



Wenzao Ursuline College 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 College 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 College 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 Programs (OIP) at Wenzao Ursuline College of Languages by June 30; applications for the spring semester must be sent by December 31 of previous year.
5. **The following documents must be arranged in sequence in an application:**
 - (1) Two copies of the completed **Application Form of Exchange Student (File A1)** with four passport size photos
 - (2) A copy of passport
 - (3) Two copies of the certificate of enrollment from applicant's home institution
 - (4) Two official copies of transcripts (in Chinese or in English) from the applicant's home institution
 - (5) One recommendation letter from applicant's instructor at home institution
 - (6) One copy of physical examination report within 3 months (including HIV test and chest X-ray examination/ T.B. test).
 - (7) Study plan (One page, briefly state your intention or course scheme.)
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 (Fall) : September ~ January
(Application submission deadline: June 30th)
Winter Vacation: February (including Chinese New Year)
 - Second Semester (Spring) : February ~ June
(Application submission deadline: December 31st)
Summer Vacation: July and August

(5) Accommodation

All exchange students are eligible to apply for on-campus accommodation, but early application is encouraged due to high demand from local students. Students who want to apply for on-campus dormitory need to sign the **Accommodation Agreement (File A2)**. A refundable deposit should be paid upon the first day of arrival in the dormitory, and the deposit will be returned to the resident students when they accomplish their study at Wenzao. However, any resident students who breach the agreement and contract are not allowed to get deposit back. Dorm fee should be paid within 10 days when .

Item	Dorm fees	Dorm deposit (refundable)	Gate card deposit (refundable)
Cost	NT \$13,000 / 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: All exchange students who hold resident visas/ ARC should join the National Health Insurance (NHI) Program. Students who enroll in the health insurance program will obtain an Insurance Card (IC) and have to pay monthly premiums.
- (6) Language Course: Center of Chinese Language offers a 20 % discount on (ten-hour /Monday through Friday/ daytime) Chinese courses for exchange students. It's not compulsory to attend the class only if you fill out **Application for Center of Chinese Language (File A3)**. Please visit the website for more information.
<http://c016.wtuc.edu.tw/front/bin/cglist.phtml?Category=39>

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 (one semester). 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 (two semesters). Students study for one year is strongly suggested to apply this category of visa before entering into Taiwan to save time and application fee .
If you are studying for one year and are granted a visitor's visa, instead of a resident visa, please have your health check report certified by our consular office or representative office in your city/country before coming as you will need a health check report when you apply for changing visa status here. However, the report must be a valid one (within 3 months).
- (2) For visa extension, students must go to the local service office of National Immigration Agency at least one week before the expiration.
http://www.immigration.gov.tw/immig_eng/aspcode/main3-2.asp
- (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 be granted multiply entry and open a bank account.
For application procedure and required documents, please visit the website of consular affairs: <http://iff.immigration.gov.tw/enfront/index.php>

9. Courses

Exchange students are entitled to select any courses offered by all the departments as long as their language ability can handle. The maximum credits per semester is 25 and the minimum is 4, in addition to 10 hours Chinese class at Center of Chinese Language. And selecting at least a course from the host department is required.

10. Completion

Upon completion of exchange period, the students are required to complete a Returning Procedure Form which indicates all the required step to undergo before leaving Wenzao. This office will apply and send one copy of your transcript to your home university on condition that you go through the whole procedure duly.