

# Guideline for 2019 Fall Exchange Program



世 新 大 學  
*Shih Hsin University*



## Office of International Affairs International Academic Exchange Center

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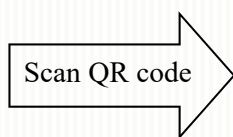
# OVERVIEW

Shih Hsin University (SHU) , which is located in the capital city of Taiwan-Taipei, is the Top University of Journalism and Communication Studies in the country with outstanding achievements in teaching, research, and industry-academia collaboration.

To expand academic exchanges with partner schools and overseas universities, as well as attract more international students to come for short-term study, the school provides international students with better and more friendly services including diverse English-taught curriculums, Chinese learning and cultural experience, financial aids and advanced learning environment with the support of the Board of Directors.



**For more information about us**



# About Exchange Program...



## Language Learning

- Exchange students can take free Chinese language courses in our Chinese Teaching Center, we offer the courses from beginner to advanced levels.
- SHU also has English and Japanese corners, if you want to make more friends with Taiwanese students, there are the best places.

## Cultural Soaking

- SHU has more than 1,000 international students, you can meet people from all over the world.
- Each semester we will hold a cultural trip to traveling around Northern part of Taiwan.
- Each exchange student will be allocated to one SHU student buddy, you can learn more about Taiwan from them.



## Convenient Campus



- SHU is near by JingMei MRT station, it only takes 5-10 mins walk from MRT station to campus.
- In front of school gate, there is a bus station, you can take bus to downtown.
- JingMei night market is on the way from MRT station to campus, you can try the local food there.
- There are cafeteria with Chinese and western food, 7-11, subway and post-office on campus.

## Best Student Service



- In SHU, you will be treated like our family, Office of International Affairs always welcome your visit, no matter you have any problem with your study or living in Taiwan.
- We offer free airport pick-up and see-off service in the beginning and the end of semester.
- Insurance for exchange students is offered.
- The living subsidy for accommodation is up to free for exchange student.
- SHU has four colleges and 19 departments, 23 master programs, 3 doctoral programs. On campus you can find diverse English-taught courses, students can choose any course as they want.

# How to apply

## Step 1.

Nominated by your Home University

## Step 2.

Submit required documents

## Step 3.

Get the letter of acceptance from SHU

## Step 4.

Reply course selection , airport pick-up service and dorm application form

## Step 5.

Flight to Taiwan !!!



Required documents:

- Application form
- Passport Copy
- Transcript
- One recommendation letter
- Health certificate
- One personal photos with 3.5cm\*4.5cm seize (Digital)

## Important Date

Event	Date	Remark
<b>Application Deadline</b>	<b>May 31st, 2019</b>	
<b>Courses Announced</b>	<b>July 26th, 2019</b>	
<b>Course Selection Deadline</b>	<b>Aug. 10th, 2019</b>	<b>**Please fill the course selection sheet and email back to <a href="mailto:vickywu@shu.edu.tw">vickywu@shu.edu.tw</a></b>
<b>Reply the application form for dormitory and airport pickup service</b>	<b>Aug. 17th , 2019</b>	
<b>Airport pick-up service</b>	<b>Aug. 31st &amp; Sep 1st, 2019 (TBA)</b>	<b>** Only available for students whose first destination is SHU dorm</b>
<b>Orientation</b>	<b>Sep 5th-6th, 2019 (TBA)</b>	
<b>Semester Starts</b>	<b>Sep. 9th, 2019</b>	

**\*\* School Calendar and more detail information will be announced in Exchange Student Handbook when you get the letter of acceptance**

## ■ Guidelines

1. All applications for admission as non-degree exchange students are based on the agreement of collaboration signed by Shih Hsin University and the applicant's home institution.
2. All exchange applicants must bear the citizenship of non-ROC/PRC countries (Excluded Hong Kong Special Administrative Region and Macau Special Administrative Region.) Full-time undergraduate except for freshmen, with **excellent English/** Chinese speaking and writing proficiency and intercultural adaptability with a recommendation letter from home university's international office are qualified for the selection. SHU reserves all rights to approve the admission and grant of the scholarship.
3. The following documents must be included in an application package:
  - (1). 1 copy of the completed filled application form in Microsoft Word file.
  - (2). 1 official copy of transcript (in English) from the applicants' home institution.
  - (3). 1 letter of recommendation. (**From a teacher of Chinese language, or one who can prove the applicant proficiency in excellent level from home university.**)
    - ✘ **The letter must be written in English.**
  - (4). 1 copy of Health Certification from hospital within **the past 3 months.**
    - ✘ **Please use the attached "ITEMS REQUIRED FOR HEALTH CERIFICATE" for the health examination, other forms will not be accepted.**
  - (5). 1 photocopy of the passport.
  - (6). 1 recent personal photos (3.5 cm x 4.5 cm) **within 3 months** and **one soft copy with jpg. file**
4. Instructions for filling the application form
  - Your Chinese name will be shown on the student ID card. If it is left blank, an alternative name will be given.
  - Intended time of exchange each academic year is divided into two semesters.
    - ◇ First (Fall) semester: September ~ January
    - ◇ Winter Vacation (including Chinese New Year): February
    - ◇ Second (Spring) Semester: February ~ June
    - ◇ Spring Break: Early April
    - ◇ Summer Vacation: July and August
  - Emergency Contact: Applicants must fill in this blank! Applications will not be accepted if the emergency contact is left blank.
5. Accommodation

All exchange students are guaranteed to have accommodation, but rooms are allocated by the university, it means that students cannot choose their roommates or accommodation buildings. The fee of dormitory depends on the MOU between two universities, it's up to free to exchange students.
6. Food: The cafeteria is located on campus; there are also many restaurants, cafes and bistros within walking distance.
7. Clothing: All dormitories have coin-operated washing machines and driers.
8. Internet: All dormitories are facilitated with Internet.
9. Language Course: The Chinese Language Course is provided in small class only.
10. Add/Drop Classes: There are two rounds of class adding or dropping.
11. Exchange students are responsible for the fee of bedding, and Chinese books. (Other textbooks will depend on what courses you take.)

# Application Form for International Exchange Students

## 1. Instructions

You must submit your application via the International Office or the coordinator at your university. Application should be postmarked no later than the deadlines of 31st May for 2019 Fall Semester, 5<sup>th</sup> November for 2020 Spring Semester entry. **Application not nominated by home universities will not be accepted and we only accept application form sending from International Contact Window of your home institute.** It is your responsibility to gather all required documents earlier than the deadlines for the International Office to send out your application package to SHU in time.

## 2. Personal Information

You must have a Chinese name because it will be used on your student ID, and your Chinese name must remain consistent. There are two ways to fill in the blank. If you have Chinese name, please fill it in. If you do not have a Chinese name and will accept an alternative name given by SHU, please write **“accept a given Chinese name”** in this blank. Your Chinese name will be given mainly according to the translation of your original name. Exchange students must study the Primary Chinese Language Course during their exchange period. If students choose not to take the Primary Chinese Course, they must indicate reasons in their applications.

## 3. Emergency Contact

You must provide an emergency contact which can be reached.

## 4. Home University Information

You must indicate clearly your department, university, level of study, and the current year of your study.

## 5. Contact Information

You must provide a valid telephone, cell phone number, mailing address, **especially email address**, which Office of Public Affairs can send important information and notice.

## 6. Accommodation

If you apply for SHU on-campus dormitory, this is a guaranteed application. You will not be notified of the confirmation of accommodation.

## 8. Home University Coordinator

After you complete the application form and gather all the required documents, please ask the International Office or the coordinator at your university to fill out and sign this section.

## 9. Statement of Purpose

In the space provided, please indicate in Chinese or English your motivations and plans for studying at SHU.

## 10. Medical Examination Report

It is the Taiwan government's policy to have each student examined for health condition.

## Shih Hsin University ( SHU ) FAQ

### Guidelines for applying to the 2019 –2020 Short-term Exchange Program

- **How do I know whether can I apply for the Short-term Exchange Program in Shih Hsin University or not?**  
All applications for admissions as non-degree exchange students are based on the agreement of collaboration signed by Shih Hsin University and the partner institution.
- **The purpose of Shih Hsin University Short-term Exchange Program?**  
To enhance relationship between SHU and its partner institutions and promote international academic exchange and cultural communication, SHU would like to offer this program to students who are motivated to study Chinese language in an Asian university and to benefit them from SHU with well regarded quality, unique educational environment and vibrant campus life.
- **What is the History of SHU?**  
Shih Hsin University was founded in 1956 by the late famous journalist and publisher, Mr. She-Wo Cheng. Originally an institution devoting itself to training professional journalists, Shih Hsin University developed into a full-fledged university in August 1997. The university has four colleges, including College of Journalism and Communications, College of Management, College of Humanities and Social Sciences, and School of Law. To meet the needs of people who are already working, but wish to continue their education, the university offers continuing education programs ultimately leading towards bachelor, master and doctoral degrees. Shih Hsin University has also been assessed as an “Excellence in Teaching University” by Taiwan’s Ministry of Education since 2005.
- **Do I need to pay tuition during my exchange period?**  
SHU’s exchange program is highly affordable because the tuition will be waved. (based on the MOU between SHU and your home University.)
- **What documents should I prepare for the application?**  
There are 6 hard copy documents need to be sent by express for exchange application. (Please send us the soft copies in advance for us to review and we will inform you to send out the hard copies)
  - Application Form for International Exchange Students\*1  
(with 1 photo attached, home university signed and stamped)
  - Certificate of nomination from home university\*1  
(A teacher of Chinese language, or one who can prove the applicant’s English or Chinese language proficiency from home university.)
  - Health Certificate\*1  
**(Form B for one year exchange student; Form C for one semester exchange student)**  
(within the past 3 months)
  - Official transcript in English from home university\*1  
(Please also attach the grading/credit system explanation)
  - Photocopy of passport\*1
  - Passport size photos\*1  
(official passport photo in size of 3.5 cm x 4.5 cm)
- **When should I arrive in Taiwan for the exchange program?**  
You are advised to arrive in Taiwan 2~4 days before the semester begins. There will be an orientation held on the first week of your arrival. All exchange students are required to attend it.



- **Do I need to apply to live in the school dormitory by myself? How much does it cost?**  
Office of International Affairs will help all the exchange students apply for dormitory. The dormitory fee is up to free, which based on the MOU and agreement between SHU and your home University.
- **What type of dormitory does SHU provide?**
  - Quadruple bedroom or Twin bedroom
  - Each room is furnished with an individual single bunk bed, study desk, desk lamps, bookshelves, built-in wardrobes, air-conditioning, fan, telephone.
  - Public bathroom and restroom
  - Coin-operated washing machines and tumble dryers
  - Drinking fountain
  - Electricity
- **Can I choose my roommates?**  
Exchange students will share the room with other students of the same gender. All dormitory rooms are allocated by the University and students cannot choose their roommates or accommodation buildings. Male and female students live in two separate dormitories. It is prohibited for male students to enter the female dormitory, and vice versa.
- **Is it possible to change my room?**  
In order to be fair to everyone, the dormitory office does not allow you to change your assignment. In addition, we are at full capacity each semester, thus room changes are not possible unless students encounter difficult situations.
- **Does SHU on-campus dormitory have a curfew?**
  - Yes, from 12:30 A.M. to 05:30 A.M.
  - There is a manager on each floor and he/she will check if exchange students are in their rooms around 11:00 P.M. every night; please inform the manager if you will be late or spend the night off campus.
- **What are the other regulations of the SHU dormitory?**  
SHU will hold students financially responsible for any damage incurred to their rooms during the contract period and for any SHU property students fail to return. Residents are not allowed to drink alcohol or smoke inside the dormitory and cannot possess, use, or offer illegal drugs.
- **What period of study programs does SHU offer?**  
Fall semester starts in mid-September and ends in mid-January every year.  
Spring semester starts in late February and ends in late June every year.
- **Does SHU accept freshman applications for this program?**  
Full-time undergraduate and graduate students, except for freshmen, with excellent English OR Chinese speaking and writing proficiency and intercultural adaptability with a recommendation letter from home university's international office are qualified for the selection.
- **Is there any insurance that SHU provides for exchange students?**  
The accident insurance is provided to all exchange students in the event of unexpected accidents during their study at SHU. The starting date will begin on the official airport pick-up date and ends on the date of airport drop-off service date.
- **Is any free airport pick-up service available?**  
Free airport pick-up service information:  
Taiwan Taoyuan International Airport  
Official airport date announce through e-mail by Office of International Affairs  
The route is from Taoyuan International Airport to SHU dorm

- **What other transportation is there to SHU?**  
Taipei Metro system (MRT) or Bus or Taxi  
*For further details, please check the following link <http://eng.web.shu.edu.tw/171/directions>*
- **Are there any Mandarin Courses that we can take? If so, are they free?**  
The exchange students will be able to take fundamental Mandarin Language courses and other courses offered in English by various academic departments on SHU campus and the tuition will be waived.  
*For the Official Website of The Center For Teaching Chinese as a Second Language, please visit : <http://ctc.web.shu.edu.tw/english/>*

- **Which Office is in charge of the non-degree short-term exchange program at SHU?**  
International Academic Exchange Center, Office of International Affairs

Title	Name	Email Address
Senior Staff	Vicky Wu	vickywu@mail.shu.edu.tw
Dean of International Affairs	David Wu	davidwu@mail.shu.edu.tw

*For the Official Website of Office of the International Affairs, please visit :*

<http://www.opa.shu.edu.tw/en/>

- **What is the difference between visitor and resident VISA?**  
**Visitor Visa** is required for all short-term exchange students with non-R.O.C. citizenship. Since it may require from a few days up to several weeks to obtain a visitor visa depending on your location, it is imperative to inquire as early as possible to access to the nearest Taiwan embassy or the consulate of Taiwan (the Republic of China) in your country for detailed and accurate information.

**Resident Visa:** Foreign nationals, who hold ordinary passports or other legal travel documents, who intend to stay in the Republic of China for more than six months for the purpose participate in international exchange programs are required to apply for the **Alien Resident Certificate and Re-entry Permit at local service centers of the National Immigration Agency within 15 days starting from the next day of their arrival.** They may stay in the ROC as long as the Alien Resident Certificate remains valid.

*For the VISA information, please visit Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China (TAIWAN)*

<https://www.boca.gov.tw/cp-161-264-cdb6a-2.html>

*For the Residents Visas for Foreign Students (Exchange students) information, please visit <https://www.boca.gov.tw/cp-166-284-6f5f7-2.html>*