

# Chung Hua University

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| Prepared by: Office of International & Cross-Strait Affair, CHU | Guidelines on International Students Admission | Ref: AF2-2-003 |
| Promulgation date: May 18, 2023                                 |  | Page: 1        |

Discussed and approved at the 3<sup>rd</sup> Academic Council Meeting of the 2004 academic year on November 17th, 2004  
Letter Tai (I) No. 0930157016 issued by the Ministry of Education on November 31, 2004 for record  
Amended and approved at the 1<sup>st</sup> Academic Council Meeting of the 2005 academic year on September 28, 2005  
Letter Tai No. 0940141899 issued by the Ministry of Education on October 14, 2005 for approval  
Amended and approved at the 10<sup>th</sup> Academic Council Meeting of the 2005 academic year on July 19, 2006  
Letter Tai No. 0940141899 issued by the Ministry of Education on October 14, 2005 for approval  
Letter Tai No. 095128749 issued by the Ministry of Education on August 31, 2006 for approval  
Amended and approved at the 6<sup>th</sup> Academic Council Meeting of the 2010 academic year on January 12, 2011  
Amended and approved at the 5<sup>th</sup> Academic Council Meeting of the 2014 academic year on January 14, 2015  
Letter Tai-Chiao (V) No. 1040056927 issued by the Ministry of Education on May 4, 2005 for approval  
Amended and approved at the 6<sup>th</sup> Academic Council Meeting of the 2020 academic year on March 10, 2021  
Letter Tai-Chiao (V) No. 1100051947 issued by the Ministry of Education on April 19, 2021 for approval  
Amended and approved at the 8<sup>th</sup> Academic Council Meeting of the 2023 academic year on March 8, 2023  
Letter Tai-Chiao (V) No. 1120042024 issued by Ministry of Education on May 18, 2023 for approval

## I. Purpose

To enhance the internationalization of the campus, promote academic and cultural exchange, and attract foreign students to study in Taiwan, the Chung Hua University (CHU) Guidelines on International Students Admission ("Guidelines") are hereby formulated.

## II. Scope

These Guidelines apply to all scopes of application and data aggregation and review of international students of the University.

## III. Approval Authority

The Office of International and Cross-Strait Affairs revises regulations and firmly implements policy pursuant to such regulations. The Office of Academic Affairs reports the number international students of the University to the Ministry of Education (MOE).

## IV. Definition:

None

## V. Content

**Article 1.** These Guidelines have been formulated in accordance with the MOE's Regulations Regarding International Students Undertaking Studies in Taiwan.

**Article 2.** Foreign nationals who have never held citizenship of the Republic of China shall apply for admission in accordance with these Guidelines if they meet the following criteria:

- A. The applicant has never studied in Taiwan as an overseas Chinese student, and
- B. the applicant has not been admitted in the current academic year by way of the University Entrance Committee for Overseas Chinese students in accordance with Regulations for Study and Counselling Assistance for

### Overseas Chinese Students in Taiwan.

Foreign nationals who meet the following guidelines and have continuous overseas residency for more than six (6) consecutive years shall apply for admission in accordance with these Guidelines:

- A. Those who also hold R.O.C. nationality but have never had a household registration in Taiwan
- B. Those who have renounced their R.O.C nationality but at least eight (8) years has passed from the day the Ministry of the Interior approved the loss of their nationality to the time of application.
- C. Applicants mentioned in the preceding two subparagraphs shall also meet the requirements stipulated in subparagraphs 1 and 2 in Paragraphs 1 and 2.

Foreign nationals who are selected by foreign governments, institutions, or schools, universities, or colleges to study in Taiwan in accordance with a bilateral educational agreement and have never had any household registration in Taiwan shall not be subject to the requirements of the previous two paragraphs with the approval of the MOE.

Said period of six or eight years stipulated in Paragraph 2 shall be calculated as the last day being the beginning of the admitted semester (February 1st or August 1st).

"Overseas" as stipulated in Paragraph 2 refers to countries or regions other than China, Hong Kong, and Macau, and "continuous overseas residency" as stipulated therein means that the period for which the applicant may have stayed in Taiwan shall be no more than one hundred and twenty (120) days within one calendar year. In cases where the beginning or ending year of continuous overseas residency is not a full calendar year, the number of days the individual stayed in Taiwan in any calendar year shall not exceed one hundred and twenty (120) days. Nevertheless, the period of staying in Taiwan meeting one of the following conditions shall be discounted from said one hundred and twenty (120) days with supporting documentation:

- A. Applicants attending an overseas youth training program offered by a competent authority for overseas compatriot affairs, or a technical professional training program accredited by the MOE.
- B. Applicants studying less than two years at a Chinese language center of any university or college approved by the MOE for admitting foreign students.
- C. Applicants studying as an exchange student for less than two years.
- D. Applicants taking up an internship in Taiwan for less than two years with prior approval from the designated central competent authority.

The MOE's Regulations Regarding International Students Undertaking Studies in Taiwan was amended on February 1st, 2011. Applicants submitting to renounce their R.O.C nationality before the amendment shall follow the former regulations and are not subject to the restrictions stipulated in Paragraph 2.

**Article 3.** Foreign nationals with a permanent residency in Hong Kong or Macao but without a Taiwan household registration shall apply for admission in accordance with these Guidelines after having resided in Hong Kong, Macao, or overseas for more than six (6) years.

"Continuous overseas residency" stipulated in the preceding paragraphs means that the period that the applicant may have stayed in Taiwan shall be no more than one hundred and twenty (120) days within one calendar year. Nevertheless, the period of staying in Taiwan meeting the conditions stipulated in subparagraphs 1-4, Paragraph 5, Article 2 shall be discounted from said one hundred and twenty (120) days with supporting documentation.

Foreign nationals who were once Chinese residents, have never had Taiwan household registration, and have continuous overseas residency for more than six (6) years at the time of application, shall apply for admission in accordance with these Guidelines.

"Continuous overseas residency" stipulated in the preceding two paragraphs means that the period that the applicant may have stayed in Taiwan shall be no more than one hundred and twenty (120) days within one calendar year. Nevertheless, the period of staying in Taiwan meeting the conditions stipulated in subparagraphs 1-4, Paragraph 5, Article 2 shall be discounted from said one hundred and twenty (120) days with supporting documentation.

Said period of six or eight years stipulated in Paragraphs 1 and 3 shall be calculated as the last day being the beginning of the admitted semester (February 1st or August 1st).

"Overseas" as stipulated in Paragraphs 1-4 shall be pursuant to Paragraph 5 of Article 2, *mutatis mutandis*.

**Article 4.** Applications of international students coming to study in Taiwan through the provisions of Article 2 and 3 shall be limited to once only. Those who continue to study shall follow the same admission procedures as domestic students. However, the following situations shall not be subject to said restriction:

- A. Those who have completed a degree program at a university shall apply for master or doctoral programs in accordance with the University's regulations.
- B. Those who studied in a bachelor program in Taiwan for less than one year and were dismissed or enrolment was cancelled shall be allowed to re-apply once.

International students who are dismissed from the University or have their enrolment cancelled due to reasons of conduct, academic assessment, or severe violation of laws or regulations, may not re-apply in accordance with the previous paragraph.

**Article 5.** The actual quota of school places available for international students is managed in accordance with the principle of an additional ten percent (10%) above the admission quota that was approved for the previous academic year by the MOE, which it shall be incorporated in the total admission quota of the current

academic year and submitted to the MOE for approval. Schools applying to admit more than an additional ten percent shall submit a report of the planned increment (including associated quality control strategy and supportive measures) to the MOE for approval. Degree programs offered by collaborating with domestic and foreign universities that have been approved on a case-by-case basis by the MOE are not subject to this restriction. The University may augment the number of places at their institution available to international students by the number of places that were available to local students within the admission quota that was approved for the institution for the previous academic year, and shall first report such an increase to the MOE for approval.

Said admission quota for international students stipulated in the preceding paragraph shall exclude those who study without degrees.

**Article 6.** In addition to participating in overseas education exhibitions and extensive exposure in overseas media, the University also recruits international students through the promotion and assistance of local offices, allied schools, and alumni associations in Taiwan to help students manage relevant procedures as necessary without outsourcing recruitment.

The University recruits international students (including all grades of admission), and international students applying for admission to the University must file their applications to the Office of International and Cross-Strait Affairs online with the following:

- A. The application form
- B. Academic credentials:
  - (A) Those issued by schools or universities in China: To be handled in accordance with Regulations Governing the Assessment and Recognition of Academic Credentials in Mainland Areas
  - (B) Those issued by schools or universities in Hong Kong or Macao: To be handled in accordance with Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao
  - (C) Other universities
    - 1. Those issued by overseas Taiwanese schools or Taiwanese children's schools in China shall be equivalent to those at the same level in Taiwan.
    - 2. Degree certificates issued in countries other than those stipulated in the preceding Items 1 and 2 shall be handled in accordance with the Regulations Governing the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, those issued by the China campus of a foreign school or university shall be notarized by the competent agency in China, and then authenticated by either an agency established or designated by the Executive Yuan, or a private organization commissioned by the Executive Yuan.

- C. Transcripts for each year of highest degree studies.
- D. Proof of financial support sufficient to cover living expenses during the period of studies in Taiwan of at least USD 4,000, or a certificate indicating a full scholarship granted by a government, the University, or any private organization
- E. A "Study Abroad Plan" in Chinese or English
- F. Two letters of recommendation (only for applicants to graduate schools)
- G. Other documentation required by individual departments (degrees or programs).
- H. Other documentation required by the University.

The University shall review the international student's application. If any of the documents specified in subparagraphs 2 and 4 of the preceding paragraph have not been authenticated by an overseas institution, or by an agency established or designated by the Executive Yuan, or by a private organization commissioned by the Executive Yuan, and the educational institution has any doubts about them, it may request authentication by an overseas agency. If there are any doubts about any documents that have already been authenticated, the University may request an examination of the documents.

The admission notice referred to in Paragraph 2 shall set out in detail in both Chinese and English the name of the international student, the name of their program of study, the degree level, the language of instruction, the academic year of enrolment, the date the semester begins, tuition and miscellaneous fees collection and refund criteria, any scholarship or grant awarded to the student, and any other pertinent information of which international students must be notified, and verify that the international student studying in Taiwan understands their associated rights and obligations. A university or tertiary college institution may provide versions of these details in the native language of the international student.

**Article 7.** An international student who submits any certificate or document as part of their application for admission to an educational institution that is found to be forged, fabricated, or altered in any way shall have their enrolment eligibility revoked. If the student has already registered and begun classes, their registration as a current student shall be cancelled and they shall not be awarded any certification whatsoever regarding their related academic undertakings. If any such circumstances are discovered after a student has already graduated, the educational institution shall revoke the student's eligibility to graduate and shall require any degree already awarded be returned and rescinded.

**Article 8.** An international student who has completed a bachelor's or higher degree in Taiwan and is applying for admission to a master's or higher degree may submit copies of their graduation certificate from a university or tertiary college in Taiwan and transcripts for each year of their studies, and apply in accordance with the provisions of Article 6 and not be subject to the provisions stipulated in subparagraph 2, Paragraph 2, Article 6. An international student who has graduated from a school for international residents in Taiwan, or from a bilingual

division (program) affiliated with a domestic senior secondary school, or from a program offering a foreign curriculum at a division of a domestic private senior secondary school may submit copies of their graduation certificate and their transcripts for each year, and apply for admission in accordance with the provisions of Article 6 and not be subject to the provisions of Paragraph 1, Article 4, or the provisions of subparagraph 2, Paragraph 2, Article 6.

**Article 9.** Information regarding international students' enrolment, transfer, suspension, dismissal, or any change or revocation of student status shall be recorded and updated on the international student management system designated by the MOE.

**Article 10.** International students shall not apply for in-service master's programs, or any programs whose courses are taught only in the evening, on weekends, or during holidays. However, they shall not be subject to said restriction if they already have a resident permit in Taiwan or the intended program of study has been specially approved by the MOE.

**Article 11.** For the review of applications filed by international students, the Office of International and Cross-Strait Affairs conduct a preliminary review after receiving and compiling the documents to check they are satisfactory to the Regulations Regarding International Students Undertaking Studies in Taiwan, and transfer them to each department (degree program). Following approval by each department (degree program) via second review, applications are recommended to the International Students Admission Committee of the University for Final Review. The Office of International and Cross-Strait Affairs will send an admission notice to notify students who have passed the review that their admission has been registered.

The International Students Admission Committee is organized by the vice-president, dean of international affairs, dean of each college, and chair (director) of department receiving the application. If a member is unable to attend the meeting, he/she may assign a proxy to attend on his/her behalf. The vice-president acts as the Chair.

**Article 12.** In the review process of each department (degree program), the Office of International and Cross-Strait Affairs of the university may notify the applicant to sit a proficiency test or interview as necessary.

**Article 13.** Applicants are required to submit a language proficiency certificate that meets the minimum language proficiency requirements in their degree program.

A. Most of the courses in our Admissions Guide are taught in Chinese. The applicant must have a Chinese Proficiency Certificate of CEFR Level A2 (Waystage) or above (or equivalent).

Applicants that meet any one of the following criteria are exempted from providing certificates of Chinese proficiency:

(A) Chinese (Mandarin) is your mother tongue: If your mother tongue is Chinese, please fill your details in Chinese outlining your day-to-day use of the language, learning progress, and your listening, reading, speaking, and writing skills.

(B) Your previous degree was conducted in Chinese (Mandarin): If any of your previous degrees (including senior high school diploma) was conducted in Chinese (Mandarin), please submit an official certification provided by your previous university or high school.

(C) You have previously majored in Chinese (Mandarin): If any of your previous degrees (including senior high school diploma) was a Chinese (Mandarin) major, please submit your graduation certificate or a certification provided by your previous university or high school.

B. All undergraduate, master's, and PhD programs provide English courses for international students. Applicants must have an English proficiency certificate of CEFR Level B1 or above (or other equivalent tests). Failure to meet the language requirements will result in the student not being admitted.

Applicants that meet any one of the following criteria are exempted from providing certificates of English proficiency:

(A) Applicants from nations where English is the official or common language.

(B) Your previous degree was obtained from an English-speaking country: If any of your previous degrees were obtained from a nation where English is the official or common language, please submit your graduation certificate.

(C) Your previous degree was conducted in English: If any of your previous degrees were taught entirely in English, please submit a certification provided by your previous university.

**Article 14.** When the date of completed enrollment is within the first one-third of a semester, international students shall still be admitted into the current semester; otherwise, they shall be admitted into the next semester or academic year. If the MOE stipulates otherwise, this restriction shall not apply. The graduation qualification shall be managed in accordance with the relevant regulations of the University.

**Article 15.** As long as regular teaching is not affected, the University shall sign educational cooperation agreements with overseas universities to recruit international students as exchange students. Admission of non-degree exchange students shall follow these Guidelines, mutatis mutandis. The documents to be enclosed in applications are the same for regular students.

**Article 16.** Course selection and registration of foreign exchange students is the same as for regular students. The Office of Academic Affairs will issue a credit certificate after exchange students pass the relevant examinations.

**Article 17.** After the foreign exchange student obtains official student status, the subjects and credits earned may be adopted and credited in accordance with the University's Credit Transfer Guidelines following approval of the head of department (degree program).

**Article 18.** When a new international student registers, they shall submit proof of medical and personal injury insurance coverage valid for at least six months from the date

they entered Taiwan. Current students shall present documentary proof that they have joined Taiwan's National Health Insurance Plan.

If the proof of insurance referred to in the previous paragraph was issued in a foreign country, it shall be authenticated by R.O.C. Embassies and Missions Abroad.

Upon enrolment, new international students shall submit proof of medical and personal injury insurance or the proof of payment of Overseas Student Medical Insurance for the first term. The school will arrange Taiwan's National Health Insurance for international students after six months of studying in Taiwan.

**Article 19.** If an investigation verifies that an international student has violated the provisions of the Employment Services Act or their educational institution, the appropriate competent authority shall immediately handle the matter in accordance with the regulations.

**Article 20.** If any international student applies for a deferral, withdrawal, or changes their studies, or if there are any changes that lead to the loss of their student status, the school shall notify the Bureau of Consular Affairs of the Ministry of Foreign Affairs, and the service center(s) of the National Immigration Agency of the Ministry of the Interior, and send copies of notifications to the MOE.

**Article 21.** After graduation, international students who are approved by the MOE for an internship shall have their student status extended for up to one year.

**Article 22.** International students shall be dismissed from the University and their student status cancelled if they register a Taiwanese household, move into an existing household, naturalize as citizens, or restore their R.O.C. nationality. However, those admitted through the same admission channels as domestic students and those obtaining R.O.C. citizenship in accordance with subparagraphs 1-3, Paragraph 1, Article 4 of the Nationality Act are not subject to this restriction. An international student who is admitted through the Winter Vacation Transfer Examination or Summer Vacation Transfer Examination held annually by the University is not allowed to transfer to the University if he/she is expelled due to conduct score or confirmed violation of the law.

The suspension, transfer, and withdrawal of international students shall be managed in accordance with the rules of the University.

**Article 23.** The University's programs exclusively for international students as part of international academic cooperation programs or to meet a special need shall be implemented in accordance with the Regulations Governing the Overall Scale of and Resources for the Development of Junior Colleges and Institutions of Higher Education. We also forward details of such programs for approval to the MOE.

**Article 24.** International students' tuition and miscellaneous fees shall be handled as follows:

A. Students who are recommended by a Taiwanese overseas office and awarded Taiwan Fellowships/Scholarships by the Ministry of Foreign Affairs (MOFA) and those with R.O.C. permanent residency shall pay the same tuition and fees as domestic students.



B. Students admitted under educational cooperation agreements shall pay tuition and fees as stipulated in said agreements.

C. Students not referred to in the preceding two subparagraphs shall pay the tuition and fees set by the University, the standard of which shall not be lower than that of domestic private universities.

Students who are enrolled before February 1<sup>st</sup>, 2011 when the MOE's Regulations Regarding International Students Undertaking Studies in Taiwan was last amended, shall pay the amount stated in the old regulations up to said date.

**Article 25.** To encourage international students to study in Taiwan, the University allocates funds to set up scholarships or financial study assistance for international students.

**Article 26.** The Office of International and Cross-Strait Affairs is responsible for applications, admissions, contact, assistance with Chinese language learning, and cultural exchange and activities of international students, The Office of Student Affairs shall manage assessments and counseling of international students in daily life.

**Article 27.** For international students studying language in the Chinese Center of the University, the regulations regarding application procedures, scholarships and financial aid, management and counseling, and suspension and withdrawal shall be managed in accordance with Article 26 of the Regulations Regarding International Students Undertaking Studies in Taiwan.

**Article 28.** Matters not covered herein shall be handled in accordance with the MOE's Regulations Regarding International Students Undertaking Studies in Taiwan, the University's Academic Regulations, and other relevant regulations.

**Article 29.** These Guidelines are approved by the Admissions Committee and submitted to the MOE for approval before implementation. Amendments to these Guidelines shall follow the same procedure.