

THINKS TO KNOW FOR CCU EXCHANGE STUDENTS

Welcome to Chinese Culture University!

Here are things you need to know about entering Taiwan and your study at CCU. If the information here does not answer all your questions, email us at exchange@ulive.pccu.edu.tw. We look forward to seeing you soon in Taipei.

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Important Dates

Registration: September 1-15, 2023, no later than September 19, 2023.

Class start date: September 11, 2023.

Add-and-drop deadline: September 19, 2023.

Midterm exam: November 6-11, 2023.

Final exam: January 6-12, 2024.

Campus accommodation check-in: September 2, 2023 (You must register before checking in)

Campus accommodation check-out: January 21, 2024.

The university calendar for Fall 2023 and Spring 2024 (in Chinese only):

https://www.pccu.edu.tw/calendar/old_calendar/112calendar.pdf

Enter/Stay/Work in Taiwan

【To Enter Taiwan】

◆ 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 15 days** of your arrival in Taiwan. (Taiwan's immigration regulations require foreigners staying in Taiwan for more than 6 months to have an ARC.)

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>

◆ **Visa application**

To apply for your visa, you need to bring your Letter of Admission. For other documents required for visa application, please visit the website of the Bureau of Consular Affairs, Ministry of Foreign Affairs

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

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

【To Work in Taiwan】

If you would like to work/intern in Taiwan, you must have a work permit. An Alien Resident Certificate is required to apply for a work permit. For more information, please visit the website below.

<https://oima.pccu.edu.tw/%e5%9c%8b%e9%9a%9b%e5%ad%b8%e7%94%9f%e6%9c%8d%e5%8b%99/%e5%b7%a5%e4%bd%9c%e8%ad%89/>

Registration and Student ID Card

- ◆ **Registration Date:** September 1-15, no later than September 19.

Report your arrival in person at the Office of International Affairs to register. Once you complete your registration, you will receive your student ID no. and password.

NOTE: CCU Offices are NOT open on Saturday and Sunday.

- ◆ **Document to be Collected** (insurance and medical examination)

Proof of medical insurance for overseas travel you purchase in your country and health examination certificate.

If you don't have medical insurance proof, it is mandatory to purchase the private insurance plan CCU provides. The cost is NTD 3,000 for a semester.

CCU Student insurance is optional. The cost is NTD 335 for a semester. It can be purchased when you register at the Office of International Affairs.

Health examination can be submitted later if you choose to do it within 14 days after arriving in Taiwan.

For more information about insurance and health examination, please see the sections "Health Examination" and "Insurance."

- ◆ **Student ID Card**

To have a student ID card, use your ID number and password to **log into the Student System and upload your photo**. Pick up your ID card at the Office of Academic Affairs (10 F, Da-en Building) approximately 7 days after you upload a photo.

◆ Registration for the 2nd Semester

If your exchange program is one year, you must register again in the beginning of the 2nd semester at the Office of International Affairs. CCU student insurance and the private medical insurance for the 2nd semester can be purchased at the time of registration.

Health Examination

A health examination may be required for the following situations:

1. Staying in Taiwan for More than Three Months

You are required to have the following two examinations.

- (1) Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates.
- (2) Chest X-ray for Tuberculosis.

Two ways to have the examination :

- (1) Done in your country within 3 months of your departure.
- (2) Done in Taiwan within 14 days of your arrival.

The Office of International Affairs will collect the health certificate when you register. You can also provide it later if you choose to do it after arriving in Taiwan.

You can use the [Taiwan Center for Disease Control \(Taiwan CDC\) health examination form](#) for the examination. For the examination form and more information about the health examination requirements for short-term international students, please go to the website of the Taiwan CDC.

<https://www.cdc.gov.tw/En/Category/ListContent/C4w0xUaCBCKzdd6BxDGWcA?uaid=GFMEP6frWMc1ScAuVNWbNQ>

2. Visa Application

Some of the Taiwan representative offices/consular offices may require a health examination for visa application. Follow their instructions.

3. Alien Residence Certificate (ARC) Application

A health exam is required to apply for an ARC.

Insurance

1. Exchange students **MUST purchase medical insurance for overseas travel prior to departing their home countries**. The insurance must cover outpatient treatment, hospitalization, death, disability, etc. due to illness or accidental injury.

The Office of International Affairs will collect the proof of your medical insurance when you register at the Office.

2. CCU Student Insurance (optional)

You may purchase CCU student insurance when you register at the Office of International Affairs. It is a one-semester plan. If you need it for the 2nd semester, it can be purchased when you register again at the Office of International Affairs. The cost and coverage are as follows:

Cost: NTD 335 for a semester (price may vary).

Coverage:

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

3. Private Medical Insurance

CCU also provides a private medical insurance plan for exchange students. **This insurance is mandatory for those who do not provide a document proving they have medical insurance covering their medical needs in Taiwan.**

It is a one-semester plan. If you need it for the 2nd semester, it can be purchased when you register again at the Office of International Affairs.

The cost is NTD 3,000 for a semester (may vary depending on the contract with the insurance company).

4. National Health Insurance

International students who **have an ARC and have stayed in Taiwan consecutively for more than 6 months are eligible** to enroll in the National Health Insurance. The cost is NTD 826 per month (may vary depending on the government policy).

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

<https://oima.pccu.edu.tw/%e5%9c%8b%e9%9a%9b%e5%ad%b8%e7%94%9f%e6%9c%8d%e5%8b%99/%e7%94%9f%e6%b4%bb%e8%bc%94%e5%b0%8e/%e5%9c%8b%e9%9a%9b%e5%ad%b8%e7%94%9f%e9%86%ab%e7%99%82%e4%bf%9d%e9%9a%aa%e8%aa%aa%e6%98%8e/>

Campus Accommodation (Fall 2023)

If you applied for campus accommodation in your exchange program application, a dorm room will be reserved for you. We will help you with check-in after you register at the Office of International Affairs.

If you did not apply for campus accommodation, we cannot guarantee the availability of dorm rooms upon your arrival.

- ♦ **Check-in date:** September 2, 2023.
- ♦ **Check-out date:** January 21, 2024.
- ♦ **Accommodation Fee:** NTD 11,700-16,700, depending on your assigned dormitory. (Fee may vary)
- ♦ **Security Deposit**

All campus accommodations require a security deposit (NTD 1,000), it will appear with the accommodation fee on the invoice you receive after your check-in.

If the agreement between your home university and Chinese Culture University **mutually waives the accommodation fee, DO NOT** pay the fee if it shows on the invoice you receive, but you must pay the deposit.

◆ Refund of Security Deposit

The deposit will be refunded in cash if no charges and damages are incurred when you check out and the dorm manager completes the inspection.

Please note the refund can only be processed during weekdays. For fall 2023, the check-out time is January 21, 2024, which is Sunday. Therefore, we advise international students to **complete the check-out procedure before Friday, January 19, 2024.**

◆ Payment

You will receive an invoice a few days after your check-in. Bring the invoice to make the payment at the Cashier's Office (Da-en Building 11F). Please note that **foreign-issued credit cards are NOT accepted at the Cashier's Office.** Prepare enough cash to pay the accommodation fee if you do not have Taiwan-issued credit cards.

◆ Campus Accommodation for Summer/Winter

Application for summer/winter accommodation will be announced approximately 1.5-2 months prior to the last day of the final exam. Pay attention to your email for application and fee information if you need campus accommodation for summer/winter vacation.

Course Information and Selection

◆ Course Registration

To register for courses, log into the student system using your student ID number and password, which you will receive when you report your arrival in person at the Office of International Affairs.

NOTE: Some of courses may not be able to register online, instead, it can only be done using the Course Add-and-Drop Form. If you encounter this situation and need assistance, go to the Office of Academic Affairs (Da-en Building 10F) or the Office of International Affairs (Fei-hua Building Room 203).

◆ Courses Open to Exchange Students

Almost all the courses are open to exchange students, except those requiring prerequisites or having special restrictions. To have a glimpse of courses at CCU, please go to the following website:

English Website

<https://ap1.pccu.edu.tw/queryCourse/queryByCourse.asp?prjno=&QuerySource=queryCourse&NoCache=2023%2F5%2F25+%A4U%A4%C8+12%3A56%3A41&lvMainMenuIndex=0>

Chinese Website

<https://ap1.pccu.edu.tw/queryCourse/queryByCourse.asp?prjno=&QuerySource=queryCourse&NoCache=2023%2F5%2F26+%A4U%A4%C8+01%3A42%3A12&lvMainMenuIndex=0>

For the English website, **to find courses for Fall 2023** (not available until June 8, 2023) type in "112" for [Academic Year], and choose "Fall" for [semester]. (See the picture below), then click on [search] to see all courses. You can also limit your search by "department," "student level," etc. (See the figure on the next page)

Academic Year	112 ← Type "112" here	Semester	Fall ← Choose "Fall" here
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	(Search by part words) <input type="checkbox"/> Keyword Searching
Required / Elective	<input checked="" type="radio"/> All <input type="radio"/> Required <input type="radio"/> Elective	Professor Name Faculty ID	(Search by uncompleted name or professor's staff code)
Major Type	All	Course Type	Foreign & Exchange Student Reserved Class

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

◆ Chinese Language and Culture Learning Courses

Courses for credits: On the same page above, choose "Foreign and Exchange Student Reserved Class" for [Course Type] to see the courses offered.

Academic Year	112	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	(Search by part words) <input type="checkbox"/> Keyword Searching
Required / Elective	<input checked="" type="radio"/> All <input type="radio"/> Required <input type="radio"/> Elective	Professor Name Faculty ID	(Search by uncompleted name or professor's staff code)
Major Type	All	Course Type	Foreign & Exchange Student Reserved Class

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.

Choose "Foreign and exchange student reserved class" here

Search

Non-credit Courses

Office of International Affairs also offers free courses for all international students. The course list and schedule are usually announced approximately a week before the semester starts.

◆ Credit Equivalency

To convert the credits for the courses taken at CCU to your home universities, you may use the following formula:

1 credit = 18 hours

Leaving CCU (Deregistration)

Before leaving CCU, you MUST complete deregistration procedures. The Office of International will remind you and provide the information and form approximately a month before the last day of the final exam. Pay attention to your email.

Transcript

The Office of International Affairs applies for transcripts (in Chinese and English) for all exchange students. **The PDF of your transcripts will be emailed to you and your home university.** If you need a paper copy, please write to the Office of International Affairs (exchange@ulive.pccu.edu.tw) to request one after receiving the PDF.