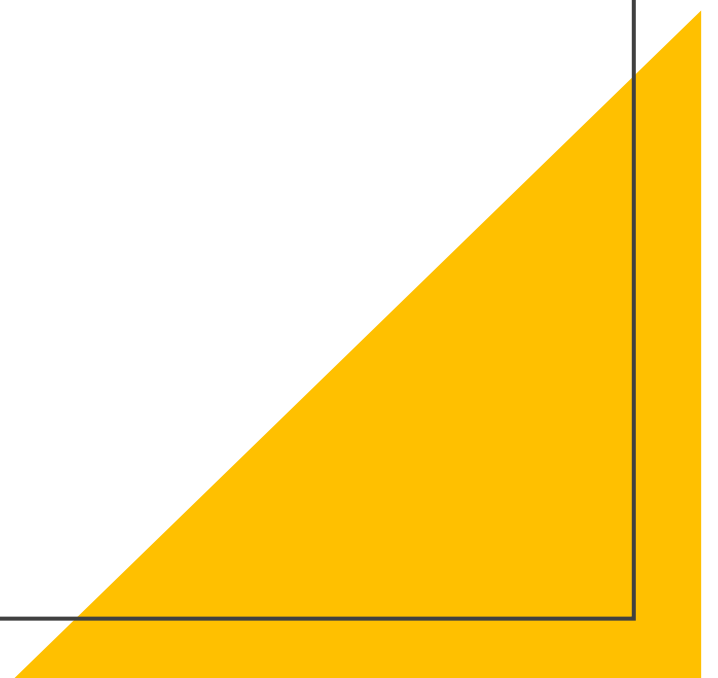


NSYSU Incoming Visiting Students Administrative Procedures

Division of Student Exchange
Office of International Affairs

March, 2024



*Due to a lack of accommodation, NSYSU will stop providing on-campus housing to visiting students from April 2024.



For faculty who invite students for an internship/research collaboration.

Please assist in identifying the student's application status and sharing the information below.

1 On-campus Intern –

Students must be enrolled students at foreign institutions and pay both the fees at their home university and NSYSU.

Students of any of the circumstances below can apply as Visiting Students:

- Students who need to obtain an NSYSU Acceptance Letter and MOE Approval Letter for visa applications
- Students who wish to get access to the on-campus resources Wi-Fi, administrative services (visa extension), library and sports facilities, etc.)

2 Off-campus Intern –

The invitation comes from the faculty themselves, not NSYSU. Students will not have a student status at NSYSU.

This option is more suitable for:

- Students who already obtained the necessary documents for visa applications or who can enter Taiwan without a visa
- Students who do not need to use on-campus resources (**NSYSU faculty will be fully responsible for the students**)
- Interns who are currently without a student status

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1 On-campus Intern Procedures



[Fees and Accommodation](#)

Student :

- Complete the [NSYSU Visiting Student Program application](#) at least **2 months** before arrival (Students will have to pay for the administrative fee (US\$100) at this stage.)
- Students will receive emails for their application results and can download the Letter of Acceptance from the system.
- Contact the consulate and prepare for visa application requirements. Apply for a visa at the nearest consulate.
- Read the [Pre-arrival Handbook](#) and prepare for NSYSU registration materials: **Travel Insurance, Health Certificate**
- Complete NSYSU registration and pay the fees within 2 days after arrival and leaving procedures within 3 days before departure.

NSYSU Faculty or Assistant :

- Keep track of the student's visa and departure status. If there are any changes to make, inform the OIA.
- If the students come from designated countries, assist the students in completing the "[Procedures for Nationals of the Designated Countries Applying for Visitor Visas](#)" and provide the Guarantee Letter to the Bureau for Consular Affairs.

OIA :

- Apply for an **MOE approval letter** for students if needed.
- Assist with the NSYSU enrollment process including student ID, wi-fi, payment invoice, registration, etc.
- Provide information and assistance for students during their stay: NSYSU insurance claim, visa extension, etc.

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On-campus Intern Procedures



Fees and Accommodation

The fees should be paid in cash upon registration.

- 30 Days or Less: waived.
- 31 to 60 Days: 1/3 miscellaneous fees.
- More Than 60 Days: full miscellaneous fees.

Items	Fees (per semester)	Visiting Students
Administrative Fee	NTD3,000 One-time payment Non-refundable	Yes
Miscellaneous Fee	Approx. NTD14,480-26,800	Yes
Internet Fee	NTD300	Yes
Dorm Fee	NTD7,500~17,000	Dorm Residents
NSYSU Student Group Insurance Fee	NTD326	Yes
Health and Accident Insurance	One of the registration requirements. Students should purchase them before coming to Taiwan.	Yes
Health Examination Certificate	One of the registration requirements. Students should complete it before coming to Taiwan.	Required for students staying for 90 days or above

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Off-campus Intern Procedures

Student :

- Inform the NSYSU faculty of their confirmed arrival/departure date.
- Contact the consulate and prepare for visa application requirements. Apply for a visa at the nearest consulate.
- Arrange flights, accommodation, insurance, and everything related to their life in Taiwan by themselves.
- They have no access to the NSYSU student and administrative resources.

NSYSU Faculty or Assistant :

- Keep track of the student's visa and arrival status. Inform the OIA if any IIPP intern changes their arrival/departure date.
- If the students come from designated countries, assist the students in completing the [" Procedures for Nationals of the Designated Countries Applying for Visitor Visas"](#) and provide the **Guarantee Letter** to the Bureau for Consular Affairs.
- Assist with student's life and internship in Taiwan. Issue visa extension certificates to the students (Visa remarks: FR).

OIA :

- Assist with the IIPP/TEEP scholarship invoice, disbursement, and case closure.



Suggestions from OIA

Please evaluate the factors below before inviting the students:

- 1. Study background and motivation**
- 2. Whether there is enough time for the student to apply for a visa. Reserve 2 months ahead will be safer.**
- 3. Whether the students can pay for the NSYSU fees. Otherwise, they can choose to be an off-campus intern, but **they need to take care of everything on their own or rely on the faculty who invited them.****

***Notice for IIPP PIs:**

OIA will disburse the grant to students as soon as possible after they arrive and start their internship. The rest of the grant will be disbursed separately at the beginning of each month. **If the NSYSU faculty would like to terminate the program earlier, please inform the OIA and IIPP office by the end of each month to avoid grant retrieval.**

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