



Exchange Student Program

Online Application Instruction Manual



Overall Application Procedure

STEP 1:
Applicants are nominated by the home institution.

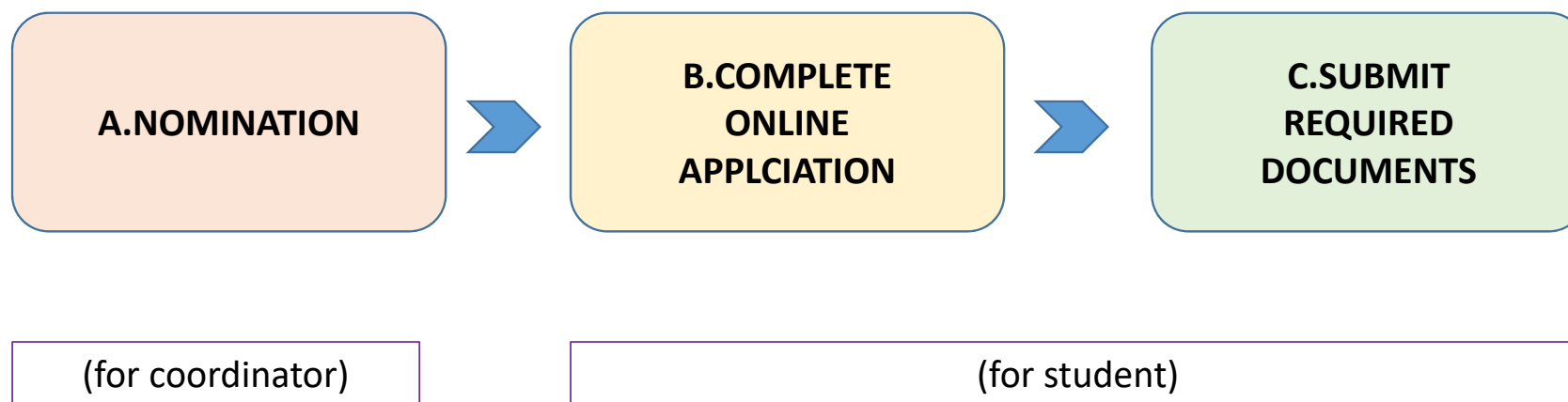
STEP 2:
Nominee fill in online application form and upload required documents before deadline (Fall:4/30 Spring:10/31)

STEP 3:
Admission review process. (This process takes 3-4 weeks after the application deadline).

STEP 4:
After confirming the admission, we will send an acceptance letter and relevant admission information for applying a student visa.

STEP 5:
We will send a notification of course selection, accommodation, orientation information by email on December / June. Also, arrange a school partner to help you.

Exchange Student Programs Online Application



Exchange Student Programs Online Application

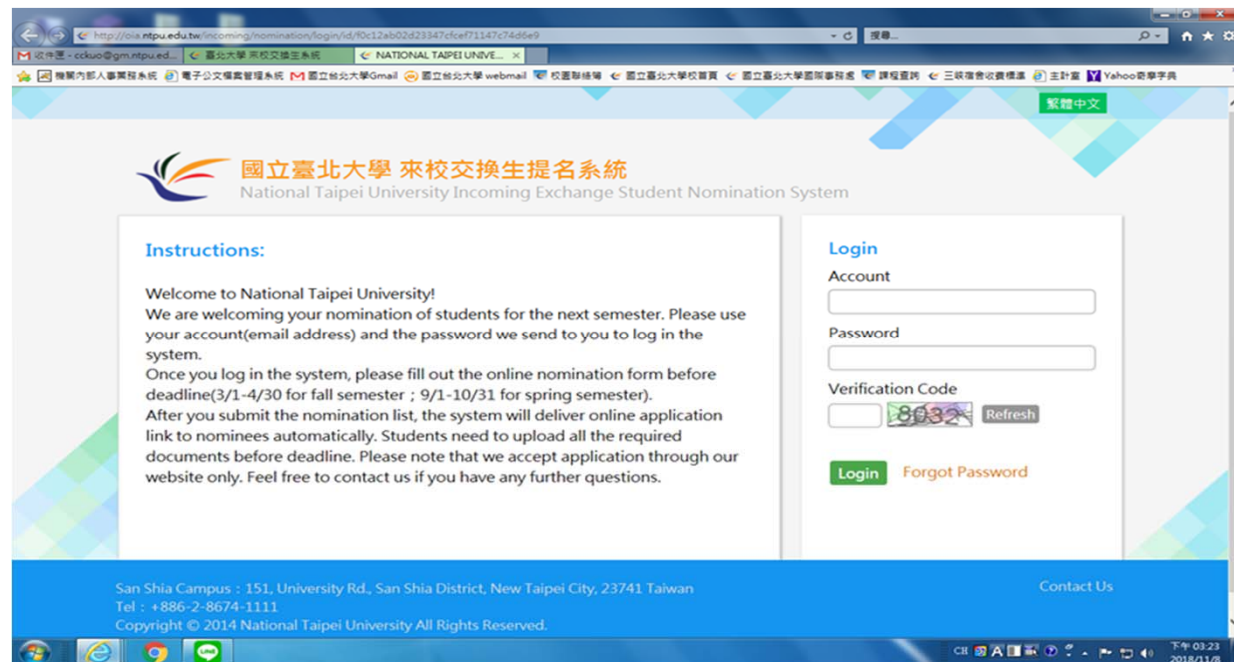
A.NOMINATION

1. International Exchange coordinator please send your nomination list to oiastudent@gm.ntpu.edu.tw, and we will reply you a nomination link along with your account and password.
 - Nominee's name
 - Proposed Undergraduate/Graduate School at NTPU
 - Proposed Study Period at NTPU

Exchange Student Programs Online Application

A.NOMINATION

2. Then you could use the link to nominate your student.

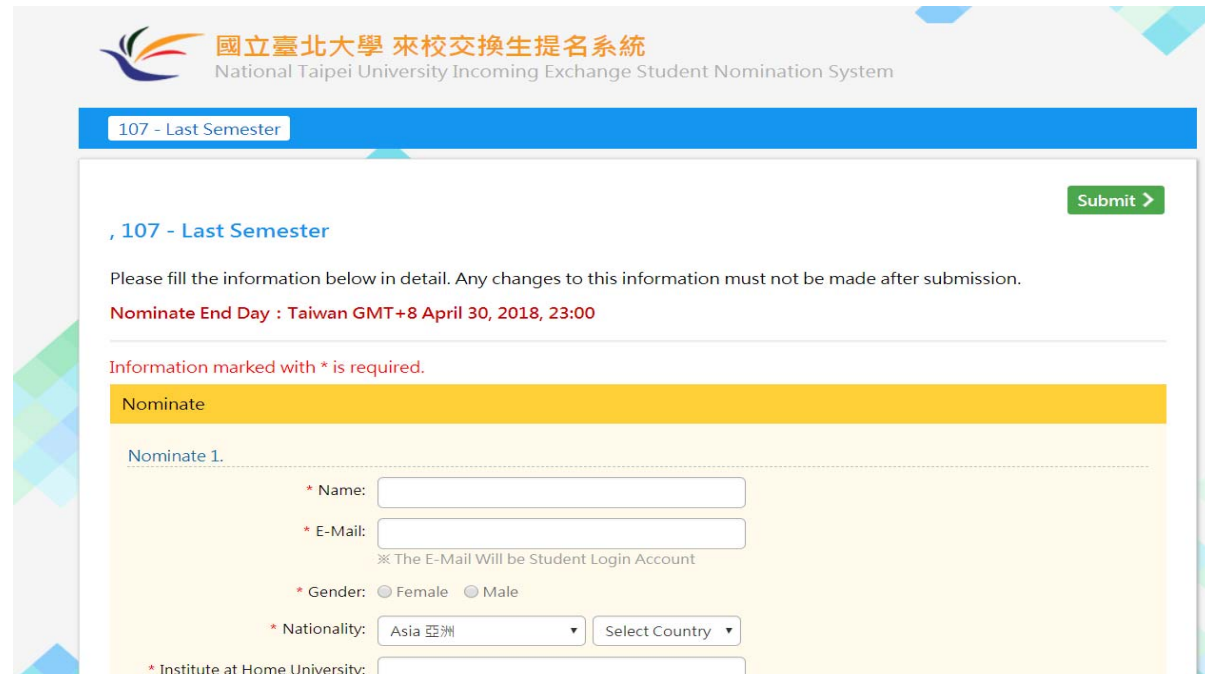


The screenshot shows a web browser window displaying the login page for the National Taipei University Incoming Exchange Student Nomination System. The page title is "國立臺北大學 來校交換生提名系統" and the URL is "http://oia.ntpu.edu.tw/incoming/nomination/login/Id/0c12ab02d23347cfe771347c74d6e9". The page features a navigation bar with a "繁體中文" button. The main content area is divided into two columns. The left column contains "Instructions:" which welcome users and provide details about the nomination process, including deadlines for fall (3/1-4/30) and spring (9/1-10/31) semesters. The right column contains a "Login" section with input fields for "Account", "Password", and "Verification Code", along with a "Refresh" button and "Login" and "Forgot Password" links. The footer includes contact information for the San Shia Campus and a copyright notice for 2014 National Taipei University.

Exchange Student Programs Online Application

A.NOMINATION

3. Follow the instruction and complete the basic information of the nominee



國立臺北大學 來校交換生提名系統
National Taipei University Incoming Exchange Student Nomination System

107 - Last Semester

Submit >

, 107 - Last Semester

Please fill the information below in detail. Any changes to this information must not be made after submission.
Nominate End Day : Taiwan GMT+8 April 30, 2018, 23:00

Information marked with * is required.

Nominate

Nominate 1.

* Name:

* E-Mail:
※ The E-Mail Will be Student Login Account

* Gender: Female Male

* Nationality: Asia 亞洲 Select Country

* Institute at Home University:

NOTE :

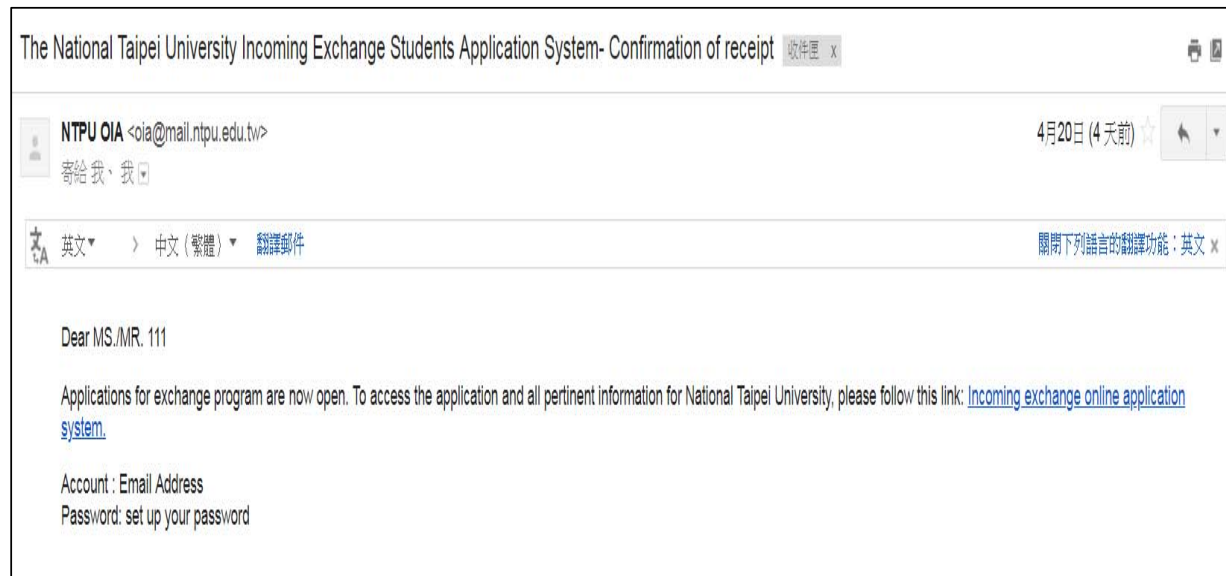
- Applicants should be nominated by our partner universities and have successfully completed at least one year of academic study at home institutions before applying for exchange student program. Individual application is not acceptable.
- The system will send the automatic mail to the nominee once coordinator completed the online nomination. Then the nominee should upload all the required documents before deadline.
- Don't need to send the hard copies by post, we accept the online application only.



Exchange Student Programs Online Application

**B.COMPLETE
ONLINE
APPLCIATION**

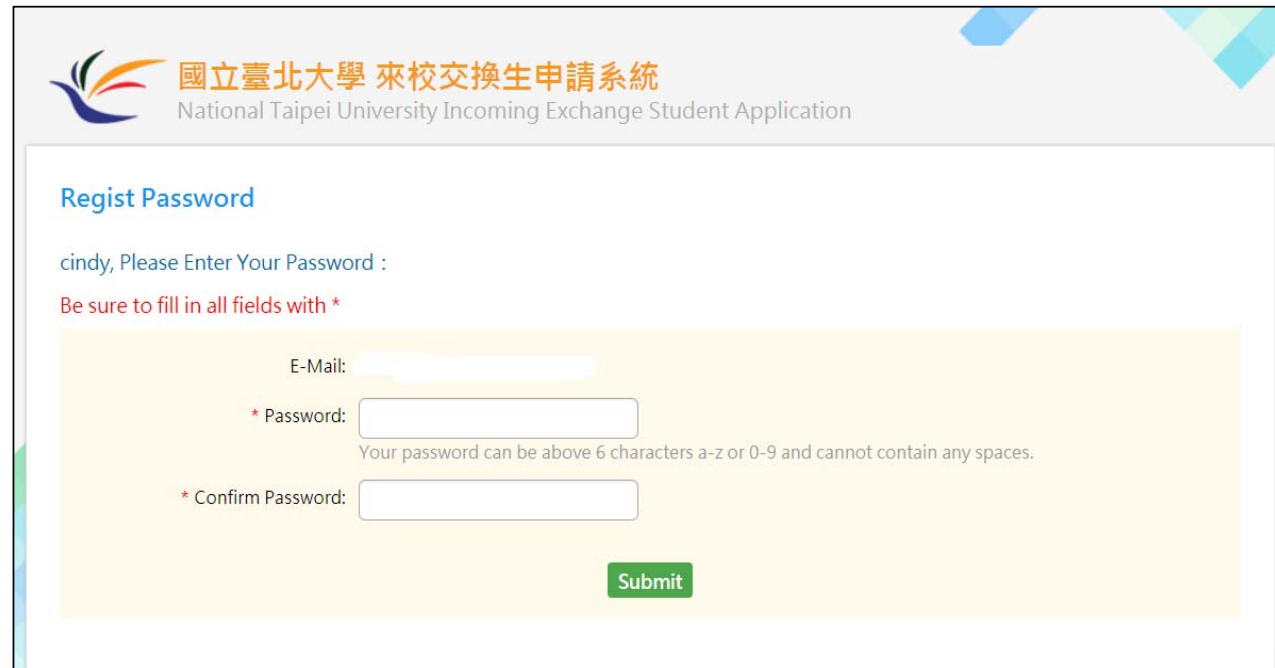
1. Once student being nominated by home university, the system will send you an automatic mail, please follow the link and set your new password.



Exchange Student Programs Online Application

**B.COMPLETE
ONLINE
APPLCIATION**

2. Set up your password.



國立臺北大學 來校交換生申請系統
National Taipei University Incoming Exchange Student Application

Regist Password

cindy, Please Enter Your Password :

Be sure to fill in all fields with *

E-Mail:

* Password:

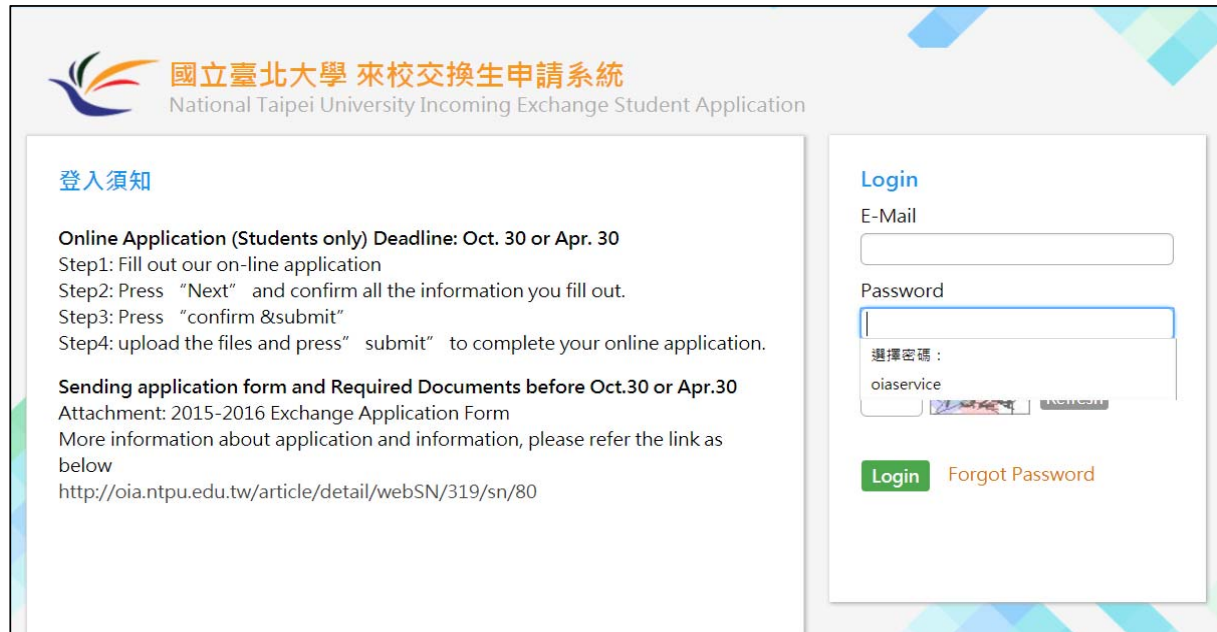
Your password can be above 6 characters a-z or 0-9 and cannot contain any spaces.

* Confirm Password:

Exchange Student Programs Online Application

**B.COMPLETE
ONLINE
APPLCIATION**

3. Please log in.



The screenshot shows the login interface for the National Taipei University Incoming Exchange Student Application system. The page header includes the university logo and the title "國立臺北大學 來校交換生申請系統" (National Taipei University Incoming Exchange Student Application). The main content is divided into two sections: "登入須知" (Login Notice) and "Login".

登入須知

Online Application (Students only) Deadline: Oct. 30 or Apr. 30
Step1: Fill out our on-line application
Step2: Press "Next" and confirm all the information you fill out.
Step3: Press "confirm & submit"
Step4: upload the files and press "submit" to complete your online application.

Sending application form and Required Documents before Oct.30 or Apr.30
Attachment: 2015-2016 Exchange Application Form
More information about application and information, please refer the link as below
<http://oia.ntpu.edu.tw/article/detail/webSN/319/sn/80>

Login

E-Mail

Password

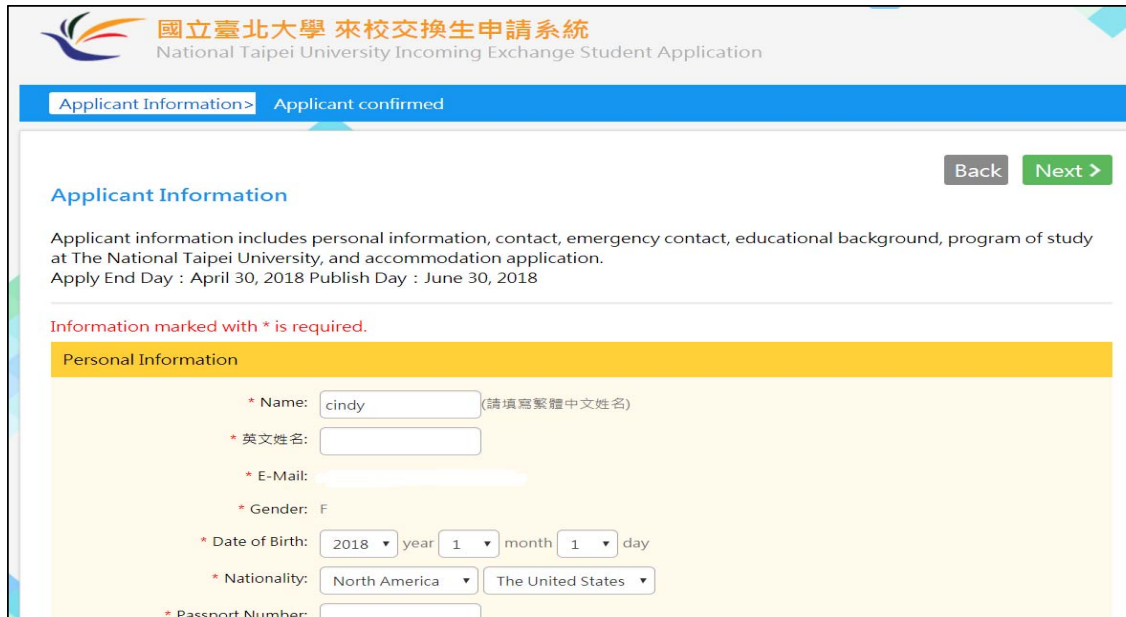
選擇密碼：
oiaservice

[Forgot Password](#)

Exchange Student Programs Online Application

**B.COMplete
ONLINE
APPLCIATION**

4. Please fill up the form



國立臺北大學 來校交換生申請系統
National Taipei University Incoming Exchange Student Application

Applicant Information > Applicant confirmed

Back Next >

Applicant Information

Applicant information includes personal information, contact, emergency contact, educational background, program of study at The National Taipei University, and accommodation application.
Apply End Day : April 30, 2018 Publish Day : June 30, 2018

Information marked with * is required.

Personal Information

* Name: cindy (請填寫繁體中文姓名)
* 英文姓名:
* E-Mail:
* Gender: F
* Date of Birth: 2018 year 1 month 1 day
* Nationality: North America The United States
* Passport Number:

Exchange Student Programs Online Application

**B.COMplete
ONLINE
APPLIcation**

4. Please fill up the form

Emergency Contact Person

* Name:

* Relationship to the applicant:

* Country:

* City / Province:

* Street:

Postcode:

* Phone: + - - +Country Code, Area Code, Phone number ?>

Mobile: + - +Country Code, Mobile phone number

[TOP](#)

Education Information

* Name of Home Institution: 哈佛

* Current Grade Level: Undergraduate Year

* Department: Business

* Major:

Minor:

[TOP](#)

Exchange Student Programs Online Application

**B.COMPLETE
ONLINE
APPLCIATION**

4. Please fill up the form

Proposed Study at National Taipei University

* Current Grade Level: Undergraduate Year
 Master Year

* Apply Department1:

Apply Department2:

* Period:

[TOP](#)

Accommodation Application

* Would you like to apply for accommodation at the National Taipei University??: Yes No

[TOP](#)

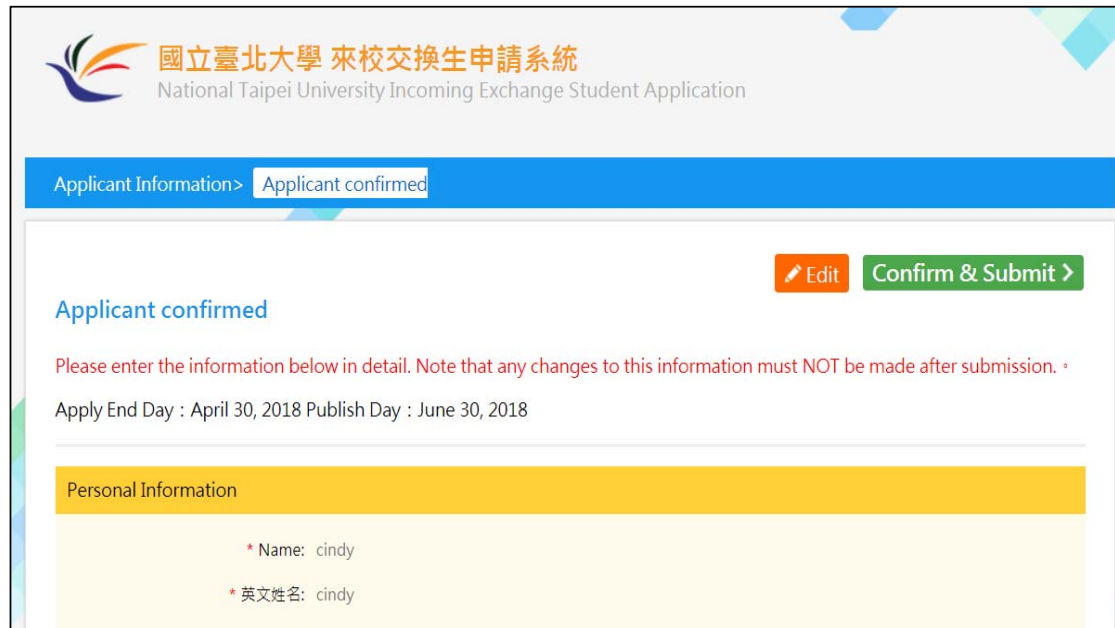
[Back](#) [Next >](#)

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Tel : +886-2-8674-1111
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Exchange Student Programs Online Application

**B.COMPLETE
ONLINE
APPLCIATION**

5. Confirm and submit to next step



國立臺北大學 來校交換生申請系統
National Taipei University Incoming Exchange Student Application

Applicant Information > Applicant confirmed

[Edit](#) [Confirm & Submit >](#)

Applicant confirmed

Please enter the information below in detail. Note that any changes to this information must NOT be made after submission. *

Apply End Day : April 30, 2018 Publish Day : June 30, 2018

Personal Information

* Name: cindy

* 英文姓名: cindy

Exchange Student Programs Online Application

**B.COMplete
ONLINE
APPLCIATION**

5. Confirm and submit to next page

Contact Information

* Country: North America 北美洲-The United States

* City / Province: America

* Street: America

Postcode:

* Phone: +1 00 1111111111

Mobile:

TOP

Emergency Contact Person

* Name: Max

* Relationship to the applicant: Father

* Country: North America 北美洲-The United States

* City / Province: America

* Street: America

Exchange Student Programs Online Application

**B.COMplete
ONLINE
APPLCIATION**

5. Confirm and submit to next page

Education Information

* Name of Home Institution:

* Current Grade Level:

* Department:

* Major:

Minor:

Proposed Study at National Taipei University

* Current Grade Level:

* Apply Department1:

Apply Department2:

* Period:

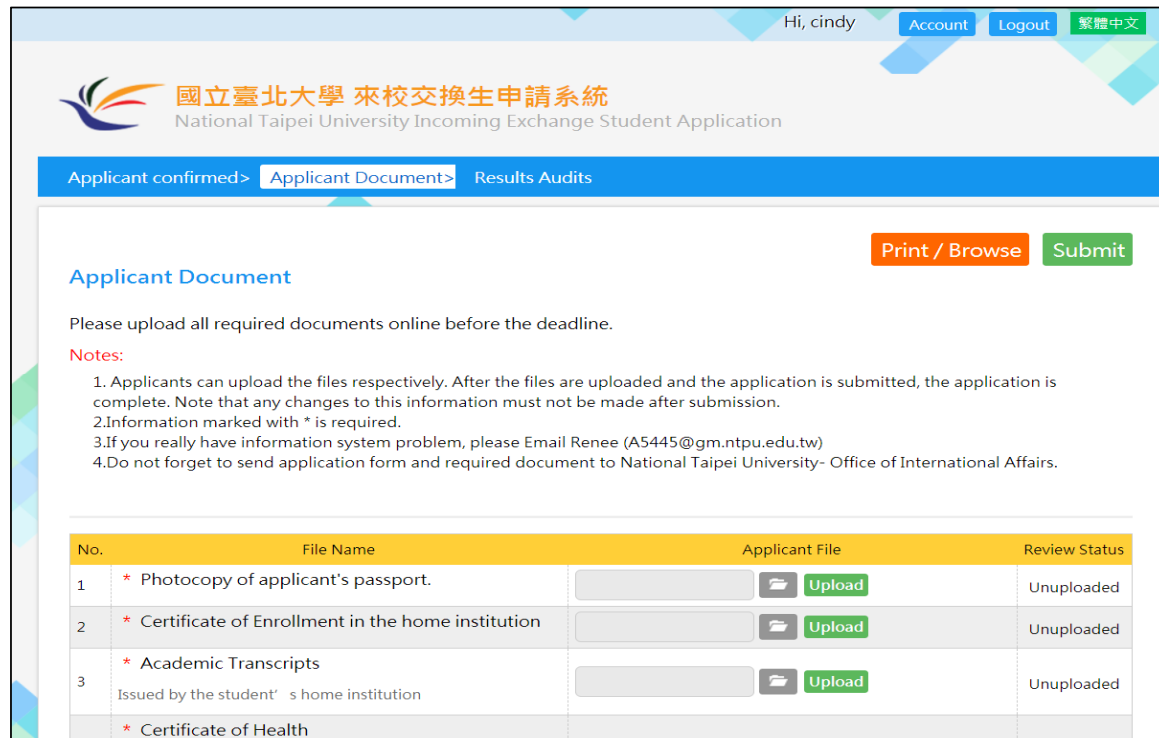
Accommodation Application

* Would you like to apply for accommodation at the National Taipei University? Yes No

Exchange Student Programs Online Application

**C.SUBMIT
REQUIRED
DOCUMENTS**

1. Upload all the required documents



Hi, cindy Account Logout 繁體中文

國立臺北大學 來校交換生申請系統
National Taipei University Incoming Exchange Student Application

Applicant confirmed> Applicant Document> Results Audits

Print / Browse Submit

Applicant Document

Please upload all required documents online before the deadline.

Notes:








1. Applicants can upload the files respectively. After the files are uploaded and the application is submitted, the application is complete. Note that any changes to this information must not be made after submission.
2. Information marked with * is required.
3. If you really have information system problem, please Email Renee (A5445@gm.ntpu.edu.tw)
4. Do not forget to send application form and required document to National Taipei University- Office of International Affairs.

No.	File Name	Applicant File	Review Status
1	* Photocopy of applicant's passport.	<input type="text"/> Upload	Unuploaded
2	* Certificate of Enrollment in the home institution	<input type="text"/> Upload	Unuploaded
3	* Academic Transcripts Issued by the student's home institution	<input type="text"/> Upload	Unuploaded
	* Certificate of Health		

Exchange Student Programs Online Application

**C.SUBMIT
REQUIRED
DOCUMENTS**

1. Upload all the required documents

No.	File Name	Applicant File	Review Status
1	* Photocopy of applicant's passport.	<input type="text"/>  Upload	Unuploaded
2	* Certificate of Enrollment in the home institution	<input type="text"/>  Upload	Unuploaded
3	* Academic Transcripts Issued by the student's home institution	<input type="text"/>  Upload	Unuploaded
4	* Certificate of Health The Certificate of health should be issued by your government approved hospital or clinic. The health certificate should include basic physical examination (ex: height, weight, blood pressure, vision, oral, color vision...etc), Chest X-Ray, Blood and Urine test report. The certificate can be either in Mandarin Chinese or English.	<input type="text"/>  Upload	Unuploaded
5	* Study Plan Written or typed in Chinese or English. 2 pages maximum.	<input type="text"/>  Upload	Unuploaded
6	* Letters of recommendation	<input type="text"/>  Upload	Unuploaded
7	* 2-inch bust and hatless photo	<input type="text"/>  Upload	Unuploaded

Exchange Student Programs Online Application

**C.SUBMIT
REQUIRED
DOCUMENTS**

1. Review and print out the application form and sign it.

列印
總計：1 張

[列印](#) [取消](#)

目的地  TOSHIBA e-STUDIO455...

[變更...](#)

頁數 全部

例如：1-5、8、11-13

份數

配置 [縱向](#)

選項 雙面

[+ 顯示更多設定](#)

使用系統對話方塊進行列印... (Ctrl+Shift+P)

國立臺北大學交換學生申請表 NATIONAL TAIPEI UNIVERSITY APPLICATION FORM FOR EXCHANGE STUDENTS		
姓名Full Name	英文姓名English Name shown on Passport	
出生日期Date of Birth	性別Gender	請貼貼2吋脫帽半身照片 Attach 2-inch bust and hatless photo
電話Telephone/Cell Phone	電子信箱E-mail	
通訊地址Mailing Address		
緊急聯絡人姓名Contact Person's Name	關係Relation with Applicant	
電話Telephone/Cell phone	地址Address	
原就讀學校名稱Name of Home University	系所名稱Department at Home University	
就學學制Current Grade Level	主修Major: 輔系Minor:	
預計在臺北大學研習系所Proposed Study at National Taipei University 系所名稱Name of Department:		
志願 -- 1. 商學院-企業管理學系博士班		
研習時間Duration of Study at NTPU One Semester		
住宿Accommodation 您需要申請臺北大學學生宿舍嗎?Do you wish to apply for student dormitory? Yes		
簽名Signature	日期Date ____/____/____(年yyyy月mm/日dd)	

Exchange Student Programs Online Application

C.SUBMIT
REQUIRED
DOCUMENTS

1. Review and print out the application form and sign it.

☆ **it can't be modified after submission.**



The screenshot shows the 'Results Audits' page of the National Taipei University Incoming Exchange Student Application system. The page includes a navigation bar with 'Applicant confirmed', 'Applicant Document', and 'Results Audits'. Below the navigation bar, there is a 'Track' section with a table showing application details.

Apply Code	Apply Degree	Apply College / Department	Apply Status
107FCD81002	Undergraduate	Business-Business Administration	Documents submitted

NOTE :

- Print out the application form with your signature and email to oiastudent@gm.ntpu.edu.tw for confirmation.

