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Ming Chuan University is the first and only university in Asia, accredited by the Middle States Commission on Higher Education in the United States of America.
Please pay attention to this registration notice for Fall semester 2018. Students shall refer to the International Student Freshman Brochure (page 17-19) for the department locations. All students are required to attend the Workshop and Registration held on September 3 on the respective campus on which your department is located.

**Airport Pick-up**
From September 1 (Saturday) to September 2 (Sunday), 2018
Please complete the online application form for the airport pick-up service and reply to the Division of International Education and Exchange by August 6 (Monday), 2018
Fee: NT$500
Contact: Office of International Student Service (OISS)

**Dormitory Check-in**
Students can move into the dormitory in the period from September 1 (Saturday) to September 2 (Sunday), 2018
Students reporting to the university after this period will be automatically disqualified for dormitory placement.
Fee: Please refer to page 12. The fee should be paid on September 3
Contact: Dorm Supervisor

**Report and Workshop**
All international students are required to attend the workshop.
09:30-12:00, September 3 (Monday), 2018
Taipei: Large Conference Room 404, E Building (09:30, Please be on time)
Taoyuan: Room 102, P Building (09:30, Please be on time)
Contact: Office of International Student Service (OISS)

**Required Documents:**
1. Four 2-inch head & shoulder photos in color with a white background (taken within the last six months).
3. Passport
4. Insurance statement covering a valid period of no less than six months effective from the date entering Taiwan, (in English or Chinese, health insurance, purchased in countries other than Taiwan, must be authenticated by a Taiwan overseas representative office). While every returning international student must present a certificate of National Health Insurance (NHI).

Those who are unable to present an authenticated insurance statement at registration must purchase local health insurance as regulated by the Ministry of Education of this country to cover the first six months of his/her stay in Taiwan. The premium for the above-mentioned local health insurance is NT$ 500 per month (NT$ 3,000/ 6 months).

**Registration**
12:00-14:00, September 3 (Monday), 2018
Taipei: Large Conference Room 404, E Building
Taoyuan: Administration Offices, Q Building
Fee: Please refer to page 17-20. The fee should be paid on September 3 (Monday), 2018
Contact: Academic Affairs (Taipei), Academic Section (Taoyuan)

**Required Documents:**
1. Original diploma of highest degree or graduation certificate.
2. Original transcript
   *For Item 1, 2: English or Chinese verified version is also necessary if the original is not in either language. The original certificate and transcript, verified by Taiwan mission/embassies/representative offices in the country where the documents are issued, shall be submitted upon registration at the beginning of the new semester.
3. One photocopies of your passport
4. The latest original deposition
   * For those who have already sent us the original verified diploma and transcript during application process, please note that you must still bring the rest of the items listed above.

**English Proficiency Test for English-taught Program Students**
14:30-16:30, September 3 (Monday), 2018
Taipei: Room 612, F Building
Taoyuan: Room 305, CC Building
Fee: NT$500
Contact: English Language Center (ELC)

**Physical Checkup**
Students who do not have a completed Health Certificate are required to attend the physical checkup. You will be reminded at the registration.

**Residence Physical Checkup**
*Taipei: 14:00 September 4 (Tuesday), 2018
  D101
  Fee: NT$2000(Tentative Price)*
*Taoyuan: 14:00 September 6 (Thursday), 2018
  3rd Floor, Gymnasium
  Fee: NT$2,000
  Contact: Health Center

**Freshman Physical Checkup**
*Taipei: 15:00, September 7 (Friday), 2018
  Art center, Sun Yat Sen Auditorium
*Taoyuan: 16:30, September 3 (Monday), 2018
  3rd Floor, Gymnasium
  Fee: NT$550
  Contact: Health Service Center
Orientation for Chinese-taught Programs for Undergraduate Students
*Taipei: 08:00-17:00 September 5 (Wednesday) to September 6 (Thursday), 2018
1st Floor, Cheng Kung Campus Gymnasium
For detailed information, please contact department secretary upon arrival.
Contact: Academic Affairs (Taipei), Academic Section (Taoyuan)

Orientation for International College Undergraduate Students
*Taipei: 9:00 September 6 (Thursday), 2018
Conference Room, E Building
*Taoyuan: 09:00 September 5 (Wednesday), 2018
International Conference Room (B101), Building FF
Contact: International College

Other Important Information
1. For original diploma of highest degree or graduation certificate, English or Chinese verified version is also necessary if the original is not in either language. The original certificate and transcript, verified by Taiwan mission/embassies/representative offices in the country where the documents are issued, shall be submitted within two weeks after school begins, or you will be automatically disqualified for study.
2. International students should conduct registration on September 3 (Monday), 2018. Once being registered, you should go to the campus on which your department is located.
3. For the payment, NT dollars (cash only).
4. The rate of 2018-19 tuition and fees is based on the regulation of the Ministry of Education issued in July 2018.
5. The MCU English Proficiency Test will be held on September 3 (Monday), 2018 at Ming Chuan University.
6. Undergraduate students are required to attend the orientation and dress appropriately. (Please do not wear short pants, short skirts, slippers or flip-flops).

7. Please Be Reminded:
   (1) Please attend each of your classes on time. MCU has a very strict attendance policy. In addition, cheating is strictly prohibited. Students will be expelled from school once being proven cheating.
   (2) Undergraduates: Students who complete the required courses, earn the required number of credits, pass physical education, receive passing conduct grades, satisfactorily complete Service Learning, meet the university-wide basic competencies of English, Information Technology, Chinese and Sport, and pass the core competencies of their department are eligible for graduation.
   Graduates: Students need to complete all required courses and fulfill the credit requirements, need to pass conduct grades for each semester, and need to pass the examinations of their respective departments (graduate degree programs) in accordance with the Master’s Degree Conferral Regulations or the Doctoral Degree Conferral Regulations. Those meet the above requirements are eligible for graduation.
   (3) Credit Transfer: The credits gained in previous college or university courses can be transferred after registration by application with approval from the department of intended major and the Division of Academic Affairs. Credit transfer application should follow the application procedure within 2 weeks after registration. Verified transcript is required. Credit transfer application is accepted only once and will not be accepted passed the deadline. All programs hold the right with whether or not accept the credit transfer application.
   (4) MCU is a “non-smoking” and “no alcohol campus. According to the rule No. 15 of Tobacco Hazard Control Act in Taiwan, smoking is prohibited inside the building. Smoking is only allowed in the designated outdoor areas; anyone who smokes inside the building will have to pay a fine ranging from NT$2,000 to NT$10,000. Smoking in the non-smoking outdoor areas will have to pay a fine ranging from NT$10,000 to NT$50,000.
   (5) International Students with an Alien Residence Certificate who have resided in Taiwan for more than 6 months must enroll in the National Health Insurance (NHI) program. The NHI fees will be included in the Tuition Fee Statement from the second semester for students shall make the full payment upon registration. The National Health Insurance Program is mandatory. Any person who doesn’t enroll in it is subject to a fine ranging from NT$3,000 to NT$15,000. In addition, this person is required to pay the full premiums starting from the date she or he should have been enrolled in. No benefits will be offered before the premiums are paid in full. A notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement.
   (6) According to the regulation of MCU, undergraduate students who fail two thirds of the total credits in a given semester for two continuous semesters will be forced to withdraw from the university. Besides, MOE in Taiwan has proclaimed that the international students who are expelled by a university due to behavior issues, poor academic performance or a conviction under the Criminal Code cannot use the same identity to apply for the same or any other university again.
8. The graduation degree and the academic transcript verification only can be done by Taiwan mission/embassies/representative offices in the country where the documents are issued.
9. The health checkup form & authorization for emergency medical treatment, and the application form for the dormitory are available on the website. You can also send an e-mail to Ms. Yvonne Y.P. Lin at ihp@mail.mcu.edu.tw or Ms. Yvonne W.H. Lin at oas@eta.mcu.edu.tw to request for the forms.
10. Taiwan scholarship students can apply for a direct deduction for tuition payment on the registration day. For more detailed information, please contact Ms. Daphne Chu at daphne@mail.mcu.edu.tw or 03-350-7001 ext. 3703.
11. The period from July 19 to July 29, 2018 is summer vacation. Therefore, our office is closed during this period of time. Our office will re-open on July 31, 2018.

Contact Information
Division of International Education and Exchange
Tel: +886-3-350-7001 ext. 3704, 5116
Fax: +886-3-359-3883 / +886-3-359-3891
Email: ihp@mail.mcu.edu.tw
(Asia Admission: Ms. Yvonne Y.P. Lin, ext. 3704)
oas@eta.mcu.edu.tw
(Outside-Asia Admission: Ms. Betty Mai, ext.5116)
Please pay attention to this registration notice for Spring semester 2019. Students shall refer to the International Student Freshman Brochure (page 17-19) for the department locations. All students are required to attend the Workshop and Registration held on February 14 (Thursday) on the respective campus on which your department is located.

**Airport Pick-up**
February 13 (Wednesday), 2019
Please complete the online application form for the airport pick-up service and reply to the Division of International Education and Exchange by February 5 (Tuesday), 2019
Fee: NT$500
Contact: Office of International Student Service (OISS)

**Dormitory Check-in**
Students can only move into the dormitory on February 13, 2019
Students reporting to the university after this period will be automatically disqualified for dormitory placement.
Fee: Please refer to page 12. The fee should be paid on February 14
Contact: Dorm Supervisor

**Report and Workshop**
All international students are required to attend the workshop.
9:30-12:00, February 14 (Thursday), 2019
Taipei: Music Hall 202, E Building (9:30, Please be on time)
Taoyuan: Room 502, Q Building (9:30, Please be on time)
Contact: Office of International Student Service (OISS)

**Required Documents:**
1. Four 2-inch head & shoulder photos in color with a white background (taken within the last six months).
3. Passport
4. Insurance statement covering a valid period of no less than six months effective from the date entering Taiwan, (in English or Chinese, health insurance, purchased in countries other than Taiwan, must be authenticated by a Taiwan overseas' representative office). While every returning international student must present a certificate of National Health Insurance (NHI). Those who are unable to present an authenticated insurance statement at registration must purchase local health insurance as regulated by the Ministry of Education of this country to cover the first six months of his/her stay in Taiwan. The premium for the above-mentioned local health insurance is NT$ 500 per month (NT$ 3,000/ 6 months).

**Registration**
9:30-12:00, February 14 (Thursday), 2019
Taipei: Music Hall 202, E Building
Taoyuan: Administration Office, Q Building
Fee: Please refer to page 17-20. The fee should be paid on February 14, cash only.
Contact: Academic Affairs (Taipei), Academic Section (Taoyuan)

**English Proficiency Test for English-taught Program Students**
13:00-15:00, February 14 (Thursday), 2019
Taipei Campus: Room 612, F Building
Taoyuan: Room 305, CC Building
Fee: NT$550
Contact: English Learning Center (ELC)

**Physical Checkup**
Students who do not have a completed Health Certificate are required to attend the physical checkup. You will be reminded at the registration.

**Residence Physical Checkup**
*Taipei: 13:00, March 4 (Monday), 2019
  Art center, Sun Yat Sen Auditorium
  Fee: NT$2000(Tentative Price)*
*Taoyuan: 13:00, March 5 (Tuesday), 2019
  3rd Floor, Gymnasium
  Fee: NT$2000(Tentative Price)*
Contact: Health Center

**Freshman Physical Checkup**
*Taipei: 13:00, March 4 (Monday), 2019
  Art center, Sun Yat Sen Auditorium
*Taoyuan: 13:30, March 5 (Tuesday), 2019
  3rd Floor, Gymnasium
  Fee: NT$550
  Contact: Health Center
For original diploma of highest degree or graduation certificate, English or Chinese verified version is also necessary if the original is not in either language. The original certificate and transcript, verified by Taiwan mission/embassies/representative offices in the country where the documents are issued, shall be submitted within two weeks after school begins, or you will be automatically disqualified for study.

2. International students should conduct registration on February 14 (Thursday), 2019. Once being registered, you should go to the campus on which your department is located.

3. For the payment, NT dollars (cash only). You are strongly advised to convert your country’s currency into NT dollars upon arrival at the airport.

4. The rate of 2018-19 tuition and fees is based on the regulation of the Ministry of Education issued in July 2018.

5. The MCU English Proficiency Test will be held on February 14 (Thursday), 2019 at Ming Chuan University. English-taught program students who have neither provided a SUFFICIENT proof of their English proficiency (TOEFL ITP 500, TOEFL CBT IBT 61, IELTS 5.0 or TOEIC 550) nor are native speakers of English are required to complete an English language assessment before the classes start. The English enhancement courses are required for those who fail the test. To resubmit your TOEFL, IELTS or TOEIC certificates, please contact International College office or Graduate school of Business Administration.

6. Please Be Reminded:

- Please attend each of your classes on time. MCU has a very strict attendance policy. In addition, cheating is strictly prohibited. Students will be expelled out of school once being proved cheating.

- Undergraduates: Students who complete the required courses, earn the required number of credits, pass physical education, receive passing conduct grades, satisfactorily complete Service Learning, meet the university-wide basic competencies of English, Information Technology, Chinese and Sport, and pass the core competencies of their department are eligible for graduation.

- Graduates: Students need to complete all required courses and fulfill the credit requirements, need to pass conduct grades each semester, and need to pass the examinations of their respective departments (graduate degree programs) in accordance with the Master’s Degree Conferral Regulations or the Doctoral Degree Conferral Regulations. Those meet the above requirements are eligible for graduation.

- Credit Transfer: The credits gained in previous college or university courses can be transferred after registration by application with approval from the department of intended major and the Division of Academic Affairs. Credit transfer application should follow the application procedure within 2 weeks after registration. Verified transcript is required. Credit transfer application is accepted only once and will not be accepted passed the deadline. All programs hold the right with whether or not accept the credit transfer application.

- MCU is a “non-smoking” and “no alcohol” campus. According to the rule No. 15 of Tobacco Hazard Control Act in Taiwan, smoking is prohibited inside the building. Smoking is only allowed in the designated outdoor areas; anyone who smokes inside the building will have to pay a fine ranging from NT$2,000 to NT$10,000. Smoking in the non-smoking outdoor areas will have to pay a fine ranging from NT$10,000 to NT$50,000.

- International Students with an Alien Residence Certificate who have resided in Taiwan for more than 6 months must enroll in the National Health Insurance Program. Any person who doesn’t enroll in is subject to a fine ranging from NT$3,000 to NT$15,000. In addition, this person is required to pay the full premiums starting from the date she or he should have been enrolled in. No benefits will be offered before the premiums are paid in full. A notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement.

- According to the regulation of MCU, undergraduate students who fail two thirds of the total credits in a given semester for two continuous semesters will be forced to withdraw from the university. Besides, MOE in Taiwan has proclaimed that the international students who are expelled by a university due to behavior issues, poor academic performance or a conviction under the Criminal Code cannot use the same identity to apply for the same or any other university again.
**Airport Pickup**

In order to guarantee the safety of newly enrolled international students, Ming Chuan University will provide airport pick-up service from Taoyuan International Airport to Ming Chuan campuses. The pick-up service is only available for the newly enrolled international students. Students will be transported directly to the school dorms after arrival if students are residents of school dorms on arrival day. Those who do not apply for school dormitories will have to arrange their own accommodation.

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**Important Information:**

1. After completing the online application of airport pick-up service, please send it to the Division of International Education and Exchange.
2. The airport pick-up service is provided by Office of International Student Service (OISS) and the fee is $500 NTD per person. If applicants are accompanied with relatives or friends, please specify the numbers of passengers. Otherwise, there will be no space reserved for them on bus. The applicants will be transported to campuses or school dorms directly from Taiwan Taoyuan International Airport.
3. Any changes of arrival information or cancellation must be received via E-mail at least three days in advance. If the applicant fails to notify the school promptly, a payment of $500 NTD for each person will be requested.
4. The airport pick-up staff of school will be waiting in the arrival hall and hold a board with words “Ming Chuan University/銘傳大學”.
5. The schedule of pick-up service is listed as below: 2 p.m., 6 p.m. and 10 p.m. Please choose one schedule when you apply for the service. If you arrive earlier, there may be a wait for your departure. If you arrive after the pick-up schedule, please arrange your own transportation to school.
6. After application of airport pick-up service is complete, please pay attention to your e-mail account. The staff will contact you for the service.

**Contact Information**

*Division of International Education and Exchange*
(For Airport pick-up & Dormitory Application Process)
Tel: +886-3-350-7001 ext. 3704, 5116
Fax: +886-3-359-3883, +886-3-359-3891
Email: ihp@mail.mcu.edu.tw (Asia Admission: Ms. Yvonne Y.P. Lin, ext. 3704)
oas@eta.mcu.edu.tw (Outside-Asia Admission: Ms. Betty Mai, ext.5116)

*Office of International Student Service*
(Taoyuan campus airport pick-up service)
Tel: +886-3-350-7001 ext. 3311, 5313
Fax: +886-3-359-3854
E-mail: pic202@mail.mcu.edu.tw (Ms. Betty Chuang/ Ms. Teresa Chung)

*Office of International Student Service*
(Taipei campus airport pick-up service)
Tel: +886-2-2882-4564 ext. 2697, 2698
Fax: +886-2-2882-4564 ext. 2699
E-mail: nora@mail.mcu.edu.tw (Ms. Nancy Wang / Ms. Amy Peng)

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**Credit Transfer**

The credits gained in your previous college or university courses can be transferred after registration by application with approval from the department of the intended major and the Division of Academic Affairs. Credit transfer application should follow the application procedure within 2 weeks after registration. Verified transcript and course syllabus are required. All programs hold the right of whether or not to accept the credit transfer application.

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**Undergraduate Programs**

For students transferring credits to enter their sophomore year in the first semester, the waived credits need to reach 32, and the maximum is 40 credits; for those entering their sophomore year in the second semester, the waived credits need to reach 48, and the maximum is 60 credits.

For students transferring credits to enter their junior year in the first semester, the waived credits need to reach 64, and the maximum is 80 credits; for those entering their junior year in the second semester, the waived credits need to reach 75, and the maximum is 95 credits.

Transfer students will receive MCU’S offer letter for admission of freshmen; the official credit transfer will start at the beginning of the first semester, and students will be moved to the appropriate grade accordingly.

**Graduate Programs**

Graduate credits can transfer up to half of the total credits for graduation as required by the graduate school.

**Contact Information**
Department secretary or Academic Affairs.
Accommodations

Taoyuan

*On-Campus Dorm - There are about 2,400 dormitory units available for students on campus and off-campus. Female students can choose a 4-person room with a bathroom to live. Beds, desks, book shelves and closets are provided; toilets, wash basins, shower rooms, air conditioners and internet are available as well. There are laundry rooms, common lounges, clothes drying rooms for residents on each floor.

*Male students can choose a 4-person room (with bathroom) or a 6-person room (a bathroom outside). The facilities include beds, desks, book shelves, closets, air conditioners and internet. Common lounges and TVs & newspapers are provided on each floor.

*Dormitory dormitory: It is a 3-person room (with mini fridge) at Taihsin Deming. There are about 510 units. Beds, desks, book shelves, closets, air conditioner and internet are provided in every room. Common room and TV and newspaper are provided on each floor.

Shuyuan dormitory(off-campus): There are about 140 units available at Shuyuan dormitory. The room type is 4-person rooms without bathroom inside; and with small refrigerators in each room. The location is close to Youth Park, 15-min walk to MRT Guting Station. The commute time from Guting Station to Jiantian Park, 10 min walking distance to school.

Taipei

*Taipei campus (on-campus): There are about 830 units available in Taipei on-campus dorms. There are two types of rooms: 6-person rooms (no bathroom inside) and 4-person rooms (with bathroom). Beds, desks, book shelves, closet, air conditioner and Internet are provided in every room. Common room and TV and newspaper are provided on each floor.

*Deming dormitory: It is a 3-person room (with mini fridge) at Taihsin Deming. There are about 510 units. Beds, desks, book shelves, closets, air conditioners and internet are provided in every room. Common room and TV and newspaper are provided on each floor.

Curfew

In all dormitories, on- and off-campus, curfew will be implemented from 23:00 pm to 6:00 am of the next morning. Dormitory supervisor will call the roll at 23:00 pm to maintain safety. Dormitories for couples or families are not available.

Important Information

1. Students must sign an academic year contract. Residents who wish to move out from the dormitory must file a student report and refunds will be dealt with in accordance with MOE regulations after the report is approved. Residents who have filed and received approval on applications for continuing tenancy, do not have to vacate their luggage and personal belongings during summer vacation. (The resident of Shuyuan dorm and Taoyuan dorms need to move to on-campus dorms during the winter and summer vacations.)

2. Students should prepare a bed quilt, pillow, and mattress on their own, or students may purchase a new set from the Deming Dormitory. Dormitory dormitory will provide related information for residents’ selection and purchase.

3. Cash deposit for keys is required when a resident checks in to the dorm. On-campus dorm is NT$10,000 per person; off-campus dorm is NT$20,000 per person.

4. Please indicate the campus, dorm, and recipient clearly if you need to send your luggage to the dorm by post.

5. Due to university regulations, for undergraduate students the duration of residency for on-campus and off-campus dorms is limited two academic years (Only the resident of Shuyuan dorm has to move to on-campus dorm in the second academic year. For graduate students the duration of residency for on-campus and off-campus dorms is limited one academic year (Do not offer the stay in the second academic year).

6. Due to school policy, spring admission students only stay one academic year in the Shuyuan dorm. All students have to move to the on-campus dorm during the summer and winter vacations.

Dorm Fees

<table>
<thead>
<tr>
<th>Campus</th>
<th>Type of Room</th>
<th>Fee/ Per year</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taoyuan</td>
<td>Men</td>
<td>4-person Room</td>
<td>NTS22,000</td>
</tr>
<tr>
<td></td>
<td>Women</td>
<td>4-person Room</td>
<td>NTS22,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6-person Room (shared bathroom)</td>
<td>NTS19,200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3-person Room</td>
<td>NTS32,000</td>
</tr>
<tr>
<td>Deming</td>
<td>Men &amp; Women</td>
<td>4-person Room (shared bathroom)</td>
<td>NTS22,000</td>
</tr>
<tr>
<td>Shihlin</td>
<td>Men</td>
<td>4-person Room</td>
<td>NTS22,000</td>
</tr>
<tr>
<td></td>
<td>Women</td>
<td>6-person Room (shared bathroom)</td>
<td>NTS19,200</td>
</tr>
<tr>
<td>Taitung</td>
<td>Men</td>
<td>4-person Room (shared bathroom)</td>
<td>NTS22,000</td>
</tr>
<tr>
<td>Shui Yuan</td>
<td>Men &amp; Women</td>
<td>4-person Room (shared bathroom)</td>
<td>NTS30,000</td>
</tr>
</tbody>
</table>

1. Dorms are located on-campus. The charges for Internet connection and utilities are included, except for air conditioning, which must be paid separately.
2. Rooms for winter and summer vacations are available for an extra fee upon application. NTS30,000 per person (6-person room); NTS3,600 per person (4-person room).
3. NT$11,000 (4-person) or NT$9,600 (6-person) per semester must be paid in advance.
4. The tenancy period is from the beginning of September to the middle of January, middle of February to middle of June.

5. Dorms are located off-campus. The charges for utilities and Internet connection are included except for air conditioning, which must be paid separately.
6. Rooms for winter and summer vacations are available for an extra fee upon application. NTS16,000 must be paid in advance every semester.
7. The dorm is located off-campus within 10-minute walking distance to campus.
8. During summer and winter vacations, all students have to move to the on-campus dorm.

1. Dorms are located on-campus. The charges for utilities and Internet connection are included except for air conditioning, which must be paid separately.
2. Rooms for winter and summer vacations are available for an extra fee upon application. NTS30,000 per semester (6-person room); NTS3,600 per person (4-person room).
3. NT$11,000 (4-person) or NT$9,600 (6-person) per semester must be paid in advance.
4. The tenancy period is from the beginning of September to the middle of January, middle of February to middle of June.

1. Dorms are located on-campus. The charges for utilities and Internet connection are included, but that for the electricity is NOT included. During summer and winter vacations, all students have to move to the on-campus dorm.
2. The tenancy period is from the beginning of September to the end of July.
3. Dorms are located off-campus, close to MRT Minquan E. Rd. Station.

1. NT$15,000 per semester. The charge for water and Internet connection is included except for air conditioning.
2. The mini refrigerator is provided each room.
3. Dorms are located off-campus. Close to Youth Park, 15-min walk to MRT Guting Station.
4. The charges for water and Internet connection are included, but that for the electricity is NOT included. During summer and winter vacations, all students have to move to the on-campus dorm.
5. Dorms are located off-campus. Close to Youth Park, 15-min walk to MRT Guting Station. The commute time from Guting Station to Jiantian station is 15 minutes.
7. NT$30,000 must be paid in advance every semester.
8. Dorms are located off-campus. Close to Youth Park, 15-min walk to MRT Guting Station. The commute time from Guting Station to Jiantian station is 15 minutes.

PS: All figures above are based on 2017-2018 academic year (subject to change).
2. Students who live in dorms are responsible for their own housekeeping.
3. Ensuite rooms include bathrooms. Indication that it is a room with shared bathroom means the bathroom is located outside of the room.
4. 2- or 4- or 6-person Room means 2 or 4 or 6 people share a room and share the same bathroom.

- 2- or 4- or 6-person Room means 2 or 4 or 6 people share a room and share the same bathroom.
**Private Apartment or Studio**
If a student prefers not to live in campus accommodations, private apartments and studios are available for rent near the MCU campuses. Students who want to rent a private apartment or studio will be assisted upon arrival. A one-bedroom apartment with bathroom costs about NT$15,000-10,000 a month, not including utility payments. In general, an apartment is furnished with a bed, table and closet. Private apartments or studios usually require a one-year contract. Getting to campus, may require 15-30 minutes of walking from a neighboring area. Buses from Taoyuan campus to Taoyuan city and Taipei city are available from 8:00 to 22:00 (Bus schedules are subject to change.), for a modest fare.

You can visit the housing service website for early reference.
*Tsuel Ma Ma website:* [http://www.tmm.org.tw/English/index.html](http://www.tmm.org.tw/English/index.html)

**Housing Service Section of Student Affairs Division**
MCU Student Affairs office also provides information and assistance for international students looking for private apartments upon arrival.
Here is the Chinese website: [http://housing.mcu.edu.tw](http://housing.mcu.edu.tw). Unfortunately, the English website is under construction at the moment.
On the left column, “縣市” select 01 option for Taipei city, and “地區” select 0B for Shilin district.
“租屋格局” select the middle option “套房”, and price range “套房租金(元/月)” is possibly between NT$1,000 – 8,000. And, finally click on “搜尋” to start search.

**Contact Information**
Division of International Education and Exchange
(For Airport pick-up & Dormitory Application Process)
Tel: +886-3-350-7001 ext. 3704, 5116
Fax: +886-3-359-3883, +886-3-359-3891
E-mail: ihp@mail.mcu.edu.tw (Asia Admission: Ms. Yvonne Y.P. Lin, ext. 3704)
oas@eta.mcu.edu.tw (Outside-Asia Admission: Ms. Betty Mai, ext.5116)

---

**Dorm Supervisors**

<table>
<thead>
<tr>
<th>Taoyuan Campus</th>
<th>Taipei Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Men’s On-Campus Dorm</em>&lt;br&gt; Tel: +886-3-349-7342 (Ms. Han)&lt;br&gt; Add: 5 De Ming Rd, Gui-Shan, Taoyuan 333, Taiwan &lt;br&gt;<em>Women’s On-Campus Dorm</em>&lt;br&gt; Tel: +886-3-349-7354 (International Dormitory)&lt;br&gt; Tel: +886-3-349-7264 (Ms. Yang)&lt;br&gt; Add: 5 De Ming Rd, Gui-Shan, Taoyuan 333, Taiwan</td>
<td><em>On-Campus Men’s Dorm</em>&lt;br&gt; Tel: +886-2-2888-2616 (Ms. Yang)&lt;br&gt; Add: 250 Zhong Shan N. Rd, Sec. 5, Taipei 111, Taiwan &lt;br&gt;<em>Women’s Dorm</em>&lt;br&gt; Tel: +886-2-2888-2608 (Ms. Du)&lt;br&gt; Add: 250 Zhong Shan N. Rd, Sec. 5, Taipei 111, Taiwan</td>
</tr>
</tbody>
</table>

*Men’s On-Campus Dorm*<br> Tel: +886-3-349-7342 (Ms. Han)<br> Add: 5 De Ming Rd, Gui-Shan, Taoyuan 333, Taiwan

*Women’s On-Campus Dorm II*<br> Tel: +886-3-349-7239 (Ms. Wang)<br> Add: 5 De Ming Rd, Gui-Shan, Taoyuan 333, Taiwan

*Women’s On-Campus Dorm III*<br> Tel: +886-3-349-7264 (Ms. Yang)<br> Add: 5 De Ming Rd, Gui-Shan, Taoyuan 333, Taiwan

*Taoyuan Deming Dorm*<br> Tel: +886-3-349-7048 (Ms. Yang)<br> ADD: No. 83 Lane 77 Deming Rd, Gui-Shan, Taoyuan 333, Taiwan
1. Students who have been admitted to live in the dormitories must stay for a complete school year; move-out in the middle of the term is not permitted. Exceptions will only be made because of special circumstances (infectious diseases, parents move to the country or city where the school is located, withdrawing from university, graduating from university).

2. From 11 p.m. to 6 a.m., students should not leave the building without the permission of the Dormitory Supervisor or On-Duty Military Officer.

3. Every night at 11 p.m., each student must be present in his or her own dormitory room for attendance record. If a student is absent and has not signed out, the university will notify the parents or the guardians of the student. If a student fails to check-in three times, he or she will be dealt in accordance with university regulations.

4. All students need to respect and help each other and comply with dormitory rules. Residents who wish to stay overnight off-campus are required to sign out before 10 p.m. in accordance with the regulation.

5. Students should take good care of their personal belongings because the school is not responsible for students’ losses. For safety reasons, students who do not live in the dormitory are prohibited from entering the building. Especially, students are prohibited from entering dormitories of the opposite gender. Male students are strictly prohibited from entering female students’ dormitories and vice-versa.

6. Students should work together to keep the dormitory clean by doing trash recycling procedure, separate the trash and dispose properly. Students should not litter in the room, hall, courtyard, and other public areas.

7. Students are responsible for the facilities and they will be fined if the facilities mentioned above are damaged.

8. No hangings. Paintings and posters are not permitted on the walls or on the closet doors. Students are also not permitted to use adhesive tape or write on the walls of the dormitory. Please keep the wall and closet clean; rooms must stay in their original form when students check out.

9. Students have no right to sublet the room or mortgage the room.

10. No cooking, drinking, gambling, quarrelling, fighting and no pets are allowed in the dormitory. Behavior that endangers faculty, staff and students will not be permitted.

11. Smoking is strictly prohibited in the dormitory. Please do not make loud noises and keep your voice down to respect others.

12. Television is available from 8:00am-11:00pm; visitors should not go beyond the Student Dormitory common room, leave before 10:00pm and are not allowed to stay overnight in the dormitory.

13. Students will be punished according to the dormitory policy if they break the rules. Besides the regulations above, students must also comply with the university regulations.

14. Residents may use the air conditioner in their rooms after they have purchased the prepaid card.

15. Foreign students, Overseas Chinese Students and Overseas Chinese Vocational Training students have priority for continuing residency (no more than 2 years) in university student housing, on condition of completing at least 16 hours of housing volunteer service every semester. However, any residents who have violated dormitory regulations more than three times in a semester are not allowed to reapply for residency. Continuing residency must be approved by the University.
## Tuition, Tuition Waiver and NHI Insurance of the First Semester Per Student

### Undergraduate Programs

<table>
<thead>
<tr>
<th>School/College</th>
<th>Program</th>
<th>Chinese-taught</th>
<th>English-taught</th>
<th>Tuition and Fees</th>
<th>Health Insurance</th>
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### Estimated Expenses per Semester

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<th>Item</th>
<th>Unit/NT Dollars</th>
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<td>Books</td>
<td>NT30,000-12,000/Per semester</td>
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<td>NSS</td>
<td>NT4,494/Per semester</td>
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<td>NHI</td>
<td>NT36,000-48,000/private studio, six months</td>
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<td>Meals</td>
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<td>Total</td>
<td>NT90,000-160,000/Per semester</td>
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*(National Health Insurance fee is subject to change according to governmental policy)*

### Remarks:
1. All figures above are based on 2017-2018 academic year (subject to change).
2. US$:NT$=1:30 (Exchange Rate as of 2018/5, subject to change).
3. Tuition and fees include: tuition, APCU fund, language lab fee, computer lab fee and student insurance.
4. Meals, transportation, books, dorm fee and other living expenses are not included in the above estimation.
5. Figures shown in the bracket [ ] reflect a 40% discount for International College program.
6. Tuition waiver is not available for Taiwan scholarship students.
## Tuition and NHI Insurance of the First Semester Per Student

### Graduated Programs

<table>
<thead>
<tr>
<th>School / College</th>
<th>Programs</th>
<th>Chinese -taught</th>
<th>English -taught</th>
<th>Tuition and Fees</th>
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### Ph.D Programs

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<th>Tuition and Fees</th>
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Remarks:
1. All figures above are based on 2018-2019 academic year (subject to change).
2. US$:NT$=1:30 (Exchange Rate as of 2018/05, subject to change)
3. Tuition and fees include: tuition, APCU fund, computer lab fee and student insurance.
4. Meals, transportation, books, dorm fee and other living expenses are not included in the above estimation.

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### Estimated Expenses Per Semester

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<td>Housing</td>
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(National Health Insurance fee is subject to change according to governmental policy)
English Proficiency Test for English-taught Program Students

All English-taught Program students must have sufficient English ability. Students are not required to take the MCU English Proficiency Test if they meet one of the following conditions:

1. English native speakers.
2. Certificate from internationally recognized English proficiency test (TOEFL ITP 500, TOEFL CBT 173, TOEFL iBT 61, IELTS 5.0 or TOEIC 550)
3. Have graduated from high school/ university where English is the language of instruction.

Students who fail to meet any of the above conditions must take the MCU English Proficiency Test. This test includes three parts: listening, reading and writing (approximately 100 minutes). Please bring your passport, pen, pencil and eraser to the exam. Detailed information will be provided after your arrival. A fee of NT$500 will be required. Those who fail the test must complete intensive English courses organized by the Ming Chuan University English Language Center. Students will need to pay full-time tuition during study at the English Language Center. After successful completion of those language courses, one can enroll full time in the regular classes as an official student of a MCU Program.

Contact Information
International College (Taoyuan Campus)
Tel: +886-3-350-7001 ext. 3195
Fax: +886-3-359-3883 +886-3-359-3891
E-mail: anitaliu@mail.mcu.edu.tw (Ms. Anita Liu)

International College (Taipei campus)
Tel: +886-2-2882-4564 ext. 2409
Fax: +886-2-2880-9773
E-mail: nicky@mail.mcu.edu.tw (Ms. Nicky Chen)

Visa and Alien Resident Certificate (ARC) Information

Students must bring Ming Chuan University’s Acceptance Letter to the ROC (Taiwan) overseas mission in your country to apply for a Resident Visa with a mark FS followed by the university’s name. Those who enter Taiwan without a visa or with a landing visa and those who enter the Taiwan on a Visitor Visa not for the purpose of undertaking studies may not apply for a Resident Visa or an extension of duration of stay on the ground of undertaking studies in Taiwan, you have to leave Taiwan and re-apply a proper visa to re-enter Taiwan again.

Resident Visas for Foreign Students Requirements and Description

1. Passport and one photocopy of the passport : The passport must be valid for at least 6 months and there are blank pages left in it. One photocopy of the passport bio-page including the holder’s picture is required.
2. Application form : Go to website: https://visawebapp.boca.gov.tw/ . Fill out the application form online and print it out. Make sure the application form shows a bar code on it. Sign the application form.
3. Two color passport-size photos: Paste on the application form two color passport-size photos with a white background taken within 6 months.
4. Ming Chuan University’s acceptance letter.
5. Highest education diploma and transcripts: Foreign diplomas and transcripts must be authenticated by an R.O.C. (Taiwan) overseas mission. For diplomas and transcripts in languages other than Chinese or English, a Chinese- or English-translation version is also required. The original-language diploma, transcript, and accompanying Chinese- or English-translation must be authenticated by an R.O.C. (Taiwan) overseas mission.
6. Original and one photocopy of proof of financial support : Proof of financial support from other countries must be authenticated by an R.O.C. (Taiwan) overseas mission.
7. Original and one photocopy of health certificate :
   (1) The health certificate should be issued within 3 months by one of the local hospitals designated by the Centers for Disease Control of Ministry of Health and Welfare of the R.O.C. (Taiwan) or a foreign hospital. Health certificates issued by foreign hospitals must be authenticated by an R.O.C. (Taiwan) overseas mission.
   (2) Visit the website of the Centers for Disease Control at http://www.cdc.gov.tw/english/index.aspx for health checkup items and the list of designated local hospitals.

※The ROC overseas missions may arrange an interview with the applicant or request other supplementary documents.

You will receive a visa similar to the above image. Please make sure Remarks (No. 6) is FS followed by the University’s name. FS means you’re a Foreign Student.
THERE ARE TWO TYPES OF VISAS: VISITOR VISA and RESIDENT VISA.

*Apply in your country

**Apply in Taiwan**

Visa

Within valid duration of stay

Resident Visa

Within 15 days after arrival
(After completion of your registration at MCU)

Within 15 days

**Resident Visas for foreign students requirements and description**

1. Passport and one photocopy of the passport: The passport must be valid for at least 6 months and there are blank pages left in it. One photocopy of the passport bio-page including the holder’s picture is required.
2. Application form: Go to website: https://visawebapp.boca.gov.tw/. Fill out the application form online and print it out. Make sure the application form shows a bar code on it. Sign the application form.
3. Two color passport-size photos: Paste on the application form two color passport-size photos with a white background taken within 6 months.
4. Ming Chuan University’s acceptance letter.
5. Ming Chuan University’s student identification card and one photocopy of the student Identification card.
6. Highest education diploma and transcripts: Foreign diplomas and transcripts must be authenticated by an R.O.C. (Taiwan) overseas mission. For diplomas and transcripts in languages other than Chinese or English, a Chinese- or English-translation version is also required. The original-language diploma, transcript, and accompanying Chinese- or English-translation must be authenticated by an R.O.C. (Taiwan) overseas mission.
7. Original and one photocopy of health certificate: (1) The health certificate should be issued within 3 months by one of the local hospitals designated by the Centers for Disease Control of Ministry of Health and Welfare of the R.O.C. (Taiwan) or a foreign hospital. Health certificates issued by foreign hospitals must be authenticated by an R.O.C. (Taiwan) overseas mission. (2) Visit the website of the Centers for Disease Control at http://www.cdc.gov.tw/english/index.aspx for health checkup items and the list of designated local hospitals.

8. Original and one photocopy of health certificate:

[Alien Resident Certificate (ARC): serve as your identification card with legally status in Taiwan.]

If entering Taiwan on a Visitor Visa with the mark FS:

If entering Taiwan on a Visitor Visa with the mark FS issued by an ROC overseas mission, within visa valid date, you may submit the following required documents to change your Visitor Visa into a Resident Visa at the Bureau of Consular Affairs.

1. Completed application form
2. Passport valid for at least 6 months (original and one photocopy)
3. One 4.5 by 3.5 inch head & shoulder photo in color with a white background (taken within the last six months)
4. Original Student ID and one photocopy
5. Enrollment Certificate
6. Residence Certificate in Taiwan (Housing contract in Taiwan)
7. Application fee: NT$1,000 (ARC needs to be extended each year)
8. Other supporting documents may also be requested by the office of National Immigration Agency, Ministry of Interior. For example, official proofs/documents for MOFA scholarship holders or ICDF scholarship recipients.

If entering Taiwan on a Resident Visa with the mark FS (or those who have obtained a resident visa in Taiwan after a change of visa):

You are required to apply for an Alien Resident Certificate (ARC) and multi re-entry at the local office of Ministry of Interior National Immigration Agency within 15 days of your arrival or obtaining your visa.

Documents to apply for an Alien Resident Certificate (ARC) and multi re-entry permit:

1. Completed application form
2. Passport valid for at least 6 months (original and one photocopy)
3. One 4.5 by 3.5 inch head & shoulder photo in color with a white background (taken within the last six months)
4. Original Student ID and one photocopy
5. Enrollment Certificate
6. Residence Certificate in Taiwan (Housing contract in Taiwan)
7. Application fee: NT$1,000 (ARC needs to be extended each year)
8. Other supporting documents may also be requested by the office of National Immigration Agency, Ministry of Interior. For example, official proofs/documents for MOFA scholarship holders or ICDF scholarship recipients.

Contact Information

*Ministry of Foreign Affairs-Bureau of Consular Affairs*
Office Hour: 08:30~17:00, Monday to Friday
3FL, No. 2-2, Sec 1, Chi-Nan Rd., Taipei, Taiwan
Tel: +886-2-2343-2888
Website: http://www.boca.gov.tw/mp?mp=1

*Taipei City Immigration Office (National Immigration Agency)*
Office Hours: Monday – Friday 08:00-17:00
3FL, No.15, Guangzhou St., Taipei, Taiwan 100
Tel: +886-2-2388-9933, +886-2-2389-9983
Website: http://www.immigration.gov.tw/welcome.htm
National Health Insurance (NHI) Program

To cover medical and injury situations, at registration, every new international student must present his/her insurance statement, purchased on his/her own (at his/her own expense), covering a valid period of no less than six months effective from the date entering Taiwan, while every returning international student must present a certificate of National Health Insurance (NHI). The aforementioned health insurance, purchased in countries other than Taiwan, must be authenticated by a Taiwan overseas’ representative office.

Those who are unable to present an authenticated insurance statement at registration, must purchase local health insurance as regulated by the Ministry of Education of this country to cover the first six months of his/her stay in Taiwan.

The premium for the above-mentioned local health insurance is NT$ 500.00 per month (NT$ 3,000/6 months).

Six months after obtaining the Alien Resident Certificate (ARC) issued by the National Immigration Agency (NIA), international students are legally obligated to enroll in the NHI program.

Foreigners, who have lost their residence status because they no longer hold a valid ARC or because they are not returning to Taiwan, will also lose their right to participate in the NHI program. They must withdraw their subscription to the NHI program through their group insurance applicant (their employer or local administration office), return their NHI card to their applicant and pay any premiums due in full before leaving Taiwan. While traveling overseas for a short period of time, either on business or vacation, and then returning to Taiwan with a valid ARC, foreigners must remain enrolled in the NHI program.

A. NHI Enrollment & Withdrawal:

Since July 17, 1999, foreigners with an Alien Resident Certificate (ARC) who have resided in Taiwan for more than 6 months are required to enroll in the National Health Insurance (NHI) program instantly.

Foreigners, who have lost their residence status because they no longer hold a valid ARC or because they are not returning to Taiwan, will also lose their right to participate in the NHI program. They must withdraw their subscription to the NHI program through their group insurance applicant (their employer or local administration office), return their NHI card to their applicant and pay any premiums due in full before leaving Taiwan. While traveling overseas for a short period of time, either on business or vacation, and then returning to Taiwan with a valid ARC, foreigners must remain enrolled in the NHI program.

B. Insurance Premium Payment:

Newly admitted students, and transfer students with an ARC, who have resided in Taiwan for more than 6 months must enroll in the NHI program. During the six months, students can leave Taiwan once for less than 30 days. The number of days that students are not in Taiwan won't count in the continuous residence.

Students will have to pay the insurance premium at the time of registration each semester.

The current insurance premium is NT$749 per month / NT$4,494 per semester (Insurance Premium Payment is subject to change).
According to the freshman physical exam instructions of School Hygiene Regulation of Ministry of Education of Taiwan, college freshmen have to submit their health exam reports. International students who stay in Taiwan over 180 days must offer the qualified health report. If you had submitted your report to the Taiwan (ROC) Mission Embassy when you applied the VISA, please bring a photocopy of your health report to Taiwan.

Health Center (Taoyuan Campus)
Tel: +886-3-350-7001 ext. 3172
Email: monica@mail.mcu.edu.tw
(Ms. Hui Ya Tsai)

Health Center (Taipei Campus)
Tel: +886-2-2882-4564 ext. 2714
Email: amyhu@mail.mcu.edu.tw
(Ms. Hou-Wen Hu)

If your resident physical checkup and freshman physical checkup are not completed in your residential country, you can attend the freshman physical exam by school. The time for the physical checkup will be announced during registration. The school physical exam notice is as below: Please fill out the physical exam form with your personal information and your passport-sized photo.

1. Do not stay up late or drink any alcohol beverage the day before the physical exam.
2. You can have meals during the physical exam day.
3. Please inform the check-up staff in advance if you are pregnant, on your period, suffering from diabetes, or taking chronic medication.
4. Please wear casual clothes without metal buttons or necklaces in order to do the chest x-ray.
5. The hospital will do fecal gathering on the check-up day.

A. Complete the physical exam in the residential country
If you are required to take the physical exam by the Taiwan (ROC) Mission Embassy when you apply for the VISA, please bring a photocopy of your health report with a “the same as original” stamp from the hospital. The physical exam form, Item Require for Health Certificate (Type B) and MCU Student Health Form, can be downloaded from International Education & Exchange Division website as needed. Please note that the health report MUST be stamped by the hospital.

B. Complete the physical exam in Taiwan
If your resident physical checkup and freshman physical checkup are not completed in your residential country, you can attend the freshman physical exam by school. The time for the physical checkup will be announced during registration. The school physical exam notice is as below: Please fill out the physical exam form with your personal information and your passport-sized photo.

1. Do not stay up late or drink any alcohol beverage the day before the physical exam.
2. You can have meals during the physical exam day.
3. Please inform the check-up staff in advance if you are pregnant, on your period, suffering from diabetes, or taking chronic medication.
4. Please wear casual clothes without metal buttons or necklaces in order to do the chest x-ray.
5. The hospital will do fecal gathering on the check-up day.

C. Website: Centers for Disease Control, R.O.C. (Taiwan)
http://www.cdc.gov.tw/english/index.aspx ▶ Click on Health Topics ▶ Alien Workers Health

Bureau of National Health Insurance: http://www.nhi.gov.tw/
Authorization for Emergency Medical Treatment

Authorization for Emergency Medical Treatment needs to be completed by the parents or guardians. Please print or type in capital letters. The details of the agreement are listed below:

In case of medical emergency of the student and need for emergency treatment, Ming Chuan University will notify parents, guardians or persons listed on the agreement as an emergency contact.

In case of a medical emergency concerning the student, at a time when the parents (guardians) or listed emergency contacts, for any reason, cannot be reached, the school and its employees have the full power to act on parents (guardians) or the student's behalf for the following treatments:

1. Administer first aid;
2. Authorize a medical doctor to examine or treat student;
3. Arrange for the transportation of student, whether by ambulance or otherwise, to a proper facility where emergency medical treatment is normally administered, including but not limited to, an emergency room of a hospital, a doctor's office, or a medical clinic;
4. Sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

Contact Information
*Office of International Student Service, OISS (Taipei Campus)
Tel: +886-2-2882-4564 ext. 2697, 2698
Fax: +886-2-2882-4564 ext. 2699
E-mail: nora@mail.mcu.edu.tw (Ms. Nancy Wang/Ms. Amy Peng)

*Office of International Student Service, OISS (Taoyuan Campus)
Tel: +886-3-350-7001 ext. 3311, 5313
Fax: +886-3-359-3854
E-mail: oiss@mail.mcu.edu.tw (Ms. Betty Chuang/Ms. Teresa Chung)

Transportation

A. Transportation information from Taoyuan Airport to Ming Chuan University
International flights arrive at Taoyuan Airport, which is about 30 minutes from the Taoyuan campus (which costs about NT$800 by taxi) and 60 minutes from the Taipei campus (which costs about NT$1200 by taxi).
http://www.cksairport.gov.tw/CKSeng/index.jsp:click on transportation

B. Transportation information from Taoyuan Campus to Taoyuan City (downtown)
The Taoyuan campus is about 20 minutes from the railway station of Taoyuan City. Public bus route No.137 runs from Taoyuan campus to Taoyuan railway station and back. It costs NT$18 one way. If you are pressed for time, a taxi from the Taoyuan Station to the Taoyuan campus costs NT$150. Taoyuan City (the nearest city from Taoyuan campus) is a business area. There are lots of restaurants, markets, and department stores there.
http://www.mcu.edu.tw:click on English:Traffic Map Information:School Bus Schedule (Student)

C. Transportation information around Taipei Campus
The Taipei campus is a 5-minute walk from the Shihlin or JianTan Mass Rapid Transit stations (MRT) of Taipei. Moreover, this campus is located on a main road, Zhong-Shan North Road, which is served by numerous bus lines. There are several bus stops in front of Ming Chuan Taipei Campus’ main gate.

D. Student Shuttle Bus Service
There are student shuttle buses providing transportation service to and fro campus during the semester. For fare and schedule information, please refer to the Ming Chuan transportation website.
http://www.mcu.edu.tw:click on English:Traffic Map Information:School Bus Schedule (Student)
When being accepted by MCU, international students are eligible to apply for the following financial benefits during their academic years.

### Scholarships

**MCU Chinese-taught degree programs**

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Scholarship for the Best Student in Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>USD 530</td>
<td>USD 330</td>
<td>Semester 2</td>
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<td>Three</td>
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<tr>
<td>Four</td>
<td>USD 530</td>
<td>USD 660</td>
<td>Semester 2</td>
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</tbody>
</table>

**MCU English-taught degree programs**

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Scholarship for the Best Student in Class</th>
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<tr>
<td>One</td>
<td>USD 960</td>
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<td>Semester 2</td>
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<td>(40% off)</td>
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<td>Two</td>
<td>USD 720</td>
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<td>(30% off)</td>
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<td>Three</td>
<td>USD 480</td>
<td>USD 660</td>
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<td>Four</td>
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<td>(10% off)</td>
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<td>Semester 2</td>
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NOTE: Exchange rate US$: NT$=1: 30 (Exchange rate as of 2018/05, subject to change)

### Scholarships for the Best Student in Class:

1. Students who achieve the best academic performances in each class as well as academic grade average over 80 and conduct grade over 86 will be awarded scholarship NT$10,000.
2. MCU Scholarship for the Best Student in Class is applicable to both undergraduate and graduate students. For graduate school student, the award is NT 5,000 per semester.
3. Students will be granted scholarships automatically when they achieve the academic performances. No additional application is needed.
4. Contact information: Ms. Huang in Student Affairs, Tel: 02-2882-4564 ext. 2502.

### Tuition Waiver for the International College (IC) Undergraduate Programs:

International students who meet the conditions below will be eligible to apply for a tuition waiver for their respective academic years.

1. Once accepted in the International College program, and having passed English Proficiency Test, students will be immediately eligible for a 40% tuition waiver for the first academic year (includes 2 semesters).
2. Obtain academic grade average over 65, with passing grades in more than half of total courses taken, and conduct grade over 80 in both the first and second semesters respectively of the first academic year: the student will have a 30%-off tuition waiver for the second year.
3. Obtain academic grade average over 70, with passing grades in more than half of total courses taken, and conduct grade over 80 in both the first and second semesters of the second academic year: the student will have a 20%-off tuition waiver for the third academic year.
4. A 10%-off tuition waiver for the fourth academic year will be awarded to students who meet the conditions of (3), based on third-year performance.
5. Tuition waiver is not available for Taiwan scholarship students.
6. Contact information: Secretary of your program.
### Ming Chuan University 2018-19 (First Semester) Calendar

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<thead>
<tr>
<th>Year</th>
<th>Month</th>
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**Notes:**
- 1-2: Summer Admin Reviews
- 3-25: Freshman Register Online for Dormitory Lot Drawing
- 26-29: Summer Admin Reviews
- 30: Summer Admin Reviews

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### Ming Chuan University 2018-19 (First Semester) Calendar

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<th>Year</th>
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**Notes:**
- 1-2: Summer Admin Reviews
- 3-25: Freshman Register Online for Dormitory Lot Drawing
- 26-29: Summer Admin Reviews
- 30: Summer Admin Reviews

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### Calendar

#### Ming Chuan University 2018-19 (First Semester) Calendar

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**Notes:**
- 1-2: Summer Admin Reviews
- 3-25: Freshman Register Online for Dormitory Lot Drawing
- 26-29: Summer Admin Reviews
- 30: Summer Admin Reviews
## Ming Chuan University 2018-19 (Second Semester) Calendar

### Calendar

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Introduction to Taiwan

A. General Information
*Area: 36,000 square kilometers
*Population: 23 million
*Capital: Taipei City
*People: Chinese
*Language: Mandarin/Taiwanese/Hakka
*Religion: Buddhism/Taoism/Christianity/Islam/Catholicism

Taiwan's total land area is only about 36,000 square kilometers; it is shaped like a tobacco leaf that is narrow at both ends. It lies off the southeastern coast of mainland Asia, across the Taiwan Strait from Mainland China—a solitary island on the western edge of the Pacific Ocean. To the north lies Japan and Okinawa, to the south is the Philippines. Many airlines fly to Taiwan, helping make it the perfect travel destination.

Taiwan lies on the western edge of the Pacific “rim of fire,” and continuous tectonic movements have created majestic peaks, rolling hills and plains, basins, coastlines, and other wonders. Taiwan sees climates of many types: tropical, sub-tropical, and temperate, providing clear differentiation between the different seasons. There are about 18,400 species of wildlife on the island, with more than 20% belonging to rare or endangered species; among these are the land-locked salmon, Taiwan mountain goat, Formosan rock monkey, Formosan black bear, blue magpie, Mikado pheasant, Hsuehshan grass lizard, and many more.

The government has established 6 national parks and 12 national scenic areas to preserve Taiwan's best natural ecological environment and cultural sites. Take in the splendor and sheer heights of the cliffs at Taroko Gorge; take a ride on the Alishan train—one of only three mountain railways in the world—and experience the breathtaking sunset and sea of clouds; hike up to the summit of Northeast Asia's highest peak, Jade Mountain. You can also soak up the sun in Kending, Asia's version of Hawaii; stand at the edge of Sun Moon Lake; trapse through the East Rift Valley; or visit the offshore islands of Kinmen and Penghu. It's fun in capital letters as well as an awesome journey of natural discovery!

The cultural aspects are also not to be missed. The blending of Hakka, Taiwanese, and mainland Chinese cultures has produced a rich plethora of cultural and social color. Whether it is religion, architecture, language, living habits, or food, it's just one big exciting melting pot! Food is the best representative of this cultural mixing and matching. Aside from cuisines from different parts of the mainland such as Zhejiang, Hunan, Guangdong, Yunnan, Shanghai, Beijing, Sichuan, and others, there is also the local Taiwanese cuisine, as well as the local delicacies of each area.

B. Travel Information
*Time: GMT/UTC plus eight hours
*Electricity: 110V, 60 Hz
*Currency: The Republic of China’s unit of currency is the New Taiwan Dollar (NT$), which has five denominations in paper money and five in coins. Paper money comes in NT$2000, NT$1000, NT$500, NT$200, and NT$100 denominations. Coins come in NT$50, NT$20, NT$10, NT$5 and NT$1 denominations.
*Bus: In Taipei city, the standard fare is NT$15, and in Taoyuan City, the standard fare is NT$20, more if you need to cover several zones.
*MRT (Mass Rapid Transit): Fares range from NT$20 to NT$60. Students can get discount when taking public transportation using EasyCard which is bought with student ID cards in Taipei City.
*Taxi: The basic fare is NT$80, NT$5 for additional 500 meters.

C. Temperature
Don't worry too much about getting burnt by the dazzling sun; the island of Taiwan is located in the subtropical climate zone, and the sun is not as stinging hot as it seems from its brightness. Furthermore, the island is surrounded by oceans; and the ocean breezes, which are the reason for Taiwan's humid weather, will surely make you completely forget the dry cold back home. If you are from a low-latitude country, you will certainly revel in the nice warmth of Taiwan's sun. Because of the coolness that hangs in the air, it is a welcoming change from the simmering heat of your native country. You can do some hiking in the mountains, surrounding yourself with the beautiful trees of the forest while inhaling some of that pure and fresh air that blows on the island of Taiwan. Taiwan enjoys warm weather all year round. The strongest fluctuations in weather conditions are during spring and winter, while during summer and autumn the weather is relatively stable. Taiwan is extremely suitable for traveling, as the annual average temperature is a comfortable 22 degrees Celsius with lowest temperatures ranging from 12 to 17 degrees Celsius (54-63 Fahrenheit). Therefore, with the exception of a few mountain areas where some traces of snow can be found during winter, no snow can be seen throughout Taiwan. When summer is about to dismiss spring (March to May), continuously drizzling rain will sometimes fall on Taiwan. When visiting Taiwan during this period, remember to carry an umbrella at all times; because although it might seem romantic to have a stroll in the rain, it is no fun to travel when you're soaking wet. During the summer (June to August) typhoons sometimes reach the island. During this period we suggest you keep an eye on weather reports, because during typhoon weather the roaring waves at the coast are not to be regarded as one of Taiwan's tourist scenes. During autumn (September to October) you can wholeheartedly enjoy the cool and soothing weather; while Taiwan's relatively warm and short winter (November to February) is the time for you to admire the beautifully colored maple trees in mountain areas. The cold fronts that reach Taiwan sporadically are greatly favored by the island's hot spring lovers.

D. Exchange Rate
USD$: NTDS$ = 1.30 (Exchange rate as of 2018/05, subject to change)

E. Information
Welcome to Taiwan http://eng.taiwan.net.tw/
Taipei travel net http://www.taipeitravel.net.tw/
Taipei Rapid Transit Corporation http://english.trtc.com.tw/
**Items to Note before Departure**

### A. Important Documents
1. Passport, visa, flight ticket
2. Original diploma and transcripts of highest degree or graduation certificate (verified by your country’s ROC (Taiwan) missions (Embassies or Representative Offices)).
3. Offer Letter/Admission Letter
4. Original bank statement (with banks official stamp, must verified by ROC (Taiwan) missions (Embassies or Representative Offices) at your country. The total amount must be more than US$6000 or NTD180000.
5. Flight information, accommodation information and contact phone numbers
6. Information about schools attended and relatives’ contact details
7. 15 copies of 2-inch head & shoulder photos in color with a white background (taken within the last six months)
8. Vaccine Inoculation Certificate
9. Other related documents

### B. Money
1. Some foreign currency (US Dollars)
2. Sufficient NT dollars for tuition fees and at least 2 months living expenses.
3. Traveler's checks
4. Credit card(s)
5. The university will help each student to open a bank account which will be valid about one month after the school starts. To open an account, the student must prepare passport and Alien Resident Certificate (ARC).

### C. Clothing
1. Winter clothes (It can be cold and damp.)
2. Summer clothes (It can be hot and humid.)
3. Personal toiletries
4. A formal outfit (not required)
5. Traditional attire from your country (Optional)

### D. Books
1. Electronic or printed dictionary
2. Stationery items
3. Reference books

### E. Other
1. Necessary medicines

### F. More Information
1. There are many convenience stores in Taiwan, so it is easy to buy daily items.
2. The weather in Taiwan is a little hot on average, but it can be cold and damp in the winter. We suggest you to prepare coats and sweaters.
3. To look for the overseas representative offices of Taiwan government, please visit the website of the Ministry of Foreign Affairs: http://www.mofa.gov.tw/webapp/mhp/mhp=6

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**International Student Buddy Program**

Buddy Program was established in 2009, aiming to encourage interaction and understanding between the international and local students of MCU. Buddy Program is made up of local volunteer students who are currently studying at MCU, to help newly-arriving international students adjust into the campus environment and culture in Taiwan. So far, we have served hundreds of international students with care, friendship and companionship.

Before the new semester starts, we will pair each international student with a Buddy. The Buddy will get in touch with you directly by email or FB, and make your stay in Taiwan enjoyable. You are welcome to sign up for Buddy Program!

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[If you would like to know more about the activities of Buddy Program, please visit our website!]

Buddy Bon’s Official Webpage: http://iee.mcu.edu.tw/en (click on MCU Buddy Bon)

*學伴計畫粉絲專頁:銘傳大學學伴幫 MCU Buddy Bon*  
https://www.facebook.com/MingChuanBuddyBon

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