

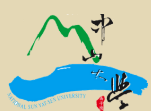
2021 | SPRING SEMESTER

Pre-Arrival Handbook

for International Exchange Students



YOUR GUIDE TO NSYSU



National Sun Yat-sen University

VISA & INSURANCE

COURSES

HOUSING

ARRIVAL

GENERAL INFORMATION



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PREFACE

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!



oia.exchange@mail.nsysu.edu.tw



Your exchange program coordinator - Hana Ting

VISA

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



Holding a visa allows you to stay in Taiwan with an approved purpose.

It could be extended under unforeseen circumstances.

VISITOR VISA

Students who are staying in Taiwan for **less than six months (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.

Under the COVID-19 influences, we suggest you apply for a **Single Entry** visa.

RESIDENT VISA

Students who are staying in Taiwan for **more than six months (full academic year)** should apply for a Resident Visa.

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

ARC online application website:



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

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/mp-2.html>



INSURANCE

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

TRAVEL INSURANCE

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 NTD329 per semester and it will be included in the tuition & fees payment bill every semester.

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 obligated 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 website of National Health Insurance Administration Ministry of Health and Welfare.



TUITION & FEES

Fee-paying and Visiting Students are required to pay tuition fees according to the length of study and the number of credits they take.

TUITION (AY2020-2021)

NTD

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



TUITION & FEES

OTHER FEES

	NTD	Object
Administration Fee	3,000	Fee-paying 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

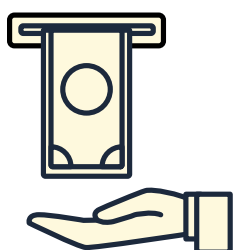
- Above fees are subjects to change in accordance with the NSYSU latest announcement.

MAKE THE PAYMENT

All exchange students can make the payment by cash at any Post Office and Bank of Taiwan. If the fee is less than NT40,000, the payment can also be made at any convenience store in Taiwan.

Information for fee-paying students:

You may pay the fee by wire transfer 2 weeks before the school starts. For the University's banking information, please contact ويا.exchange@mail.nsysu.edu.tw



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.

Important! Pay close attention to this chapter!

COURSE SELECTION

LOG-IN

NSYSU Course Selection System: <https://selcrs.nsysu.edu.tw/smain.asp?eng=1>

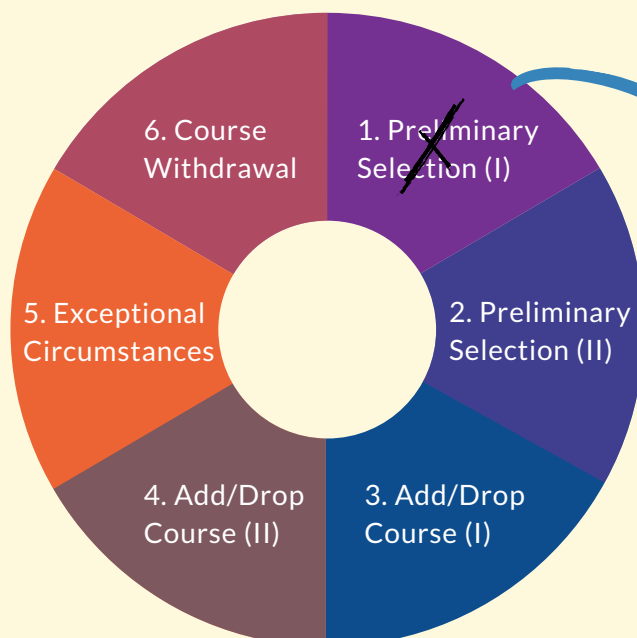
Username: Your student ID number

Password: Your initial password is the first two letters of your given name in capital + your birthday (mm/dd).

E.g. "I'm Hana TING and I was born on July 1, my password is HA0701."

Your student ID number will be sent by email 1-2 weeks before course selection starts.

COURSE SELECTION PHASES



All exchange students will begin to select the courses from **Preliminary Selection (II)**.

Students are eligible to select elective and non-restricted courses during course selection period.

As for restricted courses, they will be available until Exceptional Circumstances.

Most of the professors will give a brief introduction about the course and open the quota for those who are interested in joining the course **in the first two weeks**. We strongly suggest you attend the courses you would like to join in the first few weeks no matter the courses are selected or not.

Important! Pay close attention to this chapter!

COURSE SELECTION

COURSE SELECTION CODES EXPLANATION

In the course selection system, we use codes to represent the time. You may use the following chart to check the time of courses.

CODE	TIME	CODE	TIME
A	07:00 - 07:50	6	14:10 - 15:00
1	08:10 - 09:00	7	15:10 - 16:00
2	09:10 - 10:00	8	16:10 - 17:00
3	10:10 - 11:00	9	17:10 - 18:00
4	11:10 - 12:00	C	18:10 - 19:00
B	12:10 - 13:00	D	19:10 - 20:00
5	13:10 - 14:00	E	20:10 - 21:00



USEFUL TIPS

1. The course selection process does not run on a first come first serve basis.
2. We will organize a list of English-taught courses for the current semester and update it on the [OIA website](#) before the course selection starts.
3. Students may select courses from different levels starting from Add/Drop Course (I). Undergraduate students can choose master level courses. A master's student can choose undergraduate and doctoral level courses.
4. Students may not select courses with an overlapped schedule.
5. Sport courses are categorized as bachelor level courses, and they are taught in Chinese. Still, we recommend you to take Yachting and Diving courses. They are popular among all students. (Search by Physical Health Education Program)

CHINESE LANGUAGE COURSE

Exchange students can apply for the free Chinese Language Course when applying for the exchange program.

NSYSU provides free Chinese language courses to international exchange students.

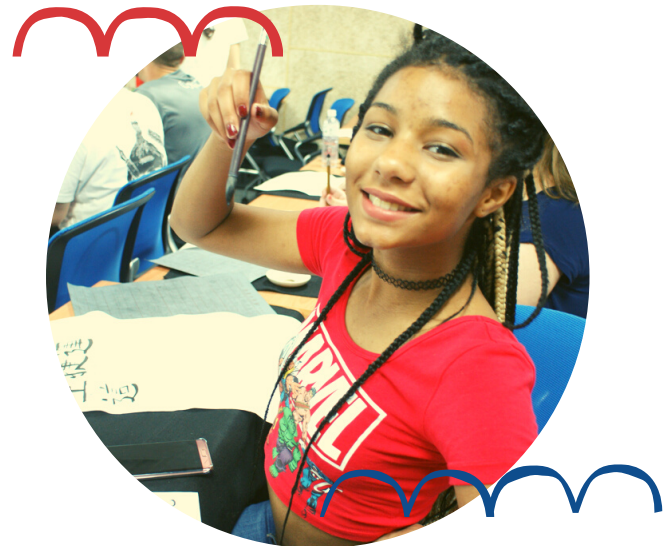
The aim is to provide international students with an opportunity to further enhance their Chinese language skills and ease the transition to their life and study in Taiwan.

The Chinese Language Center will assign students to an appropriate level of class in accordance with their mandarin proficiency.

According to our senior students, the Chinese language course is definitely not a course you would like to miss!

Chinese language course is a 3 credits course, 4 hours per week.

Attendance and effort are both important to pass the course!



BEGINNERS CLASS

Students who have applied for the Chinese language course with zero mandarin bases will be assigned to the beginners class.

The beginners class is held on every Mon. & Wed. or Tues. & Thur. 12:10 PM - 02:00 PM.

PLACEMENT TESTS

For those who have learned mandarin before, they will need to take placement tests before the semester starts.

The Reading and Writing Tests will be shared via email, and students will have to attend the oral test in person.

If you missed the tests, the Chinese Language Center will not arrange you to any class!

It is important to attend the mandarin course in the first week, as you will have only one chance to ask for a level change.

After the first week of classes, the course will be officially registered to your course list.



BUDDY PROGRAM

The Buddy Program is aiming to help international students to adapt to the campus and local life as soon as possible.

WHO ARE THE BUDDIES?

Each semester we will open the opportunity for current NSYSU students to join the Buddy Program.

They come from different departments and colleges, and they are all volunteers to assist with international students' arrival.



HOW DOES IT WORK?

Buddies will be assigned to different groups supported by experienced seniors.

Before the semester starts, your email address will be given to your assigned buddies, and they will send you a virtual greet by email.

If you did not receive any contact 1 week before the semester starts, please let your OIA coordinator know.



Useful Tips

Taiwanese buddies are sometimes shy in social interaction. Give them some time and chances to hang out together. You will find your life in Taiwan easier and more fun with them around.

If you find your buddy not that suitable for you, join our activities to meet more local students!



HOUSING

Students can apply to stay at the student dormitories when applying for the exchange 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 1-2 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 situated 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!

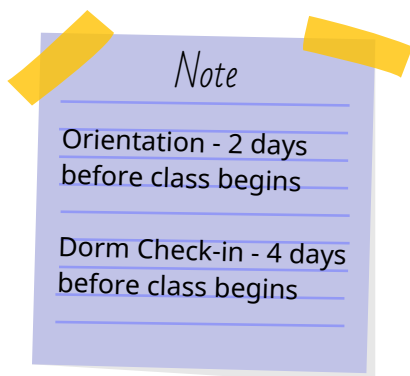
ARRIVAL

ORIENTATION

The Orientation and Campus Tour are usually held on Friday before class begins.

Topics including visa, insurance, general regulations, and course selection will be shared at the Orientation.

You will also receive the registration materials on that day. It is mandatory for exchange students to attend the Orientation.



DORM CHECK-IN

The dorm will be open for check-in 2 days before the orientation.

Please visit the designated dorm office to collect the keys directly.

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

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

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!



Coordinator from the Dorm Service Center
Ms. Eugene Cheng - xycheng@mail.nsysu.edu.tw

Coordinator from the Office of International Affairs
Ms. Hana Ting - oia.exchange@mail.nsysu.edu.tw

WHERE TO BUY MATTRESS & DAILY NECESSITIES ?



Click for
Campus Map



Campus Tug Shops

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

If you would like to ask
your buddy to
accompany you to the
marts in the city, pay
for the transportation
fee for them to show
your gratitude!

*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.

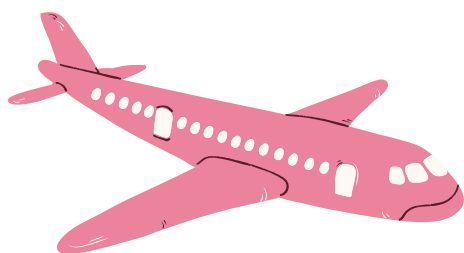
TRANSPORTATION

SUGGESTED ROUTE TO NSYSU

1) Taiwan Taoyuan International Airport (桃園國際機場) → Taiwan High Speed Rail (台灣高鐵) exit at Zuoying Station 左營站 (Kaohsiung 高雄) → 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 detailed info :



Wu Ling Village

武嶺宿舍

Wǔ Lǐng Sù Shě



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 1 & Orange 1C 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 Information](#)



OTHER TRANSPORTATION IN THE CITY

From the 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 license is required to drive in Taiwan.

Students from countries with reciprocal agreements with Taiwan can use their international driving license for up to 30 days after the arrival date. After 30 days, it is required by law to have a R.O.C. (Taiwan) International Driver License Permit or R.O.C. (Taiwan) Driver License if you wish to continue driving in Taiwan.

If your country does not have a reciprocal arrangement with Taiwan for international driving licenses, you will need to sit a written test and take a driver's examination. You can find more information [here](#).

VEHICLE RENTAL

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

A clear contract should be signed by both sides. The company should present their validated certificate and you should be asked to show your international driver's license.

The rental company should purchase compulsory insurance for vehicles.

Renting scooter/car with an uncertified company will cause serious consequences and might be illegal.

PARKING ON-CAMPUS

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

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

Please visit the Vehicle Management Committee for applying for the parking permit.



NSYSU Vehicle Management Committee
1F of Administration Building

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



WIRELESS NETWORK

The NSYSU campus is mostly covered by wireless network called TANetRoaming.

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

Our dormitories are mostly not covered by a wireless network, you can buy or bring suitable a cable for internet connection 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 to open a bank account at the Post Office on campus if you carry a big amount of cash.

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

We suggest you purchase a prepaid card from one of the mobile network carriers at the airport.

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

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

Requirements:

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



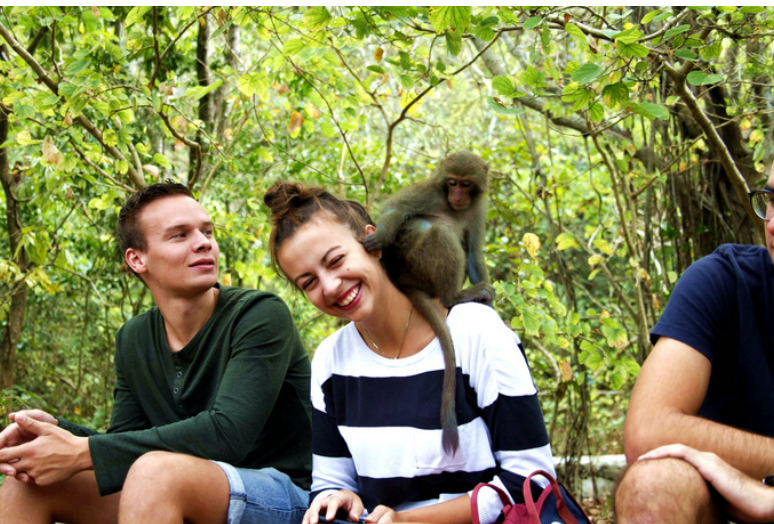
STUDENT ACTIVITIES

The OIA will organize student activities for international and local students each semester!

Language Table

A great chance for international and local students to learn different languages and share cultural differences with each other.

By Christmas season there will be a Christmas Language Table where you can do the language exchange while holding a cup of hot chocolate on your hands and go for language tournaments with your team members to win prizes!



Monkey Ecological Tour

The OIA will arrange monkey tours for the international students each semester.

It aims at understanding the ecology of Taiwan macaques and learning how to get along with and react to them since it is common to meet the monkeys on our campus.

Cultural Trip & Company Visit

Visit cultural destinations and local businesses/enterprises to explore different aspects of traditional and modern Taiwan.

and More...!





NSYSU International Dragon Boat Team

The NSYSU International Dragon Boat Team was formed in 2007 and had won the championship in the category of International Traditional Dragon Boat Race for 11 years in a roll.

It is a great opportunity for you to meet other international students, train regularly, and to build lifetime memories with the team members!

Contact oia.exchange@mail.nsysu.edu.tw to join the team!



*You can find
information about
other student clubs
via:*



*Popular Sports at
NSYSU:*



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
問候 / 招呼 (wèn hòu / zhāo hū)	
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 your phone number?
購物 (gòu wù)	
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)?
請求 (qǐng qiú)	
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!
問路/買票 (wèn lù / mǎi piào)	Asking for directions / Purchasing Tickets
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.
詢問 (xún wèn)	Getting Information
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

- ☐ *Apply for a visa*
- ☐ *Form C(B) health report (in English)*
- ☐ *Travel insurance proof (in English)*
- ☐ *A valid International Driver License (optional)*
- ☐ *Adaptor for electrical appliances & cable for internet*
- ☐ *Taiwan dollar for transportation & daily expenses upon arrival*
- ☐ *A debit card for withdrawing cash from abroad*
- ☐ *Select courses online - Preliminary Course (II)*
- ☐ *Meet the buddy*
- ☐ *Attend orientation*
- ☐ *Complete registration*

Safe flight & see you soon!

