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Chapter 1 – Arriving in Taiwan

In this chapter, we'll describe some important steps you need to take before and after arriving in Taiwan. These include *applying for a visa* while still in your home country, *changing your visa status* after getting to Taiwan, and *enrolling to study* at TKU.

Visa

1. Applying for a Visa

Before coming to Taiwan, locate the **Taipei Representative Office** closest to you using the following website:

www.mofa.gov.tw/webapp/lp.asp?ctnode=1864&ctunit=30&basedsd=30&mp=6.

Go to this Representative Office and apply for a **Resident Visa**. Please note that some Representative Offices only issue **Visitor Visas**. If this is the case, you will need to change your Visitor Visa to a Resident Visa after arriving in Taiwan.

Required Documents:

- Application form
(<http://www.boca.gov.tw/ct.asp?xitem=1744&ctNode=273&mp=1>)
- Passport, valid for at least 6 months (original and photocopy of first page)
- TKU Letter of Admission (original and photocopy)
- Diploma of highest academic degree (Chinese or English)
- Certificate of Finances
- Health examination results (issued in preceding 3 months)
- Two 2-inch color photos with white background taken in the last 6 months
- Any other documents specified by the Representative Office in your local area.

Note:

If you enter Taiwan with *no visa* or just a *landing visa*, you will **NOT** be allowed to study in Taiwan.

2. Changing Your Visa Status

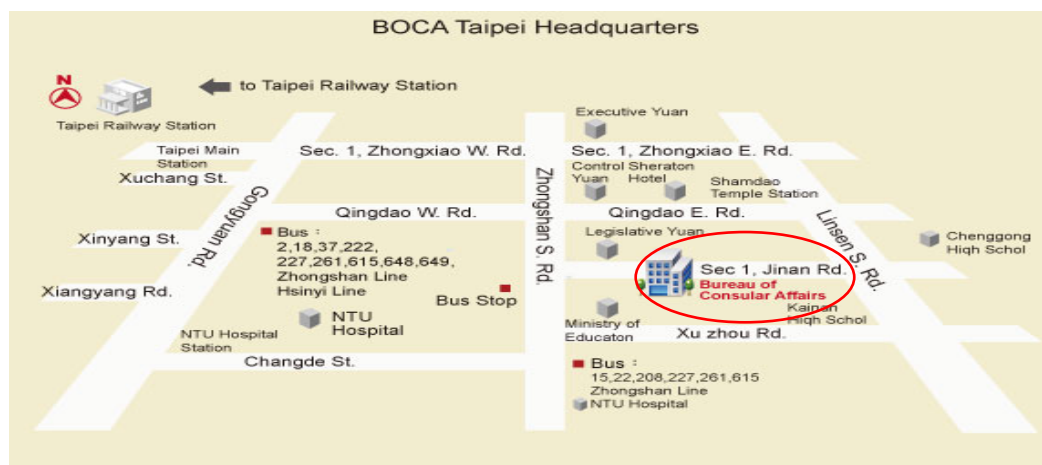
So, you're now in Taiwan with either a Visitor Visa or a Resident Visa...What do you do now?

Step 1: Visitor Visa → Resident Visa

Let's assume you entered Taiwan on a Visitor Visa. You now have **7 days** to *change your Visitor Visa to a Resident Visa*. To make this change, go to the **Bureau of Consular Affairs (BOCA)** in Taipei City.

Note:

If you were issued a Resident Visa in your home country, you can skip directly to Step 2.



Required Documents and Fees:

(Processing time: 7-10 working days)

- Application form: <http://www.boca.gov.tw/ct.asp?xItem=1744&ctNode=273&mp=1>
- Passport, valid for at least 6 months (original and photocopy of first page)
- TKU Letter of Admission (original and photocopy)
- Student ID card (original and photocopy), stamped by TKU Registration Section
- Health certificate issued in the last three months: If you take the medical tests before coming to Taiwan, the certificate must be stamped and verified by a Taipei Representative Office in your home country; or, if in Taiwan, you must take the medical examination at a designated hospital:
<http://www.cdc.gov.tw/fp.asp?xItem=7695&ctNode=925&mp=5&fpage=cp>
- Certificate of Finances, stamped by Representative Office in home country
- Two 2-inch color photos with white background taken in the last 6 months
- Application fee: NT \$3,000 (NT \$4,900 for holders of American passports)

Bureau of Consular Affairs (BOCA) Taipei Headquarters

Address: 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC

Ph: (02) 2343 2888

Website: <http://www.boca.gov.tw/mp.asp?mp=2>

To get there:

Take the MRT from Danshui Station (MRT Red Line) to National Taiwan University Hospital Station, Exit 2. Go down Changde St, turn left at Zhongshan S. Rd and right at Jinan Rd. It should take about 10 minutes on foot.

Step 2: Resident Visa → Alien Resident Certificate (ARC)

We're guessing that the application process went smoothly and that you now have a Resident Visa. There's just one step left: *changing your Resident Visa to an Alien Resident Certificate (ARC)*. Remember, you need to make this change at the **National Immigration Agency** within **15 days** of receiving your Resident Visa!

Required Documents and Fees:

(Processing time: 10 working days)

- ARC Application form (first time applicants must apply in person)

<http://www.immigration.gov.tw/public/Data/0991064471.pdf>

- One 2-inch, half-length color photo with white background taken in the last year. In the photo, the applicant must not be wearing a hat.

- Passport and visa (original and photocopy)

- Student ID card or Proof of Enrollment certificate (original and photocopy)

- Application fee: NT \$1,000 (one year)

National Immigration Agency

The National Immigration Agency has service centers set up all around Taiwan. If you live in New Taipei City (this includes Tamsui residents), you must change your visa status from Resident Visa to ARC at the **New Taipei City Service Center**. If you live in Taipei City, the change must be made at the **Taipei City Service Center**. If, however, you live at the TKU Lanyang Campus, Yilan, you must go to the **Yilan County Service Center**.

1) New Taipei City Service Center

Address: No.168-1, Minzu Rd., Banqiao Dist., New Taipei City

Ph: (02) 8964 7960

Website: <http://www.immigration.gov.tw/mp.asp?mp=2>

To get there:

Take the MRT to Banqiao Station (Blue Line), Exit 2. Walk down XinFu Rd (“Shinfu Rd”) till you reach the third major intersection, then veer right into QuYun Rd (“CyuYun Rd”). Proceed to MinZu Rd, cross the road and turn left, then go straight until you see the Office on your right. It should take about 15 minutes on foot.



2) Taipei City Service Center

Address: No.15, Guangzhou St., Zhongzheng Dist., Taipei City

Ph: (02) 2388 3929

Website: <http://www.immigration.gov.tw/mp.asp?mp=2>

To get there:

Take the MRT to Xiaonanmen Station. Take Exit 2 and walk straight until you reach YanPing South Rd, then turn left. Once on YanPing South Rd, it's the second building on your left. The words above the entrance read “*National Immigration Agency Ministry of the Interior*”. It should take between three to five minutes on foot.



3) Yilan County Service Center

Address: 4F., No.16, Ln. 160, Sec. 3, Chunjing Rd., Luodong Township, Yilan County

Ph: (03) 9575448

Website: <http://www.immigration.gov.tw/mp.asp?mp=2>

To get there:

To get to the Yilan County Service Center, please enquire with TKU Lanyang Campus staff for directions, or call the Yilan County Service Center directly on the number given above.

Note:

The required documents and procedures at each of the service centers are identical.

3. Sample ARC Document

Your ARC card should have a sky blue background and display your picture on the bottom right hand side. On the left, you'll see an ID Number. In the sample, the ID number is AD12345678. Your ID number, however, should begin with the capital letters FS, for "Foreign Student".



4. Extending Your Alien Resident Certificate (ARC)

Visa extensions are made by going to the **National Immigration Agency** in New Taipei City, Taipei City, or Yilan County, depending on where you live (see above for details on the National Immigration Agency).

Required Documents and Fees:

(Processing time: on the spot)

- Application form
- Passport and ARC (original and photocopy)
- Student ID card (original and photocopy)
- TKU Letter of Admission (original and photocopy)
- Application fee: NT \$1,000 (one year)

Note:

Please make sure to apply for the visa extension at least **two weeks before your ARC expires**. Late applicants will be subject to heavy fines and may have to leave Taiwan to apply for a new visa.

Enrolling to Study at TKU

When enrolling at TKU, there are several steps that you must follow. Please read through these steps thoroughly before undertaking the enrollment process.

Step 1:

Registration Section

On Sept 1, go to the TKU Registration Section on the second floor of the Administration Building, Tamsui Campus. Here, you will be asked to fill in several forms and will need to provide the following documents:

- Passport (copy)
- ARC (copy), if you have already been issued with one
- One 2-inch, half-length color photo with white background taken in the last year
- Transcript of academic grades for highest educational level achieved (to be stamped and verified by an overseas Taipei Representative Office)
- Graduation Certificate for highest educational level achieved (this **must** be stamped and verified by an overseas Taipei Representative Office)

At the Registration Section, you will receive a *Tuition Notice*, which you will need to take to a local bank or post office to pay your tuition fees and insurance premiums for the first semester. You will also receive an *Enrollment Form* that must be stamped by each of the TKU departments described in this section.

Note:

If you are a Taiwan Scholarship recipient, do not go to a bank or post office. Instead, take the tuition notice and a copy of your Taiwan Scholarship Award Certificate to the TKU International Office (see Step 2).

Step 2:

International Office

After paying your tuition fees at the local bank or post office, go to the TKU International Office on the fifth floor of the Foreign Languages building (FL501). When you get there, you will need to provide the following documents:

- Passport (copy)
- ARC (copy), if you have already been issued with one
- Six 2-inch, half-length color photos with white background taken in the last year

While at the International Office, you will be asked to fill in several forms and guided through the process of *registering your student information*. If you can read Chinese, we suggest you register your student information beforehand by accessing the website http://www4.emis.tku.edu.tw/Stu_DataBasis/SATL000_Login.aspx

If you are a **Taiwan Scholarship student**, your tuition fees will be automatically deducted from your scholarship stipends. When you go to the International Office to complete Step 2, bring a copy of your Taiwan Scholarship Award Certificate. Show this certificate to the staff at the International Office. The staff will then stamp your enrollment form with a special seal that exempts you from payment of tuition fees.

Step 3:

Office of Finance

By now, you should have already paid your first semester tuition fees and NHI premiums, and received a *receipt of payment*. The receipt of payment should have been issued by the local bank or post office at which you paid these fees. Now, take this receipt of payment to the Office of Finance, on the second floor of the Engineering Building (Room G401). After handing in the receipt of payment, you will receive an official stamp from the Office of Finance. Your enrollment form should

now contain three official stamps from three separate offices: the Registration Section, the International Office, and the Office of Finance.

If you are a Taiwan Scholarship student, your enrollment form should also have a special seal that exempts you from payment of tuition fees and NHI insurance premiums. Show this stamp to the staff at the Office of the Comptroller. This stamp is equivalent to a receipt of payment.

Step 4:

Registration Section

Now, take all your documents, including the enrollment form, back to the Registration Section. The staff there will process your enrollment and provide you with important information regarding your upcoming study. Good luck!

Chapter 2 – Getting Settled

When you move to a new country, it takes a little while to get used to the local lifestyle. At first, you'll have many questions, like "Where will I live?", "How will I get around?" and "Can I work while I study?" In this chapter, we'll answer all of these questions and more, as we guide you through each aspect of daily life in Danshui!

Accommodation

While studying at TKU, you can choose from a variety of **student housing** options, both on and off campus. Alternatively, you may want to **rent or share an apartment** off campus.

1. Student Housing

a) Sung-tao Hall

Sung-tao Hall is an on-campus female dormitory that accommodates close to 2000 students, with four students to a room. The rooms are air-conditioned, and come with bed frames (without mattress), desks, chairs, bookshelves, lights, wardrobes, and telephone and internet. Shared amenities include pay phones, a common lounge, a study room, a coin-operated laundry, simple cooking equipment, and refrigerators. Downstairs from the dorm is a food court, which boasts a variety of restaurants, a convenience store, a hairdresser, and a beauty salon. The rent per semester is NT \$8,800, which is much cheaper than the average rent for nearby apartments.

b) Dan Jiang Hall

The Dan Jiang Hall is an off-campus, co-ed student dormitory located about five to ten minutes (on foot) from the TKU Tamsui Campus. It is a new, 14-story building that comprises a wide range of amenities, including a gym and the latest entertainment facilities. For this reason, it is more expensive than Sung-tao Hall. The rent is NT \$19,250 per semester, with an additional semesterly maintenance fee of NT \$3,000. Although you are allowed to pay per semester, students who stay at Dan Jiang Hall must do so for an entire academic year, from the beginning of September to mid-July the following year. At Dan Jiang Hall, there are 3 to 4 students to each room. Rooms are air-conditioned, and include bed frames (without mattress), desks, chairs, bookshelves, lights, wardrobes, a sink, a simple bath room (with shower and toilet), and internet and telephone. The dorm is located in a bustling area with plenty of restaurants. And although more pricey than Sung-tao Hall, the rent at Dan Jiang Hall is still cheaper than the average studio apartment in Tamsui.

c) Reitaku International House

Reitaku International House is a modern on-campus dormitory built for international students from Reitaku University (Japan) and exchange students from Tamkang's sister universities worldwide. It also houses local Taiwanese students. Student distribution is approximately one-third Japanese students, one-third (non-Japanese) exchange students, and one third local students. Recently refurbished, the Reitaku International House features spacious rooms equipped with the latest amenities. The cost of accommodation for one semester is NT \$11,400, plus an additional maintenance fee of NT \$2,000.

2. Renting or Sharing an Apartment

Given that over half of Tamsui's population is made up of students, it goes without saying that there's plenty of student style accommodation all around Tamsui. This includes both studio apartments for one person and larger apartments to be shared. The amount of rent you'll pay will vary based on: how close you are to the Tamsui Campus or Danshui MRT Station, the size of your apartment, how modern your apartment complex is or how recently it was renovated, the number of amenities, convenience of public transportation, the floor you live on, and whether or not it is a security building, to name just a few.

a) Things you should know before renting:

- In Taiwan, rent is generally paid monthly
- Landlords require you to sign a six month or year-long rental contract, and it is important that you do so, as the contract also protects your rights as a tenant
- Always make sure that when you sign the contract, you ask to see the landlord's National ID Card. Check that the details on the card match those on the contract
- Before moving in, you'll be asked to pay the first month's rent plus a deposit, which is usually the equivalent of two month's rent (so, 3 months' rent in total)
- Some landlords will ask you to pay rent per semester, not per month
- The price of studio apartments around Tamsui ranges from around NT \$4,000 to NT \$10,000 per month
- If you live in a large apartment complex, you will most likely have to pay a monthly maintenance fee of around NT \$1,000
- In many studio apartments near the university, internet and cable TV are included in the monthly rent

b) Resources for finding accommodation:

If you *can read Chinese*, refer to the following websites

- <http://163.13.152.5/rent/>

This is a website designed for TKU students who are looking for accommodation around the university.

- <http://rent.591.com.tw/>

This website displays housing options for areas all around Taiwan. You can search for apartments in Danshui by using the drop box options.

- <http://taipei.kijiji.com.tw/f-Housing-renter-TaipeiCounty-DanshueiTownship-W0QQCatIdZ500811QQLocationZ140001027>

This website allows you to search for accommodation in Danshui by selecting the appropriate options on the left hand menu panel.

- <http://www.twhouses.com.tw/>

Use the drop box options at the top to search for apartments in Danshui. As with each of these websites, you can make a search based on your desired price range.

If you *can't read Chinese*, refer to the following websites

- <http://tealit.com/>

This is a website for foreigners living in Taiwan. It allows you to search for apartments, scooters, teaching opportunities, and many others. However, it does not contain many listings for apartments in Danshui.

- <http://taipei.craigslist.com.tw/apa/>

This website lists apartments for rent around Taiwan, but focuses mainly on Taipei City. As with most English-based housing websites in Taiwan, there are very few listings for apartments in Danshui.

Remember that finding the perfect apartment can take a bit of time. So if you're considering renting your own apartment or sharing with friends, try to do so as early as possible so that it does not affect your studies.

Transportation

Thanks to the MRT (Mass Rapid Transit) system, any location around Taipei is just a swipe of a card away! In Danshui, things are just as convenient, with various buses ready to take you wherever you need to go. This section will show you how to get from A to B while studying in Taiwan. But first things first. Here's how to get from *Taoyuan International Airport to the Tamsui Campus*:

1. Getting from the Airport to the Tamsui Campus

By Taxi

Taxis are available at the Taoyuan International Airport 24 hours a day, and there are taxi queues outside the arrival halls of both terminals. Make sure you get a taxi from the taxi stand outside, and not with a hawker standing inside the arrival hall. A typical taxi fare from Taoyuan International Airport to Danshui is around NT \$1,000 - 1,500. It takes about one hour to reach the Tamsui Campus from the airport (recommended if you are carrying heavy luggage).

By MRT:

First, find the ticketing stand inside the arrival hall, and buy a bus ticket to Taipei Main Station (in Chinese, this station is pronounced “Taibei Chezhan”). This should cost about NT \$120 - \$160 and take about 45 minutes to an hour. Once you arrive at Main Station, go downstairs and enter the ‘Taipei Main Station’ MRT station. Take the MRT to Danshui, which is the final stop on the Red Line (18 stations in total). This should take about 35 minutes. Then, take an R27 or R28 bus (about 10 minutes, NT \$15) or a taxi (about 5 minutes, NT \$130) from the Danshui MRT station to the TKU Tamsui Campus.

For enquiries related to the Taoyuan International Airport, refer to the website <http://www.taoyuan-airport.com/english/index.jsp>

2. Getting Around Taipei

The Taipei MRT is like a vast arterial system that pumps people in all directions across the sprawling city of Taipei. It allows you to easily access all the major sights and main business and residential areas around Taipei, including the Chiang Kai Shek Memorial Hall and the Sun Yat Sen Memorial Hall.

To use the MRT, first locate the ticket pricing diagram near the entry gates to the MRT, and check how much it costs for your desired destination. Underneath the diagram, there should be a ticketing machine. Insert the appropriate amount of money, using either coins or an NT \$100 note. You will receive a blue coin-shaped token. Place this over the sensor area of the MRT entry gates to enter. For more details, refer to the following website:

<http://english.trtc.com.tw/ct.asp?xItem=1056512&CtNode=33389&mp=122032>

Alternatively, you can purchase an MRT Easy Card, which you can use at MRT stations and on buses, ferries, trains, and even some taxis. You can add value to your

card balance at any MRT station or convenience store in Taipei. Easy Cards cost NT \$500 for students, which includes NT \$400 worth of credit and a refundable NT \$100 deposit. For more details, refer to the following website:

<http://www.tscc.com.tw/english/easycard/buy.asp>

For the most up-to-date version of the **MRT Route Map**, see the following website:

<http://english.trtc.com.tw/ct.asp?xItem=1056373&CtNode=27496&mp=122032>

3. Getting Around Danshui

The easiest way to get around Danshui is by catching buses. In Danshui, there are a plethora of different shaped and numbered buses that will transport you wherever you want to go. The R27 and R28 will take you to the side entrance and back entrance of the TKU Tamsui Campus. The R26 will take you to the popular tourist destination known as Fisherman's Wharf.

To take the bus, you can either swipe your MRT Easy Card as you get on or off (this varies depending on which bus you take) or insert coins into the coin machine on the bus. If you have a student Easy Card, the bus trips generally cost NT \$12. However, if you choose to insert coins, you must pay the full NT \$15 bus fare. The buses operate all day, from about 6 am to midnight.

Riding a scooter is another option. However, scooters are costly to buy and maintain, and are considerably more dangerous. For this reason, we recommend the safer option of catching public transport. If you are considering purchasing a scooter, remember to always take a local Taiwanese friend with you to ensure that you are not being overcharged. Generally speaking, prices for second hand scooters range from NT \$5,000 to \$40,000. For information about obtaining a local driver's license, please refer to the website <http://www.tmvso.gov.tw/English/index.aspx>

Working in Taiwan

In Taiwan, there are many rules that govern when and where foreign students can work. Here's what you need to know:

Work Permit

Before you can work in Taiwan, you must first apply for a *work permit*. You can only do so, however, after completing *two semesters* of study at TKU or *one year* of study at a Chinese language program.

After obtaining a work permit, you can work a maximum of 16 hours per week during the regular semester, or as much as you like in the summer and winter holidays. Work permits are valid for six months, and must be renewed before they expire. Work permits issued in the first academic semester (Aug – Jan) are valid until March 30; those issued in the second semester (Feb – Jul) are valid until Sept 30.

To apply for a work permit, go to the **Bureau of Employment and Vocational Training (BEVT)** in person, or send the required documents by mail (see address below).

Required Documents and Fees:

- Application form
- Photocopies of both sides of your Student ID Card (pasted onto application form)
- A two-inch, half-length color photo (pasted onto application form)
- Photocopies of your passport and both sides of your ARC
- Academic transcripts from the most recent two semesters of your degree program or your previous year of Chinese language study
- TKU Student Consent Form for Work Permit Application
- Original receipt of payment from the post office at which the application fees (NT \$100) were transferred; alternatively, you can pay for the application in person at the BEVT
- Any **one** of the following documents of proof:
 - Specific proof of difficulty in affording living expenses and/or tuition fees
 - Proof that the academic department wishing to employ you (if working on campus) does indeed require your services
 - Proof of the need to take part in off campus intern work related to your field of study

Note:

Students with foreign language skills who gain approval by the Ministry of Education (MOE) can serve as part time instructors in language centers of colleges or in language institutes established by overseas companies. Such students do not have to provide any of the documents of proof listed above, but must provide a photocopy of a Certificate of Approval issued by the MOE.

Bureau of Employment and Vocational Training (BEVT)

Address: 83, Yang-Ping N. Rd., Sec. 2, Taipei, Taiwan

Ph: (02) 8590 2567

Website: <http://www.evta.gov.tw/eng/home/index.asp>

To get there:

Take the MRT to Shuanglian Station (Red Line), Exit 2. Then take a taxi to the Council of Labor Affairs building. In Chinese, the building is called “Lao Wei Hui”. BEVT is located within this building. The taxi trip should take around five minutes and cost about NT \$70 – 90.



Making Phone Calls

When you first arrive in Taiwan, it is natural to want to get in touch with family and friends overseas, or to contact new friends who you’ve just met since arriving. For this, you’ll need a cell phone. To make and receive calls, you can opt for either a prepaid phone card or an ongoing contract with a local telecommunications provider.

Prepaid Phone Card

Go to any local phone retailer and ask for a prepaid card. In Chinese, the word for prepaid card is “Yufuka”. The sales assistant may then ask you which brand of prepaid card you want. The main telecom provider in Taiwan is Chunghwa Telecom (“Zhonghua Dianxin”). It offers superior reception, but is relatively expensive. Its prepaid services come under the brand name Emome. The other telecom providers include FarEasTone (“Yuanchuan”) and Taiwan Mobile (“Taiwan DaGeDa”). Prepaid cards generally come in NT \$300 or \$500 increments. When purchasing a prepaid card, you’ll need to produce two forms of ID (one from both Type 1 and Type 2):

Type 1: Passport, ARC, Diplomatic Visa, Work Visa, Resident Visa, Exit and Entry Permit (Republic of China)

Type 2: Passport, ARC, Diplomatic Visa, Work Visa, Resident Visa, Exit and Entry Permit (Republic of China), other visas, an official driver's license issued by the ROC Ministry of Transportation and Communications.

The sales assistant will then ask you to choose from a selection of prepaid cards with different phone numbers on them. After you choose the card you want, the sales assistant will register your new phone number. Your prepaid card should be activated and ready for use within a few hours of its purchase.

To recharge your prepaid card, go to any convenience store and purchase a recharge card ("*Buchongka*"). Dial the three digit service number displayed on the card and follow the voice prompts in English.

For information on **call rates**, refer to the following websites:

<http://www.emome.net/channel?chid=254> Chunghwa Telecom (Emome):

<http://english.taiwanmobile.com/english/product/3GPrepaidCard.html> (Taiwan Mob.)

Cell Phone Plans

Calls made under cell phone plans are generally much cheaper than those made using prepaid cards. To sign up for a cell phone plan, head to a cell phone retailer or (ideally) a local telecom branch (E.g. Chunghwa Telecom, FarEasTone etc.). Enquire about the different plans, compare call rates, and look to see if there are any discount offers available.

When signing up for a cell phone plan, apart from the two forms of ID outlined above, you will also need to bring a local Taiwanese friend or classmate (over the age of 20) to serve as a guarantor.

International Phone Calls

International phone cards ("*Guoji Dianhuaka*") can be purchased from convenience stores around Taiwan. Tell the store clerk the country you wish to call so that he / she can find the most suitable card for you. The card will come with a small pamphlet outlining call rates to various countries around the world. Call the local number displayed on the card and follow the English voice prompts.

To call overseas:

1. Dial the international long distance code, either 009 or 002
2. Dial the destination country code (+1 for the US, +86 for China, +61 for Aus, etc.)

3. Enter the area code, omitting the “0” (E.g. “2” instead of “02” for Sydney, Aus)

Home Phone and Internet

In Taiwan, installing a home phone is expensive. It costs about NT \$3,000 (approx. US \$100). On the other hand, internet connection is relatively cheap and often comes inclusive when renting apartments near the university. Internet in Taiwan is fast and there is generally no upper limit on the amount of downloads you can make. For this reason, if you want to speak to family and friends overseas, you may want to consider downloading and using free online video call software, such as Skype.

Food

Food in Taiwan, and especially Danshui, is diverse and plentiful. Off-campus eating options can be found in three main areas around the TKU Tamsui Campus: *Da Xue Cheng* (‘University City’), *Da Tian Liao*, and Shui Yuan St. These areas border the Tamsui Campus, and consist of numerous Taiwanese style drink shops, restaurants and stalls, where you’ll find both Eastern and Western style cuisine.

There are also a variety of on-campus food shops and restaurants, the majority of which are located in the food court beneath the Sung-tao Hall. There, you’ll find a vegetarian buffet, a shop selling Taiwanese style glutinous rice balls, and other local delicacies.

For more information about dining in Danshui, please refer to the Danshui Culinary Compass on the TKU English website.

Opening a Bank Account

To open a bank account in Taiwan, simply take your passport and ARC to the bank at which you wish to open an account. Don’t have an ARC yet? That’s okay. Head to the National Immigration Office in your local area (see Chapter 1, Visa for details) and ask for a Universal ID Number.

If, while opening a bank account, you want to apply for a bank card too – one which you can use to withdraw money at ATMs around Taiwan or overseas – you’ll need to take a personal seal or ‘stamp’ with your name on it. You can get these custom made at any local ‘stamp’ shop around Danshui. To open your account, you’ll generally be required to make an initial deposit of NT \$1,000.

For more information on opening bank accounts in Taiwan, refer to the following websites:

http://www.tealit.com/article_categories.php?section=money&article=taiwan-banks

http://www.esljobproject.com/esl_info/banks_taiwan.html

Using Electrical Appliances

Voltage for electrical plugs and outlets in Taiwan is 110 V / 60 Hz. This is compatible with the system of wattage used in Japan, America, and Canada. If you come from other countries where the electrical voltage is 220 V and you plan on bringing and using a laptop computer or other electrical appliances, you may have to purchase a voltage converter from an electrical retailer in Danshui. The word for this in Chinese is “*Dian Ya Zhuan Huan Qi*”.

You may also need to purchase a plug adaptor (“*Cha Tou Zhuan Huan Qi*”), depending on the type of plugs used in your home country. In Taiwan, the most common form of electrical plug is the type with two flat metal teeth sticking out. There are also plugs with two flat metal teeth above a cylindrical metal prong.



Learning Chinese

Still staying ‘horse’ (“*Ma*”, third tone) instead of ‘mother’ (“*Ma*”, first tone)? Still asking for sleep (“*Shuijiao*”, two first tones) instead of dumplings (“*Shuijiao*”, two third tones)? Not to worry. Tamkang will provide you with a **scholarship** to study Chinese and have you saying ‘*dumplings*’ in no time. You’ll not only learn basic conversation, but also learn to read and write – essential for your regular university courses.

The Chinese language program at the Tamsui Campus offers courses for all levels of learners, as well as thematic courses such as Chinese Art and Cross-cultural Learning. For more details, ask the staff at the TKU Office of International and Cross-Strait Affairs.

Chapter 3 – Getting to Know TKU

By now, you’ve probably made a few friends, found a place to live on or near the campus, and tried some of the tasty Taiwanese food around Danshui. Now it’s time to find out more about your new university. This section describes Tamkang’s *campus sights, facilities, and administrative departments*.

Campus Sights

1) The Slope of Overcoming Difficulty

The Overcoming Difficulty Slope is a steep slope made up of 132 stone steps. Built in 1953, it symbolizes the spirit of “triumphing over difficulty” and was once the only path leading to the Tamsui Campus.

2) The Statue of Mr. Chang Ching-sheng

One day, as the Tamsui Campus was being built, Mr. Chang Ching-sheng stood with his son, the Founder of TKU, Dr. Clement C. P. Chang, and pointed to the spot at which construction was taking place. He said: “This will be the home of our Tamsui Campus!” Shortly after, Mr. Chang Ching-sheng fell ill and, on January 29, 1951, passed away. To commemorate his father, Dr. Clement erected a statue of him at the very spot they had stood years earlier.

3) The Chinese Palace-style Classrooms

Built in 1954, the Chinese palace-style classroom buildings are modeled after Chinese classical palaces with green roofs and red walls. They were the starting point for the building of permanent classrooms at the Tamsui Campus.

4) The Book and Scroll Statue

Situated in the center of a vast green quadrangle, the Book and Scroll Statue was built in 1986 and designed by Tamkang alumnus and architect, Lin Kuei-jung. It was designed in the form of four tablets of bamboo encircling one another, a symbol of books and scholarly pursuits in ancient times.

5) The Lee Shuan Che Monument

On December 3, 1976, in a concert featuring mostly Western folk music, Lee Shuan Che urged the young to pass on the heritage of folk songs. He inspired a movement, which spread from Tamkang to the entire island. To commemorate his passing, a monument was built, which symbolizes the influence he had on Taiwanese music.

6) Lucky Dolphins Milestone Statue

Situated in the roundabout at the top end of Lantern Road is this unique piece by well-known contemporary sculptor, Wang Shiu-chi. The dolphins were selected as an auspicious university emblem based on the results of a poll that surveyed students from each of Tamkang University's campuses.

7) The Bronze Sculpture of the Five Tigers

"The Five-tiger Hill" is the name of the hill upon which the Tamsui Campus sits. The poetic name was rendered into art by Wang Shiu-chi, whose sculpture depicts five tigers embracing one another.

8) The Tamkang Golden Eagle in the Fu Yuan Garden

The Fu Yuan Garden at the Tamsui Campus is home to the Tamkang Golden Eagle bronze statue, a gift from the Golden Eagle Alumni Association as a sign of their gratitude to their alma mater.

9) The Rising Sun above Hsuehshan Tunnel (Lanyang Campus)

The Rising Sun Above Hsuehshan Tunnel is a sculpture portraying the Hsuehshan Tunnel of the Taipei-Ilan Expressway. The sculpture was shaped in the form of the ancient Chinese hieroglyph 𡵓 ("shan" meaning "mountain").

10) The Global Village Sculpture

In front of the Shao-mo Memorial Natatorium Complex are artworks made by Yang Ying-feng. They consist of square, round, and rectangular stainless steel parts, which signify our earth, on which a diverse range of people coexist.

TKU Facilities

TKU offers state-of-the-art library and computer-based technology, as well as world class sports facilities. These include the following:

1) Chueh-sheng Memorial Library

The Chueh-sheng Memorial Library is one of the most comprehensive university libraries in Taiwan. It has wireless networks, spacious study carrels, a vast multi-media section, and a 24 hour student study area. Currently, the university library stocks more than 1 million printed books, 1.7 million electronic books, 60,000 periodical titles (including electronic journals), and 120,000 non-book items. It also offers some of the best views in Danshui.

2) Computer Laboratories

TKU has a total of 15 computer laboratories. Most of these are located in the Business Management Building and Engineering Building on the Tamsui Campus. One of these labs is open 24 hours. The labs provide students with access to the latest technology and software, with which to complete university assignments and reports.

3) Shao-Mo Memorial Gymnasium

Tamkang University places a strong emphasis on sports and athletic activities, and provides students with world class facilities. Many of these facilities are located within the Shao-Mo Memorial Gymnasium, a vast, multi-story sporting complex equipped with Taiwan's largest (Asia's second largest) retractable grandstand, as well as a comprehensive weights room, volleyball, basketball and badminton courts, professional table tennis tables, aerobics and dance studios, and martial arts training halls.

4) Shao-Mo Memorial Natatorium Complex

In Taiwan, very few college swimming pools rival the one on the TKU Tamsui Campus. The Shao-Mo Memorial Natatorium is a modern, stylishly designed swimming complex that conforms to the highest specifications for swimming facilities of its kind. It boasts a bright interior, a 50m swimming pool, and a host of professional swimming instructors and lifeguards.

5) Carrie Chang Fine Arts Center

In the year 2000, the Carrie Chang Fine Arts Center was established. It is a

two-story, exhibition hall that is frequently home to both local and international art displays. The center consists of several subsidiaries: the Carrie Chang Music Hall, the Research Office of Chinese Calligraphy, and the TKU Maritime Museum. Through these entities, TKU hopes to raise students' appreciation of art, music, and Chinese calligraphy, and disseminate knowledge of Taiwan's intriguing maritime past.

TKU Administrative Departments

1) Office of International and Cross-Strait Affairs

The International Office, as it's commonly called, helps foreign students with all aspects of their life at Tamkang. It assists students in applying for scholarships and organizing accommodation; it offers counseling services, and plans orientation events for international and exchange students. It is also in charge of welcoming visitors and scholars to the TKU Tamsui Campus, as well as forging partnerships with overseas universities.

Contact Details:

Location: 5th Floor, College of Foreign Languages and Literatures (FL506)

Ph: (02) 2629 6579

Website: <http://www.oieie.tku.edu.tw/main.php>

Note:

The International Office will relocate to the 10th floor of Ching Sheng Memorial Hall around mid Sept, 2011.

2) Office of Academic Affairs

As a foreign student, you'll be in frequent contact with the Office of Academic Affairs. You'll use their services when enrolling to study at TKU, applying for transcripts or certificates, and applying to defer or discontinue studies. The Office of Academic Affairs consists of four separate sections or divisions. You'll deal mostly with the 'Registration Section' located in the Administration Building, Tamsui Campus.

Contact Details: (Registration Section)

Location: 2nd Floor, Administration Building (A212)

Ph: (02) 2621 5656; #2368, #2360, #2210

Website: http://www.acad.tku.edu.tw/english_new/index2.asp

3) Office of Student Affairs

The Office of Student Affairs is responsible for processing students' requests for academic leave, helping students apply for insurance, and dealing with all matters relating to student associations. It also provides student counseling services and organizes on-campus student housing. The 'Student Office' is divided into separate sections located throughout the Tamsui Campus. Foreign students will deal mainly with the Guidance Section.

Contact Details: (Guidance Section)

Location: 4th Floor, College of Business and Management building (B402)

Ph: (02) 2621 5656; #2214, #2217, #2817

Website: <http://spirit.tku.edu.tw:8080/tku/english.jsp?sectionId=2>

4) Office of General Affairs

The Office of General Affairs is responsible for overall campus planning and management of administrative affairs. One of its subsidiary bodies is the Cashier's Section, which foreign students commonly come in contact with when back paying tuition fees or collecting their first scholarship stipend. The Office of General Affairs is also in charge of student safety, and offers a late night (11pm onward) transport service for all TKU students. For enquiries, call the Campus Security Section on (02) 2623 5101

Contact Details: (Cashier's Section)

Location: 3rd Floor, College of Business and Management Building (B304)

Ph: (02) 2621 5656 #2259, #8501

Website: <http://www.general.tku.edu.tw/english/eng8.php>

5) Office of Information Services

Students with enquiries regarding student emails or on-campus internet usage should head to the Internet Management Section of the Office of Information Services located on the first level of the Ching Sheng Memorial Hall. Remember to take your student ID card with you.

Contact Details:

Location: 1st Floor, Ching Sheng Memorial Hall (T109)

Ph: (02) 2621 5656 #2628

Website: http://www.ipc.tku.edu.tw/intro/super_pages.php?ID=introl

Chapter 4 – Studying at TKU

When starting out at a new university, there are many things you need to know about the way things work: the administrative procedures in place, the grading system, how to select courses, and how to change your enrollment status. Read on to find out more.

General Information

1. Program Duration

- a) In Taiwan, the duration of most **bachelor degree** programs is four years. There are exceptions, however. For example, degree programs offered by the TKU Department of Architecture take five years to complete.
- b) It generally takes about 1 – 4 years to complete a **master's degree** in Taiwan. Graduate students are required to fulfill at least 24 credits to graduate.
- c) It takes approximately 2 – 7 years to complete a **PhD** in Taiwan. To obtain a doctorate degree, students must accrue a total of 18 credits.

2. The Academic Semester

The academic year in Taiwan consists of two semesters:

- 1st Semester (Fall Semester) – September to January
- 2nd Semester (Spring Semester) – February to June

3. Academic Grades

The TKU grading system is outlined in the table below. At TKU, undergraduate students are required to achieve a passing grade of 60. For graduate students, the passing grade is 70.

| Grade | Grade Out of 100 | GPA |
|-------|------------------|-----|
| A | 80-100 | 4 |
| B | 70-79 | 3 |
| C | 60-69 | 2 |
| D | 50-59 | 1 |
| E | below 49 | 0 |

4. Class Times

At TKU, the duration of each class is 50 minutes, and each class counts for one credit point. Class times are denoted using a sequence of numbers. For example, Period One refers to classes held from 8:10 am to 9:00 am. The table below displays each number and its corresponding class times.

| Period No. | Class Time | Period No. | Class Time |
|------------|---------------|------------|---------------|
| Period 1 | 08:10 – 09:00 | Period 8 | 15:10 – 16:00 |
| Period 2 | 09:10 – 10:00 | Period 9 | 16:10 – 17:00 |
| Period 3 | 10:10 – 11:00 | Period 10 | 17:10 – 18:00 |
| Period 4 | 11:10 – 12:00 | Period 11 | 18:10 – 19:00 |
| Period 5 | 12:10 – 13:00 | Period 12 | 19:10 – 20:00 |
| Period 6 | 13:10 – 14:00 | Period 13 | 20:10 – 21:00 |
| Period 7 | 14:10 – 15:00 | Period 14 | 21:10 – 22:00 |

Getting Started

1. Student Email

As soon as you receive your student number, you can begin to access your student email account. Your student email address will look something like this: studentno@sxx.tku.edu.tw. The ‘xx’ is the second and third digit in your student number. So, if your student number is “498123456”, your student email will be 498123456@s98.tku.edu.tw. The password is the last six digits of your passport or student number.

To access the student email system, simply go to the website platform <http://webmail.tku.edu.tw/>, then enter your account number (your student number) and password (last six digits of passport or student number). The email system can be viewed in the following languages: German, English, Spanish, French, Japanese, Chinese (simplified), and Chinese (traditional). To switch languages, simply click the appropriate icon on the home page before logging in.

2. Student ID Card

Foreign students studying at TKU will receive an International Student Identity Card (ISIC), which allows for discounts on airfares and a range of everyday items. The details displayed on the card correspond to the information you entered when enrolling to study at TKU (see Chapter 1, *Enrolling to Study at TKU, Step 2*).

Undergraduate students should collect their ISICs from their (academic) department office in the first two weeks of study. You will receive notice via email or telephone informing you that your student card is ready. Graduate students' ISICs, on the other hand, should be available for collection before the commencement of the academic semester.

3. Course Selection

Undergraduates:

Before you arrive in Taiwan, your academic department will help you preselect courses for the first semester. Then, after you arrive, you can discuss this course selection with your department office or the TKU International Office.

To search for courses in your academic program, refer to the TKU Course Catalogue system: <http://esquery.tku.edu.tw/acad/default.asp?func=eng>.

To view the courses that were selected for you, visit the TKU Course Selection Website: http://www.ais.tku.edu.tw/EleCos_English/loginE.aspx. To login, enter your student number and password (the last four digits of your ARC number). You can also use this website to add or drop courses during the “selection and drop period” of the first semester (Sept 13 – 19, see Chapter 7, *Academic Calendar*). However, before making any changes, please consult your department office or the TKU International Office.

Graduates or PhD Candidates:

After arriving in Taiwan, go to your department office or the TKU International Office to discuss course options for your program of study. To search for courses in your academic program, refer to the TKU Course Catalogue system at <http://esquery.tku.edu.tw/acad/default.asp?func=eng>.

Changing your Enrollment Status

1. Deferment of Study

- Step 1: Download a Deferment of Study Application Form (Chinese) from the Office of Academic Affairs website. <http://www.acad.tku.edu.tw/main.asp>
- Step 2: Get the application form stamped by each department listed on the form
- Step 3: Take the stamped form to the Registration Section, Office of Academic Affairs, along with the following documents:
 - i) A letter of parental consent

- ii) Student ID card
- iii) Receipt of tuition fee payment

Note:

Application for deferment of study must be made no later than one week before final examinations.

2. Discontinuation of Study

Step 1: Download a Discontinuation of Study Application Form (Chinese) from the Office of Academic Affairs website.

Step 2: Get the application form stamped by each department listed on the form

Step 3: Take the stamped form to the Registration Section, Office of Academic Affairs, along with the following documents:

- i) A letter of parental consent
- ii) Student ID card
- iii) Receipt of tuition fee payment
- iv) Certificate of Discontinuation of Studies Application Form (downloadable from the Office of Academic Affairs website).

Note:

The Certificate of Discontinuation of Studies will be issued after 3 working days.

3. Suspension of Study

Foreign students who receive failing grades in two thirds of their classes for two semesters will be suspended from study. If, for example, you take 24 credit points in one semester, and in 16 of these 24 credit points (two thirds) you receive failing grades, you will receive an academic warning. If this happens again, you will not be allowed to continue your study at TKU.

In this case, you will be asked to go through a process almost identical to that described in the above section entitled “*Discontinuation of Study*”. The only difference is that you will not need to provide “*A letter of parental consent*”.

4. Academic Leave

Step 1: Login to the online TKU Leave Request System:

<https://portal.tku.edu.tw/EAILogin/login.jsp?myurl=http://portal.tku.edu.tw/assad/AA/aa.jsp?sectionId=2>

Step 2: Select the type of leave you wish to request and the reason for your request of leave. Types of leave include: general leave of absence, leave of absence

for midterm and final exams, and leave of absence for the registration period.

- Step 3: Print out the completed online request for leave and take it to the TKU Guidance Section, Office of Student Affairs, on the 4th floor of the Business and Management Building for approval. Take with you any other related documents of proof, such as doctors' certificates, etc.
- Step 4: If your request for leave is approved, you'll receive a stamp of authorization from the Guidance Section. This stamp allows you to take your requested leave without it affecting your enrollment or your grades.

Chapter 5 – Lifestyle Assistance

As students living overseas, it's important that you know all about the lifestyle assistance options available to you. Some of these options, like the National Health Insurance scheme, are compulsory for foreign students; while others, like the various counseling services offered by TKU, are there for you when you need them.

Scholarships

Scholarships are offered to foreign students by the Ministry of Education and Tamkang University. They come in the form of monthly stipends that assist students in paying for their daily expenses. The stipend amount offered varies with each scholarship.

1. The General Scholarship for International Students

As its name suggests, this scholarship is designed for international students. It offers students of foreign nationality, including undergraduate, graduate, and PhD students, a semesterly scholarship stipend of NT \$40,000. It is available starting from the second academic semester. For more details on this scholarship, refer to the following website:
http://english.tku.edu.tw/StudyinTKU_scholarships.asp#General

2. The Financial Aid Scholarship for International Students

This scholarship is provided to international students by the TKU Office of International and Cross-Strait Affairs. It offers students semesterly entitlements of NT \$30,000 and, just like the General Scholarship, is only available starting from the second academic semester. For more details, refer to the following website:
http://english.tku.edu.tw/StudyinTKU_scholarships.asp#FinancialInter

3. The Student Aid Scholarship for Exchange Students

This scholarship was initiated to encourage students from Tamkang University's sister universities or other overseas universities to study at TKU on student exchange. The scholarship provides students with a one-off semesterly payment of NT \$25,000, and scholarship applications are reviewed by the TKU International Office. For more details, please refer to the following website:
http://english.tku.edu.tw/StudyinTKU_scholarships.asp#FinancialExchange

4. The Taiwan Scholarship

The Taiwan Scholarship is offered to both International and Exchange students by the

Ministry of Education. For details on the scholarship payments and eligibility, please refer to the following website:

http://english.tku.edu.tw/StudyinTKU_scholarships.asp#Taiwan

Insurance

Students are required to take out two types of insurance: *Student Insurance* and *National Health Insurance*. Both are **compulsory** and both cover students for different types of accidents, injuries, or illnesses.

1. Student Insurance

Student insurance costs NT \$189 per semester. For *international students*, this cost comes as part of their miscellaneous fees, while *exchange students* must pay the semesterly premiums at the TKU International Office (FL 501) before the start of each semester. Once covered under the plan, you may receive compensation if you are hospitalized, use outpatient services, or undergo an operation in the event of illness or accidental injury. Compensation must be claimed within two years of the accident or illness. To claim compensation, go to the TKU Guidance Section, on the 4th floor of the College of Business and Management Building (B402), and follow the procedure outlined below:

Step 1: Fill in a *Compensation Form* and a *Registration of Illness or Accidental Injury Form*.

Step 2: Provide the following documents:

- i) Certificate of Diagnosis (copies must be stamped with hospital seal)
- ii) Receipt for medical fees incurred and detailed statement of medical fees
 - * The medical receipt provided **must** be an original copy
- iii) Copy of the cover of your bank or post office deposit book

2. National Health Insurance (NHI)

Taiwanese law states that 4 months after receiving their ARCs, foreign students **must** join the National Health Insurance scheme. In the first 4 months, however, foreigners are not allowed to gain coverage under NHI. And as each semester extends for 6 months (Sep – Feb and Mar – Aug), you will only be required to pay NHI premiums for the last two months of the first semester (i.e. Jan and Feb). NHI monthly premiums amount to NT \$749. So, for the first semester, you will pay NT \$1498 (749*2 months) in NHI premiums. For international students, this cost will form part

of the miscellaneous fees that you pay before the start of each semester.

Note:

TKU requires its foreign students to apply for NHI coverage with Tamkang University. Therefore, new students or transfer students who are already covered under NHI with an employer or previous school must transfer their NHI coverage to Tamkang University.

a) NHI: Applying for, Canceling, Suspending, and Resuming Coverage

i) Applying for Coverage

Foreign students who have been in Taiwan for 4 months since receiving their ARCs must apply for coverage under NHI. To do so, go to the TKU International Office at the Foreign Languages Building (FL501) and bring the following documents with you:

- Two photos
- Photocopies of both sides of your ARC

ii) Canceling Coverage

If you graduate, defer studies, discontinue studies, or are suspended from studying at TKU, please go to the International Office to cancel your NHI coverage, return your NHI card, and receive refunds for payment of NHI premiums.

iii) Suspending Coverage

If you graduate, defer studies, or discontinue studies, please go to the International Office to suspend your NHI coverage. Foreign students who plan on going abroad for over 6 months should also suspend their NHI coverage for the amount of time which they intend to stay abroad. During this time, you will not be required to pay premiums. However, please note that if you return to Taiwan and continue studies before 6 months expire, you will be required to back pay the monthly premiums for the amount of time you were abroad.

iv) Resuming Coverage

To resume coverage after deferring or discontinuing studies, go to the International Office and apply for resumption of NHI coverage.

b) How the NHI System Works

After successfully applying for coverage under NHI, you will receive a NHI card. This card can be used at the vast majority of hospitals and medical clinics around Taiwan to receive a significant discount on the price of medical fees.

c) What To Do if You Lose Your Card

If you lose your NHI card, you can apply for a new one at any post office branch or at the Bureau of National Health Insurance for a fee of NT \$200.

Bureau of National Health Insurance

Address: No. 140, Sec. 3, Hsinyi Road, Taipei 10634, Taiwan, R.O.C.

Ph: (02) 2191-2006

Website: http://www.nhi.gov.tw/English/Index.aspx?menu=13&menu_id=486&WD_ID=486

Counseling Services

When moving to a new country, some aspects of life can be hard to get used to. You may find it difficult to learn the local language, to adapt to the local culture, to keep up in class, to develop meaningful relationships, or to properly manage your finances.

If you need assistance, you'll find it at the **International Office** (for a description of services provided by the International Office, see Chap 3) or the **Counseling Section, Office of Student Affairs**.

Counseling Section, Office of Student Affairs

The Counseling Section provides students with a range of professional counseling services:

1. Individual counseling and testing services
2. Mental health consultation clinics
3. Career counseling services
4. A Gender equality and sexual harassment complaint hotline:

Ph: (02)2623-2424

Email: help885@mail.tku.edu.tw

For a comprehensive description of services offered by the Counseling Section, please visit the website <http://spirit.tku.edu.tw:8080/tku/english.jsp?sectionId=4>.

Contact Details:

Tamsui Campus

Location: 4th Floor, College of Business and Management Building (B413)

Ph: (02) 26215656; #2221, #2491, #2270

Lanyang Campus

Location: Room CL314

Ph: (03) 987 3088, #7005

Medical Services in Danshui

Tamkang Medical Clinic

TKU has an on-campus medical clinic that offers free care to students, faculty and staff. To receive free medical assistance, simply go to the clinic located below the boat-shaped maritime museum building and present your student ID card.

Contact Details:

Location: Basement level of the maritime museum building

Ph: (02) 2621-5656, #2373

Website: <http://spirit.tku.edu.tw:8080/tku/english.jsp?sectionId=6>

Local Hospitals and Medical Centers

For serious illnesses, you'll need to go to a hospital or off-campus medical center. Below is a small sample of the major hospitals and medical clinics in Danshui. For a full list, visit the TKU English website.

| Hospitals | | |
|--------------------------|-------------------------------------|----------------|
| Mackay Memorial Hospital | No. 45, Minsheng Rd, Danshui Dist. | (02) 2809-4661 |
| Gongshang Hospital | No. 38, Zhongshan Rd, Danshui Dist. | (02) 2625-1501 |
| Family Medical Clinics | | |
| Shin Kong Medical Center | 2F, No.12, Minzu Rd, Danshui Dist. | (02) 8809-7952 |
| Dr. Lee's Medical Clinic | No.18, Xuefu Rd, Danshui Dist. | (02) 2629-9833 |

Chapter 6 – TKU Clubs and Societies

Tamkang University has always placed great emphasis on promoting student clubs and societies. It now has around 220 clubs covering a vast array of areas, including charity and community volunteering, cultural research, academic learning, sports and athletics, martial arts, music, and many others. Starting from the 2011-2012 academic year, all freshmen will be required to join a student society to fulfil the requirements of their academic degree.

Student Society Week

At the beginning of each academic year (first week of Sept), student societies set up stalls on each side of 'Poster St', Tamsui Campus, where they promote their clubs to newly arrived freshmen. The event is a perfect forum for new students to learn about and even join clubs of their choice. Some of the more popular student societies include the TKU Photo Club, the Cinema Art Society, the Rock Climbing Club, the Voluntary Service Club, and the Classic Guitar Club. These clubs will all have stalls set up for Student Society Week.

How to Join a TKU Club / Society

- 1) First, view the full list of TKU clubs and societies by clicking the “services” option on the left-hand menu panel of the Office of Student Affairs’ website:
<http://spirit.tku.edu.tw:8080/tku/english.jsp?sectionId=3>
Make a list of the clubs that correspond with your interests.
- 2) Then, during Student Society Week, go to Poster St on the Tamsui Campus and check out the stalls set up by the clubs you are considering joining. If you’re sure about which club you want to join, you can do so on the spot.
- 3) Otherwise, you can register at a later date by going to the Extracurricular Activities Guidance Section (SG315), located in the Shao Mo Memorial Gymnasium. Remember to join your club(s) of choice before the commencement of classes!

Chapter 7 – Important Information

In this chapter, you'll find essential information that you can refer to over and over again when required. This includes information on the *TKU Academic Calendar*, as well as *campus maps* and *emergency contact numbers*.

Academic Calendar

2011-2012 Academic Year, Semester 1

Please read through the following TKU academic calendar and note down important dates and events for foreign students. The academic calendar is a vital point of reference for your future studies at TKU. For a complete version of the TKU Academic Calendar that includes both semesters of the 2011-2012 academic year, please refer to the TKU English website:

http://english.tku.edu.tw/StudyinTKU_calendar.asp

| August, 2011 | |
|-----------------|---|
| Aug 1 | Academic year begins |
| Aug 1 – Sept 4 | Summer classes commence (term two) |
| Aug 2 – Aug 8 | Telephone/online registration for undergraduates and graduates |
| Aug 3 | 2011-2012 Teachers' Evaluation and Screening Committee Meeting |
| Aug 9 | On-campus registration & credit transfer application for transfer students, evening students (entering via application), and students enrolling in 2-year, on-the-job degree programs |
| Aug 10 | Deadline for doctoral program admission applications |
| Aug 10 – 11 | Orientation for new department chairs |
| Aug 13 – 14 | Dormitory open house (Tamsui Campus) |
| Aug 20 | Introductory seminar for freshmen and parents (Tamsui and Lanyang campuses) Dormitory open house (Lanyang campus) |
| Aug 18 – 22 | 2011-2012 Seminar for Leaders of Student Associations |
| Aug 22 – 24 | Telephone/online selection of Core Curriculum courses for freshmen |
| Aug 24 – 26 | Telephone/online course selection for transfer students |
| Aug 26 – 28 | Telephone/online course selection for new students (including evening students, students enrolled in 2-year, on-the-job degree programs, and graduate students) |
| Aug 29 – Sep 23 | Telephone/online enrollment for undergraduate/graduate students (not including new students) |
| Aug 31 | On-campus registration for new evening students (entering via examination) Orientation for new faculty members |

| | |
|------------------------|---|
| | Teaching workshops for new faculty members |
| September, 2011 | |
| Sep 1 - 2 | Make-up examinations for previous semester On-campus enrollment for foreign students |
| Sep 1 | Orientation for new students (including students enrolled in 2-year, on-the-job degree programs, as well as evening students and transfer students) from the colleges of Liberal Arts, Engineering, Foreign Languages and Literatures, International Studies, and Education Medical check-ups and campus safety lectures for new students from the colleges of Science, Business, Management, and Global Entrepreneurial Development |
| Sep 2 | Orientation for new students (including students enrolled in 2-year, on-the-job degree programs, as well as evening students and transfer students) from the colleges of Science, Business, Management, and Global Entrepreneurial Development Medical check-ups and campus safety lectures for new students from the colleges of Liberal Arts, Engineering, Foreign Languages and Literatures, International Studies, and Education |
| Sep 2 | Deadline for enrollment and tuition payment |
| Sep 5 | Classes commence |
| Sep 5 – 13 | Application for transfer of credits commences for freshmen |
| Sep 5 – 19 | Application period for exemption of military training |
| Sep 9 | Student Recruitment Committee Meeting |
| Sep 12 | Mid-Autumn Festival (no classes) |
| Sep 13 – 19 | Telephone/online course selection and drop period |
| Sep 26 | Deadline for changes to credit-transfer applications by transfer students and freshmen |
| Sep 30 | Preparatory Meeting for the TKU 61 st Anniversary |
| October, 2011 | |
| Oct 3 – 31 | Application period for the 6 th Annual TKU Quality Award |
| Oct 7 | 120 th TKU Administrative Conference |
| Oct 10 | National Day of the Republic of China (no classes) |
| Oct 11 – 23 | Mid-term teacher evaluation |
| Oct 12 | School Curriculum Committee Meeting |
| Oct 14 | Seminar on Instructional and Administrative Reform |
| Oct 17 | Completion of 1/3 of the first semester (students wishing to defer or discontinue studies after this date will only be refunded 2/3 of initial tuition payment) |
| Oct 17 – Nov 18 | Applications open for graduate school entrance exam |

| | |
|-----------------------|---|
| Oct 19 | Academic Affairs Meeting |
| Oct 21 | Student Affairs Meeting |
| Oct 31 – Nov 6 | Mid-term Examinations |
| November, 2011 | |
| Nov 4 | 66 th Tamkang Administration Conference |
| Nov 8 | Tamkang University 61 st Anniversary |
| Nov 12 | 61 st Anniversary Celebrations – Official Ceremony Alumni Homecoming |
| Nov 18 | 2011-2012 Teacher Evaluation Committee Meeting |
| Nov 28 | Completion of 2/3 of the first semester (students wishing to defer or discontinue studies after this date will only be refunded 1/3 of initial tuition payment) |
| Nov 30 | Student Recruitment Committee Meeting |
| December, 2011 | |
| Dec 2 | 121 st TKU Administrative Conference |
| Dec 12 – 25 | Teacher Evaluation |
| Dec 26 | Application deadline for deferral of study |
| Dec 30 | 122 nd TKU Administrative Conference |
| January, 2012 | |
| Jan 1 | New Year's Day (no classes) |
| Jan 2 – 8 | Final examinations Graduate school entrance examinations |
| Jan 6 | Year-end General Affairs Meeting |
| Jan 9 – 16 | Students may access academic grades via telephone/email |
| Jan 9 – 17 | Telephone/online course selection for second semester |
| Jan 10 | Office of Military Education and Training Year-end Meeting |
| Jan 14 – Feb 5 | Chinese New Year Holidays (New Year's Eve, Jan 22) |
| Jan 31 | End of first semester |

Campus Map

The Tamsui Campus is Tamkang University's main campus and serves as the academic home to the majority of Tamkang's 27,500 students. For a map of the Tamsui Campus or maps of the Lanyang and Taipei campuses, please visit the website http://english.tku.edu.tw/Campus_maptoTKU.asp.

Emergency Services

When in a new country, it's important to have a list of emergency contact numbers on hand just in case. You should copy these numbers down and keep them with you at all times.

Emergency Contact Numbers:

| | |
|-----------|------------|
| Police | 110 |
| Fire | 119 |
| Ambulance | 119 |

If you live in Danshui and you need to get in contact with the local police regarding a non-emergency, please call the **Tamsui Police Precinct** on **(02) 2621 2069**.

If you are in an emergency situation and need help, or if you have had a serious accident or are seriously ill, you can contact the staff at the **TKU International Office**:

Alice – 0986 016 202

Eshis – 0987 000 810

Sindy – 0939 566 760

Remember that these cell phone numbers have been provided for emergency situations only. For all other situations, please call the office number for the International Office, as shown in Chapter 3, *'Administrative Departments'*.

We sincerely hope you enjoy your time at TKU and create memories that you will never forget! If you have any questions regarding the content of this handbook, please contact the staff at the International Office.

| | | | | | | | | |
|----|-------------|---|----|-------------|---|----|--------------|--|
| 1 | 驚聲銅像廣場 | Statue of Mr. Chang Ching-sheng | 12 | 會文館(F) | Hwei-wen Hall (F) | 22 | 文韜音樂廳 | Carrie Chang Music Hall |
| 2 | 大門管制站 | Main Entrance Guard House | 13 | 商管大樓(B) | Business and Management Building (B) | 23 | 學人宿舍 | Faculty Residences |
| 3 | 紹護紀念游泳館(N) | Shao-mo Memorial Natatorium Complex (N) | 14 | 海事博物館(M) | Maritime Museum (M) | 24 | 覺生紀念圖書館(U) | Chueh-sheng Memorial Library (U) |
| 4 | 駱先紀念科學館(S) | Liu-hsien Memorial Science Hall (S) | 15 | 工學館(G) | Engineering Building (G) | 25 | 覺生綜合大樓(I) | Chueh-sheng Memorial Hall (I) |
| 5 | 鍾靈化學館(C) | Chung-ling Chemistry Hall (C) | 16 | 工學大樓(E) | Main Engineering Building (E) | 25 | 覺生國際會議廳(10樓) | Chueh-sheng International Conference Hall (10th Fl.) |
| 6 | 圖書館鍾靈分館 | Chung-ling Library | 17 | 自強館(Y) | Tzu-chiang Hall (Y) | 26 | 學生活動中心(R) | Student Activity Center (R) |
| 7 | 教育館(Q) | College of Education (Q) | 18 | 松濤館(Z) | Sung-tao Hall (Z) | 27 | 教職員停車場 | Faculty Parking Lot |
| 8 | 傳播館(O) | Communication Hall (O) | 19 | 文韜藝術中心 | Carrie Chang Fine Arts Center | 28 | 視聽教育館(V) | Audio-visual Education Building (V) |
| 9 | 紹鐵紀念體育館(SG) | Shao-mo Memorial Gymnasium (SG) | 20 | 外國語文大樓(FL) | College of Foreign Languages and Literatures (FL) | 29 | 行政大樓(A) | Administration Building (A) |
| 10 | 麗澤國際學舍(J) | Reitaku International House (J) | 21 | 驚聲紀念大樓(T) | Ching-sheng Memorial Hall (T) | 30 | 宮燈教室(H) | Chinese Palace-style Classrooms (H) |
| 11 | 文學館(L) | College of Liberal Arts (L) | 21 | 驚聲國際會議廳(3樓) | Ching-sheng International Conference Hall (3rd Fl.) | 31 | 覺軒花園 | Chueh-hsuan Chinese Garden |

