

# APPLICATION INSTRUCTION

For International Degree Students



**ASIA UNIVERSITY**

Center for International Academic Exchange

<http://www.asia.edu.tw>



# Table of Contents

## ! Application Information

- I. Applicant's Eligibility
- II. Semester of Admission
- III. Degree Programs open to International Students
- IV. Application Procedure
- V. Admission Announcement
- VI. Registration
- VII. Note

## ! Academic Information

- VIII. Scholarship
- IX. Tuition fee and other fees
- X. Contact Information

## ! Appendix 1-3

1. Admission Application for International Students
2. Application Form for Scholarship/Assistantship
3. MOE Regulations Regarding International Students  
Undertaking Studies in Taiwan

## Important Dates for Application (TW Standard time)

<b>Fall Semester 2016</b>		
Application Period	January 25, 2016 ~ May 31, 2016	
Application Deadline	May 31, 2016	Deadline for submitting application and receiving application documents by post
Admission Announcement	June 20, 2016	All applicants can check results on website ( <a href="http://ciae.asia.edu.tw/">http://ciae.asia.edu.tw/</a> )
Admission Letters Mailed	July 15, 2016	
<b>Spring Semester 2017</b>		
Application Period	July 10, 2016 ~ October 10, 2016	
Application Deadline	October 10, 2016	Deadline for submitting applications and receiving application documents by post
Admission Announcement	November 21, 2016	All applicants can check results on website ( <a href="http://ciae.asia.edu.tw/">http://ciae.asia.edu.tw/</a> )
Admission Letters Mailed	December 3, 2016	



● **Application Information**



## **I. Applicant's Eligibility**

International students who meet the following requirements are eligible to apply.

### **a. Nationality**

To be eligible to apply, applicants must qualify for legal international student status of the Ministry of Education's "Regulations Regarding International Students Undertaking Studies in Taiwan", (For article content, please see the appendix) and never once held the status of Overseas Chinese Student before at the point of application.

### **b. Academic Qualifications**

International students with a high school diploma are eligible to apply for undergraduate programs; a Bachelor's degree for Master's programs; and a Master's degree for PhD programs.

## **II. Semester of Admission**

Fall 2016: The 1st semester of school year 105 (September, 2016)

Spring 2016: The 2nd semester of school year 105 (February, 2017)

### III. Degree Programs Open to International Students

#### 1. Chinese-taught Program

College	Department/Institute	Chinese-taught		
		Bachelor (class group)	Master	PhD
醫學暨健康學院	健康產業管理學系	●健康產業管理組 ●醫療機構管理組	●健康管理組 ●長期照護組	●
	保健營養生技學系	●食品營養組 ●化妝品組	●	
	生物科技學系	●	●	
	心理系	●	●	
	護理學系	●		
	視光學系	●		
	學士後獸醫系	●(招收學士後)		
	聽力暨語言治療系	●		
資訊電機學院	職能治療學系	●		
	生物資訊與醫學工程學系	●	●	●
	資訊工程學系	●資電應用組 ●數位內容組	●	●
	光電與通訊學系	●光電綠能組 ●通訊網路組	●	
	行動商務與多媒體應用學系	●	●	
管理學院	資訊傳播學系	●	●	
	經營管理學系	●企業創新管理組 ●行銷管理組 ●國際企業管理組	●	●
	休閒與遊憩管理學系	●餐旅事業管理組 ●旅遊事業管理組	●	
	會計與資訊學系	●財稅應用組 ●管理應用組	●	
	財務金融學系	●投資管理組 ●金融管理組	●	
人文社會學院	財經法律學系	●科技法律組 ●財經法律組		
	外國語文學系	●	●	
	社會工作學系	●	●	
創意設計學院	幼兒教育學系	●		
	數位媒體設計學系	●數位動畫設計組 ●數位遊戲設計組	●	●
	視覺傳達設計學系	●企業形象設計組 ●產業視覺設計組	●	
	創意商品設計學系	●流行精品設計組 ●創意商品設計組		
	時尚設計學系	●時尚服裝設計組 ●時尚精品設計組		
	室內設計學系	●		
	不分系國際設計學士班	●		

## 2. English-taught Program

College	Department/Institute	English-taught		
		Bachelor	Master	PhD
College of Medical and Health Science	Department of Healthcare Administration		•	
	Department of Health and Nutrition Biotechnology			
	Department of Biotechnology		•	
	Department of Psychology		•	
	Department of Nursing			
	Department of Optometry			
College of Information and Electrical Engineering	Department of Bioinformatics and Medical Engineering		•	•
	Department of Computer Science and Information Engineering		•	•
	Department of Photonics Communication Engineering			
	Department of M-Commerce and Multimedia Applications			
	Department of Information Communication			
College of Management	Department of Business Administration		• (IMBA)	• (DBA)
	Department of International Business			
	Department of Leisure and Recreation Management			
	Department of Accounting and Information Systems			
	Department of Finance	• (Joint Degree)		
	Department of Finance and Economic Law			
College of Humanities and Social Sciences	Department of Foreign Languages and Literature			
	Department of Social Work			
	Department of Early Childhood Education			
College of Creative Design	Department of Media and Design			
	Department of Visual Communication Design			
	Department of Creative Product Design			
	Department of Fashion Design			
	Department of Interior Design			
	International Design Program			



## IV. Application Procedures

### 1. Time Period

Fall semester: January 25, 2016 to May 31, 2016

Spring semester: July 10, 2016 to October 10, 2016

### 2. Application Form

(1) Website: <http://ciae.asia.edu.tw/>

(2) Application procedures:

a. Download the application form (Appendix 1) or scholarship form (Appendix 2) if you need.

b. Prepare all the documents we request:

① 2 application forms attached with a 2-inch recent ID photo

② The highest degree diploma

● The diploma should be verified with official stamps by the R.O.C. embassies, consulates, or missions abroad or by other notary institutes authorized by the Ministry of Foreign Affairs, R.O.C.

● Undergraduate program applicants: High school diploma (or above)

● Master's program applicants: Bachelor's degree diploma (or above)

● Ph.D. program applicants: Master's degree diploma (or above)

③ The past-years academic transcript

● The transcript should be verified with official stamps by the R.O.C. embassies, consulates, or missions abroad or by other notary institutes authorized by the Ministry of Foreign Affairs, R.O.C.

● Undergraduate program applicants: High school transcript (or above) by year

● Master's program applicants: Bachelor's degree transcript (or above) by year

● Ph.D. program applicants: Master's and Bachelor's degree transcripts (or above) by year

Note 1: If the diploma and transcript are not in Chinese or English, a notarized copy of translation in English or Chinese is required; if the degree diploma and transcript are notarized from a university in Taiwan, it doesn't need to be verified.

Note 2: Applicants graduating in the same year do not have to submit their diploma but submit a copy of the student ID showing the year of study instead. However, they will have to submit verified diploma and transcript on the registration day, or the admission status will be cancelled.

④ Financial statement

⑤ One recommendation letter

- The recommendation letter should be written in Chinese or English and referrers have to be the applicant's teachers or employers.

⑥ Study plan (for graduate programs only)

- Applicants are required to submit a study plan which contains details regarding his or her education background, research interest, motivations for further study, etc.

⑦ One copy of passport

⑧ Official TOEFL Score Report or IELTS Test Report Form

- ❗ Applicants who select Chinese-taught programs must submit Chinese proficiency certificate; whereas English proficiency certificate must be provided if applicants select English-taught programs.
- ❗ A minimum score of paper-based TOEFL 500, computer-based TOEFL 173, internet-based TOEFL 61, TOEIC 600, or IELTS level 5 is required.
- ❗ An exemption for English proficiency certificate may be granted if applicants have earned a diploma or degree in an English-speaking country.
- ❗ For those who select Chinese-taught programs, new TOCFL Level 3, old TOCFL Learner Level, CEFR B2, new HSK Level 4, old HSK Level 6, or equivalent is the minimum level in Chinese proficiency.
- ❗ For Vietnamese applicants who choose Chinese-taught programs, the Taipei Economic and Cultural Offices (TECO) in both Hanoi and Ho Chi Minh City have announced new regulations starting from July 1st of 2012 that only TOCFL test results are accepted for visa application.
- ❗ Malaysian applicants who intend to apply for undergraduate programs must submit Sijil Pelajaran Malaysia (SPM) and/or Unified Examination Certificate (UEC) with at least a C-grade in Chinese Language Subject.

c. Send all applications to the school before deadline.

Fall Semester: May 31, 2016

Spring Semester: October 10, 2016

- ❗ Deadline for Submitting applications and receiving application documents by post

\*School Address: No.500, Lioufeng Road, Wufeng, Taichung 41354 Taiwan

\*Receiver: Center for International Academic Exchange

## V. Admission Announcement

1. Admission results will be posted on CIAE website.
2. Admission Announcement Date:
  - ! Fall 2016: June 20, 2016
  - ! Spring 2017: November 21, 2016
3. Admission Letters will be mailed to students individually. Admission letters will be mailed on:
  - ! Fall 2016: July 15, 2016
  - ! Spring 2017: December 3, 2016

## VI. Registration

1. All admitted students must confirm the offer by mail before the deadline. Applicants who fail to do the procedure will be considered as giving up their offer of admission. Besides, Asia University has the right to withdraw admission from any applicant who is found to have made illegal profit through the admission.
2. All admitted students should register with the relevant offices by the designated time, following administration procedures. Failure to complete the registration procedure will be considered as giving up their offer of admission.
3. All admitted students must provide the highest degree diploma, verified with official stamps by the R.O.C embassies, consulates, or missions abroad or by other notary institutes authorized by the Ministry of Foreign Affairs, R.O.C. (This document will be returned after being examined and filed). If the diploma is not in Chinese or English, a notarized copy of translation in English or Chinese is required; if the degree diploma is notarized from a university in Taiwan, it does not have to be verified.
4. Should the documents submitted be found to be forged, fraudulent or altered, etc., the student's admission or student status will be revoked. Should the violation be found after the completion of his/her study, the University would revoke his/her degree certificate as well.

## VII. Note

1. If anyone who has applied or received offer of admission into AU violates any of the regulations of the Ministry of Education (MOE) “Regulations Regarding International Students Undertaking Studies in Taiwan” (see Appendix 3), or if any of the documents submitted is found to be fraudulent, forged or altered, it will result in immediate cancellation of admission, deprivation of their recognized status as a AU registered student, or revocation of their AU diploma. No academic certificate will be given.
2. The Asia University Code for the TOEFL is 2362. Please fill in this code, and then the ETS will send your transcripts to us directly.
3. Upon completion of the course of study, at a school in Taiwan, to which an international student has applied, the student’s admission to higher level of local students, except that an application for master’s degree or higher level of graduate studies can be processed under the rules of each individual school.
4. International students who withdraw from university/college after admission due to behavior issues, poor academic performance or a conviction under the Criminal Code may not thereafter apply again for admission under “MOE Regulation Regarding International Students Undertaking Studies in Taiwan”. If a student wishes to transfer from another university in Taiwan, he or she should still apply as a new student, and notify the original university according to their rules.
5. During the course of study in Taiwan, international students who are approved for initial household registration, resident registration, naturalization or restoration of their ROC nationality will lose their international student status and shall withdraw from school.

## 6. OTHER POINTS OF ATTENTION

- According to the regulations of the MOE (Ministry of Education), who have been approved to make Initial Household Registration, Moving-in Registration, or Acquisition or Restoration of Nationality during their study in Taiwan and have thus ceased to possess the status as International students, shall be expelled from any school they are attending. Moreover, those who withdraw or are expelled from school in Republic of China due to misbehavior, unacceptable academic performance or conviction of a penal crime may not thereafter apply again for admission under “Regulations Regarding International Students Undertaking Studies in Taiwan.” Non-compliance would result in immediate revocation of the status of applicant as a registered Asia University student.
- The acceptance letter or admission notice does not guarantee the issuance of a visa. A visa can be approved only by the Ministry of Foreign Affairs. Non-degree students cannot apply for a visa with the purpose of study.



● **Academic Information**

## VIII. Scholarships

Asia University provides a limited number of scholarships each year for talented international students. All applicants may have an opportunity to compete for scholarships, depending on qualification of applicants, program admitted, and available budget. Applicants who have received Taiwan scholarship are NOT eligible to receive Asia University Scholarship.

### Taiwan Scholarship

1. This scholarship is offered by Taiwan government (Ministry of Education, Ministry of Foreign Affairs & Ministry of Science Technology).
2. How to apply: For application guidelines and forms, types of scholarship and quotas, as well as information regarding the selection process and outcome announcements, applicants may directly contact the relevant Taiwan Embassy or Representative Office. Please refer to the MOFA website for the nearest embassy or representative office.
3. Information link: <http://taiwanscholarship.moe.gov.tw>

## Asia University Scholarship

Currently, Asia University offers different types of scholarships shown as below. The type of scholarship awarded to student is decided by the Admission and Scholarship Committee.

Scholarship	Brief Introduction
Scholarship A	tuition waiver, dormitory fee waiver, and monthly stipend of NT\$6,000
Scholarship B+	tuition waiver, dormitory fee waiver
Scholarship B	tuition waiver
Scholarship C+	50% tuition waiver, 50% dormitory fee waiver
Scholarship C	50% tuition waiver

To apply for Asia University scholarship, applicants must specify in the application form and submit it with all required application materials to the Center for International Academic Exchange. Awarded students in Bachelor's, Master's and Doctoral programs are supported for at most four, two and three years respectively. An average score of less than 75 and 80 in previous academic year for undergraduate and graduate students, respectively, will result in disqualification of receiving scholarship. To enhance internationalization and cultural exchange on campus, students receiving scholarship above B level are mandatory to participate in activities/services (30 hours per semester) arranged by the Office of International College.



## IX. Tuition fee and other fees

Compulsory fees are fees for Student Accident Insurance, National Health Insurance and etc. Book costs are at the student's expense and vary from program to program; living costs vary according to individual living styles.

### a. Tuition for Bachelor Programs (NTD\$)

<b>College of Medical and Health Science</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Healthcare Administration	NTD\$ 55,890
Department of Health and Nutrition Biotechnology	NTD\$ 55,890
Department of Biotechnology	NTD\$ 57,160
Department of Psychology	NTD\$ 54,870
Department of Nursing	NTD\$ 57,160
Department of Optometry	NTD\$ 56,050
<b>College of Information and Electrical Engineering</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Bioinformatics and Medical Engineering	NTD\$ 56,070
Department of Computer Science and Information Engineering	NTD\$ 54,870
Department of Photonics Communication Engineering	NTD\$ 54,870
Department of M- Commerce and Multimedia Applications	NTD\$ 54,980
Department of Information Communication	NTD\$ 54,980

<b>College of Management</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Business Administration	NTD\$ 47,800
Department of International Business	NTD\$ 47,800
Department of Leisure and Recreation Management	NTD\$ 47,800
Department of Accounting and Information Systems	NTD\$ 47,800
Department of Finance	NTD\$ 47,800
Department of Finance and Economic Law	NTD\$ 47,800
<b>College of Humanities and Social Sciences</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Foreign Languages and Literature	NTD\$ 47,170
Department of Social Work	NTD\$ 47,170
Department of Early Childhood Education	NTD\$ 48,250
<b>College of Creative Design</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Media and Design	NTD\$ 54,870
Department of Visual Communication Design	NTD\$ 54,870
Department of Creative Product Design	NTD\$ 54,870
Department of Fashion Design	NTD\$ 54,870
Department of Interior Design	NTD\$ 54,870
International Design Program	NTD\$ 54,870

## b. Tuition for Master Programs (NTD\$)

<b>College of Medical and Health Science</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Healthcare Administration	NTD\$ 55,890
Department of Health and Nutrition Biotechnology	NTD\$ 55,890
Department of Biotechnology	NTD\$ 57,160
Department of Psychology	NTD\$ 54,870
<b>College of Information and Electrical Engineering</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Bioinformatics and Medical Engineering	NTD\$ 56,070
Department of Computer Science and Information	NTD\$ 54,870
Department of Photonics Communication Engineering	NTD\$ 54,870
Department of M- Commerce and Multimedia	NTD\$ 54,980
Department of Information Communication	NTD\$ 54,980
<b>College of Management</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Business Administration	NTD\$ 47,800
Department of International Business	NTD\$ 47,800
Department of Leisure and Recreation Management	NTD\$ 47,800
Department of Accounting and Information	NTD\$ 47,800
Department of Finance	NTD\$ 47,800
Department of Finance and Economic Law	NTD\$ 47,800
<b>College of Humanities and Social Sciences</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Foreign Languages and Literature	NTD\$ 47,170
Department of Social Work	NTD\$ 47,170
<b>College of Creative Design</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Media and Design	NTD\$ 54,870
Department of Visual Communication Design	NTD\$ 54,870
Department of Creative Product Design	NTD\$ 54,870

### c. Tuition for PhD Programs (NTD\$)

<b>College of Medical and Health Science</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Healthcare Administration	NTD\$ 55,890
<b>College of Information and Electrical Engineering</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Bioinformatics and Medical	NTD\$ 56,070
Department of Computer Science and Information	NTD\$ 54,870
<b>College of Management</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Business Administration	NTD\$ 47,800
<b>College of Creative Design</b>	<b>Tuition &amp; Miscellaneous Fees (per semester)</b>
Department of Media and Design	NTD\$ 54,870

## d. Other Fees

To apply for a valid visa, new international students must provide health certificate and the form can be obtained at any Taiwan Embassy or Representative Office.

Before submitting the certificate for visa application, a copy of health certificate should be made and turned in to the office of International College after arrival at school.

New international students must apply for an Alien Residence Certificate (ARC). According to the regulations of National Health Insurance, it is mandatory for international students with ARC to join the National Health Program after living in Taiwan for four months and to pay monthly health insurance fee of NT\$749.(NT4494 per semester) The fee may be subject to change. Therefore, international students must provide a proof of insurance covering their first four-months stay in Taiwan from any agencies. After that, students have to purchase health insurance of six months long from the National Health Program every semester. As long as new international students have lived in Taiwan and hold a valid ARC, they are able to join the Health Insurance Program immediately and pay insurance fee of six months long every semester.

## X. Contact Information

For more information, please contact us directly  
at Center for International Academic Exchange.

Tel: + 886-4-23323456 ext. 6278

Fax: + 886-4-23394140

E-mail: [ciae@asia.edu.tw](mailto:ciae@asia.edu.tw)

Website: [ciae.asia.edu.tw](http://ciae.asia.edu.tw)



● **Appendix 1**  
Admission Application  
For International Students

# ASIA UNIVERSITY

## ADMISSION APPLICATION FOR INTERNATIONAL STUDENTS

Attached 1x2 inches  
photo must be taken  
within 3 months.

This form is available online at <http://ciae.asia.edu.tw>. Type or print the form clearly.

### PERSONAL INFORMATION

NAME (in Chinese) \_\_\_\_\_

NAME (in English) \_\_\_\_\_

First

Middle

Last

DATE OF BIRTH (MM/DD/YYYY) \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

NATIONALITY \_\_\_\_\_

GENDER

Male  Female

MARITAL STATUS

Single  Married

PASSPORT NO. \_\_\_\_\_

PHONE

( ) \_\_\_\_\_

CELL PHONE

( ) \_\_\_\_\_

EMAIL \_\_\_\_\_

MAILING ADDRESS (until when? \_\_\_\_\_)

PERMANENT ADDRESS

### INFORMATION OF LEGAL GUARDIAN

NAME (in Chinese) \_\_\_\_\_

NAME (in English) \_\_\_\_\_

First

Middle

Last

PERMANENT ADDRESS

PHONE

( ) \_\_\_\_\_

OCCUPATION \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

### FINANCIAL SUPPORT

What will be your major financial resource while studying at Asia University?

Personal Savings

Scholarship

Parental Support

Others (Specify) \_\_\_\_\_

**EDUCATION** List in reverse-chronological order all postsecondary institutions you have attended.

INSTITUTION NAME	CITY & COUNTRY	MAJOR	MINOR	DEGREE	DATE RECEIVED
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**INTENDED MAJOR OR FIELD OF STUDY** Specify the departments according to your priority.

OPTION	DEPARTMENT NAME
1	_____
2	_____
3	_____
4	_____
5	_____

**LEVEL**     Bachelor     Master     Doctor  
**DEGREE**     Full-Time Registered Student     Non-Degree Exchange Student (One-Semester)

**WORK EXPERIENCE (IF AVAILABLE)** List in reverse-chronological order all full-time as well as part-time job

DATES	INSTITUTIONS/POSITIONS	NATURE OF WORK
_____	_____	_____
_____	_____	_____
_____	_____	_____

**DEPENDENT INFORMATION**

Will you be bringing dependents?     NO     YES

If yes, please list the required information below. Remember you must show an additional NT\$80,000 for each person per year to the total estimated cost, excluding education fees for children.

NAME	DATE OF BIRTH	GENDER	RELATIONSHIP	NATIONALITY
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



**ENGLISH PROFICIENCY**

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TOEFL score? Paper-based \_\_\_\_\_ or Computer-based \_\_\_\_\_

**CHINESE PROFICIENCY**

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How many years have you studied Chinese? \_\_\_\_\_

Where and under whose guidance did you study Chinese? \_\_\_\_\_

Have you taken any Chinese language test?  NO  YES

(If yes, what kind of test ? \_\_\_\_\_, Score \_\_\_\_\_  
\_\_\_\_\_)

How do you evaluate your Chinese proficiency?

- |           |   |                                 |                               |                               |
|-----------|---|---------------------------------|-------------------------------|-------------------------------|
| Listening | <input type="checkbox"/> Native Speaker | <input type="checkbox"/> Fluent | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| Speaking  | <input type="checkbox"/> Native Speaker | <input type="checkbox"/> Fluent | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| Reading   | <input type="checkbox"/> Native Speaker | <input type="checkbox"/> Fluent | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| Writing   | <input type="checkbox"/> Native Speaker | <input type="checkbox"/> Fluent | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |

**APPLICATION FOR SCHOLARSHIP/ASSISTANTSHIP**

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NO  YES (If yes, the APPLICATION FORM FOR SCHOLARSHIP/ASSISTANTSHIP must be submitted.)

**REFERRAL INFORMATION**

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How did you learn about Asia University? (check all that apply)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Asia University Professor | <input type="checkbox"/> Teacher                | <input type="checkbox"/> Friend          | <input type="checkbox"/> Counselor       |
| <input type="checkbox"/> Asia University Student   | <input type="checkbox"/> Publication            | <input type="checkbox"/> University Fair | <input type="checkbox"/> Internet Search |
| <input type="checkbox"/> Asia University Alumnus   | <input type="checkbox"/> Others (Specify) _____ |  |  |

I, the undersigned applicant, guarantee that I am neither an overseas Chinese nor a ROC national.

The highest-level diploma which I present (high school diploma for undergraduate applicants, university diploma for master’s program applicants, MA diploma for doctoral program applicants) is valid and was awarded legally in the country where I graduated. The certificate I have is equivalent to that which is awarded by a lawful academic school in the ROC. I have not used overseas Chinese status to apply for any other college or university in the ROC.

I have never completed or been expelled from any academic program in the ROC.

After receiving admission, I should submit one copy of my diploma and transcript verified with official stamp/seal by the Taipei Economic and Cultural Office (TECO) on their representatives in the country of their original school when I return my acceptance letter. After this, I will be ready for enrollment.

I agree to authorize Asia University to verify the information provided above. If any thereof is found to be false after admission, my status as an Asia University student will be revoked.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



● **Appendix 2**

Application Form

For Scholarship/Assistantship

# ASIA UNIVERSITY

## APPLICATION FORM FOR SCHOLARSHIP/ASSISTANTSHIP

Asia University awards scholarships on a competitive basis to qualified applicants at the time of admission. Scholarship decisions are based on previous academic performance and the availability of funds. Applicants must clearly complete all the requested information in this section to apply for financial assistance from Asia University.

Attached 1x2 inches photo must be taken within 3 months.

### PERSONAL INFORMATION

**NAME** \_\_\_\_\_ **GENDER** \_\_\_\_\_

First Middle Last  Male  Female

**DATE OF BIRTH** (MM/DD/YYYY) **PLACE OF BIRTH** **NATIONALITY**

\_\_\_\_\_

**MARITAL STATUS** **PHONE** **EMAIL**

Single  Married ( ) \_\_\_\_\_

**MAILING ADDRESS** (until when? \_\_\_\_\_)

\_\_\_\_\_

\_\_\_\_\_

### INTENDED MAJOR OR FIELD OF STUDY

Program \_\_\_\_\_

Degree  Bachelor  Master  Doctoral  Non-Degree

**EDUCATIONAL HISTORY** List in reverse-chronological order all postsecondary institutions you have attended.

INSTITUTION NAME	MAJOR	DEGREE	DATE (MM/YYYY)
_____	_____	_____	_____
_____	_____	_____	_____

Other professional training \_\_\_\_\_

### SCHOLARSHIP TO BE APPLIED

Full Scholarship  Tuition Scholarship  Accommodation Fee Waiver  Assistantship

I will not accept admission without any scholarship

### FINANCIAL RESOURCE

If your application is not approved, state your plans for financing your education in Taiwan


\_\_\_\_\_

\_\_\_\_\_

Attach a statement of about 300 words either in Chinese or in English stating your reasons for applying for this scholarship

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



● **Appendix 3**  
**MOE Regulations**  
Regarding International  
Students Undertaking Studies in Taiwan

## Appendix 3

### MOE Regulations Regarding International Students Undertaking Studies in Taiwan

#### Article 1

These Regulations are formulated in accordance with the provisions of Paragraph 3 of Article 25 of the University Act, Paragraph 1 of Article 32 of the Junior College Act, Paragraph 1 of Article 41 of the Senior High School Education Act, and Paragraph 3 of Article 6 of the Primary and Junior High School Act.

#### Article 2

An individual of foreign nationality, who has never held nationality status from the Republic of China ("R.O.C.") and who does not possess an overseas Chinese student status at the time of their application, is qualified to apply for admission under this regulation.

An individual of foreign nationality, pursuant to the following requirements and who has resided overseas continuously for no less than 6 years is also qualified to apply for admission under this regulation. However, an individual who plans to apply for study at a department of medicine, dentistry or Chinese medicine must have resided overseas continuously for no less than 8 years.

1. An individual who also is a national of the R.O.C., but does not hold or has had a household registration in Taiwan.
2. An individual who also was a national of the R.O.C. but has no R.O.C. nationality at the time of their application shall have an annulled status regarding their R.O.C. nationality for no less than 8 years after an annulment of R.O.C. nationality by the Ministry of the Interior.

3. Regarding individuals mentioned in the preceding 2 subparagraphs, they must not have studied in Taiwan as an overseas Chinese student nor received placement permission during the same year of the application by the University Entrance Committee for Overseas Chinese Students.

According to the Education Cooperation Framework Agreement, a foreign national who was selected by a foreign government, organization, or school, and does not hold a household registration from the time of their birth is not subject to the limitations as prescribed in the preceding 2 paragraphs after receiving the approval from the authorized educational government agencies. If the calculated calendar year is not one complete calendar year, their stay in Taiwan should not exceed 120 days within the calculated calendar year period.

The six and eight year calculation period as prescribed in Paragraph 2 shall be calculated from the starting date of the semester (February 1st or August 1st) as the designated due date for the time of study.

The term “overseas” as prescribed in Paragraph 2 is limited to countries or regions other than Mainland China, Hong Kong and Macau; the term “reside overseas continuously” means that an individual may stay in Taiwan for no more than a total of 120 days per calendar year.

The only exceptions to this method of calculation are for those who fulfill one of the following requirements with written supported proof:

1. Attended overseas youth training courses organized by the Overseas Compatriot Affairs Council or technique training classes accredited by the Ministry of Education (the “Ministry”);
2. Attended a Mandarin Chinese language center at a university/college of which foreign student recruitment is approved by the Ministry, and to which the total length of stay is less than 2 years;
3. Exchange students, whose length of total exchange is less than 2 years; or
4. An Internship in Taiwan which has been approved by an authorized central government agency, to which the total length of stay is less than 2 years.

An individual, who has both foreign and R.O.C. nationalities and has applied for an annulment of their R.O.C. nationality before February 1, 2011, the effective date of this amendment, will then be qualified to apply for admission as an international student under the amendment effective before February 1, 2011 and will not be subject to the limitation as prescribed in Paragraph 2.

### **Article 3**

An applicant of foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macao, having no history of a household registration record in Taiwan and, at the time of application, has resided in Hong Kong, Macao, or another foreign country for no less than 6 years is qualified to apply for admission under these regulations. However, an individual who plans to apply for study at a department of medicine, dentistry, or Chinese medicine must reside overseas continuously for no less than 8 years.

The term “reside overseas continuously” mentioned in the preceding paragraph means an individual may stay in Taiwan for no more than a total of 120 days per calendar year. However, such a term may be exempt, if any of the conditions prescribed in Subparagraphs 1 through 4, Paragraph 5 of the previous Article applies and is supported with written proof, and the said domestic length of stay shall be excluded from the overseas length of residency.

An applicant being a former citizen of Mainland China and holds a foreign nationality, having no history of household registration record in Taiwan, and at the time of application, has resided overseas continuously for no less than 6 years is qualified to apply for admission under these regulations. However, an individual who plans to apply for study at a department of medicine, dentistry, or Chinese medicine must reside overseas continuously for no less than 8 years.

The term “reside overseas continuously” means an individual may stay in Taiwan for no more than a total of 120 days per calendar year.

However, such a term may be exempted if any of the conditions prescribed in Subparagraphs 1 through 4, of Paragraph 5 of the previous Article, applies and is supported with written proof, and the said domestic length of stay shall be excluded from the overseas length of residency.

The six and eight years calculation period as prescribed in Paragraph 1 and Paragraph 3 shall be calculated from the starting date of the semester (February 1st or August 1st) as the designated due date for the time of study.

The term overseas as prescribed in paragraph 5 in previous article shall apply to paragraphs 1 to 4.

#### **Article 4**

International students applying for schools in Taiwan in accordance with the two previous articles shall be limited to one application only. Upon completion of the course of study, at a school in Taiwan, to which an international student has applied, the student's admission to another school's academic level shall be handled in a manner identical to the admission procedures for local students. An exception is that an application for a master's degree or higher levels of graduate studies can be processed under the procedures of each individual school.

#### **Article 5**

The number of international students that universities, 2-year colleges, 5-year colleges, high schools, and elementary schools may admit is limited to an additional ten percent of the number of local students approved on a case by case basis, for each educational institution each academic year, by the competent education administrative authority, and the number of international student admissions shall be incorporated into the total admission figure and reported to the competent education administrative authority for appraisal and ratification. Degree programs offered by collaborating domestic and foreign universities that have been approved on a case by case basis by the Ministry of Education are not subject to this restriction.

Universities and colleges may admit international students to take up places at their institution available to local students within the approved admission quota for that academic year which remains vacant.

The number for admission prescribed in Paragraph 1, do not include international students with a non-degree status.

#### **Article 6**

Universities/colleges are responsible for establishing international student recruitment guidelines and must get approval from the Ministry.

Universities/colleges shall set up accordingly a set of entrance procedures that outline the degree programs offered, the duration of study, quotas for admission, qualifications and requirements, reviewing or screening methods, along with other related information.





## **Article 7**

International students applying for admission to universities/colleges shall submit their applications directly to the schools of their choice during the schools' designated application periods. Those applicants that qualify through the review or screening process will be granted admission by the school. The following application documents need to be submitted:

1. Application form

2. Academic credentials:

(1) Academic credentials from Mainland China: The Regulations Governing the Accreditation of Schools in Mainland China shall apply.

(2) Academic credentials from Hong Kong or Macao: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao shall apply.

(3) Academic credentials from other areas:

A. Academic credentials earned at overseas Taiwan schools or Taiwan schools in Mainland China shall be regarded as the same as those at domestic schools with equivalent levels.

B. Academic credentials referred to the preceding 2 Items shall be subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, academic credentials earned from institutes or branches established in Mainland China by foreign schools shall require public notarization in Mainland China and be verified and examined by an institute established or appointed by, or through a private agency commissioned by the Executive Yuan.

3. Financial proof that shows financial sustainability for study in Taiwan, or proof of full scholarship provided by a government agency, university, college, or private organization.

4. Others as required by the respective schools.

A school that reviews the application documents without verification by overseas consulates, representative offices, agencies of the country or other bodies authorized by the Ministry of Foreign Affairs (hereinafter referred to as 'Overseas Agencies') or institutes established or appointed by, or a private agency commissioned by the Executive Yuan as prescribed in subparagraphs 2 and 4 of the preceding paragraph may request for verification by an Overseas Agencies. If the said documents have been verified, the school may request examination of the documents.

**Article 7-1**

An international student submitting forged, fabricated, or altered papers for the purpose of their school application shall be subject to enrollment qualification cancellation; or a revocation of enrollment and denial to the request of any certificate pertaining to study, if the said student is already enrolled; or revocation of graduation qualifications and cancellation of the diploma by the student's school, if the said student has been already graduated.

**Article 8**

An international student who has completed a bachelor's degree or a higher degree in Taiwan and applies for a master's program shall be exempt from the rules listed in Article 7, Paragraph 1, Item 2, provided that a graduation certification and transcript for each consecutive semester issued from the educational institutions in Taiwan shall be enclosed.

International students who have graduated from private high schools, lower grade schools for International Residents in Taiwan, or from bilingual programs affiliated with senior high schools, or from a foreign curriculum department and classes at private senior high schools or below must submit credentials and transcripts for each academic semester to apply for admission under Article 7, and are exempt from the rules listed in Article 4, Paragraph 1, Subparagraph 2, of the preceding Article.

**Article 9**

Universities/colleges offering admission to international students shall promptly register into the international student data management information system designated by the Ministry the following: school entrance, transfer, suspension or dismissal and any change or loss of student status.



### **Article 10**

International students may not apply for Extension Programs at universities/colleges designed for returning education students, parttime, in-service courses of Master programs, or other programs, which are restricted to night classes and classes during holidays. International students who have obtained legal resident status of Taiwan, or are enrolled in a program ratified by this Ministry, are exempted from this Article.

### **Article 11**

An international student reporting to a university, college, 5-year junior college, junior colleges affiliated with universities, elementary schools through senior high schools for registration at the time not beyond one-third of the first semester of the current school year shall register for the first semester; or at the time beyond onethird of the first semester of the current school year shall register for the second semester or the next school year, unless otherwise stipulated by the authorized educational government agencies.

### **Article 12**

An international student who has been approved for an internship after their graduation from a university in Taiwan may have his or her international student status may be extended for one year at most after graduation.

During the course of study in Taiwan, international students, who have undertaken initial household registration, resident registration, naturalization or restoration of the R.O.C. nationality, will lose their international student status and shall be dismissed by the school.

International students who are dismissed from university/college after admission due to behavior issues, poor academic performance or a conviction under the Criminal Law may thereafter not apply for admission under this regulation.

A university or college shall integrate the procedures regarding how to accept international students transferring into its international recruitment guidelines, which will be subject to the Ministry's approval. However, an international student that has been dismissed by a school that accepts the said student, due to behavior issues or a conviction under the Criminal Law may not transfer to another university or college.

## **Article 17**

5-year junior colleges, junior colleges affiliated with universities, elementary schools through senior high schools offering admission to international students shall, in addition to complying with Article 20 which concerns recruitment of international students with legitimate resident status in Taiwan shall prepare their respective international student recruitment plan and submit the said plan to the authorized educational government agencies for approval no later than November 30th of each year before their respective recruitment begins. The authorized educational government agencies at the respective municipality, county, and city shall submit their respective approved lists of schools to the Ministry for review no later than December 31th of each year.

The plan mentioned in the preceding Paragraph shall include the establishment of the dedicated units responsible for international students, curriculum with emphasis on our language and culture learning, and measures regarding accommodation for international students.

The countries and quota for international student recruitment pertaining to Paragraph 1 may be stipulated by the Ministry after consulting with the Ministry of the Interior and the Ministry of Foreign Affairs, if necessary.

## **Article 18**

Unless otherwise specified in Article 20, international students applying for admission to schools under the level of senior high schools shall submit the following papers and directly apply for admission to the respective school during the period designated by the respective school. Admission letters will be issued if the review or examination finds the applicant qualified after submitting:

1. Application form.

2. Academic credentials:

( 1 ) Academic credentials from Mainland China: The Regulations Governing Accreditation of Institutes in Mainland China shall apply.

( 2 ) Academic credentials from Hong Kong or Macao: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao shall apply.

( 3 ) Academic credentials from other areas:

A. Academic credentials earned at overseas Taiwan schools or Taiwan schools in Mainland China shall be regarded as the same as earned in domestic schools of equivalent levels.

B. Academic credentials referred in the preceding 2 Items shall be subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, academic credentials earned from institutes or branches established in Mainland China by foreign schools shall require public notarization in Mainland China and be verified and examined by an institute established or appointed by, or a private agency commissioned by the Executive Yuan.

3. Financial proof of applicant's sufficient funds to support them while studying in Taiwan.

4. Documents of the eligibility of a legal guardian in Taiwan.

5. Power of Attorney by student's parents or any other legal representative to the guardian in Taiwan, which must also be verified by overseas agencies.

6. Letter of Agreement from a legal guardian in Taiwan, which must be notarized.

7. Additional documents, as required by respective schools.

Academic credentials stipulated in Subparagraph 2 of the preceding Paragraph may be exempted if the enrollment application is filed for the first semester for the first grade of elementary school.

A school reviewing the application documents without verification as prescribed in Subparagraphs 2, 3, and 7 of Paragraph 1 for verification by 'Overseas Agencies'. If the said documents have been verified, the school may request examination of the documents.

#### **Article 19**

The legal guardian in Taiwan referred in the preceding Article shall mean a R.O.C. citizen who has passed a police criminal record check and who has a tax report for the latest fiscal year issued by a tax administration office showing a general annual income more than TWD 900,000.

A person that qualifies in accordance to the prescribed qualifications in the preceding Paragraph 1 will be able to serve as a guardian in Taiwan for one international student.

## **Article 20**

International students who have acquired legitimate resident status in Taiwan and are applying to study at an elementary school, junior high school and senior high school may directly apply to a school near his or her residency by submitting the following papers. The school which approves the said application shall submit a roster to the authorized educational government agencies as a reference:

1. An enrollment application form;
  2. A photocopy of a legitimate resident certificate;
  3. Academic credentials:
    - ( 1 ) Academic credentials from Mainland China: The Regulations Governing Accreditation of Institutes in Mainland China shall apply.
    - ( 2 ) Academic credentials from Hong Kong or Macao: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao shall apply.
    - ( 3 ) Academic credentials from other areas:
      - A. Academic credentials earned at overseas Taiwan schools or Taiwan schools in Mainland China shall be regarded as the same as earned at domestic schools of equivalent levels.
      - B. Academic credentials referred in the preceding 2 Items shall be subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, academic credentials earned from institutes or branches established in Mainland China by foreign schools shall require public notarization in Mainland China and be verified and examined by an institute established or appointed by, or a private agency commissioned by the Executive Yuan.
- Academic credentials stipulated in Subparagraph 3 of the preceding Paragraph may be exempt if the enrollment application is filed for the first semester of first grade of elementary school.

A school reviewing the application documents without verification as prescribed in Subparagraphs 3 of Paragraph 1 may request verification by 'Overseas Agencies'. If the said documents have been verified, the school may request examination of the documents.

An international student as mentioned in Paragraph 1 being denied enrollment due to the selected school's filled recruitment quota may apply for assistance from the authorized educational government agencies to enroll in a school with available recruitment quotas. Elementary through senior high schools may arrange the said international student to an appropriate grade level or to have an audit student according to the examination results of the applicant referred in Paragraph 1. The said audit student shall be limited to no longer than one year; the respective student's enrollment status will be recognized if the student successfully passes the examination.

#### **Article 20-1**

If a chaotic war situation, major disaster, or major epidemic occurs in the country of an international student, and educational institutions in the region become unable to operate normally as a result, that student's admission to senior secondary school or junior college may be given special consideration, if those circumstances have been fully checked and documented by an R.O.C. embassy or representative office overseas or by the embassy, consular office or authorized representative office of the student's country in Taiwan, and then confirmed by the central competent education administration in conjunction with the Ministry of Foreign Affairs, and the National Immigration Agency of the Ministry of the Interior.

It is a principle that the additional student admission quota under special consideration mentioned above shall be one percent of the total student recruitment quota approved for the respective schools.

## **Article 21**

Fees that are to be paid by international students in Taiwan should be calculated by using the following:

1. Students who are admitted to study in Taiwan pursuant to the previous 2 articles, or are recipients of MOFA Taiwan Scholarships, under the recommendation of the designated overseas agencies, or holders of the status of permanent residents in our country shall pay their tuition and other fees in accordance with the same standards that apply to Taiwan nationals.
2. Students admitted to educational institutions in Taiwan in accordance with an education cooperation agreement shall pay their tuition and other fees that are specified in the agreement.
3. A school that accepts an international student who does not qualify to the preceding 2 Subparagraphs may apply its own tuition and other fees standard to the said student, and the said standard may not be lower than the standard adopted by other private schools at the same level.

Students that were admitted to study in Taiwan before the effective date of the February 1, 2011 amendment shall pay for their own tuition and other fees in accordance with the previous standards.

## **Article 22**

At the time of registration a new international student shall present proof of a medical and injury insurance policy which is valid for at least 6 months from the date the student enters Taiwan. Current student shall present written proof that they have joined Taiwan's the National Health Insurance Plan.

The abovementioned written proof of insurance issued in foreign country shall be verified by the 'Overseas Agencies'.



**Article 23**

If international students violate the Employment Services Act, Schools or authorized authorities shall immediately handle the cases in accordance with the related regulations after investigation.

**Article 24**

If international students discontinue their schooling or because of any other reason that causes them to change or lose their student status at the school, the school must notify the Bureau of Consular Affairs of the Ministry of the Foreign Affairs, the Service Center of National Immigration Agency, the Ministry of the Interior, and send copies of these notifications to the Ministry of Education.

**Article 25**

The authorized educational government agencies may, if necessary, visit schools that admit international students. Any institutions found in violation of the regulations herein shall be subject to penalty, pursuant to the pertinent laws and regulations. The authorized educational government agencies may adjust schools' enrollment quotas for international students, as conditions require, if schools are not pursuant to Article 23.

**Article 26**

Subparagraphs 1, 3, and 4 of Paragraph 4 of Article 7, Articles 9, 15, 16, 22, and 24 shall apply to the application procedures, scholarships or subsidies, discipline and guidance, absence for more than one fourth of total class hours of a semester, and reporting of change or loss of student status regarding international students that are attending Mandarin Chinese language centers at a university/college in Taiwan.

**Article 27**

The format of the forms referred to in Subparagraph 1, of Paragraph 1 of Article 7, Subparagraph 1, Paragraph 1 of Article 18, and Subparagraph 1, of Paragraph 1 of Article 20 shall be defined by the respective schools. The format of the forms referred in Subparagraphs 5 and 6, of Paragraph 1 of Article 18 shall be defined by the Ministry of Education.

**Article 28**

The Regulations shall take effect on August 1, 2012.

The Articles of this Regulation amended on December 24, 2012 take effect on January 1, 2013.

The Regulations are amended on August 23, 2013 and shall be implemented since September 1, 2013.

The amendments to these Regulations promulgated on June 23, 2014 and December 18, 2014 took effect from their respective promulgation date.



**CONTACT INFORMATION**

**Center for International Academic Exchange, Asia University  
500, Liufeng Road, Wufeng, Taichung, 41354, Taiwan ROC**

**Phone: +886-4-23323456 ext. 6278**

**FAX: +886-4-23394140**

**Email: [ciae@asia.edu.tw](mailto:ciae@asia.edu.tw)**

**<http://ciae.asia.edu.tw>**