



## Fact Sheet

March 2020

General Information		
Name of Institution	Tunghai University (THU) 東海大學	
Office responsible for Student Exchange Program	International and Cross-strait Collaboration Office of International Relations	
Address	No. 1727, Sec. 4, Taiwan Boulevard, Xitun Dist., Taichung 40704, Taiwan	
Telephone	+886-4-23590356	
Fax	+886-4-23590884	
Erasmus Code	PIC: 929775071	
Email	<a href="mailto:oir@thu.edu.tw">oir@thu.edu.tw</a>	
Website	University	<a href="http://www.thu.edu.tw/">http://www.thu.edu.tw/</a>
	Student Exchange Program	<a href="http://oir.thu.edu.tw/page5/super_pages.php?ID=page503">http://oir.thu.edu.tw/page5/super_pages.php?ID=page503</a>
Chief International Officer	Annie Y. Tsai, PhD	
Deputy Chief International Officer	Chen-Jui Huang, PhD	
Coordinator (European and American Regional Affairs)	Ms. Doris Tsai Email: <a href="mailto:doris@thu.edu.tw">doris@thu.edu.tw</a> Tel: +886-4-23590121 ext. 28501	
Coordinator (Northeast, Southeast, New Zealand and Australia Regional Affairs)	Ms. Ailsa Lin Email: <a href="mailto:ailsalin@thu.edu.tw">ailsalin@thu.edu.tw</a> Tel: +886-4-23590121 ext. 28502	
Coordinator (China, Hong Kong and Macao Regional Affairs)	Mr. Robert Chen Email: <a href="mailto:tsung@thu.edu.tw">tsung@thu.edu.tw</a> Tel: +886-4-23590121 ext. 28515	
Coordinator (Outbound Exchange Program - China, Hong Kong and Macao)	Ms. Lisa Liu Email: <a href="mailto:lisaliu@thu.edu.tw">lisaliu@thu.edu.tw</a> Tel: +886-4-23590121 ext. 28504	

2019-2020 Academic Calendar		
Semester 1 (Fall)	Start	Early September
	End (including exams)	Middle January
Semester 2 (Spring)	Start	Middle February
	End (including exams)	Late June

## Nomination & Application Process

Nomination deadlines	Semester 1 (Fall)	April 30
	Semester 2 (Spring)	November 30
Online Nomination system	Please nominate your students via the system: <a href="https://form2.thu.edu.tw/782611">https://form2.thu.edu.tw/782611</a>	
Application deadlines	Semester 1 (Fall)	April 30
	Semester 2 (Spring)	November 30
Acceptance notices	For admission to Semester 1 (Fall)	May onward
	For admission to Semester 2 (Spring)	December onward
Required Documents	<p>Please submit the following documents on the system, all the documents must be clear scanned.</p> <ol style="list-style-type: none"> <li>1. Online Application Form</li> <li>2. Passport Copy (The passport should be valid for at least 6 more months after the end of the exchange period.)</li> <li>3. Letter of recommendation written in English or in Chinese</li> <li>4. Study Plan in English or in Chinese</li> <li>5. Official Academic Transcript in English or in Chinese</li> <li>6. Tunghai University Dormitory Housing Application Form (optional)</li> <li>7. Financial certification of USD 3000 (e.g. Bank Statement..)</li> <li>8. Digital file (.jpg) of passport-size photo (97pixels x 131pixels) with WHITE background **Please set the file name as student's name</li> <li>9. Health Examination Report Form C (Mandatory for students who stay for one semester.)</li> </ol> <p>Special Requirements:</p> <ol style="list-style-type: none"> <li>1. Portfolio/Work Collection (For students applying for the Dept. of Architecture, Fine Arts, Industrial Design, Landscape Architecture)</li> <li>2. Certificate for the major instrument (For students applying for the Dept. of Music)</li> </ol> <p>Forms can be downloaded at: <a href="http://oir.thu.edu.tw/page5/super_pages.php?ID=page503&amp;Sn=85">http://oir.thu.edu.tw/page5/super_pages.php?ID=page503&amp;Sn=85</a></p>	
Nomination procedures	The home institution nominate student in accordance with the mutually agreed number of exchange students via the online system.	
Application procedures	<ol style="list-style-type: none"> <li>1. Fill in the online application form</li> <li>2. Upload the required documents</li> <li>3. Sign the application form</li> <li>4. Submit the form</li> </ol>	
Visa application	<p>For detailed information, please visit the following website and find an embassy or consulate of Taiwan near you. <a href="http://www.taiwanembassy.org/portalOfDiplomaticMission_en.html">http://www.taiwanembassy.org/portalOfDiplomaticMission_en.html</a></p> <p>Starting from 2012, all the visa applicants need to submit the application form online and print the form. Then follow the standard procedure for visa application. Online Application Form System: <a href="https://visawebapp.boca.gov.tw/">https://visawebapp.boca.gov.tw/</a></p> <p>For students staying only one semester in Taiwan, a "Visitor Visa" should be applied for. Further information can be found at <a href="http://www.boca.gov.tw/ct.asp?xItem=1422&amp;ctNode=777&amp;mp=2">http://www.boca.gov.tw/ct.asp?xItem=1422&amp;ctNode=777&amp;mp=2</a></p> <p>For students staying for one year (two semesters) in Taiwan, a "Resident Visa" should be applied for. Further information can be found at <a href="http://www.boca.gov.tw/ct.asp?xItem=6139&amp;ctNode=778&amp;mp=2">http://www.boca.gov.tw/ct.asp?xItem=6139&amp;ctNode=778&amp;mp=2</a></p>	

<p>Exit &amp; Entry Permit (Chinese Citizens)</p>	<p>Chinese passport holders applying for the exchange program from partner schools not located in China, Hong Kong and Macau must submit individual application materials in digital copy to the OIEP. The permit costs TWD 900 and will be issued in digital format by the immigration office. The student will need to pay this fee after arriving at Tunghai University.</p> <p>When the permit has been issued, OIEP will send it to the student. The student must print out the permit in colour and then use it for entering Taiwan. Please note, if the student will enter Taiwan from China, Hong Kong or Macau (including flight transfer), the student must apply for the Exit and Entry Permit (大陸居民往來台灣通行證) issued by the Chinese Government at the local Ministry of Public Security.</p> <p>Required Documents :</p> <p><b>**All the application materials must be scanned in colour and submitted in the assigned format.</b></p> <ol style="list-style-type: none"> <li>1. Application Form (Typewritten, MS Word format)</li> <li>2. 2" headshot photo with white background (JPG format)</li> <li>3. Certificate of Enrollment from Partner School (The date of issue should be within 1 month before application, JPG format)</li> <li>4. Chinese Identification Card Scanned Copy (JPG format)</li> <li>5. Passport Scanned Copy (JPG format)</li> <li>6. Residential Card or Student Visa Scanned Copy (To ensure the student will have a valid visa to return to their home institution, JPG format)</li> </ol>
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Academic Information	
Language requirements for non-native speakers of English	N/A
Full-time course load per semester	Minimum 9 credits, Maximum 25 credits, including the Chinese Language Courses offered by CLC. The maximum course load for CLC Chinese Language courses is 15 credits.
Courses available to exchange students	<p>Course information and registration system:  <a href="http://national.service.thu.edu.tw/">http://national.service.thu.edu.tw/</a>            The list of courses taught in English will be announced at least one month before classes start.            The list can be downloaded at:  <a href="http://oir.thu.edu.tw/page5/super_pages.php?ID=page503&amp;Sn=86">http://oir.thu.edu.tw/page5/super_pages.php?ID=page503&amp;Sn=86</a></p>
Course restrictions	<ol style="list-style-type: none"> <li>1. All the courses offered at Tunghai University are open to exchange students, but the final decision of accepting the students will be made by the college/department depending on the size of the classes and the level (including language and academic level) of the students.</li> <li>2. The courses of the Department of Foreign Languages and Literature are only open to students who are English or Foreign Language and Literature majors.</li> <li>3. The courses which need extra material fees provided by the Department of Hospitality are not available to exchange students.</li> <li>4. Students intending to register for courses in the Department of Architecture, Industrial Design, Landscape Architecture, Fine Arts and Music will need to pass a professional review and obtain the approval from the departments. (Students may need to pay extra fees according to the fee structures of these courses.)</li> </ol>
Language courses	<ol style="list-style-type: none"> <li>1. Credit-bearing Mandarin courses for non-Chinese speakers are available from the Chinese Language Center (<a href="http://clc.thu.edu.tw">http://clc.thu.edu.tw</a>).</li> <li>2. The maximum course load for CLC Chinese Language courses is 15 credits for exchange students.</li> </ol>

Transcripts	Transcripts are generally available one month after the final exams. The Office of International Education & Programs will send a copy of the transcript to the student's home institution free of charge.
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Arrival Information		
Airport pick-up dates	Semester 1 (Fall)	One week before the beginning of the courses
	Semester 2 (Spring)	One week before the beginning of the courses
Orientation dates	Semester 1 (Fall)	One week before the beginning of the courses
	Semester 2 (Spring)	One week before the beginning of the courses
Pick-up service	<ol style="list-style-type: none"> <li>Pick-up services will be provided at Taoyuan International Airport (TPE) and Taichung Airport (RMQ) with a service charge of TWD200 (from TPE) and TWD100 (from RMQ).</li> <li>The pick-up services will be provided from 10:00 a.m. to 16:00 p.m. on a specific date. This date will be announced and included in the acceptance notices.</li> <li>The service will be offered only on the day and within the time period specified.</li> <li>Students have to fill in the airport pick-up service application form and send it to <a href="mailto:exchange.g@thu.edu.tw">exchange.g@thu.edu.tw</a> one month before the academic course starts.</li> <li>Students arriving on days other than the airport pick-up dates will need to make their own way to the campus. The OIEP will provide them with public transportation information in due course.</li> </ol>	

Accommodation and Facilities		
Housing arrangements	<p>On-campus dormitory:</p> <ol style="list-style-type: none"> <li>Please check the box on the application form for the on-campus dormitory. (The pictures and description of the dormitory: <a href="#">Press the link</a>)</li> <li>Once you check the box on the application form for the on-campus dormitory, you have to pay FULL dormitory fee. No cancellation or refund is possible.</li> <li>Each room is shared among four students, and each student is provided with a bed, desk, chair, closet, and bookshelf. Shared shower rooms, toilets, laundrettes, and living room with TV are available.</li> <li>Dorm Fee: TWD 9,700 - 12,700 / semester (subject to the announcement of THU)</li> <li>If you need us to purchase the full bedding pack for you, please check box on the application form. Full bedding pack (consisting of a pillow, pillow case, flat mattress and blanket): TWD1,500-1,800</li> </ol> <p>Off-campus dormitory:</p> <ol style="list-style-type: none"> <li><a href="#">Formosa Life Services</a></li> <li><a href="#">TungHaiLand Youth House</a></li> <li><a href="#">My Room Abroad</a></li> </ol>	
Period of stay	Semester 1 (Fall)	Mid-September – Late January
	Semester 2 (Spring)	Mid-February – Mid-June
	Full year	Mid-September – Mid-June
	<p>* The exact period of stay will be shown on the letter of acceptance            * Expected check-in and -out dates will be announced in due time.            * No early check-in will be accepted.</p>	
Other facilities on-campus	<a href="http://eng.thu.edu.tw/web/campus_life/detail.php?scid=46&amp;sid=31">http://eng.thu.edu.tw/web/campus_life/detail.php?scid=46&amp;sid=31</a>	

Insurance	
Insurance requirements	<p>All international exchange/visiting students are required to purchase the Tunghai International Student Commercial Insurance which covers accident medical care (such as traffic accident) and admission to hospital emergency rooms for periods <b>exceeding 6 hours</b>. This insurance does not cover common cold, dental care, skin allergy or other minor medical expenses.</p> <p>Insurance Fees: NT\$ 700 (one semester) or NT\$ 1,400(one academic year) (Subject to be modified.)</p>

Health Examination	
Health Examination Policy	<ol style="list-style-type: none"> <li>Students exchanging for one semester are required to submit a "Proof of Positive Measles and Rubella Antibody or Measles and Rubella Vaccination Certificates" and "X-ray examination result" (Please beware that students will need to get the stamp from the hospital when they ask the hospital to provide the certificate. Please go on our website at <a href="http://oir.thu.edu.tw/page5/super_pages.php?ID=page503&amp;Sn=85">http://oir.thu.edu.tw/page5/super_pages.php?ID=page503&amp;Sn=85</a> for the form.</li> <li>Students exchanging for two semesters will only need to complete the Tunghai University Freshmen Health Examination (approx. TWD 500) during the orientation.</li> </ol>

Fees		
Fees payable	<p><b>Dorm Fee:</b> TWD <b>9,700-12,700</b> / semester</p> <p><b>Full bedding pack</b> (consists of a pillow, pillow case, flat mattress and blanket) [if required]: TWD 1,500-1,800</p> <p><b>Group Insurance:</b> TWD 685 (one semester) or TWD 1,370 (one academic year) [subject to be modified]</p>	
Estimated monthly expenses (excluding housing costs and insurance as indicated above): these are highly variable depending on students' lifestyle and personal preferences	Meals	TWD 7,500-10,000
	Entertainment	TWD 1,000-5,000
	Transportation	TWD 200-500
	Air-conditioning	TWD 500- 1,500
	Miscellaneous	TWD 500-3,000
	Total	TWD 9,700-20,000