臺北大學
National Taipei University

Exchange Student Program

Online Application Instruction Manual

臺北大學
National Taipei University

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.

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Exchange Student Programs Online Application

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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

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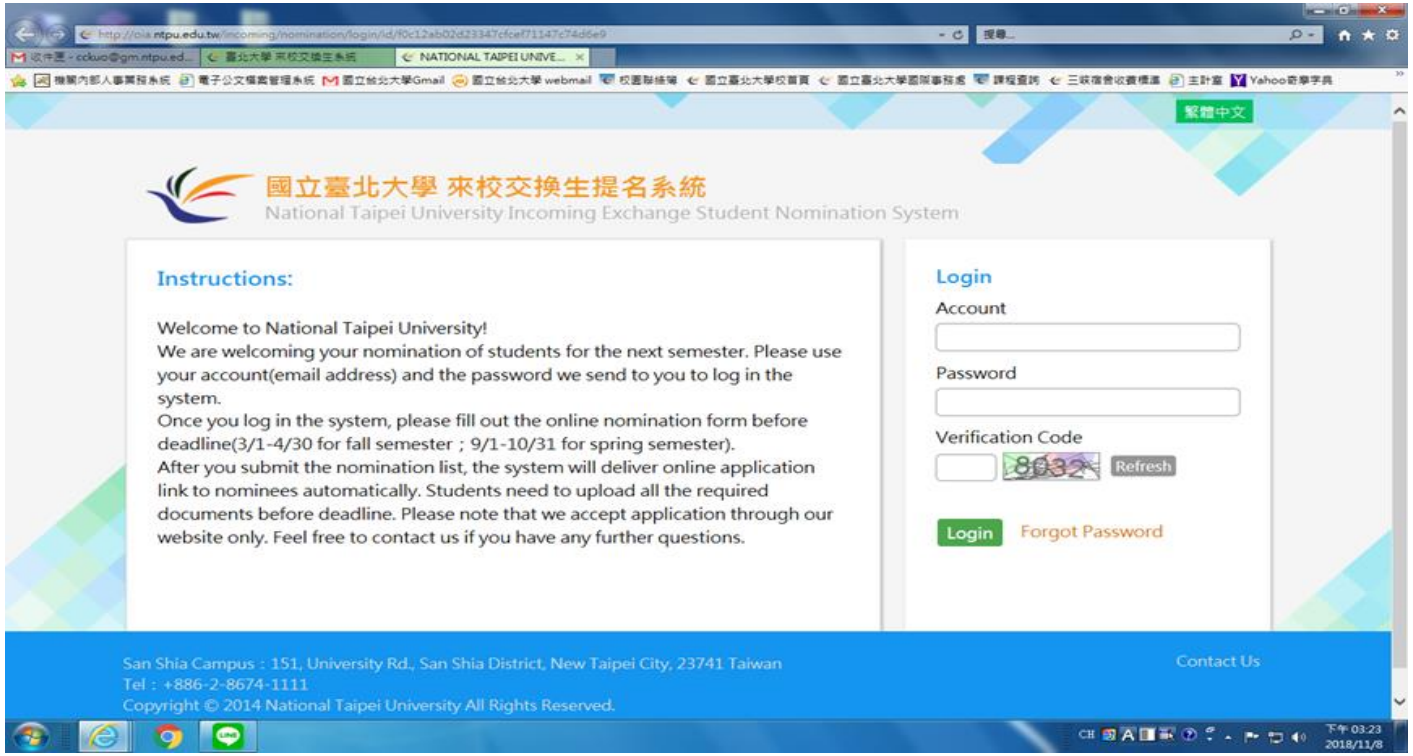
A.NOMINATION

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



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A.NOMINATION

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

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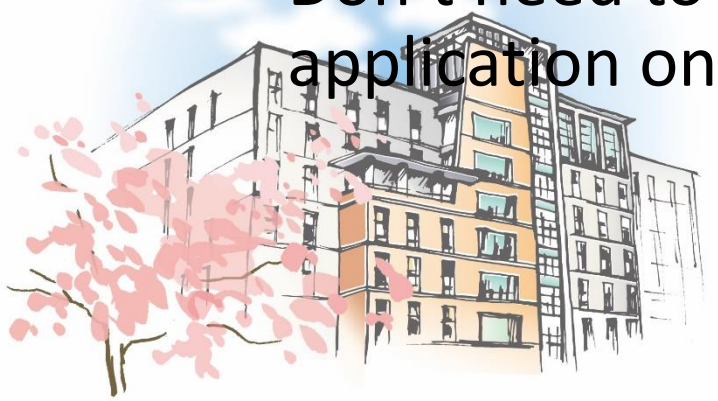
NOTE：

- 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.



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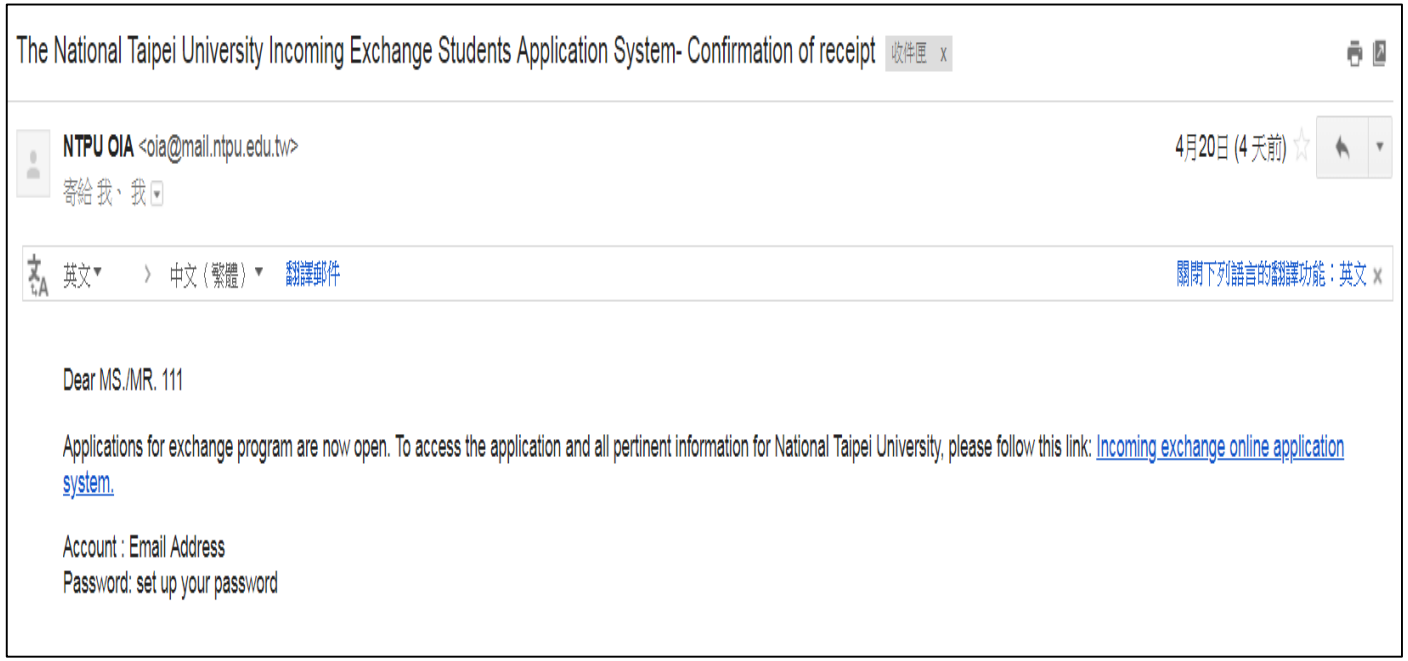
B.COMPLETE ONLINE APPLCIATION

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.



The National Taipei University Incoming Exchange Students Application System- Confirmation of receipt 收件匣 x

NTPU OIA <oia@mail.ntpu.edu.tw> 4月20日 (4 天前)

寄給 我、我

英文 › 中文（繁體） 翻譯郵件 關閉下列語言的翻譯功能：英文 x

Dear MS./MR. 111

Applications for exchange program are now open. To access the application and all pertinent information for National Taipei University, please follow this link: Incoming exchange online application system.

Account : Email Address
Password: set up your password

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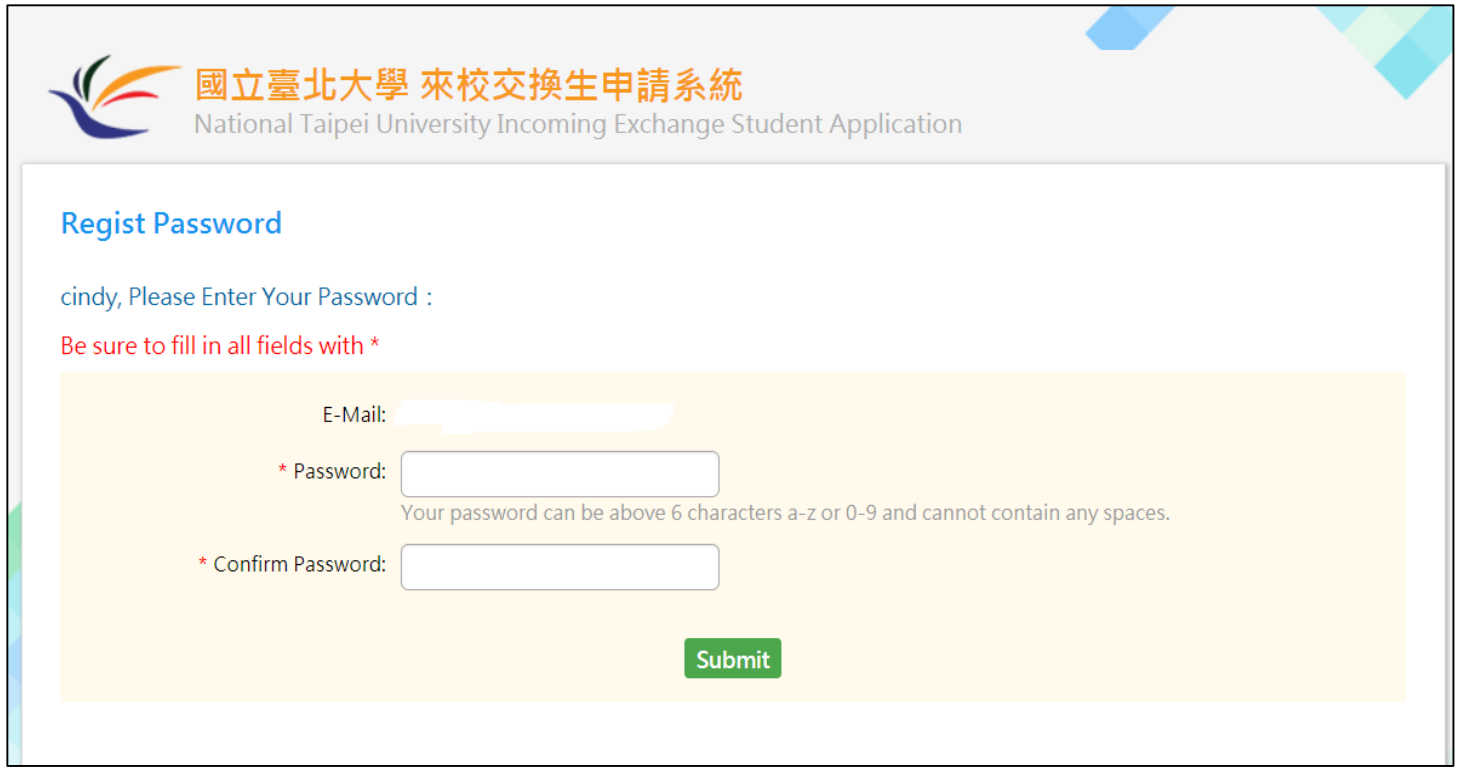
Exchange Student Programs Online Application

B.COMPLETE ONLINE APPLCIATION

2. Set up your password.



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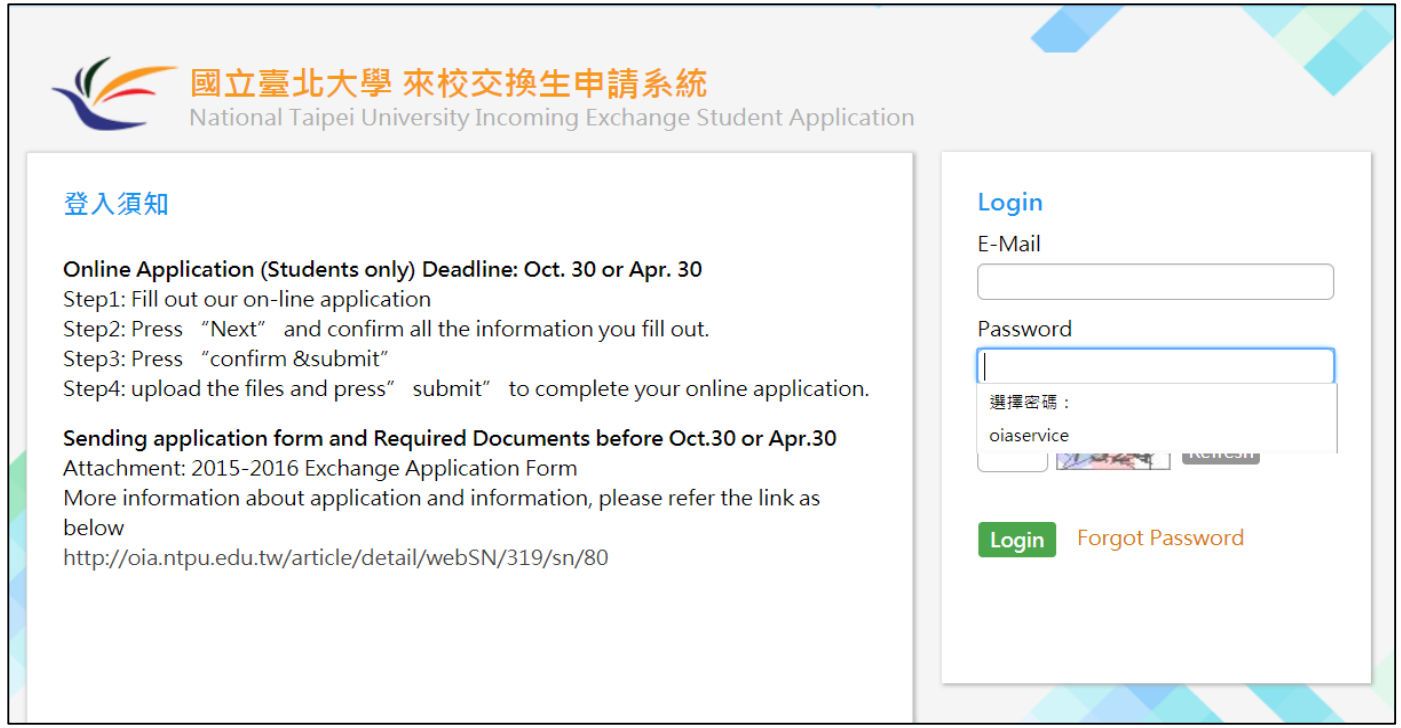
B.COMPLETE ONLINE APPLCIATION

3. Please log in.



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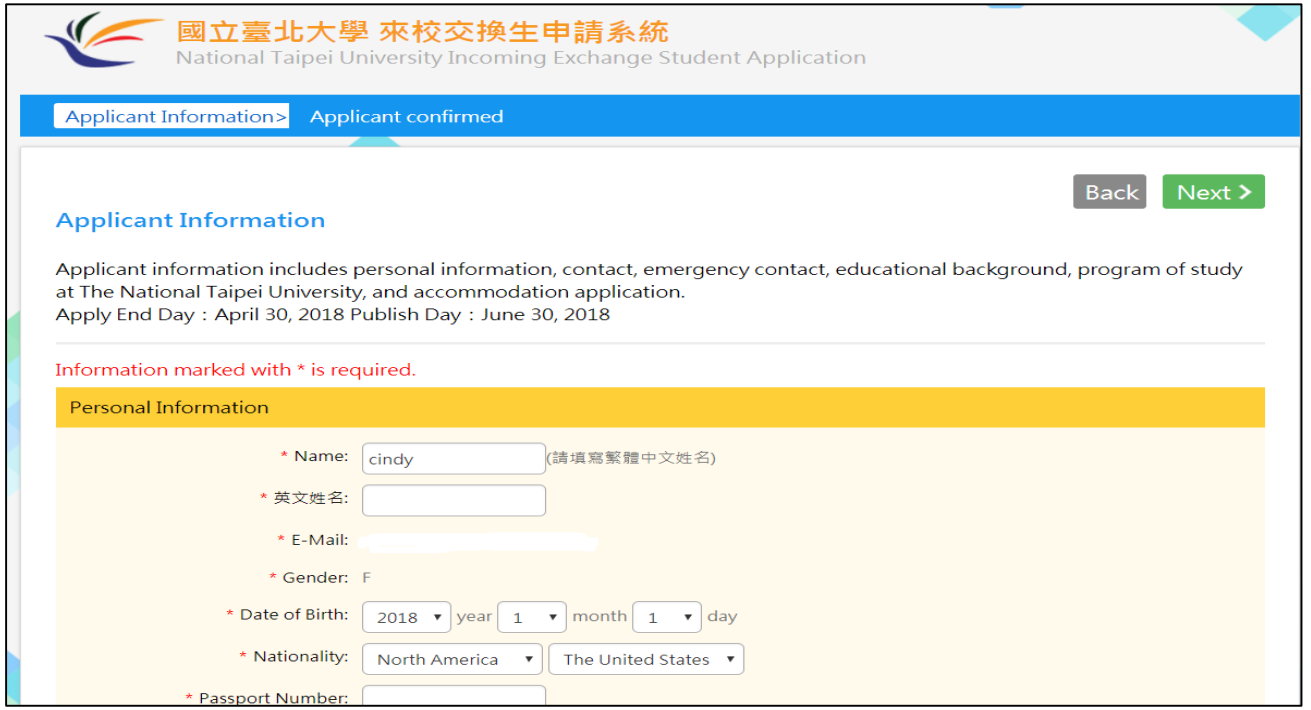
B.COMPLETE ONLINE APPLCIATION

4. Please fill up the form



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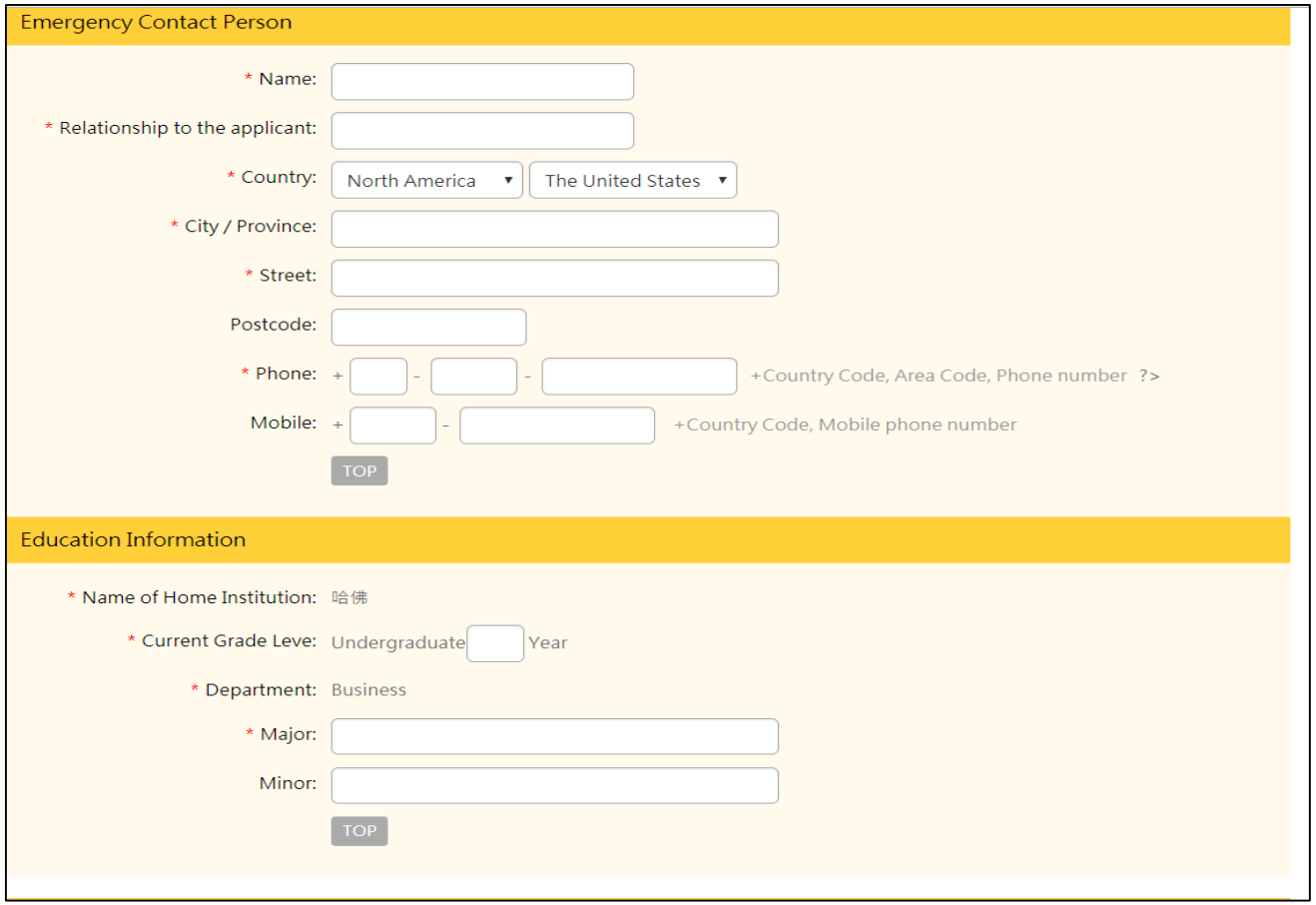

Emergency Contact Person

* Name:
* Relationship to the applicant:
* Country: North America ▾ The United States ▾
* 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 Leve: Undergraduate Year
* Department: Business
* Major:
Minor:
TOP

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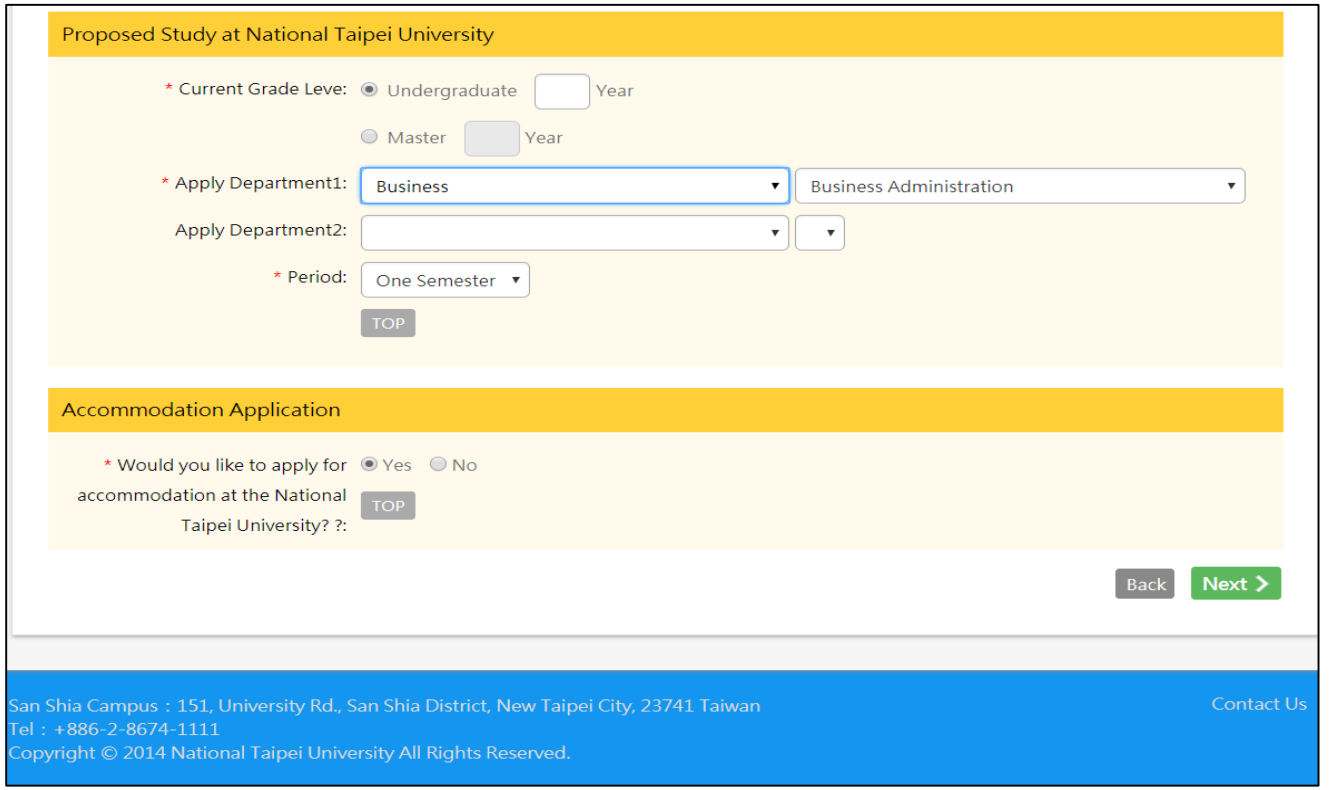

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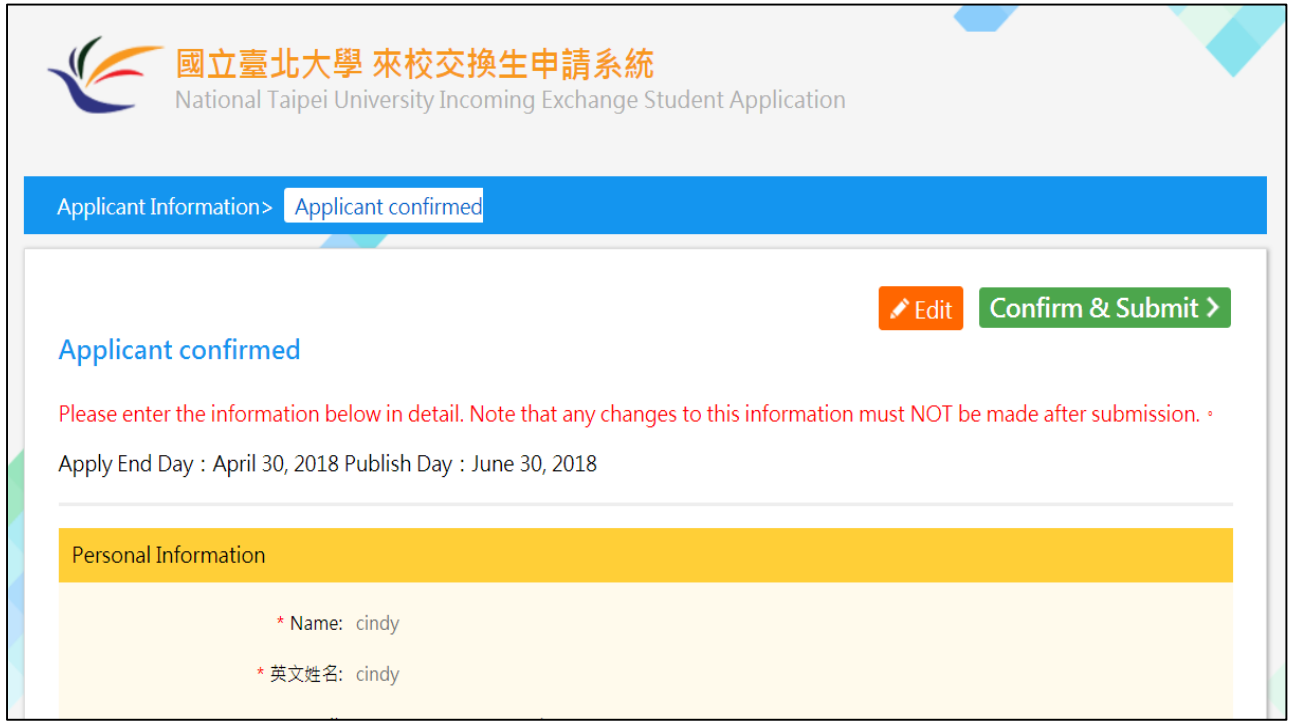
B.COMPLETE ONLINE APPLCIATION

5. Confirm and submit to next step



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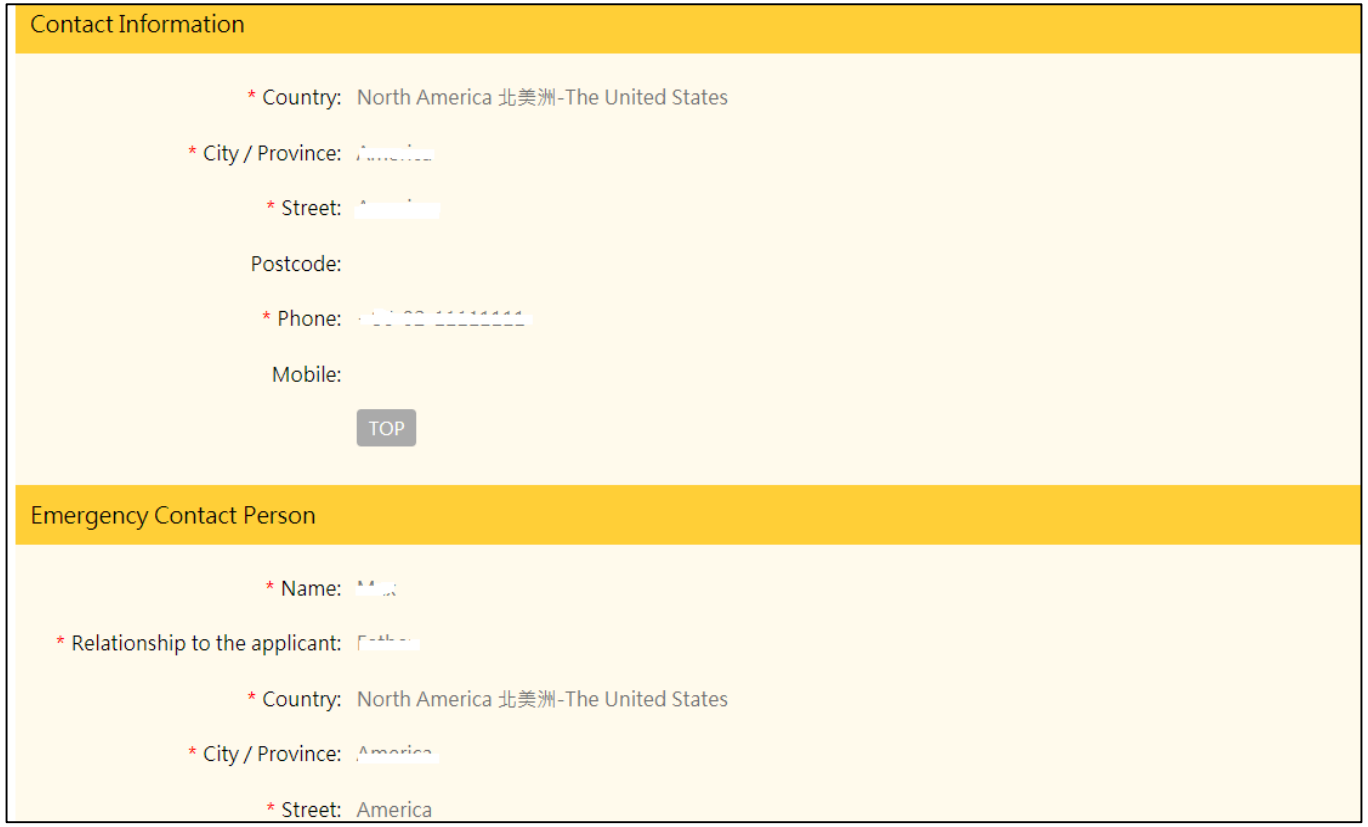

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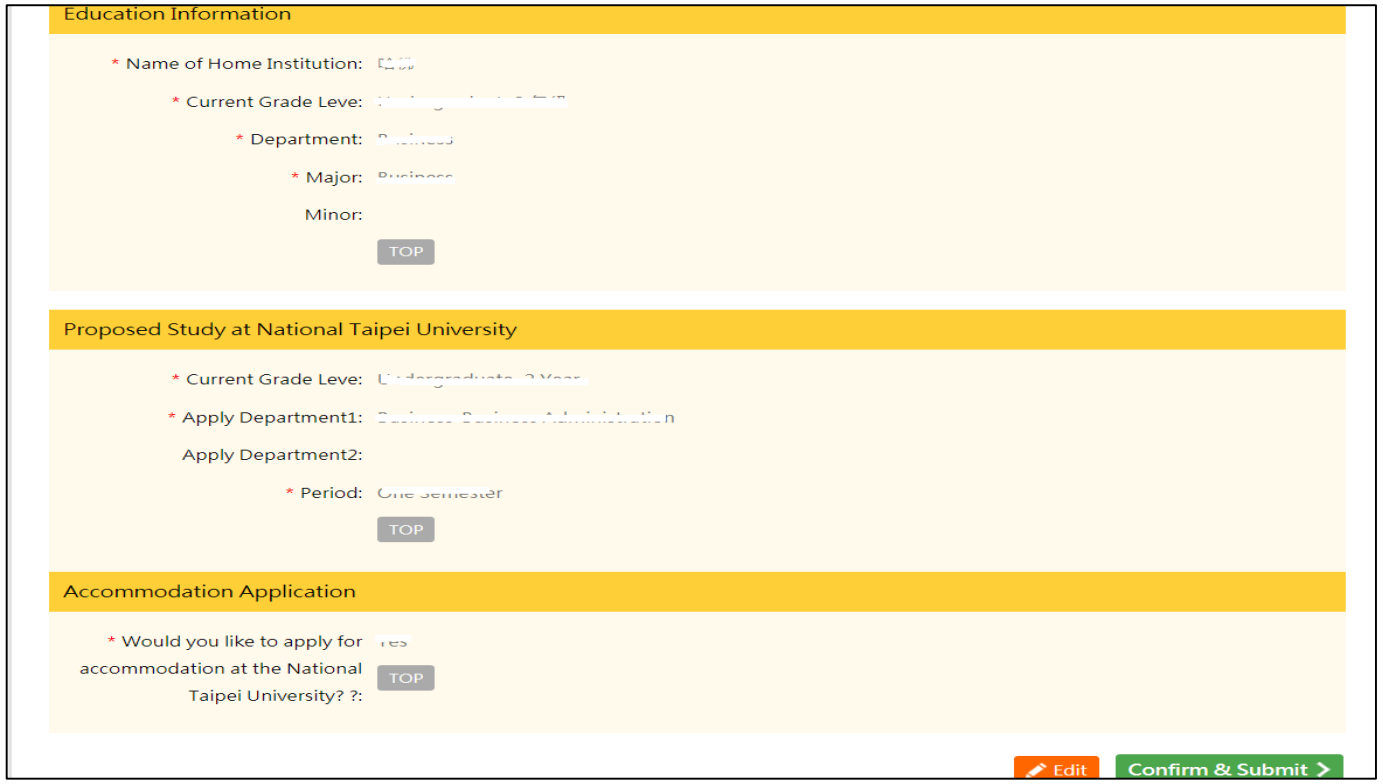

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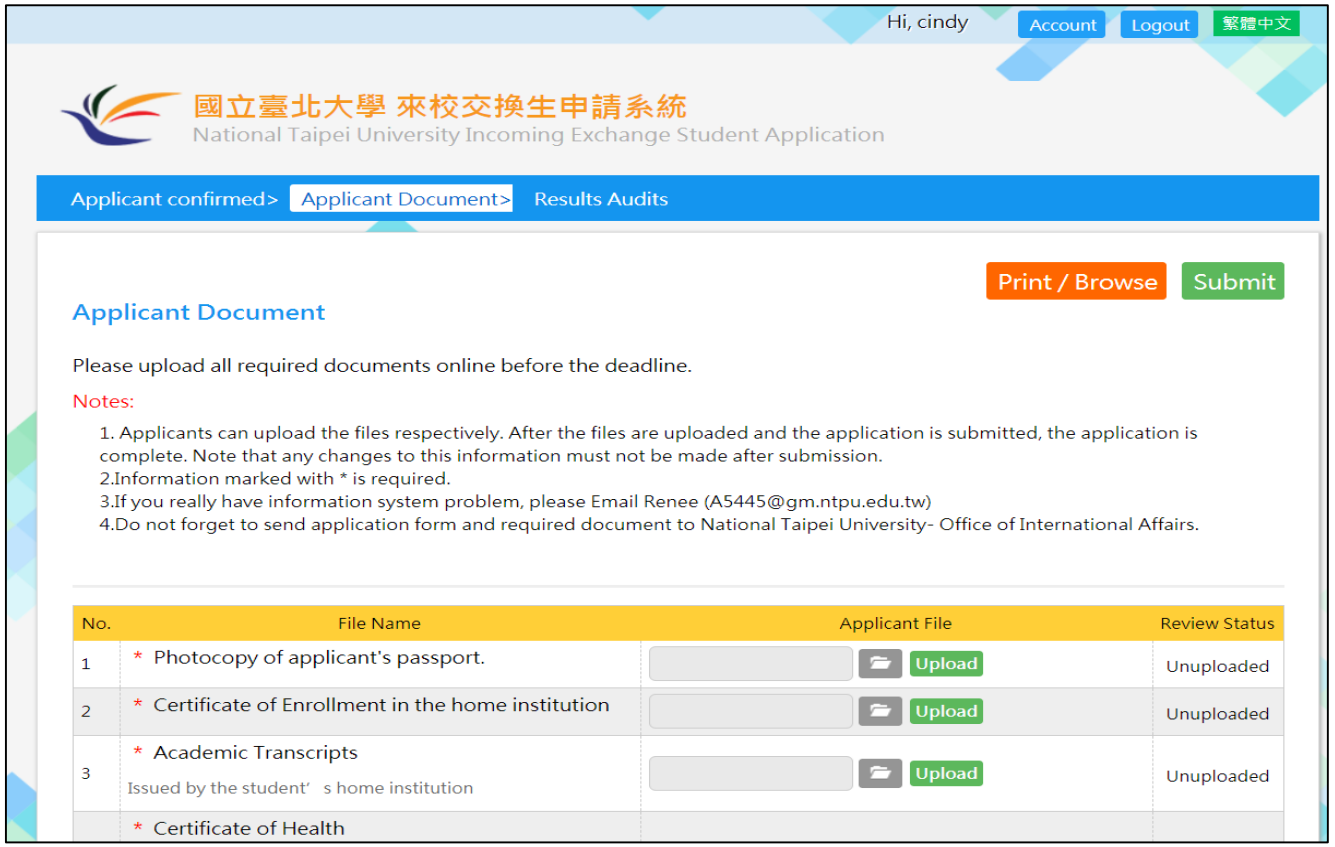
Exchange Student Programs Online Application

C.SUBMIT REQUIRED DOCUMENTS

1. Upload all the required documents



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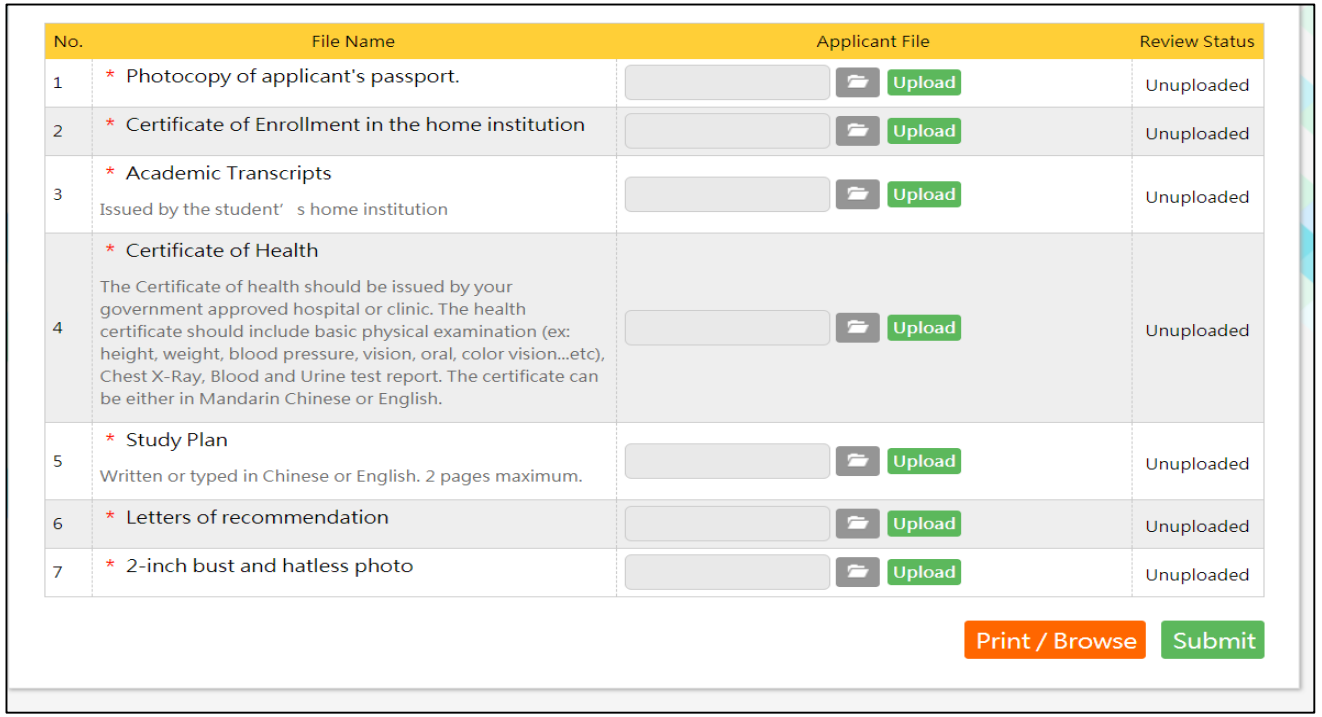

No.	File Name	Applicant File	Review Status
1	* Photocopy of applicant's passport.	Upload	Unuploaded
2	* Certificate of Enrollment in the home institution	Upload	Unuploaded
3	* Academic Transcripts Issued by the student' s home institution	Upload	Unuploaded
4	* Certificate of Health The Certificate of 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.	Upload	Unuploaded
5	* Study Plan Written or typed in Chinese or English. 2 pages maximum.	Upload	Unuploaded
6	* Letters of recommendation	Upload	Unuploaded
7	* 2-inch bust and hatless photo	Upload	Unuploaded

Print / Browse Submit

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C.SUBMIT REQUIRED DOCUMENTS

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

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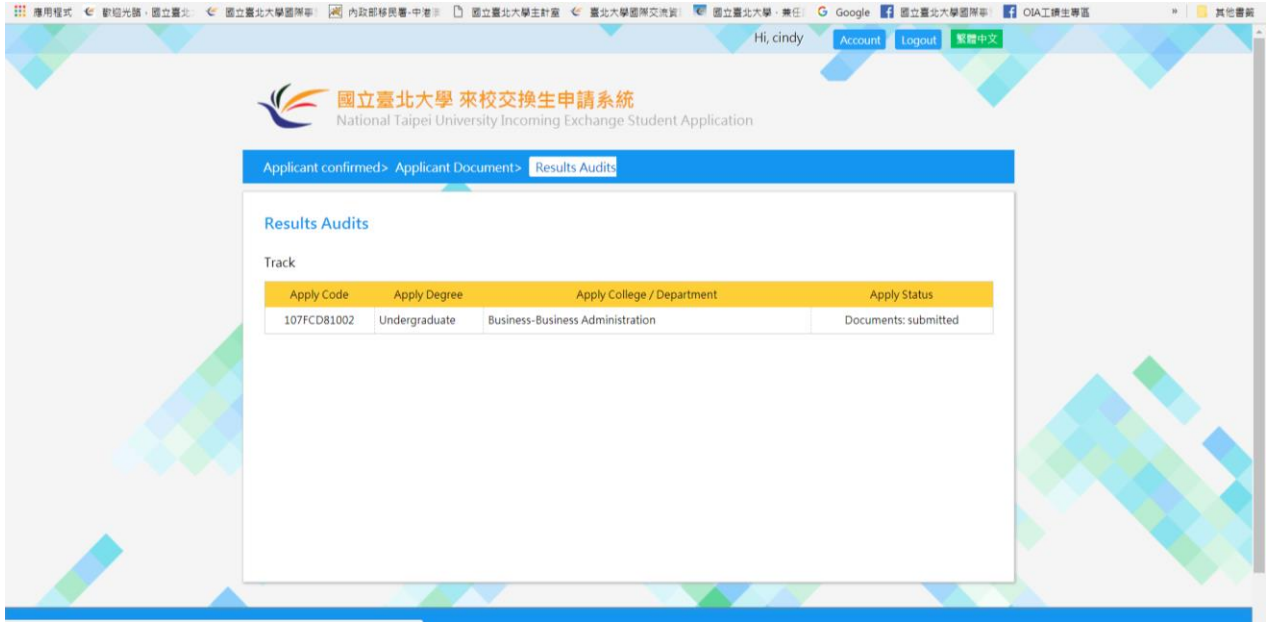
C.SUBMIT REQUIRED DOCUMENTS

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

☆ **Please note that there are no changes after submission.**



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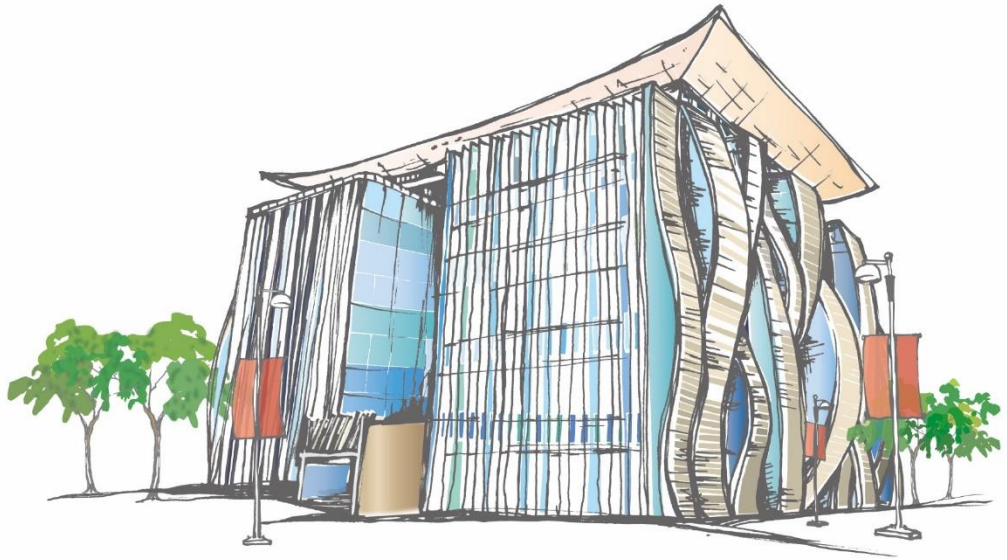
NOTE：

- Don't forget to print the application form and sign it and email to oiastudent@gm.ntpu.edu.tw for confirmation.