



## EXCHANGE PROGRAM FACTSHEET (2019 Fall)

### CONTACT INFORMATION

<b>CONTACT INFO</b>	<b>NTU College of Law International Affairs Coordinator</b> (Mr.) Yi Kuo +886 2 3366 8961 <a href="mailto:ntulawintex@ntu.edu.tw">ntulawintex@ntu.edu.tw</a>
<b>ADDRESS</b>	International Office College of Law, National Taiwan University No. 1, Section 4, Roosevelt Road, Taipei, 106, Taiwan
<b>OFFICIAL SITE</b>	<a href="http://www.law.ntu.edu.tw/2016/index.php/eng">http://www.law.ntu.edu.tw/2016/index.php/eng</a>

### APPLICATION

Please contact the international office at your home institution for our latest application form and guidelines.

<b>LEVEL OF STUDY</b>	Undergraduate or graduate
<b>PERIOD OF STAY</b>	One or two academic semesters. Please refer to the student exchange agreement between your home institution and NTU College of Law.
<b>ELIGIBILITY</b>	Enrolled in your home institution for more than one year. This is a program for non-Taiwanese citizens. If you have dual citizenship, please provide a copy of your non-Taiwanese passport. According to the Conscription Law, male students of conscription age who have a registered household here in Taiwan should enter Taiwan with their Taiwanese Passport.
<b>DEADLINES</b>	Fall semester (2019) Nomination before <b>March 15, 2019</b> Application before <b>March 31, 2019</b>

## SUPPORTING DOCUMENTS

(1) a signed application form, (2) [a passport size photo](#) in JPG format, (3) a transcript of academic records, (4) a recommendation letter from your home institution, (5) a copy of your passport, and (6) a personal info sheet in excel format.

You may prepare the above mentioned documents in advance. All the documents (except the photo and personal info sheet) need be scanned in color and saved in PDF. **Please make sure all the details are clear in your PDF files.** Documents that are overdue will not be processed and your application will be considered unfinished.

## APPLICATION PROCEDURES

1. Students undergo an initial selection at their home institutions.
2. Nomination emails must be sent to NTU Law. The nominees have to submit supporting documents via email before the designated deadline.
3. NTU Law will review all the nominees' application documents. We will contact PRC passport holders for Exit and Entry Permit application, which usually takes 1 to 1.5 months to secure. The Permit will be sent via email.
4. Official letters of acceptance will be sent out via email, whereas original copies will be sent out only by request.
5. Students who are not PRC passport holders need to contact the nearest Taiwan embassy/consulate for visa application.
6. Information regarding course selection, accommodation, and orientation will be sent by email around late July (fall term) and early January (spring term).
7. Students have to take a health exam **within 3 months before arrival.**
8. Students need to complete their Proposed Course Lists and be signed by the exchange office coordinators at their home institutions.
9. Students must purchase accident + health insurance.

## PROGRAM INFORMATION

### COURSES

<http://www.oia.ntu.edu.tw/study-at-ntu/why-study-at-ntu/courses>.

### LANGUAGE OF INSTRUCTION

Mandarin Chinese and English

### CALENDAR

<http://www.oia.ntu.edu.tw/study-at-ntu/why-study-at-ntu/important-dates/first-semester>

### CREDIT SYSTEM

1 NTU credit = 1 hour per week over 18 weeks

1 NTU credit = 2 ECTS

1 NTU credit = 1 credit hour (North American credit system)

Our courses usually account for 2 credits and take 2 hours per week over an 18-week period (one semester).

## CREDIT REQUIREMENT

Exchange students are required to take at least 4 credits (or 2 Courses) each semester.

## ASSESSMENT OF PERFORMANCE

Written exams, take-home exams, projects, reports, presentations, group reports or essays. Final exams are given during the examination-week period (usually in January and June).

## TRANSCRIPT

You will be graded on your performance in all of your enrolled courses. At the end of the exchange period, we will send two copies of your transcript to your home institution.

## GRADING SYSTEM

Letter Grading System	Definition	Grade Points	Conversion Scale
A+	All goals achieved beyond expectation	4.3	90-100
A	All goals achieved	4.0	85-89
A-	All goals achieved, but need some polish	3.7	80-84
B+	Some goals well achieved	3.3	77-79
B	Some goals adequately achieved	3.0	73-76
B- (passing grade for graduate students)	Some goals achieved with minor flaws	2.7	70-72
C+	Minimum goals achieved	2.3	67-69
C	Minimum goals achieved with minor flaws	2.0	63-66
C- (passing grade for undergraduate students)	Minimum goals achieved with major flaws	1.7	60-62
F	Minimum goals not achieved	0	59 and below
X	Not graded due to unexcused absences or other reasons	0	0
W	Withdrawal		
NG	No grade reported		

## VISA INFORMATION

Once admitted, you will receive a letter of acceptance from NTU Law. You have to apply for a Visitor or Resident visa with this letter of acceptance before entering Taiwan. PRC passport holders must apply for an Exit and Entry Permit before entering Taiwan.

## INSURANCE

Exchange students must provide a proof of accident insurance and medical insurance, both worth a minimum of TWD 1,000,000. The insurance must cover the entire exchange period. **Please purchase insurance in your home country.** In addition, according to Taiwan's Ministry of Education, exchange/visiting students are not entitled to the local student insurance plan unless they resident more than six months.

## HEALTH EXAM

To meet NTU and government requirements, all new students must take a health exam by a qualified doctor and complete each examination listed on the [NTU health exam form](#). If your exchange period is more than six months and you are going to apply for ARC, please conduct [Health Certificate for Residence Application](#) instead of Form C. You can take the health exam outside of Taiwan, as long as the exam includes all the required items, and is signed by the doctor as well as stamped by the hospital or clinic. You must take the exam **within 3 months before arrival**.

NTU Health Center: <http://shmc.osa.ntu.edu.tw/?locale=en>

## DORMITORY

Exchange students may apply for NTU Student Residence, which costs between TWD 4,900-7,400 per month, depending on different room types. The Prince House Dorm will send email to notify students about dorm arrangements and payments in early February or August respectively.

Note: The Chang-Hsing Prince House Dorm is the nearest dorm to NTU College of Law.  
For more information, please visit: <https://ntudorm.prince.com.tw/>

## ESTIMATED LIVING EXPENSES

The estimated cost of living provided below is only for your reference. The expenses are all calculated in TWD, which can be roughly converted into USD at a rate of **1 USD = 31 TWD**.

Cost of living per semester:

Books	TWD 5,000-8,000
Housing	On-campus double room TWD 24,500
	On-campus single room TWD 37,000
	Off-campus TWD 35,000-50,000
Daily expenses	TWD 50,000
Total	TWD 84,000-113,000

## CHINESE LANGUAGE COURSE (FOR NON-NATIVE SPEAKERS)

Exchange students can apply for a FREE Chinese language course during their exchange period.

More information at <http://www.oia.ntu.edu.tw/study-at-ntu/why-study-at-ntu/learning-chinese>

## ORIENTATION

A **Mandatory** Orientation is held by the college of Law. It provides foreign students with an opportunity to meet each other and familiarize themselves with the environment as well as our academic and administrative policies.

# 2019 Fall Exchange Student Application

The application package should be emailed to: [ntulawintex@ntu.edu.tw](mailto:ntulawintex@ntu.edu.tw)

**We do not accept hard copies sent by post.**

**Application Deadline: March 31, 2019**

**Late application will NOT be accepted**

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## Checklist

The following documents must be included in your application package:

- Application form (scanned PDF file)
  - Personal Info sheet (in excel format)
  - A passport size photo (The file must be in JPG format and the file name should be your name.)
  - An official transcript (scanned PDF file)
  - A recommendation letter from your home institution (scanned PDF file)
  - A copy of your passport (scanned PDF file)
- The file names shall be in English/Chinese.
  - We do not accept photos taken with mobile phones. Please make sure all the documents are scanned in color and all the details are clear, or we will not process your documents.
  - Documents that are overdue will not be accepted and your application will be considered unfinished.

**\*The following items should be submitted in hardcopies upon registration at NTU Law**

- A proof that you have purchased the required accident and medical insurances in your country.
- A health exam form (The exam must be conducted within 3 months before your arrival.)

*\*Please note that we will NOT provide **NTU student ID** and **exchange transcripts** unless you hand in above documents and complete the registration.*

### **Information for incoming exchange students**

[http://www.oia.ntu.edu.tw/study-at-ntu/incoming-exchange-student/2018 2019 Admission/before-arrival-exchange-students-20182019](http://www.oia.ntu.edu.tw/study-at-ntu/incoming-exchange-student/2018%202019%20Admission/before-arrival-exchange-students-20182019)

**(Application procedure on this website is for University-Level Exchange, College-Level Exchange should follow the instructions in this brochure.)**