

2024/2025

# Pre-Arrival Handbook

## for International Visiting Students



**YOUR GUIDE  
TO NSYSU**

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National Sun Yat-sen University

VISA & INSURANCE

COURSES

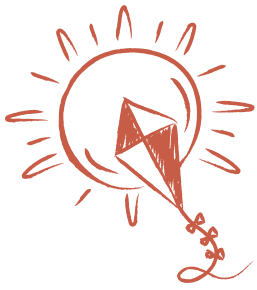
HOUSING

ARRIVAL

GENERAL INFORMATION

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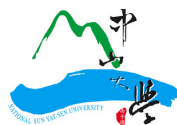


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Congratulations on being accepted to  
National Sun Yat-sen University (NSYSU)!

This handbook provides detailed information  
and helps you to learn more about our  
university so that you know what you can  
expect when you arrive at NSYSU.

We hope you find the handbook useful and  
informative. If you have any questions after  
reading this handbook, feel free to contact  
us!



*Hana Ting*  
*your OIA coordinator*  
[oia.exchange@mail.nsysu.edu.tw](mailto:oia.exchange@mail.nsysu.edu.tw)

# CALENDAR

## FALL SEMESTER 2024

### Semester Period

September 9, 2024 – January 10, 2025  
Midterm: October 28 – November 1  
Final: December 23 – January 10, 2025  
(most exams will end in the first week)  
Flexible Learning Period: December 30 – January 10  
  
Earliest Date for Dormitory Check-in: Sept. 4  
Orientation: Sept. 6  
Dormitory Check-out: January 15

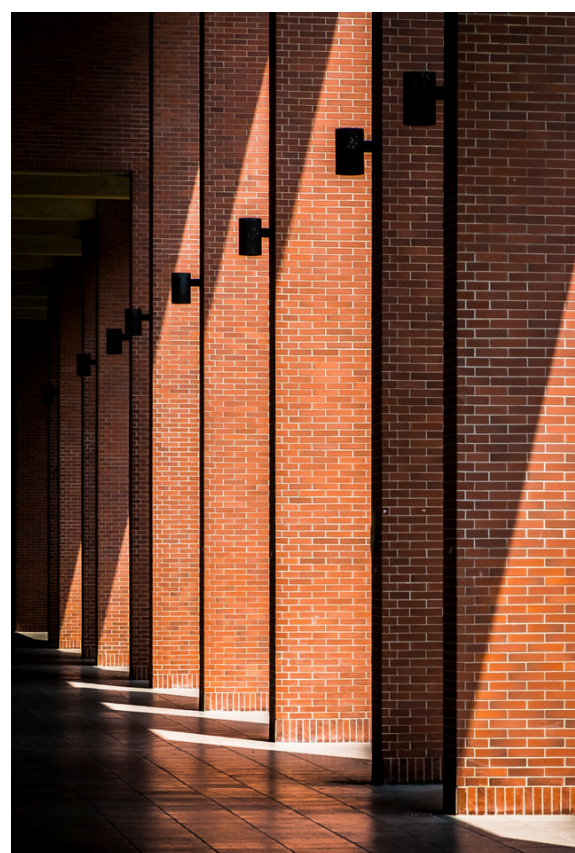
## SPRING SEMESTER 2025

### Semester Period

February 17 – June 20, 2025  
Midterm: April 7-11, 2025  
Final: June 2 – 20, 2025  
(most exams will end in the first week)  
Flexible Learning Period: June 9 – 20, 2025  
  
Earliest Date for Dormitory Check-in: Feb. 12  
Orientation: Feb. 14  
Dormitory Check-out: June 25

### Academic Calendar

<https://aaa.nsysu.edu.tw/p/412-1003-98.php?Lang=en>



# VISA

Admitted visiting students can apply for a visa at an overseas Taiwan embassy after receiving the Letter of Acceptance.



## VISITOR VISA

Students who are staying in Taiwan for **less than 180 days (one semester)** should apply for a Visitor Visa.

With a Visitor Visa, each student may stay for 60/90 days and apply for a maximum of two extensions, each for 60/90 days.

The extensions should be made **2 weeks** before the 60/90 days are due. Find more information on [this page](#).

## VISA EXEMPTION PROGRAM

[Click for details.](#)



### National Immigration Agency (5&6F)

Visa Extension, ARC Application

### Bureau of Consular Affairs, Ministry of Foreign Affairs (3&4F)

Visa Application, Change of Visa

Address:  
No.6, ZhengNan Street, Lingya Dist,  
Kaohsiung City  
(MRT - Martial Arts Stadium)  
Tel: 07-7151660

Opening Hours:  
8 AM-5 PM ; Weekdays Only

## RESIDENT VISA

Students who are staying in Taiwan for **more than 180 days (full academic year)** should apply for a Resident Visa. (The final decision will be made by the embassy.)

The Resident Visa must be changed to the Alien Resident Certificates (ARC) **within 15 days** after completing the quarantine.

ARC online application website:



### Useful Tips

Visit the website of the Taiwan representative office in your located region/country for the most updated information.

<https://www.boca.gov.tw/sp-fogf-country/p-01-2.html>





# INSURANCE & HEALTH CERTIFICATE

All international exchange students are required to purchase overseas travel insurance, and it must cover the whole duration of their stay in Taiwan.

## TRAVEL INSURANCE

### Registration Requirement

You are required to purchase overseas travel insurance with **medical care and accident policies** before coming to Taiwan.

The insurance plan **in English version** must be submitted upon registration.



## STUDENT GROUP INSURANCE

It is mandatory for all NSYSU students to purchase Student Group Insurance.

The fee is NTD326 per semester and it will be included in the tuition & fees payment bill, which should be paid upon registration period.

## NATIONAL HEALTH INSURANCE

According to the National Health Insurance (NHI) Act, any international student who is **continuously staying in Taiwan for over six months** is eligible to join the NHI.

Once you are qualified to join the NHI, please inform OIA staff by email. If you have already joined the NHI program, please also inform OIA staff beforehand. The insurance fee will be included in the tuition & fees payment bill every semester.

For more detailed information, please visit [the website](#) of the National Health Insurance Administration Ministry of Health and Welfare.

### Registration Requirement

#### Health Certificate

Students applied for **3-6 months stay** should complete their health certificate form C before coming to Taiwan.

Students applied for one year study should complete the health certificate form B in their located country in order to apply for the residence visa.

# TUITION & FEES

Visiting Students are required to pay tuition fees according to the length of study.

- 30 Days or Less: Tuition-waived.

- 31 to 60 Days: 1/3 Miscellaneous fee.

- More Than 60 Days: Full Miscellaneous fee.

## TUITION (AY2023-2024)

NTD

		文學院		理學院		工學院	
		(College of Liberal Arts)		(College of Science)		(College of Engineering)	
		9 or fewer credits	10 or more credits	9 or fewer credits	10 or more credits	9 or fewer credits	10 or more credits
學士班	Credit fee (per credit)	3,498	49,460	3,530	57,420	3,530	57,880
Undergraduate	Miscellaneous Fees	14,480		22,120		22,580	
碩、博士班	Credit fee (per credit)	3,140	53,760	3,140	57,300	3,140	58,280
Master PhD	Miscellaneous Fees	22,360		25,900		26,880	
		管理學院		海科院		社科院	
		(College of Management)		(College of Marine Sciences)		(College of Social Sciences)	
		9 or fewer credits	10 or more credits	9 or fewer credits	10 or more credits	9 or fewer credits	10 or more credits
學士班	Credit fee (per credit)	3,498	50,260	3,530	57,420	3,498	49,460
Undergraduate	Miscellaneous Fees	15,280		22,120		14,480	
碩、博士班	Credit fee (per credit)	3,140	54,140	3,140	57,300	3,140	53,760
Master & PhD	Miscellaneous Fees	22,740		25,900		22,360	



The total fees are calculated based on the number of credits assigned to each course together with the Miscellaneous Fees and other fees.

A credit fee bill will be issued after the course selection period.

**TEEP students are tuition-waived!**





# TUITION & FEES

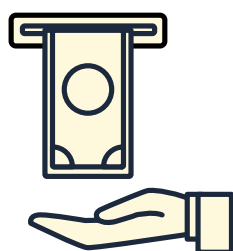
## OTHER FEES

	NTD	Object
Administration Fee	3,000	Visiting Students
Internet Fee	300 / per semester	All Students
NSYSU Student Group Insurance	329 / per semester	
Dorm Fee	7,500~17,000 / per semester	Dorm Residents

- Above fees are subjects to change in accordance with the NSYSU latest announcement.

## MAKE THE PAYMENT

All visiting students can make the payment by cash at any Post Office and Bank of Taiwan. If the fee is less than NT20,000, the payment can also be made at any convenience store in Taiwan.



**It is important to check with your bank for your weekly/monthly overseas withdrawal limitation.**

**The fees must be paid in a lump sum during the registration period.**

# HOUSING

Students can apply for on-campus dormitories when applying for the visiting program.

## DORMITORY

On-campus housing affairs are managed by the Dorm Service Center.

International Students could be arranged to the International Dorm, Wu-ling Village 1/4, Dorm C, or Dorm L.

The room number will be shared with you by email 3-4 weeks before the semester starts.

Further details --> [DSC Website](#)

## FEES

	NTD	Type	Note
Dorm L (Female Dorm)	7,500	Quad Room	Shared Kitchen at 1F
Dorm C (Male Dorm)	8,500	Quad Room	
Wu-ling Village 1 & 4	8,500	Quad Room	
International Dorm	17,000	Twin Room	Shared Kitchen at 1F

- Above fees are subjects to change in accordance with the NSYSU latest announcement.
- There will be charge if you cancel the dorm application within 2 weeks before the semester starts.



## DORM FACILITIES

Each student will be provided with a bed, bookshelf, desk, closet, chair, and basin for common use in the room. Bedding and mattress are not provided.

Shared washing and drying machines, showers, and restrooms are located on each floor. Shared kitchens are also available in each dorm area.



## NOTICE

Our dorms are located on the hills with natural surroundings. It's common to see wild insects and animals around. Please be prepared to live with one of the NSYSU features - Taiwanese Macaque.

**Lock your windows and doors at all times and do not carry food or plastic bags on your hands!**



# ARRIVAL

## DORM CHECK-IN

The OIA coordinator will let you know the date you can check in at the dorm. Please visit the designated dorm office to collect the keys.

Note that our dorms are located on the hills. Taking a taxi to the dorm office is the most efficient way while carry luggage.

You may ask the dorm staff if there are any supplies left by former students before buying new ones.

## STUDENT HANDBOOK

The Student Handbook is the best tool for your life in Taiwan. Nearly all the information you need is inside this book.

It is now turned online! Please find it through this [link](#).



## UNIVERSITY WIFI & REGISTRATION

You will be given an account and password to access the university's wifi.

Note that the dorm area is not covered with wifi. You can buy a cable and a router if needed after check-in at the dorm.

You will need to complete registration within 1 week after arrival to receive a student ID card.

If there is any problem with your dorm room, please take a picture of it and report it to the dorm office and the International Office!



Wu Ling Dorm Office, 1F of International Dorm  
07-5256004 (24/7 on duty)

Coordinator from the Main Dorm Office  
Ms. Rosa Tai - [rosatai@mail.nsysu.edu.tw](mailto:rosatai@mail.nsysu.edu.tw)

Coordinator from the Office of International Affairs  
Ms. Hana Ting - [oia.exchange@mail.nsysu.edu.tw](mailto:oia.exchange@mail.nsysu.edu.tw)

# WHERE TO BUY MATTRESS & DAILY NECESSITIES ?



Click for  
Campus Map



## *Campus Convenience Stores*

### **B1 of Wu-ling Village 2**

Weekdays: 07:20AM - 11:00PM

Saturday: 08:00AM - 13:00PM

Sunday: 05:00PM - 10:00PM

### **1F of Dorm A, Tsui-heng Village**

Weekdays: 07:30AM - 10:30PM

Sunday: 11:00AM - 10:30PM



*There is also another  
Carrefour right  
beside IKEA!*

Click for  
Google Map



## *Carrefour*

No. 356, Hedong Road, Sanmin District,  
Kaohsiung City (Love River Branch)

8:30AM- 11PM

Click for  
Google Map



## *IKEA*

No. 1201, Zhonghua 5th Road, Qianzhen  
District, Kaohsiung City

10AM- 10PM



*Taxi and Uber are both common in Taiwan.*



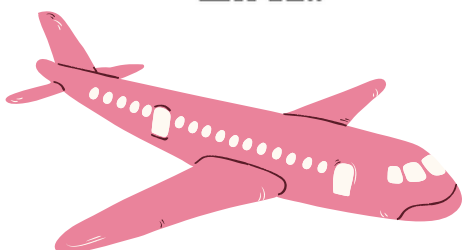
# TRANSPORTATION

## SUGGESTED ROUTES TO NSYSU

1) Taiwan Taoyuan International Airport (桃園國際機場) → Taiwan High-speed Rail (to 左營 Zuo Ying) → National Sun Yat-sen University (國立中山大學) by taxi

2) Kaohsiung International Airport (高雄小港機場) → National Sun Yat-sen University (國立中山大學) by taxi

For more info :



Wu Ling Village

武嶺宿舍

Wǔ Lǐng Sù Shè



Tsui Heng Village

翠亨宿舍

Tsuei Heng Sù Shè

## TRANSPORTATION ON-CAMPUS

*Campus Bus*

Check the [Bus Schedule](#)

*City Bus*

No. 99 & Orange 1A/B/C & R52 all go through our campus.

Download the app: [Kaohsiung iBus](#) or [Bus+](#) for bus schedule.

*YouBike*

Please refer to the [website](#) for rental and station info.

[More info for NSYSU Transportation Services](#)



## OTHER TRANSPORTATION IN THE CITY

*KHH Airport*

Kaohsiung Travel [Website](#)

*Kaohsiung Metro (KRTC)*

[Website](#)

*Taiwan High Speed Rail (THSR)*

[Website](#)

*Taiwan Railways*

[Website](#)

# TRANSPORTATION

## DRIVER'S LICENSE

An international driving permit (IDP) is required to drive in Taiwan.

Students from countries with reciprocal agreements with Taiwan can use their IDP for up to 30 days after arrival. After 30 days, it is required by law to have an International Driving Permit Visa or R.O.C. (Taiwan) Driver's License if they wish to continue driving in Taiwan.

If your country does not have a reciprocal arrangement with Taiwan for an international driving permit, you must sit a written test and take a driver's examination (only applicable for students with ARC). Find more information [here](#).

- You will need an IDP to rent a scooter or car in Taiwan. An IDP for a car **CAN'T** be used for scooters. You must have a scooter driving permit for General Heavy Motorcycles (50–250 cc) to ride a general heavy scooter (most common) in Taiwan.

## VEHICLE RENTAL

Please search for a certified company for renting a scooter/car.

Both sides should sign a clear contract. The company should present its validated certificate and you should be asked to show your international driving permit.

The rental company should purchase compulsory insurance for vehicles, and **we strongly suggest you buy extra insurance** such as **liability insurance for third parties** and **property damage insurance** in case of big amounts of compensation are requested.

Find more information regarding [insurance](#) and [suggestions on driving in Taiwan](#).



NSYSU Vehicle Management Committee  
1F of Administration Building

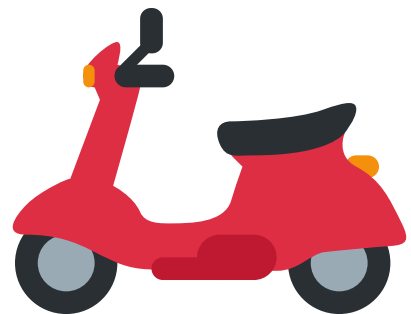
NSYSU Parking Permit, Scooter Retrieve, Paying fine, borrowing & returning NSYSU bike, ...etc.

## PARKING ON-CAMPUS

You should apply for a parking permit to park your scooter on campus. The fee is 300NTD per year.

If you didn't park your vehicle in designated areas, it could be towed.

Visit the Vehicle Management Committee for applying for the parking permit.





## WIRELESS NETWORK

The NSYSU campus is mostly covered by a wireless network named TANetRoaming.

For students who live in the dormitory, the university provides free internet with a limitation of 6GByte/day. If your usage exceeds the limitation, the internet will be locked for 7 days. Your internet will be automatically resumed on day 8.


Most of our dormitories are not covered by a wireless network, you can buy or bring a suitable cable for internet in the dorm.

Don't forget to bring an adapter for electrical appliances. The current in Taiwan is 110 volts.

## OPEN A BANK ACCOUNT IN TAIWAN

We recommend you open a bank account at the Post Office if you carry a big amount of cash or if you will receive a stipend or scholarship.

Requirements:

1. Personal Seal
2. Passport
3. Taiwan ID No. 
4. Student ID
5. One ID photo
6. Self-Certification Form (Individual)
7. 1,000NTD



## SIM CARD

Please purchase a prepaid card from one of the mobile network carriers at the airport for quarantine use.

You can also purchase the sim card at the cellular company in the city.



### POST OFFICE

1F of the Student Center

Opening Hours:  
8:30 AM-05:00 PM  
Weekdays Only  
Appointment is needed

The Taiwan Uniform ID number can be applied at the [National Immigration Agency \(Division of Kaohsiung\)](#).

Requirements:

1. Application Form
2. Passport
3. One copy of the passport

# DAILY LIFE MANDARIN (MOST USEFUL 20 OF PHRASES)



漢語拼音 (Hàn Yǔ Pīn Yīn) 中文(Zhōng Wén)	英文翻譯 (Yīng Wén Fān Yì) English Equivalence
<b>問候 / 招呼</b> (wèn hòu / zhāo hū)	<b>Greetings / Regards</b>
請/謝謝/你好/對不起/沒關係/再見 (qǐng/xiè xie/nǐ hǎo/duì bù qǐ/méi guān xi/zài jiàn)	Please/Thanks/Hello/Excuse me/ Never Mind/Good-Bye
不好意思/我不知道。 (bù hǎo yì sī / wǒ bù zhī dào)	To find it embarrassing to do, say something or addressing to someone politely / I don't know.
很高興認識你。 (hěn gāo xìng rèn shì nǐ)	(I am) pleased to meet you.
你的電話號碼是幾號？ (nǐ de diàn huà hào mǎ shì jǐ hào?)	What is you phone number?
<b>購物</b> (gòu wù)	<b>Shopping / Purchasing</b>
我要買這個。 (wǒ yào mǎi zhè ge)	I would like to buy/have this.
多少錢？ (duō shǎo qián?)	How much (is it)?
我可以刷卡嗎？ (wǒ kě yǐ shuā kǎ ma?)	May I pay by credit card?
可以便宜一點嗎？ (kě yǐ pián yí yī diǎn ma?)	May I get a discount?
可以試試嗎？ (kě yǐ shì shì ma?)	Can I try it (on)?
<b>請求</b> (qǐng qiú)	<b>Making a Request</b>
請等一下！ (qǐng děng yí xià!)	Wait a minute, please!

你能幫我一個忙嗎？ (nǐ néng bāng wǒ yí ge máng ma?)	Would you please do me a favor?
請你幫幫我！ (qǐng nǐ bāng bāng wǒ!)	I need some help, please!
我不舒服，請送我到醫院。 (wǒ bù shū fú, qǐng sòng wǒ dào yī yuàn.)	I don't feel well, please take me to the hospital.
快叫警察！/ 請幫我打110！ (kuài jiào jǐng chá, qǐng bāng wǒ dǎ yī yī líng!)	Get the police quickly! / Call 110 (emergency) for me please!
<b>問路/買票</b> (wèn lù / mǎi piào)	<b>Asking for directions / Purchasing Tickets</b>
請問，_____在哪兒？ (qǐng wèn, _____ zài nǎ ěr?)	May I please ask, where is the _____?
請問，_____怎麼走？ (qǐng wèn, _____ zěn me zǒu?)	May I please ask, how to get to the _____?
我要買一張到_____的票。 (wǒ yào mǎi yì zhāng dào _____ de piào.)	I would like to buy one ticket to _____.
我迷路了。 (wǒ mí lù le.)	I have lost my way.
<b>詢問</b> (xún wèn)	<b>Getting Information</b>
我們去_____, 好嗎？ (wǒ men qù _____, hǎo ma?)	Let's go to the _____, Ok?
什麼時候去？ (shén me shí hòu qù?)	When should we go/leave for _____?



## Checklist Before & After Arrival

- ☐ *Passport*
- ☐ *Travel Insurance Plan & Health Certificate (in English)*
- ☐ *A valid International Driving Permit (optional)*
- ☐ *Adaptor for electrical appliances*
- ☐ *Taiwan dollars for transportation & daily expenses upon arrival  
(USD, EUROS, Japanese Yen, and RMB can be exchanged for  
NTD at the TPE airport)*
- ☐ *A credit/debit card for withdrawing cash from abroad*
- ☐ *Activate overseas usage for your credit card & mobile phone*
- ☐ *"Declaration of Apply for the Mobile Phone Number" if you are  
under 18*

Safe flight & see you soon!

