



## National Taipei University of Education

### 2025 Guidelines for Exchange Students

<b>A. GENERAL INFORMATION</b>		
Name of Institution	National Taipei University of Education	
Country	Taiwan (Republic of China)	
In-Charge Unit (for student exchange)	Name of Unit:	Division of International Affairs
	Address:	A709, 7F, Administration Building No. 134, Sec. 2, Heping E. Rd., Da-an District, Taipei City, 10671, Taiwan (R.O.C)
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Relevant Website	Institution:	<a href="http://www.ntue.edu.tw">http://www.ntue.edu.tw</a>
	Student Exchange:	<a href="https://orad.ntue.edu.tw/p/412-1011-3151.php?Lang=en">https://orad.ntue.edu.tw/p/412-1011-3151.php?Lang=en</a>
Contact Information	<b>Ms. Amy Lin 林瑜芳</b> <b>Telephone: +886-(0)2-6639-6688 #82218</b> <b>E-mail: <a href="mailto:amylin8221@mail.ntue.edu.tw">amylin8221@mail.ntue.edu.tw</a></b>	
General background	<p>With more than 120 years' history of excellence, NTUE is proud to be one of the most prestigious academic institutes in Taiwan.</p> <p>Our school plays an important role in the development of primary education and teacher training programs, and is highly regarded as an essential figure of educational services. We are very proud</p>	



	of the programs we offered in training thousands of professional primary school teachers in Taiwan.	
Type of Institution	We are a public teacher training institution.	
Location and Campus Map	<p>NTUE is located in the Taipei City, the biggest city and the capital of Taiwan. The university is literally in the heart of Taipei's cultural and financial district, and is near to National Dr. Sun Yat-Sen Memorial Hall, Chiang Kai-Shek Memorial Hall, and Taipei 101.</p> <p>For transportation and campus maps, please refer to the following websites:</p> <p>Transportation: <a href="https://www.ntue.edu.tw/p/412-1000-2347.php?Lang=en">https://www.ntue.edu.tw/p/412-1000-2347.php?Lang=en</a></p> <p>Campus map: <a href="https://www.ntue.edu.tw/p/412-1000-2348.php?Lang=en">https://www.ntue.edu.tw/p/412-1000-2348.php?Lang=en</a></p>	
Student Enrollment	Total Number of students	Around 6,000
	Number of international/exchange students	70-80/per year
Staff Strength	<p>Total No. of Academic/Teaching staff : 205</p> <p>Total No. of Administrative staff : 196</p> <p>PhD-degree holder : 158</p> <p>MA-degree holder : 28</p> <p>BA-degree holder : 19</p>	

## B. ACADEMIC INFORMATION

	2025 Spring	2025 Fall	
Academic Calendar	Arrival Dates	Feb.14 <sup>th</sup>	Early September
	Teaching period starts	Feb. 17 <sup>th</sup>	Mid-September
	Teaching period ends	Early June ~ Mid-June	Late December ~ Early January
	Holidays	228 Memorial Day: Feb. 28-Mar. 2 Children's Day & Tomb Sweeping Day: Apr. 4-7 Dragon Boat Festival: May 30 – Jun. 1	Mid-Autumn Festival: Oct. 6 National Day: Oct. 10 New Year's Day: Jan. 1
	Examination period	Apr. 8-11 Jun.2-6	Late October Late December
NTUE Calendar	<a href="https://academicntue.ntue.edu.tw/p/412-1002-2109.php?Lang=zh-tw">https://academicntue.ntue.edu.tw/p/412-1002-2109.php?Lang=zh-tw</a>		
Language of Instruction	<p>1. Chinese: 90%</p> <p>2. English: 10%</p> <p>2 English master programs are available</p> <p>(1) Master of Arts in Critical and Curatorial Studies of Contemporary Art</p> <p><a href="https://ccsca.ntue.edu.tw/">https://ccsca.ntue.edu.tw/</a></p>		

	(2) International Master's Program of Learning and Instruction <a href="https://laintue.ntue.edu.tw/">https://laintue.ntue.edu.tw/</a>		
Exchange Duration	1 semester or 2 semesters Fall Semester: September to January Spring Semester: February to June		
Study Load for exchange students per Semester	Minimum study load	Chinese Course/ 2 credits	
	No. of credits per course	2 or 3 credits/per course	
	For each credit, number of contact hours in a week	1 hour/per week	
	No. of teaching week in a semester	18 weeks	
	For each course, total number of contact hours in a semester	36 hours	
Grading System	<b>Course Grade</b>	<b>Interpretation</b>	<b>Grade Point Equivalent</b>
	90-100	Distinction	4.5/4.0
	80-89	Excellent	3.5/3.0
	70-79	Good	2.5/2.0
	60-69	Satisfactory	1.5/1.0
	Below 60	Fail	0.0
Course Information	1. Course Catalog: <a href="https://nsa.ntue.edu.tw/Eng">https://nsa.ntue.edu.tw/Eng</a> [Searching Route: Guest Login → Language: English → Digital Service → Open class list search] 2. English Taught Courses List: <a href="https://orad.ntue.edu.tw/p/412-1011-3151.php?Lang=en">https://orad.ntue.edu.tw/p/412-1011-3151.php?Lang=en</a> (Academic)		
Courses Restrictions / Requirements	Exchange students must apply for courses according to the regulations and requirements of their departments as well as their home institution. Students are required to know intermediate Chinese for attending non-English-taught professional courses.		
Registration Period:	Within two weeks after the new semester starts		

### C. APPLICATION

Academic Requirement	Applications will only be considered through the nomination submitted by partner institutions. Once you are nominated to NTUE, we will create an account for you on the online application system. The system will send you a default password to access the website. Please log in, change your password freely, and complete your application online before the deadline. Online application system: <a href="http://exchange.ntue.edu.tw/login.php?lang=en-us">http://exchange.ntue.edu.tw/login.php?lang=en-us</a>
Chinese Proficiency Requirement	1. Except for Chinese native speakers or students majoring in Chinese, Proof of <a href="#">TOCFL Level 3</a> (formerly Basic) or <a href="#">equivalent level</a> such as <a href="#">HSK5</a> , <a href="#">中国語檢定試験 3級</a> is required at the time of Exchange Application submission for applicants of the Department of Language and Creative Writing. 2. Optional for other departments' applicants and Chinese native

	<p>speakers.</p> <p>3. Should his or her instructor find it necessary, an exchange student is suggested to take <b>free</b> Mandarin courses (9-15 hours a week) to improve his / her Chinese proficiency at NTUE. The Mandarin courses are <u>0 credits</u>, but students can receive a <u>certificate of completion with scores</u> if they score over 70 and have at least 1/2 attendance of the whole session that could be accepted depending on the home institution.</p>
<p><b>Required Documents</b> <u>(in Chinese or English only)</u></p>	<p><u>Stage 1</u></p> <ol style="list-style-type: none"> <li>1. <b>NTUE Online Application</b> (An applicant for the Department of Language and Creative Writing should fill in the form in Chinese 申請語創系者，請以中文填寫國際交換學生申請表.)</li> <li>2. <b>Scan of Passport (PDF)</b> (大陸地區學生免繳，但必填欄位請仍然上傳居民身分證掃描)</li> <li>3. <b>Official Transcripts</b> (report card issued by home university) in English or Chinese (PDF)</li> <li>4. <b>Certificate of Enrollment</b> (proof of your student status at your home university; PDF)</li> <li>5. <b>One Letter of Recommendation</b> (by your advisor) in English or Chinese (PDF)</li> <li>6. <b>Certificate or Proof of Language Proficiency (PDF)</b> <ol style="list-style-type: none"> <li>(1) Certificate/Proof of Chinese Proficiency           <ol style="list-style-type: none"> <li>a. <i>Certificate of TOCFL 3 or <u>equivalent level</u> such as <u>HSK5</u>, <u>中國語檢定試驗 3級</u> is required for applicant of Department of Language and Creative Writing if not major in Chinese.</i></li> <li>b. <i>Applicant of Department of Language and Creative Writing Students should provide certificate or related proof such as transcript if major in Chinese.</i></li> <li>c. <i>Optional for other departments applicant and Chinese native speaker.</i></li> </ol> </li> <li>(2) Certificate/Proof of English Proficiency <i>Optional, but students who haven't learnt Chinese before are strongly suggested to have B2 level of English Proficiency.</i></li> </ol> </li> <li>7. <b>ID Photo (JPG file)</b> <ol style="list-style-type: none"> <li>(1) Thin half-length color photo with a glossy finish taken with a <b>white background</b> within the last one year that should be <b>4.5cm X 3.5cm</b> with an image of the head that should not be shorter than 3.2cm or longer than 3.6cm from the top of the head to the chin, without wearing a hat or a pair of color glasses, with clear facial</li> </ol> </li> </ol>

features not covered and identifiable, and should not be modified or composed.

(2) Students staying in Taiwan for 2 semesters need to bring a hard copy of photo for ARC application.

\* Applicants holding passport issued from Mainland China should additionally offer the following items 8 and 9.持大陸地區護照者(不包括香港、澳門地區)須另提供下列第8、9項文件。

**8. Entry Permit Application to Taiwan for Mainland China Passport Holders** 大陸地區人民入出台灣地區申請書 (For China Passport holders only) : 填寫word檔即可(毋須簽名), 完成後轉為PDF檔案上傳

**9. Scanned copy of ID card** 身分證正反面彩色清晰掃描PDF檔 (For China Passport holders only)

The application will then be reviewed by the departments. Once the admission is confirmed, the system will send you another email, please log in to download the admission letter, then upload other required documents (see Stage 2) and fill in the admission information.

### Stage 2

**1. Certificate of Health:** Choose one depending on the exchange duration. Required items must be included.

(1) **Health Certificate for Short-Term Students**- For foreign students who intend to stay in Taiwan for more than three months, but less than 6 months or Chinese students who intend to stay in Taiwan for more than two months, but less than 6 months.

(2) **Health Certificate for Residence Application**- For foreign students who intend to stay in Taiwan for more than 6 months.

**2. Financial Statement:** A balance of your account over US\$5,000 in total for 1 year (before coming to Taiwan) that's officially issued by the bank. This is to prove that your finances could cover the expenses while studying in Taiwan. (Parents' and relatives' bank accounts are also acceptable, please provide proof of kinship in any way for this case.)

<u>Nomination</u> Deadline	2 <sup>nd</sup> (Spring) Semester	<b>30<sup>th</sup> November 2024</b>
	1 <sup>st</sup> (Fall) Semester	<b>30<sup>th</sup> April 2025</b>
<u>Application</u>	2 <sup>nd</sup> (Spring) Semester	<b>30<sup>th</sup> December 2024</b>

Deadline	1 <sup>st</sup> (Fall) Semester	<b>30<sup>th</sup> May 2025</b>
Application Procedures	Please submit the completed and <b>typed</b> application with all required documents in <b>PDF</b> and photos in <b>JPEG file</b> (if without special notes which should be <b>scanned and colored copy of original one</b> ) to the online portal before the deadline.	

#### D. ACCOMMODATION

Application Requirement	<b>Spots in the student dormitory will be reserved automatically after applications are submitted and accepted.</b>
Type of accommodation	Shared room among 6 persons.
Estimated Accommodation Fee per semester	NT\$ 8,950 (including internet fee NT\$ 600) *Additional fee is applicable for the summer / winter break <b>Please pay the accommodation fee by cash upon arrival.</b>
Meals	Estimated cost: NT\$ 200-250 per day
Facilities	Inside bedroom: computer ports, telephone, wardrobe, desk, air-condition Shared Facilities: reading room, refrigerator, laundry room, bathroom/toilet *Mattress, blanket, duvet and pillow are not provided in the dormitory. *No kitchen or cooking area in the dormitory (cooking is not allowed in the dormitory). For detailed information: <a href="https://orad.ntue.edu.tw/p/412-1011-3151.php?Lang=en">https://orad.ntue.edu.tw/p/412-1011-3151.php?Lang=en</a> (Dormitory)

#### E. MISCELLANEOUS

ESTIMATED Living Expenses (Reference only)	Accommodation : NT\$8,950 (for 1 semester) Bedding Set : NT\$2,000 - 5,000 (including mattress, blanket, duvet and pillow) Books : NT\$3,000 (for 1 semester) Meal : NT\$8,000 (per month) Local Transportation : NT\$1,200 (per month)
Visa Application Procedures and Application Fee	<u>We will send the document “Letter of Admission” for applying student visa after the applications are officially reviewed and approved by the departments.</u>  All international students are required to apply for the student visa

	<p>prior to their arrival in Taiwan.</p> <p>1. Please refer to the website of Taipei Missions Abroad in your country.</p> <p>中文版(Chinese):  <a href="https://www.taiwanembassy.org/portalOfDiplomaticMission_tc.html#ALL">https://www.taiwanembassy.org/portalOfDiplomaticMission_tc.html#ALL</a></p> <p>English: <a href="https://www.taiwanembassy.org/portalOfDiplomaticMission_en.html#ALL">https://www.taiwanembassy.org/portalOfDiplomaticMission_en.html#ALL</a></p> <p>2. Visa application form</p> <p>中文版(Chinese): <a href="https://www.boca.gov.tw/mp-1.html">https://www.boca.gov.tw/mp-1.html</a></p> <p>English: <a href="https://www.boca.gov.tw/mp-2.html">https://www.boca.gov.tw/mp-2.html</a></p> <p>3. Students with People’s Republic of China nationality should pay application fee NT\$600 and commission fee NT\$15-20 for Taiwan (R.O.C) Exit &amp; Entry Permit.</p> <p>持中華人民共和國護照之大陸地區學生需於抵台後於國際事務組繳交大陸地區人民在臺灣地區入出許可證申請費用新臺幣 600 元和手續費 15-20 元。</p>
Alien Residence Certificates (ARC) Application Fee	<p>For students who intend to stay in Taiwan for more than 6 months, and for those who enter Taiwan on a Resident Visa or get a Resident Visa after having arrived in Taiwan must apply for an Alien Resident Certificate and Re-entry Permit at National Immigration Agency (<u>No. 15, Guangzhou St., Zhongzheng District, Taipei City 100-66</u>) which must apply within 15 days from the next day of arrival or apply within <b>15 days</b> from the Resident Visa issuance date. The duration of stay is noted on the Alien Resident Certificate.</p>
Insurance	<p>All international students are required to have medical and accident insurance in home country to cover the medical expenses during the entire stay in Taiwan. Please offer the copy of insurance proof before coming to Taiwan through email: <a href="mailto:amylin8221@mail.ntue.edu.tw">amylin8221@mail.ntue.edu.tw</a> or turn in a hard copy after reporting to NTUE. If you didn’t have an insurance in home country, you can choose to join Taiwan’s medical insurance for six months, which costs NT\$3,000.</p>
Pick-up service	<p>Free pick-up service is available on specified date(s) with three fixed shifts, usually few days before the school opening date.</p>

**National Taipei University of Education**  
**Timeline after Submission of Application Document for 2025 Spring Semester**

<b>(Due) Date</b>	<b>Contents</b>
Dec.25, 2024	Department Review begins
Jan. 13, 2025	NTUE Incoming Students Regular Decision Notification Date and Electronic Letter of Acceptance dispatch
Jan. 24, 2025	Fill out admission information on the application portal
Feb. 5, 2025	Last check of Pick-up Information
Friday, Feb. 14, 2025 1. 8 am 2. 1 pm 3. 5 pm	1. <b>Free</b> pick-up Service is available only at <b>Taoyuan Airport (TPE)</b> within three shifts. 2. In order to make sure all students' safety and arrival status, students not using free pick-up service and arriving on other days should also provide their flight information. 3. If you are planning to arrive prior to the scheduled move-in day, please make appropriate off campus lodging.
10 am, Monday Feb. 17, 2025	Orientation

**聯絡訊息 Contact Information**

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