

## National Taipei University of Education Foreign Student Enrolment Directive

Passed upon the 159th Administrative Meeting,  
dated May. 4th, 2005

Permission to Submit for Review under Administrative  
Letter of the Ministry of Education, Tai-Wen-Zi (台文字)  
#0940089812, dated Jul. 1st, 2005

Passed upon the 5th Administrative  
Meeting, dated Dec. 7th, 2005

Reviewed under Administrative Letter of the  
Ministry of Education, Tai-Wen-Zi (台文字)  
#0950003896, dated Jan. 9th, 2006

Amended upon the 15th Administrative  
Meeting, dated Oct. 25th, 2006

Reviewed under Administrative Letter of the  
Ministry of Education, Tai-Wen-Zi (台文字)  
#0950161350, dated Oct. 31st, 2006

Amended upon the 51st Administrative  
Meeting, dated Oct. 28th, 2009

Reviewed under Administrative Letter of the  
Ministry of Education, Tai-Wen-Zi (台文字)  
#0980219126, dated Dec. 17th, 2009

Amended upon the 72nd Administrative  
Meeting, dated Jul. 27th, 2011

Amended upon the 112th  
Administrative Meeting, dated Nov.  
26th, 2014

A. In order to proceed with the enrolment of foreign students, the National Taipei University of Education (hereafter the University), has established this Directive based on the stipulations of Article 5, Directive of Foreign Students Enrolment in Taiwan by the Ministry of Education.

B. Persons with foreign nationalities who have never held R.O.C. nationality, and did not apply for the school as Overseas Nationals, shall enroll in the University according to the Directive. Should the person held foreign nationality, and meet the following qualification, and has lived overseas for more than 6 consecutive years at the time of application, shall also enroll in the University in accordance with the Directive. However, those wishing to enroll in medicine, dentistry, or Chinese medicine departments of the University, shall have to have lived overseas for more than 8 consecutive years at the time of application.

(1). Should the applicant hold R.O.C. nationality simultaneously, the applicant shall never have been registered with a Taiwan Household Registry Office.

(2) Should the applicant have previously held R.O.C. nationality prior to application, but no longer holds R.O.C. nationality upon application, then a duration of 8 years must have passed since the Ministry of Interior has permitted the loss of R.O.C. nationality.

(3) The aforementioned candidates shall not have studied in Taiwan under the identity of Overseas Nationals, and have not been assigned schools by the University Entrance Committee For Overseas Chinese Students.

Based on the Collaboration Agreement of the Ministry of Education, foreign nationals selected by foreign governments, institutions or schools to study in

Taiwan, and have never registered in a Taiwan household, shall be exempt from the aforementioned restriction upon the approval of the education authority.

The 6 (six) and 8 (eight) years stipulated in Item 2 shall have the end day calculated as the start date of the semester in which the person wishes to enroll (Feb. 1st or Aug. 1st).

'Overseas' as stipulated in Item 2 shall refer to countries or regions outside of China, Hong Kong and Macau; 'consecutive inhabitation' shall refer to the foreign student shall not stay more than 120 days in Taiwan each calendar year.

For those with both foreign nationality and R.O.C. nationality, who have applied to forego their R.O.C. nationality prior to the amendment and implementation of this Directive on Feb. 1st 2011, shall apply in accordance with the original stipulation, and not be limited by the stipulation of Item 2.

C. Should the foreign student hold the qualification of senior high school graduate, they may apply for an undergraduate course of the University; should they hold the qualification of an undergraduate degree, they may apply for a master's course; should they hold the qualification of a master's degree, they shall be able to apply for a doctorate course.

After completing the applied course, should the foreign student wish to apply for further studies in Taiwan, the enrolment procedure shall be the same as general domestic students, however post-graduate study course shall not apply.

D. Foreign students applying for courses of the University, shall prepare the following documentation from Feb. 1st to Apr. 30th and submit their application with the International Division of the Research and Development Department; those exceeding this time frame shall not request to hand in delayed applications:

- (1) 1 Enrolment Application Form (with a 2" passport photo attached).
- (2) 1 Copy of proof of nationality.
- (3) Proof of highest education certification or equivalent as well as transcript provided by the original international education institution (sent directly from the institution to the University in a sealed envelope), or the same as verified by our embassy, consulate, representative office or trade office or other institutions authorized by the Ministry of Foreign Affairs (hereafter referred to as Consulates) (Those in languages other than Mandarin Chinese and English shall be accompanied by Mandarin Chinese or English translations).

(4) Proof of sufficient financial means to study in Taiwan by financial institutions (sent directly from the institution to the University in a sealed envelope).

The aforementioned proof of highest education qualification or equivalent as stipulated in Item 3, shall be admitted based on the Direction of University Admission of Overseas Qualification Accreditation Scheme, except in the case of Overseas campuses of Taiwan schools. When reviewing applications made by foreign students, should there be concerns in terms of documentation stipulated in Point 3 and 4 under Item 1 that have not been verified by Taiwan Consulates, the University may request to have the same verified by the Consulates. For those verified by the Consulates, the University may request to have the Consulate assist in further verification. Should admission be granted by the University, a new student shall submit a medical and accident insurance policy purchased abroad covering a minimum of 4 months upon entering the country upon registration. A returning student should submit National Health Insurance documentation.

The aforementioned insurance documentation shall be verified by the Consulates.

E. Should the foreign student have completed their undergraduate study in Taiwan and apply for postgraduate studies, they may submit the graduation certificate and transcript of the Taiwan education institution when applying for a course, and shall be exempt from the stipulation of Item 3 of Article 1. Should the foreign student have studied in Taiwan international schools or the bilingual department (class) of a Taiwan senior high school, they may apply by submitting the graduation certificate of said school and are exempt from the stipulations of Item 3 of Article 1 and Item 2 of Article 3.

F. The aforementioned recruitment allocation does not include foreign students that do not officially register with enrolment. Foreign students enrolment at the University in any school year shall be limited to an additional 10% to the recruitment allocation of that school year. The number should be aggregated with the total recruitment allocation of said school year and submitted to the Ministry of Education for approval. Should the University have insufficient domestic students within the approved recruitment allocation, the University may admit foreign students to fill the allotments.

G. The enrolment application review of foreign students of the University, shall be provisioned by the Directive, and each college, department shall setup their individual recruitment directive listing, in detail, the department recruiting, the number of allotments, the qualification, the entry review and other relevant information to be published to the public. The application of a foreign student shall be submitted to the Review Committee after being passed by the course/department. The Review Committee shall be comprised of the Dean, the head of R&D Department and the head of the relevant college/department or course, and shall be chaired by the Dean.

H. The enrolment applications are reviewed 1 time per year. After passing the

review and submitting to the President for approval, an admission letter shall be issued to notify the student of the admission. The enrolled foreign students shall be listed by name, nationality, year of study, course, department, school, with remarks on whether they are recipients of Taiwan scholarships or grants by the Ministry of Education, and submitted to the Ministry of Education for review annually prior to Nov. 30th.

- I. Should the foreign student report to the school after the semester has passed by one third of the time, they shall not be admitted to the school year. However, postgraduate students, with the permission of the head of their relevant department, shall be allowed to enroll for the second semester.
- J. After graduating, should the foreign student be granted internship in the country by the competent authority of the central government, their foreign student status shall be extended by a maximum of one year after graduation. After entering the education system in Taiwan, should the foreign student apply to register, register with a household at the Household Registry Office or assume or restore R.O.C. nationality, their foreign student status shall be revoked and the University shall expulse the student.

Should the foreign student face expulsion due to failing ethics, academic performance or be ruled and sentenced to have committed criminal acts, they shall not be eligible for enrolment under the Directive. Should the aforementioned violation by the foreign student found to be true, their admission shall be revoked or the student expelled. The transfer of foreign students shall be governed by the Transfer Recruitment Directive of the University. The life and study assistance of the foreign student shall be provisioned by Article 12.

K. After receiving the admission approval, should the foreign student complete 1 year study with outstanding performance, they shall be eligible to apply with the Student Affairs Department of the University; the University shall pursue relevant scholarship directives by the Ministry of Education.

L. An application made by a foreign student shall be received and a preliminary review performed by the International Affairs Division of the Research and Development Department; after the preliminary review the qualifying applicant shall be passed to the relevant course/department for further review.

The reporting and registration of foreign students shall be the responsibility of the Recruitment Division of the Office of Academic Affairs. The assistance in academic pursuits and life, their assessment and contact shall be the responsibility of the Student Office and their department, the International Affairs Division of the R&D Department may offer assistance if required. Additional emphasis shall be placed in arranging homestay families, and assisting foreign students in learning our language, text and culture, to further their understanding of Taiwan. The University shall hold foreign student guiding events and promote the globalization of the campus, as well as events to assist in the communication and interaction between domestic and foreign students.

M. Each department or course may, without hindering their normal education, sign academic collaboration agreements with international schools and recruit foreign exchange student. Additionally, the enrolment requirement of the Directive shall be followed when electing half-time students.

Half-time students are not officially enrolled with the University. Their term with the University shall be limited to 1 year, with the option of extension by 1 year upon approval by the University. Their lessons and credits shall be set by the course or department, and upon qualifying the University shall issue accreditation for credits earned. Half-time student shall be able to obtain full-time status upon passing assessments set forth by the Directive, their half-time lessons and credits shall be reviewed by the relevant department and be admitted.

N. Foreign students shall not apply to study the part-time undergraduate, postgraduate and other night-courses or weekend courses. However, should the foreign student obtain an overseas national residency card, a permanent residency card or their course is an international course approved by the Ministry of Education, the aforementioned restriction shall not apply. Should the University require a foreign student course due to an international academic collaboration project or other reasons, this should be done based on the overall University scope and resources, and submitted to the Ministry of Education for approval.

P. Foreign student tuition fee shall be in accordance with the following:

(1) The University shall set the fee basis, and submit to the Ministry of Education for approval, the fee basis shall not be lower than that of a Private University of equivalent status.

(2) Enrolments under Item 3 of Article 2 shall follow the relevant provisions. Tuitions of students enrolled prior to Feb. 1st, 2011, shall be based on the original provisions.

Q. Should a foreign student found to be in violation of the Employment Service Act, the University or competent authority shall proceed as stipulated.

R. Should a foreign student take a leave of absence, be expelled, change or loss their student status, the University shall report the incident to the Bureau of Consular Affairs and the service station of the Immigration Agency of the Ministry of Interior, and copy the Ministry of Education.

S. For provisions not covered in the Directive, the Directive of Foreign Students Enrolment in Taiwan by the Ministry of Education, the University policies and relevant directives shall apply.

T. The Directive has been passed by the Administrative Meeting of the University and submitted to the Ministry of Education for approval, after which President Chen shall publish it for implementation.