



## EXCHANGE PROGRAM FACTSHEET (AY 2024-2025)

### CONTACT INFORMATION

#### CONTACT INFO

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No. 1, Section 4, Roosevelt Road, Taipei, 106, Taiwan

#### OFFICIAL SITE

<https://www.law.ntu.edu.tw/index.php/students-e/incoming-exchange-program#gsc.tab=0>

### APPLICATION

Please contact the international office of your home institution for our latest application information and guidelines.

#### LEVEL OF STUDY

Undergraduate or graduate

#### PERIOD OF STAY

One or two academic semesters. Please refer to the student exchange agreement between your home institution and NTU College of Law.

#### ELIGIBILITY

Enrolled in your home institution for more than one year.  
This is a program for non-Taiwanese citizens. If you have dual citizenship, please provide a copy of your non-Taiwanese passport. According to the Conscription Law, male students of conscription age who have a registered household here in Taiwan should enter Taiwan with their Taiwanese Passport.

#### DEADLINES (tentative)

##### Fall Semester (2024)

Nomination before **March 15, 2024**;  
Application before **March 31, 2024**

##### Spring Semester (2025)

Nomination before **October 15, 2024**;  
Application before **October 31, 2024**

## SUPPORTING DOCUMENTS

1. an application form **(in English alphabet)**  
※The link of the form will be provided by the coordinator of College of Law, NTU after the nomination is accepted.
2. a passport size photo in JPG format for student ID card  
※The picture should be at least 450 x 600 pixels, and the file size could NOT exceed 1MB.
3. a transcript of academic records
4. a copy of your passport

## APPLICATION PROCEDURES

1. Students undergo an initial selection at their home institutions.
2. Nomination emails must be sent to NTU Law. The nominees have to upload the supporting documents to the provided application link before the designated deadline. NTU Law will review all the nominees' application documents.
3. For PRC passport holders, we will contact them for applying Exit and Entry Permit, which usually takes 1 to 1.5 months to secure. The Permit will be sent via email.  
And students who are not PRC passport holders need to contact the nearest Taiwan embassy/consulate for visa application.
4. The official Letter of Admission and Letter of Approval will be sent out via email, whereas the original copies will be sent out only by request.
5. Students have to **take a health exam within 3 months before arrival.**
6. Students need to **complete their Proposed Course Lists and be signed** by the exchange office coordinators at their home institutions.
7. Students **must purchase accident + health insurance.**
8. Come to NTU Law!  
※ For detailed information regarding course selection, accommodation, and orientation, please refer to our official website.

## PROGRAM INFORMATION

### COURSES

<https://nol2.aca.ntu.edu.tw/nol/guest/index.php>

### LANGUAGE OF INSTRUCTION

Mandarin Chinese and English

### CALENDAR

<https://www.aca.ntu.edu.tw/w/acaEN/Calendar>

### CREDIT SYSTEM

(for reference)

1 NTU credit = 80 study hours

(including 16 teaching hours & 64 hours of self-study)

9 NTU credit = 24 ECTS

11 NTU credit = 30 ECTS

**\*For THEMIS students: 1 NTU credit =2.5 ECTS**

## CREDIT REQUIREMENT

Exchange students are required to take at least 4 credits (or 2 courses) each semester.

## ASSESSMENT OF PERFORMANCE

Written exams, take-home exams, projects, reports, presentations, group reports or essays. Final exams are given during the examination-week period (usually in January and June).

## TRANSCRIPT

You will be graded on your performance in all of your enrolled courses. You and your home university shall expect to receive the electronic transcript in early-March (Fall Semester) or mid-September (Spring Semester).

## GRADING SYSTEM

Letter Grading System	Definition	Grade Points	Conversion Scale
A+	All goals achieved beyond expectation	4.3	90-100
A	All goals achieved	4.0	85-89
A-	All goals achieved, but need some polish	3.7	80-84
B+	Some goals well achieved	3.3	77-79
B	Some goals adequately achieved	3.0	73-76
B- (passing grade for graduate students)	Some goals achieved with minor flaws	2.7	70-72
C+	Minimum goals achieved	2.3	67-69
C	Minimum goals achieved with minor flaws	2.0	63-66
C- (passing grade for undergraduate students)	Minimum goals achieved with major flaws	1.7	60-62
F	Minimum goals not achieved	0	59 and below
X	Not graded due to unexcused absences or other reasons	0	0
W	Withdrawal		
NG	No grade reported		

## VISA INFORMATION

Once admitted, you will receive the official Letter of Admission and Letter of Approval from NTU Law. You have to apply for a Visitor or Resident visa with these two letters before entering Taiwan.

For more information on visa application procedures, please contact the nearest R.O.C. (Taiwan) overseas embassy and mission or visit: <https://www.boca.gov.tw/cp-166-284-6f5f7-2.html>

For People's Republic of China passport holders only:

學生入境臺灣需辦理入臺證。本院會再另行通知學生備妥應繳文件

## INSURANCE

Exchange students must provide a proof of accident insurance and medical insurance, both worth a minimum of TWD 1,000,000. The insurance must cover the entire exchange period. **Please purchase insurance in your home country.** In addition, according to Taiwan's Ministry of Education, exchange/visiting students are not entitled to the local student insurance plan unless they resident more than six months.

## HEALTH EXAM

To meet the requirements from NTU and the government, all new students must take a health exam by a qualified hospital and complete each examination listed on the [NTU health exam form and Form C](#). If your exchange period is more than six months and you are going to apply for ARC, please conduct [Health Certificate for Residence Application](#) instead of Form C. You can take the health exam outside of Taiwan, as long as the exam includes all the required items, and is signed by the doctor as well as stamped by the hospital or clinic. And please note that you must take the exam **within 3 months before arrival**.

NTU Health Center: <https://shmc.ntu.edu.tw/en/>

## ACCOMMODATION

Exchange students may apply for NTU Student Dormitory, which costs between TWD 4,840-10,100 per month, depending on different room types. However, **since the room number is limited, the arrangement will be decided by lots-drawing process**. The result will come out in around early-August (Fall semester) and early-December (Spring semester), and **only those who got the dormitory will receive the outcome and the check-in information via email**.

Note: The Chang-Hsing Prince House Dorm is the nearest dorm to NTU College of Law.

For more information, please visit:

[https://ntudorm.prince.com.tw/Introduction\\_List.aspx](https://ntudorm.prince.com.tw/Introduction_List.aspx)

## ESTIMATED LIVING EXPENSES

The estimated cost of living provided below is only for your reference. The expenses are all calculated in TWD, which can be roughly converted into USD at a rate of **1 USD ≈ 31.2 TWD**.

### Cost of living per month:

Food	TWD 9,000
Public Transportation	TWD 1,000
Campus Internet Access Fee (for a semester)	TWD 400 (Required for all students)
Accommodation	On-campus single room TWD 8,210 Off-campus TWD 13,000
Entertainment / Miscellaneous	TWD 3,000
Total	TWD 21,400-26,600

## COURSE ENROLLMENT

1. **The course lists are usually available in early-August** (Fall semester) **and early-January** (Spring semester), **and the online course selection takes place 2 to 3 weeks prior to the beginning of semester**.
2. Students could make a preliminary plan based on previous courses offered and should adjust the plan when the latest course list is available. For questions regarding a specific field/course, please contact the relevant department or the course instructor directly.
3. The first two weeks of classes are crucial for students as this is the course add/drop period when students can make final changes to their course schedule.
4. Exchange students can apply for a **FREE Chinese language course** (for non-native speakers) during their exchange period. Please check the link below for more information:  
<https://oia.ntu.edu.tw/en/internationalstudents/chinese/overview>

# Checklist

## ➤ Checklist for Application

- A passport size photo in JPG format for student ID card
  - ※The picture should be at least 450 x 600 pixels, and the file size could NOT exceed 1MB.
- An official transcript of academic records (*scanned PDF file*)
- A copy of your passport (*scanned PDF file*)
- Filling in the Online Application Form (*in English alphabets*)
  - ※The link of the form will be provided by the coordinator of College of Law, NTU after the nomination is accepted.

### ※ Note:

- ✓ The file names shall be in English/Chinese.
- ✓ We do not accept photos taken with mobile phones. Please make sure all the documents are scanned in color and all the details are clear, or we will not process your documents.
- ✓ Documents that are overdue will not be accepted and your application will be considered unfinished.

## ➤ Checklist for Registration

- A proof that you have purchased the required accident and medical **insurances** in your country.
- A **health exam form** (The exam must be conducted within 3 months before your arrival.)
- A **Proposed Course List**, which shall be signed by your advisor or the international office at your home institution.

※ *Please note that the above items should be submitted in **hardcopies** upon registration at NTU Law, and the student ID Cards will only be given after all required documents are handed in.*