20, Dong'an Rd., East Dist., Tainan City

NIGHT MARKETS

Particular and exclusive in Taiwan, night markets are very famous for delicious food and friendly environment with plenty of things and different kinds of food. You don't want to miss it because you'll fall in love with it.

Famous night markets in Tainan:

Tainan Flowers Night Market (The biggest one in Tainan)

Opening every Thursday, Saturday and Sunday
Sec. 3, Hai'an Rd., North Dist., Tainan City

Dadong Night Market (The nearest one from NCKU)

Opening every Monday, Tuesday and Friday
No.316, Sec. 1, Linsen Rd., East Dist., Tainan City

Wusheng Night Market

Opening every Wednesday and Saturday
No. 42, Lane 69, Wusheng Rd., West Central District, Tainan City

SPORTS AND EVENTS

NCKU Incoming Exchange Students Facebook Group

This Facebook group will be uploaded with important notices and events for exchange students. The students can also raise questions and share your exchange experiences in this group.

https://www.facebook.com/groups/1058830542020015?locale=zh_TW

NCKU Athletic Fields

With Tainan's vast variety of sugary snacks and desserts to pick from, it's important to keep a healthy body. NCKU offers a track, field, multiple gyms and a swimming pool. For exchange students, NCKU's athletic equipment is available for use with a valid student ID.

<https://pe-acad.ncku.edu.tw/index.php>

Student Activities

NCKU has a thriving student community with various student associations. There are plenty of associations and multicultural activities and festive events for students to participate in alongside their studies. *Fun at NCKU:

<https://www.facebook.com/funatncku/>

At the beginning of every semester, the Club Association of NCKU will hold the **NCKU Club Festival**. It is the biggest student club fair around the Tainan area. Many students studying at Tainan will attend this event. There will be student performances and introductions from different clubs. Welcome you to join and find new friends there Link: <https://www.facebook.com/nckuclubfestival/>

NCKU Student Club

<https://nckuca.wordpress.com/%e7%a4%be%e5%9c%98%e7%b8%bd%e8%a6%bd/>

NCKU United International Students Alliance

consists of a group of international students studying at NCKU. They assist students to adapt to their new life and hold events e.g. welcome parties. Welcome you to join them, more information:

<https://www.facebook.com/ISA.NCKU/>

NCKU birthday parade

In honor of the National Cheng Kung University (NCKU)'s anniversary, faculty and students of the university will put on a great parade on November 11 at the Kuang-Fu Sports Field, drawing a large crowd and making the most featured anniversary event with an international touch. Students from both the local and international community gather in the early morning at this grand event to celebrate the university's anniversary.





APPENDIX

★NCKU Online Map: [NCKU Geographic Information System](#)





National Cheng Kung University

Campus Map



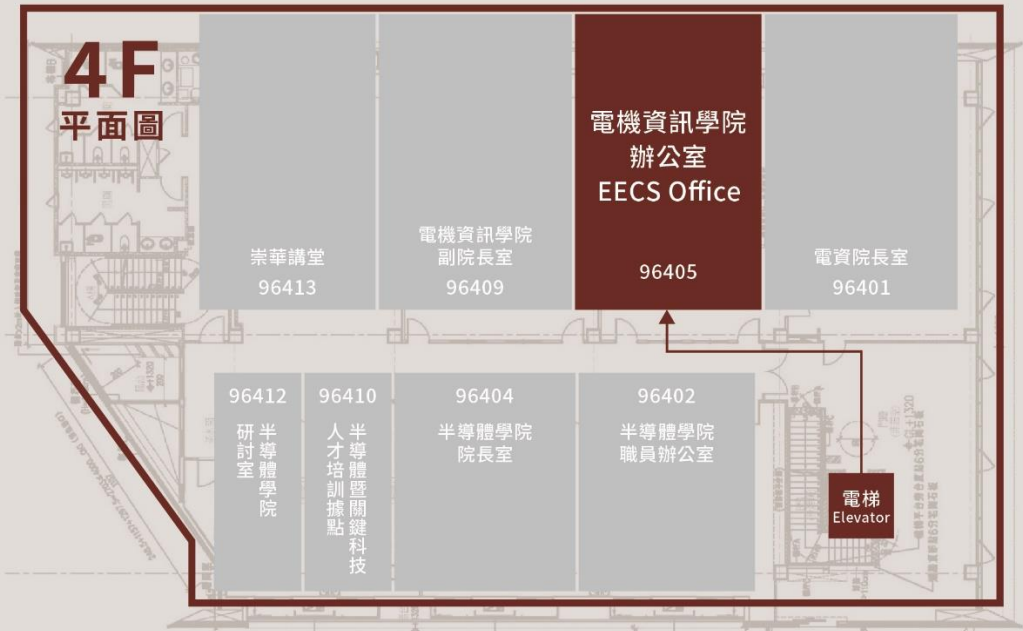
- 01 Aeronautical & Astronautical Eng. Dept.
- SL1 Alumni Association Center
- KF1 Architecture Dept.
- 02 Center for Micro/Nano Science & Technology
- CK14 Chemistry Dept.
- TzC2 Chemical Eng. Dept.
- KF7 Chinese Lit. Dept.
- CK8 Civil Eng. Dept.
- ChKuo2 College of Bioscience & Biotech.
- TzC7 College of Eng.
- TzC3 College of Eng. & Computer Science**
- KF20 College of Management
- ChKuo1 College of Medicine
- KF1 College of Planning & Design
- CK12 College of Sciences
- LHs5 College of Social Sciences
- KF3 College of Liberal Arts
- CK18 Computer Science & Info. Eng. Dept.
- CK15 Earth Sciences Dept.
- TzC3 Electrical Eng. Dept.
- CK21 Eng. Science Dept.
- CK6 Environmental Eng. Dept.
- CK17 Ge-Chi Hall
- CK11 Geomatics Dept.
- KF11 History Dept.
- CK3 Hydraulics & Ocean Eng. Dept.
- KF10 Industrial Design Dept.
- KF5 Institute of Art Studies
- CK2
- CK11 Materials Science & Eng. Dept.
- CK10 Mathematics Dept.
- TzC6 Mechanical Eng. Dept.
- LHs1 Medicine & Nursing Dept.
- LHs3 Mental Health Center
- CK1
- ChKuo1 Nursing Dept.
- ChKuo3 Occupational Therapy Dept.
- ChKuo3 Physical Therapy Dept.
- CK16 Physics Bldg. No.2
- CK13 Physics Dept.
- LHs4 R&D Foundation
- CK14 Resources Eng. Dept.
- TzC7 Systems & Naval Mechatronic Eng. Dept.
- KF4
- ChKuo2 University Center for Bioscience & Biotech.
- KF2 Urban Planning Dept.
- KF5 Architecture Research Bldg.
- TzC4 Chi Mei Building
- CK7 Geotechnical Eng. Bldg.
- KF3 Hsiu-Chi Building
- CK12 Info. Tech. Bldg.
- TzC5 Instrumentation Equipments Bldg.
- CK5 Main Library
- ChKuo2 Medical Lab. Science & Biotech. Bldg.
- CK19 Multi-Purpose Bldg.
- CK12 Physics & Chemistry Bldg.
- LHs4 Public Health Bldg.
- 02 Science & Tech. Bldg.
- SL2 Students' Reading Hall
- LHs2 The Uni President Health Research Building
- KF15 Wei-Nong Building
- LHs10 Institute of Archaeology
- ChKuo1 NCKU Hospital
- LHs7 NCKU Hospital Bldg. No.2
- KF17 Military Training Office
- KF16 Yun-Ping Administration Bldg.
- KF19 Art Center
- ChKuo1 Cheng-Hsing Auditorium
- KF19 Cheng-Kung Auditorium
- CK13 Ge-Chi Auditorium
- KF9 History Archives
- KF19 International Conference Hall
- LHs6 Magic School of Green Technology
- KF19 Student Activity Center I
- SL8 Student Activity Center II
- LHs8 Taiwanese Lit. Dept.
- LHs9 Life Sciences Dept.
- KF6 Banyan Garden
- KF8 Cheng Kung Lake
- CK20 NCKU Museum
- KF16 Phoenix Theater
- KF12 Small West Gate
- SL1 Zenda Suites
- KF23 Chung Cheng Gym
- KF22 Kuang-Fu Sports Court
- KF18 Kuang-Fu Sports Field
- SL3 Swimming Pool
- TzC1 Tzu-Chiang Sports Field
- 03 Aeronautical & Astronautical Eng. Dormitory
- CY4 Ching-Yeh Student Dorm No.1
- CY3 Ching-Yeh Student Dorm No.2
- CY2 Ching-Yeh Student Dorm No.3
- KF14 Kuang-Fu Student Dorm No.1
- KF13 Kuang-Fu Student Dorm No.2
- CY5 Medical Doctor Dormitory
- 05 Scholar Dormitory
- SL9 Sheng-Li Student Dorm No.1
- SL7 Sheng-Li Student Dorm No.2
- SL6 Sheng-Li Student Dorm No.3
- SL5 Sheng-Li Student Dorm No.5
- SL4 Sheng-Li Student Dorm No.6
- SL10 Sheng-Li Student Dorm No.8
- SL11 Sheng-Li Student Dorm No.9
- 04 Single Faculty Housing
- CY1 Single Faculty Housing
- CK9 Hsin Yuan
- CK20 Mail Room
- KF21 Post Office

- Centers & Dept.
- Buildings
- Hospital
- Administrations
- Auditorium
- Scenic Spots
- Sports
- Dorms & Lodgings
- Others

Location of EECS Office 電機資訊學院地圖



電機資訊學院辦公室位於本校自強校區啟端館4樓。
The EECS office is located on the 4th floor of the Chi Duan Building.



電梯出來左轉，右邊第一間就是電機資訊學院辦公室。
Take the elevator up to the 4th floor and turn left. You'll see the EECS office on the right.

Appendix 2: Registration & Enrollment Procedure Sheet for International Exchange Students 院系級交換學生註冊程序單

Semester 學期：_____ (year/年)

☐ Fall (September) 秋季班 / ☐ Spring (February) 春季班

- Name (姓名)：
- Student ID Number (學號)：
- Degree (學位)：☐ Bachelor (學士) ☐ Master (碩士) ☐ Doctor (博士)
- Department/ Institute (就讀系所)：

No	Place	Event	Signature / Stamp
1	The College of Electrical Engineering and Computer Science 電機資訊學院	<p>Please bring 請攜帶：</p> <ol style="list-style-type: none"> 1. Acceptance Letter from EECS 電資學院錄取通知信 2. A copy of overseas medical and injury insurance covering the entire duration of the exchange period in Taiwan 海外醫療保險影本 3. Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 4. One 2-inch photo 1 張兩吋照片 (Please affix it to Appendix 3/ 請黏貼於附錄 3) 5. Passport identification page(s) 護照/大通證 6. Hardcopy of Visa/ Page of Entry Permit with Entry stamp 簽證(含入境章) <p>Only China, Hong Kong, and Macao students need to provide item 7 and 8 僅大陸、香港及澳門地區學生須繳交第 7 及第 8 項文件與費用</p> <ol style="list-style-type: none"> 7. Taiwan Entry Permit 入臺證 8. Taiwan Entry Permit Fee of NT\$ 615 入臺證費用新台幣615 元(手續費 15 元)(僅大陸生) 	(4th floor, Chi Duan Building, Tzu-Chiang Campus 自強校區啟端館4樓)
2	NCKU Health Center 衛生保健組	<p>Health examination 學生體檢</p> <p><input type="checkbox"/> I will submit Health Certificate for Short-Term Students or Health Certificate for Residence Application. 我會繳交短期研修健康檢查項目表或居留或定居健康檢查項目表。</p> <p><input type="checkbox"/> I have Original copy of Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates. I will only take Chest X-ray for Tuberculosis at NCKU hospital. It costs NT\$260 in discount period. 我有麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 (附錄 4 之診斷證明)</p>	

		<p>正本)。我將在成大醫院進行胸部 X 光肺結核檢查(優惠價格 260 元)。</p> <p><input type="checkbox"/> I will take Chest X-ray for Tuberculosis and receive the MMR vaccine at NCKU hospital. It costs NT\$1065 in discount period. 我將在成大醫院進行胸部 X光肺結核檢查及施打 MMR 疫苗(優惠價格 1,065 元)。</p> <p><input type="checkbox"/> I will stay more 6 months and need to transfer VISA (from visitor visa to resident visa) for applying Alien Resident Certificate (ARC). I will take the Type B health examination. It costs NT\$1,300 in discount period. 我需要在臺轉換簽證類別以申請居留證，將在成大醫院進行簽證體檢(優惠價格 1,300 元)。</p>	(2 nd floor of Yun-ping Administration Building, East wing, Kuang-fu campus 光復校區雲平大樓東棟 2 樓)
3	Office of Your Department / Institute 各學系/所辦公室	<p>Please bring 請攜帶：</p> <ol style="list-style-type: none"> 1. Acceptance letter 錄取通知信 2. Copy of your passport 護照影本/大通證 <p>* The availability of some courses are limited, please confirm with your department regarding the course selection. 部分課程名額有限，請同學與相關系所詢問確認。</p> <p>* Please follow the school course enrollment schedule. 請依學校選課時程辦理加退選作業。</p> <p>* Please see the following website for course information. 課程資訊請參考以下網頁： https://course.ncku.edu.tw/index.php</p>	
4	Office of Finance Cashier Division 出納組	<p>Please bring 請攜帶：</p> <ol style="list-style-type: none"> 1. Bill of school payment receipt 繳費單收據 <p>* If you couldn't pay it before the due date, you can pay in cash on site. 如果無法於繳費期限前完成繳費，請直接攜帶現金現場繳費。</p>	(1st floor of Yun-ping Administration Building, West wing, Kuang-fu campus 光復校區雲平大樓西棟 1 樓)

5	Registrar Division 註冊組	<p>Please bring 請攜帶：</p> <ol style="list-style-type: none"> 1. National Cheng Kung University Student Information 國立成功大學新生基本資料表 (Please print from the website: https://campus4.ncku.edu.tw/wwwmenu/program/frsh/) 2. A copy of passport identification page(s) 護照影本/大通證影本 3. A copy of visa page 簽證影本 4. A copy of Taiwan Entry Permit 入臺證影本 (for students from China, Hong Kong, and Macao) (僅大陸、香港及澳門地區學生須繳交) 	(1st floor of Yun-ping Administration Building, West wing, Kuang-fu campus 光復校區雲平大樓西棟 1 樓)
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Remark 注意事項:

1. Please submit Appendices 2-8 to the EECS office. The EECS office will stamp Appendix 2, and the original copies of Appendices 3-8 should be handed over to the EECS office.
2. Please ensure that you obtain all required stamps from different divisions, including the Health Center, your department office, and the Office of Finance Cashier Division.
3. After completing all the necessary procedures, please submit this sheet to the Registrar Division. You can collect your student ID card approximately 1-2 weeks after submitting this sheet.

Appendix 3: Registration Checklist for International Exchange Student

交換學生國際處報到程序確認清單

*如學號或姓名有誤，請承辦人員註記，並於收取完下方應收資料後，在本頁右上角簽名加註日期。

Please complete this checklist, and show us your NCKU Acceptance letter

請填具本表並出示成大錄取信，確認身分。

Student ID NO. 學號：

Name (CH/EN) 姓名 (中/英)：

Passport number 護照號碼：

Entry date 入境日：

Duration date 停留日：

Exchange period 交換時間：☐ One semester 一學期

☐ One year 一學年

Phone Number 手機號碼：

承辦人員簽章及日期：

Head photo
大頭照

1	Personal Documents for checking 個人驗證文件 <input type="checkbox"/> Copy of Passport identification page(s) 護照(大陸及港澳同學請出示大通證影本) Copy of Visa page 簽證頁：(Do not accept landing VISA 不接受落地簽) <input type="checkbox"/> Student VISA 停留簽證 (for one-semester exchange students 一學期交換生) <input type="checkbox"/> Resident VISA 居留簽證 (for one-year exchange students 一年交換生) <input type="checkbox"/> Taiwan Entry Permit 入臺證 (大陸、港澳交換生)
2	One 2-inch photos 1 張兩吋照片(Please affix it to this page/請黏貼在此頁)
3	Insurance: 保險狀況 <input type="checkbox"/> I have my authenticated oversea insurance and submit the proof when I enroll. 我自己有經外館過驗證的保險，且於報到時繳交相關證明。 Validity 保險效期：_____
4	Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明 (Appendix 4) <input type="checkbox"/> I have my own certificates as Appendix 4, and I will submit the proof. 我有附錄 4 之診斷證明表格正本且會繳交相關證明。 <input type="checkbox"/> I have my own certificates, but I don't have it as Appendix 4. I will pay NT\$120 at NCKU hospital to get the proof for submission. 我有海外診斷證明，但沒有附錄 4 表單，因此我會去成大醫院開立證明(費用 120 元)並繳交。 <input type="checkbox"/> I do not have the proof, and I will take the vaccines at NCKU hospital and submit the proof. 我沒有診斷證明，我會在成大醫院進行麻疹及德國麻疹疫苗接種，並繳交證明。
5	I read and confirm all the statements that I signed up online 我確認我已閱讀過線上簽署之文件 1. Declaration of Insurance (Appendix 5) 保險切結書 2. Authorization for Emergency Treatment (Appendix 6) 緊急事件授權同意書 3. Acknowledgment of Regulations and Accepting NCKU Regulations (Appendix 7) 國立成功大學之相關法則聲明書 4. Personal Data Collection Agreement(Appendix 8) 個人資料蒐集同意書 Signature 簽名: _____ Date 日期: _____

Appendix 4: Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates 麻疹及德國麻疹之抗體陽性檢查報告或預防接種證明

交換生來臺研習 3 個月以上且未滿 6 個月，無麻疹、腮腺炎、德國麻疹抗體或疫苗接種證明者，須至成大醫院或其他醫療院所，自費接種 MMR(麻疹、腮腺炎、德國麻疹)三合一疫苗。

Exchange students, who intended to stay in Taiwan for more than three months but less than 6 months, without the proof of positive measles, mumps, and rubella antibody titers or vaccination certificates, have to take MMR vaccine at the NCKU hospital or other private clinics at your own expenses.

基本資料 / Basic Data

姓名： Name	性別 Sex： <input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
國籍： Nationality	護照號碼： Passport No.
出生年月日： <u>YYYY</u> / <u>MM</u> / <u>DD</u> Date of Birth	

a. 抗體檢查 Antibody Tests

麻疹抗體 / Measles Antibody：☐ 陽性 / Positive ☐ 陰性 / Negative ☐ 未確定 / Equivocal
德國麻疹抗體 / Rubella Antibody：☐ 陽性 / Positive ☐ 陰性 / Negative ☐ 未確定 / Equivocal

b. 預防接種證明 / Vaccination Certificates

證明文件應註明接種日期、接種院所及疫苗批號。如檢附幼時接種證明，其接種年齡必須大於 1 歲。
The certificate should include the date of vaccination, the name of administering hospital or clinic and the batch no. of vaccine. If the childhood vaccination certificate is submitted, it is important to include the record of the vaccines administered only after one year of age.)

☐ 麻疹預防接種證明 / Measles Vaccination Certificate

☐ 德國麻疹預防接種證明 / Rubella Vaccination Certificate

c. ☐ 有接種禁忌，暫不適宜預防接種 / having contradictions, not suitable for vaccination

負責醫檢師簽章 / Signature of Chief Medical Technologist：

負責醫師簽章 / Signature of Chief Physician：

醫院負責人簽章 / Signature of Superintendent：

日期 / Date of Examination：YYYY / MM / DD

備註 / Note：本證明三個月內有效。 / The certificate is valid for three months.

Appendix 5: Declaration of Insurance 國立成功大學保險切結書

(You will sign this on registration day)

I enrolled at NCKU for ☐one-semester/☐one-academic-year international exchange student; hereby declare that I will take full financial responsibility for any medical procedures I should incur upon arriving in Taiwan.

本人為國立成功大學報到☐一學期/☐一學年之外籍交換生，在入臺後如有任何意外事故發生或衍生其他醫療費用問題，概由本人自行負責，與國立成功大學無涉。特立此書為憑。

☐ I have an overseas insurance, which is valid for my exchange period.

我有涵蓋完整交換期間的海外保險。

If you have overseas insurance, which is valid for your whole exchange period, please submit a copy of your overseas insurance documents to the College of Electrical Engineering and Computer Science (EECS) upon enrolment at NCKU.

若你有包含完整交換期間的海外保險，請於註冊時將包含完整交換期間的海外保險影本文件繳交至電機資訊學院。

此致 To

國立成功大學 National Cheng Kung University

立切結書人簽名 Signature :

學號 Student ID. number :

日期 Date (yyyy/mm/dd) :

Appendix 6: Authorization for Emergency Treatment 緊急事件授權同意書

I am enrolled at NCKU this semester. In case of emergency, I hereby 本人於今年入學就讀於國立成功大學，因緊急事件需要

☐ **Agree** and allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility. 同意授權貴校或貴校再次授權予相關人員代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

☐ **Disagree** and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility. 不同意授權貴校代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

To 此致

National Cheng Kung University 國立成功大學

立書人/ Applicant Signature :

(未滿 18 歲者由法定代理人簽署/*For minors under the age of 18, the applicant is the legal representative*)

學號/ Student ID. Number :

在臺緊急聯絡人/ Emergency Contact Person(Taiwan) :

在臺緊急聯絡電話/ Emergency Contact Telephone Number(Taiwan) :

Appendix 7: Acknowledgment of Regulations and Accepting NCKU Regulations 承諾書 - 知悉並同意遵守臺灣法律與國立成功大學相關法規

I am enrolled at NCKU this semester. I have read, understand and am in agreement with the information and terms provided to me regarding the university regulations, including the **NCKU General Academic Rules, International Student Insurance Policy, NHI Notification, Dormitory Regulations, etc.** I agree to abide by the laws of Taiwan (ROC) during my stay in Taiwan. I also agree to allow NCKU to examine my diploma(s) and/or transcript(s) from my former school(s), the embassy or the territory. I take responsibility for any fraudulent documents, and should I default on any of the terms associated with the above-stated regulations and other relevant regulations in Taiwan, I will be held solely responsible for all penalties and will accept all final decisions by NCKU regarding admission cancelation, suspension, punishments, and related matters.

I understand it is illegal to work without work permit during studying in NCKU. If working with work permit, I have acknowledged that the maximum working hour is 20 hours per week except summer and winter vacation. I will obey the regulations of “Employment Service Act” established by Ministry of Labor during the internship during working.

I understand that the regulations above have both Chinese and English versions. In the event of any discrepancies, the Chinese version shall prevail.

本人於今年入學，並就讀於國立成功大學(以下簡稱學校)。本人已閱讀、瞭解並有義務遵守學校之各項規定(含學則、國際學生保險規範、全民健保注意事項、學生宿舍規範等)，在臺灣停留期間有義務遵守臺灣之相關法律。如在臺期間有任何違反法律或規定之行為，本人願意自行負責。本人亦同意授權學校向本人原籍畢業學校與駐外單位查驗本人學位證書、成績證明等證件。若有不實，願負法律責任，並接受學校撤銷入學資格等相關處分。

本人已清楚了解，在學校就學期間，如未取得工作許可證，不得從事任何支薪勞務工作。取得工作許可證後，除寒暑假外，每週工時以 20 小時為限。於工作期間，應遵守《就業服務法》及其他臺灣勞動相關法規。

本人瞭解此承諾書內容包含中文與英文二種語言對照版本，如解釋有歧異時，以中文版本為準。

立書人 Signature：

學號 Student ID. Number：

日期 Date (yyyy/mm/dd)：

Appendix 8: Personal Data Collection Agreement 個人資料蒐集同意書

國立成功大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本聲明及同意書向您行書面告知並徵求您同意。

當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

According to the Personal Data Protection Act, National Cheng Kung University (hereinafter as NCKU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

1、基本資料之蒐集、更新及保管

- (1) 本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。
- (2) 請提供您本人正確、最新及完整的個人資料。
- (3) 本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。
- (4) 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。
- (5) 若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。
- (6) 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
 1. 查詢或請求閱覽。
 2. 請求製給複製本。
 3. 請求補充或更正。
 4. 請求停止蒐集、處理或利用。
 5. 請求刪除。

但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

I. Basic Data Collection, Renewal and Management

- (I) NCKU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCKU to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCKU of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 1. To check or review the collected data.
 2. To receive a photocopy of the collected data.
 3. To supplement or revise the collected data.
 4. To cease the collection, processing or use of the collected data.
 5. To delete the collected data.

However, NCKU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU shall not be held responsible for any compensation.

二、蒐集個人資料之目的

- (1) 本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。
- (2) 當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

II. Purpose of Personal Data Collection

- (I) NCKU collects your personal data to meet the needs of educational administration.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU, you may lose certain rights or benefits as a consequence.

三、基本資料之保密

本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

III. Basic Information Security

Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

四、同意書之效力

- (1) 當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。
- (2) 本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCKU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU website. Should you disagree with any amendments, please exercise your right to request that NCKU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

五、準據法與管轄法院

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

立書人/ Applicant Signature :

學號/ Student ID. Number :

日期/ Date(yyyy/mm/dd) :

Appendix 9: Payment Procedure 列印繳費單

1. Login to the Bank of Taiwan website and download the bill.
2. Pay the bill at Convenience store/ATM machine/the Bank of Taiwan.
(If you pay at the convenience store, you will be charged for NTD 10 process fee)
3. If you miss the payment due date, please present your bill and complete payment by cash at the **Cashier Division**.

Step 1: Login to the Bank of Taiwan website

<https://school.bot.com.tw/twbank.net/index.aspx?pgid=3>

- 身分證字號：please fill in your **Student ID number** or passport
- 學號: please fill in **your Student ID number**
- 出生年月日 Birth of Date (yyymmdd): please enter your birthdate in Taiwan Year.
ex. 1980/01/01→0790101 (079=1980-1911)

臺灣銀行 BANK OF TAIWAN 學雜費入口網

帳單代收 就學貸款 網路銀行 網路ATM

繁體中文

學校經辦 學生登入 信用卡繳費 海外銀聯卡專區 列印收據 繳費狀態 意見聯繫

學生登入 Student Login

身分證字號：

學號：

出生年月日：

圖型驗證碼： 1462 重新產生

確認登入 清除重填

■ 公告事項

- 生日請填7位數字,例如民國70年5月3日請填0700503。
- 若您無法登入：
 1. 留意貴校是否加入本行學雜費代收。
 2. 繳費單是由學校寄發或自行上網列印,請向學校查詢,是否已上傳或寄出。
 3. 學生若無法由「學生登入」進入本系統列印繳費單,通常是學校之資料尚未上傳,請向貴校查詢資料是否已經上傳。
- 為了預防您離開電腦太久,以至遭他人竊用,若您欲離開本網站,敬請務必執行簽出,以保障您的權益及帳戶安全!
- 若您逾10分鐘未做任何交易時,本系統將自動執行遷出。

Step 2: Click “確認登入”

臺灣銀行 BANK OF TAIWAN **學雜費入口網**

帳單代收 就學貸款 網路銀行 網路ATM

繁體中文

學校經辦 學生登入 信用卡繳費 海外銀聯卡專區 列印收據 繳費狀態 意見聯繫

學生登入 Student Login

身分證字號：
學號：
出生年月日：
圖型驗證碼： 1462 重新產生

確認登入 清除重填

公告事項

- 生日請填7位數字,例如民國70年5月3日請填0700503。
- 若您無法登入：
 1. 留意貴校是否加入本行學雜費代收。
 2. 繳費單是由學校寄發或自行上網列印,請向學校查詢,是否已上傳或寄出。
 3. 學生若無法由「學生登入」進入本系統列印繳費單,通常是學校之資料尚未上傳,請向貴校查詢資料是否已經上傳。
- 為了預防您離開電腦太久,以至遭他人竊用,若您欲離開本網站,敬請務必執行簽出,以保障您的權益及帳戶安全!
- 若您逾**10分鐘**未做任何交易時,本系統將自動執行遷出。

Step 3: Click “查詢”

臺灣銀行 學雜費入口網

查詢學生繳費資料

查詢條件：
學號：
身分證字號：
查詢範圍：
查詢日期：

查詢資料
查詢

學號	姓名	性別	出生年月日	身分證字號	繳費單號碼	繳費金額	繳費日期	繳費狀態
101010101	張三	男	1990-01-01	101010101	101010101	101010101	101010101	繳費成功
101010102	李四	女	1990-01-01	101010102	101010102	101010102	101010102	繳費成功
101010103	王五	男	1990-01-01	101010103	101010103	101010103	101010103	繳費成功
101010104	趙六	女	1990-01-01	101010104	101010104	101010104	101010104	繳費成功
101010105	陳七	男	1990-01-01	101010105	101010105	101010105	101010105	繳費成功
101010106	林八	女	1990-01-01	101010106	101010106	101010106	101010106	繳費成功
101010107	吳九	男	1990-01-01	101010107	101010107	101010107	101010107	繳費成功
101010108	孫十	女	1990-01-01	101010108	101010108	101010108	101010108	繳費成功
101010109	周十一	男	1990-01-01	101010109	101010109	101010109	101010109	繳費成功
101010110	吳十二	女	1990-01-01	101010110	101010110	101010110	101010110	繳費成功

Step 4: Click **產生繳費收據(PDF檔)** to download your bill and Print it out.

Step 5: Pay the bill at Convenience store/ATM machine/the Bank of Taiwan
(If you pay at the convenience store, you will be charged for NTD 10 process fee)

Appendix 10: New Student Basic Data Entry 網路新生資料基本登錄

Please Login with your student ID.

<https://campus4.ncku.edu.tw/wwwmenu/program/fresh/>

登入 Login

學號 Student ID Number.

身份證字號 National ID No.(passport No.) :

Please fill in your student ID number as well.

登入 (Submit)

重設 (Reset)

English Version

**NCKU**
National Cheng Kung University

照片上傳
Upload photos

登錄新生基本資料及列印
Basic Data Entry for
New Student

操作說明
校內分機50120

登錄學生綜合資料及列印
Student Personal
Information Record

操作說明
校內分機50340

大一新生問卷調查
Questionnaire for
Freshmen

校內分機50202轉33

登出 LogOut

國立成功大學個人資料蒐集聲明書 [English](#)

國立成功大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本網頁之聲明向您告知。當您於本網頁下方勾選「我已閱讀」時，表示您已瞭解並接受本網頁之所有內容。

一、基本資料之蒐集、更新及保管

（一）本校係依據中華民國[個人資料保護法]與相關法令之規範，蒐集、處理及利用您的個人資料。

（二）本校因執行業務需要蒐集您的個人基本資料，請提供您本人正確、最新及完整的個人資料。

（三）若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。

（四）若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。

（五）您可依中華民國[個人資料保護法]，就您的個人資料行使以下權利：

1. 查詢或請求閱覽。
2. 請求製給複製本。
3. 請求補充或更正。
4. 請求停止蒐集、處理或利用。
5. 請求刪除。

但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

二、蒐集個人資料之目的

（一）本校係基於學生資料管理之特定目的而蒐集您的個人資料，並供本校各教學、研究及行政等單位依權限管理及使用。

（二）當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

三、基本資料之保密

本校如違反[個人資料保護法]規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

四、同意之效力

（一）當您於本網頁下方勾選「我已閱讀」時，即表示您已閱讀並瞭解本網頁之所有內容。

（二）本校保留隨時修改本網頁規範之權力，本校將於修改規範時，於本校網頁公告修改之事實，不另作個別通知。

五、準據法與管轄法院

本網頁內容之解釋與適用，以及相關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

☐我已閱讀。（請勾選）

This is to agree to provide your personal information to the school, and allow the school collect and use personal information on student affair or academic affair.

After log in, click the link “Basic Data Entry for New Students.



Download the instructions!

After click, you would see the form in English and Chinese. Follow the instruction to fill in the blank space as possible as you can. The following are the situations there is no English instruction on the interface.

Choose the school which you graduate from. If there is no option, please select [999] (Other).

Nationality: Select (99999) "Other"
Post Code: Choose (999) "Other"

(1) You don't have to do anything for the gray parts.

(2) Nationality: All the choices are in Chinese so you could choose "99999" (Other).

(3) Post Code: Choose "999" (Other) and fill in the blank column.

(4) Phone Number: Please start with 09 and contains 10 digits. You can revise it in red after printing it.

After filling the blank, you can choose to save permanently or to save temporarily for revision. After being sure that you fill in the all correct information, you have to save your document for permanency and print it out.

If there is any change or any info that must be added or noted, please write by handwriting in red mark.

Appendix 11: School-leaving Procedure Form for International Exchange Student 院系級交換生離校程序單

系所 Dept./Inst.	學年度 Academic Year
學號 Student ID No.	姓名 Name
電子郵件 Email Address	原就讀學校 Home School
預定離台日 Expected Departure date	宿舍房間號碼 Dorm Room No. (Stay in on-campus dorms only 非住宿生免填)

1. 圖書館 Library	2. 系所 Department	3. 出納組 Cashier Division	4. 註冊組 Registrar Division
借書記錄查核 (圖書與滯納金已還清) Confirm the Circulation Record (material return / overdue fine paid up)	已歸還借用的各種資料儀器物品 Return necessary documents, equipment, etc. To the related department.	持本手續單至出納組確認離校程序 Confirm leaving school status	持本手續單至註冊組確認離校程序 Confirm leaving school status
5. 華語中心 Chinese Language Center	6. 住宿服務組 Dorm Manager and Housing Service Division	7. 電機資訊學院 College of Electrical Engineering and Computer Science	
至華語中心確認繳清學習費(給非簽約校學生) Pay the tuition of Language Center (for students of non-partner universities)	住宿生退宿, 繳清住宿費(繳回鑰匙領回押金)(非住宿生免辦) Check out from Dorm and pay the fee (Return the room key and refund the deposit)(Stay in on-campus dorms only)	繳回本程序單至電機資訊學院(自強校區啟端館 4 樓) Submit this form to the College of Electrical Engineering and Computer Science (4th floor, Chi Duan Building, Tzu Chiang Campus)	

Remarks

- 交換學生於交換計畫結束後, 須繳回本手續單至電機資訊學院, 完成離校手續。如學生未完成離校手續, 之後將不發給修習證明及成績單。International exchange students must submit this form to the College of Electrical Engineering and Computer Science when the exchange program is finished and the leave-school procedure is completed. If the leave-school procedure is not completed, NCKU will not provide the transcript to students' home universities.
- 於交換計畫結束後約兩個月內, 電機資訊學院將寄發中英文版成績單各一份至交換學生就讀學校, 不另寄成績單予交換學生。Two months after the exchange program is completed, the College of Electrical Engineering and Computer Science will send transcripts in both Chinese and English (one copy for each version) to the corresponding office of students' home universities. No transcript will be mailed to the student personally.

EMERGENCY CONTACTS & USEFUL LINKS

EMERGENCY CONTACTS

Police: 110

Fire/Ambulance: 119

24-hour campus security:

+886 6 2757575 ext. 55555

+886 6 2381187

+886 6 2757575 ext. 66666

NCKU campus Angel:

Service hour: 22:00PM-06:00AM

+886 6 2757575 ext. 50880

Information for Foreigners in Taiwan

0800-024-111 (24-hour free hotline)



Seek for truth; Toil for good.

窮理致知

Other Links

Information for Foreigners in Taiwan : <https://www.immigration.gov.tw/5385/7445/7910/>

Tourism Bureau : <https://eng.taiwan.net.tw/>

Ministry of Education : english.moe.gov.tw/

Ministry of Foreign Affairs : www.mofa.gov.tw/

Bureau of Consular Affairs, Ministry of Foreign Affairs : www.boca.gov.tw

National Immigration Agency, Ministry of Interior : www.immigration.gov.tw

National Police Agency, Ministry of Interior : www.npa.gov.tw/NPAGip/wSite

Workforce Development Agency, Ministry of Labor : www.wda.gov.tw/en

Bureau of National Health Insurance : www.nhi.gov.tw/english