

University of Taipei Guidelines for Admission of International Students

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1. University of Taipei Guidelines for Admission of International Students (hereinafter referred to as "the Guidelines") have been established by University of Taipei (hereinafter referred to as "the University") in accordance with the regulation titled International Students Undertaking Studies in Taiwan promulgated by the Ministry of Education and University of Taipei Regulations to facilitate the admission of international students.
2. Admission of foreign students will be executed by UTaipei's Admission Committee based on the principles of fair, just and open. The establishment and operation of the Admission Committee is otherwise formulated.
3. An individual of foreign nationality who has never held Republic of China ("R.O.C.") nationality and who meets the following requirements is permitted to apply for admission.
 - (1) An individual who does not possess an overseas Chinese student status at the time of application.
 - (2) An individual who has not received placement permission by the University Entrance Committee for Overseas Chinese Students during the same year of the application in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

An individual of foreign nationality pursuant to the following requirements and **who in the immediate past has** resided overseas continuously for no less than 6 years is also qualified to apply for admission under the Guidelines.

- (1) An individual who at the time of their application also holds dual R.O.C. nationality shall have never had household registration in Taiwan.
- (2) An individual who before the time of their application also held dual R.O.C. nationality but no longer does at the time of their application shall have renounced their R.O.C. nationality with the approval of the Ministry of the Interior on a date at least eight full years before making their application.

(3) Regarding individuals mentioned in the preceding 2 Subparagraphs, they shall also meet the requirements of the Subparagraphs 1 and 2 of the preceding Paragraph.

According to the Education Cooperation Framework Agreement, a foreign national who has been 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 paragraph.

The 6-year calculation period as prescribed in Paragraph 2 shall be calculated from the starting date of the semester (Feb. 1st or Aug. 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 international student does not stay in the ROC for no more than a total of 120 days per calendar year. The only exceptions to this method of calculation are those who fulfill one of the following requirements with written supportive proof, and the said domestic length of stay shall be excluded from the overseas length of residency.

- (1) Attended overseas youth training courses organized by the Overseas Compatriot Affairs Council or technique training classes accredited by the Ministry of Education.
- (2) Attended a Mandarin Chinese language center at a university/college of which international student recruitment is approved by the Ministry of Education 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.
- (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.

4. 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 the Guidelines.

The term “reside overseas continuously” mentioned in the preceding paragraph means an individual stays 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.

The term “reside overseas continuously” means an individual stays 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 6-year 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.

5. An international student applying to study at an educational institution in Taiwan in accordance with the provisions of the two previous articles is limited to only applying once; if the students wants to continue studying in Taiwan, their applications shall be handled in the same manner as the admission procedures for domestic students, except for the following circumstances:
 - (1) After completing the course of study to which they applied, the student may apply for admission to a program for a master's degree or a higher degree in accordance with these regulations.
 - (2) An international student, who has applied to study at a university/college, senior high school, junior high school, or an elementary school in Taiwan in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, but stayed in Taiwan for less than a year and withdrew from school or lost student status, may apply to study in Taiwan again, but is limited to only applying once.

International students who are dismissed from the educational institution after admission due to behavior issues, poor academic performance or violation of law and regulations or university bylaws may thereafter not apply for admission under this regulation. If the aforementioned situation proves to be true after investigation, the University reserves the rights to withdraw the student's admission or dismiss the student.

6. The number of international students that the University may admit is limited to an additional ten percent of the number of local students approved for previous academic year by the Ministry of Education. The number of international student admissions shall be incorporated into the total admission figure and be reported to the Ministry of Education for appraisal and ratification.

The University may admit international students to take up places originally available to local students within the approved admission quota for previous academic year if the places remain vacant, and report to the Ministry of Education for approval.

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

7. **The University's Admissions Brochure for International Students and related admission information are publicly announced on the official website and promoted through print or online media, participation in education fairs, or visits to specific national senior high schools and universities. Other matters relating to admission are not outsourced to external agencies, legal persons, groups, or individuals.**

- 7-1. **All departments, colleges, and degree programs are primarily CMI (Chinese as medium of instruction), while some are EMI (English as medium of instruction) courses. International students**

applying to study at UTaipei are required to have basic level Chinese proficiency or advanced level English proficiency.

7-2. International students applying for admission to the University shall submit their applications during the University's designated application periods. Those applicants that qualify through the review or screening process will be granted admission by the University. The following application documents need to be submitted:

(1) Two copies of application form for enrollment.

(2) Academic credentials:

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

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

C. Academic credentials from other areas:

a. Academic credentials earned at overseas Taiwan schools or Taiwan schools established for Taiwanese businessmen's children 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) Language proficiency certifications:

A. Applicants applying for CMI departments, colleges, and degree programs should submit the Test of Chinese as a Foreign Language (TOCFL) certification or Chinese language proficiency certifications equivalent to CEFR (Waystage) A2 or above. However, applicants who have obtained the previous degree in an CMI program or have obtained the previous degree in Chinese studies and provided related certifications, are exempted.

B. Applicants applying for EMI departments, colleges, and degree programs should submit English language proficiency certifications equivalent to CEFR (Threshold) B1 or above. However, applicants who are citizens of English-speaking countries, have obtained the previous degree in an English-speaking country, or have obtained the previous degree in an EMI degree program and provided related certifications, are exempted.

C. Departments, colleges, and degree programs requiring higher levels of language proficiency certifications must indicate clearly in admissions brochure.

(4) Financial statement of USD 5,000 (or above) that shows financial sustainability for study in Taiwan, or proof of full scholarship provided by a government agency, university, college, or private organization.

(5) All other documents as required by the University.

When reviewing 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, 4, and 5 of the preceding paragraph, the University may request for verification by an Overseas Agencies. If the said documents have been verified, the University may request examination of the documents.

An international student who has completed a bachelor's degree or a higher degree in Taiwan and applies for a master's program or a higher degree shall be exempt from the rules listed in Paragraph 1.

International students who have graduated from 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 must submit credentials and transcripts for each academic semester to apply for admission under these regulations and are exempt from the rules listed in Subparagraph 2, Paragraph 1, and Paragraph 1 of Article 5.

If the University provides other international programs specially approved by experts at the Ministry of Education, the application schedule and the documents required shall be handled in accordance with related rules and regulations of the programs and the Admissions Brochure. Applicants that qualify through the review or screening process will be granted admission by the Office of Academic Affairs.

8. International students shall apply in accordance with the University's Admissions Brochure for International Students. Then the Office of Academic Affairs shall conduct formality examination, and respective departments, institutes, and degree programs shall proceed profession review or selection and submit the results to the Office of Academic Affairs for compilation by the end of every May. The Office of Academic Affairs shall propose the compilation of results to the Student Admission Committee. After approved by the committee, the admission list shall be announced after submitted and approved by the President of the University.
9. International students qualified through the review process shall complete the enrollment within stipulated schedule. Students who are not able to complete the enrollment due to some reasons shall apply for leave of absence to the Office of Academic Affairs. Students who fail to complete the enrollment and are not granted with a leave shall be considered giving up the admission.

At the time of enrollment, new international student admitted by the University shall present proof of a medical and injury insurance policy which is valid for at least 6 months from the date the student enters the ROC. Current students shall present written proof that they have joined Taiwan's National Health Insurance Plan. International students who are not covered in any insurance policy shall pay insurance fees during the enrollment and commission the University to acquire insurance policies for them.

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

10. International students admitted and approved by the University who enroll at the time not beyond one third of the first semester of the current school year shall register for the first semester. Those who enroll at the time beyond one third of the first semester of the current school year shall register for the second semester or the next school year.

11. 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 as 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 ROC nationals.
- (2) Students admitted in accordance with an education cooperation agreement shall pay their tuition and fees specified in the agreement.
- (3) International student who does not qualify to the preceding 2 Subparagraphs may apply the University's tuition and fees standard stipulated for international students.

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

12. The university shall promptly register the international student data on the management information system designated by the Ministry the Education. The data refers to that of school entrance, transfer, suspension or dismissal and any change or loss of student status.

13. International students shall not apply for Extension Programs at universities/colleges designed for returning education students, that is, part-time or in-service courses of Bachelor's or Master's programs, or other programs that are provided in the evening or during holidays. International students who have obtained legal resident status of Taiwan or are enrolled in a program ratified by the Ministry of Education are exempted from the Point.

An international student who has been approved for an internship after their graduation from the University and the Ministry of Education may have his or her international student status 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 shall lose their international student status and shall be dismissed by the University in accordance with these regulations, with the exceptions of international students who were admitted in the same manner as domestic students and international students who have applied for naturalization for R.O.C. citizenship in accordance with Subparagraphs 1 to 3, Paragraph 1, Article 4, of the Nationality Act.

International students who are currently studying in a domestic university/college and meet the requirements prescribed in Article 4 of Standards for Recognition of Equivalent Educational Levels for University Admission may transfer to the University for the second and third years of undergraduate studies. However, international students who are dismissed from university/college after admission due to behavior issues or a conviction under the Criminal Law may thereafter not apply for admission to the University.

14. The University may sign education cooperation agreements with foreign schools and recruit international exchange students under the condition that it will not compromise normal teaching routines. The University may apply the Guidelines to accept international students as non-degree

seeking students.

International students who apply as non-degree seeking students in accordance with the aforementioned paragraph shall enroll and select courses in a manner identical to those of formal students. Non-degree seeking students shall be granted with credit credentials for the courses taken and passed.

15. Non-degree seeking students shall apply admission in accordance with **Point 7-2** of the Guidelines if they want to enroll as a formal student after the term of study.

Students who are approved for admission in accordance with the aforementioned paragraph shall apply for credit exemption to their departments/ institutes in accordance with relevant regulations stipulated by their departments/ institutes.

16. The University shall establish special international student programs under international academic cooperation framework or other special needs and shall comply with the regulations governing total quantity development scale and resource conditions of universities and file an application to the Ministry of Education for approval.

17. The Office of Research and Development of the University represents the university externally to handle the affairs about the airport pick-ups, entries and exits, information presentation, etc. of overseas Chinese students, international students, and students from Mainland China. The Office of Research and Development is also designated as the specific contact for non-local students. At the enrollment and during their study in Taiwan, the affairs of non-local students are handled by respective competent authorities in accordance with the University of Taipei Regulations and other relevant regulations.

When an international student suspends or drops the studies, changes or loses the student status, the University's Registrar Division under the Office of Academic Affairs shall notify the Office of Research and Development to report to National Police Agency under Ministry of the Interior, the Service Center of National Immigration Agency under the Ministry of the Interior and the police station in which the school is located, and send copies of these notifications to the Ministry of Education.

If international students violate the Employment Services Act, the Office of Student Affairs shall handle the cases in accordance with the related regulations after investigation.

18. For matters not prescribed in these regulations, please refer to the Regulations Regarding International Students Undertaking Studies in Taiwan and related regulations of the University.
19. These regulations have been approved by the Admissions Committee and implemented after submitted to the Department of Education, Taipei City Government, and transferred to the Ministry of Education for approval. Same procedures shall be followed for any amendments.