

# Handbook for Degree Students

National Chengchi University



**NCCU | OIC**  
Office of International Cooperation

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# Enrollment

## Important Dates

- **Sep.12 th** *Semester begins*
- **Sep.2 nd - Sep.16 th** *Registration payment*
- **Before Nov.25 th** *Credit fee*

## Where to pay ?



### First Bank (9:00-15:30)

- Add: No.11, Baoyi Rd., Wenshan Dist., Taipei City
- Take bus #Roosevelt, 236, 530, Brown 3 or Brown 6 to Muzha Market/Baoyi Rd.



### NCCU Cashier Section (10:30-13:00)

- 5F of Administration Building.
- There is a First Bank mini counter in the cashier section that students can pay the fees.



### Convenience Stores (payment less than NT\$40,000)

- 7-Eleven, Hi-Life, Family Mart, OK Mart
- Convenience stores will charge an extra NT\$15~NT\$25 as a service fee.

## Overdue Penalties

- Your student status will be cancelled if the payment is not received before deadline.
- Grades will not be given to students who have not paid their credit fees in full.

# Enrollment

## Payment Bill

Bill Download : <https://reurl.cc/6lyjXM>

國立政治大學		104 學年度第一學期 自行收納款項 繳費單	
學院：社會科學 02 系所：亞太博博士 03 年級：1 04 學號：[REDACTED] 姓名：[REDACTED] 中華民國 104 年 08 月 政雜字第 1041-00015258 號			
備註：			
※語言設備費、資訊、網路及軟體設備使用費、及住宿保證金不能申辦就學貸款，請另依規定繳納。			
※台端若已申請自動扣款者帳號如後：			
減免類別：全費			
存戶編號（轉入帳號）：		1106211042655149	
(收款戳記)		櫃檯收款後須加蓋收訖章後生效	
合計新台幣： 貳萬玖仟伍佰柒拾 元整 (NTS 29,570)			
備註：營管碩、國教碩、學行碩、英教碩、數教碩等在職專班暑期及學期之收費及費用問題請先詢問學生所屬系所。			

# Enrollment

Download bill from : [https://moltke.nccu.edu.tw/stuschfee\\_SSO/index.jsp](https://moltke.nccu.edu.tw/stuschfee_SSO/index.jsp)

01	學院	COLLEGE
02	系所	DEPARTMENT
03	年級	YEAR
04	學號	STUDENT ID NUMBER
05	姓名	CHINESE NAME
06	費別	PAYMENT ITEM
07	金額	AMOUNT
08	學費	TUITION
09	雜費	MISCELLANEOUS FEE
10	學雜費基數	BASIC TUITION FEE
11	宿費	ON-CAMPUS DORMITORY FEE
12	平安保險費	SAFETY INSURANCE FEE
13	僑生保險費	OVERSEAS CHINESE STUDENTS INSURANCE FEE
14	外籍生保險費	INTERNATIONAL STUDENTS INSURANCE FEE
15	語言設備使用費	LANGUAGE EQUIPMENT FEE
16	資訊設備使用費	INFORMATION EQUIPMENT FEE
17	僑生健保費	OVERSEAS CHINESE STUDENTS NATIONAL HEALTH INSURANCE FEE
18	外籍生健保費	INTERNATIONAL STUDENTS NATIONAL HEALTH INSURANCE FEE
19	學分費	CREDIT FEES
20	宿舍冷氣設備費	AIR-CONDITIONING MAINTENANCE FEE
21	住宿保證金	DORMITORY DEPOSIT
22	合計	TOTAL AMOUNT

# Course Selection Schedule

Date / Time	Course Selection Info	Description
Aug.22nd 09:00   Aug.24th 17:00	Phase I : Online Course Selection	All courses are open for selection except P.E. and general education courses.
Aug.29th 09:00   Aug.31st 17:00	Phase II : Online Course Selection	All courses are open for selection.
<p>Phase I &amp; II are available for 24 hours.</p> <p>The results are randomly allocated by the system, and not on a first-come, first-served basis.</p>		
Sep.5th 09:00 -	Course selection results of Phase I & II	<ol style="list-style-type: none"> <li>1. Please go to "<b>My Course List</b>" to see the courses you successfully got into.</li> <li>2. The course you didn't get into will be automatically put on your waiting list.</li> </ol>
Sep.12nd 09:00   Sep.19th 17:00	Online Course Add/Drop	<ol style="list-style-type: none"> <li>1. Please make sure to drop the classes that you don't want to take.</li> <li>2. Please delete the unwanted courses on your waiting list; otherwise they may still be added.</li> <li>3. The System will be closed for 2 hours every day at 17:00 for course vacancy fill-in.</li> </ol>

# Course Selection Schedule

Date / Time	Course Selection Info	Description
Sep.20th   Sep.27th	<b>System Manual Add/Drop with Instructor's Approval</b>  1. Download the add/drop from online: <b>Sep.20th (09:00) - Sep.27th (23:59)</b> 2. Accepting application: <b>Sep.20th (09:00) - Sep.28th (11:59)</b>	1. After the online add/drop, if you still have classes (on waiting list) that you want to add or classes (in course list) you want to drop, please download the request form from the system for instructor's approval signature. 2. To add : submit the form to <b>Course Dept.</b> 3. To drop : submit the form to <b>Registration office.</b>
Sep.29th   Oct.5th	1. Confirm the final course result online 2. Course corrections with valid reasons (From 9:00 on Sep.29th to 17:00 on Oct.5th)	1. Please confirm if all the courses you want to take appear on your "Course List" in the system. 2. If students need to add or drop in this period for valid reasons (e.g. system errors), please enclose a proof and report with the approvals from the instructor and the program office that offers the course and then submit the request to the students' Departments for further process. The final approval will be made by the Dean of Academic Affairs.
Nov.14th   Nov.25th	<b>Course Withdrawal</b>  1. Download the withdrawal form online : <b>Oct.31st (09:00)-Nov.25th (17:00)</b> 2. Accepting application : <b>Nov.14th (09:00)-Nov.25th (17:00)</b>	You are only allowed to withdraw <b>ONE</b> course. There will be a letter "W" in your transcript for the course you withdraw.

# Visa & ARC

## Resident Visa

Location	Bureau of Consular Affairs, MOFA
Documents	<ul style="list-style-type: none"><li>- Original and a photocopy of the passport <b>valid for at least 6 months</b></li><li>- Online visa application form <a href="https://visawebapp.boca.gov.tw/BOCA_EVISA/">https://visawebapp.boca.gov.tw/BOCA_EVISA/</a></li><li>- Two color passport-size photos</li><li>- Original NCCU Acceptance Letter</li><li>- The highest education diploma and transcripts verified by the Taiwan Overseas Representative Offices in the country of the original schools</li><li>- Proof of financial statement</li><li>- Original and a photocopy of the health certificate. <b>issued within 3 months</b> <a href="https://www.cdc.gov.tw/Category/Page/nU7y97g0GqJbB3kn5B-nPg">https://www.cdc.gov.tw/Category/Page/nU7y97g0GqJbB3kn5B-nPg</a> for health checkup items and the list of designated local hospitals.</li><li>- Supporting documents</li><li>- Application fee</li></ul>
Bureau of Consular Affairs, MOFA	<ul style="list-style-type: none"><li>- Address No.2-2, Sec. 1, Jinan Rd., Zhongzheng Dist., Taipei City</li><li>- Noon break 12:30~13:30</li><li>- Website <a href="https://www.boca.gov.tw/mp-2.html">https://www.boca.gov.tw/mp-2.html</a></li></ul>



# Visa & ARC

## Alien Resident Certificate (ARC) Application

Apply online at <https://reurl.cc/8o60r7>

Online application SOP <https://reurl.cc/DyKj16>

Student entering Taiwan with a Resident Visa should apply for ARC within 15 days after arrival to avoid a fine of NT\$2,000~10,000

## Immigration Agency Service Centers

Address of Taipei City Service Center No.15, Guangzhou St., Zhongzheng Dist., Taipei City

Address of New Taipei City Service Center No.135, Min'an St., Zhonghe Dist., New Taipei City



# Visa & ARC

## Other Reminders

- If your home address changes, please report to the immigration agency within 15 days of the change.
- Your ARC can't be renewed until 30 days before the expiration date.  
For early renewal, please upload your flight ticket and letter from OIC.
- If your ARC expires during the summer vacation before the school starts processing registration, please come to OIC to apply for a study certificate as supporting document.
- Renewing your ARC after the expiration date:

**Within 30 days**  
the 30th day not  
included

You can still renew your ARC after paying the fine.

**After 30 days**  
the 30th day  
included

You will need to leave the country within 7 days to re-apply for a new visa after paying the fine.

### Delay Fine Policy

1~10 days	11~30 days	31~60 days	61~90 days	Over 91 days
NT\$2,000	NT\$4,000	NT\$6,000	NT\$8,000	NT\$10,000

If you hold an ARC for the purpose of studying, and get suspended or take a leave of absence, your ARC will be revoked. Please go to the National Immigration Agency to surrender your ARC and depart the country.

# Bank

## Open an Account at the Post Office

The postal office offers basic banking services including foreign currency exchange and provides a visa debit card.

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To open a postal account at the postal office, please go to any postal offices with the following items ready :



ARC



Passport



A seal with your Chinese name in traditional characters



Minimum deposit of NT\$100



# Bank

## Open an Account at First Bank

The bank provides general and complete banking services, including monetary exchange services and electronic banking services

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To open a bank account at First Bank, please go to any branches with the following items ready :



ARC



Passport



A seal with your Chinese name in traditional characters

Alternatively, your signature is also applicable



Minimum deposit of NT\$1,000



# Work Permit

## Important Regulations

1. International degree students with a valid ARC who would like to work/intern legally in Taiwan shall apply for a work permit. You must have a work permit to work, regardless if the job is on/off campus and with/without pay.

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**Work Permit duration**  
**maximum of 6 months**

- 
- Applied in the fall semester: work permit valid until March 31 of the following year.
  - Applied in the spring semester: work permit valid until September 30 of the same year.
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2. International students may work a maximum of 20 hrs each week.  
**Except for winter/summer break.**

3. Work permits will be revoked, if students fail to follow the previous regulations and will be FINED NT\$30,000-150,000.

4. If Taiwan Scholarship / ICDF Scholarship Recipients are found engaging in any illegal labor activities in Taiwan, their scholarships will be revoked and they need to return any stipend and subsistence allowance given to them from the day of illegal employment.

5. Taiwan Scholarship / ICDF Scholarship students can apply for the work permit but cannot list "Financial Issue" as the reason for application.

# Work Permit

## Application

- Work permit application can be only submitted online at <https://ezwp.wda.gov.tw> .
- Get updates on your application status directly through your online account.
- Phone number of Workforce Development Agency : **(02)89956000**



Work Permit Online  
Application Instructions  
**Do not work illegally**

# New Degree Student Health Exam

**Option 1**

## On-Campus New Degree Student Health Examination

- Please complete the online health form first at (Aug.14th - Aug.28th) <https://service.ch.com.tw/nccucheck/login.aspx>
- Health examination time: Please arrive on time for the examination.
- Examination site: Gymnasium, National Chengchi University
- Fee: NT\$ 600, to be paid at check-in

### **I. Graduate Students: Sep.3rd, 2022**

Time	Graduate Students
08:30-10:00	Doctoral programs and Part-Time Masters programs
10:00-11:30	Masters Programs: College of Commerce and College of International Innovation
13:00-14:30	Masters Programs: College of law, College of Communication, College of Social Sciences and College of Foreign Languages
14:30-16:00	Masters Programs: College of Liberal Arts, College of Science, College of International Affairs, College of Education and College of Informatics

### **II. Undergraduate Students: Sep.4th, 2022**

Time	Undergrad Students
08:30-10:00	College of Commerce, College of International Innovation
10:00-11:30	College of Liberal Arts, College of Science, College of law, College of Informatics, and College of Communication
13:00-14:30	College of Foreign Languages, Social Science and College of Education
14:30-16:00	College of Social Science, and College of International Affairs

# New Degree Student Health Exam

## Option 2

### Go to 啟新診所 Chi Hsin Clinic

If you cannot attend the on-campus health exam, you may also do the health exam at Chi Hsin Clinic. Please also complete the online health form first at <https://service.ch.com.tw/nccucheck/login.aspx>



#### Fee

NT\$600



#### Address

4F, No. 42, Sec. 3, Jianguo North Road, Taipei City



**Please make an appointment in advance**

#### Make an Appointment Online

[https://service.ch.com.tw/group\\_check/Online\\_Reg.aspx?tp=sh](https://service.ch.com.tw/group_check/Online_Reg.aspx?tp=sh)

#### Notes

New Student Health Exam (for Ministry of Education) requires different check-up items from the health exam (Form B) for the Resident Visa application (for Ministry of Foreign Affairs), so students CANNOT use the health exam (Form B) as an substitute for the New Student Health Exam.



# National Health Insurance (NHI)

- By law, students with a valid ARC and continuously stay in Taiwan for over 6 months are required to join National Health Insurance.
- If students are already insured by NHI or have held a valid ARC for over 6 months before enrolling at NCCU, please contact OIC for NHI fee adjustment.
- Before joining NHI Program, from Sep. 2022 – Feb. 2023, please have your own overseas medical insurance to cover your medical cost.
- NHI fees **NT\$826/month, included in registration bill**

<b>Fall 2022</b>	NT\$0	
<b>Spring 2023</b>	NT\$4,956	for Mar. 2023 - Aug. 2023
<b>Fall 2023</b>	NT\$4,956	for Sep. 2023 - Feb. 2024
<b>Spring 2024</b>	NT\$4,956	for Mar. 2024 - Aug. 2024

## Application for NHI CARD

Apply via OIC: submit your photo and ARC to OIC via email when you are eligible to apply for NHI.

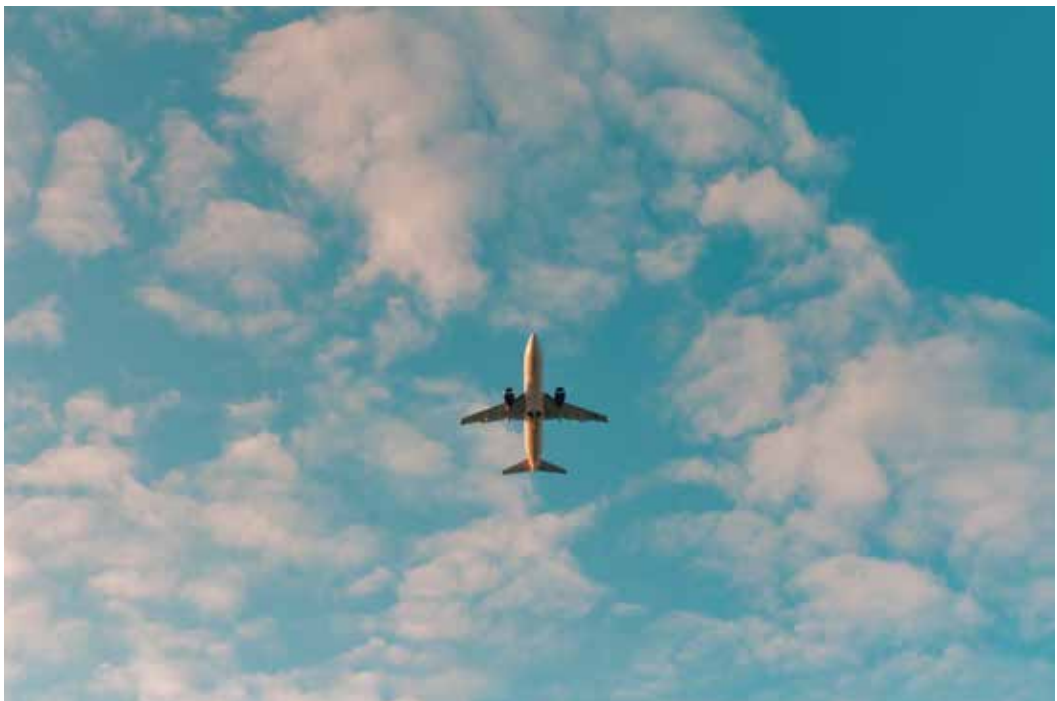
## How does it work?

Bring the NHI Card when visiting the doctors to have the costs partially deducted.

# National Health Insurance (NHI)

## When will your NHI will be effective?

Students entering Taiwan with a resident visa and have applied for a ARC within 15 days of arrival: starting from your **first entry date**, once you have continuously stayed in Taiwan for 6 months or travel abroad once (less than 30 days) during the time span of 6 months are required to join NHI.



# Student Regulations



# Physical and Mental Health Center

## About NCCU Physical and Mental Health Center (PMHC)

**PMHC Building Location** the building opposite the NCCU front entrance

**Office Hours** 09:00-17:00 (Monday – Friday)

Healthcare	2F, PMHC Building	(02)8237-7424
Mental Health Services	3F, PMHC Building	(02)8237-7400



<b>Off-Hour Emergency Contact</b> <b>EMERGENCY ONLY</b>	Mobile	0919-099-119
	Guardroom	(02)2938-7129

**Follow the steps below to seek counseling services**

NCCU official website → Office of Student Affairs  
→ Physical and Mental Health Affairs → Intake  
Reservation

**Or just scan the QR code below for English intake**



# Physical and Mental Health Center

## NCCU Clinic of Taipei City Hospital ( 1F, PMHC Building)

### Clinics including

Family Medicine/Pediatrics/Ophthalmology/Otolaryngology  
/Dermatology/Psychiatry/Obstetrics and Gynecology

<b>Hours</b>	09:00-11:30, 14:00-16:30, 18:00-20:30
<b>TEL</b>	(02)8237-7441, (02)8237-7444

- Please call before you go.
- Go with a friend, who can read and speak in Mandarin, during the first visit.
- Bring a photo ID and student ID card.

- NCCU Clinic of Taipei City Hospital	(02)8237-7441
- Wan Fang Hospital	(02)2930-7930
- Taipei Tzu Chi Hospital	(02)6628-9779
- Cardinal Tien Hospital	(02)2219-3391
- Taipei Medical University Hospital	(02)2737-2181

<b>For Emergency</b>	<b>Ambulance, Fire Brigade &gt;&gt; 119    Police &gt;&gt; 110</b>
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### Campus Safety

<b>Military Office</b>	0919-099-119 (mobile) / 02-2938-7132
<b>Guardroom</b>	02-2938-7129

# NCCU Student Appeals and Arbitration Procedure

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- Handling Unit    Office of Student Affairs (Dean's Office)
- Contact number    02-2939-3091\*62202
- Download NCCU Guidelines for Handling Student Appeals at  
<https://osa.nccu.edu.tw/files/12525612095fb360fa0acb4.pdf>



# Inquiry Service

## For Overseas Student at Tertiary Colleges and Universities, Ministry of Education

The Ministry of Education is concerned about the living and learning of overseas students on campus. You may inquire all kinds of study-related matters in your own university, or can give your views on the "Inquiry Service for Overseas Student at Tertiary Colleges and Universities".

### *I. Overseas Student Views & Inquiries*

#### **- Internal channels**

Please ask your college or university directly about matters regarding your studies and life on campus, or about off-campus part-time work and internships.

#### **- Other channels**

Overseas students can give their views and make inquiries about learning, living, and their part-time work rights in Taiwan on the NISA platform

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- Through the overseas student inquiry window at : [www.nisa.moe.gov.tw](http://www.nisa.moe.gov.tw)

- By ringing the Hotline: 0800-789-007.

The hotline is open Mon – Fri 09:00–17:00, - in Chinese (press 1), English (press 2), Indonesian (press 3), & Vietnamese (press 4)

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### *II. Inquiry Flowchart*



### *III. Will the inquiry service protect your privacy?*

- We will not allow any other party to access your personal information.
- But depending on your inquiry, if necessary we will provide your name and contact details to the responsible unit, to enable it to effectively deal with your inquiry and respond to you.



# Smoking Ban



BUREAU OF HEALTH PROMOTION  
DEPARTMENT OF HEALTH, R.O.C.

## Ban Smoking

In All Work Places  
and Public Places

Tobacco Hazards Prevention Act ~ Effective January 11th, 2009

### Smoking is prohibited in the following parameters

#### Workplace:

Offices that have 3 or more employees, government agencies, state-owned enterprises, financial institutes, post-office, telecommunication companies, etc.

#### Food:

Restaurants (including coffee shops, and fast food restaurants, etc.)

#### Clothing:

Market places (including department stores, shopping malls, supermarket, whole sales, etc.)

#### Accommodations:

Hotels, elevators, medical agencies, medical facilities, nursing homes, and other social welfare organizations, etc.

#### Transportation:

All public transportation vehicles and its waiting areas (including taxis, buses, MRT, and train station, etc.)

#### Education:

All schools up to and including high school, libraries, laboratories, concert halls, auditoriums, exhibitions, conference halls, museums, art galleries, cultural or social education institutions, and places that provide children and youth programs.

#### Entertainment:

Auditoriums, cinemas, audio-visual businesses (MTV, KTV), computer entertainment businesses or other leisure entertainment locations open to the general public.

**Smoking indoors is prohibited, except with designated smoking room:**  
Hotels, market places, restaurants, senior facilities, etc.

**Smoking outdoors is prohibited, except with designated smoking area:**  
Universities and colleges, libraries, museums, art galleries, gymnasiums, swimming pools, senior facilities, etc.



### Penalties

**Person in charge: \$10,000 to \$50,000 NTD fine**  
if "No Smoking" signs are not clearly displayed  
at the entrance or smoking-related equipments  
are provided.

**Smoker: \$2,000 to \$10,000 NTD fine**  
if the violator smokes in a "No Smoking" area.

Smoke-free Life  
無菸好環境

Smokers' Helpline: 0800-63-63-63  
Complaints on Tobacco Hazards Hotline: 0800-531-531  
"No Smoking" sticker download: <http://health99.doh.gov.tw>



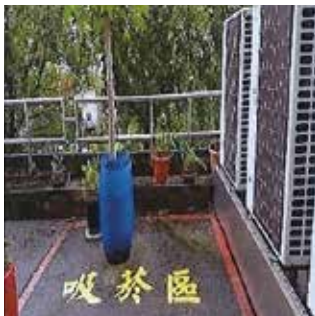


# Smoking Ban

Students are not allowed to smoke (whether indoors or outdoors) except in the areas designated below, violators will be warned and advised by persons responsible for each area and affected parties are encouraged to remind the violators of this policy. Let's help make NCCU a smoke-free environment!

## 綜院270212教室外露台

Terrace of room 270212,  
General Building



## 季陶樓前階梯下方

Beneath the front stairs of  
Jitao Bldg.



## 自強5舍旁涼亭

The pavilion next to  
Ziqiang Dorm 5



## 安九食堂後門外側

Outside the Enjoy Cafeteria  
back door



# Useful Links

- 🔗 **2022-2023 Academic Calendar**  
[http://aca.nccu.edu.tw/eng/download/calendar2022\\_eng.pdf](http://aca.nccu.edu.tw/eng/download/calendar2022_eng.pdf)
- 🔗 **Campus Map**  
<https://oic.nccu.edu.tw/Post/510>
- 🔗 **Office of International Cooperation (OIC), National Chengchi University (NCCU)**  
<https://oic.nccu.edu.tw/>
- 🔗 **Bureau of Consular Affairs, Ministry of Foreign Affairs**  
<https://www.boca.gov.tw/mp-2.html>
- 🔗 **National Immigration Agency, Ministry of the Interior**  
<https://www.immigration.gov.tw/5475/>
- 🔗 **Inquiry Service for Overseas Students, Ministry of Education**  
<https://www.nisa.moe.gov.tw/>
- 🔗 **Taiwan Centers for Disease Control, Ministry of Health and Welfare**  
<https://www.cdc.gov.tw/En>
- 🔗 **Tourism Bureau, Ministry of Transportation and Communications**  
<https://admin.taiwan.net.tw/English/>
- 🔗 **Department of Information and Tourism, Taipei City Government**  
<https://english.tpedoit.gov.taipei/>

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Every effort has been made to ensure the accuracy of information in this brochure at the time of going to print. The information included in this brochure, however, is subject to change. Students are therefore advised to refer to the various web-links provided throughout the brochure or on NCCU's official websites for the most up-to-date information.

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**2022 Fall**  
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