

# International Exchange Students Handbook



CHINESE CULTURE UNIVERSITY





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# Summary

## Type of Exchange Students

<b>Exchange Students</b>	Students are nominated by the partner universities and admitted by our school.
<b>Visiting Students</b>	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.
<b>University Mobility in Asia and the Pacific (UMAP)</b>	Students apply to our school through the UMAP program.

## Numbers of Students Admitted

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

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



Campus Dormitory



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** :Please apply for a **Resident Certificate** within 15 days after entering Taiwan.
- **One-Semester** :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 12).
- 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 ensure that airport pick-up services to campus.
- If students need airport pick-up service, please follow the "**Airport Pick-up Services**" information below when students buy the flight ticket.

### Airport Pick-up Services

- This service has a fixed time every semester, more detail will announce every year. If students need this service, please follow the timetable we announced.
- Airport pick-up service is only offered to "**Taoyuan International Airport (TEP)**" and "**Taipei Songshan Airport (TSA)**".







# Application Process

## ■ The Student Housing Service

- No matter exchange students or visiting students both can apply for dormitory.
- The Dormitory fee is decided according to the MOU signed with our partner universities. If MOU does not have waived Dormitory fees, exchange/visiting students have to pay the rent.
- **The Rent:** around NTD 11,700- NTD 15,700 per semester (four months).  
The rent may adjustment please check the rent every semester.
- **The Deposit:** NTD \$1,000 (one semester).
  - The students who waived the Dormitory fees still need to pay for the deposit, which will be returned after moving out.
- In the **male** students dormitory, **3 students share 1 room**. In the dormitory for **female** students, **6 students share 1 room**.
- 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.
- If students choose The Student Housing Service on the application form, students need to sign the Accommodation Agreement (as attached 1).
- As usual, check-in time will be earlier than the class start for a week. Check-out time will be later than class end for a week.
- Check-in and check-out **need to be in our office time**.
- After the class end for a week, students have to apply for a summer/winter stay if they need it.
- Students can choose to stay at the school dormitory during summer or winter breaks, but need to submit a prior application.
  - Winter/Summer Vacation dormitory fee (Less than one month, will be charged daily. ) :  
1 Month NT\$2,952-NT\$3,952 (\*2021-2022)  
1 Day NT\$ 104-NT\$140 (\*2021-2022)

### ! NOTICE!

- The detail about applying for a dormitory during summer or winter breaks please follow our announcement every semester.
- All of the fees above refer to the 2021 announcement, the real fee please follow on the newest announcement.

**Students can choose to remittance overseas or come to CCU to pay their fees.**



# Application Process

## Tuition fee

- Only **visiting students** or students without MOU need to pay the tuition fee for their exchange program.
- Tuition fee for one semester:
  - Tuition fees: NT\$38,055
  - Miscellaneous fees: NT\$7,680
  - Computer and internet fees: NT\$750
  - Language Internship fees: NT\$940
  - Total: NT\$47,425**

All of the fees above is referred to 2021 announcement, the real fee please follow on the semester announcement.

## Other informations

- **Students insurance (Not necessary)**
  - One semester: NT\$335 (four months)
  - One academic year: NT\$670 (include winter/summer vacation)
  - This insurance pays the insured amount when the insured falls sick or injured by accident, becomes disabled, dies, inpatient or outpatient due to sickness or accident.

Students can choose to remittance overseas or come to CCU to pay their fees.

## 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 2).
  - **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 3).
5. **Accommodation Agreement** (as attached 1)



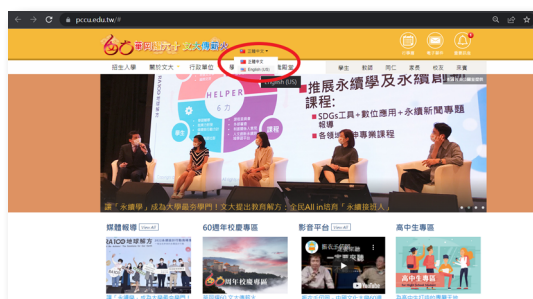
# Application Process

## Class Open and Selection

- Students should arrive school earlier than the semester starts for a week. Online course selection will be accessible after the semester starts.
- Exchange/Visiting students can choose all of the courses in our system if the course does not have teaching conditions or a limit on the number.
- Students can find teaching conditions and a limit on the number on our website.
- Website: <https://www.pccu.edu.tw/> (Follow the step below)

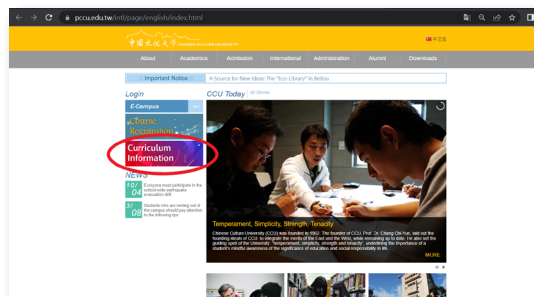
### Step 1

Choice the language to English



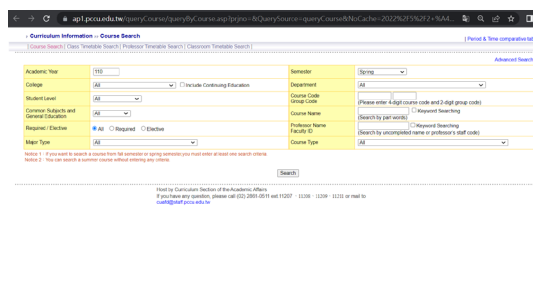
### Step 2

Find the Curriculum Information (on the left)



### Step 3

Students can find all of course they need in this system.







# Few tips for coming to Taiwan

## Climate

The tropic of cancer crosses through Taiwan and its climate is subtropical.

### Spring (March-May)

- **Average Temperature:** 18-26° C (CCU: 13-26° C)
- **Features:** Wet and rainy, it is the rainy season from April-May.
- **Dressing advice:** This weather is unpredictable, recommend bringing rain gear running and wearing clothes in an onion-style way.

### Summer (June-September)

- **Average Temperature:** 28-36° C (CCU: 22-30° C)
- **Features:** Hot and always have afternoon thunderstorms, some times have typhoons.
- **Dressing advice:** Recommend bringing rain gear for running and wear clothes with short sleeves.

### Fall (October-November)

- **Average Temperature:** 20-28° C (CCU: 16-25° C)
- **Features:** Dry and stable but always have Indian summer, sometimes have typhoons.
- **Dressing advice:** Wearing clothes in an onion-style way.

### Winter (December-February)

- **Average Temperature:** 10-20° C (CCU: 10-18° C)
- **Features:** Northern is cold and wet, south is dry and moderate.
- **Dressing advice:** Wearing clothes with long sleeves.

\*CCU is in the mountain and the weather is unstable. Recommend to prepare a jacket with hat and it is more convenience to prevent rain.

## Sunrise

- **Summer:** Approx. 05:00~18:00 °
- **Winter:** Approx. 06:00~17:00 °

## Food Culture

■ **Three meals a day:** We are inherited in the Chinese culture, always have rice and noodles with chopsticks. Following globalization, Taiwan has a lot of food from overseas. If students miss their hometown flavor, it won't be hard to find a similar restaurant they missed.

■ **Food types:** Taiwanese food is famous around the world. We have many different kinds of fruits from every season. Tea shops have customized boba milk tea. Taiwan is surrounded by sea and we have a lot of seafood. Various Taiwanese street food sold in night markets are delicious. Welcome to CCU and enjoy Taiwan.

■ **Vegetarian:** For the healthy or religion. We have many vegetarians in Taiwan. CNN had the news about Taiwan has been in the top ten friendly for the vegetarian in 2016. If students are vegetarians won't worry about having a meal. We have many restaurants for vegetarians.



# Few tips for coming to Taiwan

## Transportation

### Public transport

We have very convenient public transport. Our railway is surrounding Taiwan and we have high speed rail on the western and students can have daily life circle from the northern and southern. In the major city we have MRT, light rail, bus system and 4 international airports and 13 local airports.

Also if students need the TAXI or UBER, they are easy and safe to find the car.

**\*Usually can be paid for the shorter trip with "EasyCard" or "iPass" in Taiwan.**

### Driving by yourself

If students want to have a road trip. We have many automatic systems that can rent cars, scooters, and bicycles in the Taipei streets if they pass the online application.

**\* Students have to have the "Taiwanese Drive Licence" if they want to drive in Taiwan.**

**The website for the "Taiwanese Drive Licence":** <https://www.mvdis.gov.tw/?from=mobile>

## Electronics

**Vol. :110V · 60HZ**

**Plug:**



TYPE A



TYPE B

Source: Department of Information and Tourism, Taipei City Government

## Exchange/Visiting Student Open a Post Office Account

### The document needs:

■ **CCU student ID card** (Original document, Front and back photocopy)\*1

■ **Resident Permit** (Original document, Front and back photocopy)\*1

**If students only stay in Taiwan for one semester without a resident permit.**

**Can bring the passport to "Ministry of the Interior National Immigration Agency" and apply for "ID NO." by themselves. The "ID NO." can substitute the "Resident Permit" for opening a bank account.**

**Website:** <https://servicestation.immigration.gov.tw/1469/>

■ **Name Stamp** (Can engrave one to Taiwan)

■ **Passport** (Original document, Front and back photocopy)\*1

### Location

■ The post office in CCU.

■ All of the post offices in Taiwan.

**\*We suggest the post office because of that CCU has a post office inside and it is convenient for students.**

**\*If students want to apply for another bank account, please follow their application conditions online by yourself.**



# Few tips for coming to Taiwan

## Living expenses

### Public Transportation fee

- Taipei MRT: NT\$ 20-65 (one trip)
- Taipei Bus: NT\$15 (one trip)
- Sharing TAXI: NT\$65-70 (one trip)

**\*Most of CCU students will take these public transportations.**

### Food fee

Approx. NT\$ 5000-8000 (a month)

### Livelihood and others

Approx. NT\$ 3000-4000 (a month)

## Living expenses for one semester at CCU

Dormitory	NT\$11,700-NT\$15,700
Textbooks/ Stationery	NT\$6,000 (Depends on the course chosen)
Food	NT\$25,000-NT\$40,000
Public Transportation	NT\$5,000
Livelihood and others	NT\$15,000-NT\$20,000
Estimate Total	<b>NT\$62,700-NT\$86,700</b>

**The above are estimates, the actual amount please adjust according to personal factors °**

# 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](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.- Fir. 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).



# Introduction to CCU and Campus Map

**Campus Map:** [https://www.pccu.edu.tw/intro\\_campus\\_map.html](https://www.pccu.edu.tw/intro_campus_map.html)



**TEL:(02)2861-0511 #18104**

