

Wenzao Ursuline University of Languages
Application Guidelines for International Exchange Students

1. All applications for the student exchange program are based on the agreement of collaboration signed by Wenzao Ursuline University of Languages and the applicants' home institutions.
2. All applicants must hold the citizenship of non-ROC countries.
3. All applications must be submitted to Wenzao Ursuline University of Languages via the International Office or its equivalent division of the applicants' home institutions. Personal applications are not accepted.
4. Unless a specified term is defined on the academic exchange agreement, applications for the fall semester should be sent to the Office of International and Cross-Strait Cooperation (OICC) at Wenzao Ursuline University of Languages by June 30; applications for the spring semester must be sent by December 31.
5. The following documents must be arranged in sequence in an application:
 - i. Two completed [Application Form](#) for Exchange Student with passport size photos.
 - ii. Two 2''x2'' (3.5cm x 4.5cm) head & shoulder photos in color. (taken within the last six months)
 - iii. Two photocopies of the certificate of enrollment from applicant's home institution.
 - iv. Two official copies of transcripts.
 - v. One recommendation letter from applicant's instructor at home institution.
 - vi. A copy of passport.
 - vii. Study plan (One A4 page: Purposes of Exchanging & Course Scheme).
 - viii. [On/Off-Campus Accommodation Application for Overseas Students](#)
 - ix. [Chinese Language Center Application Form](#).
 - x. A photocopy of Health Insurance which covers the duration of student's stay in

Taiwan. (After a continuous residence within Taiwan for six months, students must enroll in the National Health Insurance program.)

- xi. [Health Certificate Form B.](#)
- xii. [Authorization for Emergency Medication.](#)

*Students should purchase his/her overseas insurance and present the copy of the insurance certificate to the Office of International Cross-strait Cooperation. If not, the student will have to purchase the Cathay Life Group Insurance offered at NTD 2,500.

6. Instructions for filling the application:

- i. Your Chinese name will be shown on your Wenzao student ID.
- ii. Emergency Contact: you must at least provide one relative's contact information in case of any emergency.
- iii. Each academic year is divided into two semesters.
 - ◆ Fall Semester: September ~ January
Winter Vacation: February (including Chinese New Year)
 - ◆ Spring Semester: February ~ June
Summer Vacation: July and August

iv. Accommodation

All exchange students are guaranteed on-campus accommodation, but rooms are to be allocated by Wenzao. Please note that the request filed after application deadline may not be guaranteed. Students who want to apply for on-campus dormitory need to sign the Accommodation Agreement. If the student chooses to move out of the dormitory, a minimum-30-day advance notice to the residential staff and OICC is required.

| Item | Dorm fees | Dorm deposit (refundable) |
|------|----------------------------|---------------------------|
| Cost | NT \$12,000 / per semester | NT \$5,000 |

- ◆ All deposits are refundable if all facilities are well maintained and the gate card is returned at checkout.
- ◆ If students borrow beddings and linens from the dorm, they have to pay around NTD300 for a laundry service.
- ◆ Students need to find their own off-campus accommodations if they do not submit the Accommodation Agreement.

7. Others

- i. Food : Student cafeteria is located at the basement of dormitory. There are also many restaurants, cafés and bistros within walking distance around campus.
- ii. Clothing: Coin laundry is also located at the basement.
- iii. Transportation: Parking areas for bikes, scooters and cars are arranged in periphery of campus. City bus stop is in front of the back gate. (To ride a scooter, a driver's license is required.)
- iv. Internet : All rooms in the dormitory are facilitated with internet connection.
- v. Insurance: Each inbound student should be insured before arriving Taiwan. It is required to enclose a photocopy of effective medical/health insurance. Students must enroll in the National Health Insurance program after a continuous residence within Taiwan for six months. (NT \$ 749/ per month).
- vi. Language Course: Center of Chinese Language provides free Chinese courses for exchange students.

8. Visa application

- i. A foreign passport holder shall enter Taiwan with a valid *visitor* or a *resident* visa according to the different purpose of visit. (<http://www.boca.gov.tw/mp.asp?mp=2>)
 - ◆ Visitor Visa: Short-term visa for the expected length of stay *within* 180 days. Usually the validity of visitor visa is 60 days, and it can be extended twice.
 - ◆ Resident Visa: Long-term visa for the expected length of stay *more* than 180 days.

- ii. For visa extension, students must go to the *local* service office of National Immigration Agency *15 days before* the expiration. We suggest that students who stay over one semester should apply for a **resident visa** before entering Taiwan, and then apply for ARC after their arrival. Changing a visitor visa to a resident visa before applying for ARC will cost more. (<http://www.immigration.gov.tw/mp.asp?mp=2>)

◆ **Alien Resident Certificate (ARC)**

Students who enter Taiwan with a *Resident Visa* must apply for ARC at the local service center of National Immigration Agency **within 15 days** after arrival. With ARC, students can open a bank account and must join National Health Insurance Program.