

International Exchange Students Handbook



CHINESE CULTURE UNIVERSITY





Summary

Type of Exchange Students

| | |
|---|---|
| Exchange Students | Students are nominated by the partner universities and admitted by our school. |
| Visiting Students | Students willing make full payment to study in our school. No matter students are studying in our partner universities or not, both can apply to CCU by this program. |
| University Mobility in Asia and the Pacific (UMAP) | Students apply to our school through the UMAP program. |

Numbers of Students Admitted

| | |
|---|---|
| Exchange Students | The number is decided according to the MOU signed with our partner universities. |
| Visiting Students | This program offers an unlimited number of students but requires applications and qualification review. |
| University Mobility in Asia and the Pacific (UMAP) | Program A: 2 students Program B: unlimited number but applications will be reviewed. |

Duration of Programs

An academic year includes Spring (February to June) and Fall (September to January) semesters. Exchange students could decide whether to stay for one year or one semester.

Course for Exchange Students

| | |
|-----------------------------------|--|
| English Taught Programs | The department of Global Business and a few academic departments offer English taught courses. |
| Mandarin Learning Programs | The school offers Mandarin learning courses to teach Chinese languages and local cultures. |
| General Status Program | Mandarin taught course. |

Except apply by UMAP or scholarship students, exchange/visiting students can choose whichever classes to our course selection unlimited.
And students still need to be careful about the rules and quotas from the class.



Application Process

Application, Admission Process Flow Chart (Exchange/Visiting Students)

Nomination



Online Application



Letter of Admission



VISA and Flight Arrangement



School Accommodation



Registration



Class Open and Selection

Students apply through UMAP could visit its official website for procedures : <https://umap.org/>





Application Process

Nomination

- **Exchange students** : The persons in charge in the partner universities send a letter of nomination.
- **Visiting students** : Students who are interested in the program send a letter of request for the program.

Online Application

- After being nominated, students have to fill out the online application form within the time limit.

Letter of Admission

In most cases (except for a pandemic or war), the school will send out a letter of admission within a month after the application form is filled out.

- **Exchange students** : The letter of admission will be sent to the partner university.
- **Visiting students** : The letter of admission will be sent to the student at the address listed in the online application form.





Application Process

VISA and Flight Arrangement

VISA

Please visit the website of the Bureau of Consular Affairs, Ministry of Foreign Affairs for the required documents while applying for a VISA.

Website: <https://www.boca.gov.tw/mp-2.html>

- **One-Academic year Exchange Program** : Please apply for a Resident Certificate within 15 days after entering Taiwan.
- **One-Semester Exchange Program** : Please apply for an extension of your visitor VISA within 15 days after entering Taiwan.

NOTE :

- For the contact person in Taiwan, please fill in the Specialist information (see page 6).
- Students are advised not to enter Taiwan with a landing VISA.
- Students for the one-year exchange program are advised to apply for a resident VISA before entering Taiwan.

Travel Arrangement

After applying for a VISA and confirming the flight(s), students need to upload the information onto the designated website and consider the airport pick-up services to campus (currently, we stop pick-up services due to the pandemic).

School Accommodation

- At CCU, dormitories are non-coed, furnished but **WITHOUT mattress and bedding**. Laundry rooms are included. Bedsheets and mattresses could be purchased at school if needed. **Cooking is prohibited** in CCU dormitories.
- In the male student dormitory, three students share one room. In the dormitory for female students, six students share one room.
- The rent is around NTD 11,700- NTD 15,700 per semester (four months). The rent may adjustment please check the rent every semester.
- The deposit is NTD \$1,000 for one semester. Students granted a scholarship still need to pay for the deposit, which will be returned after moving out.
- If students choose school accommodation on the application form, students need to sign the Accommodation Agreement (as attached).
- Students could choose to stay at the school dormitory during summer or winter breaks, but need to submit a prior application.



Application Process

Registration

Place: International Affairs Division of the Office of International and Mainland China Affairs, Room 203, 2nd Floor, Fei Hwa Building, 2nd floor

Documents Required for Registration :

1. Passport and a photocopy of the passport ID page (with the photo)
2. A photocopy of the visa page of the passport
3. Insurance document
 - Students need to have proof of health/medical insurance that covers overseas medical bills and accidents when registering. Students could also choose to purchase insurance in Taiwan through the Office of International and Mainland China Affairs (proximately NT\$3,000 per semester).
4. A Copy of Certificate of Health Examination
 - **One academic year** : Students of the one-year exchange program need a copy of the Health Certificate for Residence Application for applying for the resident certificate (as attached).
 - **One semester** : Students of the one-semester exchange program need a copy of the Health Certificate for Short-Term Students for applying for a resident certificate (as attached).
5. Accommodation Agreement

Class Open and Selection

- Students should arrive school one week before the semester starts. Online course selection will be accessible after the semester starts.
- Courses are open to students can be found on the website.
- Website : <https://ap1.pccu.edu.tw/queryCourse/queryByCourse.asp?prjno=&querySource=queryCourse&NoCache=2021%2F10%2F8+%A4U%A4%C8+05%3A28%3A57&lvMainMenuIndex=0>





Introduction to CCU

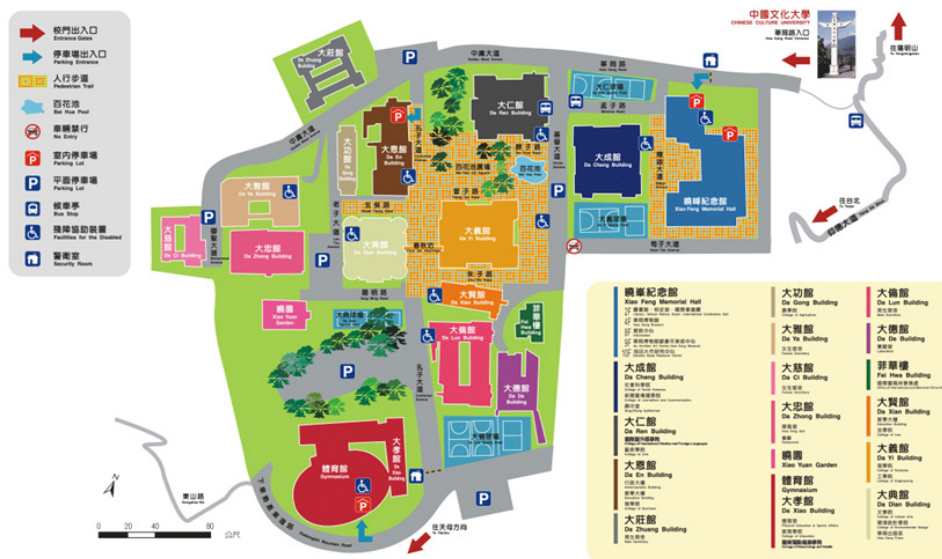
Introduction to CCU and Campus Map

Location: Taipei City (Yangmingshan Mountain)

Address: 55, Hwa-Kang Road, Yang-Ming-Shan, Taipei, Taiwan 111396

Website : <https://www.pccu.edu.tw/>

Campus Map : https://www.pccu.edu.tw/intro_campus_map.html



Contacts

Office of International and Mainland China Affairs (OIA)

OIA Website : <https://oima.pccu.edu.tw/>

Fei Hwa Building Room 202, 203, 204

Office Hours: Monday-Friday 09:00-12:00, 13:00-16:00 (GMT+8)

Japanese Students

Specialist : Mr. CHEN, CHUN-AN

Language: Chinese and Japanese

Room: 202

E-mail : cja@ulive.pccu.edu.tw

TEL : (02)2861-0511 #18302

Chinese Students

Specialist : Ms. CHIANG, FU-CHUN

Language: Chinese

Room: 202

E-mail : fucchiang@sce.pccu.edu.tw

TEL : (02)2861-0511 #18703

All Inbound Students (except Japanese and Chinese)

Specialist : Ms. CHEN, YUN-SI

Language: Chinese and English

Room: 203

E-mail :

Exchange@ulive.pccu.edu.tw

Cyx21@ulive.pccu.edu.tw

TEL : (02)2861-0511 #18104



Introduction to CCU

Student Services

■ Transportation

There are shuttle bus services between downtown Taipei and our main campus. The bus stop is located in front of the Ta Jen Building. The major bus stops are Taipei Train Station (East Gate no.3), Taipei MRT Jian-Tan Station, and CCU.
https://www.pccu.edu.tw/intro_traffic.html



■ Hsiao-Feng Memorial Library

The Circulation Desk is located on the second floor near the entrance. Readers can borrow books at the Front Desk by using a valid ID card. After the library is closed, readers can return books by dropping them into the return box in the hall outside the library.
**Circulation desk hours: Mon.- Fri. 8:30-20:30
Sat. 8:30-16:30 Sun. 9:00-16:30.**

■ On-Campus Activities

CCU occasionally holds on-campus activities open to all students. These may include celebrations and festivals which are scheduled on the dates of Taiwan's national holidays. There are events for international students to celebrate and exchange diverse international cultures.



■ University Health Clinic

The school health clinic is located on the second floor of the Ta En Building. The health clinic provides free medical services to students.

Clinic Hours:

Mon.-Fri.: 9:10~11:30, 13:30~16:00.

■ University Athletic Center

The school's Athletic Center is a building consisting of four stories underground and ten stories above ground. Facilities in the building include indoor swimming pools, spa areas, aerobics studios, tennis classrooms, weight-training rooms, indoor basketball courts, tennis courts, and gyms. In addition, the Athletic Center is equipped with a centrally-controlled surveillance system. This state-of-the-art security system ensures that every user can exercise in a safe environment.
Opening hours: Mon.-Fri. 8:00-22:00, Sat.-Sun. 8:00-18:00 (opening hours may change during winter and summer breaks).