



National University of Kaohsiung

國立高雄大學

**International Exchange Student
Handbook**

2023 - 2024



For Admission in Spring Semester ● ● ● ● ●



NUK



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國立高雄大學
高雄市楠梓區 811 藍田里3 鄰高雄大學路 700 號
National University of Kaohsiung
No.700, Kaohsiung University Rd., Nanzih Dist., 81148, Kaohsiung, Taiwan, R.O.C.

– PREPARATION GUIDE –

Welcome to the National University of Kaohsiung!

We are delighted that you have chosen to study at NUK and look forward to hosting you in Kaohsiung. Please read carefully the following information which instructs you all the steps before and after you arrive NUK.

(Please go to <http://intro.nuk.edu.tw/> to read detailed information for new incoming students. To know about life at NUK, please go to <https://intro.nuk.edu.tw/p/412-1058-4293.php?Lang=zh-tw>).





★ IMPORTANT DATES

*The schedule is subject to change.

How to confirm:

The site of Office of International Affairs →Incoming Student →Student Exchange Program

Date	Things to do	Note
A.S.A.P	Submitting a scanned copy of your visa	Send us a scanned copy of your visa as soon as you get it. Contact: Vicky Wu (Ms.) shanchi@nuk.edu.tw
Wait for our instruction	Book your flight	<ol style="list-style-type: none"> 1. Search for flights available during 2024/2/15~17. 2. Once we hear back from all the international students, we will suggest ONE specific date for you to book a flight. 3. Do not book your flight until you are informed of the suggested date. 4. Once your flight is confirmed, please send us the proof of your flight.
Jan. 31	Deadline for submitting Insurance Declaration	See handbook p.8 Contact: Jonathan Chen (Mr.) jonathan916002@nuk.edu.tw
Jan. 22 -26	1st Online Course Selection Period	See handbook p.11
Jan. 29 -Feb. 2	2 nd Online Course Selection Period	
Feb. 1-19	Tuition payment	<ol style="list-style-type: none"> 1. International Buddy will help you with the process. 2. Land Bank, Cashier Section Location: 1 st floor of the Administration Building
Feb. 19	School begins	



National University of Kaohsiung 2023/2024 Academic Calendar Spring Semester (February 2024 - July 2024)

note : Any change to this calendar will be adjusted through legal procedures

Month Year	Week	Monthly Calendar							Event
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Jan 2024			1	2	3	4	5	6	(1) Founding Day of the Republic of China; (5) Application deadline for withdrawing double major and minor. Application deadline for suspension; (6) Online school leaving process begins. Initial date for teachers to submit semester grades; (6-12) Final exam week
	18th	7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	(15) Application for readmission/extension of suspension begins. Application for early admissions to master and doctoral students
		21	22	23	24	25	26	27	(22-26) First period of online course selection (spring semester); (26) Deadline for teachers to submit semester grades; (27-28) Power cut for maintenance of high-voltage power of whole campus
		28	29	30	31				(1/29-2/2) Second period of online course selection. Online application for credit transfer (spring semester); (31) Fall semester ends. Application deadline for thesis/dissertation oral defense (graduate students). Application deadline for readmission. Deadline for early admissions to master and doctoral students
						1	2	3	(1) Spring semester begins. Application for graduate degree examination begins. Application for student loan begins. Online printing of payment sheet; (3) Make-up day for Lunar New Year holidays



Feb 2024		4	5	6	7	8	9	10	(7) Sending out the fall semester transcripts; (8) Compensation day-off for Lunar New Year holidays; (9-14) Lunar New Year holidays
		11	12	13	14	15	16	17	(16) Check into dormitory (spring semester); (17-18) Power cut for maintenance of high-voltage power of whole campus (alternative)
	1st	18	19	20	21	22	23	24	(19) Spring semester classes begin. Deadline for paying tuition fees (spring semester). Online course adding/dropping begins. Deadline for refunding full tuition fees to students and graduates in suspension or discontinuance. Application for double major and minor begins (old students). Application for department/institute transfer begins. Application deadline for student loan; (20) Refunding 2/3 of tuition fees to students and graduates in suspension or discontinuance begins; (21) Qualification review of graduation requirements of fresh graduates
	2nd	25	26	27	28	29			(28) Peace Memorial Day; (29) Deadline for online course dropping
Mar 2024							1	2	(1) Deadline for online course adding. Application deadline for double major and minor. Application deadline for department/institute transfer
	3th	3	4	5	6	7	8	9	(6) 152nd University-level Teacher Review Committee
	4th	10	11	12	13	14	15	16	(14) Online printing of payment sheet of credit fees (delayed graduating students, students of the 2 years degree program, and students of the master degree program)
	5th	17	18	19	20	21	22	23	(19) Deadline for paying students insurance; (22) Sports Day rehearsal; (23) NUK Anniversary and Sports Day



	6th	24	25	26	27	28	29	30	(25) Deadline for paying credit fees of spring semester
	7th	31							
Apr 2024			1	2	3	4	5	6	(1) Deadline for refunding 2/3 of tuition fees to students and graduates in suspension or discontinuance; (2) Refunding 1/3 of tuition fees to students and graduates in suspension or discontinuance begins; (3) Compensation day-off for Sports Day and NUK Anniversary; (4) Children's Day. Tomb Sweeping Day; (5) Compensation day-off for Children's Day and Tomb Sweeping Day
	8th	7	8	9	10	11	12	13	(12) Application deadline for early graduation (spring semester)
	9th	14	15	16	17	18	19	20	(15-21) Mid-term exam week; (15) Initial date for entering the mid-term alert list. Deadline for students to renounce transfer to department
	10th	21	22	23	24	25	26	27	
	11th	28	29	30					
May 2024					1	2	3	4	
	12th	5	6	7	8	9	10	11	(5) Deadline for entering the mid-term alert list; (6-17) Application for course withdrawing;
	13th	12	13	14	15	16	17	18	(13) Deadline for refunding 1/3 of tuition fees to students and graduates in suspension or discontinuance; (14) No refund of tuition fees to students and graduates in suspension or discontinuance; (15) 153rd University-level Teacher Review Committee
	14th	19	20	21	22	23	24	25	(5/20-6/14) Online Student Evaluation of Teaching; (20-24) All-School interdepartmental tournament
	15th	26	27	28	29	30	31		(5/27-6/3) Application for summer accommodation



Jun 2024								1	(1) NUK commencement
	16th	2	3	4	5	6	7	8	(5) 154th University-level Teacher Review Committee; (7) Application deadline for diploma of English version (fresh graduates)
	17th	9	10	11	12	13	14	15	(10) Dragon Boat Festival; (14) Application deadline for withdrawing double major and minor. Application deadline for suspension
	18th	16	17	18	19	20	21	22	(17-23) Final exam week; (17) Initial date for teachers to submit semester grades. Online school leaving process begins
		23	24	25	26	27	28	29	(24) Summer accommodation begins
		30							
July 2024			1	2	3	4	5	6	
		7	8	9	10	11	12	13	(7) Deadline for teachers to submit semester grades
		14	15	16	17	18	19	20	(15) Application for readmission/extension of suspension begins; (17) Sending out the spring semester transcripts
		21	22	23	24	25	26	27	
		28	29	30	31				(31) Spring semester ends; Application deadline for thesis/dissertation oral defense (graduate students). Application deadline for readmission



I. Before you arrive at NUK

◆ VISA Application

All exchange students must apply for a valid visa in your resident country BEFORE coming to Taiwan. As there is no "Student Visa" for exchange students in Taiwan, **student whose exchange period is longer than 180 days can apply for a Resident Visa, or for an extendable Visitor Visa if the exchange period is less than 180 days.**

- Apply for a **Visitor Visa** if your exchange period is less than 180 days.

<https://www.boca.gov.tw/cp-158-4342-a78b4-2.html>

- Apply for a **Resident Visa** if your exchange period is longer than 180 days.

<https://www.boca.gov.tw/cp-166-284-6f5f7-2.html>

In addition, it is advised to apply for a multiple entry Visitor Visa instead of a single- entry one if you plan to leave and come back to Taiwan during your exchange period. Because when you are in Taiwan, it is **IMPOSSIBLE** to change it. Please check the Ministry of Foreign Affairs' Bureau of Consular Affairs website <https://www.boca.gov.tw/mp-2.html> for the updated information about visa regulations. If you encounter any problem with this, please contact us immediately. Please ensure that you apply for the correct visa which can cover your period of stay.

Note: Students who entered Taiwan with an extendable Visitor Visa have to change it into Resident Visa if you want to stay more than 180 days.

Location: Bureau of Consular Affairs, Ministry of Foreign Affairs before the visitor visa expiration date.

【Southern Taiwan Office, Ministry of Foreign Affairs, ROC】

Address: 2F, 436 Cheng Gung 1st Rd., Kaohsiung City, Taiwan, ROC / Tel:

+886-2-2343-2885 / Fax: +886-2-2343-2968 /

Website: <http://www.boca.gov.tw>



◆ Health & Accident Insurance

Insurance in your country

- Submit Insurance Declaration & Certificate
- Deadline: January 31 ,2024

Insurance in Taiwan

- NT\$3,000 after the arrival
- NT\$ 500/per month (approx. 3,000 for a semester)

As NUK exchange students, you are required to purchase the standard accident and medical insurance, which covers the entire exchange program period for extra protection. You also have to fill out the Declaration of Insurance for exchange student whether you purchase the insurance in your home country or in Taiwan. If you don't submit the proof or do not purchase it in your country, you have to purchase it upon registration at OIA to ensure sufficient insurance coverage and your rights during the stay in Taiwan.

Note:

Whether you intend to purchase the insurance in your home country or in Taiwan, please submit "Insurance Declaration" to jonathan916002@nuk.edu.tw Jonathan Chen (Mr.) **by January. 31, 2023**. If you purchase the insurance in your home country, please provide the proof of valid insurance with the Insurance **before arrival** and email to Jonathan Chen. If you are unable to provide the proof before the arrival, email Jonathan Chen and describe your situation.

◆ NUK International Buddy Program

To help exchange students settle down and acquaint them with student life in Taiwan, we will assign NUK student buddies to assist the students during their stay at NUK. The assistance of NUK international buddy program may include:

- 1.Registration and other administrative issues such as dorm application and medical examination.
- 2.Other support and information concerning NUK campus life.

◆ Chinese Language Program

CLP is a special program planned for exchange students who are interested in learning Chinese or eager to improve their Chinese while studying in NUK. The tuition for taking the course will be 100% waived by NUK, except fee of course material. We will pronounce the course registration information after your enrollment.

◆ 1st Online Course Selection

Online Course Selection System:

<https://course.nuk.edu.tw/Sel/login.asp>(Chinese)

<https://aca.nuk.edu.tw/English/login.asp> (English)



Please go to this website <http://aca2.nuk.edu.tw/Aca/NewStuQuery/Default.aspx> to get your student ID No. **Please read “Course Enrollment Process” carefully and follow the instructions and steps accordingly.**

◆ **Campus dormitory information**

Accommodation Fee:

<p>學一宿舍 OA (Male Dorm) OB (Female Dorm)</p>	<p>NT\$7,463 per semester</p>	
<p>學二宿舍 OE (Male Dorm) OF (Female Dorm)</p>	<p>NT\$9,985 per semester</p>	
<p>綜合宿舍</p>	<p>NT\$9,710 per semester</p>	

** You will share a room with 3 roommates.

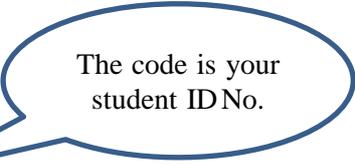
Please notice that the following items are NOT included in NUK student dorm: Mattress, Bedding, Towels, Hairdryer/Other Electronics Appliances.

II. After you arrive at NUK

◆ **Student Information at NUK**

Your NUK student ID No.: 000000

NUK E-mail address: 000000@mail.nuk.edu.tw



After you enroll at NUK, we will send important information through NUK students' Email, so please check your NUK e-mail box regularly. (You can also set up automatically forward e-mail to your personal e-mail box, if needed.)

Please go to <https://mail.google.com/a/mail.nuk.edu.tw> for entering free webmail system. For Outlook user, please set up SMTP Server: mail.nuk.edu.tw, POP3 Server: mail.nuk.edu.tw)

◆ **Housing**

Not all exchange students are guaranteed to stay at the campus dorm. Those who had applied for on-campus accommodation but did not get rooms at **NUK Student Dorm** will be assisted to



stay at **NUK Artistic Student House**.

【About NUK Student Dorm】

Students must complete the check-in procedure before moving in. The official **check-in date is from 15 February to 17 February, 2024** for the Spring semester. The **check-in time is between 09:00 a.m. to 17:00 p.m.**

Check-in Procedure:

- STEP 1: Directly go to the OIA office to get the key.
- STEP 2: Pay the dorm fee per semester to cashier section.

Check-out Procedure:

Officially, students are not allowed to stay longer than their exchange period and students must complete the check-out procedure before moving out. If you cannot complete the checkout procedure during office hours, you should contact administrator in advance.

- STEP 1: Bring the **Deregistration Form** and **Dorm Check-Out Form** to administrator and get an official stamp for approval.
- STEP 2: Return the room key to the Dorm Office.

- 1) During winter and summer vacation, dorms at NUK will be closed. Anyone wishing to stay during winter or summer vacation should contact the administrator of the dorm and to apply for accommodation at the Guidance & Counseling Section, Students Affairs Division at application period. **Since all rooms need to be ready for new incoming students, you will need to move to another dorm and pay an extra accommodate fee (about NT\$120 per day and cleaning fee NT\$200)** at the service counter of Local Bank which is next to Cashier Division on the 1st floor of Administration building during the office hour 14:00-15:30 (Mon.~ Fri.).

【About NUK Artistic Student House】

NUK Artistic Student House is a privately-owned dorm (not belongs to NUK). We are glad to help exchange students who had applied for on-campus accommodation but didn't get rooms at NUK Student Dorm to reserve rooms at NUK Artistic Student House. It takes about 10 minutes to walk to NUK campus.

- 1) Accommodation fee (not including deposit **NT\$1,500**, water & electricity usage):
 - Single Suite (**NT\$4,000/ month /person**)
 - Twin Suite (**NT\$2,500/ month/ person**)
- 2) Exchange students should sign accommodation agreement with the House and pay accommodation fee and other fees to the owner of the House by themselves. For further information, please go to **NUK Artistic Student House**

◆ Course Enrollment Process

In general, lectures and examinations are conducted in Chinese. Exchange students who do not have



國立高雄大學

高雄市楠梓區 811 藍田里3 鄰高雄大學路 700 號

National University of Kaohsiung

No.700, Kaohsiung University Rd., Nanzih Dist., 81148, Kaohsiung, Taiwan, R.O.C.

good knowledge of Chinese should consult the professors or instructors before registering for these courses.

Exchange students have to take at least 1 course offered by the department in which he/she enrolls. The maximum credit hours for all NUK undergraduate students (including exchange students) per semester are 25. No exception could be made.

More course information can be found online at [System For Course Selection](#)



1st Online Course Selection Period (22, Jan. - 26, Jan.)

2nd Online Course Selection Period (29, Jan. - 02, Feb.)

Course Dropping Period (19, Feb. - 29, Feb.)

Course Adding Period (19, Feb. - 01, Mar.)

Confirm Course Selection Results Online

For the detailed dates concerning course registration, please refer to the attachment [NUK Academic Calendar](#).

Before using the Online Course Selection System, please read “112 學年度第 2 學期網際網路選課須知” (<https://course.nuk.edu.tw/Sel/選課須知.htm>) & “選課系統操作手冊” (<http://course.nuk.edu.tw/Sel/Doc/選課系統操作手冊.pdf>) carefully.

STEP 1: 1st Online Course Selection Period-

Please go to the page of “學生選課系統”(<https://aca.nuk.edu.tw/English/login.asp>) and choose the item “學期課程查詢”

(<https://course.nuk.edu.tw/QueryCourse/EngQueryCourse.asp>) to check courses which are offered and available for this semester. Please use your student ID number and code to log in the Online Course Selection System (<https://aca.nuk.edu.tw/English/login.asp>). To select the course, please use Course Serial Number listed on the curriculum.

STEP 2: 2nd Online Course Selection Period-

After the 1st Online Course Selection Period, log in the online course selection system again to find out the result. You can check if any of the courses offered are still available after the first course selection period, and select the course you would like to take. Please remember to check the course selection result on the next weekday after the period.

STEP 3: Course Drop/Add Period-

We strongly suggest you to go to all the classes that you wish to attend in the first two weeks and add or drop courses online. Please be aware that there is no guarantee that students will be able to enroll in all the courses they have add during this period. Please update yourself by checking news about course changes posted in the system.

Note: If the course is full or not available then you cannot add it to your list at this stage. Please contact the lecturer of the course to get his/her approval of adding you as an additional student to the class. After the lecturer adds your student ID number in the system, you will be able to add the course to your selection list. If you have any enquiries about course selection, please contact Curriculum Section, Division of Academic directly (TEL: +886-7-5919564).

STEP 4: Confirm Course Selection Results Online - The end of Mar.



◆ **【Withdrawal From Courses Selected】** :

To withdraw the courses, you should do the online application and go to Curriculum Section to apply for it no later than the deadline. Please note that the maximum courses that you are allowed to withdraw are 2. Once you withdraw a course after the Drop/Add deadline, a mark of “W” will be shown on your official academic transcript.

STEP 1:

Please use your student ID number and code to log in the Online Course Selection System (<https://aca.nuk.edu.tw/english/sel/login.asp>). Click the item “棄選作業” and enter the courses that you wish to drop. Please print out the form and get the approval of the lecturer and the director of the department with their stamps.

STEP 2:

Please submit the form to Curriculum Section.

◆ **Registration Procedures**

The exchange student registration period is **19, Feb. - 20, Feb., 2024** for the spring semester. You should complete STEP 1-5 of the registration procedure within these 6 days. In addition, STEP 6 must be completed during the course add/drop period. You are therefore advised to complete all the following steps to be officially registered as an NUK exchange student. Your NUK international buddy program will be very helpful in this procedure. Please take the **Registration sheet** to complete the following steps:

STEP1:

Please first report to your **department or institute** and make an appointment with your instructor. Please make sure which class you belong to. For any enquiries about courses and your class, please do not hesitate to ask the staff of the department.

STEP 2:

Please go to the **Office of International Affairs** on the 4th floor of the Administration building. Your **student ID card** will be issued to you immediately.

Every exchange student’s tuition fee is waived but need to pay **administration fee (NT3,000 for one semester, NT5,000 for two semester)**

Those who stay at NUK Student Dorm need to pay **accommodation fee (upon dorms)**.

Students need to print out payment sheet via <http://webap.nuk.edu.tw/PaidQuery/index.aspx>.

ID: your student No. (ex : a0925101)

Password: 8 codes of your birthday (YYYYMMDD ex: 19980101)

Full payment shall be made by cash during registration period (See **STEP 4**).

Please submit the **Student Information Form** after you fill it out.



Please submit the **copy of the passport & visa (foreign students)**. Those who will study in NUK for two semesters should submit the **copy of ARC** afterwards.

STEP 3:

Please submit your **Student Health Form** to **Health Care Section** at the Sports & Leisure Multi-Functional Building.

Exchange student who will stay in Taiwan over half year need to do off-Campus health examination, we will arrange bus to take all the exchange students to hospital. For having the health examination service, you will need to pay the examination fee approx. NT\$ 2,600 (to hospital staff on spot. Please also prepare 2 photos, and bring your resident visa or passport with you. You may not have the record immediately, please keep the receipt as a proof. Your health record will be sent to Health Care Section afterwards.

STEP 4:

Please take payment notices to the service counter of Local Bank which is next to Cashier Section on the 1st floor of Administration building during the office hour 14:00-15:30 (Mon. - Fri.). Full payment shall be made by cash during registration period.

STEP 5:

After you have completed all the above steps and returned the registration sheet to the Office of International Affairs, the registration procedure is completed.

◆ Orientation

Date and place to be announced.

◆ Application for New Cell Phone Card

Date and place to be announced.

Please bring an original and the photocopy for your passport and student card.

◆ Health Examination

Date and place to be announced.

1. Fee: NT\$ 1,080 for each one, bring two Student Health Forms, passport (original and one of photocopy) and 2 passport-size photos.
2. Please do not eat anything at the midnight; Fill in Student Health Form and stick two passport-size photos
3. If necessary, you will be required to do Urine & Stool Examination

◆ Field Trip

Date and place to be announced.



國立高雄大學

高雄市楠梓區 811 藍田里3 鄰高雄大學路 700 號

National University of Kaohsiung

No.700, Kaohsiung University Rd., Nanzih Dist., 81148, Kaohsiung, Taiwan, R.O.C.

◆ Money Matters

■ Currency Exchanges:

If you need to exchange foreign currencies into New Taiwan Dollars (NTD), the Taoyuan International airport might be the most convenient place, as most banks in Kaohsiung city only exchange US dollars, Euro, Japanese Yen, and HK dollars. To exchange these currencies, please bring your passport with you. If you have other currencies, you may need to go to the head office of Taiwan Bank, where a variety of currencies is available. We also advise that you check the latest exchange rates before heading to the bank.



■ Using Credit Cards / Bank Cards:

Please consult your banks in your home country prior to departure whether you can use your credit cards/ bank cards to withdraw money in Taiwan, and the charge that each transaction may cause.

■ Opening an Account:

If you would like to open an account in Taiwan, please bring your Passport and Visa to a bank and ask a bank teller to fill out the forms for you. You should deposit cash at least NT\$1000 in your account for the first time. It's better to get an ATM bank card, so you can use it to withdraw money from ATMs at any banks anytime. ATMs can be found on the street and inside many convenience stores in Kaohsiung. Student without visa but having an ID Number in Taiwan may bring your passport and open an account in Taiwan as well. For your convenience, Land Bank is the choice that we recommended since it has a service counter on NUK Campus.

◆ ROC ID NUMBER

Students who are on Visitor Visas and need to open bank accounts, or to apply for National Health Insurance (NHI), or to apply for drivers' licenses should first apply for an ROC ID Number at National Immigration Agency. Those with ARCs would automatically have the number on the certificates. This unique, life-long number is for the registration of people residing in the ROC (Taiwan), which will be used for NHI IC Cards and drivers' licenses. For more information, please go to <https://www.immigration.gov.tw/>

◆ National Health Insurance

It's mandatory to all foreign exchange students who residing in Taiwan for more than 6 months or once depart from Taiwan no more than 30 days (but combine students' stay in Taiwan has to be 6 months) can be enrolled in the National Health Insurance (NHI) system. The premium is around NT\$826 per month. The total fee for 6 months is approx. NT\$4,956.

◆ Others

■ Working

Exchange students whose study period in Taiwan is no longer than 6 months are not allowed to work in Taiwan. If a student is found to be engaged in any kind of work, he/she will have to terminate the exchange study and leave the country.

■ Mobile Phone

Mobile phones and SIM cards can easily be purchased in Taiwan and there are plenty of options to choose from. You may buy a mobile phone with a number together (usually has a special price) or use your own mobile with prepaid card. You will be asked to provide your



passport and residence visa for buying a new mobile service. Students without Resident Visa but having an ID Number in Taiwan may only be allowed to buy a pre-paid card.

III. Before you leave NUK

◆ Deregistration Procedure

All exchange students must complete the deregistration procedure and submit **Deregistration Form and STUDENT EXPERIENCE SHARING Form (at least 300 words)** to the Office of International Affairs before leaving NUK. In addition, students who live on campus should complete dorm check-out procedure and submit **Dorm Check-Out Form** to administration office of NUK dorm.

We, Office of International Affairs, will send one copy of your official transcript in Chinese and English to the international office at student's home university by regular post about 2 months after the end of the exchange period. No transcripts will be mailed directly to students. For extra copies, please use the coin drop machine on the left-hand side of the Registration Section to finish your payment. Then, please take the receipt and deregistration sheet to the Registration Section, Division of Academic Affairs to get an official stamp. All the copies will be sent to the international office of your home university.



– TRANSPORTATION –

Routes	Transportation Options	Cost and Time Estimated
Taoyuan Airport →NUK	1. Quarantine Taxi / Rental Car	NT\$2,660 3.5Hr
	2. Pick-up service by relatives in Taiwan	

SURROUNDING OF NUK & Kaohsiung

■Food

Besides the restaurants and the convenient store in the campus, the nearest areas for food are the west road (outside the College of Engineering building) and the area across the main entrance of the school. The service hours of the restaurants are as below:

Location	Service Hours
First General Building B1	Mon.~ Fri. 07:00~20:00
	Sat. 07:00~14:00
Dormitory (OA/OB) 2F	Mon.~ Fri. 07:00~19:30
	Sat. 07:00~14:00
College of Law 1F	Mon.~ Fri. 07:00~22:00

***Notice:** On Mon. to Fri. afternoon, the school restaurants will also provide meal at the Library and Information Center, College of Science, Management, and Law Buildings. The amounts of the meals are limited; please pay attention to the service hours.

You can also take the bus (R 56 A, B) to Huimin Road or Carrefour for more daily necessities. There are more delicacies in downtown Kaohsiung as well as other countryside, you can search the Internet and find out more.

Bus stops around Carrefour:

R 56 A → Chungshan Senior High school

R 56B → Lantian Road

You can also go to the Facebook fan page, which run by the students of school for more information.

<https://zh-tw.facebook.com/sayhitoyummyfood>

■Post Office



If you want to go to post office, you can take (R 56 A, B) to Lan Tian Post Office (Get off at Daxue 32nd Street stop) or walk there about 15 minutes.. Another choice is that you can go to Division of Central Affairs at the working time 14:00~16:30(summer/winter vacation 14:00~15:00 Monday~Thursday). The division provides help like sending packages, but it is unavailable with other finance affairs.

Lan Tina Post Office: No. 430, Lanchang Road (near Chungshan Senior High School)

■ATM

You can find ATMs at the Administration Building (Land Bank) and the College of Engineering Building (Land Bank & Post Office).

■Health Center

If you get hurt or feeling uncomfortable, please come to the health center and look for some help. The time schedule as below:

Items	Service hours		Students insurance service hours		
	Date/time	Day	Night	Mon./Thurs.	Wed.
Semester (Holidays not included)		8:30-17:00	17:00-22:00	12:00-13:00	18:00-19:00
Vacations (Holidays not included)		8:30-12:00 13:30-16:30			
Service Items	Emergency medical care/consultation Students insurance Health equipment borrowing				
Location	Sports and Leisure Multi-Functional Building 1F Class103				

■Library and Information Center, NUK

The Library is being very welcome among the students. Not only you can borrow the books from here, it also contains different DVDs of movies, documentaries, teaching videos, etc. The Library and Information Center provides a comfortable environment that you can enjoy reading, studying, as well as learning. The service hour is as below:

	Semester		Vacations
	Mon.~Fri.	Sat./Sun.	Mon.~Fri.
Library	8:30 ~ 22:00	8:30 ~ 17:00	8:30 ~ 17:00
Medium Area	13:30 ~ 21:30	12:30 ~ 16:30	12:30 ~ 16:30
Study Room	8:30 ~ 22:00		Unavailable
107/108 Computer Class	8:30 ~ 22:00	8:30 ~ 17:00	8:30 ~ 17:00



For more information about the Library and other on-line resources, please check the website: <https://lic.nuk.edu.tw/?Lang=en>

If you still had other questions about school life information, please check on-line at <https://intro.nuk.edu.tw/p/412-1058-4317.php?Lang=zh-tw>



■Fun

To travel and get to know more about Kaohsiung, please make a good use of the MRT and bus system. Shopping, sight-seeing or other different plans, you can search the Internet and find out more information. For instance, Shinkuchan is popular among the young people, and it is full of different pop cultures; the Sanduo Shopping District contains three department stores and also a movie theater. As for sight-seeing, The Pier-2 Art Center Siziwan is a new landscape in Kaohsiung. There are many different exhibitions and art works in the art center, you can also go to Siziwan, which is near the art center. It is a famous landscape for sun-set.





– ABOUT TAIWAN –



圖片來源：www.dremel.tw

General Information

Location

Taiwan's total land area is only about 36,000 square kilometers (14,400 square miles); it is shaped like a leaf that is narrow at both ends. It lies off the southeastern coast of mainland Asia, across the Taiwan Strait from Mainland China-- a solitary island on the western edge of the Pacific Ocean. To the north lies Japan; to the south is the Philippines. Many airlines fly to Taiwan, helping make it the perfect travel destination.

Taiwan lies on the western edge of the Pacific "rim of fire," and continuous tectonic movements have created majestic peaks, rolling hills and plains, basins, coastlines, and other wonders. Taiwan's tropical, sub-tropical, and temperate climates provide clear differentiation between the different seasons. There are about 18,400 species of wildlife on the island, with more than

20% belonging to rare or endangered species. Among these are the land-locked salmon, Taiwan mountain goat, Formosan rock monkey, Formosan black bear, blue magpie, Mikado Pheasant, Hsuehshan grass lizard, and many more.

Climate

Taiwan enjoys warm weather all year round. The strongest fluctuations in weather conditions are





during spring and winter, while during summer and autumn the weather is relatively stable. Taiwan is extremely suitable for traveling, as the annual average temperature is a comfortable 22 degrees Celsius with lowest temperatures ranging from 12 to 17 degrees Celsius (54-63 Fahrenheit). Therefore, with the exception of a few mountain areas where some traces of snow can be found during winter, no snow can be seen throughout Taiwan. When summer is about to dismiss spring (March to May), continuously drizzling rain will sometimes fall on Taiwan. When visiting Taiwan during this period, remember to carry an umbrella at all times; because although it might seem romantic to have a stroll in the rain, it is no fun to travel when you're soaking wet. During the summer (June to August) typhoons sometimes reach the island.

Useful Information

Currency

The Republic of China's unit of currency is the New Taiwan Dollar (NT\$), which has five denominations in paper money and five in coins. Paper money comes in NT\$2000, NT\$1000, NT\$500, NT\$200, and NT\$100 denominations. Coins come in NT\$50, NT\$10, NT\$5 and NT\$1 denominations.

Foreign currencies can be exchanged at government-designated banks and hotels. Receipts are given when currency is exchanged, and must be presented in order to exchange unused NT dollars before departure.

Major credit cards such as American Express, Master Card, Visa, and Diners Club are accepted and traveler's checks may be cashed at foreign-exchange banks, some tourist-oriented businesses, and (by room guests) most international tourist hotels. For further information about New Taiwan Dollar notes, please visit the [Central Bank of the Republic of China \(Taiwan\) website](#).

Traveler's Check

Many Taiwan's local stores do not receive Traveler's Check, therefore travelers who have Traveler's Check, please exchange for NT dollars.

Electricity

Taiwan uses electric current of 110 volts at 60 cycles, appliances from Europe, Australia or South-East Asia will need an adaptor or transformer. Many buildings have sockets with 220 volts especially for the use of air conditioners.

Telecommunications

Public phones in Taiwan are divided primarily into two types, coin and card.

The procedure for making international direct dial calls from Taiwan is as follows:

1. Dial Taiwan's international access code, 002 or 009.
2. Dial the country code of the country being called (1 for the U.S., 86 for mainland China, etc.)
3. Dial in the area code of the called party (leaving out the long-distance recognition digit, "0")



4. Dial in the number of the called party.

For operator-assisted international calls, please dial "100."

For international information, call this free number: 0800-080100.

Passport Loss

How should foreigners apply for a passport loss record and when they lose passports in Taiwan?

1. Report the lost passport to the local service centers, the airports or seaports brigades of the National Immigration Agency to get a lost passport report certificate.
2. Take the passport loss report certificate to their nation's embassies, consulates (or representative offices) in Taiwan to apply for a new passport or the travel documents.
3. After receiving new passports or the travel documents, go to the local service center of National Immigration Agency to apply for exit permits
4. Present the traveler exit registration list plus the new passport or travel documents to inspectors at airports when leaving Taiwan.

For more information, please go to:

<http://www.boca.gov.tw/ct.asp?xItem=1301&CtNode=767&mp=2>