APPLICATION INSTRUCTION_Incoming Exchange Program - 2017 Fall Semester

Before application, please read our latest Fact Sheet for more information: AY2017-2018 Fact Sheet

Please follow the instructions below and complete the on-line nomination (done by coordinator) and application (done by nominated students) process.

1. Firstly, the partner university should **nominate** the exchange students via the on-line nomination system. (The nomination link will differ from each university. Partner university coordinator will receive specific link by NCTU via email. Once submitted, the partner coordinator will not be able to modify the nomination record.)

2. Then, each nominated student will receive individual **application** link via email.

3. Students are required to click the link and register in the on-line application system
   A. Fill correct information in the required column
   B. Upload all the required documents
   C. Submit

On-line application is complete and successful only when the students upload all the required documents and press "Submit". **Students will not be able to modify their applications after submission.**

*Required documents for application:

(1) Application form (with signature)

(2) Curriculum vitae (CV)

(3) Study Plan (including a tentative list of courses you would like to take; please use the following link http://timetable.nctu.edu.tw/ for your reference)

(4) An original transcript of academic records translated in English or Chinese

(5) A copy of student ID card of the home institute (with expiry date).

(6) A copy of valid passport

4. Consolidate (1)-(6) to **one single application package in pdf** format with **file name of 2017 Fall Incoming Exchange Application First Name + Last Name**.

A. Download and print the completed online application form (1) (signed by both the nominated student and the university international office coordinator)

B. Prepare all the other required documents [(2)-(6)] according to above sequence

C. Have partner university coordinator check the correctness of application package and sign on doc.(1)

5. Email the complete application package to **Ms. Joyce KUO** joycecykuo@nctu.edu.tw in one time before **15th April, 2017. HARD COPY IS NOT REQUIRED!** (Incomplete or late application will not be considered).

6. Students can log in to the application system and check the admission status in June, 2017. Once you are qualified, we will email "Letter of admission" to each student (late June, 2017) and require students to confirm to enroll before designated date.

7. The "Welcome Package" will be provided via email (please wait till July, 2017).

Nomination Deadline

TERM	DATE
2017 Fall Semester	**30 March, 2017**

Application Deadline

TERM	DATE
2017 Fall Semester	**15 April, 2017**

***EXTRA IMPORTANT INFO:**

- Applications will NOT be processed until all supporting documents are 1) uploaded on-line and 2) received via email.
- "College of Management" is limited to "Final year undergraduate students and Master or PhD students".
- The course timetable will be finalized before the start of each semester, so students may not get the latest schedule during the application process. However, the timetable of each semester is similar most of the time. Students are able to choose courses all over NCTU and will not be limited to home department. However, students are strongly recommended to ask the department or course professor before they really enroll to the course (Professors may

require exchange students to own basic knowledge for the course).

- The applications and supporting documents would be reviewed by each department. The department reserves the right to admit the nominated students according to various considerations such as academic performance, background consistency…etc. Sometimes, the department may re-allocate students to suitable department.

- Please note that applicants must be nominated by their home institute; otherwise the applications will NOT be accepted by NCTU. **(Self-nominated students may refer to our Incoming Visiting Program)**

For any inquiries regarding the application, please contact:
Project Manager for Incoming Exchange Program: Joyce KUO (Ms.)
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Websites: http://www.nctu.edu.tw http://www.ia.nctu.edu.tw