

# Ming Chuan University Rules for Foreign Student Admissions

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Article 1 These procedures were established in accordance with Article 6 of the "Regulations Regarding International Students Undertaking Studies in Taiwan" promulgated by the Ministry of Education and Article 7 of the Ming Chuan University General Provisions for study

Article 2 Foreign citizens who have never held Taiwan, R.O.C. citizenship and meet the following criteria may apply for admission under these regulations:

1. Have never studied in Taiwan as an overseas Chinese student.
2. Have not been assigned for admission in the current academic year by the University Entrance Committee for Overseas Chinese Students in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

Foreign citizens who meet the following criteria and have continuously resided overseas for more than six years may also apply for admission under these regulations:

1. Hold Taiwan, R.O.C. citizenship, but do not have household registration in Taiwan.
2. Have previously held Taiwan, R.O.C. nationality and have had their ROC nationality revoked by the Ministry of the Interior for more than eight years at the time of application.
3. Those meeting the above two criteria must also meet the regulations specified in Clauses 1 and 2 of the previous Section.

According to education cooperation agreements, foreign nationals being recommended by a foreign government, institute, or school and who do not hold a household registration in Taiwan, are not restricted by the above two Sections upon being approved by the Ministry of Education.

The six-year time period indicated in Section 2 and the eight-year time period indicated in Clause 2 are calculated back from the starting date of the semester (February 1st or August 1st) as the designated date for the study period.

The term "overseas" in Clause 2 refers to countries or regions other than

Mainland China, Hong Kong, and Macau. The term “reside consecutively overseas” means that foreign students may have stayed in Taiwan for no more than a total of 120 days per calendar year. No matter if the calculation of time residing consecutively overseas is based on complete calendar years or cross-calendar years, the time period of staying in Taiwan for each year must be less than a total of 120 days. Yet, aside from those meeting one of the following criteria, proven by relevant documentation, the time period of staying in Taiwan cannot be included in the calculation of the period of residing overseas:

1. Attended an Overseas Youth Vocational Training School organized by the Overseas Compatriots Affairs Commission or technique training classes recognized by the Ministry of Education.
2. Studied at a Mandarin studies center at a university/college approved by the Ministry of Education to recruit foreign students for a total length of study less than 2 years.
3. Studied as an exchange student for total of less than 2 years.
4. Participated in an internship in Taiwan that was approved by an authorized central government agency for a total length of stay less than 2 years.

Individuals who have both foreign and Taiwan, R.O.C. nationalities and have applied for an annulment of their Republic of China nationality before the February 1, 2011 amendment of Procedures for Foreign Students Studying in Taiwan can apply for admission according to the original version of these Procedures and are not restricted by Clause 2.

**Article 3** An applicant of foreign nationality, concurrently holding permanent residence status in Hong Kong or Macao, who does not have a household registration in Taiwan, and has resided overseas consecutively for six years or more at the time of application, is qualified to apply for admission under these procedures. The term “reside consecutively overseas” above means that foreign students may stay in Taiwan for no more than a total of 120 days per calendar year. Yet, with the exception of those who fulfill one of the conditions in Clauses 1 to 4 of Section 5 of the previous Article, with relevant documentation, the time period in Taiwan cannot be calculated concurrently with the time period of residing overseas. An applicant who is a former citizen of Mainland China who holds foreign citizenship, does not have a household registration in Taiwan, and has resided consecutively overseas for six years or more at the time of application, is qualified to apply for admission under these Procedures. The term “reside consecutively overseas” above means that foreign students may stay in Taiwan for no more than a total of 120 days per calendar year. Yet, with the exception of those who fulfill one of the conditions in Clauses 1 to 4 of Section 5 of

the previous Article, with relevant documentation, the time period in Taiwan cannot be calculated concurrently with the time period of residing overseas.

The six-year period stated in Sections 1 and 3 is calculated back from the starting date of the semester (February 1st or August 1st) as the designated date for the time of study.

The term "overseas" stated in Sections 1 to 4 is in accordance with Section 5 of the previous article.

Article 4 Foreign students may apply for studying in Taiwan according to the regulations mentioned in the previous two articles only once. Those who wish to continue their studies in Taiwan must follow the same admission procedures as local students. However, the following exceptions apply:

1. After completing their initial study program, foreign students who apply for a master's program or higher can do so in accordance with the university's regulations.
2. Foreign students who apply for an undergraduate program and stay in Taiwan for less than one year, and subsequently withdraw or lose their student status for any reason, may reapply to study in Taiwan, limited to one additional application.

Foreign students who are expelled or lose their student status due to failing conduct or academic performance, or due to serious violations of laws or school regulations, may not reapply for admission under the previous Section.

For those enrolling in a dual degree program in cooperation with a foreign institution, the specific enrollment procedures shall be established separately.

Article 5 The actual number of foreign students admitted to this institution is based on the principle of not exceeding 10% of the total admissions quota approved by the Ministry of Education for the previous academic year; the enrollment should be included in the total admissions quota for the current academic year and reported to the Ministry of Education for approval. If the number of foreign students applying exceeds the admissions quota of the previous academic year plus 10%, an additional plan (including quality control strategies and supporting measures) must be submitted to the Ministry of Education for approval. However, special programs jointly established with foreign universities and specially approved by the Ministry of Education are exempt from this limitation.

If there is a shortage of domestic students within the approved total admissions quota of the previous academic year, the shortfall may be filled by foreign students, and reported to the Ministry of Education for approval.

The admissions quota mentioned in Section 1 does not include foreign students who are not matriculating toward a degree.

The university's promotion methods for admissions include participating in international education fairs, promoting on the university's website and online education fairs. Except for promotion and assisting students with necessary procedures for coming to Taiwan, other related admissions affairs shall not be handled by external organizations, legal entities, groups, or individuals.

Article 6 Foreign students (including transfer students) should follow the International Student Application Handbook of the university to complete their online application on the International Education and Exchange Division website (with all required documents mentioned below) during the specified period of each semester. Roster of those admitted will be announced according to the application schedule in the International Student Application Handbook after departments conduct an academic qualification review, and the Academic Affairs Division conducts an eligibility review.

1. Passport
2. Academic credentials:
  - (1) Mainland China academic credentials are processed in accordance with the Regulations Governing Verification of Mainland China Academic Credentials.
  - (2) Hong Kong or Macao academic credentials are processed in accordance with the Regulations Governing Review and Verification of Hong Kong or Macao Academic Credentials.
  - (3) Academic credentials from other areas:
    - (a) Academic credentials earned at overseas Taiwan schools or Taiwan schools in Mainland China are regarded as the same as those from domestic schools with equivalent levels.
    - (b) The academic credentials from the preceding 2 items are processed in accordance with the Regulations Regarding the Recognition of Foreign Academic Credentials. However, those with academic credentials earned from schools or branches established in Mainland China by foreign schools are required to obtain public notarization in Mainland China and be verified and examined by an institute established or appointed by, or through a private agency commissioned by, the Executive Yuan.
3. Photo
4. Two letters of recommendation.
5. One copy of a Study Plan written either in Chinese or English.
6. A certificate of sufficient funds for studying in Taiwan (at least USD 6,500 or NTD 195,000), or proof of a full scholarship provided by the government, the

university, or a private entity.

7. Proof of payment of the application fee.
8. Language proficiency certificates: Applicants must submit relevant language proficiency certificates of meeting language requirements of recruiting departments (programs) and the language of instruction as described in the International Student Application Handbook of the university.

For programs taught entirely in English, applicants must submit English proficiency certificates: TOEFL iBT 61, TOEFL CBT 173, IELTS 5.0, or TOEIC 550, or other equivalent English proficiency certificates. For programs taught entirely in Chinese, applicants must submit Chinese proficiency certificates: TOCFL Level 4 or other equivalent Chinese proficiency certificates. Applicants to the International Foundation Program must meet the TOCFL A2 level in listening and reading after completing the first year of Chinese language courses in order to progress to the first year of their department studies. From the second year onward, they must meet the TOCFL B1 level in listening and reading. Applicants to the Applied Chinese Department (International Program) must submit Chinese proficiency certificates: TOCFL A2 or other equivalent Chinese proficiency certificates. Native speakers are exempt from submitting language proficiency certificates but must provide relevant proof.

Foreign students who have completed more than two semesters of study in Taiwan may transfer to the appropriate year level by providing academic transcripts and relevant documents specified in Section 1 as specified in Article 4 of "Standards for Recognition of Equivalent Educational Levels for University Admission". Foreign students who are expelled for poor conduct or due to a criminal conviction may not transfer for matriculation at the university.

Foreign students who have studied (but not completed) or graduated from a foreign university or junior college may apply for admission to the appropriate year level by providing academic transcripts and relevant documents specified in Section 1.

Foreign students applying for admission to various year levels as mentioned in Sections 2 and 3 above shall have their credit waiving and year-level advancements processed in accordance with Ming Chuan University Procedures for Course Credit Waiver Applications.

When the International Education and Exchange Division reviews the admission applications of foreign students, if there is any doubt regarding documents specified in Section 1, Clause 2 that have not been authenticated by an overseas mission, an institution established or designated by the Executive Yuan, or a private organization commissioned by the Executive Yuan, verification may be

requested; if the documents have already been authenticated, assistance in verification may be requested.

Students who graduated from secondary education overseas or in Hong Kong or Macau regions at a year level equivalent to the second year of domestic high school, need to complete additional credits in addition to the required total credit hours for graduation in accordance with the General Provisions for Study.

The admission notice should include the foreign student's name, program name, degree, language of instruction, academic year of admission, semester start date, tuition and fee standards, scholarships, and other relevant information in both Chinese and English to ensure that the foreign student understands their rights and obligations related to studying in Taiwan. A version in the foreign student's native language may also be provided.

Article 7 Foreign students who submit forged, counterfeit, or altered documentation when registering at the institution will have their admission status revoked; those who have already enrolled will have their student status revoked and no academic documentation will be issued to them; those who have already graduated will have their graduation qualification and diploma revoked by the university.

Article 8 Foreign students who have completed a Bachelor's program in Taiwan and are applying for a Master's program or above may submit a graduation certificate and academic transcripts from the local institution in accordance with the provisions of Article 6, and are not restricted by Clause 2, Section 1 of Article 6.

Foreign students who graduated from Overseas Chinese schools, bilingual programs attached to local high schools, or foreign curriculum programs at private high schools in Taiwan may follow regulations mentioned in Article 6 to use their graduation certificates and academic transcripts to apply to the university, and are not restricted by Section 1 of Article 4 and Clause 2, Section 1 of Article 6.

Article 9 After foreign students are admitted, their academic and living assessments shall be conducted in accordance with the university's relevant regulations. The university shall promptly record any events such as admission, transfer, leave of absence, withdrawal, or changes in or loss of student status for foreign students in the international student data management information system designated by the Ministry of Education.

Article 10 Foreign students are not allowed to apply for Bachelor's Program for Upgrading Students, Executive Master's Program, or other courses of study provided during evenings and weekends. However, if foreign students have already obtained legal resident status in Taiwan, or are taking other courses approved as special programs by the Ministry of Education, these limitations do not apply.

Article 11 Foreign students may enter the university in the semester they registered for

once they have not missed one-third of the study period; those who register after one-third of the first semester shall be admitted for the second semester or the next academic year. However, if there are different regulations stipulated by the Ministry of Education, those shall apply.

Article 12 Foreign students may extend their foreign student status for up to one year after graduation if they are approved by the university and permitted by the Ministry of Education to intern in Taiwan.

Foreign students who establish household registration, transfer household registration, naturalize, or regain ROC nationality during their study period in Taiwan will lose their foreign student status and should withdraw from the university. However, this does not apply to those who enter through the same admission procedures as domestic students or those who apply for naturalization under Article 4, Section 1, Clauses 1 to 3 of the Nationality Act.

Those found to have violated the above regulations will have their admission canceled or be expelled from the university. If related matters are discovered after graduation, their degree certificates will be revoked and their graduation qualifications annulled.

New students applying for a study leave in their first semester can be processed as a special case once they provide counseling records and relevant documentation after a counseling meeting held by their department.

Article 13 The university may sign educational cooperation agreements with foreign schools to recruit foreign exchange students without affecting regular teaching activities; the university may also admit foreign individuals as non-matriculating students in accordance with these admission regulations.

Article 14 If the university needs to establish special programs for foreign students due to international academic cooperation projects or other special needs, it must comply with the relevant regulations on the development scale and resource conditions for junior colleges and above, and obtain approval from the Ministry of Education.

Article 15 The university may allocate funds to establish scholarships and grants for foreign students to encourage them to study in Taiwan.

Article 16 The institution designates the International Education and Exchange Division to handle the admission applications of foreign students, and the International Student Service Section to provide counseling and liaison services. The Student Affairs Division is responsible for arranging accommodations and coordinating with the Schools to guide foreign students in learning Mandarin and understanding the local culture, thereby enhancing their understanding of Taiwan.

The university also organizes counseling activities for foreign students and events to promote campus internationalization at various times throughout each academic year, facilitating interaction and exchange between local and foreign students.

Article 17 Foreign students, including those recommended by overseas agencies to study in Taiwan, recipients of the Ministry of Foreign Affairs Taiwan Scholarship, and those with permanent residency in Taiwan, shall pay tuition and fees according to the university's standard fee schedule. However, those admitted under the provisions of Article 2, Section 3 shall follow the agreement stipulations.

Article 18 Foreign students who have been approved for admission must, at the time of registration, submit the admission letter issued by the university along with proof of medical and accident insurance that is valid for at least six months from the date of entry into Taiwan. If the insurance certificate is issued abroad, it must be authenticated by a Taiwan overseas agency.

If new students do not provide the insurance certificate mentioned above during registration period, they must pay the university insurance fee for the first semester and join the 'Overseas Student Medical Insurance' provided by a qualified insurance company in Taiwan. Starting from the date they have resided in Taiwan for six months; the university will assist them in enrolling in the National Health Insurance scheme. From the second semester onward, the National Health Insurance premiums will be included in the tuition statement and will be paid by the university on a monthly basis.

Students who do not meet the requirement of continuous residence in Taiwan for more than six months by the second semester must continue to purchase the 'Overseas Student Medical Insurance' until they qualify for the National Health Insurance.

Article 19 If foreign students are found to have violated the Employment Service Act, the university shall handle the matter in accordance with the regulations.

Article 20 If foreign students apply for study leave, withdraw from school, or have their student status changed or revoked, the university will notify the Bureau of Consular Affairs of the Ministry of Foreign Affairs and the local service center of the National Immigration Agency, and inform the Ministry of Education.

Article 21 Matters concerning application procedures, scholarships, administration and counseling, absences exceeding one-fourth of the total class hours for a given semester, changes in student status, or loss of student status for foreign students studying language at the Mandarin Studies and Culture Center of the institution will be handled in accordance with the provisions outlined in Article 6, Section 1, Clauses 1, 3, and 4; Article 9; Article 15; Article 16; Article 18, Sections 1 and 2; and Article 20.

Article 22 Upon being passed at an Academic Affairs Council Meeting and reported to the Ministry of Education for reference, these procedures were announced and implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***