

National Sun Yat-Sen University International Student's Admission Guidelines

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Article 1 These Guidelines are established in accordance with the MOE Regulations Regarding International Students Undertaking Studies in Taiwan and the University's Academic Policies.

Article 2 International students referred to in the Guidelines are those who are of foreign nationality without holding any of the qualifications for the nationality of the Republic of China nor the status of an overseas Chinese student when making the application.

For those who are of foreign nationality and meet the following requirements, and have continuously lived overseas for more than six years, they may apply for admission according to these Guidelines:

1. The applicant has the nationality of the Republic of China when making the application, but has never had a household registered in Taiwan.
2. For an applicant who has had the nationality of the Republic of China but lost the status of the nationality when making the application, eight years shall have elapsed since the date of losing the nationality as approved by the Minister of the Interior.
3. The applicant referred to in the previous subparagraphs has never studied in Taiwan as an overseas Chinese student or been assigned by the Joint Overseas Admissions Committee as an Overseas Chinese Student for the current academic year.

Students with foreign nationalities, who come to study in Taiwan under academic exchange agreements, recommended by foreign governments, institutions, or schools are not subject to the preceding two subparagraphs if they have never had a

household in Taiwan and are approved by the Ministry of Education.

The six-year and eight-year periods referred to in Paragraph 2 end on the start date of the entrance semester (February 01 or August 01).

“Overseas” referred to in Paragraph 2 means a country or area other than Mainland China, Hong Kong and Macao. “Continuous stay” means that international students stay in Taiwan for less than 120 days in each calendar year. When calculating the number of consecutive years spent overseas, if the initial or final year of the period is not a complete calendar year, any time spent in Taiwan in the initial or final year must not exceed 120 days. Notwithstanding, the same shall not apply to the international students who meet one of the following conditions and hold the relevant supporting documents. The period of such students' stay in Taiwan shall not be consolidated into the period of their overseas stay:

1. Study in the skills training course for overseas youth organized by the competent authority of overseas Chinese affairs or skill training class recognized by the Ministry of Education;
2. Study in the Mandarin Chinese Language Center of any college/university allowed to enroll international students upon approval of the Ministry of Education for less than two years in total;
3. Exchange students whose exchange period is less than two years in total;
4. Allowed to perform practical training in Taiwan by the Central Government level competent authority for less than two years in total.

A student who holds foreign nationality and the ROC nationality simultaneously and forfeits the ROC nationality before enforcement of the amended “MOE Regulations Regarding International Students Undertaking Studies in Taiwan” on February 01, 2011 can apply for admission according to the original regulations, free from the restrictions imposed by Paragraph 2.

Article 3 A student who holds foreign nationality and permanent resident qualification in Hong Kong or Macao, has never had a household in Taiwan and has continuously resided in Hong Kong or Macao or overseas for more than six years when making the application may apply for admission according to the Guidelines.

For those who are nationals of Mainland China, holding foreign nationality, have never had a household in Taiwan and have continuously resided overseas for more than six years when making the application, they may apply for admission according to the Guidelines.

The “Continuous stay” referred to in the preceding two paragraphs means that the period of domestic stay is less than 120 days in total in each calendar year. Notwithstanding, the same shall not apply to international students who meet one of the conditions referred to in Paragraphs 5(1)~(4) of the preceding Article and hold the relevant supporting documents. The period of such students' stay in Taiwan shall not be consolidated into the period of their continuous stay overseas.

The six-year period referred to in Paragraph 1 and Paragraph 2 ends on the start date of the entrance semester (February 01 or August 01).

The "overseas" referred to in Paragraphs 1~3 shall apply Paragraph 5 of the preceding Article *mutatis mutandis*.

Article 4 Admission quotas for international students enrolled pursuant to the Guidelines are on an add-on basis. The number of international students is limited to 10% of the admission quota for domestic students authorized by the Ministry of Education in the

same academic year. It will be incorporated in the total admission quota of the current academic year and submitted to the Ministry of Education for approval. The university applying to recruit more than an additional ten percent shall submit a report of the planned increment (including associated quality control strategy and supportive measures) to the Ministry of Education for approval. Degree programs offered by collaborating domestic and foreign universities that have been approved on a case by case basis by the Ministry of Education are not subject to this restriction. Where the preceding paragraph refers to the number of international students recruited, the figure shall not include international students of non-degree status.

If the approved total admission quota are not filled by domestic students, the vacancy can be made up by recruiting international students.

Article 5 The University enrolls international students upon application for Spring and Fall admission. The enrollment department, study period, enrollment quota, application qualifications, screening methods and other related rules will be expressly stated in the enrollment guide.

Article 6 The applicants must attach the following documentation, and make an application to the Office of International Affairs within the specific time limit. (The specific time limit for the international study program subject to special approval is determined according to the enrollment guide.) The ones who are held qualified upon review or screening will be granted admission:

1. Enrollment Application Form.
2. A photocopy of the nationality certificate.
3. Academic credentials:
 - (1) Academic background in Mainland China: subject to the Regulations Governing Recognition of Academic Background in Mainland China.
 - (2) Academic background in Hong Kong or Macao: subject to the Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao.
 - (3) Academic background in other territories:
 - 1.A. Academic background of overseas Taiwanese schools and Taiwanese schools in Mainland China equivalent to that of the same level schools in Taiwan;
 - 1.B. Academic background in any foreign countries other than that referred to in the preceding subparagraphs: subject to the regulations governing recognition of foreign academic background. Notwithstanding, the academic background of foreign schools incorporated or setting up branch schools in Mainland China shall be notarized by the notary public in Mainland China and authenticated by the organizations established or designated by the Executive Yuan or private groups commissioned by the Executive Yuan.
4. Financial proof supporting the enrollment in Taiwan, or a certificate showing full scholarship granted by the government, college/university or private organization.
5. Other documentation as requested by individual departments (institutes).

Where the University has any doubt about the identification of the documents which are not authenticated by an overseas mission or the organizations established or designated by the Executive Yuan or private groups commissioned by the Executive Yuan referred to in the preceding subparagraphs 3~5 when reviewing international

students' application for admission, the University may ask the applicants to have the documents authenticated. If the documents are authenticated, the University may ask the applicants to help verify the authentication.

Article 6-1 An international student who submits any certificate or document as part of their application for admission to an educational institution that is found to be forged, fabricated, or that has been altered in some way shall have their enrollment eligibility revoked. If the student has already registered and begun classes, their registration as a current student shall be cancelled and they will not be awarded any certification whatsoever regarding their related academic undertakings. If any such circumstances are first discovered after a student has already graduated, the educational institution shall revoke the former student's eligibility to graduate and shall require any degree already awarded to be returned and shall rescind it.

Article 7 International students can apply to study in Taiwan only once. Upon completion of the course of study at a school in Taiwan, to which an international student has applied, the student may proceed to seek admission to the next program offered by the University, and should follow the same application procedures as regular local students, unless they apply for the master's program or above.

An international student who has completed a bachelor's degree or a higher degree in Taiwan and is applying to be admitted to do a master's degree program or a higher degree may submit copies of their graduation certificate from a university or tertiary college in Taiwan and transcripts for each year of their studies and apply in accordance with the provisions of the preceding Article and is not subject to the provisions of the preceding Article, Paragraph 1, Item 3.

Notwithstanding, international students who graduate from a school for foreign residents located in the ROC, or from a bilingual division (program) affiliated with a senior high school in the ROC or foreign curriculum department and classes of a private senior high school or below may present the graduation diploma and transcript for each full academic year received from such school for their application pursuant to the preceding Article, free from the restrictions imposed by Paragraph 1.3 of the preceding Article.

Article 8 International students shall not apply for any recurrent educational programs provided by the University, including the Master's Programs for Working Professionals or other programs conducted only in the evening, or on weekends or holidays. The exceptions would be students who possess Alien Resident Certificates in Taiwan, or those who study in international programs offered by the University with special permission from the MOE.

Article 9 International students who arrive at the university before one-third of the 1st semester has elapsed can be enrolled in the current academic semester. International students who arrive at the university after one-third of the 1st semester has elapsed can only be enrolled in the 2nd semester or the next academic year. However, this restriction does not apply if the MOE has some provision that overrides it.

Article 10 At the time of international students' registration, the freshman shall present proof of medical and personal accident insurance effective for at least six months as of the date of their arrival to the country. The on-campus students shall attach such insurance certificate as national health insurance certificate.

Where the insurance certificate referred to in the preceding paragraph is issued

overseas, it shall be authenticated by an overseas mission.

- Article 11 International students who participate in practical training after graduation as approved by Ministry of Education may prolong their status as international students for no more than one year after the graduation.
- International students who are permitted to have an initial household registration, move-in registration, naturalization or restoration of ROC nationality after being enrolled into the University in Taiwan will lose their status as international students and must withdraw from the University.
- International students who were expelled from domestic colleges/universities due to bad behavior, unqualified course grade, or a conviction under the Criminal Law are not allowed to apply for admission again or transfer to the University according to the Guidelines.
- Article 12 International students who are proven to violate Article 2, Article 3 or Article 11 of the Guidelines will be disqualified from enrollment status or dismissed from their status as students. If the case is discovered after the student has graduated, the student will be ordered to return the certificate of graduation and the graduation evaluation will be revoked by public notice.
- Article 13 International students who are the top-performers may apply for a scholarship with the Office of International Affairs, provided that students recommended under academic exchange agreements shall apply the agreements.
- In order to encourage international students to study in Taiwan, the University may allocate a budget to establish scholarships or fellowships for international students.
- Article 14 The costs the international students bear for study at the University are as follows:
- 1.1. The students awarded Taiwan scholarship by Ministry of Foreign Affairs as recommended to study in Taiwan by an overseas mission shall apply the charge rate for domestic students defined by the University.
 - 1.2. The students who are enrolled under academic exchange agreements shall apply the agreements.
 - 1.3. The students other than those referred to in the preceding two subparagraphs shall apply the University's charge rates no less than those applicable to the private schools of the same level as the University.
- Students who have been enrolled into the University before enforcement of the amended "MOE Regulations Regarding International Students Undertaking Studies in Taiwan" on February 01, 2011 shall bear the costs under the original regulations.
- Article 15 The University shall enter the international students' enrollment, transfer, voluntary suspension of study, withdrawal or change, or loss of student identity into the international students' data management information system immediately.
- Article 16 Upon the condition that it will not interfere with their normal educational activities, the University may sign academic exchange agreements with foreign schools, and recruit and accept international students as exchange students. The Regulations may be applied to enroll foreigners as part-time students.
- Medical and accident insurance or national health insurance certificates are needed for international students referred to in Paragraph 1 when they are enrolled.

- Article 17 The units of the University are responsible, respectively, for the following affairs for international students during their study in Taiwan:
- 1.1. Office of International Affairs: Announcement of admission application, acceptance of documents, announcement of the name list, dealing with scholarships, application for guidance of study, liaison, guidance for students in learning Chinese and the local culture, assistance with the preparation of promotion data in foreign languages, and coordination with partnering schools.
 - 1.2. Office of Academic Affairs: Printing international student enrollment guide, approval of the admission list reviewed by each department, issuance of admission, and registration.
 - 1.3. Various departments and institutes shall organize the international student enrollment review or examination, and send the name list of qualified students upon review or examination and related information to the Office of Academic Affairs for compilation via the relevant colleges, and report the same to the Principal for approval. The admission list shall be announced by the Office of International Affairs.
 - 1.4. Office of Student Affairs: Guidance of international students for their daily life, learning status and other related affairs.
- The University will administer guidance activities relevant to international students on an irregular basis during each academic year, to enhance the exchange between local and international students.
- Article 18 Attention is paid to the study status of international students at each department (institute). Actions will be taken according to the laws for students who violate the Employment Services Act.
- Article 19 The University's Office of International Affairs shall notify the Bureau of Consular Affairs of Ministry of Foreign Affairs, and the service locations of the National Immigration Agency of the Ministry of the Interior situated within the jurisdiction of the University, and with a carbon copy to the MOE, of any changes (transfer, suspension, expulsion, change or loss of student ID).
- Article 20 Application for retention of the admission qualification, transfer to another department (institute), transfer to another university, suspension of schooling, drop out of schooling and assessment of the status as a student, academic study and daily life are carried out according to the relevant regulations of the University.
- Article 21 The matters that are not covered by the Guidelines are dealt with according to the "MOE Regulations Regarding International Students Undertaking Studies in Taiwan", the University's Academic Policies and related laws and regulations.
- Article 22 The Guidelines have been passed by the University's meeting of academic affairs, and will be enforced upon approval of the MOE. The same shall apply where the Guidelines are amended.