



國立中央大學
National Central University



NCU OIA 國立中央大學
Office of International Affairs, National Central University 國際事務處

Student Handbook

2026 Fall International Degree Student



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Important Dates



Sept.1
~
Sept.2

Suggested arrival time in Taiwan

Sept.3

Registration & Orientation

Sept.4

Health examination

Sept.4
~Sept.6

Tuition payment slip download

(Tuition waiver will be issued after you have reported to OIA, NCU in Taiwan)

Sept.6

Tuition payment deadline

Sept.7

Class begin

Sept.2~
Sept.16

Online course selection
(Add & Drop)



Preparation and Arrival

04



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 30 days** after arrival.



ARC Application / Extension (Online only)

Required documents in **original & photocopy**

Fee: NTD \$1,000-3,000

- Resident visa
- Passport
- Multiple-Purpose Application for Foreigners
- ID photo
- Certificate of Enrollment
- Receipt of Tuition Payment
- Housing contract or dormitory certificate
- Student ID Card (if applicable)
- Old ARC (if applicable)

⑦ Online application system

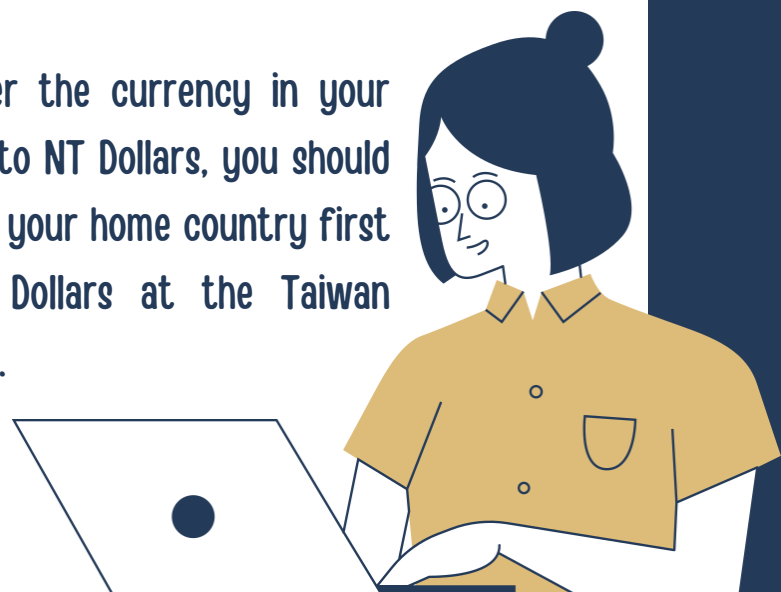
CLICK

Canva
HERE



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**.



05

Preparation and Arrival



Cell phone (pre-paid card)



System used in Taiwan: GSM System



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.



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



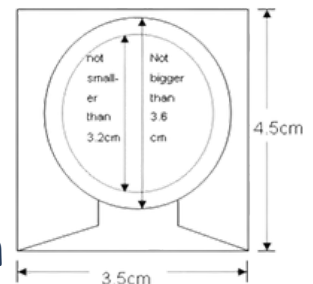
Be taken in 6 months



4.5cmx3.5cm



From the top of the head to the chin: between 3.2cm to 3.6cm



Preparation and Arrival

06



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.



Transportation

from Taiwan 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

Transportation:



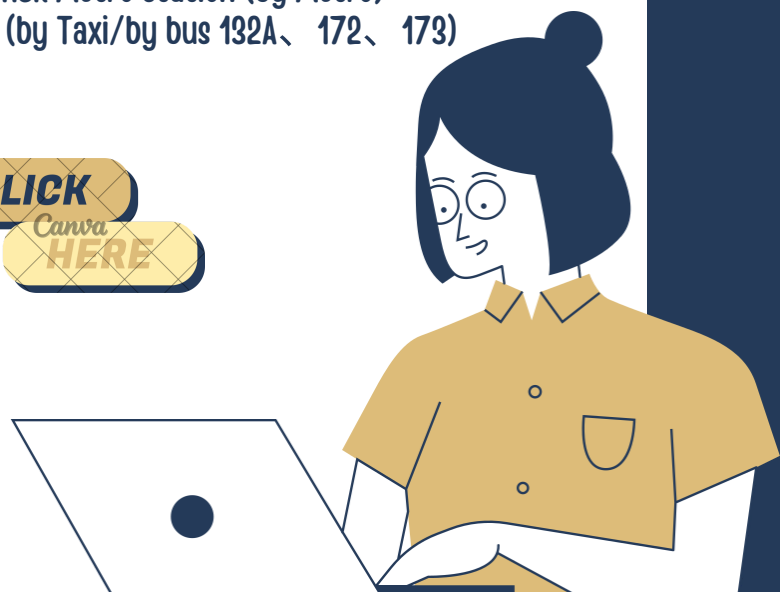
Taxi (NT\$500~1,000): It takes approximately 30 minutes.



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)



Orientation



Activate NCU Portal account (ONLINE)

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.



Payment

The payment for the tuition and miscellaneous fees should be finished before September 6th.



 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.

Registration Processes



Orientation



Orientation

@Ideal Sharing Room , NCU (4th floor, Teaching & Research Building)

- Introduction of units at NCU
- ARC Application
- Scholarship
- Insurance
- Life around NCU



OIA Registration

★ You **MUST** have a copy of each document ready before registration.

Submit **one copy** of the following documents and bring the original copy for confirmation:

- Graduation certificate and transcript that have been verified by Taiwan Embassy Office Abroad
- Personal Data Collection Agreement (Original)
- Passport
- Visa with arrival stamp
- Authorization for emergency treatment (Original)
- Housing contract/Accommodation certificate
- ARC, if applicable
- NHI Card, if applicable
- Post office account book, if applicable

★ Please complete International Student Information Form, authorization for emergency treatment and personal information collection agreement before OIA registration.

Department Registration

Please submit:

Original

- International Student Registration form with photo
- Letter of Acceptance
- Highest Academic Diploma
- Highest Academic Transcript

Copy

- Passport or ARC
- Graduation Certificate and Transcript that have been verified by Taiwan embassy office abroad



All original documents will be returned after the registration.

Please double check with your own original documents before leaving.

Orientation

Registry Division Registration

After Department Registration, please submit the following documents to Registration Division

- 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

@Ideal Sharing Room , NCU (4th floor, T&R Building)



Health Examination

@Yi- Reng Hall, NCU
(1st floor, Opposite of Teaching & Research Building)

- Do not eat or drink anything except water for 8 hours before the examination
- Fill out the student health form in advance
- Bring Student Health Form, photo*1 (4.5cmx3.5cm), passport, and approximately NTD 1,500 in cash
- Please wear a medical facemask

★ All students must complete the health examination to receive their student ID card



Library Registration

Sign "The Statement of Patron's Privileges" along with the "NCU Library Announcement for Personal Data Collection and Consent."



★ You must complete this procedure for your student ID card to be activated

Student ID Card

After completing the registration procedure, you will receive your student ID card.

Please collect it directly from the Registry Division on the 3rd floor of the Teaching & Research Building.

Orientation



Course Selection Sept.2-Sept.16



CLICK
Canva
HERE



System maintenance occurs daily from 7 am to 9 am, during which services will be temporarily unavailable.
Do not enroll in two or more courses scheduled at the same time, as this will result in failure to add or drop courses.
If a course requires a code number for selection, please request the "code number" from your course instructor.

Manual Course Selection

Sept.18-Sept.22

★ Must pay late processing fee: NTD \$100/course

Online
Add/Drop
courses

Print the
Application
Form

Obtain
Approvals

Submit the
Form

Get the required signature,
stamp, or approval from the
course instructor and your
department

@Curriculum Division
3rd floor of the Teaching &
Research Building

Course Selection Reconfirmation

Sept.18-Sept.23

★ Check the course selection list in the system

Paying the credit fee

Oct.1-Oct.12

★ Download the bill from the Portal and pay it at a convenience store

Course Withdrawal

Oct.19-Nov.27

★ ONLY 1 Course

Withdraw
Online

Print the
Application
Form

Obtain
Approvals

Submit the
Form

Get the required signature,
stamp, or approval from the
course instructor and your
department

@Curriculum Division
3rd floor of the Teaching &
Research Building

Tuition & Miscellaneous Expenses

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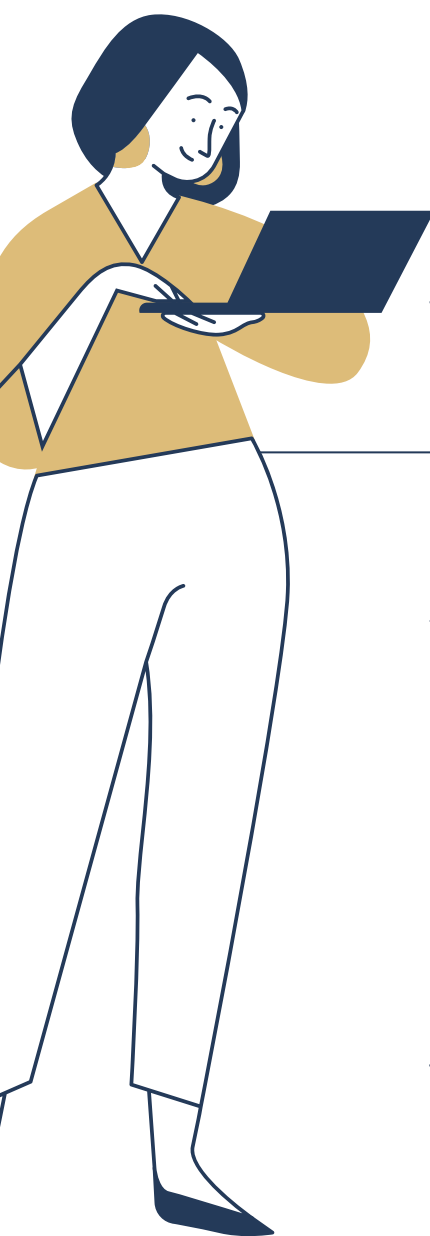
Tuition and Credit Fee

Undergraduate

College	Tuition	Credit Fee
Liberal Arts	NTD 45,691	NTD 2,000/credit
Science Earth Science Health Science and Technology	NTD 53,183	NTD 2,220/credit Dept. of Math: NTD 2,100/credit
Engineering and Electrical Engineering Including Dept. of Information Management	NTD 52,668	NTD 2,220/credit
Management Excluding Dept. of Information Management	NTD 46,091	NTD 2,040/credit

Graduate

College	Tuition	Credit Fee
Liberal Arts Excluding Inst. of Art Hakka Studies	NTD 22,200	NTD 3,140/credit
Science Earth Science Health Science and Technology	NTD 25,700	
Engineering and Electrical Engineering Including Inst. of Information Management, Inst. of Industrial Management and Inst. of Art	NTD 26,620	
Management Excluding Inst. of Information Management Inst. of Engineering Management	NTD 22,500	





Tuition & Miscellaneous Expenses

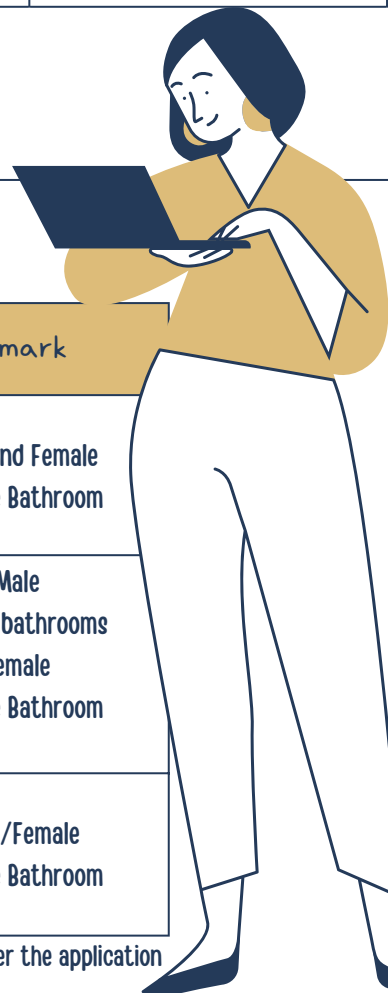
Other fees

Item	Expense	Item	Expense
School Group Accident Insurance	NTD 170/semester	Health Examination First-Semester Enrollment Only	NTD 780
Internet Access Fee	NTD 600/semester	Dormitory Internet	NTD 800/semester
Dormitory Air conditioner	NTD 100/card After purchasing, you can add value to the EasyCard using the machine as needed	Cathay Insurance For Individuals NOT Eligible for NHI	NTD 3,500/7 months
National Health Insurance	NTD 4,956/semester Starting from the second semester	ARC Application	NTD 1,000/year
Beddings Set	NT\$1,500	Food	NT\$50-150/meal
Transportation	NTD 18 / NTD 36 (bus) NTD 89 (train to Taipei) NTD 160 (HSR to Taipei)		

Standard for Dormitory Fee

Dorm	Person	Fee Graduate Students	Remark
Hsi Wang Dorm	2	NTD 17,500/per person (From Sept. to Jan.) NTD 23,625/per person (From Feb. to Aug.)	Male and Female Private Bathroom
B5 Dorm G14 (GM) Dorm	4	NTD 10,000/per person (From Sept. to Jan.) NTD 13,500/per person (From Feb. to Aug.)	Male Shared bathrooms Female Private Bathroom
B11 Dorm & B7 Dorm	4	NTD 7,660/per person (From Sept. to Jan.) NTD 10,341/per person (From Feb. to Aug.)	Male/Female Private Bathroom

 Dormitory fees will NOT be refunded if a student checks out of the dormitory for personal reasons after the application has been approved.



Insurance

Safety Insurance for NCU Students

All NCU students are covered by Safety Insurance, which is included in the tuition bill.

NHI Enrollment for Students with a Valid ARC

Students with a valid ARC are eligible for the NHI program after living in Taiwan for 6 months. This includes:

- 6 months of continuous residence, or
- A single trip abroad of no more than 30 days, with the days abroad deducted from the residency period.

Once eligible, OIA will assist international students in enrolling in the NHI program. The fee will be included in the tuition bill.

★ Upon arrival in Taiwan, students cannot immediately apply for NHI. Instead, they will be covered by Cathay Insurance for the first few months at NCU.

Cathay Insurance

Cathay Insurance is provided for international students who do not have NHI. With this insurance, you can visit clinics or hospitals and pay the full fee upfront. The reimbursement coverage is as follows:

Item	Insured Value (Maximum)	Remark
Clinic	NTD 1,000/day or visit	If the insured is hospitalized due to illness or injury, the company will reimburse the following expenses
Hospitalized	NTD 1,000/day	The benefit payment will not exceed NTD120,000/hospitalization

★ Reimbursement for outpatient/emergency treatment will not exceed NTD1,000/visit.

To apply for reimbursement, please submit the following documents to OIA:

- Receipt
- Medical certificate (obtained from the hospital/clinic)
- Post office account book, passport, and ARC (only for first-time applicants)
- Application form (available at OIA)

★ OIA will submit the documents to Cathay Insurance for processing the medical subsidy





Registration Checklist

Please confirm your personal information and submit the required documents when you come for registration.

OIA Registration

- Graduation certificate and transcript verified by the 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)
- Housing contract/accommodation certificate (copy)
- Tuition payment receipt (copy) – Send via email after payment is completed
- ARC, NHI card, post office account book (if applicable) (copy)

Department Registration

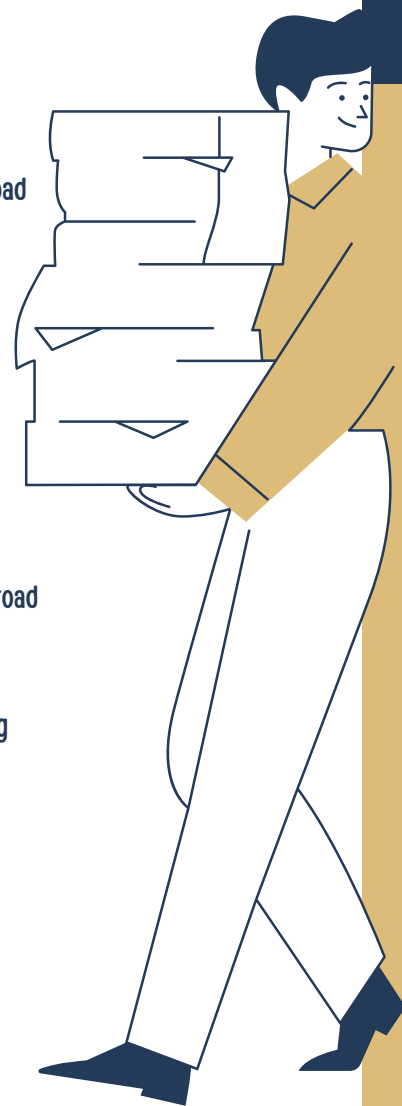
- NCU International Student Registration form (with identification documents and a photo)
- Original Letter Of Acceptance
- Original highest academic diploma
- Original highest academic transcript
- Copy of the graduation certificate and transcript verified by the Taiwan Embassy Office Abroad

Registry Division Registration

- NCU International Student Registration form (with identification documents, photo, and department stamp)
- Copy of the graduation certificate and transcript verified by the Taiwan Embassy Office Abroad

✦ Please make copies of your documents, including the NCU payment receipt before coming

✦ To avoid any delays in registration, please ensure you have all the required documents





Student Opinions Boxes

 Direct email to OIA ncuoia@ncu.edu.tw

 NCU Suggestion Box [CLICK HERE](#)



 MoE NISA+ Inquiry Service [CLICK HERE](#)



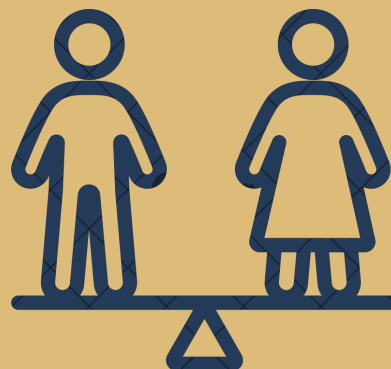
Gender Equity Education Committee

The Gender Equity Education Committee at NCU is dedicated to fostering a safe and inclusive campus, preventing gender bias, and promoting equality through education and policy.

 **Education and Awareness** Organize activities, courses, and resources to promote gender equity.

 **Policy and Prevention** Establish regulations, prevent incidents of sexual harassment, and coordinate response systems.

 **Community Engagement** Advocate for gender equity within the campus and local community.



Activities

Various activities will be held throughout the semester, including welcome and farewell parties, folk festivals, and cultural trips. Details will be announced via email, OIA Instagram and the OIA website.

@ncuislit

Other Information

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Weather

Taiwan has a subtropical climate. In Zhongli, temperatures range from 28–35°C in summer and 8–15°C in winter. Spring and fall are the most pleasant seasons, except for the “Plum Rain Season” in May and June, which lasts about a month. For detailed weather updates, visit Central Weather Bureau

[CLICK HERE](#)



Dining Options

On-Campus Restaurants



The 9th Cafeteria
Chinese food, Brunch,
Convenience store



Song-Guo Restaurant
Chinese food,
Convenience store



Pine Garden Restaurant
Fast food, Coffee shop,
Chinese food,
Convenience store



Cabin Waffles
Waffles, Beverages

Off-Campus Restaurants

Explore the Midnight Snack Alley and Back Gate areas near campus for diverse food options popular among students and faculty.

Transportation

Campus Mobility



You-Bike: share bike



oloo: electric scooter

Public Transportation



Bus 132 / 133 Between NCU and downtown Zhongli
Fare: NTD\$18, cash or easy card



Bus 172/173 Between NCU and Taiwan High Speed Rail
Fare: NTD\$18, cash or easy card



Bus 9025 Between NCU and Taipei Songshan Airport
Fare: NTD\$75, cash or easy card





Living Expenses

Your monthly budget will depend on your accommodation type, ranging from NTD 10,000 to NTD 15,000. Here are some sample prices to help plan your expenses:

-  McDonald's Big Mac Combo: NTD 140
-  Lunch Box: NTD 80–100
-  600 ml Mineral Water: NTD 20

Grading Standards on Transcripts

The highest academic score is 100. The passing score is 60 for undergraduate students and 70 for graduate students.

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



Regulations

-  NCU Student Rewards and Punishments [CLICK HERE](#) 
-  NCU Student Study Regulations [CLICK HERE](#) 
-  NCU Guidelines for Handling Academic Ethics Violations in Master's and Doctoral Theses [CLICK HERE](#) 

Location of NCU

50KM away from Taipei (Capital of Taiwan)
20KM away from TIA



Units in NCU

OIA

Scholarship, Admission,
Registration, Insurance, NHI,
student exchange...

MON-FRI
08:00-17:00

1F, Teaching &
Research Building

Register Division

Registration, Student ID card,
Transcript Application, Enrollment
of Certificate and Diploma...

MON-FRI
08:00-17:00

3F, Teaching &
Research Building

Curriculum Division

Academic Performance,
Course Selection and credits

MON-FRI
08:00-17:00

1F, Teaching &
Research Building

Cashier Division

Payment, Internet Card,
Purchasing

MON-FRI
08:30-17:00

1F, Administration
Building

Student House Service Division

Dormitory application,
Move in and out from
dorm

MON-FRI
08:30-17:00

1F, International
Dorm

Student Activity Division

Student Activity affairs,
student association & student
club management

MON-FRI
08:30-17:00

1F, Chung-Cheng
Library

Health Division

Emergent medical treatment,
outpatient service traumatic
medical treatment and NCU
student insurance

MON-FRI
08:30-17:00

1F, Chung-Cheng
Library

Campus Life Assistance Division

Student campus safety,
Lost & Found

MON-FRI
08:30-17:00

1F, Chung-Cheng
Library

Library

Borrow and return books,
searching for thesis and
journals

SUN-FRI 08:00-23:00
SAT 08:00-17:00

Computer Center

Campus Internet, Portal
Account and E-mail problem

MON-FRI 08:00-23:00
Weekends & Holidays 09:00-16:00

1F, Zhi-Xi Building

Post Office

Deposit and withdraw
money and postal service

MON-FRI
08:30-17:00

1F, G14 Dorm

Campus Emergency: 03-280-5666
for 24 hours

Building Symbols

[CLICK HERE](#)



Building Symbol	Building
A	Liberal Arts Building #1
C2	Liberal Arts Building #2
E	Engineering Building #1
E1	Engineering Building #2
E2	Mechanical Engineering Building
E3	Environmental & Chemical Engineering Building
E4	Mechatronics Laboratory
E5	Experiment Center of Civil Engineering
E6	Engineering Building #5
H2	Classroom Building for College of Science
HK	College of Hakka Studies Building
I	Zhi-Xi Building
I1	Management Building #2
IL	Kwoh-Ting Optoelectronics Building
L3	Kwoh-Ting Library and Archives
LH	Grand Lecture Hall
LS	Humanities & Social Sciences Building
M	Hong-Jing Building
O	General Education Building
R2	Center for Space & Remote Sensing Research
R3	Research Center Building #2
S	Science Building #1
S1	Science Building #2
S2	Science Building #3
S4	Chien-Shiung Building
S5	Science Building #5
TR	Teaching & Research Building and Multi-functional Auditorium
YH	Yi-Reng Hall

Other Units you may want to know in Taiwan

Bureau of Consular Affairs,
Ministry of Foreign Affairs

CLICK HERE



National Immigration Agency

CLICK HERE



Tourism Bureau

CLICK HERE



Taiwan Taoyuan
International Airport

CLICK HERE



Taoyuan Police Department

CLICK HERE



Bureau of National Health
Insurance

CLICK HERE



Ministry of Labor

CLICK HERE



Taiwan Railways
Administration

CLICK HERE



Taiwan High Speed Rail

CLICK HERE



Taipei Metro

CLICK HERE



Contact Taiwan

CLICK HERE



Explore Taiwan with NCU!



Contact OIA



03-422-7151 #57079



<https://www.oia.ncu.edu.tw/index.php/en/>



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