



國立中央大學

NATIONAL CENTRAL UNIVERSITY

Office of International Affairs

**2024 Fall**

International Degree Student  
**Student Handbook**



# Content

<b>PART 1 Important Dates in Fall Semester, 2024</b> .....	2
<b>PART 2 Preparation and Arrival</b> .....	5
✧ Visa & ARC	
✧ Money exchange	
✧ Cell phone (Pre-paid card)	
✧ Requiring format of ID photo	
✧ Buddy system	
✧ NCU address and transportation	
<b>PART 3 Orientation</b> .....	8
<b>PART 4 Tuition and Miscellaneous Expenses</b> .....	13
✧ Tuition and credit fee	
✧ Standard for dormitory fee	
✧ Other fees	
<b>PART 5 Insurance</b> .....	17
<b>PART 6 Check List for Registration</b> .....	19
<b>PART 7 Other Information</b> .....	21
<b>PART 8 Appendix</b> .....	26
✧ Location	
✧ Units	
✧ Building symbols	
✧ Other units you may know in Taiwan	

# **PART 1: Important Dates in Fall 2024**

Date	Note
After September 1st	◆ Suggested Arrival Time in Taiwan
August 16 <sup>th</sup>	◆ Tuition payment slip download <b>(For master and Ph.D. students)</b> <b>( Tuition waiver will be issued after you have reported to OIA, NCU in Taiwan )</b>
August 29 <sup>th</sup>	◆ Tuition payment slip download <b>(For bachelor students)</b>
September 4 <sup>th</sup> ~ 18 <sup>th</sup>	◆ Online course selection (Add & Drop)
September 5 <sup>th</sup>	◆ Registration & Orientation
September 6 <sup>th</sup>	◆ Health Examination
September 8 <sup>th</sup>	◆ Tuition payment deadline
September 9 <sup>th</sup>	◆ Classes begin



## **PART 2: Preparation and Arrival**

● VISA application :

A **Resident Visa is required** for those who intend to study in Taiwan, and resident visa holders should apply for ARC (Alien Resident Certificate) **online** within 15 days after arrival.

● ARC application/ extension (Online only) :

✧ Required documents **in original & photocopy** :

- ✓ **Resident Visa**
- ✓ Passport
- ✓ Multiple-Purpose Application Form for Foreigners
- ✓ One photo (refer to page 6)
- ✓ Certificate of Enrollment (After paying the fee, students can apply it from Registry Office with your tuition fee payment receipt)
- ✓ Receipt of Tuition Payment
- ✓ Housing contract or dormitory certificate
- ✓ Student ID Card (if applicable)
- ✓ Old ARC (if applicable)
- ✓ Fee: NT\$1,000~ NT\$3,000

● **Online Application System** :

<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>

**Foreign Students studying Bachelor degree or above level apply ARC through "online Application System" since August 1st, 2021.**

Applicants: Foreign Students studying Bachelor degree or above level

**Online Application System**  
(<https://coa.immigration.gov.tw/coa-frontend/student/entry>)

Information For Foreigners in Taiwan  
Contacts : 0049-024-111  
Overseas : 004-024-111

The office hours of the 202 is  
service centers nationwide  
09:00 a.m. - 17:00 p.m.  
through the world tour from Monday to Friday

Service Line of Computer  
Operation System Maintenance  
from 08:30 a.m. to 17:00 p.m.  
Monday to Friday

COA  
Central Office of Administration  
Department of Information Systems  
Ministry of Education  
Taiwan

## II. Money Exchange

If you are not sure whether the currency in your country can be exchanged into NT Dollars, you should exchange it for U.S. Dollars in your home country first and then change into NT Dollars **at the Taiwan Taoyuan International Airport**.

## III. Cell Phone (pre-paid card)

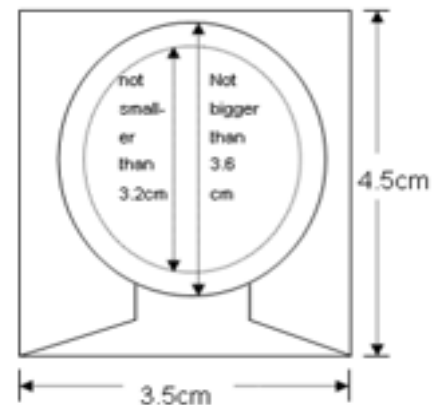
1. System used in Taiwan: GSM System

2. **Where to get pre-paid card: Taiwan Taoyuan International Airport:** Purchasing a cellphone (or a phone card) upon arrival is **strongly recommended**. A cellphone is the ideal line of communication should emergencies arise. **Acquiring a phone-prepaid card at the airport will be a lot easier and quicker** than doing it after arriving campus as the only identification you need is a passport. For more information, please visit: [http://www.taoyuan-airport.com/english/store3\\_1/1106](http://www.taoyuan-airport.com/english/store3_1/1106)

## IV. Required Format of ID Photo

Photos are required for school registration and ARC, NHI card application. Therefore, please prepare some photos in advance. Here's the format for photo:

- Should be identifiable, shouldn't be modified or composed
- Color photo with white background
- Be taken in six months
- 4.5cmx3.5cm
- From the top of the head to the chin: between 3.2cm to 3.6cm



## V. Buddy system

Student buddies will be assigned to assist incoming students before/when they arrive in Taiwan. During the orientation week, buddies will help on registration, payment, course selection system, health examination and etc.

## VI. Transportation from Taiwan Taoyuan International Airport to NCU

- Address: No. 300, Zhongda Rd., Zhongli District, Taoyuan City 32001, Taiwan  
地址：桃園市中壢區中大路 300 號
- The closest airport to NCU is Taiwan Taoyuan International Airport.  
(<https://www.taoyuan-airport.com>)
- Transportation
  - Taxi (NT\$500~1000): It takes approximately 30 minutes.
  - City Bus (NT\$54): From airport □ Zhongli Main Station (take bus 132) □ NCU
  - Metro+ Taxi / Bus: From airport □ HSR Metro station (by Metro)  
HSR Metro station □ NCU (by Taxi/by bus 132A、172、173)
  - For more information please refer to:  
[http://www.ncu.edu.tw/en/visitors/public\\_transportation](http://www.ncu.edu.tw/en/visitors/public_transportation)


## **PART 3: Orientation**



Date	Item	Task
	Activate Portal account and fill personal information (ONLINE) <div data-bbox="71 495 539 698" style="background-color: #f08080; padding: 5px; margin-top: 10px;"> <p>◆Please activate your account first. Then you can download your payment bill from Portal system.</p> </div>	<p>For your right and obligations, student should fill out the required personal information online. Please make sure your English name shown on the site is the same as the one in your passport.</p> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Register online</p> <p style="text-align: center;"><a href="https://tarot.cc.ncu.edu.tw/UnixAccount/enableaccount.php">https://tarot.cc.ncu.edu.tw/UnixAccount/enableaccount.php</a></p> </div> <p>ID No.: Your student ID No.            Password: Set up <b>by yourself</b> and remember it <span style="color: red;">Wait for 5 minutes</span></p> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 10px 0; text-align: center;"> <p>Get the email/Portal account from Computer Center</p> </div> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 10px 0; text-align: center;"> <p>Fill in your personal Information</p> <p style="text-align: center;"><a href="https://portal.ncu.edu.tw/login">https://portal.ncu.edu.tw/login</a></p> </div> <div style="border: 2px solid black; border-radius: 10px; padding: 10px; margin: 10px 0; text-align: center; font-weight: bold;"> <p>Completed</p> </div>
	Payment	<p>The payment for the tuition and miscellaneous fee should be finished <b>before September 8<sup>th</sup></b>.</p> <ol style="list-style-type: none"> <li>1. Pay for the tuition at the convenience store (FamilyMart, 7-11)</li> <li>2. Keep the receipt</li> <li>3. Make a copy and submit the copy on OIA registration.</li> </ol> <p style="color: red; font-weight: bold;">※ Tuition and credit fee will be deducted from your registration bill after you have reported to the OIA on campus. Please note that even you receive tuition waiver, miscellaneous expenses is required to be paid.</p>

**Registration (OIA → Department → Registry Division)**

<p style="text-align: center;"><b>September 5<sup>th</sup></b></p>	<p style="text-align: center;">OIA Registration</p>	<p><b>Location:</b> Office Of International Affairs, Teaching &amp; Research Building. Submit <b>one copy</b> of the following documents and bring the <u>original copy for confirmation</u>:</p> <ul style="list-style-type: none"> <li>● <b>You MUST have a copy of each document ready before registration.</b></li> <li>1. Graduation certificate and transcript that have been verified by Taiwan Embassy Office Abroad (Original and one copy)</li> <li>2. Passport (Original and one copy)</li> <li>3. Visa <b>with the arrival stamp</b> (Original and one copy) → provide ARC</li> <li>4. International student information form (Original)*Attachment02</li> <li>5. Personal data collection agreement (Original)*Attachment03</li> <li>6. Authorization for emergency treatment (Original)*Attachment04</li> <li>7. Housing contract/ Accommodation certificate (one copy)</li> </ul> <p style="text-align: center;">-----</p> <ul style="list-style-type: none"> <li>8. Alien Resident Certificate (ARC), if applicable (one copy)</li> <li>9. National Health Insurance (NHI) Card, if applicable (one copy)</li> <li>10. Post office account book, if applicable (one copy)</li> </ul> <p><i>*Note*</i></p> <ul style="list-style-type: none"> <li>● All original documents will be returned after the registration. You should notice and double check with your own original documents before leaving the office. You must assume full responsibility of the loss of the original documents.</li> <li>● <u>Please complete International Student Information Form, Authorization for emergency treatment and Personal information collection agreement before come to OIA registration.</u></li> </ul>
<p style="text-align: center;"><b>September 5<sup>th</sup></b></p>	<p style="text-align: center;">Orientation (For those who are already in Taiwan)</p>	<p><b>Location:</b> Luo Jia-Lun Hall, NCU (1<sup>th</sup> floor , Teaching &amp; Research Building)</p> <ul style="list-style-type: none"> <li>● Introduction of units at NCU</li> <li>● ARC Application</li> <li>● Scholarship</li> <li>● Insurance</li> <li>● Life around NCU</li> </ul>
	<p style="text-align: center;">Department Registration</p>	<p>✧ <b>Please submit:</b></p> <ul style="list-style-type: none"> <li>● NCU International Student Registration form (Original) with one photo and one passport/ ARC copy</li> <li>● The original letter of acceptance</li> <li>● Original highest academic diploma</li> <li>● Original highest academic transcript</li> <li>● Copy of the graduation certificate and transcript that have been verified by Taiwan embassy office abroad.</li> </ul>

		<p><b>*Note*</b></p> <ul style="list-style-type: none"> <li>• The registration form should be stamped by your department.</li> <li>• All original documents will be returned after examination. You should notice and double check your own original documents before leaving the office. Students must assume full responsibility of the loss of the original documents.</li> </ul>
After the payment of tuition fee	Registry Division Registration	<p>After Department Registration, you should submit the following documents to Registration Division (3<sup>rd</sup> floor, Teaching &amp; Research Building):</p> <ul style="list-style-type: none"> <li>• Registration form with your identification documents, a photo &amp; stamp from department.</li> <li>• Copy of the graduation certificate and transcript that have been verified by Taiwan embassy office abroad.</li> </ul> <p><b>*Note*</b></p> <ul style="list-style-type: none"> <li>• <b>Your registration form should be stamped by your department.</b></li> <li>• All original documents will be returned after examination. Students should notice and double check your own original documents before leaving the office. Students must assume full responsibility of the loss of the original documents.</li> </ul>
September 6 <sup>th</sup>	Health Examination	<ol style="list-style-type: none"> <li>1. Location &amp; Time: Yi-Ren Hall, NCU (TBD)</li> <li>2. Please do not eat or drink except water 8 hours before the examination.</li> <li>3. Fill out the NCU student health form in advance.</li> <li>4. Bring NCU Student Health Form, photo*1(4.5cmx3.5cm), passport, and cash (Approx. NTD \$1,500) to the site.</li> <li>5. Every student needs to complete the health examination; otherwise, you will not get the student ID card.</li> <li>6. Please wear a medical facemask.</li> </ol>
September 9 <sup>th</sup>	Classes begins	Classes begins
	Library Registration	<p>Sign "The Statement of Patron's Privileges along with NCU Library Announcement for Personal Data Collection and Consent"</p> <p><a href="https://idm.ncu.ust.edu.tw/patron/886UST_NCU/sign_home/">https://idm.ncu.ust.edu.tw/patron/886UST_NCU/sign_home/</a></p>  <p><b>You will need to complete this procedure in order for your card to work.</b></p>

Course Selection ( <a href="http://pdc.adm.ncu.edu.tw/Course/course/COUR_S.pdf">http://pdc.adm.ncu.edu.tw/Course/course/COUR_S.pdf</a> )		
September 4 <sup>th</sup>   September 18 <sup>th</sup>	Course Selection	<ul style="list-style-type: none"> <li>• Add &amp; Drop courses online: <a href="https://cis.ncu.edu.tw/Course/main/news/announce">https://cis.ncu.edu.tw/Course/main/news/announce</a></li> <li>• System maintenance from 7am to 9am every day. The service will be stopped temporarily.</li> <li>• Do not take two or more courses that are offered at the same time, otherwise, you will fail in adding or dropping courses.</li> <li>• If the classes need course code number for selecting the course, please ask your course instructor for the “code number”.</li> </ul>
September 20 <sup>th</sup>   September 24 <sup>th</sup>	Manual Course Selection (Must pay late processing fee: NTD \$100/course)	<ul style="list-style-type: none"> <li>• Add /Drop the course online first, then print the application form, get the signature/stamp/approval from the teacher (lecturer) and department, then submit the form to the Curriculum Section, 3<sup>rd</sup> floor of Teaching &amp; Research Building.</li> <li>• NCU Course Schedule Planning System : <a href="https://cis.ncu.edu.tw/Course/main/news/announce">https://cis.ncu.edu.tw/Course/main/news/announce</a></li> </ul>
September 20 <sup>th</sup>   September 25 <sup>th</sup>	Course Selection Reconfirmation	Students go to course selection system to confirm course selection list.
October 3 <sup>rd</sup>   October 16 <sup>th</sup>	Paying the credit fee	Students can download the bill in Portal and pay it in the convenient store (Family Mart or 7-11).
October 21 <sup>st</sup>   November 29 <sup>th</sup>	Course Withdrawal	<ul style="list-style-type: none"> <li>• Applications for Course Withdrawal (ONLY ONE Course)</li> <li>• Withdraw the course online first, then print the application form, get the signature/stamp/approval from the teacher (lecturer) and department, then submit the form to the Curriculum Section.</li> <li>• NCU Course Schedule Planning System : <a href="https://cis.ncu.edu.tw/Course/main/news/announce">https://cis.ncu.edu.tw/Course/main/news/announce</a></li> </ul>

### Student ID Card

After going through the registration procedure above (OIA registration, Department registration, Register online, payment, health examination, etc.), you will receive your student ID. After students complete the procedures above, please collect it directly from the **Registry Division**, 3<sup>rd</sup> floor of Teaching & Research Building.

## **PART 4: Standard for Tuition and Miscellaneous Expenses**

## I. Tuition and Credit Fee

	<b>College/ Department/Institute</b>	<b>Tuition/ Sundry Expenses</b>	<b>Credit Fee</b>
<b>Undergraduate</b>	Liberal Arts (Expect Inst. of Art)	NT\$ 45,691	NT\$2,000/credit
	Science & Earth Science & Health Science and Technology	NT\$53,183	NT\$2,220/credit (Except math Depart. NT\$2,100/credit)
	Engineering & Electrical Engineering (include Dept. of Information Management)	NT\$52,668	NT\$2,220/credit
	Management (except Dept. Of Information Management)	NT\$46,091	NT\$2,040/credit
	<b>College/ Department/Institute</b>	<b>Tuition/ Sundry Expenses</b>	<b>Credit Fee</b>
<b>MASTER &amp; PhD</b>	Liberal Arts (except Inst. of Art) Hakka Studies	NT\$22,200	NT\$3,140/credit
	Science & Earth Science & Health Science and Technology	NT\$25,700	NT\$3,140/credit
	Engineering & Electrical Engineering (include Inst. of Information Management & Industrial Management & Art)	NT\$26,620	NT\$3,140/credit
	Management (except Information Management, Engineering Management)	NT\$22,500	NT\$3,140/credit

## II. Other fees

Item	Expense
School Group Accidental Insurance	NT\$190/ semester
Health Examination	Approx. NT\$1,000 Only for first semester enrollment
Internet Access Fee	NT\$600 / semester
Dormitory Internet (alternative fee)	NT\$800 / semester
Dormitory Air conditioner (alternative fee)	NT\$100 / card(the new card contains \$100 stored value) After purchasing, you can use the EasyCard to store the value in the machine according to your needs.
Cathay Insurance (only for those who are not eligible for NHI)	NT\$3,500 7 months
National Health Insurance	NT\$4,956/semester (NT\$826/month) Starting from the second semester
ARC (Alien Resident certificate) application	NT\$1,000/year
Beddings Set (alternative fee)	Approx. NT\$1,500
Food (alternative fee)	Approx. NT\$50-150/meal
Transportation (alternative fee)	NT\$18/NT\$36 (bus) NT\$89 (train to Taipei) NT\$155 · 160 (HSR to Taipei)

### III. Standard for Dormitory Fee

Dorm	Person	Fee (NT)	Remarks
		Master & Ph. D students	
Hsi Wang Dorm	2	\$17,500/ per person (From Sept. to Jan.) \$24,500/ per person (From Feb. to Aug.)	Male and Female/ bathroom in the room
B5	2	\$10,000/ per person (From Sept. to Jan.) \$14,000/ per person (From Feb. to Aug.)	Male/Shared bathrooms on each floor
G14 (GM)	4	\$10,000/ per person (From Sept. to Jan.) \$14,000/ per person (From Feb. to Aug.)	Female/bathroom in the room

- Dormitory fee **will NOT** be returned to the student who check out of the dormitory due to the personal reason after the application has been approved.

More details about NCU dormitory rating, please refer to:  
<https://in.ncu.edu.tw/~ncu7221/OSDS/dorm.php>



## **PART 5: Insurance**

## I. Safety Insurance (Student insurance for NCU students)

All the NCU students have Safety Insurance and pay it with tuition bill.

## II. National Health Insurance (NHI)

Students with Valid ARC will be registered in the NHI program upon living in Taiwan for 6 months (6 months of continuous residence in Taiwan or with one trip abroad not exceeding 30 days when the actual residency period of 6 months is reached after the days abroad have been deducted).

When students are qualified to enroll NHI, OIA will apply it for international students, and students have to pay the fee with tuition bill.

※ When you just arrived in Taiwan, you are unable to apply for NHI. Instead, you will have Cathay insurance for the first few months in NCU.

## III. Cathay Insurance (Group insurance for international students)

For international students who do not have National Health Insurance (NHI). With Cathay insurance, you can go to the clinic or hospital and pay the whole fee by yourself first. The coverage of reimbursement is as following:

Item	Insured Value	Remark
Clinic	Maximum of reimbursement NT\$1,000 (per day/visit)	If the insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.
Hospitalized	Maximum of reimbursement NT\$1,000 (per day)	The payment of benefit shall not exceed the limit of NT\$120,000 (per hospitalization)

Please be noted that the payment of reimbursement for Outpatient/Emergency treatment shall not exceed the limit of **NT\$1,000 (per visit)**.

Please submit the following documents to OIA for reimbursement application:

- A. The receipt
- B. The medical certificate (apply from the hospital/clinic)
- C. Post office account book, passport, ARC (only for first time application)
- D. Application form (available at OIA)

※ OIA will apply the insurance medical subsidy by submitting the documents above to Cathay insurance company.

## **PART 6: Check List for the Registration**

Please confirm personal information and submit the documents while you come to registration.

### **OIA Registration**

- Graduation certificate and transcript that have been verified by Taiwan Embassy Office Abroad (Original and one copy)
- Passport and Visa **with the arrival stamp** (Original and copy) → provide ARC
- International student information form (Original)
- Authorization for emergency treatment (Original)
- Personal information collection agreement (Original)
- Tuition Payment receipt (copy) – send via Email after finishing payment
- Housing contract/ Accommodation certificate (copy)
- ARC, NHI Card, Post office account book, if applicable (copy)

### **Department Registration**

- NCU International Student Registration form (with your identification documents and a photo)
- The original letter of acceptance
- Original highest academic diploma
- Original highest academic transcript
- Copy of the graduation certificate and transcript that have been verified by Taiwan embassy office abroad

### **Registry Office Registration**

- NCU International Student Registration form (with your identification documents, a photo & stamp from department)
- Copy of the graduation certificate and transcript that have been verified by Taiwan embassy office abroad

- ※ Please make the copies of your documents by yourself at the convenient store first, including the NCU payment receipt.
- ※ To avoid your registration be delayed, please check and bring all the documents above before you come to register.

## **PART 7: Other Information**

## I. Student Opinions Boxes

If you have any comment, you could contact with Division of International Administrative Affairs, Office of International Affairs directly through emailing to [cathychang0603@ncu.edu.tw](mailto:cathychang0603@ncu.edu.tw) or [ncuoia@ncu.edu.tw](mailto:ncuoia@ncu.edu.tw).

Other ways for delivering your comments are listed as follows:

- NCU Suggestion Box:

[http://ncusec.ncu.edu.tw/suggestion\\_box/advice\\_form.php](http://ncusec.ncu.edu.tw/suggestion_box/advice_form.php)

A screenshot of a web form titled "校長意見信箱 Suggestion Box". The form includes fields for "Email", "Name" (with sub-fields for "Student Name" and "Family and Staff"), "Phone Number", "Address", "Message", and "Feedback". There are also checkboxes for "Anonymous" and "I am a student".

- Vice President for International Affairs E-mail:

[ncu57080@ncu.edu.tw](mailto:ncu57080@ncu.edu.tw) / [hhsu@ncu.edu.tw](mailto:hhsu@ncu.edu.tw)

- Boxes for Student Survey and Feedback:

Students' opinion can be provided through this link: <http://140.115.184.179/ncuCareYou/login.php?language=en>. Office of Student Affairs will reply general comments within 3 working days. If your case could not be replied within the deadline, OSA will explain the reasons to you, and will reply within 7 working days. If your special case require further discussion, regulation amendment or complicated situation, OSA will reply to you about the current procedure within 7 working days, they shall follow up with your case and reply to you no more than 30 days.



## II. Gender Equity Education Committee

The Gender Equity Education Committee of NCU endeavors to achieve campus-wide gender equity in various fields to cultivate NCU faculty, staff and students and thus prevent gender bias and sexual discrimination.

✧ **The Aims of the Gender Equity Education Committee of NCU**

- To coordinate and integrate related resources of the different offices of NCU to design and implement a gender equity education plan and review its practical performance.
- To plan and organize gender equity education activities for faculty, staff, students, and their families.
- To develop and promote gender equity education courses, teaching and performance review.
- To draft regulations for gender equity education, prevent incidents of sexual assault and sexual harassment on campus, establish a response system, and coordinate related resources.
- To investigate and deal with issues about gender equity education as well as complaints about sexual harassment and employment gender equity.
- To plan and establish a secure campus of gender equity.
- To promote family and social education about gender equity in the community around NCU.
- Other issues about gender equity in NCU or in the community.



### III. Weather

Taiwan is located at the subtropical climate area. The temperature in Zhongli area is 28-35°C in summer, and about 8-15°C in winter. Spring and Fall are the most enjoyable seasons during the year, but the “Plum Rain Season” lasting for about one month in May and June is an exception.

Website of Central Weather Bureau: <https://www.cwa.gov.tw/eng/>

### IV. Food

✧ Campus Restaurant:

- The 9th Cafeteria & Song-Guo "Pine Cone" Restaurant: Taiwanese style local food, fruit and drinks are provided. Students can also use these areas for gathering, discussion and exchange ideas.
- Burger King: Delicious fast food is provided
- LALA Kitchen: New Orleans food
- Convenient Store: Various food, drinks and dessert are available here
- Louisa Café : coffee, drinks, waffle and sandwich are provided

✧ Restaurant out of Campus:

When it comes to the satisfaction of daily needs, in addition to the many cafeterias on

campus, you may want to check out the Midnight Snack Alley and Back Gate area, both located right outside the university parameter, where many faculties and students enjoy alternative food choices.

## V. Transportation

- ✧ Transportation to Zhongli Downtown (near Zhongli Train Station):
  - Bus: It is available on the campus, costing about NT\$18.
- Transportation to Taipei:
  - Bus: It costs approx. NT\$80 from Zhongli Downtown directly to Taipei (near Taipei Train Station).
  - Train: The fare varies depending on different kinds of train. It costs NT\$57-NT\$89.
  - High Speed Rail: It costs approx. NT\$155 to Taipei Main Station.
  
- ✧ You Bike: There are You Bike station in/near the campus, you can rent the bike around Taoyuan city.
- ✧ Information about public transportation
  - Taoyuan City Bus Time System: <https://ebus.tycg.gov.tw/NewTaoyuan/Dybus.aspx>
  - Taoyuan Metro: <https://www.tymetro.com.tw/tymetro-new/en/index.php>
  - Taiwan Railway Admission: <https://www.railway.gov.tw>
  - Taiwan High Speed Rail: [https://www.thsrc.com.tw/index\\_en.html](https://www.thsrc.com.tw/index_en.html)
  - Taoyuan City You Bike: <https://www.youbike.com.tw>
  
- ✧ EasyCard: You can use easy card to take bus, train, and rent a You Bike.  
EasyCard Website: <https://www.easycard.com.tw/en/>

## VI. Activities

Many kinds of activities will be held during the semester – welcome, farewell, folk festivals parties, and cultural trip. Information will be announced through email and OIA website.

## VII. Estimate Living Cost



✧ It depends on what kind of accommodation you live in. The total monthly budget is between NT\$10,000~15,000. The following prices should also help:

- McDonald's Big Mac Combo: NT\$140
- Lunch Box: NT\$80~100
- 600 ml mineral water: NT\$20

## VIII. Standard Scores in the Transcript

The best academic achievement score for undergraduate students and graduate students is 100. 60 is a passing score for undergraduates and 70 for graduates.

Numeri c Grade	93	88	82	78	75	72	68	65	62	50
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D

## IX. Regulations

- ✧ **The Regulations of National Central University Student Rewards and Punishments**  
<https://military.ncu.edu.tw/download/Student%20Rewards%20and%20Punishments.pdf>
- ✧ **National Central University Study Regulations**  
[https://pdc.adm.ncu.edu.tw/eng/rule/NCU\\_Doc1\\_ed.pdf](https://pdc.adm.ncu.edu.tw/eng/rule/NCU_Doc1_ed.pdf)
- ✧ **National Central University's Principles on Dealing with Students' Violations of Academic Ethics**  
[https://pdc.adm.ncu.edu.tw/eng/rule/NCU\\_Doc29\\_ed.pdf](https://pdc.adm.ncu.edu.tw/eng/rule/NCU_Doc29_ed.pdf)

## **PART 8: Appendix**

I. Location of NCU



## II. Units in NCU

These are some units at NCU you should know:

Unit	When you may need it	Location	Office Hour
Office of International Affairs	NCU scholarship, International student admission/registration, international student Cathy insurance application, student exchange information	1 <sup>st</sup> floor, Center for Academic and Industry Collaboration <a href="http://oia.ncu.edu.tw/index.php">http://oia.ncu.edu.tw/index.php</a>	Monday~Friday 8:00am-5:00pm
Registry Office	Registration, student ID, transcript application, enrollment of certificate and diploma	3 <sup>rd</sup> floor, Administration Building	Monday~Friday 8:00am-5:00pm
Section of Curriculum	Academic performance, Course Selection and credits	3 <sup>rd</sup> floor, Administration Building	Monday~Friday 8:00am-5:00pm
Cashier Office	Payment Internet Card Purchasing	1 <sup>st</sup> floor, Administration Building	Monday~Friday 8:30am-5:00pm
Dorm Service Center	Dormitory application, Move in/move out from dorm.	1 <sup>st</sup> floor of International Dorm	Monday~Friday 8:30am-5:00pm
Health Center	Emergent medical treatment, outpatient service traumatic medical treatment and NCU student insurance	1 <sup>st</sup> floor, Chung-Cheng Library	Monday~Friday 8:30am-5:00pm
Extracurricular Office	Student Activity affairs, student association& student club management	1 <sup>st</sup> floor, Chung-Cheng Library	Monday~Friday 8:30am-5:00pm
Military Office	Student campus safety, Lost & Found	1 <sup>st</sup> floor, Chung-Cheng Library	Monday~Friday 8:30am-5:00pm

<b>Unit</b>	<b>When you may need it</b>	<b>Location</b>	<b>Office Hour</b>
Library	Borrow and return books, searching for thesis and journals	Library <a href="https://www.lib.ncu.edu.tw/en/">https://www.lib.ncu.edu.tw/en/</a>	Sunday~Friday 8:00~23:00 Sat.:8:00~17:00
Computer Center	Campus Internet, Portal Account and E-mail problem	1st floor, Zhi-Xi Building	Monday~Friday 8:00~23:00 Weekends and holiday: 9:00~16:00
Post Office	Deposit and withdraw money and postal service	1st floor, G14 Dorm	Monday~Friday 8:30am-5:00p

- **Campus Emergency Phone Call: 03-2805666 (24 hours)**

### III. Building Symbols in NCU (<http://pdc.adm.ncu.edu.tw/Course/course/building.htm>)

大樓代碼 Building Symbol	大樓名稱 Building
A	文學館大樓 Liberal Arts Building I
C2	文學二館大樓 Liberal Arts Building II
E	工程一館(土木工程學系) Engineering Building 1(Department of Civil Engineering)
E1	工程二館(資電學院) Engineering Building 2(College of Electrical Engineering & Computer Science)
E2	機械館大樓 Engineering Building 3 (Mechanical Engineering Building)
E3	環工化工館大樓 Engineering Building 4 (Environmental & Chemical Engineering Building)
E4	機電實驗室 Engineering Building 4
E5	大型力學實驗室 Experiment Center for Civil Engineering
E6	工程五館大樓 Engineering Building 5(College of Engineering)
H2	理學院教學館(原普化實驗大樓) Science Teaching Building
I	志希館大樓 Zhi-Xi Hall (School of Management)
I1	管理二館 Management Building 2
LS	人文社會科學大樓 Humanities and Social Sciences Building
IL	國鼎光電大樓 Kwoh-Ting Optoelectronics Building
L3	國鼎圖書資料館 K. T. Lee Library
M	鴻經館大樓 Hong-Jing Hall
O	綜合教學大樓(語言中心) General Education Building(Language Center)
R2	遙測中心 Research Center Building 1
S	科學一館 Science Building 1(College of Earth Science)
S1	科學二館 Science Building 2(College of Science)
S2	科學三館 Science Building 3
S4	科學四館 Science Building 4
S5	科學五館 Science Building 5
YH	體育館(依仁堂)Office of Physical Education (Yi-Reng Hall)
HK	客家學院大樓 Hakka Studies building
TR	教學研究綜合大樓暨大禮堂(教研大樓) Teaching & Research Building and Multi-functional Auditorium

## IV. Other Units you may want to know in Taiwan

**Bureau of Consular Affairs, Ministry of Foreign Affairs**

<http://www.boca.gov.tw>

**National Immigration Agency**

<https://servicestation.immigration.gov.tw/5475/>

**Tourism Bureau**

<https://eng.taiwan.net.tw/>

**Taiwan Taoyuan International Airport**

<http://www.taoyuan-airport.com>

**Taoyuan Police Department**

<https://www.tytd.gov.tw/english>

**Bureau of National Health Insurance**

<https://www.nhi.gov.tw/english/>

**Ministry of Labor**

<https://english.mol.gov.tw/>

**Taiwan Railways Administration**

<https://www.railway.gov.tw/tra-tip-web/tip>

**Taiwan High Speed Rail**

<http://www.thsrc.com.tw>

**Taipei Metro**

<https://english.metro.taipei/>

**Contact Taiwan**

<https://www.contacttaiwan.tw/member/index.aspx>