

## CCU Exchange Student Handbook

Welcome to Chinese Culture University!

Here's important information for your entry into Taiwan and your studies at CCU. If you have any additional questions, please email us at [exchange@ulive.pccu.edu.tw](mailto:exchange@ulive.pccu.edu.tw).

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### Enter/Stay in Taiwan

#### 【To Enter Taiwan】

#### Visa application

- Please visit the website of the Bureau of Consular, Ministry of Foreign Affairs, for the most updated information and required documents for visa application. Please visit: <https://shorturl.at/dArky>
- 1-year exchange students are advised to apply for a resident visa before entering Taiwan
- 1-semester exchange students are advised to apply for a visitor visa. Please visit <https://shorturl.at/CwT2A>.

♦ It is strongly advised **NOT to enter Taiwan with a landing visa.**

♦ **One-semester program students**

Apply for a VISITOR VISA before entering Taiwan. If you need to extend your visa after entering Taiwan, you must **apply between 15 to 30 days prior to the expiration**. The application will NOT be accepted more than 30 days prior to the expiration.

♦ **One-year program students**

Apply for a Resident VISA before entering Taiwan and **apply for an Alien Resident Certificate (ARC) within 30 days** of your arrival in Taiwan.

ARC can only be applied online. The link to the application is as below.

<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

**Documents needed to apply for an Alien Resident Certificate (ARC)**

1. Completed application form
2. Passport valid for at least 6 months (original and one photocopy)
3. One color head-and-shoulders photo, 4.5 x 3.5 inches, with a white background, taken within the last six months
4. Original student ID and one photocopy
5. Certificate of enrollment or Student ID with registration stamp
6. Residence Certificate in Taiwan (Housing contract in Taiwan)
7. Application fee: NT\$1,000 (ARC needs to be extended each year.)
8. Additional supporting documents may be requested by the National Immigration Agency, Ministry of Interior. For example, proof of MOFA or ICDF scholarship recipients.

**How to get to CCU Campus**

1. FREE Airport Pick-up Service: We offer free airport pick-up services for new students from Taoyuan International Airport to Chinese Culture University. Please be sure to sign up for this service before the deadline.
2. Taxi: If you are unable to meet the airport pick-up schedule, you can take a taxi from the airport. The estimated cost is approximately NT\$1,500-NT\$2,000.
3. MRT & Bus: Take the Taoyuan Metro from stations A12 or A13 to A1 (Taipei Main Station). Transfer to the Taipei Metro, traveling from R10 to R15 (Jiantan). Then, take a bus (R5 or 303) to CCU. Please visit <https://youtu.be/VWzgZpiBg24> for more information.

Taoyuan Metro information: <https://www.tymetro.com.tw/tymetro-new/en/pages/travel-guide/index.php>



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## Registration and Student ID Card

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- ♦ **Report your arrival in person** in Room201, Fe Hwa Building and check in with Ms. Angelia Kuo to complete the registration process.
- ♦ **NOTE: CCU Offices are NOT open on Saturdays and Sundays.**  
Office hours: 8:00 am.-4:30 pm.

To expedite the registration process, please have the following documents in electronic format on your mobile device when you check in to report your arrival in person. Name each file using your student ID number followed by your last name (e.g., B1234567\_KUO).

- **Passport and visa copy**
- **Entry Stamp on your visa**
- **Letter of admission**
- **Agreement of scholarship (if any)**
- **Certificate of scholarship (if any)**

- ♦ **Registration (completing payment for dormitory fee and Insurance fee)**
- ♦ We recommend paying the bill in cash upon your arrival in Taiwan. You can make the payment at the campus post office, cashier's office, 7-Eleven, or FamilyMart.
- ♦ The payment bill can be downloaded on MyCCU student website. Go to "SERVICE" and click "TUITION INVOICE".

#### ♦ Student ID Card

To obtain your student ID card, log in to the MyCCU student website using your ID number and password, then upload your photo. You can collect your ID card from the Office of Academic Affairs (10th Floor, Da-en Building) approximately 7 days after uploading your photo.

#### ♦ Registration for the 2<sup>nd</sup> Semester

If your exchange program is one year, you must register again in the beginning of the 2<sup>nd</sup> semester at the Office of International Affairs.

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### Health Examination

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**This Health Examination** required by CCU is **a different health examination from the one you underwent for your visa.**)

To comply with the Ministry of Education's 'Student Health Examination Implementation Measures,' new students must undergo a health examination upon admission (Fee: NT\$500 after discount). **If you could provide recent medical reports in English (completed within the last three months), you will be exempt from the two checks below.**

**Measles and Rubella Check.** A certificate of vaccination or a positive antibody report.

**Tuberculosis Check.**

To complete the required health examination by CCU, you can make an appointment via following links:

- Medical Clinic for health checking: <https://reurl.cc/13WNbp>
- Online appointment link: <https://reurl.cc/VNobYN>

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### Insurance

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#### 1. CCU Student Insurance

CCU student insurance will be included in the registration bill. It is a one-semester plan. The cost and coverage are as follows:

Cost: NT\$335 for a semester (price may vary).

Coverage:

- (1) Accidents: Outpatient treatment, hospitalization, death, and disability.
- (2) Illness: hospitalization, death, and disability.

#### 2. Private Medical Insurance or National Health Insurance



Private medical insurance for exchange students will be added to the registration bill. The fee is NT\$ 3,000 per semester, subject to change based on the insurance provider's contract.

International students with an ARC who have resided in Taiwan continuously for over 6 consecutive months are eligible to enroll in the National Health Insurance. The monthly cost is NT\$826, though this may vary based on government policy.

For more information about private medical insurance and National Health Insurance, please go to the website below.

<https://reurl.cc/VNE3My>

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## Campus Accommodation

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CCU's policy ensures that every exchange student has a dormitory room reserved. If a student does not notify us in advance, we will secure accommodation on their behalf. The dormitory fee will be included in your tuition bill.

♦ **Accommodation Fee:** NT\$11,700-16,700 per semester, depending on your assigned dormitory. (Fee may vary)

♦ **Security Deposit**

All campus accommodations require a security deposit of NT\$1,000. Even if the agreement between your home university and Chinese Culture University waives the accommodation fee, you must still pay the security deposit, as it cannot be waived.

**Refund of Security Deposit**

The deposit will be refunded if no charges or damages are incurred and the dorm manager completes the inspection upon check-out. **Please note the refund can only be processed during weekdays.**

♦ **Campus Accommodation for Summer/Winter**

Applications for summer and winter accommodation will be announced approximately 1.5 to 2 months before the final exam period ends. Please monitor your CCU student email and the Teams app (login with your CCU student email and MyCCU password) for details on the application process and fees if you need campus accommodation during the summer or winter vacation.

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## Course Overview and Registration

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♦ **Course Registration**

To register for courses, log in to the MyCCU student website using your student ID and password.

NOTE: Some courses may not be available for online registration and may require using the Course Add-and-Drop Form instead. If you encounter this issue and need assistance, please visit the Office of International Affairs (Ms. Angelia Kuo, Room 201, Fei Hwa Building).

## ♦ Courses Open to Exchange Students

Almost all the courses are open to exchange students, except those requiring prerequisites or having special restrictions.

## ♦ Chinese Language and Culture Learning Courses

Courses for Credits: Select '**Foreign and Exchange Student Reserved Class**' for [Course Type] to see the courses offered.

### Instruction

On the website, start by selecting your academic year from the left column. Then, choose your enrolled semester from the right column. For the course type, select '**Foreign and Exchange Student Reserved Class**.' If you have trouble finding specific courses, use the 'Course Name' search option.

Academic Year	113	Semester	Fall
College	All <input type="checkbox"/> Include Continuing Education	Department	All
Student Level	All	Course Code Group Code	(Please enter 4-digit course code and 2-digit group code)
Common Subjects and General Education	All	Course Name	<input type="checkbox"/> Keyword Searching (Search by part words)
Required / Elective	<input checked="" type="radio"/> All <input type="radio"/> Required <input type="radio"/> Elective	Professor Name Faculty ID	<input type="checkbox"/> Keyword Searching (Search by uncompleted name or professor's staff code)
Major Type	All	Course Type	All
Week	All	Period	English Program credit courses for guests School Internship Internship Internship Women Reserved Class Promotion Department of special classes Educational Excursion Last Mile Classes Practical Internship Classes Interdisciplinary Seminar Cooperation lecturer from Business filed Foreign Reserved Class <b>Foreign &amp; Exchange Student Reserved Class</b> Foreign Exchange Student Reserved Class Credits Program of the second specialty
Vacancy	<input checked="" type="radio"/> All <input type="radio"/> No Vacancy <input type="radio"/> Available		

Notice 1 : If you want to search a course from fall semester or spring semester, you must enter at least one search criteria.  
Notice 2 : You can search a summer course without entering any criteria.

Search

Host by Curriculum Section of the Academic Affairs  
If you have any question, please call (02) 2861-0511 ext.11207 · 11208 · 11209 · 11211 or mail to [cuafid@staff.pccu.edu.tw](mailto:cuafid@staff.pccu.edu.tw)

### Non-credit Mandarin Chinese Courses

The Office of International Affairs offers free Mandarin Chinese courses for all international students. The course list and schedule are typically announced about a week before the semester begins. Please go to the following website for more detailed information.

<https://shorturl.at/uLLtN>

## English-taught Courses

Select '**College of International Studies and Foreign Languages**' from the left column. Then, under 'Department' in the right column, choose '**Global Business**'.

### ♦ **Credit Equivalency**

To convert CCU course credits to your home university's system, use the following formula: 1 credit equals 18 hours.

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## **Leaving CCU (Deregistration)**

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Before departing from CCU, you must complete the deregistration process. The Office of International Affairs will send reminders and provide the required information and forms about a month before the end of the final exam period. Be sure to check your CCU student email and Teams app (using your CCU student email and MyCCU password).

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## **Transcript**

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The Office of International Affairs will apply for transcripts (in both Chinese and English) on behalf of all exchange students. You and your home university will receive a PDF of your transcripts via email. If you need a physical copy, please email the Office of International Affairs at [exchange@ulive.pccu.edu.tw](mailto:exchange@ulive.pccu.edu.tw) to request one after you receive the PDF.