Wenzao Ursuline University of Languages
Application Guidelines for International Exchange Students

1. All applications for the student exchange program are based on the agreement of collaboration signed by Wenzao Ursuline University of Languages and the applicants' home institutions.
2. All applicants must hold the citizenship of non-ROC countries.
3. All applications must be submitted to Wenzao Ursuline University of Languages via the International Office or its equivalent division of the applicants' home institutions. **Personal applications are not acceptable.**
4. Unless a specified term is defined on the academic exchange agreement, applications for the Fall semester should be sent to the **Office of International and Cross-Strait Cooperation (OICC)** at Wenzao Ursuline University of Languages by June 30; applications for the Spring semester must be sent by December 31.
5. The following documents must be arranged in sequence in an application:

(1) Two copies of the completed Application Form of Exchange Student with four passport size photos.

(2) Two photocopies of the certificate of enrollment from applicant's home institution.

(3) Two official copies of transcripts.

(4) One recommendation letter from applicant's instructor at home institution.

(5) One copy of physical examination report within 3 months. (including HIV test and chest X-ray examination/ Tuberculosis skin test)

(6) A copy of passport.

(7) Study plan. (One A4 page: Purposes of Exchanging & Course Scheme.)

(8) A photocopy of Health Insurance which covers the duration of student's stay in Taiwan. (After a continuous residence within Taiwan for six months, students must enroll in the *National Health Insurance program* to be eligible to study at Wenzao. If you are eligible to participate in the program but are not enrolled, you will be fined between NT$3,000 and NT$15,000 and be legally required to pay premiums dating back to the time you became qualified to enroll in the program)

Compulsory Enrollment

http://www.nhi.gov.tw/English/webdata/webdata.aspx?menu=11&menu_id=590&WD_ID=590&webdata_id=3139

6. Instructions for filling the application:

(1) Your Chinese name will be shown on your Wenzao student ID. If it is left blank, an alternative name will be given.

(2) The "Applied Department" must be given for admission issuing and course enrolling needs, and it will be shown on your student ID as well.

(3) Emergency Contact: you must at least provide one relative's contact information in case of any emergency.

(4) Each academic year is divided into two semesters.

- First Semester: September ~ January (Fall)
  (Application submission deadline: June 30th)
  Winter Vacation: February (including Chinese New Year)
- Second Semester: February ~ June (Spring)
  (Application submission deadline: December 31st)
  Summer Vacation: July and August

(5) Accommodation

All exchange students are guaranteed on-campus accommodation, but rooms are to be allocated by Wenzao. Please note that the request filed after application deadline may not be guaranteed. Students who want to apply for on-campus dormitory need to sign the **Accommodation Agreement** (**File A2**). If the student chooses move out of the dormitory, a minimum-30-day advance notice to the residential staff and OICC is required.

Item	Dorm fees	Dorm deposit (refundable)	Gate card deposit (refundable)
Cost	**NT $12,000 /** per semester	**NT $5,000**	**NT$200**

⦿All deposits are refundable if all facilities are well maintained and the gate card is returned at checkout.

⦿If students borrow beddings and linens from the dorm, they have to pay NTD300 for a laundry service.

⦿Students need to find their own off-campus accommodations if they do not submit the Accommodation Agreement.

7. Others

(1) Food：Student cafeteria is located at the basement of dormitory. There are also many restaurants, cafés and bistros within walking distance around campus.

(2) Clothing: Coin laundry is also located at the basement.

(3) Transportation: Parking areas for bikes, scooters and cars are arranged in periphery of campus. City bus stop is in front of the back gate. (To ride a scooter, a driver's license is required.)

(4) Internet：All rooms in the dormitory are facilitated with internet connection.

(5) Insurance: Each inbound student should be insured *before* arriving Taiwan. It is required to enclose a photocopy of effective medical/health insurance.

Students must enroll in the National Health Insurance program after a continuous residence within Taiwan for six months. (NT $ 749/ per month).
All exchange students who hold resident visas must join the National Health Insurance Program which charges about NT$749 per month.
* If you are eligible to participate in the program but are not enrolled, you will be fined between NT$3,000 and NT$15,000 and be legally required to pay premiums dating back to the time you became qualified to enroll in the program.

(6) Language Course: Center of Chinese Language provides free Chinese courses for exchange students (**File A3**). Please visit the website for more information. (http://c040.wzu.edu.tw/front/bin/ptlist.phtml?Category=1)

8. Visa application

(1) A foreign passport holder shall enter Taiwan with a valid *visitor* or a *resident* visa according to the different purpose of visit.
(http://www.boca.gov.tw/mp.asp?mp=2)

- Visitor Visa: Short-term visa for the expected length of stay *within* 180 days. Usually the validity of visitor visa is 60 days, and it can be extended twice.
- Resident Visa: Long-term visa for the expected length of stay *more* than 180 days

(2) For visa extension, students must go to the *local* service office of National Immigration Agency *15 days before* the expiration. We suggest that students who stay over one semester should apply for a **resident visa** before entering Taiwan, and then apply for ARC after their arrival. Changing a visitor visa to a resident visa before applying for ARC will cost more. (http://www.immigration.gov.tw/mp.asp?mp=2)

(3) **Alien Resident Certificate (ARC)**
Students who enter Taiwan with a *Resident Visa* must apply for ARC at the local service center of National Immigration Agency **within 15 days** after arrival. With ARC, students can open a bank account and must join National Health Insurance Program.

What is National Health Insurance?
http://www.nhi.gov.tw/English/webdata/webdata.aspx?menu=11&menu_id=590&WD_ID=590&webdata_id=3138

For application procedure and required documents, please visit the website of consular affairs: http://iff.immigration.gov.tw/mp.asp