

National Taipei University

114th Academic Year, 2nd Semester Outbound Exchange Program Guidelines

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1. Introduction to the Exchange Program

(1) Definition of an Exchange Student

An **exchange student** is a full-time NTPU student who, after being nominated by the university and paying tuition at NTPU, studies for one semester or one academic year at a partner institution under an exchange agreement. Exchange students are generally exempt from paying tuition at the host university (unless specified otherwise in individual agreements). Upon completing the program, students will receive an official transcript or course completion certificate from the host university.

(2) Benefits of Being an Exchange Student

Participating in an exchange program allows students to experience life and learning in a foreign country. It helps broaden perspectives, improve language proficiency, build global networks, and develop independence—an invaluable opportunity for personal growth and future career competitiveness.

(3) How to Become an Exchange Student

Since exchange students **only need to pay tuition to NTPU**, this is a rare opportunity for international study. However, insufficient preparation may lead to missed opportunities or unsatisfactory experiences. If you are considering applying, we recommend the following:

A. Gather Information

- Visit the **Office of International Affairs (OIA) website** for details on the exchange program and available partner schools.
- Read **exchange student testimonials** and check the official websites of partner universities.
- Attend **OIA-hosted events** where senior students share their exchange experiences.

B. Plan Your Studies

- Integrate the exchange experience into your **academic and career plans** rather than treating it as a spontaneous decision.
- Consult with faculty to confirm **credit transfer possibilities** and plan post-exchange course continuity to prevent academic disruptions.

C. Improve Language Proficiency

- Foreign language skills are crucial for exchange success, especially in non-Chinese-speaking countries.
- NTPU offers exchange programs in **English, Japanese, and Chinese**, and applicants must meet the language requirements set

by each partner university.

- Students should take language proficiency tests **well in advance** to meet application deadlines.

(4) NTPU Internal Selection Schedule

Exchange Period	Fall Semester	Spring Semester
Execution timelines		
Announcement of Guidelines & Briefing Sessions	Late September	Late March
Online Application & Submission of Documents	October 1–31	April 1–30
Interview	Late November	Late May
Admission Results Announcement	January	June
Submission of Documents to Partner Schools	March–June	September–December
Admission Confirmation from Host School	June–August	December–February
出國→海外學習→返國、繳交心得。		

(The above timeline is subject to change. Please refer to official announcements each semester.)

2. How to Apply for the Exchange Program

(1) Eligibility Criteria

- Undergraduate Students in their second year or above, master's, doctoral, or executive master's programs who meet partner university requirements.
- Overseas Chinese, Mainland Chinese, and international students** are not allowed to apply for exchange in their home countries.
- Minimum GPA of 75 (on a 100-point scale)** in the past two semesters.
- Language proficiency** must meet the requirements of the host university.

(2) Application Steps and Required Documents

- Choose a language track** (English, Japanese, or Chinese) and apply via the **OIA online application system**.
- Select up to five schools**, ensuring that each choice meets language and academic requirements.
- Print and sign the application form**, then upload it to the designated

Google Form by **April 30, 4:00 PM**. Late submissions will not be accepted.

D. Required Documents:

i. Valid Language Proficiency Test Score

- Must be **official and valid** at the time of submission.
- Students applying to **Hong Kong, Europe, or North America** must meet specific English proficiency standards for host universities.

ii. Personal Statement (Study Plan)

- Should include **academic background, motivation, and future study plans**.
- English applicants: **English study plan**; Japanese applicants: **Japanese study plan**; Chinese applicants: **Chinese study plan**.
- **Maximum 5,000 words**, A4 size, free format.

iii. Official Academic Transcript

- Undergraduate students must include **class ranking**.
- Master's first-year students must submit **both undergraduate and current transcripts**.

(3) Guidelines for Written Documents

- A. Incomplete submissions will be considered as not submitted.
- B. The office reserves the right to make changes. Please refer to the official website for the latest updates.
- C. If you wish to modify any submitted documents before the deadline, you must contact the Office of International Affairs within the application period and resubmit your application through the system. No modifications will be accepted after the application deadline.

(4) Selection Process

A. Review of Written Documents.

B. Interview:

- i. Conducted by committee members recommended by various colleges of the university.
- ii. Evaluated based on the applicant's overall demeanor, language proficiency, responsiveness, and overall performance.
- iii. Interviews will be conducted separately for the English, Japanese, and Chinese groups.

* **Scoring Criteria:** Academic performance (30%), exchange program proposal (30%), and interview performance (40%).

* Applicants with a total score below 70 will not be nominated for recommendation.

(5) Placement, Results Announcement, and Registration

- A. Placements will be assigned based on the "Total Selection Score" and the "Preference Order" provided by applicants. After the results are announced, students must submit the "Admission Confirmation Form" and the "Parental Consent Form" within the specified period as notified by the Office of International Affairs. Failure to submit these documents on time will be considered as forfeiting the admission offer.
- B. The office reserves the right to make changes. Please refer to the official website for the latest updates.

3.Important Notes After Results Announcement

(1) Submission of Application Documents to Partner Universities & Admission Approval

- A. Passing the selection process only grants the university's recommendation and does not guarantee admission to the partner university. All students must submit applications and related documents as required by the partner university. The official exchange student status is only confirmed upon receiving the admission approval from the partner institution.
- B. At this stage, students are considered "applicants" and must comply with the administrative procedures and review timelines of the host university, which usually take 2–3 months. Students must not request the Office of International Affairs (OIA) or independently contact the partner institution to expedite the admission process. Any inquiries should be directed through the university's designated contact.
- C. The recommendation is only valid for the current selection period. If a student cannot proceed with the exchange program as scheduled, they must formally decline their admission through the OIA. Deferrals or school changes are not permitted under any circumstances.

(2) Visa Application

- A. Upon receiving the admission approval, students should contact the relevant foreign embassy or consulate in Taiwan to apply for a visa. The OIA does not assist with visa applications or flight bookings.
- B. Students studying in the U.S. under a J-1 visa while receiving government scholarships are subject to the U.S. government's Two-Year Home Residency Requirement, which restricts them from applying for U.S. immigration or work visas within two years after returning to Taiwan.

(3) Military Service Requirements for Male Students

Male students subject to military service obligations must complete all

necessary procedures as required by law (please consult the Military Training Office for details). They must return to Taiwan on time after completing the exchange program. Failure to comply may result in legal consequences.

(4) Registration, Tuition Payment & Student Status

- C. Exchange students must complete registration and pay tuition and fees to retain their student status at National Taipei University during their exchange period. Students without active student status, those on leave of absence, or those who have graduated will have their exchange eligibility revoked.
- D. It is recommended that students arrange for a proxy to handle tuition payments in advance to avoid issues affecting their enrollment.
- E. Seniors and students extending their studies should review internal regulations on graduation extensions and academic duration. For details, please contact the Academic Affairs Office.

(5) Credit Transfer

- A. Credit transfers must follow the university's credit transfer regulations. Students are advised to check the partner university's course offerings online and discuss potential credit transfer options with their department head or course instructors before departure. After returning, students must submit an official approval document, transcript, course syllabus (indicating class hours), or other relevant materials to the respective academic department for credit transfer applications. The credit transfer application form can be downloaded from the Academic Affairs Office website.
- B. For inquiries regarding credit transfer applications, please contact the Registration Division of the Academic Affairs Office.

(6) Exchange Student Responsibilities

- A. Students must attend the pre-departure orientation organized by the OIA.
- B. Before departure, students must complete and obtain approvals for the "Pre-departure Course Selection Application Form" and the "Pre-departure Procedures Form." Within one month of arrival at the partner university, students must submit a "Notification of Arrival" with their local contact address, phone number, and living conditions to establish an emergency contact network.
- C. Exchange students must abide by all regulations of National Taipei University, the partner university, and the host country. Any actions that damage the reputation of either university or violate local laws are strictly

prohibited.

- D. Within one month after returning to Taiwan, students must submit an exchange program experience report to the university.
- E. MOE Huayu Enrichment Scholarship (HES) recipients must complete reimbursement documentation within one month of returning to Taiwan and submit an experience report following the Ministry of Education's format.
- F. After returning, students are encouraged to assist with international exchange activities at the university, including knowledge sharing, event promotions, and student receptions.
- G. Once a student is accepted and their application has been sent to the host university, or if they have already started their exchange, they are not allowed to withdraw from the program or return early unless due to force majeure circumstances with proper documentation and committee approval. Violators may face disciplinary actions, including reporting to their department and disqualification from future exchange program applications.

4. Q&A – Questions & Answers

〈 Eligibility for Application 〉

- (1) I am currently a first-year undergraduate/master's student. Can I apply for an exchange program?**

A: Undergraduate students must have completed at least one academic year and can apply starting their second year. Master's students may apply in their first year but must submit their undergraduate transcript along with the application.

- (2) I am a fourth-year undergraduate student. Can I still apply for an exchange program?**

A: Yes, but you must maintain student status and pay full tuition and fees during the exchange period. Students who are on leave or have already graduated are not eligible for exchange.

- (3) Can I only go for one semester? Is it possible to extend my exchange to one year?**

A: The university holds selection processes each semester. If you apply in the first semester's selection, you may choose either a full academic year or one semester (except for schools in mainland China, where only one semester is allowed).

If you apply in the second semester's selection, you may only apply for an

exchange in the second semester. [Your exchange duration is determined at the time of selection and cannot be changed later, so plan accordingly.](#)

(4) Can I apply for the exchange program twice? Are there any restrictions on language groups or schools?

A: You may apply twice as long as your total exchange duration does not exceed one year. There are no restrictions on language groups.

(5) Can I apply for multiple language groups, such as English, Japanese, and Chinese, at the same time?

A: No, you may only apply for one language group per application cycle.

(6) Can I apply for exchange at all the partner universities listed on the website?

A: Not necessarily. The availability of partner universities varies each semester due to exchange agreements and enrollment quotas. Some schools may no longer be available after contracts expire. Please refer to the latest selection guidelines for available schools.

(7) If I am not eligible for the exchange program, are there other ways to study abroad?

A: You may apply as a "visiting student" to foreign universities at your own expense, even if they are not partner schools. After receiving admission, you must submit a "Pre-Departure Course Selection Form" and a "Pre-Departure Procedures Form" to the university before departure.

〈 Document Preparation 〉

(1) How long is a language proficiency test score valid?

A: TOEFL, IELTS, and similar tests are valid for two years, while JLPT (Japanese-Language Proficiency Test) and some European language tests are valid for a lifetime. Your test score must be valid at both the university's initial selection stage and when submitting documents to the partner university.

(2) I recently took a language proficiency test, but the official score report will not arrive before the application deadline. What should I do?

A: If you have not received your official score report by the application deadline, you may submit an online test result screenshot for verification. However, you must still submit the official score report by the designated deadline for supplementary documents.

(3) Why are some schools unavailable in the application system?

A: If your academic performance, language proficiency, or grade level does not meet a school's requirements, the system will filter out that

option. However, the system may not catch all cases, so you must carefully review each school's requirements before selecting. Applications that do not meet the criteria may be disqualified.

(4) What should I include in my personal statement or study plan? Are there templates available?

A: There are no specific format requirements. You should highlight your personal characteristics, background, study plan abroad, and expectations for yourself.

(5) Do I need to submit original copies of language test results or award certificates?

A: Starting from the 113-1 academic semester, all required documents for the internal selection process must be uploaded as digital files. Scan your transcripts, language proficiency certificates, and supporting documents at their original size and upload them to the application system and designated Google Form.

〈 Examinations & Score Calculation 〉

(1) Will the entire interview be conducted in a foreign language?

A: Yes. English and Japanese groups will have full interviews in their respective languages, while the Chinese group will have interviews conducted in Chinese.

(2) How is the application score calculated? Are certain aspects weighted more heavily?

A: A selection committee evaluates applicants based on specific criteria. Final rankings are determined by total score, and placements are assigned according to preference. If two applicants have the same total score, the interview score will be used as the tiebreaker.

(3) How does the school assign placements?

A: Applicants are ranked by total score, and higher-ranked applicants are placed in their preferred schools first.

(4) What is the acceptance rate for a specific school?

A: Acceptance rates vary each year depending on the number of applicants. A school with fewer applicants one year may have a high acceptance rate, but if more students apply the following year, the rate may drop. It's best to choose a school based on your own preferences rather than past acceptance trends.

〈 Placement, Admission, & Enrollment 〉

(1) If I confirm my placement but later see an open spot at a school I prefer, can I switch?

A: No. Once you confirm your placement, you cannot switch schools.

(2) What if I am accepted but later decide I cannot go?

A: After the placement results are announced, you must submit a "Confirmation of Enrollment" and "Parental Consent Form." If you withdraw after the university has submitted your documents to the partner school (except in cases of force majeure with proper documentation), you will not be allowed to apply for exchange again.

(3) Does passing the internal selection guarantee my exchange placement?

A: Most students who meet the eligibility criteria and submit documents correctly will be accepted. However, the partner university has the final say on admission and may reject applications due to incomplete documents or other concerns.

(4) When will I receive my admission letter? Can the International Office expedite the process?

A: Admission timelines vary by university. The International Office can check the status but cannot rush the process.

(5) Do all exchange universities provide dormitories?

A: Not all. Many universities offer dormitory applications, but availability is not guaranteed. If no dormitory is available, you must arrange off-campus housing.

(6) How much does a one-semester exchange cost?

A: In addition to paying tuition at your home university, living and accommodation costs vary by country and school. Check alumni reports or conduct research online for estimates.

(7) If I apply for a one-year exchange but struggle to adjust, can I return after one semester?

A: Changing your exchange duration affects agreements between universities. You are encouraged to adapt to challenges rather than return early. If you are unsure, consider applying for one semester instead.

< Pre-Departure Preparation >

(1) Can I take courses outside my major? Where can I find course information?

A: Course availability varies by university. Check their official websites or refer to past course offerings. Some schools (e.g., in mainland China) may only provide course information upon arrival.

(2) Does the International Office handle visa applications or flight bookings?

A: No. You must arrange visas and flights on your own.

(3) Must I live in a dormitory, or can I rent an off-campus apartment?

A: Follow the partner university's policies. If dormitories are unavailable, you must arrange off-campus housing.

(4) Can I get contact details of previous exchange students?

A: Due to privacy laws, the International Office cannot share contact information but can ask past students if they are willing to be contacted.

〈 Mindset & Readiness 〉

(1) What should I expect regarding accommodations, administration, and course selection abroad?

A: These vary by university and may change with different administrators. Be prepared for different administrative and cultural norms.

(2) How should I finance my exchange program?

A: Plan your budget carefully. While tuition may be waived, living expenses and travel costs can be high. Do not rely on finding a part-time job abroad.

(3) Do I need to inform my parents?

A: Yes, even if you are financially independent, you need a local contact for administrative matters.

(4) What mindset should I have for studying abroad?

A: Be prepared for cultural differences and challenges. Choose a school that truly interests you and be ready to adapt.