



GO. TO NTU

2021/2022 AY Post-Arrival Guidebook

國立臺灣大學



LET THE ADVENTURE BEGIN!

Welcome

Congratulations on your admission to National Taiwan University! We are delighted to welcome you into our unique and close-knit community. In Chinese, we call such affinity 緣分 (yuánfēn): luck that brings different people together. By coming to NTU, you're joining Taiwan's top university, a leading international university providing outstanding teaching and research opportunities and a vibrant and challenging intellectual environment.

A warm and open community

Moving abroad can be a challenge even for experienced globetrotters. You might have been nervous to leave home and might miss your family and friends. And while these feelings are understandable, I am confident that you will experience an open and warm community at NTU, and will always feel safe, valued and at home.

A cosmopolitan campus

NTU's global appeal continues to make our university increasingly international, and our campus is home to students from more than 75 countries. As an international student, you will play an integral role in the university, providing intellectual input and contributing your unique perspective both inside and outside the classroom. Besides, you will be able to learn about Taiwanese culture as well as about the cultures of other international students around you.

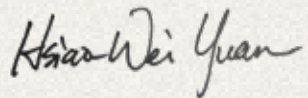
A supportive environment

The OIA will be your main resource during your stay at NTU, offering information, support and plenty of services to make your stay as smooth and fruitful as possible. Please feel free to stop in with any questions and problems you encounter; we will be delighted to see and support you.

A safe place to realize your potential

During the COVID-19 pandemic, Taiwan is offering a safe environment with outstanding epidemic prevention. NTU's campus remains safe and classes are mostly conducted in person. We hope you will build wonderful memories during your time at NTU and experience a safe and stimulating place to learn, grow, and realize your potential.

Hsiao-Wei Yuan, PhD
Vice President for International Affairs
National Taiwan University



COLLEGE COORDINATORS

College	Coordinator	Email
College of Liberal Arts	Mr. David CHIOU	dtchiou@ntu.edu.tw
College of Science	Ms. Lu-Wen CHEN	luwenchen@ntu.edu.tw
College of Social Sciences	Ms. Sheila HUNG	syhung@ntu.edu.tw
College of Medicine	Ms. Chi-Chen YANG	gingeryang@ntu.edu.tw
College of Engineering	Ms. Mina TANG	minatang@ntu.edu.tw
College of Bioresources and Agriculture	Ms. Jack Chih-Hsiung HSU	ntuciaae@ntu.edu.tw
College of Management	Ms. Gina WANG	ginawang@ntu.edu.tw
College of Public Health	Ms. Yun-Hsin LIU	ntuihc@ntu.edu.tw
College of Electrical Engineering and Computer Science	Ms. Yu-rou TSANG	yuroutsang@ntu.edu.tw
College of Law	Ms. Angela Hung	ntulawintex@ntu.edu.tw
College of Life Sciences	Ms. Yu-Chen CHEN	ntucolsciae@ntu.edu.tw

O I A C O O R D I N A T O R S

University-level Exchange Students



Ms. Charlotte CHOU
Europe and Oceania
NTU Scholarship for Incoming
Exchange Students

Tel: +886 (0)2 33662007 ext. 209
E: charlottechou@ntu.edu.tw



Ms. Irina CRISMARIUC
Asia, Africa, and Americas
(Excluding UC and CSU),

Tel: +886 (0)2 33662007 ext. 207
E: cirina95@ntu.edu.tw



Ms. Joy WANG
University of California (UC)
California State University (CSU)

Tel: +886 (0)2 33662007 ext. 208
E: joywang@ntu.edu.tw

Visiting Students



Ms. Ms. Lisa LIN

Tel: +886 (0)2 33662007 ext. 210
E: linhsuan@ntu.edu.tw

General/Enhancing Chinese



Ms. Nicole THEODORE

Tel: +886 (0)2 33662007 ext. 344
E: nicoletheo@ntu.edu.tw

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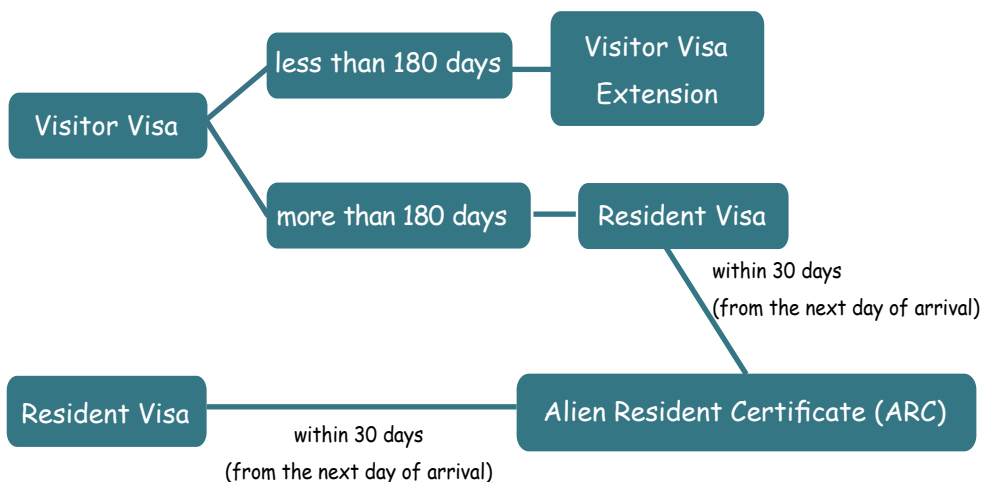
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Visa



After you arrive in Taiwan, you may need to take further steps to maintain your Visa status depending on the length of your stay and the type of Visa you have. It is your responsibility to maintain your status in Taiwan.



Getting a Visitor Visa Extension

The maximum duration of stay the Visitor Visa permits is 90 days; therefore, all Visitor Visa holders who are staying for at least 1 semester must apply for an extension at least once.

Visitor Visa extensions must be applied for within 30 days of your current Visa expiration date; overstaying will result in penalties and fines.

Changing from a Visitor Visa to a Resident Visa

If you received a Visitor Visa in your home country but you plan on studying at NTU for 1 academic year, you may need to change your Visitor Visa to a Resident Visa. The Ministry of Foreign Affairs provides basic consultation services for issues involving foreign affairs, passports, Visas, document notarization and related through the Public Service Hotline at +886 (0)2 2380 5678 .

Getting an Alien Resident Certificate (ARC)

The Alien Resident Certificate (ARC) serves as your temporary ID card and can prove your resident status in Taiwan. Whether you have entered Taiwan with a Resident Visa or obtained a Resident Visa through a visa change in Taiwan, please remember to apply for the Alien Resident Certificate and Re-entry Permit at the National Immigration Agency in your resident city within 30 days of your arrival beginning with the day after arrival. The ARC is valid for the duration of your studies.

In addition, if you change your residence, you have to register the new address with related documents at a local immigration service station within 15 days.

Where to Apply?

Resident Visa

Bureau of Consular Affairs, Ministry of Foreign Affairs

Location: 3rd Floor, No. 2-2, Sec. 1, Jinan Road, Taipei
[MRT NTU Hospital Station Exit 2]

Office Hours: 8.30am–5pm (Monday to Friday)

www.boca.gov.tw

Email: post@boca.gov.tw

Tel: +886 (0)2 2343 2888

Visa inquiry Hotline: +886 (0)2 2343 2921/2895

Visitor Visa
Extension

ARC

ROC ID
Number*

National Immigration Agency

Location: No. 15, Guangzhou Street, Taipei
[MRT Xiaonanmen Station Exit 2]

Office Hours: 8am–5pm (Monday to Friday)

www.immigration.gov.tw

Email: boi@immigration.gov.tw

Tel: +886 (0)2 2388 9393

Manual Answering line: +886 (0)2 2389 9983

Information for foreigners in Taiwan:

+886 (0)800 024 111 (English and Japanese services available)

*Information about ROC ID Number can be found at p. 11



Finance



Opening a Bank Account

Bring your passport and ARC to a local bank and fill out all necessary forms; you can ask the bank teller for help. To open a bank account, you have to deposit at least TWD 1,000. We strongly advise that you apply for a bank card, as it will allow you to withdraw money from local bank ATMs at any time (ATMs can be found on the streets and in most convenience stores).

If you are under 20, you are not considered a legal adult according to the Taiwanese law. You will need a letter of consent by your guardian in Taiwan, or by an embassy-approved overseas legal guardian. It is often easier to obtain parental or legal consent before you arrive.

Getting a ROC ID Number

The ROC ID number acts as an ID number in Taiwan. This unique number is for the registration of people residing in Taiwan (ROC). For information updates, please refer to the website of the National Immigration Agency.

Who may need to apply?

1. Students with only a Visitor Visa
2. Students with Entry Permit
3. Students who are awarded with a NTU Exchange Scholarship.
(obtaining a ROC ID number will allow you to receive the scholarship sooner)

Banks

Chunghwa Post

Chunghwa Post is the official postal service of Taiwan, which provides both postal and banking services. There are two branches located on and around campus.

1. NTU Post Office

Location: N12 of NTU map

Tel: +886 (0)2 2363 3435

Fax: +886 (0)2 2362 2821

www.post.gov.tw

2. Gongguan Post Office

Location: MRT Gongguan Station
(Exit 3)

Tel: +886 (0)2 2365 9518

Fax: +886 (0)2 2365 7254

3. Hua Nan Bank Taita Branch

Location: S43 of NTU map

Tel: +886 (0)2 2363 1478

Fax: +886 (0)2 2363 9657

www.hnbc.com.tw

4. E-Sun Bank NTU Branch

Location: S24 of NTU map

Tel: +886 (0)2 2368 1313

www.esunbank.com.tw



Academics

Add/Drop Period

After classes begin, you may attend as many classes as you wish during the first two weeks while adding/dropping courses. During this period, you can add courses by one of the following designated selection methods: You may find the selection method in the online course selection system.



Method 1: First-Come, First-Served

You may add courses directly until additions reach up to 400.



Method 2: Obtaining a Permission Number (加選授權碼)

You must obtain a permission number from the instructors in order to add courses. After getting the number, please add courses online during the add/drop period.



Method 3: Computerized Random Assignment

You may be waitlisted for the selected course. During distribution periods, students are added into the course randomly until the maximum capacity is reached.

Course Confirmation

In the fourth week after classes have begun, you must confirm your course selection results online. Please go to [myNTU](#) >> Courses >> Course Selection Results.



Course Withdrawal

Students are allowed to withdraw 1 course after the online add/drop period. For course withdrawal, students can go to [myNTU](#) >> Courses >> Withdrawal Application System, finish the process online and print out the course withdrawal application form. Applications for withdrawing a course will not take effect until they are signed by the instructor of the course and the director of the students' department, and submitted to the Office of Academic Affairs by the deadline. After withdrawal, a mark of "W" will be shown on your official academic report (transcript). Please note that if you stop attending a course without following the course withdrawal procedure, you will fail the course.

General Chinese Course

All exchange and visiting students are eligible to take the General Chinese Course, a regular university course with credits, up to one year. You will not be able to manually add the course in the Online Course Selection System, so if you plan to enroll in the General Chinese Course, you must complete the registration and placement test.

We offer courses at various levels. Students are assigned to the level that matches their proficiency according to their placement test. Your placement test results will appear on the NTU course selection system one week after the placement test.



Course	General Chinese Course		+	Enhancing Chinese Course (Optional for those who are also enrolled in the General Chinese Course)	
General Chinese Course	Elementary 1-3 Intermediate 1-3 Advanced			Elementary High-Intermediate	
# of Students	15–25			15–25	
Credits	3			1	
Duration	6 hours per week (17 weeks)			4 hours per week (17 weeks)	
Class time	Elementary / Intermediate / Advanced Levels	Mon, Wed, Fri: 8:10 to 10:00		Tue, Thu 8:10 to 10:00	
	Elementary Levels	Mon, Wed: 18:25 to 21:05			
	Intermediate / Advanced Levels	Tue, Thu: 18:25 to 21:05			

1. Things You Need to Know

If you are taking the General Chinese Course in the first semester and are going to continue taking it in the second semester, you will be assigned to the next level for your second semester if you pass the course. The assigned class will appear on your second semester course selection results. To add/drop the course, please follow the above NTU course selection regulations and schedule.

Your home institution may re-evaluate or determine your General Chinese Courses and Enhancing Chinese Courses credits differently.

Those who do not attend the General Chinese Course are not able to take the Enhancing Course.

For more details and updated time arrangement for every semester, see <https://oia.ntu.edu.tw> >> Study >> Study at NTU >> Learning Chinese.

2. Time Conflict with Other Courses

If you have any time conflicts between General Chinese Course and/or Enhancing Course and other NTU courses, any time conflict will not be accepted by the course selection system—both classes will be canceled.

To change courses during the online add/drop period, please follow the NTU course selection procedures before the deadline. First, request the authorization code from the professor/instructor. Second, drop the conflicted course online. Lastly, add the new course with the authorization code online.



竹里館
獨坐幽篁裡
彈琴復長嘯
深林人不知
明月來相照
王維

Campus Life



Office of International Affairs 國際事務處


The Office of International Affairs coordinates the University's official affairs with foreign contacts and assists with academic programs that involve global partners.

The OIA is always working to recruit and assist international students, offering year-round advice and cross-cultural learning opportunities. It has a number of two-way student exchange and summer programs with partner universities around the world.

Location: 7th floor, Lixian Hall

Consulting hours: Monday to Friday, 1:30pm-4:30pm

Contact Information

 Tel: +886 (0)2 3366 2007

Email: intstudent@ntu.edu.tw

<https://oia.ntu.edu.tw/>



Office of Academic Affairs 教務處

1. Undergraduate Academic Affairs Division

The Undergraduate Academic Affairs Division is responsible for undergraduate student enrollment, grades, registration, and various academic paper applications (e.g. academic transcripts, issuance of student ID cards, etc.)

Location: Room 106, 1st Administration Building



Contact Information

Tel: +886 (0)2 3366 2388

Email: registry@ntu.edu.tw

2. Graduate Academic Affairs Division

The Graduate Academic Affairs Division is in charge of graduate student enrollment, grades, registration, and various academic paper applications (e.g. academic transcripts, issuance of student ID cards, etc.)

Location: Room 210, 1st Administration Building



Contact Information

Tel: +886 (0)2 3366 2388

Email: graduate@ntu.edu.tw



Computer and Information Networking Center 計資中心

The C&INC hosts the e-university center, a computing center, the university's information center, and its networking center. It is comprised of six divisions and these divisions provide innovative, safe, convenient, and high-quality computing and networking environments for the NTU community with the goal of upgrading the quality of teaching, research, and service.

1. myNTU

A portal page that allows students to find the shortcuts to the university information subsystem. Most commonly used functions, such as tuition fee payment, registration personal information, course selection results, and withdraw application systems can be found under "Students" and "Courses".

2. NTU Mail

Each student of the Exchange/Visiting Student Program has an email account. The first step is to change your default password at <http://changepassword.cc.ntu.edu.tw>. Your account is your student ID number (student ID @ntu.edu.tw); your initial password is a letter 'a' followed by your date of birth, so if your date of birth is January 30, your password would be a0130. Once done, you can login <http://my.ntu.edu.tw> to access campus information systems. This NTU account will also give you access to several other online services at NTU. Note that your NTU account, including access to your NTU Mail, will be suspended after your exchange/visiting period ends.

3. CEIBA: A platform for course management and student-tutor interaction

"Collaborative Enhanced Instruction By Asynchronous learning (CEIBA)" is aimed to provide efficient course website establishment and management. It provides an online platform for lecturers and teaching assistants to make announcements, update course content and teaching progress, allocate assignments etc. The system allows for proficient communication between students and teachers, giving access to online forums, information sharing, online submissions etc. About 70% of lecturers are actively engaged in the use of CEIBA.

4. ntu_peap

Every NTU student, employee and faculty can access the NTU Campus Wireless Service. You may access the "ntu_peap" network through your NTU email account, and password. Your device will automatically connect to the network after configuration. Visit the "Computer and Information Networking Center" website for details.



Contact Information

Email: cchelp@ntu.edu.tw

Tel: +886 (0)2 3366 5022~3



Library 圖書館

Situated at the end of NTU'S well-known Royal Palm Boulevard, the Main Library is the largest university library in Taiwan. The University Library system also contains the Medical Library, the Koo Chen-Fu Memorial Library, the Law Library, the ASRS Service Center, and 5 departmental libraries. With its rich collection of more than 8.2 million volumes and a comfortable atmosphere, the Main Library has become one of the most popular places for students to hang out and study between and after classes. The NTU Library is currently the nation's leading university library in terms of its collection size, special collections, information management system, innovative services and inter-library cooperation.



1. Services in the Main Library

The primary function of the NTU Libraries is to serve educational and scholarly activities among faculty, staff and students. Students are able to enter/access the library with a valid NTU Student ID.

(1) Circulation Services:

Exchange/visiting students with a valid NTU Student ID card can borrow books from the library:

Undergraduate
Students



Master's program
Students



Ph.D program
Students



Total No. of Items	80	80	80
Loan Period (days)	60	60	60

If you have questions, please contact the Readers Service Division of the library

Tel: +886(0)2 3366 2353

Email: tulcir@ntu.edu.tw

(2) Photocopy, Printing & Scanning Services

Copy machines are available on each floor in the Main Library. Users can buy a copy card at the Copy Center located on B1 floor of the Main Library or card vending machines at each floor. Printing service and scanning service are available respectively on the 1st, 3rd and 4th floors and the 2nd, 3rd and 5th floors. The scanner is for NTU library collections only. Please notice fair use and respect the intellectual property rights.



(3) 24/7 study room

The 24-Hour Study Room is located on B1 floor of the Main Library and is open to the faculty, students and alumni 24 hours a day, 7 days a week. Please use the study room seating system to choose a seat and swipe a valid NTU Student ID card at the card reader located at the entrance to access this space.

(4) Multimedia Resources

Multimedia Service Center aims to provide audio-visual educational and course-related materials for education, research, studying, and recreational purposes. Students may also reserve the small group viewing room/area to watch the "Library Use Only" video collections through the online application system. For more information, please visit: www.lib.ntu.edu.tw >> Services >> Multimedia Resources >> Multimedia Center.

2. Library Tours and Classes



Students and Faculty are invited to sign up for our library instruction classes, including general library orientations, library services and resources on a specific topic. Hands-on workshops on the use of a wide range of electronic information resources are also available through the Internet. For more information, please visit: www.lib.ntu.edu.tw >> Services >> Library Tours >> Library Tours and Classes.

3. Tri-Library Loan Service



National Taiwan University, National Taiwan Normal University, and National Taiwan University of Science and Technology have introduced the Tri-Library Loan Service, so students may use their students' IDs to borrow books from libraries of all three universities. User is eligible for this service after applying online and agreeing to the transference of their library patron files to the other two libraries. For more detail information, please visit: www.lib.ntu.edu.tw >> Services >> Interlibrary Loan Service >> Tri-Library Loan Ser-

4. Reference Services

The reference services answer all questions regarding library services and resource sand teach readers how to search and collect research-related materials. Readers can also make appointments with librarians for consultation in depth. Apart from face to face services, librarians also answer questions or provide help to readers through phone-calls and emails. Further guidance is provided on the use of various reference tools and can be found on the "Reference Service Blog."



Contact Information

Tel: +886(0)2 3366 2326

Email: tul@ntu.edu.tw

<http://www.lib.ntu.edu.tw/>

Medical Information

1. NTU Health Center 保健中心

NTU Health Center is on the main campus on the Royal Palm Boulevard near the Main Library. The center provides medical services of various specialties, including family medicine, ophthalmology, dermatology, otolaryngology, gynecology, dentistry and psychiatry. The center also provides various medical testing services. We recommend students to drop by NTU Health Center if they're feeling unwell as it is located at the main campus and can refer students to other medical centers if needed.

There are various methods to register to use NTU Health Center, including on-site, phone, or online.

(1) Office Hours: Monday till Friday, 8:00am-5:00pm

(2) Registration:

A. On-site: Monday till Friday, 8:20-11:30am and 1:20-4:20pm

B. By phone: +886 (0)2 33662175:

Monday till Friday, 8:10-9:00am and 1:00-2:00pm

C. Online: <http://hcregister.ntu.edu.tw/>

(3) Clinic Hours: Monday till Friday, 9:10-11:40am; 2:10-4:40pm



2. Hospitals Near Campus

For hospital treatment, the following services are available:

(1) National Taiwan University Hospital (NTU Hospital) 臺大醫院

Location: No.7, Zhongshan South Road, Taipei City

MRT National Taiwan University Hospital Station

Tel: +886 (0)2 2312 3456 or +886 (0)2 2356 2264 (ER)

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

(2) Tri-Service General Hospital – Tingzhou Branch 三軍總醫院 汀州院區

Location: No. 40, Section 3, Tingzhou Road, Zhongzheng District, Taipei City

Tel: +886 (0)2 2365 9055 ext. 11306~11308

<https://www.tsgh.ndmctsgh.edu.tw/>

(3) Taipei City Hospital Heping Fuyou Branch 臺北市立聯合醫院和平院區

Location: No. 33, Section 2, Zhonghua Road, Zhongzheng District, Taipei City

Tel: +886 (0)2 2388 9595

<https://english.tch.gov.taipei/Default.aspx>



Student Counseling Center 學生心理輔導中心

Located at Hall of Joy and Hope[望樂樓], the Student Counseling Center promotes a multidirectional approach to mental health and psychological well-being. It offers various services, such as individual counseling, group counseling and workshops, mental health surveys, and psychological assessments. Consultation with an English speaking counselor is available for appointments in advance. To make your appointment, simply visit the Counseling Center or sign up online at <https://host.cc.ntu.edu.tw/Counsel/notice.aspx>. All the services are free of charge.



Contact Information

Tel: +886 (0)2 3366 2181; +886 (0)2 3366 2182

Website: http://scc_osa.ntu.edu.tw/en

E-mail: ntuscc1@ntu.edu.tw

Other Mental Health Resources near NTU:

1. Phone Service: Teacher Chang Foundation 張老師基金會
E-mail: 1980@1980.org.tw
Tel: +886 (0)2 2502 5858 ext. 460
Reservation for English speaking service is required.
2. Counseling Service: ShiuHli Center (Fee-paying Services) 旭立文教基金會
Website: www.shiuHli.org.tw
Tel: +886 (0)2 2363 5939
Reservation for English speaking service is required. The cost of each session is approximately TWD 1,500 to 3,000 for a 50-mins counseling session.
3. Psychiatric Clinic Service (Fee-paying Services):
*As the clinics do not accept on-line reservation for the first visit, clients have to go to the clinic in person.
 - a. Xin-He Clinic 心禾診所
Dr. Liang-Yin Lin
Tel: +886- (0)2 2750 6122
 - b. God Love Clinic 主愛心靈診所
Dr. Jia-Jing Wu
Tel: +886 (0)2 2365 1224
 - c. Yu-Jie Clinic 昱捷診所
Dr. Chao-Cheng Lin
Dr. Yun-Chih Chiu
Tel: +886 (0)2 2700 2709



Sports Center 綜合體育館

Studying at NTU means that you have access to an impressive range of well-maintained sports and exercise facilities. Managed by the Athletic Department, the NTU Sports Center is also known as the “New Gym”. It consists of a swimming pool, a gymnasium, badminton courts, squash courts, table tennis, etc. To use certain facilities, an additional charge may apply for maintenance and equipment fees (except for students enrolled in particular Physical Education courses). The outdoor track and field, the basketball court, the tennis court, and the football field are located next to XinSheng South Road.



Contact Information

Tel: +886 (0)2 3366 5959

Website: <http://pe.ntu.edu.tw/>

E-mail: ntupe@ntu.edu.tw





Global Lounge

The Global Lounge was jointly established by OIA and the Office of Student Affairs. It provides a satellite TV wall with live broadcasts from a number of global channels, as well as an international conference room that can be reserved for meetings. There is also an open area meant to facilitate cultural exchange for the international and local students.

The Global Lounge student management team is comprised of a number of student clubs that plan activities, manage rules and regulations, maintain the website and provide various other services.

The Global Lounge is also an ideal place for international students to hold activities. To get more details about the application to rent the area, please contact your exchange/visiting coordinator at NTU.



Contact Information

Location: Rm. AC2-306, 3F., 2nd Student Activity Center

Tel: +886 (0)2 3366 3366 ext.51100

Website: <http://global.ntu.edu.tw/>

Hours of Operation: Monday to Sunday, 8am-10pm

During summer and winter vacations: Monday to Friday, 8am to 5pm



Center for Teaching & Learning Development (CTLTD) & Digital Learning Center (DLC) 教學發展中心 & 數位學習中心

CTLTD aims to provide useful information and support to lend more depth to your studies. The Center holds various activities such as the Future Faculty Program, International Study Group, and Teaching Workshops. In addition, CTLTD offers a large variety of learning consultations on courses such as Statistics, Calculus, Chemistry, and Physics. Visit the CTLTD website to make an appointment.

DLC seeks to integrate online resources across campus and create an abundant e-learning environment. The Center produces a variety of online learning resources, including NTU Speech, NTU OpenCourseWare (NTU OCW), NTU MOOCs, and NTU YouTube EDU. DLC also develops digital tools for teaching and learning, such as the new learning management system NTU Courses OnLine (NTU COOL), to enrich your learning experiences at NTU.



Contact Information

Location: 5th Floor, Liberal Education
Classroom Building

Tel: +886 (0)2 3366 3367

Email: ntuctld@ntu.edu.tw

Website: <http://dlc.ntu.edu.tw>

NTU OCW



NTU MOOCs



Student Clubs and Activities

Over 100 student clubs at NTU create important networks, as well as opportunities for you to explore your personal interests and develop leadership and management skills.

You can choose from a wide range of Sports clubs; Art clubs; Public Service clubs or Academic clubs. If you would like to connect with your fellow citizens, you can join the regional clubs including: Korean Student Union; Japanese Students Association, Vietnamese Student Association etc.

If you are interested in joining a student club, information can be found on our website. Furthermore, the NTU Club Fair in March and September may give you chances to meet with the clubs members directly. In addition to administrative support, you may contact the NTU student associations for getting student assistance.

The Student Activity Division of the OSA is providing the list of all available clubs and their webpages.



Contact Information

Student Activity Division, Office of Student Affairs 學務處 課外活動指導組

Website: http://osa_activity.ntu.edu.tw/en/club/

Tel: +886 (0)2 3366 2066

Email: activity@ntu.edu.tw



Transportation



1. School Shuttle Bus 校園交通車

If you are commuting between the Main Campus and the School of Medicine, the School of Social Sciences, or the Academia Sinica, there is a convenient school shuttle bus free of charge with your NTU Student ID card.

The school shuttle bus runs from Monday to Friday from 7am to 6pm (with no operation on national holidays, school holidays, or winter and summer vacations).

You can download the campus shuttle bus schedule from the Office of General Affairs (總務處事務組)' website: https://ga.ntu.edu.tw/general/main_en/ >> FAQ

2. Bicycles 腳踏車

Bicycles are used by most students on campus because they are the most convenient means of transportation. There is a bike shop next to the College of Liberal Arts, where you can buy a new bicycle and have your bicycle repaired. One of the best deals for exchange students is the second-hand bike auction held several times a semester at the Shuiyuan Campus (水源校區).

Only registered bikes can be parked on campus. Register your bike and then attach the bike ID sticker to your bike then park in the designated bike parking area. Bicycles parked illegally on campus or without a valid NTU bike ID sticker may be towed to the Shuiyuan Campus.

Register your bike at <http://mybike.ntu.edu.tw/> (自行車線上管理系統), or complete the registration process at the office by the bicycle pound on the ShuiYuan campus.



3. Youbike 微笑單車



YouBike 微笑單車
1.0 官方版



YouBike 微笑單車
2.0 官方版

Generally, you will be able to find a Ubike station at every MRT station and next to every department on campus.

To find the closest Ubike station you can search Ubike 1.0 or 2.0 in Google maps. Or use the Ubike Apps that can be downloaded on Android and iOS (only in Chinese).

When clicking on a particular station you can also check how many bikes are available at the moment.

There are two Ubike systems: 1.0 and 2.0. Both can be found on the NTU campus.

The Ubike 2.0 system additionally allows you to rent by using a smartphone.

Remember that:

- You cannot return a Ubike 2.0 at a Ubike 1.0 station and vice-versa.
- After returning a Ubike, you cannot rent another bicycle from the same station within 15 minutes.
- If you lose the Ubike, it must be reported to the police immediately. If the bike is not found within 3 months, you will be fined NT\$ 9000.

If you do not want to buy a bike you can rent one. Ubike or Youbike is an efficient bike rental program offered by the Taipei City Department of Transportation and Giant Bikes.

Before using you will need to register at the closest KIOSK or on the online:
<https://taipei.youbike.com.tw/day/home>

For registration you will need an EasyCard (i.e., your student ID card) and a local mobile phone to receive SMS.

Charges (per 30 minutes):

NT\$5	< 30 min
NT\$10	30 min - 4 h
NT\$30	4 h - 8 h
NT\$40	> 8 h

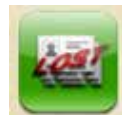


Loss of Student ID Card

If you lose your NTU Student ID card, please complete the following steps. The online system for filing loss of student ID card is only available in Chinese “myNTU” currently. (English version is available after your login) It is advised that you reach out to your student volunteer or the Office of Academic Affairs if you need any further assistance.

Step 1

Log in to “[myNTU](#)” at 學生專區 > 個人資訊 > 「學生、教職員工證掛失/ 退費」 to report a loss of your student ID card.



Step 2

There is a replacement fee of NT\$150 for the lost student ID card. You can choose to pay the fee at the self-service document vending machine in front of the Office of Academic Affairs [教務處]* or at the Cashier Division [出納組]**.

* Undergraduate Student:

Undergraduate Academic Affairs Division [教務處 註冊組]
Rm106, 1st Administration Bldg.

Graduate Student:

Graduate Academic Affairs Division [教務處 研究生教務組]
Rm210, 1st Administration Bldg

** Cashier Division [出納組]: F1, 2nd Administration Bldg.

Step 3

Take the payment receipt and your identity documents such as your passport to the Office of Academic Affairs to get your replacement card.





Well-being

General Advices



1. Do not forget to sleep

Not getting enough sleep is correlated with stress and many other health issues. The Ministry of Health and Welfare recommends adults get at least 6 hours of sleep every day.



2. Keep in touch with friends and families

Take a break from studying and socializing with new friends. Call home and let families and friends know how you are doing.



3. Explore the city

You're in Taipei! Go out and see all that the city has to offer. For suggestions of things to do, see www.travel.taipei or ask your local friends about recommendations.

Stay safe wherever you go!

Sexual Health and Sexual Harassment Prevention



1. Safe Sex

It is important to protect yourself against sexually transmitted infections (STI's) and unwanted pregnancy. Practice safe sex.



2. Sexual Harassment

There is ZERO tolerance for Sexual Harassment. For any questions and concerns, please contact Gender Equity Education Committee or visit the website at: <http://homepage.ntu.edu.tw/~gender/new1/index.html>.

Alcohol

1. The legal age is 18 for both drinking and purchasing alcohol in Taiwan.

2. Be responsible:

- (1) Know your limits!
- (2) Return to the dorm safely.



3. Possible signs of alcohol poisoning

If someone is displaying the following signs of alcohol poisoning, seek medical attention immediately.

- (1) Shortness of breath
- (2) Clammy or blue-tinge to their skin
- (3) Does not wake up after vomiting
- (4) Cannot be woken



Spiked Drink

Think before accepting a drink from anyone. Never leave a drink unattended.

Tips to prevent drink spiking:

1. Get your own drink. Do not share or exchange drinks.
2. Drinks do not have to be alcoholic to be spiked.
3. Avoid going to a pub or club alone.



Drugs and Narcotics

Drugs can be very harmful to your physical and mental wellbeing. According to the law, it is illegal for any person to import, manufacture, transport, distribute, use, or possess narcotics. Please be aware that penalties for the abovementioned actions of illegal drugs (including marijuana and weeds) in Taiwan are severe. Convicted offenders can expect long jail sentences and heavy fines. Taiwan also has the death penalty for certain drug offenses. Law enforcement in Taiwan treats all drug violations very seriously. Police will investigate and your home university will be notified.



Tips to resist narcotics

1. Just say no.
2. Leave the place as soon as possible.
3. Ask for help from someone reliable.
4. Call the local police or go to the nearest police station for assistance.



😊 Mental Health

Make Yourself Your Number One Priority

1. Take care of yourself

Mentally---Forgive yourself for the times you might not be at your best.
Do not ignore your thoughts and feelings.
Find one thing to be grateful about every day.
Talk with someone you can trust.



Physically---Create space for fun and relaxing activities.
Stay active by taking short walks or joining sports clubs.
Pause the rush and spend “quiet time” daily.

2. Relationships with others

- (1) Be true to yourself. There is no need to force yourself to do anything.
Tell others to keep some distance when you need it.
- (2) Communicate to others. Express your gratitude and help others.



3. Help others in need

- (1) Listen
Just BE with them and listen attentively.
- (2) Speak
Respect them. Do not judge or analyze them.
Provide resources (e.g. come to the Student Counseling Center) if necessary.



Self-care Toolkit

A lot of self-care strategies involve sensory components. Senses are the way we can control the growing chaos inside our brains during stressful situations. The self-care toolkit is different for everyone. Try to create one and come up with at least one thing for every sense.

1. TOUCH - a stuffed animal, soft blanket, or smooth stone;
2. TASTE - a favorite snack or drink;
3. SIGHT - a picture of the loved ones;
4. SMELL - a scented candle, essential oil diffuser, body lotion;
5. HEARING - make a playlist of your favorite relaxing songs.

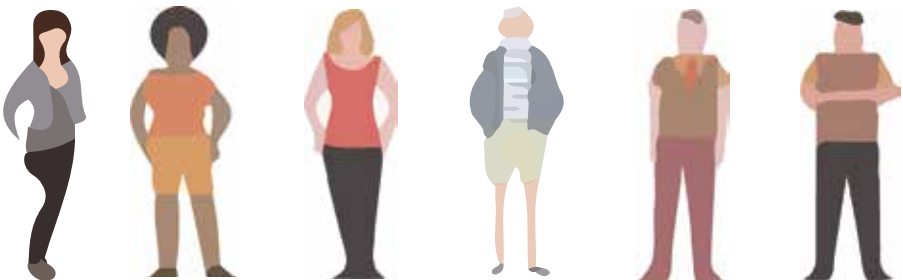
Coping with Stress

Studying in a new country can be exciting at first, but a lot of uncertainty and stress comes with it. You will have to deal with exams, assignments deadlines, building career goals, making new friends, and adapting to a different environment. Not all of you might know how to help yourself in times of need.

The most common types of stress you might encounter are stress related to social experiences, work overload, and self-confidence. Fortunately, there are methods to cope with those issues.

1. Identify what is the stress source.
2. Find practical steps to improve the situation
3. Stay connected with those who help you feel positive
4. Manage your time effectively and include breaks
5. Create a balance between academic and personal life.

If your stress levels are high and you are unable to cope with it, is important to seek external support.





Personal Safety

Taipei is ranked as the second safest city in the world according to the Crime Index 2020. However, it is always wise to take care of your personal items and yourself.

Lost and Found

If you have lost or found any items on campus, please contact or report to the nearest NTU regulatory agency (if you are not sure, please check the Lost-and-Found column at NTU home page > Announcement > Category “Lost and Found”) or Campus Security Guard for more information.

Emergency

In the event of an emergency, students are advised to seek help through the following methods:

Call the 24 hr University Assistance below:

1. **On-campus Emergency (Campus Security 24HR)** 駐警隊
+886 (0)2 3366 9110
2. **Student Emergency Assistance (Student Safety Division 24HR)** 校園安全中心
+886 (0)2 3366 9119
3. **Use Campus Emergency Phones:**
There is no need to dial; just pick up and talk.

119/110

Dial directly from any local landline or mobile phone for ambulances and fire engines if necessary.



Police

110

Criminal offence, traffic accidents and other incidents requesting police assistance.



Fire Department/
Ambulance

119

Fire, assisting accident casualties and other emergencies requesting urgent assistance.



Services
summary

* Call 0800 024 111 for Free Trilingual Help (Chinese, Japanese, English). Operators are standing by 24 hours a day to provide both routine information on living in Taiwan and help during crisis.





Extending/Shortening Exchange Period



Changing Exchange/ Visiting Period

The maximum exchange/visiting period is one academic year. If you have already been admitted for one academic year, no further extension will be approved.

To extend or shorten your exchange/visiting period, you must apply before the deadline of NTU, December 1 (for Fall Semester) or June 1 (for Spring Semester), and your home university and follow the procedure at the next page:

Exchange Student

Approvals from both NTU and your home university are required. Extension requests are evaluated individually. If the program has reached the maximum number of students, an extension will not be approved.

Visiting Student

Please consult your OIA program manager directly.



Step 1: Student asks for approval from his/her home university coordinator.



Step 2: Coordinator agrees and confirms with OIA by email.



To extend



To shorten



OIA agrees and issues a new Acceptance Letter for the extended period to the student.



OIA agrees and the student should complete the de-registration procedure before returning to his/her home university.

Note: Due to the limited space of dorms, students who extend the exchange/visiting period are not able to apply for the accommodation for the extending semester.

Leaving NTU



De-registration

All exchange and visiting students must complete the de-registration procedures before leaving NTU. The deadline is by the end of January (Fall Semester) or by the end of July (Spring Semester).

On-Site De-registration Procedures

Step 1

Log into OIA Online De-Registration System and select “Online De-Registration Form”. You will be requested to fill in the information regarding your departure itinerary. Please make sure to finish the evaluation survey as well or you will not be able to submit the Online De-Registration Form.

Step 2

Print out your De-registration Form and collect stamps from the related offices listed on your form. Please note that after you have gone to the Office of Academic Affairs to invalidate your ID, the card will be stripped of its student status.

Step 3

Scan and upload your de-registration form to the de-registration system.

Step 4

Upload your exchange report or your blog to the de-registration system by February 1 (Fall Semester) or August 1 (Spring Semester). Share your exchange experience at least one full page of A4. Pictures about NTU and Taiwan in your exchange report are also welcome.

Online De-registration Procedures

Step 1

Log into “OIA Online De-Registration System for Exchange/Visiting Students” and select “Online De-Registration Form”. You will be requested to fill in the information regarding your departure itinerary, dormitory, library records etc. Please make sure to finish the evaluation survey as well or you will not be able to submit the Online De-Registration Form.

Step 2

Clear your library records. Make sure you have returned all the borrowed materials to the library and have paid the overdue fees if there are any, by the deadline.

Step 3

Invalid your NTU Student ID Card. Log in myNTU >> Students >> Replacement Card >> Click to Report Loss. Download the final page of your Report Loss screenshot, and upload to the De-registration System

Step 4

Upload your exchange report or your blog to the de-registration system by February 1 (Fall Semester) or August 1 (Spring Semester). Share your exchange experience at least one full page of A4. Pictures about NTU and Taiwan in your exchange report are also welcome.

Grades

Usually you can check your grades online by visiting myNTU >> Students >> Curriculum >> Grades Inquiries a couple of weeks after the final exams. Grades may not all be available simultaneously since some instructors may delay submitting grades to the Office of Academic Affairs. However, all grades should be available by the end of the winter break (Fall Semester) or summer break (Spring Semester).

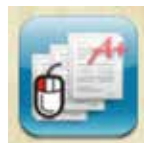
Electronical Transcript 電子成績單

You and your home university's coordinator shall expect to receive the electronic transcript in the early March (Fall Semester) or mid September (Spring Semester) if you complete the above-mentioned de-registration procedures.

If is urgent you can order the soft or hard copy of the transcript yourself. Please follow the instruction below.

1. Ordering Online

Starting from AY 2020/2021, students may choose to order transcripts in soft copies. You may order your transcript through the "Online Transcript Order System".



Note 1: The official electronical transcript which has been digitally signed will be sent via the university official email address.

Note 2: Each application contains a basic plan of 2 email address. If you want to add additional email address in one application, a single application accepts up to 10 email address with extra fee.

Paper Transcript 紙本成績單

There are 2 ways to get the transcripts in hard copy:

1. Purchasing via Document Vending Machine

You may purchase your transcript at the document vending machine outside the Office of Academic Affairs. Enter your student ID number and the four digits of your date of birth to log in.

Undergraduate Student: Undergraduate Academic Affairs Division [教務處 註冊組]
Rm106, 1st Administration Bldg.

Graduate Student: Graduate Academic Affairs Division [教務處 研究生教務組]
Rm210, 1st Administration Bldg



2. Ordering Online

You may order your transcript through the Online Transcript Order System.

Note: Regarding the impact of COVID-19, before ordering, you are suggested to visit the Chunghwa Post (中華郵政) to make sure that the postal service is available for your destination.





Appendix

List of Embassies and Missions in Taiwan

Australia: Australian Office Taipei

Tel: +886 (0)2 8725 4100 ; <https://australia.org.tw/tpei/home.html>

Austria: Austrian Office Taipei

Tel: +886 (0)2 8175 3283 ; <https://www.bmeia.gv.at/en/austrian-office-taipei/>

Belgium: Belgian Office, Taipei

Tel: +886 (0)2 2715 1215 ; <https://taipei.diplomatie.belgium.be/en>

Brazil: Commercial Office of Brazil to Taipei

Tel: +886 (0)2 2835 7388 ; taipe.itamaraty.gov.br/en-us/

Canada: Canadian Trade Office in Taipei

Tel: +886 (0)2 8723 3000 ; www.international.gc.ca/world-monde/taiwan/

Chile: Chilean Representative Office in Taipei

Tel: +886 (0)2 2723 0329 ; taiwan@consulado.gob.cl

Czech Republic: Czech Economic and Cultural Office, Taipei

Tel: +886 (0)2 2722 5100 ; www.mzv.cz/taipei

Denmark: The Trade Council of Denmark, Taipei

Tel: +886 (0)2 2718 2101 ; www.taipei.um.dk/

Finland: Finland Trade Center, Taipei
Tel: +886 (0)2 8729 1231 ; <https://finlandabroad.fi/web/twn/mission>

France: French Office in Taipei
Tel: +886 (0)2 3518 5151 ; www.france-taipei.org

Germany: German Institute Taipei
Tel: +886 (0)2 8722-2800 ; www.taipei.diplo.de

Hong Kong: Hong Kong Economic, Trade and Culture Office
Tel: +886 (0)2 2720 0858 ; www.hketco.hk

Israel: Israel Economic and Cultural Office in Taipei
Tel: +886 (0)2 2757 9692 ; embassies.gov.il/taipei

Japan: Japan–Taiwan Exchange Association, Taipei Office
Tel: +886 (0)2 2713 8000 ; www.koryu.or.jp

Korea, Republic of Korea: Korean Mission in Taipei
Tel: +886 (0)2 2758 8320 ; overseas.mofa.go.kr/tw-zh/index.do

Malaysia: Malaysian Friendship and Trade Centre, Taipei
Tel: +886 (0)2 2713 2626 ; www.kln.gov.my/web/twn_taipei/home

Mexico: Mexican Trade Services and Documentation and Cultural Office
Tel: +886 (0)2 2757 6566 ; www.sre.gob.mx/taiwan

Mongolia: Ulaanbaatar Trade and Economic Representative Office in Taipei
Tel: +886 (0)2 2722 9740 ; ubtrade.taipei@outlook.com

New Zealand: New Zealand Commerce and Industry Office
Tel: +886 (0)2 2720 5228 ; www.nzcio.com

Netherlands: Netherlands Office Taipei
Tel: +886 (0)2 8758 7200; <http://www.ntio.org.tw/>

Russia: Representative Office for the MTC in Taipei
Tel: +886 (0)2 8780 3011; www.mtc.org.tw

Singapore: Singapore Trade Office in Taipei
Tel: +886 (0)2 2772 1940 ; www.mfa.gov.sg/taipei

South Africa: Liaison Office of the Republic of South Africa
Tel: 886 (0)2 8175 8588; www.southafrica.org.tw

Spain: Spanish Chamber of Commerce
Tel: +886 (0)2 2518 4905 ; taipei@comercio.mineco.es

Sweden: The Swedish Trade and Invest Council
Tel: +886 (0)2 2757 6573 ; www.business-sweden.se/taiwan

Switzerland: Trade Office of Swiss Industries
Tel: +886 (0)2 2720 1001 ; www.eda.admin.ch/taiwan

Thailand: Thailand Trade and Economic Office
Tel: +886 (0)2 2775 2211 ; www.tteo.org.tw

Turkey: Turkish Trade Office in Taipei
Tel: +886 (0)2 2757 7318 ; taipei.to.mfa.gov.tr/Mission

United Kingdom: British Office Taipei
Tel: +886 (0)2 8758 2088 ; www.gov.uk/world/taiwan

United States of America: American Institute in Taiwan, Taipei Main Office
Tel: +886 (0)2 2162 2000 ; ait.org.tw

Legal Information for Foreigners

Please pay close attention to the legal rules as follows to prevent any unintentional violation

法令 Regulations	違法情形 Offenses	行為 Behavior Description	罰則 Penalty
社會秩序 維護法 Social Order Maintenance Law	妨害安寧 秩序行為 Obstruction to tranquil order	1、於公共場所或公共得出入之場所，酗酒滋事， 譟罵喧鬧，不聽禁止者。 Acts of ignoring warning of his/her binge drinking behavior and causing troubles or making a clamor at a public place.	新臺幣6,000元 以下罰鍰 Fine: under TWD 6,000
		2、製造噪音或深夜喧嘩，妨害公眾安寧者。 Acts of making noises or a clamor at midnight which obstructing tranquil order.	
		3、於警察人員依法調查或查察時，就其姓名、 住所或居所為不實之陳述或拒絕陳述者。 Refusal to tell law enforcement police officer, lawfully engaged of his/her official duties your name, current address or making a false statement when they check your identification	三日以下 拘留或新臺幣 12,000元以下罰鍰 Detention under 3 days or a fine under TWD 12,000
刑法 Criminal law	妨害公務 Offenses of interference with public functions	1、對於公務員依法執行職務時，施以強暴脅迫 Violent act or threat to public officials when they are in the line of duty	三年以下有期徒刑、 拘役或300元以下罰金。 Imprisonment under 3 years, detention, or a fine under TWD 300
		2、於公務員依法執行職務時，當場侮辱 或對於其依法執行之職務公然侮辱者 Insult or humiliate public officials when they are in the line of duty, or affront their official occupation	六月以下有期徒刑 拘役或100元以下罰金。 Imprisonment under 6 months or a detention, with fine or being fined under TWD 100



Office of International Affairs
National Taiwan University

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