



## Short-Term International Academic Exchange Program Shih Hsin University, Taiwan

A Special Academic Exchange Program and Chinese Language Learning

### ■ Overview

#### 1.Goal

To enhance the sister-school relationship between Shih Hsin University and its sister institutions, and to promote international academic exchange. Shih Hsin would like to offer this program to students who are motivated to study Chinese language and culture in an Asian university environment and to help bring English language and culture experiences to Taiwan.

#### 2.Benefits

- The exchange students will be provided NTD 14,100 (after taxes deducted) scholarship monthly. **(For students who holds USA, UK, Canada, Australia passport Only)**
- The exchange students will be able to take fundamental Chinese Language course and some other courses offered in English by various academic departments on SHU campus, and the tuition will be waived.
- The exchange students will be offered standard dormitory rooms. The fee of dormitory depends on the MOU between two universities.  
(If needed, the charge would be approximately NTD 12,000. The costs are subject to change each year.)

#### 3.Period of Study

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.

#### 4. Qualification

Full-time undergraduate and graduate students, 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.

#### 5. Scholarship (For students who holds USA, UK, Canada, Australia passport Only)

Shih Hsin would like to offer a scholarship with the condition that students cooperate in campus events involving conversation sessions with local students in the English Corner. (The details of the English Corner, please refer to the "English Corner" attachment.)

#### 6. SHU Application Deadline

The application documents (including the letter of recommendation, autobiography and vitae) for the fall Semester applicants should be mailed to SHU by **15th May**.

The application documents for the Spring Semester applicants should be mailed to SHU **by 15th November**.

(Please send filled application form PDF file and scanning PDF files via e-mail in advance.)

※ The application deadline at student's home institute may be earlier.

### ■ *Supports for international exchange students*

#### 1. Pick-up Service

We provide students who arrive in Taiwan Taoyuan International Airport pick-up service.

※ Pick-up service is only available for students whose first destination is SHU dorm.

#### 2. Buddy Program

Buddies help international exchange students settle into SHU, which might include showing international students around campus and neighborhood, helping with various registration procedures.

#### 3. Insurance

The accident insurance is provided to all students in the event of unexpected accidents during studying at SHU.



## ■ 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 and graduate students, 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:
  - (1) 1 copy of the completed filled application form PDF file.
  - (2) 1 official copy of transcript (in Chinese or English) from the applicants' home institution.
  - (3) 1 letter of recommendation (It should be from a teacher of Chinese language, or one who can prove the applicant's English or Chinese language proficiency from home university). The letter must be written in English or in Chinese.
  - (4) 1 copy of Health Certificate from hospital within the past **3** months.  
※ **Please use the attached “ITEMS REQUIRED FOR HEALTH CERTIFICATE” for the health examination, other forms of the certificate will not be accepted.**  
※ **For students who apply for 1 year exchange, please take the health exam after you got the admission letter from Shih Hsin University.**
  - (5) 1 photocopy of non-ROC/PRC passport.
  - (6) 3 recent photographs (3.5 cm x 4.5 cm) and a **computer jpg. photo file.**
4. Instructions for filling the application form
  - (1) Your Chinese name will be shown on the student ID card. If it is left blank, an alternative name will be given.
  - (2) 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
  - (3) Emergency Contact: Applicants must fill in this blank! Applications will not be accepted if the emergency contact is left blank.  
※ The application deadline at student's home institute may be earlier.

#### 5.Accommodation

All exchange students are guaranteed accommodation, but rooms are allocated by the university meaning that students cannot choose their roommates or accommodation buildings. If the student finds his or her own housing, or moves out of the dormitory, the university must be notified in advance. The fee of dormitory depends on the MOU between two universities.

(If needed, the charge would be approximately NTD 12,000. The costs are subject to change each year.)

6.Food : The cafeteria is located in 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.Classes Add and Drop : There are two rounds and it lasts a week for per round.

11.Exchange students are responsible for the fee of bedding, and Chinese books. (Other textbooks will depend on what courses you take.)

### ■ *Affiliated facilities*



#### Library:

Books, audiovisual materials and many kinds of resources are available.



#### Computer Lab:

You are free to use computers. Also, students will be provided with Shih Hsin's e-mail account.



# SHIH HSIN UNIVERSITY

## Application Form for International Exchange Students

### A. 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 15th May for Fall Semester, 15th November for Spring Semester entry. Application not nominated by home universities will not be accepted. 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.

### 1. 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.

- (1) If you have a Chinese name, please fill it in.
- (2) 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.
- (3) 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.

### 2. Emergency Contact

You must provide an emergency contact which can be reached.

### 3. Home University Information

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

### 4. 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.

### 5. Accommodation

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

## 6.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.

## 7.Statement of Purpose

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

## 8.Medical Examination Report

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

## 9.Checklist

Please tick the items you have submitted.

The following documents must be included in your application package:

- (1) 1 copy of the completed filled application form PDF file.
- (2) 1 official copy of transcript (in Chinese or English) from the applicants' home institution
- (3) 1 letter of Recommendation (It should be from a teacher of Chinese language, or one who can prove the applicant's English or Chinese language proficiency from home university).  
The letters must be written in English or in Chinese.
- (4) 1 copy of Health Certificate from hospital within the past **3** months.  
※ **Please use the attached "ITEMS REQUIRED FOR HEALTH CERTIFICATE" for the health examination, other forms of the certificate will not be accepted.**  
※ **For students who apply for 1 year exchange, please take the health exam after you got the admission letter from Shih Hsin University.**
- (5) 1 Photocopy of non-ROC/PRC passport
- (6) 3 recent photographs (3.5 cm x 4.5 cm) and a **computer jpg. photo file.**  
(Write the name of your university and your name on the back of 3 photos.)

※ **Arrange all documents in the above order. It is mandatory for students to have health and accident insurance during their stay. Please inform SHU about students' flight plans for airport pickup.**

## B. Application Form for International Exchange Students (Please type directly into this form.)

### 1. Personal Information (Please provide name as it appears on your passport.)

Full Name in English  
(First)  
(Middle or Other)  
(Last)

Full Name in Chinese

accept a given Chinese name

(Handwritten on this blank is acceptable. If you do not have a Chinese name, please choose "accept a given Chinese name")

Date of Birth (mm/dd/yy)

Sex      Male      Female

Nationality

(We do not accept students with ROC/PRC nationalities.)

Passport Number

Native Language

Other Languages

### 2. Contact Information

Telephone

Cell Phone

E-mail

Mailing Address

### 3. Emergency Contact

Full Name

Relation with Applicant

Telephone

Cell phone

E-mail

Address







## 7. Accommodation

Do you want to apply for dormitory?

Yes (This is a guaranteed application. (If you tick this box, accommodation will be automatically arranged for you.)

No (No change can be made once you choose this box.)

## 8. For Home University Coordinator ONLY

Name of Coordinator

Name of Office

# Title

E-mail

Telephone

Fax

Coordinator's Signature

Date (mm/dd/yy)

## 9. Statement of Purpose

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

[illegible]

## 10. Declaration

I.I have read and understood the instructions, and I certify that the information on this application is complete and correct.

II.I understand that Shih Hsin University reserves the right to withdraw any offer it may make, should any statement in this application prove to be false.

III.I confirm that, if admitted to Shih Hsin University, I will conform to all University Regulations.

Signature

Date (mm/dd/yy)

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*Please send all the hard copies of application documents and PDF files to:*

Office of Public Affairs  
Shih Hsin University  
No. 1, Lane 17, Section 1, Mu-Cha Road  
Taipei, Taiwan 11604  
886-2-2236-8225

*If you have any questions, please contact:*

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