

Division of International Affairs

國際事務處



National University of Kaohsiung
國立高雄大學

OVERSEAS CHINESE & INTERNATIONAL
STUDENT
HANDBOOK
2015~2016

www.nuk.edu.tw



Introduction

Congratulation to all the international students to NUK, all the faculties of the International Affair Division is happy to give our warm welcome.

International students are plying importance contribution in the campus of NUK to expand the diversity of cultures, sharing ideas from the world and create higher education quality and environment of NUK. It is impressed to me that international students, including over sea Chinese students, exchange students, and foreign students, all showing their eagerness and kindness to share their different culture and living experience with friends and peers at NUK. I might say that you are the proud of your family and will also be proud of NUK.

I am sure every one of you must be very excited about the new life in the following semesters. Here I would like to give advice to international student with my own experience of how to develop a creative and comfortable study in a foreign country.

First of all, Roman was not built in a day, so you need to make a plan of your study to help you reach the goal step by step before graduation. Don't take advantage to skip courses which might be difficult to you at first hand. The more you pay for the studying the more you learn for the career of your future.

Second, ask for friend's help when you need it. It will be easier to make a house with many people and experts. Try to establish lifelong friendship with friends and teachers during your studying. Friendship will ease your sadness and give you honesty advice to reach your goal successfully.

Third, education is not constrained to the classroom at NUK and I hope that you will take the opportunity to participate in the many campus events and other curricula activities that are available. Make every international student to live a happy and safe life at NUK is your responsibility. In the following semesters at NUK, senior students will help you to establish your learning process for academic courses and to guide you enjoy the life at campus of NUK. There are information of the academic curriculum and activity calendar in campus that will be helpful to make your study more successful.

Finally, I like to give my best welcome to every international student to visit office of Division of International Affairs (DIA) at any time, and wish you have a successful study at NUK and enjoy the living at the sun shine city Kaohsiung. Good luck and my best regard to all international students of NUK.

Dean of the Division of International Affairs of NUK

Ming Chang Shih

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Important Date 重要日程

	Event 事件	Date 日期
1	Course Registration 選課: (Please read "Course Registration" on Page 6-9carefully.)	
	-1st Online Course Selection Period:	Aug. 24-28, 2015
	-2nd Online Course Selection Period:	Aug. 31- Sep. 4, 2015
	-Course Drop/Add Period:	Sep.10-24(Drop)/25(Add), 2015
2	Overseas Students Registration 僑外陸生註冊	Sep. 4, 2015
	<ul style="list-style-type: none"> 📌 Time 時間: 08.00-11.30AM & 13.30-16.30PM 📌 Location 地點: 國際事務處 Division of International Affairs 	
3	The Coaching of New Overseas Students 新僑外陸生入學輔導	Sep. 5, 2015
	<ul style="list-style-type: none"> 📌 Time 時間: 09.00-17.00PM 📌 Location 地點: C01-114, College of Engineering 工學院演講廳 	
4	Off-Campus Health Examination 陸生&港澳生校外體檢	Sep. 7, 2015
	<ul style="list-style-type: none"> 📌 Time 時間: 08.00-12.00PM 📌 Gather location 集合地點: OA 學一宿舍 Bus Stop 車站牌 	
5	School Health Examination 除陸生和港澳生外的僑生	Sep. 8, 2015
	<ul style="list-style-type: none"> 📌 Time 時間: 09.00-12.00PM 📌 Location 地點: C01 	
6	English Language Placement Test (for foreign exchange students only) 英語能力測驗	Sep. 8, 2015
	<ul style="list-style-type: none"> 📌 Time 時間: 15.30-16.40PM 📌 Location 地點: C02-104 & C02-108, College of Science 理學院教室 	
7	Admission Ceremony 入學典禮	Sep. 9, 2015
8	Class start 開始上課	Sep. 10, 2015

For more detail, please refer to following website:

<http://dia.nuk.edu.tw/Upload/ChinaStu/104%E5%AD%B8%E5%B9%B4%E5%BA%A6%E6%96%B0%E7%94%9F%E9%87%8D%E8%A6%81%E6%97%A5%E6%9C%9F%E4%BA%8B%E9%A0%85--1040616.pdf>

Alien Resident Certificate Application Procedures for Students of Other Nationalities 申請居留證作業流程

ARC holder : Foreign student, Overseas Chinese Student

Enter Taiwan with a visitor visa



Apply for resident visa at the Ministry of Foreign Affairs after completing registration.

Required documents:

1. Completed VISA application form.
2. Two 2 x 2 inch photos.
3. Certificate of enrollment.
4. Original and photocopy of passport and visitor visa.
5. Original and photocopy of Diploma and transcripts. (Be verified by ROC Embassies)
6. Health Certificate. (Type B)
7. Fee: NT\$3000.(US-NT\$4000)
(US citizens NT\$4000)

**(For details of photo format) :

<http://dia.nuk.edu.tw/Upload/ForeignStu/%E7%9B%B8%E7%89%87%E8%A6%8F%E6%A0%BC%E5%8A%A0%E8%8B%B1%E8%AA%AA%E6%98%8E.pdf>

Enter Taiwan with a resident visa.



Resident visa must be exchanged for an Alien Resident Certificate at the National Immigration Agency within 15 days.

Required documents:

1. Completed ARC application form.
2. One 2 x 2 inch photo
3. Original and photocopy of passport and resident visa.
4. Certificate of enrollment.
5. Fee: Overseas Chinese student- NT\$500,
Foreign student -NT\$1000.

**(For details of photo format) :

<http://dia.nuk.edu.tw/Upload/ForeignStu/%E7%9B%B8%E7%89%87%E8%A6%8F%E6%A0%BC%E5%8A%A0%E8%8B%B1%E8%AA%AA%E6%98%8E.pdf>

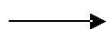
Overseas Students Medical Insurance 就醫及理賠流程

新入境(在台未連續居住滿六個月)之國際學生於未能參加全民健康保險前須參加「國際學生保險」(第一學期收取6個月保費,約新台幣3,000元)。

The newly arrived students who don't live in Taiwan continuously for six months have to join the International Student Medical Insurance till they can join National Health Insurance. (the fee for the first semester is about NT\$3,000)

1. 申請條件：持有居留證在台連續居留未滿六個月，未加入全民健保之國際學生。
Eligibility：International students with the ARC for less than six months in Taiwan
2. 加保期間：學生未加入全民健康保險前均參加此保險。依學期支付保險費。
Duration：Before you have the National Health Insurance, you have to join this medical insurance. The premium will be paid by semester.
3. 醫療理賠申請程序 Reimbursement procedure：

至診所或醫院就診
Diagnosis at the clinic or hospital



檢附收據正本、診斷證明、存摺封面影印本至 OIA(II) 統一向承保機構申請理賠

Reimbursement Application:
Original receipt、diagnosis list、photocopy of bankbook cover.

Housing 住宿

【NUK Student Dorm 高大學生宿舍】

Students must complete the check-in procedure before moving in. The official check-in date is **Sep.5, 2015** for the fall semester. The check-in time is between 10:00 a.m. and 5:30 p.m.

1. Accommodation Fee:

綜合宿舍 NT\$7250 per semester

學一宿舍 NT\$7550 per semester

學二宿舍 NT\$9800 per semester

** (not including electricity fee NT\$400), and it is subject to change. You will share a room with 3 roommates.

2. Please notice that the following items **are not included** in NUK student dorm: Meals, Mattress, Bedding, Towels, Hairdryer/Other Electronics Appliances.
3. About check-in and check-out

Check-in Procedure:

- STEP 1: Directly go to the DIA office or get the key from the student.
- STEP 2: Pay the housing fee per semester to Cashier Division(出納組)

Check-out Procedure:

- STEP 1: Bring the **Deregistration Form(離校程序單)** and **Dorm Check-Out Form(退宿申請單)** to administrator and get an official stamp for approval.
- STEP 2: Return the room key and get your key deposit back.

4. During winter and summer vacation, dorms at NUK will be closed. Anyone wishing to stay during winter or summer vacation should contact the administrator of the dorm and to apply for accommodation at the Guidance & Counseling Section, Students Affairs Division(學務處-生活輔導組) at least 1 month in advance. **Since all rooms need to be ready for new incoming students, you will need to move to another dorm and pay an extra accommodate fee (Winter break: about NT\$100 per day , Summer break: about NT\$100 per day)** at the service counter of Land Bank(土地銀行) which is next to Cashier Division(出納組) on the 1st floor of Administration building (行政大樓) during the office hour 14:00-15:30 (Mon.~ Fri.).

Course Enrollment Process 選課流程

The whole process begins with the 1st Online Course Selection Period on **Aug. 24-28, 2015** for the first semester. For the detailed dates concerning course registration, please refer to the attachment **[NUK Academic Calendar \(行事曆\)](#)**.

Before using the Online Course Selection System, please read “[104 學年度第 1 學期網際網路選課須知](http://course.nuk.edu.tw/Sel/選課須知.htm)”(<http://course.nuk.edu.tw/Sel/選課須知.htm>) & “[選課系統操作手冊](http://course.nuk.edu.tw/Sel/Doc/選課系統操作手冊.doc)”(<http://course.nuk.edu.tw/Sel/Doc/選課系統操作手冊.doc>) carefully.

■ STEP 1: 1st Online Course Selection Period-

Please go to the page of “學生選課系統”(<http://course.nuk.edu.tw>) and choose the item “學期課程查詢”(<http://course.nuk.edu.tw/QueryCourse/QueryCourse.asp>) to check courses which are offered and available for this semester. Please use your student ID number and code to log in the Online Course Selection System 學生選課系統 (<http://course.nuk.edu.tw/Sel/login.asp>). To select the course, please use Course Serial Number listed on the curriculum.

步驟 1：網路選課第一階段初選-

請至學生選課系統登入你的學生證號及密碼，進入後請以課程表上科目代碼進行選課。

■ STEP 2: 2nd Online Course Selection Period-

After the 1st Online Course Selection Period, log in the online course selection system again to find out the result. You can check if any of the courses offered are still available after the first course selection period, and select the course you would like to take. Please remember to check the course selection result on the next weekday after the period.

步驟 2：網路選課第二階段初選-

第一階段、第二階段初選課程係由電腦亂數選取，請務必於該選課階段截止的下一個工作天上網查閱選課結果，並可將選課結果列印存參。

■ STEP 3: **Course Drop/Add Period-**

We strongly suggest you to go to all the classes that you wish to attend in the first two weeks and add or drop courses online. Please be aware that there is no guarantee that students will be able to enroll in all the courses they have add during this period. Please update yourself by checking news about course changes posted in the system.

步驟 3：網路選課加退選階段-

本階段退選作業所產生之缺額，學生可即時上網查詢，但不立即釋放，隔天中午 12 時統一釋放前一天退選之缺額。所選到的課程為最後結果，請密切注意學生選課系統中最新消息之課程異動資訊。查詢相關資訊請看「網際網路選課須知」。

Note: If the course is full or not available then you cannot add it to your list at this stage. Please contact the lecturer of the course to get his/her approval of adding you as an additional student to the class. After the lecturer adds your student ID number in the system, you will be able to add the course to your selection list. If you have any enquiries about course selection, please contact Curriculum Section, Division of Academic(教務處課務組) directly (TEL:+886-7-5919564).

注意：專業課程因修課人數額滿或其他原因，無法加選時，得商請任課教師指定加選，獲任課教師同意指定加選後，同學務必自行上網選課並於加退選截止前上網確認加選之最後結果。(配合選課系統開放時間作業)，通識課程選修額滿後，原則上不接受指定加選(「中文-外僑組」除外)。如有選課上之疑問，請逕洽教務處課務組。

■ STEP 4:**Confirm Course Selection Results Online- The end of Sep/ The end of Feb**

Please go to Curriculum Section, Division of Academic(教務處課務組) to get your course selection list. It is a must that you confirm the content of the list carefully and return the list to Curriculum Section with your personal signature as a confirmation. If anything on the list needs to be corrected, please contact Curriculum Section before the deadline for this period directly.

步驟 4：確認選課結果-

完成加退選後，請同學親自至課務組領取由教務處統一印製的選課確認單，核對簽名後請於規定期限內送回課務組，若有錯誤，應於選課期限內親至課務組辦理，逾期概不受理。該單為正式選課資料，事關同學之權益，請務必仔細核對。

【Withdrawal From Courses Selected 棄選】：

To withdraw the courses, you should do the online application and go to Curriculum Section to apply for it no later than the deadline. Please note that the maximum courses that you are allowed to withdraw are 2. Once you withdraw a course after the Drop/Add deadline, a mark of “W” will be shown on your official academic transcript.

請同學親自至教務處課務組辦理棄選，逾期不受理。棄選至多以二科為限，且於成績單上將留有“棄選”紀錄。

- STEP 1: Please use your student ID number and code to log in the Online Course Selection System 學生選課系統(<http://course.nuk.edu.tw/Sel/login.asp>). Click the item “棄選作業” and enter the courses that you wish to drop. Please print out the form and get the approval of the lecturer and the director of the department with their stamps.
步驟 1:請至學生選課系統輸入學號、密碼，點選「棄選作業」並填列棄選科目，列印申請表單經任課老師及系所主管簽章。
- STEP 2: Please submit the form to Curriculum Section.
步驟 2:完成簽章後之申請表請親自送教務處辦理。

Surrounding Of NUK & Kaohsiung

■ Food

Besides the restaurants and the convenient store in the campus, the nearest areas for food are the west road (outside the College of Engineering building) and the area across the main entrance of the school.

The service hours of the restaurants are as below:

First General Building B1 第一綜合教室 B1 餐廳	Mon.~Fri.週一至週五	07:00~20:00
	Sat.週六	07:00~14:00
Dormitory (OA/OB) 2F 學生第一宿舍 2F 餐廳	Mon.~Fri.週一至週五	07:00~19:30
	Sat.週六	07:00~14:00

**Notice: On Mon. to Fri. afternoon, the school restaurants will also provide meal at the Library and Information Center, College of Science, Management, and Law Buildings. The amounts of the meals are limited; please pay attention to the service hours.

**貼心服務：每週一~五中午於圖書資訊館天橋下、理學院、管理學院及法學 1F 中庭，由學校餐廳提供現場便當零售服務，售完為止。

You can also take the bus(紅 R 56 A,B) to Huimin Road or Carrefour for more daily necessities. There are more delicacies in downtown Kaohsiung as well as other countryside, you can search the Internet and find out more.

Bus stops around Carrefour:

紅 R 56 A→Chungshan Senior High School

紅 R 56B →Lantian Road

You can also go to the Facebook fan page, which run by the students of school for more information.

<https://zh-tw.facebook.com/sayhitoyummyfood>

■ **Post Office**

If you want to go to post office, you can take (紅 R 56 A,B) to Nanzih Export Processing Zone North Gate 加工區北門， and you can find a post office which will help you about the post affairs. Another choice is that you can go to Division of General Affairs Clerical Section at the working time 14:00~16:30(summer/winter vacation 15:00~16:30). The division provides help like sending packages, but it is unavailable with other finance affairs.

■ **ATM**

You can find ATMs at the Administration Building (Land Bank) and the College of Engineering Building (Land Bank & Post Office).

■ **Health Center**

If you get hurt or feeling uncomfortable, please come to the health center and look for some help. The time schedule as below:

Items 項目	Service hours 衛生保健組服務時間		Students insurance service hours 學生團體保險服務時間	
	Day 日間	Night 夜間	Mon. /Thurs. 週一、四	Wed.週三
Semester 學期中 (Holidays not included 不含例假日)	8:30-17:00	17:00-22:00	12:00-13:00	18:00-19:00
Vacations 寒暑假 (Holidays not included 不含例假日)	8:30-12:00 13:30-16:30			
Service Items 服務項目	1. Emergency medical care/consultation 緊急傷病處理、諮詢 2. Students insurance 學生團體保險理賠 3. Health equipment borrowing 衛生保健器材借用			
Location 服務地點	Sports and Leisure Multi-Functional Building 1F Class103 體健休大樓 1 樓 103 室衛生保健組			

■ **Library and Information Center, NUK**

The Library is being very welcome among the students. Not only you can borrow the books from here, it also contains different DVDs of movies, documentaries, teaching videos, etc. The Library and Information Center provides a comfortable environment that you can enjoy reading, studying, as well as learning. The service hour is as below:

	Semester 上課時間		Vacations 寒暑假期間	
	Mon.~Fri. 週一至週五	Sat./Sun. 週六、日	Mon.~Sat. 週一至週六	Sun. 週日
Library 圖書館	8 : 30 ~ 22 : 00	8 : 30 ~ 17 : 00	8 : 30 ~ 17 : 00	Closed 休館
Medium Area 視聽欣賞區	13 : 30 ~ 21 : 30	12 : 30 ~ 16 : 30	12 : 30 ~ 16 : 30	
Study Room 自修室	8 : 30 ~ 22 : 00		Unavailable 不開放	
107/108 Computer Class 電腦教室	8 : 30 ~ 22 : 00	8 : 30 ~ 17 : 00	8 : 30 ~ 17 : 00	

備註:

1. 國定假日依規定休館。

2. 本校期中、期末考前二週，自修室延長開放至晚上十二時，屆時另行公告。

For more information about the Library and other on-line resources, please check the website:

<http://lic.nuk.edu.tw/bin/home.php>

If you still had other questions about school life information, please check on-line at

<http://intro.nuk.edu.tw/life.htm>