Exchange Student Handbook

National Taipei University
International Exchange Program

2011 SPRING
# Table of Contents

**INTRODUCTION** ........................................................................................................................................... 3

**BEFORE YOU LEAVE HOME** ..................................................................................................................... 3
   - Health Insurance ........................................................................................................................................ 3
   - Pick-up Services ........................................................................................................................................ 3

**ENTERING TAIWAN** ................................................................................................................................. 3
   - Moving into the Dormitory ....................................................................................................................... 3
   - Registration ............................................................................................................................................... 4
   - Registration Process (Sanshia Campus) .................................................................................................... 4
   - Register for Courses ............................................................................................................................... 4
   - Shuttle Service (From Sanshia Campus to Taipei Campus) ..................................................................... 5
   - Currency Exchange .................................................................................................................................. 5
   - Opening a Bank Account .......................................................................................................................... 5

**NATIONAL TAIPEI UNIVERSITY ACADEMIC CALENDAR 2011 SPRING** ..................................................... 6

**MAP OF SANSHIA CAMPUS** .................................................................................................................... 7

**MAP OF TAIPEI CAMPUS** .......................................................................................................................... 8

**MAP OF TAIPEI MRT** .................................................................................................................................... 9

**PUBLIC TRANSPORTATION** ...................................................................................................................... 10

**ID CARDS OF NATIONAL TAIPEI UNIVERSITY** .......................................................................................... 10

**USEFUL WEBSITE RESOURCES** ............................................................................................................... 10

**CONTACT US** .............................................................................................................................................. 11
Introduction

Congratulations and welcome to the National Taipei University. You are about to embark on an experience, which may be one of the most memorable experiences of your university career. In order to enjoy your experience to the fullest, careful preparation is necessary. The staff at Academic Development Section, Office of R&D will assist you with your needs for a successful study abroad at National Taipei University.

Before You Leave Home...

Health insurance

Please purchase health insurance at your home country before you come to Taiwan.

Pick-up services

Please e-mail us your flight information (flight number, date of arrival and time, terminal, which airport) before Feb. 1st, and send it to ntpu123@gmail.com. Our pick-up service will be provided on Feb 17th and 18th, so please arrange your flights accordingly. If there are reasons you can not arrive on these two days, please let us know as soon as possible. And we will try to make other arrangements.

Entering Taiwan

Moving into the dormitory

In order to help you have an unforgettable life in NTPU, we have built a buddy system. Each of the exchange students will be assigned a partner to assist you. Your partner will assist you to move into the dorm (either on Sanshia Campus or Taipei Campus), buy daily living items, and introduce the environment surroundings.

Important information for housing

- Exchange students are not required to pay for housing. And no security deposit.
- You will receive your room key and dorm card. And both of them should be returned at the end of duration.
- Exchange students are not required to pay water bill. However, exchange students do pay electricity bill (depend on your usage), and dorm network fee (about 300 NT).
- Specific areas where wireless service is available, please visit: http://sysadm.ntpu.edu.tw/wireless_info.html
- At the end of duration, please make sure your room is cleaned up before you move out and return your key and the card to dorm counselors.
Registration

Date: **2011.02.21 (Mon.) 9:30 a.m.**
Location: Sanshia Campus Administration Buildings 4F (Conference Room 2)

**Registration Process (Sanshia Campus)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
<th>Activity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 21st</td>
<td>Administration Building 4F</td>
<td>9:30</td>
<td>Submit documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Room 2</td>
<td></td>
<td>1. Copy of passport and visa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respective Department</td>
<td>10:00</td>
<td>2. Copy of health insurance</td>
<td>People from your respective department will bring you to your department.</td>
</tr>
<tr>
<td></td>
<td>Respective Department</td>
<td></td>
<td>1. Show you around and go to the office of the department.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administration Building 4F</td>
<td></td>
<td>2. Introduce the Student Information System (學生資訊系統) and set password for access.</td>
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<tr>
<td></td>
<td>Conference Room 2</td>
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<tr>
<td></td>
<td>Administration Building 4F</td>
<td>11:00</td>
<td>Orientation</td>
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<td></td>
<td>Conference Room 2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administration Building 4F</td>
<td>12:00</td>
<td>Return your registration sheet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Room 2</td>
<td></td>
<td>2. Receive your ID cards</td>
<td></td>
</tr>
</tbody>
</table>

Register for Courses

(1) **People from your respective department will introduce the classes and assist you to set password for access on Feb. 21st.** You can register for courses through Student Information System (學生資訊系統) on Feb. 22nd. The following is the website of Student Information System: [https://cof.ntpu.edu.tw/student.htm](https://cof.ntpu.edu.tw/student.htm)

**How to Sign in the Student Information System:**

- **ID (first column): student ID number**
- **Default password (second column): 0 (zero) + vymmdd (date of your birth), but the year should subtract 1911.**

For example:

If my birthday is 1989/01/01, the password will be 0780101.  
(1989-1911=78→password: 0(zero)+78+01(mm)+01(dd) )

After you sign in the first time, you can change the password.

(2) **Add or drop a class:** February 22-March 7 (Tue-Mon)

(3) **Credits:** Exchange students take a **maximum of 25 credit** hours per semester.
Shuttle Service (From Sanshia Campus to Taipei Campus)

One-way fare: 45 NT.

Currency Exchange

If you want to exchange your currency, you are required to bring the required certificates to banks.
(1) Required Certificates: Passport
(2) Commission charge and the USD/NT, EUR/NT, or JPY/NT exchange rates will be a little bit different of different banks.

Opening a bank account

(1) Exchange students should have applied for a Uniform ID Number first. For more information, please visit: [http://www.immigration.gov.tw/ct.asp?xItem=1090223&ctNode=30085&mp=2](http://www.immigration.gov.tw/ct.asp?xItem=1090223&ctNode=30085&mp=2)
(2) After having the Uniform ID Number, exchange students can choose any banks to open an account.
   a. Required certificates: ID card and secondary certificates (e.g. health insurance card, passport, driver’s license or student’s ID card, etc.).
   b. Foreigner (individual): Foreign passport bearing legal entry visa (or stamp) or identification certificate for overseas Chinese issued by Overseas Compatriot Affairs Commission, and also the "Record of ID No. in the Republic of China" issued by Immigration Office National Police Agency of the Ministry of Interior or foreign affairs divisions (sections) of police offices of the various municipalities and counties (cities).
(3) Minimum deposit for opening a new account: No less than NT$1,000
(4) At the end of duration, before you leave Taiwan, you should close the bank account.
### National Taipei University Academic Calendar 2011

<table>
<thead>
<tr>
<th>Week</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEBRUARY</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
<td>1 (Tue) 2nd semester begins</td>
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<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>2 (Wed) Chinese New Year Eve</td>
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<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>3-4(Thu-Fri) Chinese New Year (Holidays)</td>
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<td>20</td>
<td>21</td>
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<td>26</td>
<td>18(Fri) End of Winter Break</td>
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<td>27</td>
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<td>21 (Mon) Classes begin</td>
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<td>22 (March 7 Tue-Mon) Add or Drop a class</td>
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<td>28 (Mon) Peace Memorial Day (holiday, no classes)</td>
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<td>MARCH</td>
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<td>7 (Mon) Last day to Add or Drop a class</td>
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<td>APRIL</td>
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<td>1 (Fri) Make-up holiday for celebrating NTPU 10th anniversary</td>
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<td>16</td>
<td>4 (Mon) Children’s Day (holiday, no classes)</td>
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<td>23</td>
<td>5 (Tue) Tomb Sweeping Day (holiday, no classes)</td>
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<td>27</td>
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<td>29</td>
<td>30</td>
<td>25-29 (Mon-Fri) Mid-term exams for undergraduate students</td>
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<td>MAY</td>
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<td>21</td>
<td>16-20 (Mon-Fri) Application for major transferring (undergraduate students)</td>
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<td>6</td>
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<td>4 (Sat) Graduation ceremony</td>
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<td>17</td>
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<td>16</td>
<td>17</td>
<td>18</td>
<td>6 (Mon) Dragon Boat Festival (holiday, no classes)</td>
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<td>22</td>
<td>23</td>
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<td>25</td>
<td>17 (Fri) Last day of classes</td>
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<td>30</td>
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<td></td>
<td>20-24 (Mon-Fri) End-semester examinations (undergraduate students)</td>
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<td>27 (Mon) Beginning of summer vacation</td>
</tr>
</tbody>
</table>

- **Holiday**
- **Original Day**
- **Exam**
Map of Sanshia Campus

1. College of Humanities
2. College of Business
3. College of Law
4. Administration Building
5. College of Public Affairs
6. College of Social Science
7. Dormitory
Map of Taipei Campus

1. MING-SHEN CAMPUS
2. JIAN-GUA CAMPUS
Map of Taipei MRT
Public Transportation

If you want to go to Taipei City, you can take bus 908 and 921 to Jingan MRT station, and bus 916 and 922 to Yongning MRT station, and transfer to MRT. When taking bus from Sanshia to the MRT station, you have to swipe your card twice; basically at the time you get on and get off the bus. For more bus information, please see http://www.capital-bus.com.tw/EN/index_02.htm for schedules, maps, prices and other information.

ID Cards of National Taipei University

Important Information for ID cards
- If you add value into the card, it can be Easy Card for you to take bus or MRT.
- You can use this card in the stores with the mark like 7-11, Family Mart.

Useful Website Resources

1. National Taipei University: http://www.ntpu.edu.tw/chinese/
3. Tourism Bureau: http://view.taiwan.net.tw/
4. Youth Travel Spots in Taiwan: http://www.youthtravel.tw/
Contact Us

Academic Development Section
Office of Research and Development
National Taipei University

Tel: +886 2 26748153 exit 66153
Fax: +886 2 86718012
Address: 151, University Rd., Sanshia District, New Taipei City, Taiwan
Email: ntpu123@gmail.com
Contact person: Ms. Ya-Ling Weng