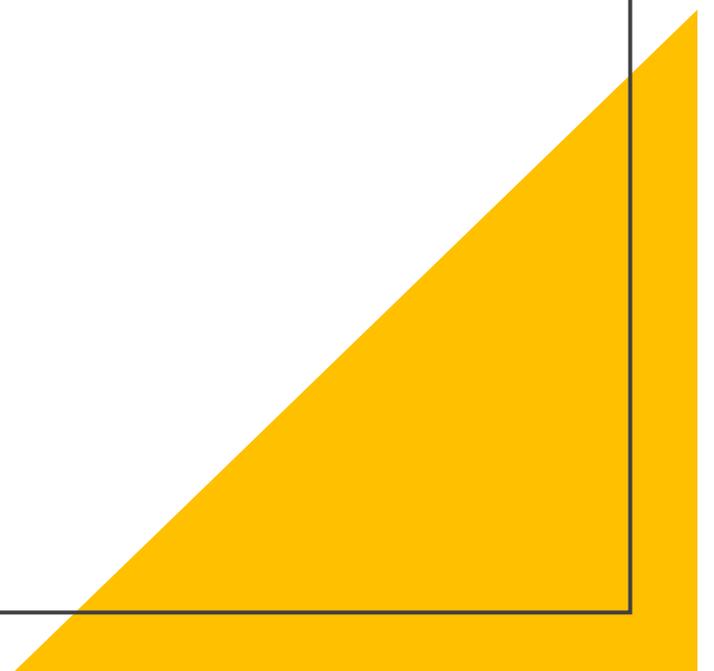


# **NSYSU Incoming Visiting Students Administrative Procedures**

Division of Student Exchange  
Office of International Affairs

January, 2026



**\*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 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 in any of the circumstances below **must** apply as Visiting Students:**

- Students who need to obtain an NSYSU Acceptance Letter and an MOE Approval Letter for visa applications
- Students who are conducting their internship/research on campus

**2 Off-campus Intern –**

**The intern is not conducting their internship/research on campus. They will not have a student status at NSYSU.**

**This option is more suitable for:**

- Interns who are conducting their internship or research at an institution or company outside of the campus
- 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 or NTW\$3000) 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.
- Assist with the IIPP/TEEP scholarship invoice, disbursement, and case closure.

# 1

## On-campus Intern Procedures

### Management Fee

- within 31 days: free of charge
- 32 to 62 days: **TWD 3,000**
- 63 to 92 days: **TWD 6,000**
- 93 days or more: **TWD 9,000**



### Fees and Accommodation

Administration Fee	NTD3,000 ≈ USD100 One-time payment Non-refundable The administration fee is required to be paid upon submission of the <a href="#">application for Visiting Student status</a> .	Yes
Management Fee	- within 31 days: free of charge - 32 to 62 days: TWD 3,000 - 63 to 92 days: TWD 6,000 - 93 days or more : TWD 9,000 The payment shall be non-refundable once the enrollment is completed.	Yes
Internet Fee	NTD300 ≈ USD10	Yes
NSYSU Student Group Insurance Fee	NTD490 ≈ USD16	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 more.

## 2

## Off-campus Intern Procedures

### Intern :

- Arrange visas, flights, accommodation, insurance, and everything related to their life in Taiwan by themselves.
- They have **no** access to the NSYSU resources.

### NSYSU Faculty or Assistant :

- 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 students' lives and internships in Taiwan, including visas.

### OIA :

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



## **Reminders from OIA**

**Please evaluate the factors below before inviting the students:**

- 1. Study background and motivation**
- 2. Is there enough time for the student to apply for a visa? Reserve 2 months ahead is suggested.**
- 3. Whether the students can pay for the NSYSU fees and secure off-campus housing.**

### **\*Notice for IIPP PIs:**

**OIA will disburse the stipend to students within 1 month after they arrive and start their internship. The rest of the grant will be disbursed separately in the middle of each month. **If the NSYSU faculty wants 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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