

# **Application Instructions for International Students**

## **2014 Taipei Chengshih University of Science and Technology**

### **I .Applicant Eligibility**

1. Eligible applicants refer to those who possess foreign nationality and have never possessed the nationality of the Republic of China, and do not possess the status of overseas Chinese student at time of application.
2. Eligible applicants refer to those who possess foreign nationality, meet the following requirements, and have been consecutively living overseas over six years at time of application.
3. Applicants who possess the nationality of the Republic of China at time of application must never have held household registration in Taiwan.
4. As for applicants who once held and have renounced the nationality of the Republic of China, their renunciation must have been approved by Ministry of Interior for over eight years at time of application.
5. Applicants who meet the previous two requirements must neither have studied in Taiwan as an overseas Chinese student nor have been distributed by the Overseas Joint Recruitment Committee in the academic year of application.
6. As recommended by foreign governments, institutions or schools to study in Taiwan under educational cooperation agreements, foreign citizens who never have held household registration in Taiwan are not subject to the aforementioned two restrictions if approved by the competent educational authority.
7. The final date for the phrase consecutively living overseas for six years refers to the starting date of the semester (February 1 and August 1 ) applied for.
8. The aforementioned term "overseas" refers to countries or districts other than the mainland China, Hong Kong and Macau: the term "consecutively living" refers to the requirement that international students stay in Taiwan may not exceed 120 days per calendar year. However, those who meet the following requirements and provide relevant documented proof are not subject to the restriction.
9. (1)Students studying in the Returning Overseas Chinese Student Vocational. Training classes offered by the Overseas Chinese Affairs Council.
10. (2)Students studying in the Mandarin training centers of Taiwan colleges for less than two years.
11. (3)Exchange students studying in Taiwan for less than two years.
12. (4)Intern students studying in Taiwan for less than two years.
13. Applicants with foreign nationality who once possessed ROC nationality and had renounced it prior to the revision and enforcement of the Regulations of February 1, 2011 are entitled to apply for admission under the former Regulations without being subject to the aforementioned restrictions.

### **II.Application Period and Methods**

1.Application Period : before June 18,2014

2.Application Methods

(1) Apply On-Site

Location : No. 2, Xueyuan Rd., Beitou, 112 Taipei, Taiwan, R.O.C.

Time : 9 : 00~12 : 00 , 14 : 00~17 : 00, Monday through Friday.

(2) Please mail your application materials and fee to Division of Registry, Office of Academic Affairs

at No. 2, Xueyuan Rd., Beitou, 112 Taipei, Taiwan, R.O.C. The application must be postmarked or received no later than the deadline.

### **III. Means of Screening**

The screening is mainly done by means of reviewing application documentation.

### **IV. Academic Periods and Terms of Study**

1. Academic periods: An academic year begins on August 1, ends on July 31 of the following year; the first semester begins in mid-September, and the second begins in mid-February.
2. Terms of Study  
Undergraduate Programs: 4 to 6 years for 4-Year Program  
Masters Programs: 2 to 4 years

### **V. Application Materials Required**

Applicants should submit the following documents to Division of Registry of the Office of Academic Affairs before June 25, 2014.

1. Application Form : Please attach your recent 2 inch x 2 inch bust photograph ( taken within 3 months ) to the form.
2. Certificate of Highest Education Level or Equivalent Qualification and Transcript: The certificate must be authenticated by an ROC embassy, consulate, economical and cultural office, representative office or other organizations authorized by the Ministry of Foreign Affairs (hereinafter referred to as "overseas representative offices") or sealed and mailed to the Ming Chi University of Technology by the previous school directly.  
Transcripts in languages other than Chinese and English must be submitted with authenticated Chinese or English translation.  
2013 graduates must submit their academic certificates on enrollment, or their admission qualification shall be denied.
3. Financial Statement: A validated financial statement indicating sufficient funds for studying in Taiwan should be sealed and mailed directly to the Ming Chi University of Technology by your bank or authenticated by overseas representative offices.
4. Health Certificate: A health certificate issued within 6 months must be submitted on application or on receipt of letter of admission.
5. Certificate of nationality or photocopy of passport.
6. Declaration for International Students.
7. Additional documentation required by a department or institute or under the rules of the Application Instructions.
8. Application Fee: Applicants who apply on-site may pay the NTD 1,200 fee at school. If the fee has been telegraphically transferred to the account of this school from a foreign bank, please submit a photocopy of the bank's receipt of telegraphic transfer. The fee is nonrefundable.

Telegraphic transfer information

- (1) Bank Name and Address: BANK NAME : CHINATRUST BANK SONGSHAN BRANCH  
SWIFT CODE : CTCBTWTP

NO.550, SEC, JHONGSIAO E, RD., TAIPEI TAIWAN R.O.C TEL:02-23466711 EXT 211

- (2) Account Name: Taipei Chengshih University of Science and Technology

- (3) Account Number: 11 digits (255308025105 ◦ )

## VI. Programs Offered and Admission Quotas

Program	Department/Graduate Institute	Admission Quota
Master's Program	Master of Mechanical Engineering, Mechatronics	1
	Master of e-commerce	2
	Master Program of Leisure	1
Four-year Bachelor's	Department of Mechanical Engineering	10
	Mechanical Engineering Vehicle Group	10
	Department of Electrical Engineering	10
	Department of Information Engineering	10
	Department Of Computer and Communication Engineering	5
	Department of Information Management	5
	Department of Applied Foreign Languages	5
	Department of Business Administration	10
	Department of Marketing and Distribution Management	10
	Department of Applied Foreign Languages	10
	Degree Program of MICE	10
	Department of Food and Beverage Management	10
	Department of Tourism and Hospitality	10
	Department of Sports Health and Leisure	5
	Department of Cosmetic Applications and Management	10
	Degree Program of Performing Arts	10
Degree Program of Hotel Management	15	
Degree Program of Baking Innovation and management	15	

## VII. Important Reminders

1. Please note that all applicant qualifications and requirements of the program should be met, and that you can apply for only one program.
2. International students who have already applied for or are expelled from another school are not eligible to apply for any programs at this school. Verified violation of the rules on the applicant's part shall result in disqualification.
3. Applicants who apply for part-time programs may not apply for a residential visa on the ground of

such part-time status. Those who need to change the status of visas, please process it directly at Bureau of Consular Affairs, Ministry of Foreign Affairs.

4. If an admitted student is found disqualified, or the certificates submitted found misidentified, counterfeited, forged or altered, admission status of the said student shall be cancelled immediately, and no certificates of academic attainment or equivalent qualification shall be issued. If the above violations are found after the student has graduated, the degree conferred shall be withdrawn and the graduate status shall be cancelled through announcement.
5. Whatever not regulated in the Application Instructions shall be handled in accordance with the Ministry of Education's "Regulations Regarding International Students Undertaking Studies in Taiwan," the school's "Regulations of International Students Enrollment," or the resolutions made by the Board of Recruitment.
6. According to the "Personal Information Protection Act," this school will process all personal information provided by the applicant only for internal administrative purposes like admission and student status. Personal information will not be disclosed to any third parties or used for other purposes without the authorization of the applicant or conformance to other laws or special regulation."

#### **VIII. Admission Announcement**

Admission roster will be announced on July 3, 2014 at the school's Recruit website, and a letter of admission notification will be issued.

#### **IX. Registry and Enrollment**

1. Admitted students should come and register at this school on the date stated on Notice of Admission, and submit passport, academic certificate and school report cards (must be authenticated and stamped by overseas representative offices) at registration for examination. Failure to enroll and register on time will result in disqualification.
2. When registering, new international students must attach medical and injury insurance policies they purchased in foreign countries, which cover a valid period of no less than 4 months starting from the day when they entered Taiwan ( must be authenticated by overseas representative offices ) . Existing international students must attach policies regarding Taiwan national health insurance and other pertinent insurance plans covering school attendance period in Taiwan.

#### **X. Tuition and Fees**

Department and Institute	Tuition and Fees
Master of Mechanical Engineering, Mechatronics	NTD 51,986
Master of e-commerce	NTD 45,353
Master Program of Leisure	NTD 45,353
Department of Mechanical Engineering	NTD 51,986

Mechanical Engineering Vehicle Group	NTD 51,986
Department of Electrical Engineering	NTD 51,986
Department of Information Engineering	NTD 51,986
Department Of Computer and Communication Engineering	NTD 51,986
Department of Information Management	NTD 45,353
Department of Applied Foreign Languages	NTD 45,353
Department of Business Administration	NTD 45,353
Department of Marketing and Distribution Management	NTD 45,353
Department of Applied Foreign Languages	NTD 45,353
Degree Program of MICE	NTD 45,353
Department of Food and Beverage Management	NTD 45,353
Department of Tourism and Hospitality	NTD 45,353
Department of Sports Health and Leisure	NTD 45,353
Department of Cosmetic Applications and Management	NTD 45,353
Degree Program of Performing Arts	NTD 45,353
Degree Program of Hotel Management	NTD 45,353
Degree Program of Baking Innovation and management	NTD 45,353

## **XI. Accommodation and Living Expenses**

1. This school offers accommodation to foreign students. Each semester accommodation NTD 9,800.
2. Living Expenses: Monthly expense at about NTD 8,000 (excluding clothing, entertainment and transportation) . Owing to different personal spending habits, living expense may vary.
3. Book expenses vary from course to course and should be paid according to the prices assigned by book publishers.

## **XII. Scholarships and Financial Aid**

International students may apply for "Taiwan Scholarship" granted by Taiwanese government at the ROC (Taiwan) institutes or offices abroad

prior to arrival in Taiwan. Please refer to the website of the Ministry of Education at <http://tafs.mofa.gov.tw/Default.aspx?loc=tw> (please click on "Scholarships" and "Taiwan Scholarship") for information about Taiwan scholarship. Applicants not granted "Taiwan Scholarship" may apply for scholarships or financial aid under this school's "The scholarship implementation of Rules shall apply".

**附表一 臺北城市科技大學外國學生入學申請表**

**1. 申請人資料/Personal Information :**

最近二吋相片  
Please attach a recent photo  
(about 2 inch × 2 inch)

申請人姓名 Full name	中文/Chinese	(姓名)		
	出生日期 Date of Birth	mm / dd / yy		
	英文/English	(First)	(Middle)	
國籍 Nationality			護照號碼 Passport No.	
婚姻狀況 Marital Status	<input type="checkbox"/> 已婚 Married <input type="checkbox"/> 未婚 Single		性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
電話/手機 Telephone or Cell in Taiwan			E-mail	
住址 Home Address				
在臺通訊處 Address in Taiwan				

**2. 監護人資料/Information of Guardian**

申請人父親 Applicant's Father	中文 Chinese	(姓名)		出生日期 Date of Birth	mm / dd / yy
	英文 English	(First)	(Middle)	(Last)	
	國籍 Nationality			職業 Occupation	
	電話/手機 Telephone or Cell in Taiwan				
申請人母親 Applicant's Mother	中文 Chinese	(姓名)		出生日期 Date of Birth	mm / dd / yy
	英文 English	(First)	(Middle)	(Last)	
	國籍 Nationality			職業 Occupation	
	電話/手機 Telephone or Cell in Taiwan				
在臺聯絡人 Contact Person in Taiwan	姓名 Name			關係 Relationship	
	住址 Mailing Address				
	電話/手機 Telephone or Cell in Taiwan				
	E-mail				

### 3. 擬申請就讀之系(所)及學位/Department/Graduate Institute and Degree Sought

系所 Department/ Graduate Institute			
學位 Degree	<input type="checkbox"/> 正式生 /Full-time Student	<input type="checkbox"/> 四年制學士 /Four-year Bachelor /Master	<input type="checkbox"/> 碩士
	<input type="checkbox"/> 選讀學分 /Part-time Student	<input type="checkbox"/> 四年制學士 /Four-year Bachelor /Master	<input type="checkbox"/> 碩士

### 4. 教育背景/Educational Background

學歷 Previous Education	高中 High School	學院/大學 College / University
學校名稱 Name of School		
學校所在地 City and Country		
主修學門 Major		
學位 Degree Conferred		
就學期間 Terms of Study	MM/YY~ MM/YY	MM/YY~ MM/YY

### 5. 中文語言能力/Chinese Proficiency Level

聽/Listening	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
說/Speaking	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
讀/Reading	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor
寫/Writing	<input type="checkbox"/> 優 Excellent	<input type="checkbox"/> 佳 Good	<input type="checkbox"/> 尚可 Average	<input type="checkbox"/> 差 Poor

### 6. 就讀期間各項費用來源/Sources of Financial Support

<input type="checkbox"/> 個人儲蓄 Personal Savings	<input type="checkbox"/> 父母支援 Parental Support	<input type="checkbox"/> 獎助學金 Scholarships and Financial Aid	<input type="checkbox"/> 其他 Others (Please specify)
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申請人簽名/Applicant's Signature : \_\_\_\_\_

日期/Date : \_\_\_\_\_



**附表二** 外國學生入學財力保證書

保證人姓名 Guarantor name : \_\_\_\_\_

被保證人姓名 Guarantee's name : \_\_\_\_\_

兩人的關係 Your relationship : \_\_\_\_\_

本人願擔保被保證人在臺北城市科技大學就學及生活所需一切費用支出。

I guarantee to support guarantee's , his / her entire study and living cost at Taipei Chengshih University of Science and Technology .

保證人簽名 Guarantor signature : \_\_\_\_\_

電話 Telephone : \_\_\_\_\_

電子郵件帳號 E-mail : \_\_\_\_\_

日期 Date/yyymmdd : \_\_\_\_\_

### 附表三 外國學生切結書

申請人姓名/Name of Applicant : \_\_\_\_\_

申請系所/Apply for Department/Institute : \_\_\_\_\_

修讀學位/Degree to Pursue : \_\_\_\_\_

一、本人保證不具中華民國國籍，且未具僑生身份，或已喪失中華民國國籍滿8年。中華民國國籍法，第二條：有下列各款情形之一者，屬中華民國國籍：(一)出生時父或母為中華民國國民。(二)出生於父或母死亡後，其父或母死亡時為中華民國國民。(三)出生於中華民國領域內，父母均無可考，或均無國籍者。(四)歸化者。

I. I certify that I do not have the nationality of the Republic of China or overseas Chinese status, or I have officially given up my ROC citizen status for more than 8 years. According to Article 2 of the Nationality Act of the Republic of China, a person shall have the nationality of the Republic of China under any of the conditions provided by the following subparagraphs:

(1)His/Her father or mother was a national of the Republic of China when he/she was born.

(2)He/She was born after the death of his/her father or mother, and his/her father or mother was a national of the Republic of China at the time of death.

(3)He/She was born in the territory of the Republic of China, and his/her parents can't be ascertained or both were stateless persons.

(4)He/She has undergone the nationalization process.

二、本人未曾在中華民國完成申請就學或遭退學。

II. I have never gone through an application for any program or have been expelled from any school in the Republic of China.

三、本人所提供之國外學歷證件，在畢業學校所在國家均為合法有效取得，並相當於中華民國國內之各級合法學校授予之相當學位。

III. All the foreign academic certificates I submitted have been lawfully acquired in the country where the school I graduated from is located, and are equivalent of diplomas conferred by all levels of registered schools in the Republic of China.

四、本人已詳閱簡章內容，並遵守簡章之相關規定。

IV. I have read the Application Instructions thoroughly and will follow all the rules.

上述所陳之任一事項同意授權 貴校查證，如有不實或不符規定等情事，於入學後經查證屬實，本人願意接受貴校取消入學資格並註銷學籍，絕無異議。

I hereby agree to authorize your school to verify all of the aforementioned statements. If any of the statements is found untrue or in violation of this regulation after enrollment, I will accept your school's authority to cancel my admission and OIT student status without objection.

此致

臺北城市科技大學/to Taipei Chengshih University of Science and Technology

申請人簽名/ Applicant's Signature : \_\_\_\_\_

日期/Date : \_\_\_\_\_

護照號碼/ Passport No. : \_\_\_\_\_

**附表四** 外國學生入學審查授權書

本人授權臺北城市科技大學查證本人所提供的資料，本人並授權：

I authorize Taipei Chengshih University of Science and Technology to undertake a verification of the information I have provided and I authorize:

- 學校Educational institutes,
- 相關負責人員Staffs,
- 其他Others

提供關於我的資料，並使他們免責於此一行為。

To release information they may have about me and release them from any liability for doing so.

簽名(全名)Signature : \_\_\_\_\_

姓名(全名)Print full name : \_\_\_\_\_

護照號碼Passport number : \_\_\_\_\_

生日Date of birth : \_\_\_\_\_

日期Date/yy.mm.dd : \_\_\_\_\_

**附表五 推薦信**

**請申請人填寫 to be completed by the applicant**

申請人 Applicant : \_\_\_\_\_ 系所 Department/Institute : \_\_\_\_\_ 欲修讀學位 Degree Proposed : \_\_\_\_\_

基於推薦信內容保密原則，本人同意放棄閱讀本文件之權力。

I agree that the recommendation I am requesting shall be held confidentially, and I hereby waive any rights I may have to examine it.  是 Yes  否 No

簽名 Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

**請推薦者填寫 to be completed by the presenter**

請問您認識申請人有多久的時間？在何種關係下認識？

How long and in what capacity have you known the applicant?

\_\_\_\_\_  
\_\_\_\_\_

請就下列項目與相似年齡及經驗者做一比較，在適當空格做記。

Please compare with others of similar age and experience and then mark in the appropriate box.

	傑出 Outstanding	優 Very Good	佳 Good	可 Average	差 Below Average	不宜評估 Inadequate for Assessment
創造力與想像力 Creativity & Imagination						
研究潛力 Research Potential						
表達能力 Communication Skills						
成熟度 Maturity						
與他人相處狀況 Ability to Work with Others						
順利完成所提學位可能性 Potential to Complete the Proposed Program						

請您對申請人之學業、品性、個性、優點、缺點、以及可否順利完成所欲修讀之學位等，做一評估。您的說明將是我們評審之重要依據，謝謝。

We would appreciate your candid assessment of the applicant's scholarship, character, personality, and professional promise. Your statement plays an important role in our evaluation.  
Thank you.


**總評 Summary**

強力推薦 Strongly Recommended

推薦 Recommended

推薦勉予 Recommended with Reservation

不推薦 Not Recommended

推薦者簽名 Presenter (Signature): \_\_\_\_\_

日期 Date: \_\_\_\_\_

推薦者姓名 (正楷) Presenter (Print): \_\_\_\_\_

職稱 Title: \_\_\_\_\_

電話 Telephone: \_\_\_\_\_

電子郵件 E-mail: \_\_\_\_\_

單位 Affiliated Institute: \_\_\_\_\_

地址 Address: \_\_\_\_\_

請將此信密封且在信封封口處簽名後交給申請人 Please seal, sign on the envelope, and return to  
the applicant.

## 臺北城市科技大學交通路線圖



### 搭乘大眾運輸工具蒞校者：

- ◎ 聯營公車：223 路 青年公園 — 關渡（關渡國小站）  
302 路 萬華 — 關渡宮（關渡國小站）

### 捷運系統：

- ◎ 新店 — 淡水線（關渡站）

紅 55 路公車路線

關渡捷運站→臺北城市科技大學

上午 07:00~09:00 時每 5~10 分鐘 1 班

上午 09:00~10:30 時每 30 分鐘 1 班

下午 13:00~19:30 時每 20 分鐘 1 班

票價：12，可使用悠遊卡

承運公車：大南客運

紅 35 路公車路線

關渡捷運站→臺北城市科技大學前門及後門

發車時間：平日 am.09:00 至 pm.10:30 (每 40 分鐘發車)

回程時間：到校後依原路程回程

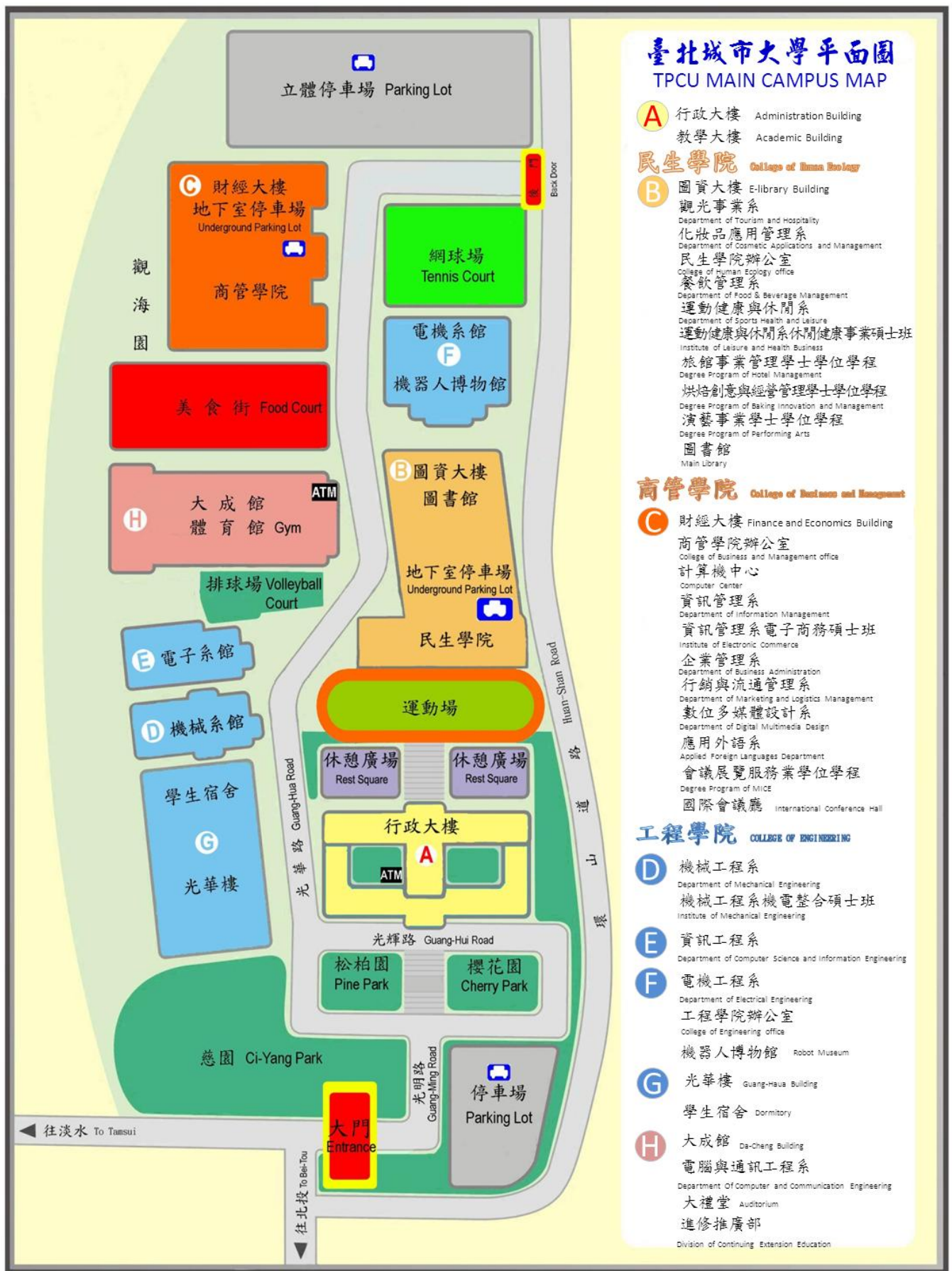
票價：12，可使用悠遊卡

承運公車：大南客運

### 自行開車蒞校者

- ◎ 中山高速公路由重慶北路交流道下，往淡水北投方向，經重慶北路→承德路七段  
→大度路右轉中央北路，至學園路（加油站）左轉即可抵達

# 臺北城市科技大學校區平面圖



## 臺北城市大學平面圖 TPCU MAIN CAMPUS MAP

- A** 行政大樓 Administration Building
- 教學大樓 Academic Building

### 民生學院 College of Human Ecology

- B** 圖資大樓 E-library Building
- 觀光事業系 Department of Tourism and Hospitality
- 化妝品應用管理系 Department of Cosmetic Applications and Management
- 民生學院辦公室 College of Human Ecology office
- 餐飲管理系 Department of Food & Beverage Management
- 運動健康與休閒系 Department of Sports Health and Leisure
- 運動健康與休閒系休閒健康事業碩士班 Institute of Leisure and Health Business
- 旅館事業管理學士學位學程 Degree Program of Hotel Management
- 烘焙創意與經營管理學士學位學程 Degree Program of Baking Innovation and Management
- 演藝事業學士學位學程 Degree Program of Performing Arts
- 圖書館 Main Library

### 商管學院 College of Business and Management

- C** 財經大樓 Finance and Economics Building
- 商管學院辦公室 College of Business and Management office
- 計算機中心 Computer Center
- 資訊管理系 Department of Information Management
- 資訊管理系電子商務碩士班 Institute of Electronic Commerce
- 企業管理系 Department of Business Administration
- 行銷與流通管理系 Department of Marketing and Logistics Management
- 數位多媒體設計系 Department of Digital Multimedia Design
- 應用外語系 Applied Foreign Languages Department
- 會議展覽服務業學士學位學程 Degree Program of MICE
- 國際會議廳 International Conference Hall

### 工程學院 COLLEGE OF ENGINEERING

- D** 機械工程系 Department of Mechanical Engineering
- 機械工程系機電整合碩士班 Institute of Mechanical Engineering
- E** 資訊工程系 Department of Computer Science and Information Engineering
- F** 電機工程系 Department of Electrical Engineering
- 工程學院辦公室 College of Engineering office
- 機器人博物館 Robot Museum
- G** 光華樓 Guang-Hua Building
- 學生宿舍 Dormitory
- H** 大成館 Da-Cheng Building
- 電腦與通訊工程系 Department of Computer and Communication Engineering
- 大禮堂 Auditorium
- 進修推廣部 Division of Continuing Extension Education