

Flowchart of the Visiting Student Program

Documents required for application:

1. Application Form (with a 2-inch photo attached)
2. Complete Transcripts of Courses Taken at Current School (stamped by current school)
3. Passport or Taiwan Travel Permit Photocopy
4. Study Plan/Visit Plan or Scheduled Itinerary
5. Proof of Financial Support
6. Recommendation Letter from Current Institution
7. Invitation Letter from the Host Unit of National Chengchi University (for research visiting students)

Application requirements and deadline announced on the official website of the Office of International Cooperation (OIC) in English and Chinese

Partner university recommendation, or application by student

Student will be notified by the OIC for any missing documents

Preliminary approval, sent to the host unit for review

Review passed

Review not passed

Rejection notification sent by the OIC

The OIC issues admission letter and process the University registration.

The Registration Section provides student ID number and notifies the OIC.
The Registration Section issues the "International Exchange Student ID Card", and visiting students who are not yet enrolled in courses are issued a temporary card by the OIC.

The OIC notifies students of student ID number, course selection guide, local buddy information, student handbook, and other important information including dates of registration and medical examinations. Visiting students enrolled in courses (registered students) will be required to take a medical examination (Form C).

Students arrive in Taiwan

Students attend orientation organized by the OIC.

Students register at the host unit reception where questions about course selection will be answered. The host unit will assist in the care and counseling of students thereafter.

Upon completion of the visit, students fill out a survey of satisfaction regarding their stay in Taiwan and complete the departure procedures. Students are advised to leave before their visa expires.

The OIC requests transcripts from the Registration Section and issues them to the visiting students. For those who have not enrolled in any course, the OIC will provide a certificate of visit.