Chinese Culture University

CCU STUDENT HANDBOOK



Compiled by Office of International and Mainland China Affairs

Chinese Culture University

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Message from the President

Welcome! I am delighted and privileged to welcome you to Chinese Culture University! As you take your first steps on our campus, we want you to know that you're about to embark on an incredible adventure that will shape your future and create memories to last a lifetime.

Chinese Culture University is a comprehensive university with a long history. It not only cultivates excellent teachers, but also cultivates outstanding talents in all walks of life. It is included for the first time in the QS World University Rankings: Sustainability 2024. Chinese Culture University ranked top 257 among Asian universities, top 23 among Taiwan's universities, and top 10 among all private universities. You're joining a vibrant community where cultures from all around the world come together. Get ready to embrace diversity, make lifelong friends, and broaden your horizons.

Moving abroad can be a challenge, remember that we're here to support you every step of the way. Teachers and staff of CCU are happy to help you with academics, personal challenges, and adjusting to life in Taiwan.

We truly hope your time at CCU will be amazing, filled with growth, adventure, and unforgettable moments. Make the most of this opportunity by connecting with fellow students, joining societies and activities, and embracing the wonderful cultural tapestry that surrounds you.

Once again, welcome to CCU! Get ready to learn, grow, and create memories that will last a lifetime. May you have a wonderful college life!

Chinese Culture University

Introduction to the Handbook

Welcome to the International Student Handbook!

This handbook is your essential guide to navigating life and studies at Chinese Culture University (CCU). Whether you're new to Taiwan or returning for another semester, this resource is designed to help you:

- *Settle in smoothly with step-by-step instructions on visas, housing, and registration.*
- *Stay informed about academic policies, health services, and campus life.*
- *Thrive personally and academically with tips on wellness, cultural integration, and support resources.*

Welcome to the CCU family—let's make your experience extraordinary!

Our university values:

- *Academic Excellence: Striving for the highest standards in teaching, research, and student support.*
- *Cultural Diversity: Embracing the diverse backgrounds and experiences of our international students.*
- *Sustainability: Focusing on creating a greener and more sustainable future.*
- *Community Engagement: Encouraging students to become socially responsible global citizens.*

We are confident that your time at CCU will be a transformative experience, filled with opportunities for growth, new perspectives, and lifelong memories.



Pre-Arrival Information

Proper preparation ensures a smooth transition to university life. Below are key aspects to consider before arriving in Taiwan.



Visa & Alien Resident Certificate

Applying for a student visa is essential. Follow these steps:

1. *Check Eligibility: Ensure you have an official admission letter from the university.*
2. *Prepare Required Documents:*
    - *Valid passport (at least six months validity).*
    - *University admission letter and proof of enrollment.*
    - *Financial proof (bank statements, scholarship confirmation, or sponsorship letter).*
    - *Health check-up report (if required).*
    - *Visa application form from the Taiwan embassy or consulate website.*
3. *Submit Application: Visit the nearest Taiwanese embassy or consulate and apply well in advance.*

Please apply for the Resident Visa according to your status.

- *Resident Visa for Foreign Student website*
- *Resident Visa for Overseas Chinese Students*
  (Independent Admission) *(University Entrance Committee)*
- *Hong Kong and Macau Students website*

Travel Information

Booking Flights

- *Book your ticket early to get better prices and choose direct flights if possible.*
- *Confirm baggage allowances to avoid extra fees.*

Arrival in Taiwan

- *Customs & Immigration: Have your passport, visa, and admission letter ready for inspection.*
- *Airport to University: Options include:*
    - *Public Transport: MRT, bus, or taxi.*
    - *University Pickup: Check if the university offers airport pickup services for new students.*
    - *Ride-Sharing Apps: Uber and local taxi services are available.*



International Office Contact Information:

- ***Location:*** *Fe Hwa Building* 菲華樓
- ***Email:*** *grf@ulive.pccu.edu.tw*
- ***Phone:*** *+886 228 610-511 ext. 18103*
- ***Website:*** *http://oima.pccu.edu.tw/bin/home.php*

Ms. Wang Qing: WQ@ulive.pccu.edu.tw
ext.18101 (Ms. Wang Qing)

Our office hours are typically Monday to Friday, from 8:00 am- 4:30 pm , but we encourage you to visit our website or email us in advance for any urgent inquiries or appointments.
We look forward to supporting you and helping you make the most of your time at CCU.

Don't hesitate to reach out—whether you need advice, have questions, or just want to know more about campus life, we're here for you!

Join Teams and Stay Informed

- *Join "CCU International Students" TEAMS group via the link:https://shorturl.at/89ekK or scanning the QR code..*
- *Please log in with your CCU email account and the password that you have reset on MyCCU.*

Packing Checklist

Essential Documents

- *Passport & Visa (plus photocopies).*
- *Admission Letter & Student ID (if issued).*
- *Financial Documents (bank statements, scholarship proof).*
- *Health & Insurance Papers (if required).*
- *Emergency Contacts (university office, local embassy, family members).*

Clothing & Climate Considerations

Taiwan has a subtropical climate:

- *Summer (May–Sept): Light, breathable clothing.*
- *Winter (Dec–Feb): A jacket or sweater for cooler weather.*
- *Rainy Season (June–Aug): A small umbrella or raincoat is useful.*

Electronics & Essentials

- *Power Adapter (Taiwan uses 110V, Type A/B plugs).*
- *Laptop & Phone (ensure they work with 110V power).*
- *SIM Card: Consider purchasing a prepaid SIM at the airport or setting up international roaming.*

Other Essentials

- *Personal Medications (with prescriptions if necessary).*
- *Basic Toiletries (though available in Taiwan, bringing essentials for the first few days is helpful).*
- *Some Local Currency (NTD) for immediate expenses.*
- *A Small Lock for luggage security.*



Cultural Preparation

- **Language**: *Mandarin Chinese is the official language. Learning basic phrases can be helpful.*
- **Etiquette**: *Taiwanese culture values respect, politeness, and punctuality.*
- **Food**: *Try local dishes but be aware of dietary preferences and restrictions.*
- **Public Behavior:** *Avoid loud conversations in public places and follow local customs.*

Important Tips

- *Make Copies of Important Documents (passport, visa, ID, and admission letter) and store them digitally.*
- *Save Emergency Contacts on your phone and have a printed copy.*
- *Download Navigation Apps (Google Maps, Taiwan Metro apps) for easier travel.*
- *Familiarize Yourself with Local Laws & Regulations (e.g., visa renewal, working restrictions for students).*

Arrival Information

How to Get from the Airport to the Campus of Chinese Culture University? (Video Instruction)



1. Taoyuan Airport MRT

Take the Taoyuan Airport MRT (Express Line) to Taipei Main Station.
Travel time: ~35 minutes. Fare: NT$150



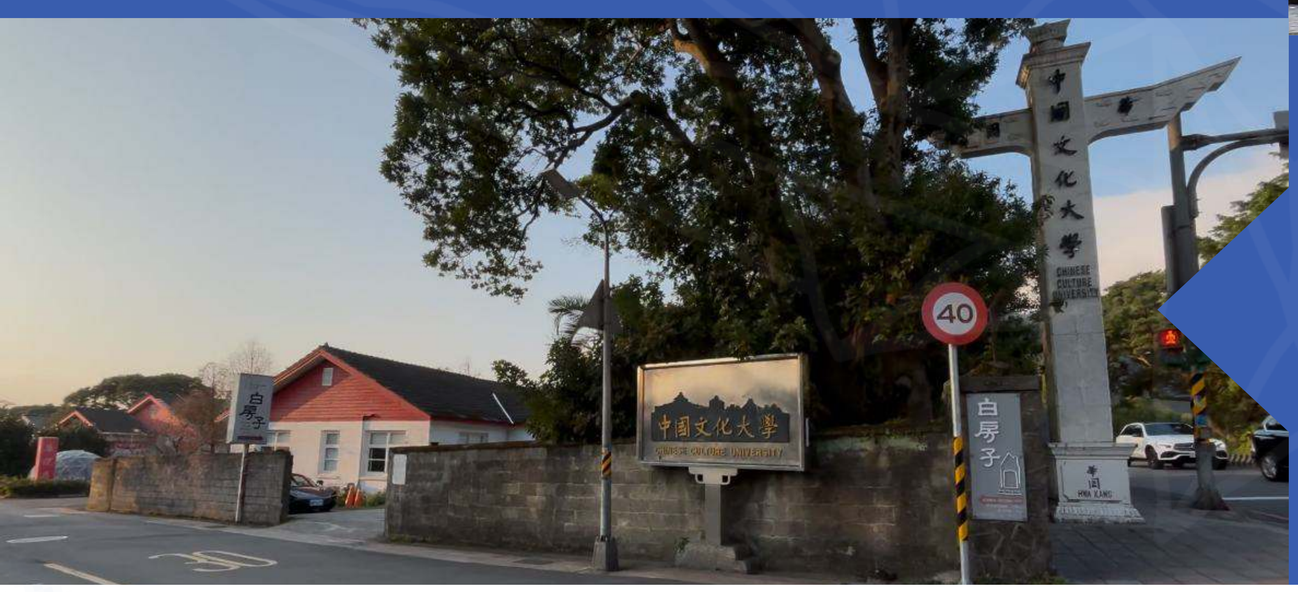
2. Taipei Metro (Red Line)

At Taipei Main Station, transfer to the Taipei Metro Red Line (Tamsui Xinyi Line). Ride the metro to Jiantan Station (Exit 3: Taipei Performing Arts Center)

3. Bus to Campus

From Exit 3, turn right to the Jiantan Bus Station. Take Bus R5 (Red 5) or Bus 303 bound for Yangmingshan.





4. Walk to Campus

From the bus stop, turn left onto Ai Fu 2nd Street. Follow Ai Fu 2nd Street and Hwa Kang Road for a 10-minute walk to campus

Other options

Free Airport Pickup Service

- *If you're able to meet the designated pick-up dates, you can sign up for a FREE airport pick-up.*
- *For more information, please contact*

Ms. Wang Qing via ***wq@ulive.pccu.edu.tw*** *or*
Ms. Angelia Kuo via ***grf@ulive.pccu.edu***

Taxi

- *Cost: ~NT$1,200–1,500 (pre booking discount available).*
- *Recommended Driver: Radar Chao (+886 928 277 117).*
- *Note: Taxis are also available outside the airport arrival hall!*

Exchange for Currency

- *In Taiwan, cash is the preferred method of payment in small businesses. When you arrive on campus to pay your tuition at the cashier's office, please note that only New Taiwan Dollars (NTD) are accepted. It is recommended that you exchange some currency at the airport prior to your arrival on campus.*

SIM Cards at the Airport

- *Purchase a prepaid SIM card at Taoyuan Airport (counters in Arrival Hall).*
- *Short-term: 3–7 days (NT$300–500, unlimited data).*
- *Long-term: 30+ days (NT$600–1,000, includes calls/data).*
- *Providers: Chunghwa Telecom, FarEasTone, or Taiwan Mobile.*



Key Locations



Da En Building

- *10F: Office of Academic Affairs (registration, transcripts).*
- *2F: Office of Student Affairs .*



Fei Hwa Building

- *2F: Office of International Affairs (visa, insurance, work permits).*



Dazhong Building

- *3F: Convenience stores, cafés, and stationery shops.*



Library Building

- *2F: Campus café (run by the Tourism Department).*

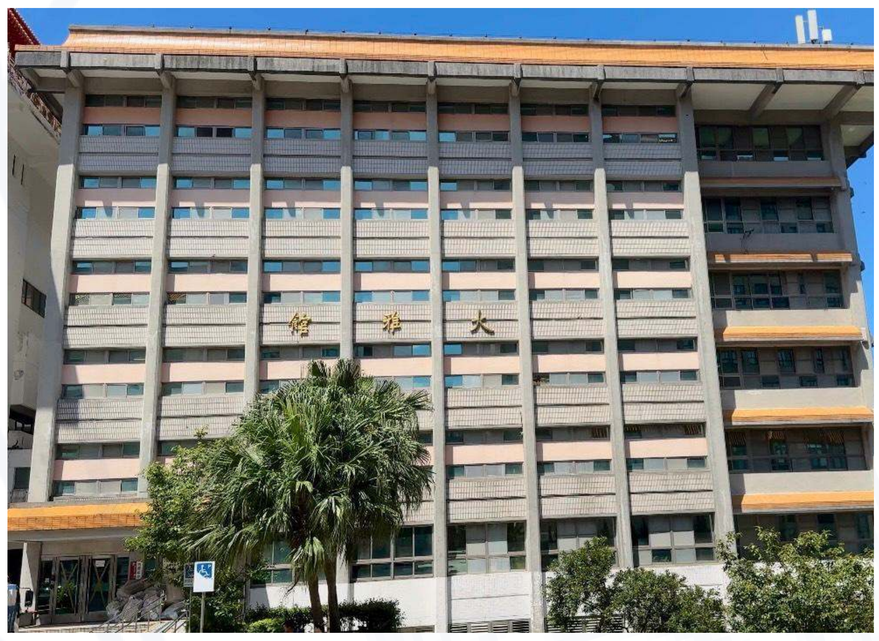
On-Campus Accommodation

The university offers on-campus housing for students, providing a convenient and safe living environment. Dormitories are available for both male and female students, with shared-room and studio-room options.

Female Dormitory Options



Da-Ci Building
10,600 NT$ per Semester (Shared-room)
Telephone No. (02)-2861-0511
Extension 12109



Da-Ya Building
11,700 NT$ per Semester (Shared-room)
Telephone No. (02)-2861-0511
Extension 12107

Male Dormitory Options



Da-Lun Building
11,700 NT$ per Semester (Shared-room)
Telephone No. (02)-2861-0511
Extension 12154



Da-Zhuang Building
13,900 NT$ - 15,700 NT$ per Semester (Shared-room)
Telephone No. (02)-2861-0511
Extension 12155

Additional Costs
- *Air-conditioning: Residents must purchase an individual air-conditioning card.*
- *Room Deposit: NT$1,000 (Refundable upon completion of checkout procedures).*

On-Campus Accommodation

Eligibility

- *On-campus housing is available to all admitted students.*
- *If you have applied for the dorm but later decide to cancel, please contact Ms. Angelia Kuo via* ***grf@ulive.pccu.edu.tw***

Accommodation Rules & Regulations

Dormitory Access

- *Residents must swipe their ID cards to enter and exit.*
- *Non-residents are strictly prohibited from entering dormitory buildings.*

Resident Responsibilities

- *Comply with all dormitory regulations and agreements.*
- *Attend mandatory resident meetings and fire drills.*
- *Maintain cleanliness and respect shared spaces.*

Security & Management

- *Dormitory staff are available for assistance and supervision.*
- *Security measures include ID-based entry and restricted access.*

Where to Find the Beddings for Your Dorm? (Video Instruction)

Jiahua Stationery Store Bed Set Options

Option A



Mattress: 2,900 NTD



Quilt: 1,390 NTD



Pillow: 1,099 NTD



Bed Bag: 1,290 NTD

~~Original Price: 6,670~~
Special Price: 5,999

Option B



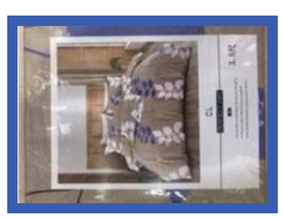
Mattress: 1,190 NTD



Quilt: 1,290 NTD



Pillow: 490 NTD



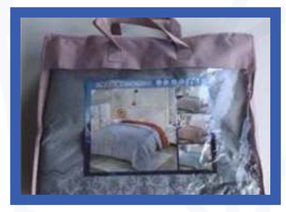
Bed Bag: 390 NTD

~~Original Price: 3,360~~
Special Price: 3,000

Option C



Mattress: 890 NTD



Quilt: 1,290 NTD



Pillow: 290 NTD



Bed Bag: 390 NTD

~~Original Price: 2,860~~
Special Price: 2,499

Off-Campus Accommodation

For students who prefer to live off-campus, the university provides resources to ensure safe and reliable rental options. The Military Training Office conducts strict inspections of rental properties to safeguard student housing rights and security.

Important Considerations for Off-Campus Housing

Visit the Property with Friends or Family

- To ensure your safety, bring a friend or family member when inspecting potential housing.

Understand the Costs & Responsibilities

- Carefully review all expenses, including:
  - Deposit (押金)
  - Utilities (water, electricity, gas, internet)
  - Management fees (if applicable)
  - Repair responsibilities (clarify who covers maintenance costs)

Verify Contract & Identification Documents

- Ensure all signees (landlord and tenant) provide official identification before signing the lease.
- The lease should include the full names and ID numbers of both parties.

Know Your Tenant Rights

- Understand the terms of your lease, including contract duration, renewal, and termination conditions.

For additional legal and safety guidelines, visit:
https://reurl.cc/RWrZEx



Finding Off-Campus Housing

Finding a suitable place to live off-campus requires careful planning. Below are resources and strategies to help students secure safe and affordable housing.

University-Approved Rental Listings
To assist students in finding reliable and safe accommodations, the university has a dedicated rental platform with listings of pre-checked properties:

https://house.nfu.edu.tw/PCCU

These listings are regularly updated and inspected to ensure compliance with safety and rental standards.

For housing-related inquiries, contact:
Military Training Office Representative
wq@ulive.pccu.edu.tw



Online Rental Platforms

The university provides these references for guidance only and does not intervene in rental agreements or disputes between tenants and landlords. Students should exercise caution and make informed decisions before signing a lease.

Platform	*Website*	*Language*	*Features*
Zuyou	*zuyou.com.tw*	*English*	*Focuses on foreign tenants, easy search options*
Tealit	*tealit.com*	*English*	*Ideal for international students, includes short-term rentals*
591	*591.com.tw*	*Chinese*	*Largest rental platform in Taiwan, wide variety of listings*
Home 7-11	*home7-11.com.tw*	*Chinese*	*Includes listings from licensed real estate agents*
Tsuei Ma Ma Foundation	*tmm.org.tw*	*Chinese*	*Non-profit organization focused on safe and fair housing*
Facebook Rental Group	*facebook.com/groups/RentalApartments/*	*Chinese English*	*Community-driven platform with direct contact to landlords*

Essential Tasks Upon Arrival

Step 1: Report Your Arrival

Upon arriving in Taiwan, your first task is to report in person at:

- ***For English-taught programs,*** *please check in with Ms. Angelia Kuo in Room 201 and have the following docs in PDF format, naming your file following this format:*
  doc name_student ID number_your full name.
  e.g. passport_B35001234_ANGELIA KUO visa_B35001234_ANGELIA KUO
- ***For Chinese-taught programs,*** *please report to Ms. Ko Chin in Room 203.*

Student ID Collection:

- *Upload your photo to MyCCU and collect your student ID from the Registrar Section, 10F Da En Building.*
- *It usually takes one week to process.*
- *Ensure your tuition fees are fully paid before collecting your student ID.*
- *Check the back of your ID for a registration sticker—this confirms that your registration is complete.*

Step 2: Apply for ARC

Deadline: *Apply within 30 days of arrival.*
Purpose: *Required for residency and essential for opening a bank account.*
Where to Apply: *National Immigration Agency office.*

Documents Needed:

1. *Completed ARC application form*
2. *Passport (original + copy, valid for at least 6 months)*
3. *One passport-size photo (4.5 x 3.5 cm, white background, taken in the last 6 months)*
4. *Student ID (original + copy)*
5. *Certificate of Enrollment OR Student ID with registration sticker*
6. *Housing contract (proof of residence in Taiwan)*

How to Obtain Supporting Documents from MyCCU:

- *Certificate of Enrollment:*
  - *Log in to MyCCU → Functions → Profile → Print Certificate of Enrollment*
- *Accommodation Certificate:*
  - *Log in to MyCCU → Functions →Service → Payment Certification*

Essential Tasks Upon Arrival

Step 3: Get a Name Chop (Stamp)

- *Required for opening a bank account.*
- *Location: The nearest store is at No. 3, Lane 26, Guanghua Rd, Shilin District.*

Step 3A: Open a Bank Account

- *The Post Office at Da Dian Building (on campus) offers banking services.*
- *What to Bring:*
  - *Passport (original)*
  - *ARC or UI Number (for one-semester exchange students)*
  - *Name chop*
  - *Student ID card*
  - *Minimum deposit of NT$10*

Video Instruction (for section 3 and 3A)

Step 3B: Update Bank Account Information on MyCCU

- *Once you open a bank account, you must update your details in MyCCU to receive any refunds, scholarships, or financial aid.*
- *Steps to Register Your Bank Account:*
  Log in to MyCCU → Click Functions → Go to Profile → Click Financial Account Login under Profile Settings → Update and save your bank account details

Video Instruction (for section 3B)

Step 4: Pay Tuition Fees

- *Ensure your tuition is fully paid before collecting your student ID.*
- *Payment Methods: Online banking, ATM transfer, or in-person at the university cashier.*

Video Instruction (how to find your tuition invoice?)

Step 5: Apply for a Work Permit (If Needed)

If you plan to work part-time while studying, you must apply for a work permit.

Applying Process:

1. *Go to the Post Office and pay an application fee (take the receipt, you will need it later)*
2. *Go to the website of the Ministry of Labor and create an account.*
3. *Create a new application and fill all the data.*
4. *Wait until the school's approval.*
5. *Collect your work permit.*

Note, that during the Semester, the maximum working hours are 8 hours per day, 20 hours per week and 80 hours per month. During the summer and winter vacation, students can work full time.

Academic Information

For comprehensive details on academic policies, grading systems, course selection, and other regulations, please refer to this handbook. If you need further assistance, visit the Academic Affairs Office.



Admission Procedures

Step 1: Tuition Payment

***Payment Methods**:*

- *Directly through the The Accounting Office Da En 12th floor within one week upon arrival;*
- *At the Post Office or Convenience Store (note that it takes 2 to 4 working days to process payment if you pay by bank transfer at the post office or pay at the convenience stores.)*

***International Bank Transfer:** Follow instructions in Attachment 1.*

Send SWIFT confirmation to cjh13@ulive.pccu.edu.tw with your student ID.

Step 2: Submit Academic Credentials

***Location:** Academic Affairs Office, Da-En Building 10F.*
Please see Attachment 2 for instructions on credentials submission.

Step 3: Health Check-Up

***Deadline:** Within one month of arrival.*
***Location:** Chi-Hsin Clinic (5F, No. 42, Sec. 3, Jianguo N. Rd., Zhongshan Dist.).*
***Cost:** NT$500 (payable at the clinic).*
***Appointment:** Book online at Chi-Hsin Clinic*

Step 4: Course Selection

Please see attachment 3 for instructions on courses selection.

Academic Calendar

Please go to the link: https://www.pccu.edu.tw/calendar/old_calendar/calendar2.html



Course Registration

1. Log in to MyCCU Portal:
- *Access via CCU Website → Student Login → MyCCU.*

2. Check Pre-Assigned Courses:
- *English language courses are automatically assigned. Do NOT drop these.*

3. Select Additional Courses:
- *Use the Course Selection System under Campus Services → Academic Affairs.*
- *Follow your department's credit requirements.*

4. Submit & Confirm:
- *Save selections before deadlines. Late changes require advisor approval.*

Support Resources

Attachment 3
Video (how to add courses to preferred course list)
Video (how to register for courses)

Health and Wellness



Mandatory Health Insurance

Step-by-Step Guide:

1. University Insurance (First 6 Months):
   - Cost: NT$3,000 (automatically added to tuition fees).
   - Coverage: Basic medical and injury insurance.
   - Validity: 6 months from arrival.
2. National Health Insurance (NHI):
   - Eligibility: After 6 months in Taiwan (allowing one short trip abroad under 30 days during the 6-month period).

NHI Enrollment:

- Visit the International Office (Room 203, Fe Hwa building) for assistance.
- Submit: Passport, ARC, and proof of enrollment.
- Cost: ~NT$826/month (adjusted annually).
- Penalty: Fines up to NT$15,000 if not enrolled.

Visit the website for more information.

Health Check-Up

- **Required** for All New Students:
- **Deadline:** Within 1 month of arrival.
- **Location:** Chi-Hsin Clinic (5F, No. 42, Sec. 3, Jianguo N. Rd., Zhongshan Dist.).
- **Cost:** NT$500 (paid at the clinic).
- **Appointment:** Book online at Chi-Hsin Clinic

On-campus Health Center

Feeling a bit off? The Health Center on 2F, Da En Building, is here to help. Stop by during office hours for a free check-up and any necessary medication.

Clinic Hours

• Monday, Tuesday, Thursday, Friday	09:10–11:10
• Wednesday	09:30~11:30

Minor Surgery Services

• Monday to Friday	08:30–16:30

Hospitals & Clinics:

Name	Address	Contact
Yang Ming Hospital	No. 105, Yusheng St., Shilin Dist	(02) 2835-3456
Taipei Veterans General Hospital	No. 201, Sec. 2, Shipai Rd., Beitou	(02) 2871-2121
Dr. Wells Wei- yu Dental Clinic	No. 120, Zhongzheng Rd., Shilin Dist.	(02) 2838-0071

Campus Life and Outside Activities

Campus Facilities

Stay active with our basketball courts, tennis courts, badminton courts, a modern gym, and a big-sized swimming pool. For your studies, our 24/7 library offers millions of physical books, e-books, and research databases to fuel your academic success.

Clubs & Communities:

CCU's vibrant community boasts numerous clubs and organizations tailored to every interest—whether you're into academics, culture, arts, or hobbies. Joining a club is a fantastic way to meet new people, develop skills, and make your university experience unforgettable.

Explore Beyond Campus

Supermarkets	
24 hours Carrefour Supermarket – Shilin Gezhi Branch	No. 7, Gezhi Rd., Shilin Dist.
Simple Mart – Shilin Guanghua Branch	No. 1-1 & 1-2, Ln. 26, Guanghua Rd., Shilin Dist.
PXMart – Shilin Guanghua Branch	No. 55, Huagang Rd., Shilin Dist.

Bookstores & stationery stores	
WenSi Stationary	No. 6, Ln. 26, Guanghua Rd., Shilin Dist.
Jiahua Stationery Store	Dazhong Hall on campus, next to the FamilyMart convenience store
Additional Options	3F, Dazhong Building, Chinese Culture University

Night markets	
Shilin Night Market	No. 101, Jihe Rd., Shilin Dist.

Explore Beyond Campus

General merchandising	
Jin Shin Fa Shop – Shilin Branch	No. 120, Wenlin Rd., Shilin Dist.
POYA – Shilin Zhishan Branch	No. 1, Sec. 6, Zhongshan N. Rd., Shilin Dist.

Pharmacies	
Wenxiang Pharmacy	No. 2, Aly. 2, Ln. 26, Guanghua Rd., Shilin Dist.
Yangming Pharmacy	No. 10, Jingshan Rd., Shilin Dist.
COSMED – Chinese Culture University On Campus Branch	3F, Dazhong Building, Chinese Culture University

Convenience stores	
FamilyMart - Chinese Culture University On Campus Branch	3F, Dazhong Building, Chinese Culture University
7-11 - Chinese Culture University On-Campus Branch 1	No. 7-1, Lane 26, Guanghua Road, Shilin District, Taipei City, 111

Fast food restaurants	
Mos Burger GeZhi Branch	No. 59, Gezhi Road, Shilin District, Taipei City, 111
McDonald's-Yangmingshan Restaurant	No. 62, Gezhi Road, Shilin District, Taipei City, 111

Explore Beyond Campus

Vegetarian restaurants	
Shi-a-wa-se (fusion vegetarian restaurant)	*No. 14, Gezhi Rd., Shilin Dist.*

Beverage and coffee shops	
PCCU Café (run by the Dept. of Tourism)	*2F (Lobby), Library Building, Chinese Culture University*
Starbucks Coffee – Caoshan Branch	*No. 5, Guotai St., Shilin Dist.*

Telecom Companies	
Chunghwa Telecom	*No. 158, Wenlin Rd., Shilin Dist.* *No. 10, Jihe Rd., Shilin Dist.* *2F., No. 95, Fuguo Rd., Shilin Dist.*
Far EasTone	*No. 291, Wenlin Rd., Shilin Dist.* *No. 387, Zhongzheng Rd., Shilin Dist.*
Taiwan Mobile	*No. 32, Wenlin Rd., Shilin Dist.* *No. 678, Wenlin Rd., Shilin Dist.*

Money and banking	
ChungHwa Post *Chinese Culture University Post Branch*	*No. 55, Huagang Rd. (1F, Da Dian Building, Chinese Culture University). Shilin Dist.*
Bank of Taiwan *Shihlin Branch*	*No. 197, Sec. 6, Zhongshan N. Rd., Shilin Dist.*
Chinatrust Commercial Bank *Shihlin Branch*	*No. 307, Zhongzheng Rd., Shilin Dist.*

Attachment 1

Instruction for tuition payments

Enquiries of tuition, invoice and receipt download can be done following the steps:

School's homepage → Student → MyCCU → All function → Campus Services → Financial matters → Tuition → Academic Year 2024 & Fall Semester → Submit enquiries of tuition, invoice and receipt download.

Note: *It takes 2 to 4 working days to process payment if you pay by bank transfer at the post office or pay at the convenience stores.*

How to Find your Tuition Invoice? (Video Instruction)

Double check the information keyed in to ensure a successful transfer. Please send an email to CCU cashier office cjh13@ulive.pccu.edu.tw with your Student ID and your receipt (SWIFT message) as the attachment. Check OUR for Detail of charge. You are responsible for the remittance fee. To check your payment: log in to MyCCU, the student system financial matters tuition fee inquiry choose the current semester.

Note: *It takes 7-14 days to process the international bank transfer.*

If you have any question, please email CCU cashier office ***cjh13@ulive.pccu.edu.tw.***

Attachment 2

Submission of Academic Credentials

Please visit the Office of Academic Affairs to submit academic credentials upon arrival at school. Required documents:

1. *The original and a photocopy of the highest academic degree diploma (applicants with equivalent qualifications should include a certificate of study).*
2. *The original and a photocopy of academic transcripts.*

Important:

The original documents for verification will be checked and photocopies must be submitted.

Documents must be verified by a government's overseas representative office. A Chinese or English translation should be provided if the original documents are written in other languages.

Academic credentials must meet the Standards for Recognition of Equivalent Qualifications for University Entrance Examination.

For students with academic credentials from Mainland China, the following are the required documents:

3. *The original and a photocopy of the Certificate of Degree and academic transcript.*
4. *Documents specified above must be notarized by the notary office in Mainland China, and a certification report confirming their authenticity must be obtained from the "China Higher Education Student Information and Career Center (CHESICC or CHSI)".*

The abovementioned notarized documents must be verified by a public sector established or designated by the Executive Yuan or an entrusted private organization such as the Straits Exchange Foundation, indicating the information of documents consistent with the that notarized in Mainland China.

Attachment 3-1

Course Selection for New International Students

A. Selection of Courses in the "Foreign Language Categories: English Program and Conversation Laboratory"

From academic year 113 onwards, "Foreign Language" and "Language Lab" courses in the foreign language field have merged into "Foreign Language: Reading and Conversation (I)" and "Foreign Language: Reading and Conversation (II)," restricted to the same language. These year-long courses span two semesters and require two years of study. For instance, if English is chosen, students must complete both "Foreign Language: English Reading and Conversation (I)" and "Foreign Language: English Reading and Conversation (II)."

B. Physical Education courses selection

The PE Curriculum consists of Freshman PE and Non-freshman PE. Freshman PE comprises PPE1 and PPE2. PPE1 is for the fall semester, and PPE2 is for the spring semester only.

Important:

- *Physical Education courses are year-long courses, lasting from the fall to the spring semesters in the order. If you do not take the PPE1 in the fall semester, you cannot take PPE2 in the following spring semester. Therefore, it is important to select the course during the scheduled course selection period. Freshmen enrolling in the spring semester must wait until the second semester (fall semester) to take toe physical education courses.*

Online Course Selection:

How to add courses to preferred course

How to register for courses

Attachment 3-2

C. Selection of General Courses: "Humanity", "Society" and "Nature"

- *Please enter the class selection system to select these courses during the scheduled course selection period.*

Course selection:

1. *Students may take up to two general courses per semester.*
2. *The number of credits for general courses students should take for their majors is as follows:*

General classes Majors	*Languages*	*Humanity*	*Society*	*Nature*	*Interdisciplinary program*	***Total***
Art & Humanities	*10*	*2*	*4*	*4*	*12*	***32***
Social Sciences	*10*	*4*	*2*	*4*	*12*	***32***
Natural Sciences	*10*	*4*	*4*	*2*	*12*	***32***

D. Regulations Regarding Course Selection and Credit Completion
The maximum number of credit hours allowed per semester for each student shall be as follows: (according to Article 3 of the Regulations of Course Selection):

- *The maximum number of credits per semester is 25.*
- *The minimum number of credits for freshmen, sophomore and junior students is 10. Students studying in their fourth or fifth year may take no less than 9 credits. Students who delay graduation must at least take one credit per semester.*

Important:

- *Students shall take required credits according to the requirements of the departments or programs they are studying in.*
- *Credits earned by students that are offered by other departments, colleges, or credit programs must be approved as required credits for graduation by the student's departments.*
- *Courses with prerequisites must be taken as required. This rule does not apply to students who fail the prerequisites and wish to retake the courses.*
- *Required & elective courses that last a whole academic year must be taken in both fall and spring semesters and in such order. Students need to obtain credits for both semesters to meet the requirement for credit completion.*

FAQs for Preparing to Study at Chinese Culture University (CCU)

1. What documents do I need to apply for a student visa?

Please visit https://shorturl.at/ZuZss

You need:

- *Application form.*
- *Two color passport-size (45 mm in height and 35 mm in width) photos.*
- *Passport and one photocopy of the passport.*
- *Original and one photocopy of health certificate.*
- *Original and one photocopy of letter of approval issued by CCU.*
- *Original and one photocopy of admission permit or record of enrollment and registration.*
- *Original and one photocopy of the overseas school's record of enrollment.*

Submit these to the nearest Taiwanese embassy/consulate.

2. How do I get from Taoyuan Airport to CCU?

Options include:

- *Airport MRT + Metro + Bus: Take the Airport MRT to Taipei Main Station, transfer to the Red Line metro to Jiantan Station, then take Bus R5/303 to campus.*
- *Free Airport Pickup: Available on Feb 15–16, 2024 (indicate need in the registration survey).*
- *Taxi: Costs ~NT$1,200–1,500. Pre-book with recommended driver Radar Chao (+886 928 277 117).*

3. What's the deadline to apply for an Alien Resident Certificate (ARC)?

Apply within 30 days of arrival in Taiwan. Bring your passport, student ID, proof of enrollment, housing contract, and a passport-sized photo to the National Immigration Agency office.

4. How do I open a bank account in Taiwan?

Visit the on-campus post office (Da Dian Building) with:

- *Passport, ARC/UI number, student ID, name chop (stamp), and NT$10 minimum deposit. Update your bank details in MyCCU to receive refunds or scholarships.*

FAQs for Preparing to Study at Chinese Culture University (CCU)

5. What health insurance is required?

- *University Insurance: NT$3,000 for the first 6 months (included in tuition fees).*
- *National Health Insurance (NHI): Apply after 6 months of residency. Cost ~NT$826/ month.*

6. Where can I find off-campus housing?

Use CCU-approved platforms like [https://house.nfu.edu.tw/PCCU] or popular sites: Zuyou (English-friendly), 591 (largest platform), or Facebook rental groups.

7. How do I register for courses?

- *Log in to MyCCU Portal → Course Selection System.*
- *Check pre-assigned English courses (do not drop these).*
- *Select additional courses per your department's credit requirements.*
- *Confirm selections before deadlines.*

8. What should I pack for Taiwan's climate?

- *Summer (May–Sept): Light, breathable clothing.*
- *Winter (Dec–Feb): Jacket/sweater.*
- *Rainy Season (June–Aug): Umbrella/raincoat.*

Also bring a universal power adapter (Type A/B, 110V) and essential medications.

9. Who can I contact for urgent support?

International Office:

- *Email: WQ@ulive.pccu.edu.tw / grf@ulive.pccu.edu.tw*
- *Phone: +886 228 610-511*
- *Address: 55 Huagang Rd., Shilin District, Taipei.*

Military Office for emergency contact

- *Phone: (02)28616630 / +886 986 716 630*