1. Programs for International Students

Introduction: 2014 Degree Programs (Online Brochure 2013)

At CCU, students can select from a great number of innovative departments of advanced study and research offering a wide range of disciplines. With such a variety of choices, CCU is among the cutting-edge of Taiwan’s institutions of higher education. Courses currently taught in English comprise:

- 1 Bachelor degree program,
- 15 master degree programs and
- 1 PH.D. degree program

The programs include disciplines in:

- Business Administration
- Accounting
- International Trade
- Global Business
- Agricultural Biotechnology
- Digital Mechatronic Technology
- Earth Sciences
- China Studies
- Banking and Finance
- International Tourism Management
- Information Management
- Journalism
- Architecture and Urban Design
- English and American Literature
- Sport Coaching

As the majority of faculty teaching in these programs hold an advanced degree from their expert studies abroad, international students can expect to receive the necessary support and advice they need to complete their study goals without having to fear language or communication difficulties.

On-campus accommodation: dormitories

International students will be provided with accommodation on campus. Rooms for graduate students offer space for 2 to 6 students. Shared stay of international and local students will be arranged to facilitate cross-cultural experience, and quicker adaption to studying and living in Taiwan. In addition, student counseling and self-organized student assistance services are available in the dormitory to ensure that international student can find support any time needed.

1-1 Key dates and Application

Fall Semester

<table>
<thead>
<tr>
<th>Period</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 ~ June 15</td>
<td>Application Period</td>
</tr>
<tr>
<td>January 1 ~ April 15</td>
<td>Application period for submitting documents and application fees (early bird round)</td>
</tr>
<tr>
<td>April 15 ~ April 18</td>
<td>Review and Evaluation (early bird round)</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 30</td>
<td>Admission Results announcement (early bird round)</td>
</tr>
<tr>
<td>April 15 ~ June 15</td>
<td>Application period for submitting documents and application fees (second round)</td>
</tr>
<tr>
<td>June 15 ~ June 24</td>
<td>Review and Evaluation (second round)</td>
</tr>
<tr>
<td>June 28</td>
<td>Admission Results Announcement (second round)</td>
</tr>
<tr>
<td>Early September</td>
<td>Semester begins, Registration</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>October 15 ~ December 15</td>
<td>Application Period for Submitting Documents and Payment of Fees (No late application will be processed)</td>
</tr>
<tr>
<td>December 16 ~ December 31</td>
<td>Review and Evaluation</td>
</tr>
<tr>
<td>January 1</td>
<td>Admission Results Announcement and Mailing Notice on Admission</td>
</tr>
<tr>
<td>January 10</td>
<td>Admitted Students confirm their Status to CCU</td>
</tr>
<tr>
<td>January 31</td>
<td>Pick-up Service Reservation</td>
</tr>
<tr>
<td>Early February</td>
<td>Semester begins, Registration</td>
</tr>
</tbody>
</table>

### 1-2 Application Fees

**Application Fees**

<table>
<thead>
<tr>
<th>Beneficiary’s Name</th>
<th>CHINESE CULTURE UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary’s Address</td>
<td>No.55, Hua-Kang Rd., Yang-Ming-Shan, Taipei City 111, Taiwan (R.O.C.)</td>
</tr>
<tr>
<td>Beneficiary’s Bank Name</td>
<td>Taishin International Bank Business Department</td>
</tr>
<tr>
<td>Beneficiary’s Bank Address</td>
<td>1F., No.44, Sec. 2, Zhongshan N. Rd., Taipei City 104, Taiwan (R.O.C.)</td>
</tr>
<tr>
<td>Beneficiary's Account No.</td>
<td>00110070155700 (14 Digits)</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Payment</td>
<td>Application fee</td>
</tr>
<tr>
<td>USD</td>
<td>$40</td>
</tr>
<tr>
<td>Swift Code</td>
<td>TSIBTWTP</td>
</tr>
</tbody>
</table>

The application fee shall be remitted to the university account according to the remittance information. To apply for more than one major, please multiply the application fee according to the number of majors. Please send a copy of the receipt showing the payment of your application fee together with your admission materials. Applications without receipt will not be processed.

Please select “OUR” for payment in the Outward Remittance Application Form of your bank. You shall bear all the remittance fees. In addition to the remittance fee paid to our bank, you might need to bear the fees for the correspondent bank and the receiving bank.

1-3 How to Apply

**Step 1**

1. Download "Application form for international program admission", from the download section, fill in the form, and prepare the documents required.

**Step 2**

1. All applicants must submit the application form by post mail including all documents required. Your application form and your online application system data should be completed for review before the application deadline of each academic year. Please indicate “International Student Application” on your envelope.

Other required documents as specified by individual departments of specific graduate programs: Applicant must submit an “Admission form” with a portfolio of their fine art work, performance records, or academic publications for review between October 15 and December 15 (for Spring Semester), or January 1 and June 15 (Fall Semester), as attested by postmark. Please indicate “International Student Application” on the envelope.
Mailing Address:
Office of International and Mainland China Affairs, Chinese Culture University No. 55, Hwa Kang Rd., Shilin Dist., Taipei City 11114, Taiwan (R.O.C)

2. Before Arrival

2-1 New Student Book

You can find the new Student Booklet in the download section.

2-2 Registration Date

2014 Fall semester (varies every semester)

<table>
<thead>
<tr>
<th>Semester Start</th>
<th>Register Day</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11th, 12th, &amp; 15th September</td>
<td>15th September (Monday)</td>
<td>Fei-Hwa Building R203</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>International (IAD) Office</td>
</tr>
</tbody>
</table>

2-3 Life on Campus

After your application has been accepted by Chinese Culture University, the IAD office will provide you with a dormitory application form. Please see the available spaces and fees in the table below. The IAD office is in charge of assigning English Program Students to prospective vacancies under any circumstance. Please obey to these arrangements, and inform the IAD office about any intended changes!

<table>
<thead>
<tr>
<th>No.</th>
<th>Dormitory Building</th>
<th>Price</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Da-Ya</td>
<td>NTD 11,700</td>
<td>F</td>
</tr>
<tr>
<td>2</td>
<td>Da-Ci</td>
<td>NTD 10,600</td>
<td>F</td>
</tr>
<tr>
<td>3</td>
<td>Da-Zhuang</td>
<td>NTD 15,700 (suite) / 13,900</td>
<td>M</td>
</tr>
<tr>
<td>4</td>
<td>Da-Lum</td>
<td>NTD 11,700</td>
<td>M</td>
</tr>
<tr>
<td>5</td>
<td>Da-Qun</td>
<td>NTD 18,200</td>
<td>F &amp; M</td>
</tr>
</tbody>
</table>

2-4 Airport Pick-up

If you need any pick-up service, please contact the IAD office staff. Please remember to bring some Taiwan dollars to pay for the fare!
3. New Student Kit

3-1 Important Date

Please see the academic calendar in the download section.

3-2 Student Card

After you have successfully registered as a student, you will get a temporary student card. Please upload your photo onto the online student area. The University’s Academic Office will then start to produce your student card, and within a month, you can receive it.

3-3 Application for Alien Resident Certificate (ARC Card)

The Alien Resident Certificate Card (ARC card) is an ID that confirms your legally authorized stay in Taiwan. It is very important for you to keep this card safely, and please always keep in mind the dates of your duration of stay.

The CCU International Office will help newly arriving students with all the necessary steps of application when you register on the opening day at school. However, it is better for you to know how to apply by yourself.

Please prepare:

1. The ARC Application Form
2. A photocopy passport with a Taiwan resident visa.
3. One 2”x 2” (American sized) colored photo, white background, front head and shoulder, taken within six months.
4. Fees: NTD 1,000
5. A photocopy student ID card with stamp. After you have paid the school fees, you can get the stamp from the Academic Office (Da-En Building, 10th Floor).
6. Temporary Student ID (paper student ID): The IAD Office will help those students applying for ARC for the first-time, so you don’t need to give us the photocopy.
7. The address of National Immigration Agency:

   No. 15, Guangzhou Street, Zhongzheng district, Taipei City, Taiwan (Xiao-Nan-Men MRT Station, exit 2), Tel: (02) 23889393

3-4 Health Insurance

If you are come to Taiwan for the first time, CCU will assist you in buying a Private Insurance until you will have stayed for 6 months. Once private insurance is confirmed, you can get medical treatment in Taiwan and get partially refunded when showing your receipt and medical certificate to the CCU International Office.
International students who want to get a Taiwan Health Insurance Card will have to stay in Taiwan for more than six months and then CCU will help you to apply.

**What happens if you need to go home in case of an emergency?**

It is ok! Your student status are allows you to depart once (only 1 time), but your stay in your home country should not exceed 29 days.

**The address of National Health Insurance Offices:**

5F, No.15, Gongyuan Rd., Zhongzheng District, Taipei City 10041, Taiwan (R.O.C.)

**3-5 Open bank account:**

For students who received a scholarship, you should first open a bank account either at the Post Office, or China Trust or Fubon banks. If you need more information about the procedure, please go to the IAD Office for more details.

**3-6 Check your photo in your online Student Area**

While you register, IAD office staff or volunteers will help you to upload your JPG-file picture, and also assist you with changing your student area password. Please remember your password all the time in order to ensure you can access all the information needed for your study at CCU. If somehow you forgot your password, however, please go to the IAD Office for help.

**4. English Program Students**

**4-1 Visa and ARC Extension / Replacement**

Students with an ARC valid for at least 1 year can ask the IAD Office for support with their application for the ARC or Visa extension. Every semester, the IAD Office will set a specific time for helping students with those questions regarding their duration of stay.

**The following documents should be prepared:**

1. A photocopy of your student ID - both sides with new stickers at the back for the new semester (you have to pay for school bill first to get the new stickers).
2. A photocopy of your ARC (both sides)
3. A fee of 1000 NTD
4. Fill the application form (we provide for you at IAD office).

**Note: Please bring all your documents - passport, ARC card, student ID – together!**

**4-2 National Health Insurance**
Since you already got your Health Insurance Card, every time when you go to doctors all you need to do is bring your Health Insurance Card with you. Please note that you may still need to pay a small fee when registering at a clinic, and for some medicine, or check ups.

There are three ways you can choose to pay for the Health Insurance fee (NTD 4,494 every 6 months):

1. pay by school bill,
2. pay by yourself or
3. pay by your work place.

1. Pay by school – the fee will be included in the school bill, you just need to pay for your school bill.
2. Pay by yourself- you will get the bill sent to your residence address every 6 months, and you can go to any ATM’s to pay for it.
3. Pay by your work place- if you have found a job, and the company is willing to help you to pay for it.

You just need to choose one of the choices listed above.

Usually while you register yourself at the university, the school will add your bill into the school bill unless you tell the IAD office to make any changes for you.

4-3 Group Insurance
Group insurance is the fee for every student studying at CCU. It costs NTD 225 per semester.

4-5 Bill - Download (Attachment 1)
Please download your student bill as shown in the instruction file.

4-6 Pay for your bill
1. Take your downloaded school bill.
2. Go to Da-En building, 12th floor, to pay.
3. Go to Da-En building, 10th floor, to get new sticker.

4-7 Service Hour
If you have been accepted for scholarship, the IAD office will assign you with your service hour working place. You should finish at least 30 hours monthly, and meet 160 hours per semester in order to receive the whole scholarship.

4-8 Transcript
At the Academic Office in Da-En building, 10th floor, there is a machine where you can apply for any kind of transcript you need for a small fee.

4-9 Lost your student ID card?
1. Go to the IAD Office to fill in a new form
2. Go to the Academic Office in Da-En building, 10th floor, and bring NTD 250 to apply
for a new ID card. It usually takes 3-5 days to process.

4-10 Work Permit

If you have financial problems and look for a job, you can apply for a work permit. This permit will only be issued for part-time jobs, limited to 16 hours per week, since you will have student status in Taiwan. You need to know the following things in order to apply:

1. An Application Form
2. A photocopy of your student ID with stamp, and please sign your name on the copy.
3. Fees: NTD 100
4. A photocopy of your passport with your signature on it.
5. A photocopy of your ARC and your signature on it.

The address of the Division of Foreign Work Services:

10th Floor, Taisugar Building, No. 39, Sec. 1, Zhonghua Road, Taipei City 100, Taiwan (MRT Ximen Station)

4-11 Dormitory life

Every semester, the IAD Office will announce the key date for applying for the next semester dormitory accommodation.

If you are interested in staying in a campus dorm, please remember to come to the IAD Office on time for the application. If you like to have any changes about your dorm stay, please inform the IAD Office staff for confirmation. Otherwise, you might get fined for a delayed request.

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4-12 Internet

Free Wi-Fi on campus can be accessed by every CCU student. You can log-in with your student number and password to any computer in school. The fee is included in your school bill.
5. Student Association

There is a facebook group of the International Student Association at [CCU International Student Association](https://www.facebook.com/groups/156017814475371). The IAD office will always announce new information here.

6. Graduation

6-1 Graduation Regulation

- For Master degree: You may not study more than 8 semesters (4 years).
- Ph.D. degree: you may not study more than 7 years.

Please adhere to your study plan, and finish your studies within the above mentioned time schedule; otherwise, you will not get your Graduation Certificate.

6-2 Graduation Photo

The IAD Office will arrange the graduation photo shooting around June every year. Anyone planning to graduate should pay attention to update information.

6-3 Graduation Online-System ([Attachment 2](#))