

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.
 - iii. Two official copies of enrollment certificate from applicant's home institution.
 - iv. Two official copies of transcripts.
 - v. One recommendation letter from applicant's instructor at home institution.
 - vi. One photocopy of passport.
 - vii. Study plan (One A4 page: Purposes of Exchanging & Course Scheme).
 - viii. On Campus/ Contracted Off-campus Daya International Apartment Application
 - ix. Chinese Language Center Application Form.
 - x. One photocopy of Health Insurance which covers the duration of student's stay in Taiwan if any. (After a continuous residence in Taiwan over six months and do not go abroad more than two times or one time exceed 30 days, students must enroll in the National Health Insurance program.)
 - xi. One photocopy of Health Certificate Form B.
 - xii. Authorization for Emergency Medication.

***Students should purchase 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)
 - ◆ Spring Semester: February - June (Summer Vacation: July –August)
- iv. Accommodation

Item	Price
On-campus Dormitory	Room for four (NTD12,000/ per semester)
Contracted Off-campus Daya International Apartment	Small Single Room (NTD 5,800/ per month)
	Big Single Room (NTD 6,800/ per month)
	Room for two (NTD 7,800/ per month)

- ◆ 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 on-campus dorm, they have to pay around NTD500 for a laundry service.
- ◆ If the student chooses to move out of the dormitory, a minimum-30-day advance notice to the residential staff and OICC is required.
- ◆ **Students who choose Daya need to hand in the application with reservation form to Daya at daya112921163@gmail.com.**
- ◆ **Students who choose to rent the house by themselves need to provide the rental address, landlord's name and landlord's phone number.**

◆ 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 of dormitory.
- iii. Transportation: Parking areas for bikes and scooters 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: Students must enroll in the National Health Insurance program after a continuous residence within Taiwan for six months. (NTD 826/ per month).**
- vi. Language Course: Center of Chinese Language provides free Chinese courses for exchange students.

7. 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. **As an exchange student, holding free visa is not accepted.**
(<https://www.boca.gov.tw/np-137-2.html>)

◆ 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.

◆ **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.