

Outbound Exchange Student Handbook

Summary

Type of Exchange Students

Exchange Students	Based on the student exchange agreement signed between CCU and the partner universities, students are nominated by our school and admitted by the partner universities. Students only need to pay CCU tuition and fees.
Visiting Students	Based on the student exchange agreement signed between CCU and the partner universities, our school nominates students to be admitted by the partner schools. Admitted students pay tuition and fees to CCU and the partner school.
University Mobility in Asia and the Pacific (UMAP)	Member schools in UMAP admit exchange students according to its policy. Students apply to UMAP.

Number of exchange students

Exchange Students	The number is determined according to the exchange agreement signed between our school and the partner universities.
Visiting Students	
University Mobility in Asia and the Pacific (UMAP)	Program A: 2 students Program B: number determined by the school

Duration of Programs

Students could choose to study for a semester or a year, but not longer than a year for each application. Schools in certain countries such as Thailand only offer exchange programs that required students to study for one year.

Courses for Exchange Students

English Taught Programs	The course are offered to international students or English majors.
Language courses	The partner school offers language courses, such as ESL courses.
Under graduate courses	Courses are taught in local language.

Office in charge

International Affairs Division	Processing applications of students who plan to study in our partner universities' programs taught in English or German. Nominating eligible students. Providing information and counseling.
East Asia Affairs Division	Providing information and counseling to students who plan to study in our partner universities in Japan.
Mainland China Affairs Division	Processing applications of students who plan to study in our partner universities' programs in mainland China, Hong Kong or Macau. Nominating eligible students. Providing information and counseling.
Colleges and Departments	Processing applications of students who plan to study languages or special courses. Nominating eligible students. Providing information and counseling.

Application and Selection Process

Online Application at CCU



Review and Selection



A list of nominated students will be sent to the partner schools



Partner schools review nomination and invite students to apply



Partner schools send out a letter of admission after review students' applications



Students start applying VISA and making travel arrangement



CCU updates student's enrollment status



Application for credits waiver



Students applying through UMAP follow the application procedures and check out information at <https://umap.org/>

Other important matters:

1. Exit of draftees
2. Letters of recommendation
3. Scholarships: scholarship funded by MOE/ international mobility scholarship
4. Student loan for studying overseas
5. Financial aid

Application at CCU

CCU students applying for the exchange programs offered by the partner universities must meet the following requirements:

1. Undergraduate students must study in the exchange program for at least one year. Transfer students and graduate students are required to study in the exchange program for at least one semester.
2. All students applying for the exchange program must be currently enrolled in our school.
3. Draftees whose exit time for exchange program exceed time allowed within the deferred conscription period can't apply for the program.
4. Applicants need to meet the requirements of the partner schools.
5. Visiting students are entitled to miscellaneous fees waiver once they complete payment of CCU tuition and fees, and start their studies in the exchange program.

Office in charge of the application process

1. International Affairs Division accepts and approves the applications of students who plan to study in our partner universities' programs taught in English or German. The division provides information and assistance in related matters.
2. East Asia Affairs Division provides related information regarding applications of students who plan to study in our partner universities in Japan.
3. Mainland China Affairs Division accepts and approves applications of students who plan to study in our partner universities' programs in mainland China,

Hong Kong or Macau. The division provides information and assistance in related matters.

4. Colleges and Departments accepts and approves the applications of students who plan to study languages or special courses in their major subjects. (For instance, the Department of Korean Language and Literature approves applications of students who plan to study Korean language in South Korea.)

Application and selection process

1. Students complete and submit online application form.

The Office announces the schedule and posts the link to the application webpage at the beginning of the Fall semester.

2. Applicants need to submit the following documents to the Office:

- ✧ Full academic transcript (with class ranking)
- ✧ Proof of Language Proficiency indicating qualification required by the partner schools
- ✧ Parent declaration form
- ✧ A copy of passport
- ✧ A copy of bank book of the applicant

3. The Office will issue an application completion form to the student after accepting all the needed documents. Students need to have the form signed by the director of the department they are studying in. Afterwards, the signed form must be submitted to the Office.

- ✧ All the above steps must be completed for the application.
- ✧ The number of students for the exchange program is determined by the partner universities. Interviews may be conducted to determine the nominated students if there are more applicants than offered.
- ✧ Students will be notified for interviews.
- ✧ Students who are interviewed need to prepare necessary documents and have a positive attitude.
- ✧ Students could apply to be a visiting student or change school to re-apply if their applications are turned down.
- ✧ The Office holds information session(s) for exchange program every semester. Students who plan to participate could attend the sessions.

College and Department

Students could participate in the exchange programs offered by colleges and department of CCU. Please check with the relevant offices.

Exchange student selection meeting

The Office of International and Mainland China Affairs will hold a selection meeting and decide the list of nomination proposed by the divisions in charge of application review (Mainland China Affairs Division not included).

Nomination

The list of nomination will be sent to the partner universities for admission. Please notice that time for nomination may vary depending on the schedule of the partner schools.

Partner school application process

The partner schools offering exchange program will send out application form to nominated students. This may be done in two ways as follows:

1. The partner schools send application form and information to the nominated students.
2. The partner schools ask the CCU to deliver the application form and information to the nominated students.

Application forms could be:

1. web-based application on the third party platform such as Google or Microsoft forms.
2. paper forms to be fill out by students. CCU will mail the written applications for students to the partner schools.

Please note that airmail delivery takes time. If students did not submit their applications by the designated time, they need to send out their application directly to the partner school.

Students need to complete their applications before deadlines and check with the Office for follow up.

Letter of admission

The partner schools will send out a letter of admission and related documents for students to apply for a visa.

1. The partner schools may send the written form of the letter of admission and related documents by airmail to students at the designated address. A few countries still require an official copy of the letter of admission when issuing a student visa. Students are encouraged to follow up on their application to make sure they receive necessary documents for visa application
2. Due to the pandemic, partner schools may send out the letter of admission and information via email. Students are advised to check their email every day.

Visa application and flight arrangement

The school is not responsible for students' visa application and flight arrangement.

Please take note of the following:

1. Students are advised to book the flight after receiving their visa.
2. Visa application process of different countries may vary. Students are advised to check with the visa issuing office for detail information.
3. Visa application process may take longer time due to current affairs or other conditions. Students should notice this when processing their application.
4. Students can't participate in the exchange program with a visitor visa or a visa on arrival.
5. Draftees need to pay attention to the time allowed to exit the country.
6. Students are advised to pay attention to the local laws and regulations regarding immigration.

Student status update

The Office will update student status as exchange students and clear up students' class selection for the semester when they are exchanging. Students who plan to cancel exchange program or return to Taiwan before scheduled need to inform the Office. Students are advised to select courses even if they have decided to exchange. Unexpected situations such as the pandemic could stop students from exchanging. Students' status will be updated in the first to two weeks after the second stage class selection.

Please inform the Office if encountering difficult situations.

Credits

Whether the credits students obtain from the exchange program will be recognized is determined by the department the students are studying in.

Students are advised to adopt the following steps:

Before traveling

1. Students could visit the website of the partner schools and find out courses similar to what offered by their home department.
2. Students read the courses descriptions and compare the courses.
3. Students could print out the related information and consult the teacher assistant in the department office.

Upon returning to Taiwan

Students apply for credit recognition with the original copy of the transcript to their home department, which will review and approve the application.

Other important applications and matters

Draftees and deferred conscription

According to paragraph 3 of Article 4 of the Enforcement Regulations for Conscription Law, “The period approved for the exit of a draftee shall not be longer than one (1) year if the draftee is a student who has applied for the exit on the grounds of taking a research project, foreign studies, performance, visit, competition event, training or field practice as assigned or recommended. In addition, the return deadline shall not exceed the deadline of deferred conscription. To apply for exit on the grounds of taking a research project or foreign studies, it will be subject to twice for each program.”

Notices:

1. The Office handles related matters regarding the exchange of draftees.
2. Application for deferred conscription requires 7-14 work days.
3. Draftees who are studying in the fourth year (or more) of undergraduate program, second year (more) of the graduate school need to file the application one before they plan to exit the country.
4. Draftees who delay graduation need to be enrolled and pay the tuition and fees before applying form deferred conscription with or without a letter of admission for exchange program. They should plan their exit according to their conditions.
5. Those who delay their return and exceed the deadline of deferred conscription will be restricted from departing from Taiwan for two years.
6. Students should inform the Office seven days before they decide not to exchange or if they haven't received the letter from the relevant authorities.

Application for exit and deferred conscription

1. Application need to be completed with the online application form at <https://forms.gle/nvgVEuWxMsgeDZ466>.
2. Send out the form to CYX21@ulive.pccu.edu.tw, indicating the student's name and student number.
3. The application is completed after the applicant receives a response from the office.

4. The school will submit the list of applicants to the municipality or county/city government where the student's household is registered for approval. The Student Counseling Section of the Student Affairs Department will assist in deferred conscription matters.
5. Drafts will receive an official letter from the government agency, and with the letter the drafts would get a stamp on their passport, indicating an exit permit.
6. Please check the "Result Inquiry" of the online application system of the National Conscription Agency.

Regulations for Exit of Draftees

<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=D0040006>

National Conscription Agency: <https://www.nca.gov.tw/>

Application for short term exit of draftees

<https://www.ris.gov.tw/departure/app/Departure/main>

Letters of recommendation

If the exchange programs offered by the partner schools require a letter of recommendation, students could choose one of the following methods to get the letter:

1. Students ask their advisor for a letter of recommendation.
2. The Office of International and Mainland China Affairs could issue a letter of recommendation in both English and Chinese if students apply for one.
3. The school would issue a letter of recommendation with the signature of the school president if students apply for one.

Notice:

The Office only provide a letter of recommendation for students who are nominated by the school and the program takes place in area other than Mainland China, Hong Kong and Macau.

The application requires one to two weeks.

Students need to file the application as scheduled.

Students need to find out what type of letter is required.

Application

1. Fill out the online application form. <https://forms.gle/1DhuiQFYrpqF4Xfc7>
2. Send out an email to CYX21@ulive.pccu.edu.tw, indicating name and student number of the applicant.
3. A reply email will confirm the application.

4. The Office will notify the applicant via email to pick up the letter at the Office (Room 203 of Feihwa Building.)

Scholarships (Government funding, international mobility scholarship)

How to apply for a scholarship?

School announcement

Step 1: Visit the school home page and press “view all.”

School website: <https://www.pccu.edu.tw/>

Step 2: Access “school announcement” to go the web page, and then click on the links to “scholarship, student loan, financial aid.”

** Students could search for the back announcements to see what types of scholarship have been offered. Please note that not all the scholarships are given every semester or every year.

The Office of International and Mainland China Affairs

<http://oima.pccu.edu.tw>

Students can find the Office’s website from the school’s homepage by choosing “Administration” then “The Office of International and Mainland China Affairs”

On the office’s website, choose the item “scholarship” to find out different types of scholarships offered.

MOE Scholarships for Excellent Students to Study Abroad

The Ministry of Education provides two types of scholarship for exchange students. They are “Hsueh Hai Fei Yang” and “Hsueh Hai Hsi Chu”.

Person in charge:

Extension no: extension #18207

Email-address: cyx19@ulive.pccu.edu.tw

Office: Room 204 of the Feihwa Building

“Hsueh Hai Fei Yang”

The scholarship is funded by MOE to encourage university students to study for a second degree or exchange in partner schools in other countries/territories (with the exception of schools in mainland China, Hong Kong, and Macau). The exchange programs must last for one year or more.

Each student will receive NT\$50,000 or more.

Eligibility

1. Applicants must be an ROC national and have their permanent residence registered at a household registry.
2. Applicants must be enrolled in CCU as a full time student for at least one semester.
3. Applicants' academic performance should meet the following conditions:
 - (1) The score of the conduct is 80 and up.
 - (2) Top 20% of the class; graduate students (doctor degree students excluded) enrolled in the class which has less than five students should be on the top of the class rank; or have excellent achievements such as research publication and awards.
4. Applicants must have learned English or other languages as required for at least one year and obtained a score of 75 and higher. Applicants whose TOFEL iBT score higher than 61 will be on the top of the awardee list.
5. Applicants are not awarded other scholarships funded by the local or foreign government.
6. Applicants are participating in the exchange program from June to October 31 the following year.

“Hsueh Hai Hsi Chu”

The scholarship is funded by MOE to encourage university student from an underprivileged family to study for a second degree or exchange in partner schools in other countries/territories (with the exception of schools in mainland China, Hong Kong, and Macau).

Each student will receive payment for tuition, living expenses and expenses for round trip flights.

Eligibility

1. Applicants must be an ROC national and have their permanent residence registered at a household registry.
2. Applicants provide certificate to prove their household income (issued by the district office).
3. Applicants must be enrolled in CCU as a full time student for at least one semester.
4. Applicants' academic performance should meet the following conditions:
 - (1) The score of the conduct is 80 and up.

- (2) Top 20% of the class; graduate students (doctor degree students excluded) enrolled in the class which has less than five students should be on the top of the class rank; or have excellent achievements such as research publication and awards.
5. Applicants must have learned English or other languages as required for at least one year and obtained a score of 75 and higher. Applicants whose IBT TOFEL score higher than 61 will be on the top of the awardee list.
6. Applicants are not awarded other scholarships funded by the local or foreign government.
7. Applicants are participating in the exchange program from June to October 31 the following ye

International Mobility Scholarship

The school will announce the time of application for the scholarship each year and the deadline is May.

Goal

The scholarship is set up to promote students' international mobility, to encourage students exchange abroad to broaden the horizon, and explore new possibilities. The scholarship is set up based on the Implementation Guidelines for International Mobility Scholarship.

Awardees

Students who are nominated by the school to exchange in the partner schools in foreign countries (with the exception of mainland China), to study for a dual-degree, to intern, or to volunteer in international organizations.

Number of scholarships and amount

Awardees will receive NT\$20,000 a year, while those from underprivileged families will be awarded NT\$50,000 a year. The scholarship is given once a year. The Office will form a committee to review the applications. The number of scholarship may vary in accordance with the annual budget.

Student Loan- financial aid for studying abroad

Eligibility

1. Applicants must be students who are ROC national and have their permanent residence registered at a household registry.
2. The household annual income must be one of the following:

- (1) NT\$1.2million and under; or recognized by the school as in need of student loan.
- (2) Over NT\$1.2 million; the student and at least one sibling are studying in a public or private school registered to the authorities.
3. Students who have been awarded by the government are eligible to apply for a student loan.

Application Process:

1. After students are admitted by the partner schools and receive the payment invoice, they could fill out the application form for the loan.
2. Students submit the form with the payment invoice to the Office.

Students could hand in their application in person to Room 203 of the Feihwa Building, or email to CYX21@ulive.pccu.edu.tw, indicating name and student number of the applicant and the purpose of the application.

3. Applicants visit Taipei Fubon Bank with necessary documents and the bank will verify the documents and check the eligibility of the applicant.

Application Process: <https://school.taipeifubon.com.tw/student/common/Index.faces>

4. After the third step, the applicants proceed loan application online.

The bank will evaluate and approve the applications.

5. Applicants mail the offer letter from the bank, a copy of the new version of household certificate, a copy of the Household Registration Transcription to the Student Counseling Section of the Student Affairs Department. (mail address: 111396 No. 55, Hwa-Kang Road, Yang-Ming-Shan, Taipei. Please mark the envelope with “student loan.”)

The household certificate and Household Registration Transcription should include the name of the applicant and the parent(s) (or legal representative, spouse, guarantor).

Notices:

1. The student loan is applied once per semester.
2. The bank requires the applicant to be onsite when checking the qualification for loan.
3. If the students need to extend the studies to more than one semester, they can apply for the loan online.
4. Applicants who did not meet the eligibility criteria and were turned down couldn't apply in the next semester.
5. If the Tax Office finds the student unqualified for the loan, the money allotted will be recovered. Details regarding student loans could be found on the

webpage: <https://guidance.pccu.edu.tw/p/405-1042-19823,c5952.php?Lang=zh-tw>

Notice for students in underprivileged family

In accordance with the "Project Subsidy Program for Students from Low-income and Low-middle Income Households Participating in Overseas Training or Professional Internship Selected (recommended) by the Ministry of Education and Colleges and Universities", students are asked to do the following two things. By doing so, the school could ensure that the exchange programs which take more than 183 days will not disqualify their entitled subsidies. The exchange programs aim to promote the development of international perspectives and educational opportunities for students from low-income and low-middle income households.

1. Inform the International Office when applying for the exchange, and provide supporting information and documents.
2. After returning to the country, students must report to the school.

Contact

For applications of students who plan to study in our partner universities' programs taught in English or German and related matters:

Specialist : Ms. Yun-Si Chen
International Affairs Division
Language: Chinese/ English
Room: 203, Feihwa Building
E-mail : Exchange@ulive.pccu.edu.tw
Tel: (02) 2861-0511 # 18104

For applications of students who plan to study in Japan:

Specialist : Mr. Chun-An Chen
East Asia Affairs Division
Language: Chinese/ Japanese
Room: 202, Feihwa Building
E-mail : cja@ulive.pccu.edu.tw
Tel: (02) 2861-0511 # 18302

For applications of students who plan to study in mainland China, Hong Kong or Macau.

Mainland China Affairs Division
Specialist : Ms. Fu-Chun Chiang
Mainland China Affairs Division
Room: 202, Feihwa Building
E-mail : fucchiang@sce.pccu.edu.tw

Tel: (02) 2861-0511 # 18703

Department of Japanese Language and Literature

<https://japanese.pccu.edu.tw/>

Department of Korean Language and Literature

<https://kor.pccu.edu.tw/>

Department of Russian Language and Literature

<https://crgarl.pccu.edu.tw/>

Graduate Institute of French Language and Literature

<https://www2.pccu.edu.tw/CRGAFL/>