



國立高雄大學

National University of Kaohsiung

**International Master of Business Administration
Admission Handbook of Academic Year 2017**



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Contact Information :

International MBA Program, National University of Kaohsiung.

Tel:886-7-5916281 Fax:886-7-5919312 Contact Person: Ruth Wang

IMBA Program Website: <http://www.imba.nuk.edu.tw>

Online Application: <http://goo.gl/GynzmM>

Admission Handbook Download: <http://goo.gl/GynzmM>

Facebook: <https://www.facebook.com/imba.nuk>

Important Dates

I. For Spring 2017 (February 2017 entry)

Schedule of Events	Date
Online Application Open	September 27 th , 2016 ~ November 11 th , 2016
Deadline for Submitting Required Documents	November 11 th , 2016
Admission Results Posted on NUK Website	December 23 rd , 2016
Report to the IMBA Office	February, 2017
Registration	February, 2017

II. For Fall 2017 - First Round (September 2017 entry)

Schedule of Events	Date
Online Application Open	January 3 rd , 2017 ~ March 3 rd , 2017
Deadline for Submitting Required Documents	March 3 rd , 2017
Admission Results Posted on NUK Website	April 21 st , 2017
Report to the IMBA Office	In the Second Week of September, 2017
Registration	Mid-September, 2017

III. For Fall 2017 - Second Round (September 2017 entry)

Schedule of Events	Date
Online Application Open	May 2 nd , 2017 ~ July 3 rd , 2017
Deadline for Submitting Required Documents	July 3 rd , 2017
Admission Results Posted on NUK Website	July 31 st , 2017
Report to the IMBA Office	In the Second Week of September, 2017
Registration	Mid-September, 2017

Application Instructions

1. Rules and Regulations

- a. Article 24 of the University Law (Taiwan) and Article 19 of the Enforcement Rules of the University Law.
- b. Guidelines for University Admission Affairs, validated by the Ministry of Education, Taiwan.
- c. Standards for Recognition of Equivalent Qualifications for University Entrance Examination, validated by the Ministry of Education, Taiwan.
- d. The Admission Regulations of National University of Kaohsiung.
- e. International students who enroll after November 21st, 2013 should comply with the regulations and submit required documents according to the latest “MOE Regulations Regarding International Students Undertaking Studies in Taiwan.” For detailed information, please check:
<http://english.moe.gov.tw/ct.asp?xItem=435&CtNode=411&mp=1> or
<http://exam.nuk.edu.tw/>

2. Eligibility

- a. Applicants should meet either of the following Requirements
 - (1) Applicants who have graduated from a college or university recognized by the Ministry of Education of Taiwan and had a bachelor's degree are eligible to apply for admission.
 - (2) Applicants who meet the equivalent qualifications of taking entrance examination of master program in Taiwan (See Appendix 1 for further information).

3. Application Procedures

Step 1	Please do check if you are eligible for applying for the IMBA Program at NUK (See Page 3).
Step 2	Check the application deadlines. Spring 2017: November 11 th , 2016 Fall 2017: First Round Enrollment : March 3 rd , 2017 Second Round Enrollment : July 3 rd , 2017

Step 3	Go to IMBA Online Application System . Create an account, fill out online application form, and ensure all information is correct, especially the <u>mailing address</u> and <u>email address</u> . Print out the <u>application forms</u> and <u>envelope cover sheet</u> .
Step 4	Fill out Appendices 1 ~ 8 and then sign your name on the completed application forms. (Appendix 3 is only for students who are unable to submit verified English diploma and transcript at the time of application).
Step 5	<p>Prepare the following required documents:</p> <ol style="list-style-type: none"> a. <u>Online application forms</u> (automatically generated after creating your account) b. <u>One hardcopy of passport</u> c. <u>One hardcopy of verified English diploma and transcript</u> (Diploma and transcript must be in English and verified by Taiwan Representative Office, MOFA at your country.) d. Either of the following: <ol style="list-style-type: none"> 1. <u>One original Certificate of Account Balance</u> with a minimum balance of NTD 100,000 (Equals to USD 3,000/ €2,500) 2. <u>A proof of scholarship Endowed by Ministry of Education or Ministry of Foreign Affairs of Taiwan or any other scholarship</u> provided by a government agency, university, college or private organization. e. <u>Appendices 1 ~ 8</u> (Appendix 3 is only for students who are unable to submit verified English diploma and transcript at the time of application.) f. <u>Two letters of recommendation</u> g. <u>One digital ID photo file with white background</u> (Please email it to imba@nuk.edu.tw) h. <u>English Proficiency Test Score Report</u> (TOEFL /TOEIC/ IELTS/ GEPT) i. There is no application fee for admission application.
Step 6	<p>Mail or submit the application package in person to the address listed below. Late application will not be considered.</p> <p>The Admission Office of National University of Kaohsiung No.700, Kaohsiung University Rd., Nanzih District, 811. Kaohsiung, Taiwan, R.O.C.</p>

	<p>Office Hour: Monday to Friday, 9a.m. to 12p.m., 13:30p.m. to 17p.m.</p> <p>Office Location: Room 426 of College of Management Building.</p> <p>➤ Application package mailed from overseas, DHL or FedEx is recommended. Please do use the envelop cover sheet on the envelope.</p>
Step 7	A confirmation email will be sent to the applicant once their application package has been received.

4. Some Important Notes

- a. If applicants are unable to submit verified English diploma and transcript at the time of application, they need to attach “Affidavit of Admission Required Documents” (See Appendix 3) with the application package. Failing to do so will result in the admission offer being revoked.
- b. The admission decision will be revoked if frauds are found in the information provided in the application or any of the supporting documents.
- c. Applicants who are citizens of Myanmar must provide the photocopy of passport which holds validation for at least 3 years after the date of entry and a photocopy of TOEFL test result of at least 500 points (PBT) or 173 points (CBT).
- d. Any application issues not stipulated here shall be regulated in accordance with the NUK regulations and decision of IMBA Admission Committee.
- f. Review process will not start until all required documents are received.
- g. Application documents will not be returned.

5. Length of Study

1 - 4 years

6. Financial Assistance

The program offers limited number of assistantships to international students. Assistantship appointments are renewable for 4 semesters, provided the student makes satisfactory academic progress and performs duties in an acceptable manner.

7. Tuition and Fees

Tuition and Credit Fees

Tuition and fees consist of two parts: maintenance and credit fees. The maintenance fees are \$12,000 per semester. The credit fees are \$3,300 NTD per credit for local students and \$3,600 NTD (about \$120 USD) for international students. The estimated cost for textbooks and course material copies are about \$9,000 NTD (about \$300 USD) per semester. For details, please see the chart listed as follows.

The IMBA Tuition and Credit per Semester

Unit: NTD

Items	Local Student	International Student
Maintenance Fees	\$12,000	\$12,000
Credit Fees*	\$42,900 (3,300 per credit)	\$46,800 (3,600 per credit)
Internet Usage Fees	\$257	\$257
Total	\$55,157	\$59,057

*Credit fees are based on 13 credit hours per semester. Total credits taken per semester may vary by students.

Housing

Due to limited availability of student housing, students who plan to live on campus should apply for student housing immediately after receiving the admission letter.

【On-campus Housing】

- a. The standard room accommodates 4 students.
- b. Application form for student housing:

<http://www.imba.nuk.edu.tw/ezfiles/0/1000/img/3/DormApplicaitonForm.doc>

For details, please see the chart provided below or click

<http://www.imba.nuk.edu.tw/files/11-1000-90.php>

【Off- campus Housing】

Artistic Student House is a privately-owned apartment located just across the street of NUK campus. The Artistic Student House requires a deposit of \$1,500 NTD when signing the contract. Two types of housing units are available:

- a. Unfurnished Single Room: \$4,000 NTD per month excluding utilities.
- b. Furnished Single VIP Suite: \$600NTD per day excluding utilities.

For details, please click <http://www.imba.nuk.edu.tw/files/11-1000-90.php>

【On-campus Dormitory】

Items	Fee Standards	Remarks
Student Dormitory Boarding Fees	<p>Student Dormitory 1 : 7,550 NT\$/ per semester (OA-male, OB-female)</p> <p>Student Dormitory 2 : 9,800 NT\$/ per semester (OE-male, OF-female)</p> <p>General Building Dormitory (B01) (male) : 7,250 NT\$/ per semester</p>	<ol style="list-style-type: none"> The fees include a prepayment of 400 NT\$ for basic electricity and 400 NT\$ for Internet usage. (If costs incurred to exceed prepayment, students who used the resources will be charged for extra fees. Costs will be divided equally among those who stayed in the dormitory and will be charged in the following semester) Please be noted that the NUK will arrange a dormitory room or location based on a student's inclination first. However, the accommodation may be adjusted based on its availability.
Student Dormitory Deposit Fee	2,000 NT\$/ per application	<ol style="list-style-type: none"> The deposit fee will be charged after application is approved. Students who applied for staying in the dormitory during the fall semester will not be charged again. The deposit fee will be returned when a student returns the keys and moves out of the dormitory.

Insurance

Unit: NTD

Item	Terms	Cost
Transitional Health Insurance*	First 6 months after enrollment	\$3,000
Student's Accident Insurance	Every semester	\$335
National Health Insurance	Per semester from the 2 nd semester	\$4,494

* It's mandatory for all international students to have health insurance. According to "The National Health Insurance Act," international students can start to enroll in the national Health Insurance six months after the day they obtain legal residency. As a result, international students are required to enroll in transitional health insurance for the first 6 months.

Estimated Living Expenses

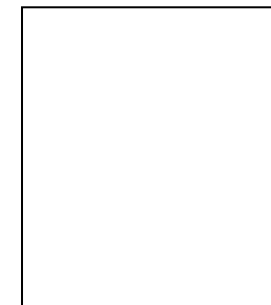
Unit: NTD

Item	Amount of Fees
Monthly Food Expenses	\$7,000
Bicycle	\$3,000
Monthly Prepaid Cell Expenses	\$300 ~ 500

8. Useful Contact Information

Contact Person	Contact Information
The Personnel of Division of International Affairs (Issues related to MOE,NIA and MOFA) Ms. Chien, Ming-Mei	Email: joanna19@nuk.edu.tw Phone:+886-7-5916662 Fax:+886-7-5916665
The IMBA Program Director Professor Keng, Shao-Hsun	Email: shkeng@nuk.edu.tw Phone:+886-7-5919181 Fax:+886-7-5919312
The IMBA Program Secretary Mrs. Wang, Pei- Ju (Ruth)	Email: imba@nuk.edu.tw Phone:+886-7-5916281 Fax:+886-7-5919312

Appendix 1: Envelope Cover Sheet



National University of Kaohsiung International MBA Program Admission Package Cover	
Applicant's information 考生資料	報考人 Name :
	聯絡電話 TEL :
	通訊地址 Mailing Address :
	國際學生 International Student :

81148 高雄市楠梓區高雄大學路 700 號

國立高雄大學招生委員會 收

700, Kaohsiung University Rd., Nanzih District, 811. Kaohsiung, **Taiwan, R.O.C.**

The Admission Section of National University of Kaohsiung

Required Documents	<input type="checkbox"/> 1.The application forms (See Appendix 2) <input type="checkbox"/> 2.The printed copy of Application Form for IMBA 2017. <input type="checkbox"/> 3.Applicants with diplomas in Mainland China should submit relevant verified documents. <input type="checkbox"/> 4.Applicants with foreign diplomas should submit the original copy of diploma and transcripts, which is verified by the Taiwan Overseas Representative Office (with official stamp/seal), and the “Certificate for Entry and Exit Dates” issued by National Immigration Agency of the Ministry of the Interior. <input type="checkbox"/> 5.Documents pertinent to the application. <input type="checkbox"/> 6.Language Proficiency Test Score for Non-English Native Speaker (photocopy): TOEFL or TOEIC or IELTS or GEPT. <input type="checkbox"/> 7. Certificate of Account Balance with a minimum balance of NTD100,000. <input type="checkbox"/> 8.The original receipt of application fee payment.
Remarks	1. Please tick the boxes on the checking list. 2. Please arrange the documents by following the order described on the envelope, and clip the documents with a clip at the top-left corner. 3. Every envelope is for one person only. Please send via registered mail. If the package is lost and delayed due to sending by ordinary mails, the applicant shall take the responsibility. 4. Application Deadline: Please see page 1~2. Postmark serves as a proof. Late application will not be processed. 5. Please download this form via Online Application System or fill out this page and paste it onto the envelope.

Appendix 2: The Application Form

Attach recent
Photograph
Here

(This form can be downloaded via Online Application System)

准考證 號碼：Test Number Staff Only (考生勿填)

報考組別 Group	國際學生 International students				
姓名 Name					
性別 Gender	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female				
身分證字號/護照號碼 ID Number/ Passport Number					
出生年月日 Birthday	西元 年 月 日 (Year) (Month) (Date)				
電子信箱 E-Mail					
行動不便考生 Handicapped Examinee	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/> 其他 Other _____				
學歷(力)資格 Educational (Academic) Background	<input type="checkbox"/> 大學畢業 Bachelor Degree <input type="checkbox"/> 同等學歷 Equivalent Qualifications				
畢(肄)業學校 Name of Undergraduate College		畢(肄)業科 系 Department		畢(肄)業年 月 Graduate Month/Year	
戶籍地址 Permanent Address	□□□□□				
通訊地址 及 聯絡電話 Residential Address & Contact Information	地址 Address : □□□□□ 電話 Phone Number : (公)Office (宅)Home (行動) Cell Phone (傳真)Fax				
緊急連絡人(一) Emergency Contacts (1)		與本人關 係 Relations hip		緊急連絡人 電話(含行 動) Phone Number and Cell Phone Number	

緊急連絡人 (二) Emergency Contacts (2)	與本人關係 Relationship	緊急連絡人 電話 (含行動) Phone Number and Cell Phone Number
--	-----------------------	--

學歷 Educational background (For International Students Only)

學 校 School	修業起迄年月 Period Attending	主修 Major	文憑 Certificate/ Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

在華研習期間費用來源 Means of financial supports (For International Students Only)

- 個人儲蓄 Personal savings
 父母供給 Parental supports
 獎助金 MOE Scholarship
 其他 Others (Please specify it) _____

A) 資助單位 The organization of patronage : _____

B) 資助金額 The amount of patronage : _____

IMBA 研究生助學金申請 IMBA Assistantship Application (For International Students).

是否申請 IMBA 研究生助學金? 若未勾選則不考量給予獎學金。

Would you like to apply for IMBA Assistantships? Your application will not be considered unless you indicate your intention.

- 否 No
 是 Yes Reasons: _____

如欲申請本校獎助學金，請檢附以下資料：If "Yes", Please provide the follow documents:

- (1) 年級或系排名證明 Certificate of class or department Rank
- (2) 中文能力證明 Proof of Chinese proficiency
- (3) 英文能力證明 Proof of English proficiency
- (4) 其他有利審查文件 Other advantageous documents

Note: IMBA Assistantship is not guaranteed to every applicant, and it will be offered based on applicants score ranking.

語文能力(請用優、良、可、差)

Language proficiency (Please use one of these words: excellent, good, fair, poor) **and**

***please attach related certificate or test score for reference.**

能力 Proficiency		讀 Reading	寫 Writing	聽 Listening	說 Speaking	修習年數 Years of learning
語文 Language						
中文 Chinese						
英文 English						
其他外語 Other languages						

切結書(Recognizance)

本人保證上述所填資料與事實相符，事後若經發現學、經歷證件與報考資格不符者，同意取消錄取資格，絕無異議。I guarantee to verify the information provided above. If any thereof is found to be false after admission, my status as an NUK student will be revoked.

Signature: _____

Date: _____

● **Please attach the original**

身分證正面影本/護照正面影本黏貼欄
Please attach the photocopy of your front ID card or passport.

資格審查
簽章

(考生勿填)
Staff Only

身分證/護照反面影本黏貼欄
Please attach the photocopy of your back side of ID card or passport.

Appendix 3: Affidavit

Affidavit of Admission Required Documents

I, _____ (full name), applying for the International MBA Program at National University of Kaohsiung, hereby promise that I will submit the following verified documents to National University of Kaohsiung at the time of _____ (Date). I understand that if I am not able to submit the copies of the verified documents or the original ones then, my qualification for enrollment will be revoked.

Please confirm the following documents and place a check mark (✓) next to those to be submitted.

Check Box	Item
	An original bachelor degree diploma authorized by Taiwan Representative Office, MOFA.
	An original bachelor degree transcript authorized by Taiwan Representative Office, MOFA.

Applicant's signature _____

Date _____

Appendix 4: Application Package Checklist

Application Package Check List

※Fail to submit required documents may lead to receiving lower score. Please do check carefully before submitting the package.

√	繳交資料項目 Check list of the items submitted	份數 copy
	Original Copy of the Application Form (Printed out from Online Application System)	1
	The Duplicate Copy of Application Form(See Appendix 1)	1
	Certificate of Nationality (Passport / Taiwanese ID)	1
	Photocopy of Diploma (verified by Taiwan, ROC Representative office abroad for international students).	1
	Official Transcripts of Academic Records (verified by Taiwan, ROC Representative office abroad in English or Chinese with imprinted seal by signature of the register of the issuing school).	1
	Affidavit of Admission Required Documents (See Appendix 3)	
	Recognizance (See Appendix 5)	
	Authorization (See Appendix 6)	
	Study plan (in English)(See Appendix 7)	1
	Autobiography (in English) (See Appendix 8)	1
	Two sealed letters of recommendation (See Appendix 9)	2
	Other Attached Documents	1
	The applicant who has a dual nationality must attach a photocopy of the previous 6-year “ <i>Certificate for Entry and Exit Dates of National Immigration Agency</i> ” and the “ <i>Certificate of Abandoning Nationality</i> ” issued by the Ministry of the Interior.	1
	A Certificate of Account Balance with minimum balance of NT\$100,000 or A proof of provided by MOE/MOFA/Private Sectors. (This item is a required to every applicants)	1

※Myanmar students must provide documents described below

	<p>緬甸學生需檢附「托福紙本測驗成績 500 分」或「CBT 電腦托福測驗 173 分」之影本。</p> <p>Applicants from Myanmar must provide a photocopy of TOEFL test result of at least 500 points (PBT) or 173 points (CBT) when they apply.</p>
	<p>緬甸學生需檢附護照影本且效期需三年以上。</p> <p>Applicants from Myanmar must provide the photocopy of passport which holds valid for at least 3 years after the date of entry.</p>

Appendix 5: Recognizance

Recognizance 切結書

申請人 Name of Applicant: _____

申請系所 Department of Pursue : International MBA Program

一、本人保證未具僑生身分，且未於當年度接受海外聯合招生委員會分發。

I guarantee that I do not have the overseas Chinese status and do not apply for the school assignment from the University Entrance Committee for Overseas Chinese Students in this academic year.

二、本人(具雙重國籍者)保證於申請時，已連續居留海外六年，且以往六年在臺每年居留不超過 120 天。
(For the applicant who has dual nationalities) I guarantee that I have lived overseas for more than six years. And during the 6-year period, I did not stay in Taiwan for more than 120 days during any single calendar year.

本人保證自始未在臺設有戶籍。

I guarantee that I have never registered in a permanent address in Taiwan while applying for this program.

本人保證至申請日止，已喪失中華民國國籍滿八年。

I guarantee that I, while applying for the program, once held ROC citizenship but has ceased the status for more than eight years since the renunciation was issued by the Ministry of the Interior.

三、本人保證所提供之最高學歷證書為合法有效取得，該證書最少相當於中華民國高級中學授予之畢業學歷證書。

I guarantee that the diploma I am to produce for the purpose of this application has been lawfully and effectively issued by the school I attended previously. The degree as reflected by such diploma at least equals to what can be granted after successfully completing any senior high school in the ROC.

四、本人保證未曾在臺以外籍生身分完成高中學校學程。

I guarantee that I have never finished the high school program in Taiwan as an international student.

五、本人保證在臺未曾遭退學。

I guarantee that I have never been expelled from any academic programs in the ROC.

六、本人保證來臺就學後，不會轉換身分別。

I guarantee that I will never change my status after studying in Taiwan.

本人就上述所陳之任一事同意授權貴校查證，如有不實或不符合規定等情事經查證屬實者，本人願依貴校學則之相關規定辦理（包括開除學籍，不發給與修業有關之任何證明文件。如於本校畢業者，除勒令繳銷其學位證書外，並公告取消其畢業資格），絕無異議。貴校另得依法律追究法律責任。

I hereby authorize NUK to undertake the necessary verification of the information I have stated above. Should there reveal with reasonable proof any misrepresentation made by me, I shall have no objection to and shall comply with any decisions that may be made by NUK in accordance with its relevant regulations. I understand that such decisions may result in my expulsion from NUK without receiving any certificate of attendance or my being ordered to return any diploma received after completing my study at NUK with the accompanying declaration by NUK that my degree thus received is nullified. I understand that NUK may consider taking legal actions against me for any misrepresentation.

本切結書若因翻譯之故，致語義發生衝突，以中文所載語義為準。

If there is any conflict between Chinese and English statements mentioned above, the criterion will be the statements written in Chinese.

申請人簽名

Applicant's signature _____

日期

Date _____

Authorization 授權書

I authorize the National University of Kaohsiung to undertake a verification of the information I have provided and I authorize educational institutes and staff to release information they may have about me, and release them from any liability for doing so.

姓名（全名）Print Full Name_____

國籍 Citizenship/Nationality_____

護照號碼 Passport No.

畢業學校學生證號碼 University (Graduate School) Student ID Number

生日 Date of Birth _____

日期 Date _____

簽名（全名）Signature (Full Name)_____

Appendix 7: Study Plan

Study Plan 讀書計畫

Applicant 申請人: _____

Department/Institute of Pursue: International MBA Program

Please write a statement about 500 words in English, stating your study and research plan at NUK. Use both sides if needed.

Recommendation Letter 推薦信

I. 請申請人填寫 To be completed by the applicant

申請人 _____ 申請系所：國際企業管理碩士學位學程（IMBA）

Applicant: _____ Department of Pursue: International MBA Program

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

日期

Signature: _____ Date: _____

II. 請推薦人填寫 To be completed by the recommender.

- 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.

等級 項目	傑出 Outstanding	優 Very Good	佳 Good	可 Average	差 Below Average	不宜評估 Inadequate for Assessment
研究潛力 Research Potential						
創造力與想像力 Creativity & Imagination						
成熟度 Maturity						
與他人相處狀況 Ability to Work with Others						
表達能力 Communication Skills						
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.

III. 總評 Summary

強力推薦 Strongly Recommended		推薦 Recommended		勉予推薦 Recommended with Reservation		不推薦 Not Recommended	
---------------------------------	--	-------------------	--	---	--	------------------------	--

推薦人簽名 _____ 日期 Date: _____
 Recommender (Signature): _____

推薦人姓名 (正楷) _____ 職稱 Title: _____
 Recommender (Print): _____

電話 _____ 電子郵件 E-mail: _____
 Telephone: _____

單位 Institute: Affiliated _____

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 it to the applicant.