



Fact Sheet

July 05, 2017

General Information	
Name of Institution	Tunghai University (THU) 東海大學
Office responsible for Student Exchange Program	International Cooperation Section Office of International Education & Programs
Address	No. 1727, Sec. 4, Taiwan Boulevard, Xitun Dist. Taichung 40704, Taiwan
Telephone	+886-4-23590356
Fax	+886-4-23590884
Email	oiiep@thu.edu.tw
Website	University http://www.thu.edu.tw/
	Student Exchange Program http://oiiep.thu.edu.tw/page51/super_pages.php?ID=page5101
Head of Office	Dr. Hong-Wei Yen Dean, Office of International Education & Programs
Coordinator (Inbound)	Mr. John C.Y. Hsu Email: johnhsu@thu.edu.tw Tel: +886-4-23590121 ext. 28502
Coordinator (Outbound)	Ms. Doris Tsai Email: doris@thu.edu.tw Tel: +886-4-23590121 ext. 28501

2018-2019 Academic Calendar		
Semester 1 (Fall)	Start	Mid-September 2018
	End (including exams)	Late January 2019
Semester 2 (Spring)	Start	Mid-Late February 2019
	End (including exams)	Late June 2019
<p>* Detailed academic calendar can be found at (Will be announced in Mid-March 2018) http://www.thu.edu.tw/web/calendar/detail.php?scid=23&sid=36 (in Chinese) English version available upon request</p>		

Nomination & Application Process		
Nomination deadlines	Semester 1 (Fall)	April 15
	Semester 2 (Spring)	November 15

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>Submit the following documents with Email (Scanned Files preferred):</p> <ol style="list-style-type: none"> 1. Application Form with a photo attached (Typewritten form with handwriting signature. Please print out and sign the form then scan.) 2. Passport Copy (The date of expiry should be later than 6 months after the end of the exchange period.) 3. Letter of recommendation written in English or in Chinese 4. Study Plan 5. Official Academic Transcript 6. Financial certification of US\$3000 7. Digital file (JPG format) of passport-size photo (97pixels x 131pixels) with WHITE background **Please set the file name as student's name <p>Special Requirements:</p> <ol style="list-style-type: none"> 1. Portfolio/Work Collection **For students applying for Dept. of Architecture, Fine Arts, Industrial Design, Landscape Architecture 2. Certificate for the major **For students applying for Dept. of Music <p>Forms can be downloaded at: http://oiep.thu.edu.tw/page51/super_pages.php?ID=page5101&Sn=68</p>	
Nomination procedures	Home institution informs THU of their selected students in accordance with the mutually agreed number of exchange students.	
Application procedures	<ol style="list-style-type: none"> 1. Fill in the application form by typing 2. Print out the application form 3. Sign the application form 4. Scan the application form 5. Send all the scanned files of the required documents to Tunghai University at johnhsu@thu.edu.tw 	
Visa application	<p>For detail information, please visit the following website and find an embassy or consulate of Taiwan near you. http://www.taiwanembassy.org/portalOfDiplomaticMission_en.html</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: https://visawebapp.boca.gov.tw/</p> <p>For students staying for only one semester in Taiwan, a "Visitor Visa" should be applied for. Further information can be found at http://www.boca.gov.tw/ct.asp?xItem=1422&ctNode=777&mp=2</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 http://www.boca.gov.tw/ct.asp?xItem=6139&ctNode=778&mp=2</p>	
Exit & Entry Permit (Chinese Citizens)	<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 will be issued in digital format by the immigration office. It costs TWD 900. The student will need to pay the fees after arriving at Tunghai University.</p> <p>When the permit has been issued, the OIEP office will send the permit to the student. The student will only need to print out the permit in color 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</p>	

	<p>Exit and Entry Permit (大陸居民往來台灣通行證) issued by Chinese Government at the local Ministry of Public Security.</p> <p>Required Documents :</p> <p>**All the application materials must be scanned in color and submit with assigned format.</p> <ol style="list-style-type: none"> 1. Application Form (Typewritten, MS Word format) 2. 2" headshot photo with white background (JPG format) 3. Certificate of Enrollment from Partner School (The date of issue should be within 1 month before application, JPG format) 4. Chinese Identification Card Scanned Copy (JPG format) 5. Passport Scanned Copy (JPG format) 6. Residential Card or Student Visa Scanned Copy (To ensure student would have valid visa to return to their home institution, JPG format)
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Academic Information	
Language requirements for non-native speakers of English	N/A
Full-time course load per semester	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: http://national.service.thu.edu.tw/ The list of courses taught in English will be announced at least one month before the class starts. The list can be downloaded at: http://oiep.thu.edu.tw/page51/super_pages.php?ID=page5101&Sn=69</p>
Course restrictions	<ol style="list-style-type: none"> 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. It depends on the size of the classes and the level (including language and academic) of the students. 2. The courses provided by the Department of Foreign Languages and Literature are only opened to students who are English majors. 3. The courses which need extra material fees provided by the Department of Hospitality are not available to exchange students. 4. Students intending to register for the courses from Department of Architecture, Industrial Design, Landscape Architecture, Fine Arts and Music will need to pass the professional review and obtain the approval from the departments. (Students may need to pay extra fees according to the rules of the courses.) 5. Students can only take courses in the Department of Architecture with the approval from the department.
Language courses	<ol style="list-style-type: none"> 1. Credit-bearing Mandarin courses for non-Chinese speakers are available, provided by the Chinese Language Center (http://clc.thu.edu.tw). 2. The maximum course load for CLC Chinese Language courses is 15 credits for exchange students.
Course registration	<p>Students need to follow this procedure:</p> <ol style="list-style-type: none"> 1. Go on the system: http://national.service.thu.edu.tw/ 2. Log into the system (The user name and the password will be provided upon arrival at Tunghai.) 3. Search for the Courses 4. Register 5. Print out the form 6. Get the signature from the professor or the department 7. Submit the form to the office of academic affairs
Transcripts	Transcripts are generally available one month after the final exams. The Office

	of International Education & Programs will send a student copy of the transcript to student's home institution free of charge. Students may apply for additional copies when they deregister.
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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"> 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). The pick-up services will be provided from 10:00 a.m. to 06:00 p.m. on one specific date. The date will be announced and included in the acceptance notices. The service will be offered only on the day within the time period. Students have to fill in the airport pick-up service application form and send it to exchange.g@thu.edu.tw one month before the academic course starts. Students arriving on the dates other than the airport pick-up dates will need to make their own way to the campus. The OIEP will provide them with the public transportation information in due course. 	

Accommodation and Facilities		
Housing arrangements	<p>On-campus dormitory:</p> <ol style="list-style-type: none"> Please check the box on the application form for the on-campus dormitory. 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 available. 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. There are some convenience stores on campus where you can purchase your groceries. Dorm Fee: TWD 9,700 - 12,700 / semester (subject to the announcement of THU) 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 <p>Off-campus dormitory:</p> <ol style="list-style-type: none"> Formosa Life Services Mr. Chu's House TungHaiLand Youth House 	
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	http://eng.thu.edu.tw/web/campus_life/detail.php?scid=46&sid=31
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Insurance	
Insurance requirements	All the exchange students are requested to provide a copy of the health insurance. If students are not able to provide the copy, we will request them to purchase the commercial group insurance prepared by Tunghai University. The commercial group insurance covers only accident medical care (such as traffic accident) and staying at emergency room up to 6 hours . This insurance does not cover medical expenses for cold, dentist, skin allergy and other diseases.

Fees		
Fees payable	<p>Dorm Fee: TWD 9,700-12,700 / semester</p> <p>Full bedding pack (consists of a pillow, pillow case, flat mattress and blanket): TWD 1,500-1,800</p> <p>Group Insurance: TWD 550 (four months) or TWD 1,510 (ten months)</p>	
Estimated monthly expenses (excluding housing costs as indicated above)	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