2023

2023 Academic Year (Fall Semester) Registration Instructions for New International Students

國立雲林科技大學
National Yunlin University of Science and Technology

國際事務處
Office of International Affairs

國際學生組
Division of International Students

Contents

REGISTRATION SCHEDULE

DATE	TIME	EVENT	PLACE
-Jul.28		Reply Enrollment Survey	Online
		Apply Resident/Visitor Visa	
Aug.2 – Aug.18		Online Pre-registration: To fill personal profile on New Students System and Yuntech SSO system	Online
Sep.2 – Sep.3	9:00-19:00	–Registration Degree Seeking Students –Document Authentication	International Corner
		Hand in Medical Check-up report	
		Dormitory Check-in	Dormitory
Sep.6 – Sep.7	9:00-17:00	–Registration Exchange Students	International Corner
Sep.1 – Sep.5		New Students course selection	Online course selection on Yuntech SSO system
Sep.7 – Sep.8		Second period of course selection	
Sep.18 – Sep.22		Third period of course selection	
Sep.8		Orientation for International Students (English)	2nd Floor of International Corner
Sep.11		Beginning of this semester	
	8:00-17:00	Last Day of Registration Fee Paying	Cashier Division, Administrative Building

I. Visa

A. Applying for a Visa at ROC overseas missions

You must apply for a valid **visa (Resident or Visitor Visa)** in your country BEFORE entering Taiwan. (There is no "Student Visa" for international students studying in Taiwan.) After you enter Taiwan with "Resident Visa", you have to apply for ARC (Alien Residence Certificate) within 15 days. The staff of International Office will help you about that.

Please contact the Ministry of Foreign Affairs and Republic of China (ROC) overseas missions in your countries / regions for the required documents, latest information and advices about which type of visa you should apply for.

*List of ROC (Taiwan) Embassies can be found at **https://www.boca.gov.tw/mp-2.html**
Please note that male students who have dual citizenship of Taiwan and other countries, and enter Taiwan with ROC (Taiwan) passports, will be subject to the Taiwanese compulsory military service regulations.

Students from Hong Kong or Macao should apply for renewable/multiple entry and exit permits in accordance with the Regulations Governing Hong Kong and Macao Citizen's Entry, Exit, Residence and Registered Permanent Residence in the Taiwan Area.

B. What Type of Visa Do You NEED?

*Ministry of Foreign Affairs, Taiwan: **https://www.boca.gov.tw/mp-2.html**

Resident visa
All students who will study degree-seeking program **should apply a Resident Visa to enter Taiwan.** After you arrive at Taiwan, you must change your resident visa to an Alien Resident Certificate (ARC) within 15 days. The International Office will help you about applying your ARC.
*Residents Visas for Foreign Students: **https://www.boca.gov.tw/cp-166-283-c4da3-2.html**

Visitor visa
Visitor Visa holders are permitted to stay for 60 to 180 days. Some R.O.C (Taiwan) embassies/oversea missions in certain countries are not likely to issue resident visas. Therefore, for degree-seeking students, if this is your case, please just apply for a Visitor visa first and then prepare the required documents to apply the Resident Visa when you arrive at Taiwan.

A properly completed visa application form: You need to first access the website **https://visawebapp.boca.gov.tw** to fill out application form online and print it out with the bar code.

*Letter of Guarantee for Visa Application to the Republic of China (refer to the appendix):
You need to ask your advisor or professors of your admitted department to sign the Letter of Guarantee for you.

*Financial document: the proof of financial support should be provided. (It depends on MOFA)

*Passport: A passport still valid for more than six months with empty pages. And copies of basic-data page of passport are also required. You must sign the form to confirm that the information you have provided is true.

*Two 2"x2" photographs (passport sized) with white background:
Photographs must be taken within the last six months, in color and with a white-color background.

*An admission letter from the university

*Highest degree diploma and Transcripts: Diploma of your highest level of education and related academic records. These must be authenticated by R.O.C overseas missions.

*Health check report: A health certificate issued within the past three months either by one of the accredited local hospitals (list attached) or by a licensed foreign hospital or clinic.
https://www.cdc.gov.tw/File/Get/xoyIyML75ggevoZmvA9FhQ

For details, please visit the website of the Center for Disease Control:
https://www.cdc.gov.tw/En

II. Upon Arrival

Before your arrival, we will inform you of the preparations needed before entering our university via email. The Office of International Affairs will arrange a school buddy who will contact you and help you with the dormitory check-in, please also remember to contact your school buddy.

A. Online Pre-registration

There are several important systems which you should do the **new user registration** before you arrive at Yuntech. Please read and follow instructions below thoroughly.

YunTech SSO system user registration: this is a "Single Sign-On" system which enables you log in to other systems using your school ID and password authenticated in one system. The SSO system includes the course selection system, student status and enrollment management systems and so on.

Online Pre-registration: For online pre-registration, you have to fill in your personal information and upload one passport sized photo with white background for making student ID card to finish the pre-registration procedures.
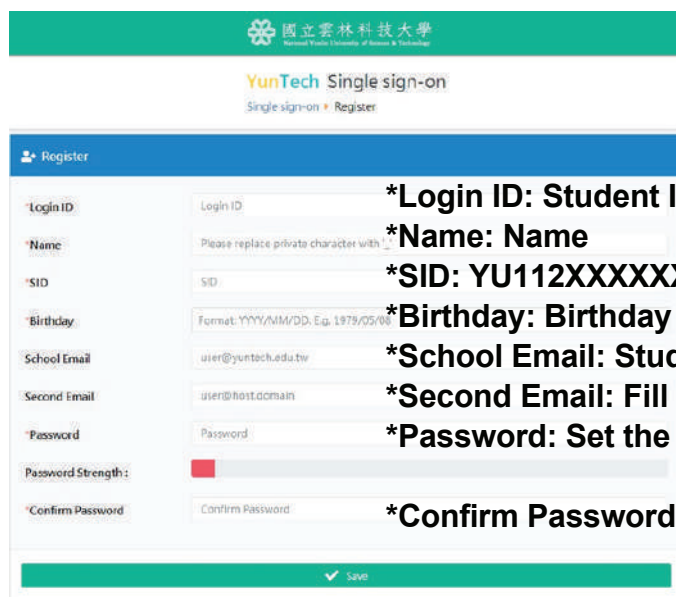
Webmail user registration: before you arrive at Yuntech, you have to register the webmail new user. Your Yuntech webmail will be received the latest and important information in campus as well as the notices from your department. By using your webmail account and password, you can log in campus Wi-Fi, and set the internet in the dormitory.

國立雲林科技大學
National Yunlin University of Science & Technology

YunTech Single sign-on

Future Parents Visitors

ID

Password

Keep signed in   Login

gemail.yuntech.edu.tw Only

Google Login

In order to login you must be registered. Please refer to [Register].

Register

If you forgot your password, please refer to [Forget Password].

Forget Password

*For the new user,please register first

國立雲林科技大學
National Yunlin University of Science & Technology

YunTech Single sign-on

Single sign-on ▶ Register

Register

Login ID	Login ID	***Login ID: Student ID**
Name	Please replace private character with	***Name: Name**
SID	SID	***SID: YU112XXXXXX**
Birthday	Format: YYYY/MM/DD. E.g. 1979/05/06	***Birthday: Birthday**
School Email	user@yuntech.edu.tw	***School Email: Student ID@yuntech.edu.tw**
Second Email	user@host.domain	***Second Email: Fill in the Email you use often**
Password	Password	***Password: Set the password yourself**
Password Strength :		
Confirm Password	Confirm Password	***Confirm Password: Same as the password you fill in**

Save

New Students System
https://webapp.yuntech.edu.tw/NewStud/

 Login in and fill in your basic information
- **International Students → Student Profile**
- **Autobiography**
- **Upload one passport sized photo with white background**

Webmail
https://webmail.yuntech.edu.tw/cgi-bin/login

1	**For the new user, please register first**	
2	***Login Name: Student ID** ***SID: YU112XXXXX** ***Birthday: Birthday** ***Password: Set the password yourself**	

B. Document needed

 * Foreign Students: (Hand in the following documents when you arrive at International Corner)

 - Admission letter
 - Degree and its photocopy (must be **verified by Taiwan overseas mission(s) of R.O.C in the country of the institution)**
 - Transcripts of previous degree and its photocopy (must be **verified by Taiwan overseas mission(s) of R.O.C in the country of the institution)**
 - Passport-size photos, with white background
 - Health-check report for residence done **within 3 months before the beginning of semester** (health checks that have been done longer than 3 months ago cannot be accepted)

C. From Airport to YunTech

 1. Airport Pick-up Service
 ▶ If you need airport pick-up, we can arrange pick-up service from Taiwan Taoyuan International Airport (TPE) to YunTech.
 ▶ You need to pay for the airport pick-up, and the fare will be shared according to the number of passenger students.
 -   Taiwan Taoyuan Airport (TPE): It is the largest airport in Taiwan, with a large number of arrivals. A pick-up bus and school staff will be arranged to pick you up. Price will be about NT$800-1500 per person. If there are less than 10 people, will arrange rental car to pick you up instead.
 ▶ If you need to apply for airport pick-up service, please take a flight that arrives in Taiwan before 13:00 in the daytime in order to report at school. To avoid arriving at school too late, we didn't accept the flight arrive after 13pm.
   (1) Please bring enough NT dollars in cash and pay the fee directly to the pick-up staff.
   (2) E-mails related to airport pick-up information will be sent on August 1st. Please complete the registration from August 1st to August 17th.

 2. Travel to Yuntech by using public transport
 If you choose to come to YunTech by yourself, please still fill in the online form.
 Fill in the relevant information of your arrival clearly so that the school can know the expected arrival and registration time of yours. Please complete it before August 17.

 * It is recommended that you take the morning flight and arrive before 13pm, so as not to arrive at school too late and not be able to perform X-ray chest check if you are going to live in school dorm.

There is no direct train or bus traveling from the airport to Yuntech. We listed travel from Taoyuan Airport(TPE) and Kaohsiung Airport (KHH) to Yuntech.
** We strongly suggest you to take a flight that arrives in Taiwan early in the daytime so that you have enough time to travel to Yuntech.

Taoyuan Airport (TPE) to Yuntech

Taoyuan Airport MRT → Taiwan High Speed Rail (HSR) → HSR Shuttle Bus	
Step	Contents
1	Taoyuan Airport MRT (TPE airport to Taoyuan HSR station)
2	HSR (Taoyuan HSR station to Yunlin HSR station)
3	HSR Shuttle Bus (from Yunlin HSR station to Yuntech)

Kaohsiung Airport (KHH) to Yuntech

Kaohsiung MRT → Taiwan High Speed Rail (HSR) → HSR Shuttle Bus	
Step	Contents
1	Kaohsiung Airport MRT (KHH airport to Zuoying HSR station)
2	HSR (Zuoying HSR station to Yunlin HSR station)
3	HSR Shuttle Bus (from Yunlin HSR station to Yuntech)

D. Arrival Report

《Degree seeking students》
1. Registration date: September 2, September 3, 2023
2. Registration location: International Corner (see at N. Map)
3. Registration time: 9:00-19:00

※Note: For students who live in the school dormitory and will come to the school by themselves. Suggest go to the Douliu HongYang Hospital(洪揚醫院) near school for a X-ray chest check before reporting at school. Those who didn't submit the X-ray chest report which is issued by the hospital in Taiwan, will not allow to live in the school dormitory.

4. After arriving at school, please do the registration report directly at the International Corner.

5. If you need to do a health check at school, it is recommended to register in the morning, to avoid being too late for an on-campus physical examination.

6. The procedures of arrival registration:
(1) Hand in the documents needed
(2) Take the Payment sheet
(3) Hand in the necessary documents and fee to apply ARC

《Exchange students》
1. Registration date: September 6, September 7, 2023
2. Registration location: International Corner (see at N. Map)
3. Registration time: 9:00-17:00
4. The procedures of arrival registration:
(1) Hand in the documents needed
(2) Take the Payment sheet

* Buy for a SIM card: The staff of the telecommunications company will assist in handling the phone card (depending on the number of students registered)
* Please do the registration report in the schedule time. Delay will affect the time of registration, physical examination, and card renewal. Please pay attention to it!

E. Dormitory Check-in

Due to insufficient of dormitory for all foreign students, for students who want to apply for school dormitory, Dorm Center will arrange bed depends on the individual situation of the students, you may not be able to be arranged to the school dormitory! Students who are not arranged to the dormitory will be arranged to the off-campus rental place. If you choose no need school dormitory, then you have to find the rental to live yourself.

*For **undergraduate students**, there are 4 rooms in one dormitory unit, each room houses 4 students with air-conditioner. The lavatory and bathroom are equipped outside the room and shared with roommates in the unit.
*For **graduate students**, there are 6 rooms in one dormitory unit, each room houses 2 students and equipped with air-conditioner. In building G (female graduate students), the lavatory and bathroom are equipped inside the room and shared with roommates next door.
In building D2 (male graduate students), the lavatory and bathroom are equipped outside the room and shared with roommates in the unit.

*All student dormitory accommodates students of same gender only.

From the second year, students who would like to continue living in the dormitory have to apply for collect ten points and the qualification will be decided by the computer balloting.
Once a student decides to live in campus dormitory, anyone withdraws as the dormitory arrangement is announced, will be charged NT$1800 as liquidated damages.

* No cooking, no smoking, no pets, cannot be noisy and cannot take any one else in the dormitory! Or you will be asked to move out immediately!
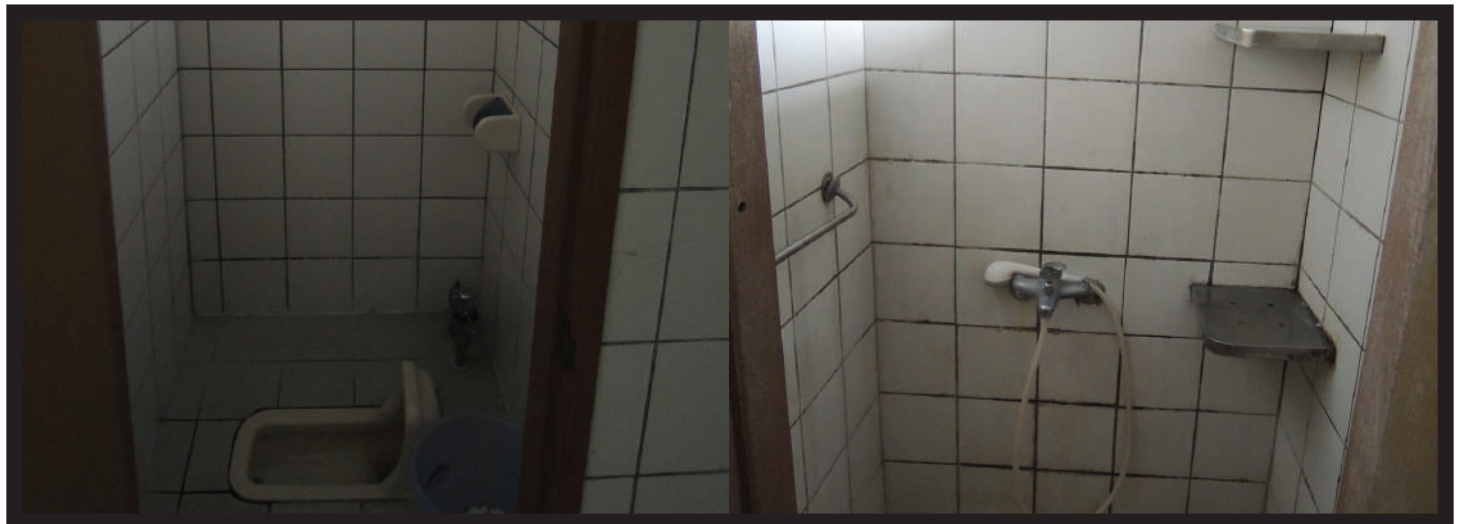* Students who will live in the dormitory need to do the chest X-ray examination in Taiwan before move in, even though you may have done in your home country.
* After you hand in the chest X-ray report, you may take your key and temporary gate entry card at international corner.

Public space (1st Floor of the building)

Public Lavatory (Undergraduate)

Coin-operated washing machine and dryer

Public facilities of each household (sink, dispenser)

Public facilities of each household (Laundry room, Dehydrating)

Public facilities of each household (Laundry room, Dehydrating)

Facility of Bedroom (Undergraduate)
(desk, closet, bookshelves)

Bedroom (Graduate students)
(6 rooms in one household unit, 2 people in one room)

F. Health Check-up

《Degree seeking students》

If you didn't do the health check-ups before you enter Taiwan or your health check-ups report has already been over than 3 months before the beginning of the semester, you will need do it again. And, please hand in the medical check-up report when you register at International Corner.

《Exchange students》

Need to do the health check-ups for short-term study in Taiwan (over 3months, less than 6 months), the health check can be done in your home country and the report is valid for three months before the beginning of the semester with authentication by Taiwan overseas mission(s) of R.O.C in the country of the institution.

Or, it's able to do the health check-ups after you arrived in Taiwan in 14 days.

G. Medical Insurance

All enrolled students are mandatory to join in the student safety insurance. The insurance fee will be included in the registration fee payment.

《Degree seeking students》

Foreign students shall join the medical insurance operated by Cathay Life Insurance for the first six months, the fee is NT$3,000 (NT$500 per month) before you are qualified to apply NHI.

* The National Health Insurance (NHI) Act stipulates that foreign nationals who are legal residents of Taiwan must enroll in the National Health Insurance program upon living in Taiwan for 6 months (6 months of continuous residence in Taiwan or with one trip abroad not exceeding 30 days when the actual residency period of 6 months is reached after the days abroad have been deducted).

《Exchange students》

Foreign students shall join the medical insurance operated by Cathay Life Insurance for one semester, the fee is NT$600 per month.

If you are not going to join the medical insurance of school, you still need to have overseas medical insurance in your home country, related documents need to be authenticated by R.O.C overseas missions. And, need to hand in to school when you come register.

《Important Information》

The Central Epidemic Command Center (CECC) announced that, in consideration of a steady increase in the number of inbound travelers, it plans to adjust the eligibility criteria for the government's program to cover the medical expenses of people diagnosed with COVID-19 during their isolation period (based on the nationality/ National Health Insurance status at the time of diagnosis). The adjustments about eligibility, which will take effect on January 1, 2023, are listed below.
- Non-R.O.C. nationals not enrolled in the NHI program should pay their medical expenses during their isolation period if they are diagnosed with COVID-19 in Taiwan.

Related Info.: **https://www.cdc.gov.tw/En/Bulletin/Detail/XkhPSHmVvpUvdEhHjwx8kw?typeid=158**

1. For New Coming Degree-seeking Foreign Students:

According to Article 22 of Regulations Regarding International Students Undertaking Studies in Taiwan, when a new international student registers, they shall submit proof of being covered by a medical and injury insurance policy which is valid for at least six months from the date that they entered Taiwan and with authentication by Taiwan overseas mission(s) of R.O.C in the country of the institution. New students can also join in the student safety insurance after registered in school.

2. For New Non-Degree-Seeking Foreign Students:
(Including foreign exchange students, short-term study foreign students, Huayu(Mandarin) Enrichment students and so on)

According to Article 22 of Regulations Regarding International Students Undertaking Studies in Taiwan, for Non-Degree-Seeking Foreign Students should also submit proof of being covered by a medical and injury insurance policy which is valid for at least six months from the date that they entered Taiwan and with authentication by Taiwan overseas mission(s) of R.O.C in the country of the institution. New students can also join in the student safety insurance after registered in school.

Regulations Regarding International Students Undertaking Studies in Taiwan:
https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=H0110001

H. Registration and Payment

Registration Procedures
    A. Finish online personal profile
    B. Degree and Transcript authentication
    C. Registration fee Payment
    D. Receive Student ID Card

1. Finish online personal profile: Please log in at https://webapp.yuntech.edu.tw/NewStud/English, fill in the information and upload your 2-inch passport sized photo.

2. Degree authentication: Please hand in the following documents for verification when
   - Original diploma and its hardcopy (must be authenticated by Taiwan's oversea mission)
   - Transcripts and its hardcopies (must be authenticated by Taiwan's oversea mission)

3. Registration fee Payment:
You will get your registration fee payment sheet as you arrive at Yuntech. Registration Fee must pay before September 11th, 2023. It can be paid at the convenience stores (e.g. 7-11, Family Mart) or the cashier division, located on the first floor of administrative building .

Table of Registration fee to see what is charged and how much you will need to pay. There are some other expenses you might have expected and should be included in your budget. For example, books expenses will vary depending on the courses you take, while living expenses, such as food, local transportation, living necessary, etc. are estimated around NT$8,000~10,000 per month.

Please noted that even if you are awarded with Yuntech scholarship(tuition waiver and monthly stipend), there are still some internet fee and insurance fee you have to pay, you may still need to prepare sufficient financial funding for living expenses for the duration of your study.

All the steps above must be completed before the semester starts (September 11th, 2023). Failure to complete the registration procedure in time without notification to Office of International Affairs in advance will result in your admission being cancelled.

Department of		Category	Fee
Mechanical Engineering, Electrical Engineering, Electronic Engineering, Safety Health & Environmental Engineering, Chemical & Materials Engineering, Construction Engineering, Industrial Engineering & Management, Information Management, Industrial Design, Visual Communication Design, Architecture & Interior Design, Digital Media Design, Creative Design, Cultural Heritage Conservation, International Graduate School of Artificial Intelligence	PhD	Tuition fees	53,877
	PhD 3rd grade or above	Basic Tutions	12,940
		Each credit fee	1540
	Master	Tuition fees	52,055
	Master 3rd grade or above	Basic Tutions	12,940
		Each credit fee	1540
	Undergraduate	Tuition fees	52,202
	Undergraduate - super seniors in engineering (for no less than 10 credits)	Tuition fees	27,845
	Undergraduate - super seniors in engineering (for no less than 9 credits)	Each credit fee	1,092
Business Administration, Finance, Accounting, Bachelor Program in International Management, Applied Foreign Languages	PhD	Tuition fees	48,409
	PhD 3rd grade or above	Basic Tutions	10,939
		Each credit fee	1,540
	Master	Tuition fees	46,606
	Master 3rd grade or above	Tuition fees	10,939
		Each credit fee	1,540
	Undergraduate	Tuition fees	46,082
	Undergraduate - super seniors in business (for no less than 10 credits)	Tuition fees	24,182
	Undergraduate - super seniors in business (for no less than 9 credits)	Each credit fee	1,019

Dormitory (need to buy prepaid card for using air conditioner)	Undergraduate	7,955
	Postgraduate Building D2 (Male)	10,738
	Postgraduate Building G (Female)	10,980
	Deposit	1,800
	Cleaning fee	450
Internet Facility Usage fee		385
Language Learning (for undergraduates)		550
Student Safety Insurance (will vary depends on contract)		570

Note 1: Students who are awarded Taiwan Scholarship, whose tuition fees will be charged as local students' one.

Note 2: Foreign students who get full tuition waiver, still need to p ay other fees such as dormitory fee, insurances etc. For the 2nd year, you have to apply for the tuition waiver and scholarship again.

Note 3: All fees are only accepted in NT dollars

Note 4: Students who receive Tuition Waiver still need to pay the dormitory fees (who will live in school dorm), usage fees for compu ters and network communication, language learning fees(expect 4-year technology school and applied foreign language department), Insurances of students, NHI fee.

Note 5: Actual fee is based on the newest "Each fee criteria for foreign students study in Taiwan of National Yunlin University of Science and Technology".

Note 6: The actual charge is based on the payment bill.

I. Orientation

Orientation (English session)
Date: September 8, 2023 (Fri)
Attendants: Foreign Degree-seeking Students (Non-Chinese native speaker)
Location: Second Floor of International Corner
Important information regarding international students will be informed at the orientation.
Please attend on time!

J. First Day of Classes: September 11, 2023

On the first day of semester, you may just go to class according to the course you select.
The course time and the classroom will be indicated on your course schedule. Text books are assigned by the instructors of the courses. Some teachers will use handouts only instead the text books. Usually, there will be a student volunteer to help the class to order and buy the text books from the publishers, but it depends on the teacher of course.

K. Course selection

There are three periods of time for course selection. Basically, the required courses are not allowed to be dropped. Elective courses are able to be dropped and added in the system during these periods. Students are allowed to audit the courses first to see if the contents or the learning goals of courses are suitable and fulfill their needs. It doesn't matter if students drop out the course if they decide not to take it ultimately, or to join the courses in the second week, as long as the courses are dropped or added within the required periods of time.

1. New incoming student Pre-selection: **Sep 1 - Sep 5**
2. Second period selection: **Sep 7 - Sep 8**
3. Third period selection: **Sep 18 - Sep 22**
4. You can find the Course Indormation on
   https://webapp.yuntech.edu.tw/WebNewCAS/Course/QueryCour.aspx?lang=en
5. If you have any questions selecting courses, please feel free to ask the staff of your department.

National Yunlin University of Science and Technology
Notes for Course Selection
國立雲林科技大學選課注意事項

1.Pre-registration
一、預選

1.1 Before the Course Pre-registration Period, required courses will have been pre-assigned into students' class schedule. That is, the home department/institute will pre-assign lists of students into required courses, but this does not including General Education courses, Physical Education courses, Literature and Innovation (Interest Options). (Student groups might be arranged based on students' student numbers.) If there is any required course not pre-assigned, students need to add it online into their class schedule by themselves.

(一) 預選前，「必修課程」開課單位設有帶入功能，即依開課單位設定由系統匯入該班學生名單，(匯入課程類型含前後段或單雙號分組教學，但不含通識、體育興趣選項必修、文學與創新(興趣選項)。)無帶入之必修課請學生自行網路加選。

1.2 Current students: Please select courses online during the Course Pre-registration Period in accordance with the school calendar. As for freshman students, transfer students and re-taking students, please go to the Registration Division of the Office of Academic Affairs to finish all enroll-ment procedures first; thereafter you can select courses online during the Course Pre-registration Period in accordance with the school calendar.

(二) 在校生：依行事曆公告預選日期，上網預選課程。新生、轉復學生：請至註冊組完成當學期註冊申請後，依行事曆公告預選日期上網預選課程。

1.3 The course system will perform a class allocation during the pre-registration period if any course is set with a capacity limit. Allocation priority is not based on the sequential order in which a certain course was selected. In other words, the student list will be randomly allocated by the department and grade of the students. Students should check the course selection results online at noon on the first working day after the pre-registration period. Other courses without capacity limits are not subject to the restriction of allocation. Students can select a course successfully right after they finish the course selection process.

(三) 預選時，有人數限制課程採批次作業 (不是先搶先贏)，請於預選結束次一上班日中午上網查詢結果；其餘則採即時處理 (即選即上)。

1.4 Allocation priority: the class of a certain year of the home department/institute opened the course>higher graders of the eduction system of the home department/institute opened the course (including students with minor and dual majors)> lower graders of the eduction system of the home department/institute opened the course>higher graders of the home department/institute opened the course>lower graders of the students of the home department/institute opened the course>students of other departments/institutes (During Course Add/Drop Period, the system will only tell students if they are allowed to select a certain course or not instead of keeping any priorty for any student. Students can select a course successfully right after they finish the course selection process. If any department/institute wants to any priority for their students, it should please have its students select courses during the first stage of the Pre-Registration Period.)

(四) 前項批次優先順序：本班 > 本系本學制高年級(含輔系、雙主修身分者) > 本系本學制低年級 > 本系所高年級 > 本系所低年級 > 外系。(加退選期間採用即時選課，系統將只判斷是否允許選課而不提供優先權保證，開課班級想享有優先選課權，請記得於在校生第一次預選時選課，以確保自身權益。)

1.5 Pre-Registration: The course selection rules for General Education courses, Physical Education courses, Literature and Innovation (Interest Options) are listed below:

(五) 預選：「通識、體育興趣選項 (必修)、文學與創新(興趣選項)」選課規則如下：

1.5.1 General Education courses, Physical Education courses, Literature and Innovation (Interest Options) can be selected depending on students' preferences. Each student can select 10 of each kind of the above courses and the system will perform a class allocation. Only one class will be allocated.

1. 通識、體育興趣選項 (必修)、文學與創新為興趣選項，可選填10個志願，由電腦批次作業分發，至多批次分發 1 門課。

1.5.2 The categories of "Sincerity, Honor, Perseverance and Originality" under General Education courses are not valid. The allocation priority for General Education courses: senior> freshman> sophomore>junior. Students are allowed to take one General Education course each semester. If any student takes more than one course during a semester, the credits from other courses will not be counted in their graduation credits.

2. 「通識」課程取消「誠、敬、恆、新」分類，批次優先順序：四年級 > 一年級，二年級，三年級。

1.5.3 The allocation priority for Physical Education courses (required): sophomore>senior>junior

3. 「體育興趣選項」(必修) 批次優先順序：二年級 > 四年級 > 三年級。

1.5.4 The allocation priority for "Literature and Innovation (Interest Options)": senior>freshman>sophomore and junior

4.「文學與創新(興趣選項)」批次優先順序：四年級＞一年級＞二年級，三年級。

1.5.5 The allocation priority for "Literature and Innovation: Creative Thinking" can only be taken in the fall semester. "Literature and Innovation: Practicum" can only be taken in the spring semester. If students have taken "Literature and Innovation: Creative Thinking," "Literature and Innovation: Practicum" will be pre-assigned for them in the spring semester. The Center of General Education pre-assigns students to the courses manually. If students fail in both "Literature and Innovation: Creative Thinking" and "Literature and Innovation: Practicum," they can take 2 courses under the category of Civilization before graduation.

5.「文學與創新－創意思考」為上學期課程，「文學與創新－創新實踐」為下學期課程。學生上學期選修到「文學與創新－創意思考」，則下學期必定要修習「文學與創新－創新實踐」，由通識中心以人工方式將修課名單匯入。

「文學與創新-創意思考」及「文學與創新-創新實踐」課程，修課學生成績若不及格，則可於畢業前任選 2 門「文學與創新」課程。

1.6 Sequential order of allocation for each category if more than one course is selected in the same time slot: Literature and Innovation (Interest Options)> physical education course (required)>General Education course>courses open by home college/department with capacity limits>other elective courses (for example, elective language courses open by the Center of General Education, physical education courses, military training courses, general elective courses and the Teacher Program).

(六) 類別批次順序：文學與創新(興趣選項)＞體育興趣選項 (必修)＞通識＞院系所有人數限制課程＞其他選修【通識中心開設之語文選修、體育選修、軍訓、共同選修、教育學程等】)

1.7 If students want to take courses with capacity limits or the four categories of courses in Article 1.5, they should preserve the time slots for the courses. If any selected course has time conflicts with the above courses, the system will not allocate it to the student.

(七) 如欲選修有人數限制的課程或志願分發的課程，請保留該課程之修課時段，如該時段已選修其他課程，將喪失該門課批次資格。

1.8 If students want to select a course successfully, the credits of selected courses shall be less than the stipulated maximum credits of their home department/institute, course conflicts in their class schedule shall not exist, and the minimum credits of each semester shall have been

reached. As for General Education courses and Physical Education courses, only one course can be counted in the graduation credits for each category even if more than one course of these two categories are taken.

(For example, 2 credits will be counted in the graduation credits even if students choose 10 classes under General Education courses.)

(八) 線上選課如遇有超修、衝堂、學分不足等情況時，系統將不予接受。通識、體育等多志願課程只計算一次學分 (例如選 10 個志願的通識課只計算1門課)。

2. Course Add/Drop
二、全校學生加退選

2.1 During the Course Add/Drop Period, students can add courses online directly. If students want to select a course successfully, the credits of selected courses shall be less than the stipulated maximum credits of their home department/institute, course conflicts in their class schedule shall not exist, and the minimum credits of each semester shall have been reached.

(一) 加退選作業採即時處理，不經由批次處理，即選即上，如遇有超修、衝堂、學分不足等情況時，系統將不予接受。

2.2 Students shall follow regulations related to maximum/minimum credits stipulated by their home department/institute. (Please refer to Article 3 of "Course Selection Guidelines" for further informration.)

(二) 網路選課須遵守學分上、下限規定選課 (詳見選課要點第 3 點規定)。

2.3 After finishing their course selection, students shall confirm the results of their selection on Class Schedule under Course Information in the System of Academic Affairs on the school's website.

(三) 學生選課後，應至「教務資訊系統 / 課程資訊 / 學期選課資料」確認加退選作業是否成功。

2.4 If students' credit tuition or graduation are affected by any personal reasons such as students' own carelessness in saving and confirming their course selection or not being able to select courses in time, they can add/drop courses after the stipulated deadline only in accordance with Article 14 of the "Course Selection Guidelines". However, students who are not eligible for Article 14 cannot add/drop courses.

(四) 學生如因疏忽未儲存資料或未依規定時間上網選課等個人因素，以致影響學分費、畢業資格等問題，除選課要點第 14 點規定得請求補救外，為求公平性一律不准再加、退選。

2.5 Please print your class schedule on the Print the Course Selection Results under My Courses in the System of Academic Affairs on the school's website on the next day of the deadline of the Course Add/Drop Period and one week before the mid-term.

(五) 加退選截止隔天至期中考前一週退選結束前，請至「教務資訊系統／我的選課／選課結果清單列印」列印當學期選課資料存查。

3. Required Courses
三、必修課程修習

3.1 Students shall take required courses opened by their home class/department and they are not allowed to drop any required courses at random.

(一) 必修課程學生選課以修習本系、本班所排定之科目為原則，亦即不可任意退選必修科目。

3.2 If students have to drop their required courses or take any required course opened by other class due to the situation of re-taking or transferring, they shall fill out the "Application Form for Dropping Required Courses or Taking Required Courses of Other Class" and present themselves in person at the Curriculum and Teaching Division of Office of Academic Affairs to finish all required procedures.

(二) 學生因重修、轉系等因素，以致必修須退選或跨班修習他班必修科目，必須填寫「學生必修科目退選或跨班修習申請表」，於加退選期間親至教務處課教組辦理。

3.3 For competency-based courses students are pre-assigned into the course directly by the department/institute opened the courses. If students have any problem adding, dropping or re-taking courses, they should visit the department/institute opened the courses directly.

(三) 「能力分班」類型必修課程，名單由開課單位依分班標準自行鍵入該班學生名單，學生加選、退選或重補修登記等問題，請逕洽開課單位辦理。

3.4 If students want to take any required courses opened by other departments as their own elective course, re-take any required course of lower grades, or re-take general courses opened by the Center of General Education, they don't have to fill out any form and can directly select the above courses online.

(四) 修習他系必修做為自己的選修、重修低年級必修課程或跨班重修通識中心所開設之全校「共同必修」科目，均可以直接上網選課，請不用填表。

3.5 If students have to drop any required course due to the situation of course blocking, the department of the students shall build the student list and build the list into the System of

Academic Affairs during the Courses Add/Drop Period.

(五) 因擋修規定須退選必修科目，請系辦統一製作名單，於加退選前匯入教務資訊系統。

3.6 Students can take only one Physical Education course during each semester (Not including the students who have to re-take the course). If students who want to re-take a Physical Education course, they can have up to 10 preferences online.

(六) 體育興趣選項必修每學期限修 1 門 (因重修致一學期須同時修習2門必修體育者除外)。
重修體育興趣選項必修課，可直接上網選填 10 個志願。

4. Super Senior

Super seniors have to select at least 1 course during the Pre-Registration Period or Course Add/-Drop Period. Students not taking any course shall apply for suspension. For those who do not apply for suspension, the university will suspend their schooling by force.

四、大學部延修生

應於預選或加退選期間上網至少修 1 門課，如未修課應辦理休學申請，未申請者強制休學。

5. In-Service Graduate Students Taking Day Division Courses

According to Article 8 of "Guidelines of Academic Affairs for In-Service Graduate Students," "If in-service graduate students have to take any day division course due to some special needs, they can only take 3 credits or less than one-third of the total credits of the semester (credits which will not be counted in the graduation credits are not included in this article). The credits of day division courses should be less than one-third of students' graduation credits. The credit tuition will follow the tuition standard of the in-service program.

Courses which will not be included in the graduation credits are those from the Teacher Program, English Elite Program, English Reading for Specific Purposes, and undergraduate courses. In-service students who only take 3 credits in a semester shall fill out the"Application Form" and make an in-person visit to the Curriculum and Teaching Division of the Office of Academic Affairs to finish all procedures required during the Course Add/Drop Period.

五、在職專班學生修習日間部選課

依辦理研究所碩士在職專班教務處理要點第八點規定：「碩士在職專班學生因特殊需求得修習日間部課程，其選課學分數三學分或以不超過該學期修習總學分數三分之一 (不列入畢業學分課程不在此限)，並以不超過該畢業學分數三分之一為限，學分費依在職專班收費標準辦理。」

不列入畢業學分課程如教育學程、英語菁英學程、研究所專技英文閱讀及大學部課程。當學期只修讀 3 學分者必須填寫「申請表」，於加退選期間親至課教組辦理。

6. Course Selection Guidelines for Exchange Students（Approved by the 68th Interim Meeting of Academic Affairs on May 6th, 2011.）：

六、交換生選課規則（依100年5月6日第68次臨時教務會議通過）：

6.1 International exchange students, exchange students from the Mailand China and visiting students are not restricted to their grade, status, prerequisite courses and minimum credits when selecting courses. However, the maximum credits for each semester shall be less than 25. (Pre-requisite courses will not be built into the above students'class schedules.)

(一) 原則上國際交換生、大陸地區交換生及訪問生，於交換或訪問期間選課不受年級、身分、先修科目及修習學分數下限等條件限制，惟每學期修習學分數不得多於 25 學分。(註：系統不匯入該班必修課程)

6.2 Students can take no more than 2 General Education courses only.

(二) 通識課程每學期至多以 2 門為限。

6.3 Students who want to take courses open by in-service programs shall pay the tuition credit in accordance with the credit tuition standard of in-service programs.

(三) 選讀碩士在職專班課程，學分費依在職專班收費標準辦理。

6.4 Matters not covered in the notes shall be conducted in accordance with the regulations of the Office of Academic Affairs.

(四) 上述未盡事宜，悉依本校教務規章規定辦理。

7. Disabled Students

Disabled students in need of assistance regarding course selection can contact staff at the Resources Classroom of Cousel Center for an evaluation. After the evaluation by staff at the Counseling Center, staff at the Curriculum and Teaching Division will help students if the result of the evaluation is needed. Students must remember that the application shall be finished by the Pre-registration Pediod and Course Add/Drop Period.

七、身心障礙生選課申請

身心障礙學生於選課上須課教組代為建置者，請先經諮輔中心資源教室評估後，提出申請，申請書請於預選前及加退選前送至課教組。

8. Explanation of Codes:

8.1 Session and Codes of Classrooms:

a. Session:	A=08:10 - 09:00	E=13:10 - 14:00	I=18:25 - 19:15	W=06:10 - 07:00
	B=09:10 - 10:00	F=14:10 - 15:00	J=19:20 - 20:10	J=07:10 - 08:00
	C=10:10 - 11:00	G=15:10 - 16:00	K=20:15 - 21:05	K=12:10 - 13:00
	D=11:10 - 12:00	H=16:10 - 17:00	L=21:10 - 22:00	L=17:10 - 18:00
b.Codes of Classroom:	EM=Building 1 of the College of Engineering	EN=Building 6 of the College of Engineering	DH=Building 1 of the College of Humanities and Applied Sciences	TL=Library
	EL= Building 2 of the College of Engineering	MA=Building 1 of the College of Management	DS= Building 2 of the College of Humanities and Applied Sciences	AC=Information Center
	ES= Building 3 of the College of Engineering	MB= Building 2 of the College of Management	DC=Buildings 1 and 2 of the College of Design	ASP=Swimming Pool
	EC= Building 4 of the College of Engineering	MD= Building 3 of the College of Management	DA=Building 3 of the College of Design	GA=Student Center
	EB= Building 5 of the College of Engineering	VT=Building of Technological and Vocational Education	DW=Idea Factory	PD=Gymnasium

8.2 Codes for Course Information System:

a. The numbers, "0-4-2," indicate 0 hours of lecture a week, 4hours of practical learning a week and 2 credits for the course.

b. The words "1-CD/EM201" under the column of "Schedule/Location" indicates that the course takes place on Monday (1 denotes the first day of the work week) and at EM201. EM is the code for Building 1 of the College of Engineering. 2 in the EM201 indicates the classroom is located on the second floor and 01 is the number of the classroom.

(二) 課程時間表內之代碼說明：

a.「學分組合」：如「0－4－2」，其中 0 為講授時數，4 為實習時數，2 則為學分數。

b.「星期-節次/教室」欄中「1－CD/EM201」之代表意義：

1 表星期一；CD 表上課時段；EM201 表上課教室：EM 為工程一館、2 為二樓，01 為教室編號。

The operation of course selection system as well as the regulations will be introduces by each department. For Master and Ph.D students, please following the information from the table below to attend the course selection session.

Department	Venue	Date	Time
Mechanical Engineering (MS, Phd)	EM211	Sep. 1st	10:00 - 11:00
Electrical Engineering in Electrical Engineering (MS)	EL310	Sep. 2nd	10:00 - 11:00
Safety, Health and Environmental Engineering (MS)	ES223	Sep. 6th	15:00 - 17:00
Graduate School of Design (Master)		Sep. 2nd	12:00 - 13:00
(PhD)		Sep. 3rd	
Industrial Design	DC327	Sep. 5th	10:00 - 11:00
Architecture and Interior Design (MA)	DC421	Jun. 30th	10:00 - 14:00
Cultural Heritage Conservation (MA)	DS204	Sep. 1st	10:00 - 12:00
Graduate School of Materials Science (MA)	DS305	Sep. 1st	11:00 - 12:00
Graduate School of Intelligence Science	FB104	Sep. 5th	13:00 - 14:00

The operation of course selection system can also check at National Yunlin University of Science and Technology Operation Instructions to Use the System of Course Selection:
https://reurl.cc/lDnK7l

Website of Department

College of Engineering	
Graduate School of Engineering Science and Technology	https://etg.yuntech.edu.tw/gex/
Department of Mechanical Engineering	https://me.yuntech.edu.tw/
Department of Electrical Engineering	http://www.ee.yuntech.edu.tw/english_new/about/De- fault.aspx
Department of Electronic Engineering	https://uel.yuntech.edu.tw/~uel_fewgjpoq2t/index.php/ en/
Department and Graduate School of Safety Health and Environmental Engineering	https://ues.yuntech.edu.tw/#/
Department of Chemical and Materials Engineering	https://che.yuntech.edu.tw/
Department of Civil and Construction Engineering	https://ce.yuntech.edu.tw/
Department of Computer Science and Information Engineering	https://www.csie.yuntech.edu.tw

| College of Management	
Department of Business Administration	http://ba.yuntech.edu.tw/
Department of Industrial Engineering and Management	https://www.iem.yuntech.edu.tw/english/
Department of Information Management	https://www.mis.yuntech.edu.tw/?page_id=11730
Department of Finance	https://umf.yuntech.edu.tw/english/index.html
Department of Accounting	https://uma.yuntech.edu.tw/english/index.html
Bachelor of International Management	https://ipm.yuntech.edu.tw
International Graduate School of Artificial Intelligence	https://iai.yuntech.edu.tw/
Executive Master Program in Business Administration	http://www.emba.cm.yuntech.edu.tw/?p=ine1
Bachelor Program in Business and Management	http://www.nd.cm.yuntech.edu.tw/?lang=eng&p=ine1

College of Design

Graduate School of Design, Master & Doctoral Program	http://ddp.yuntech.edu.tw/en/about/intro
Department of Industrial Design	https://id.yuntech.edu.tw
Department of Visual Communication Design	https://vc.yuntech.edu.tw
Department & Graduate School of Architecture & Interior Design	https://aid.yuntech.edu.tw/english/about.html
Department of Digital Media Design	https://gcd.yuntech.edu.tw
Department of Creative Design	https://cd.yuntech.edu.tw

College of Humanities and Applied Sciences

Department of Applied Foreign Languages	http://www.dafl.yuntech.edu.tw
Department of Cultural Heritage Conservation	https://culture.yuntech.edu.tw/chc/EnglishHome
Graduate School of Technological and Vocational Education	https://www.tve.yuntech.edu.tw/en
Graduate School of Applied Chinese Studies	https://ghc.yuntech.edu.tw/index.php#
Graduate School of Leisure and Exercise Studies	https://ghl.yuntech.edu.tw/en/about.html

* For more information about your department and course you have to choose, please check on the department website or ask the staff of your department via E-mail

L. Preparation for living in Taiwan

* Money withdraw : Please make sure that your ATM card or credit card has one of the following operators and has oversea withdraw function, so that you can withdraw money at Taiwan's ATM.
- General : VISA, MasterCard
- Malaysia : PLUS
- Indonesia : Maestro, Cirrus

* Daily necessities : Please prepare your own stuff such as mattress or pillow and other living necessities. You can buy them at the convenient store or hypermarket in the campus or the shops outside campus.

* Adapter plug : the socket in Taiwan is Type A, and voltage is 110V, please prepare your own adapter.

Adapter plug
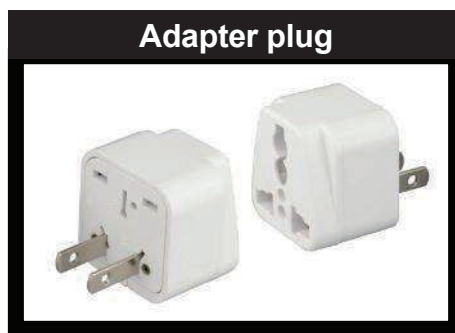
* NT dollar : Please make sure you have exchanged some NTD dollars for the cost as you arrived Taiwan, including
- Transportation fee : around NTD$1500-$3000 (from TPE airport to school)
- Chest X-ray examination fee : NTD$300 (for students who live in school dorm)
- SIM card : NTD$1000 (for 30 days buying at the airport/ depends on different type of SIM card)
- Living necessary : around NTD$8000- NTD$10000 per month

M. Other Information

* Working permit :
International students are allowed to work during the semester and vacations, as long as applying for the working permit. Need to follow the related regulations and rules to apply working permit and work in Taiwan.

* Chinese courses :
The Language Center offers Chinese courses from the beginning level. The relevant information will be announced by Email or you can search related information at **http://clc.yuntech.edu.tw/**
.
* Bank Account :
 A bank account in Taiwan is needed for being granted scholarship (monthly stipend). Yet, the application for bank account could be submit only after the ARC is issued. Generally, it will take about three weeks to get the ARC and bank account done. Therefore, students who are granted stipend will receive it in one or two months from semester starts which depends administrative process. And school will only provide scholarship (monthly stipend) when you are in Taiwan. Preparing a sufficient amount of money is necessary for your life expense.

For more information, please refer to the website of Office of International Affairs (OIA) :
https://tdx.yuntech.edu.tw/english/

N. Map

2023 Academic Year (Fall Semester)
Registration Instructions for New International Students

National Yunlin University of Science and Technology
Office of International Affairs
Division of International Students
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