Reminders for New Students of TIGP-ESS Program

What you need to know or prepare before leaving for Taiwan

➢ Notarize your highest degree diploma
The procedures of notarization can be slightly different according to situations in various countries. It is highly suggested to directly inquire the officers of Taipei Representative Office in your area. Ms. Huan-Yi Shen from TIGP Office can also help answer questions regarding this issue.

➢ Completing the Items Required for Health Certificate and visa application
Besides the formal acceptance letter, TIGP office will also mail you the following items related to health certificate and visa application:

• Items required for Health Certificate (Form B)
• Instructions provided by the “Visa Application & Diploma Notarization”

Please follow the instructions listed in “Visa Application & Diploma Notarization” to complete the Health Certificate (needs to be notarized) and visa application. Please contact Ms. Huan-Yi Shen if you have any further questions.

➢ Booking Airport Pick-up
If you need an airport pick-up service, please contact Ms. Shirley Wu e-mail tigpdorm@gate.sinica.edu.tw. Ms. Wu will provide you with the detailed information.

➢ Preparing Expenses
The stipend does not cover the airfare. You also need to prepare for necessary expenses such as tuition fees, dorm fee and other living costs before you receive the first-month stipend, which will be issued at first week of Oct.

The following approximate figures serve as an indication of the estimated expenses:

Payments to NCU:

■ International students:
1. Fees such as the basic tuition fee NT$ 25,700* and health insurance for the first semester NT$3,000 **should be paid by early September.
2. Credit fee: NT$3,140 per credit. This will be charged around mid-October.

*Academia Sinica will partially subsidize the total tuition (basic and credit) fee.
** Foreign students have to pay the premium of the health insurance to university except for those who have already enrolled in NHI (National Health Insurance).
3. National Health Insurance fee will be charged starting from 2015 spring semester. The NHI fee is NT$749 per month.

Local Ph.D. Students (apply TIGP with M.S. degree):
1. Fees such as basic tuition fee NT$12,850, general insurance fee NT$118 and total credit fee NT$7,065 should be paid by early September.
2. Student needs to pay in advance of the credit fee for 4 semesters.
3. Local student doesn’t need to pay for the health insurance to the university.

- Local M.S. Students (apply TIGP with B.S. degree):
1. Fees such as basic tuition NT$12,850 and general insurance fee NT$118 should be paid by early September.
2. Credit fee is NT$1,570 per credit. This will be charged around mid of October.
3. Local student doesn’t need to pay health insurance to the university.

Payments to TIGP Office:
- International students:
  1. Dormitory fee: Deposit NT$11,000 + September residential fee NT$5,500 = NT$16,500.*

*Please note that student who lives in the TIGP dorm, NTDS$16,500 will be automatically deducted from your stipend.

2. Alien Resident Certificate (ARC) application fee: NT$3,000 for 3 years

Other Expenses:
- International students:
  1. Living expenses: About NT$8,000 ~ 12,000 (depending on your personal expense) * 2 months = NT$16,000~24,000
  2. Health examination fee: NT$800~NT$1,000

We advise you to prepare beforehand around NT$50,000 to NT$70,000 (or USD$2,500) for your daily expenses and tuition fees.
What you need to complete after arriving in Taiwan

- **Checking in at TIGP Dorm**
  Ms. Shirley Wu, the dorm manager, will provide you all necessary information. Please follow the following instructions or contact Ms. Wu if you have any further questions.

- **Applying Alien Residence Certificate (ARC)**
  Student who holds the residential visa will need to apply the ARC within 15 days upon arrival. TIGP office will assist you in applying ARC. For applying ARC, you have to prepare your passport (original), passport-size photos, and NT$3,000 fee. The application needs time to process. Please contact Ms. Huan-Yi Shen if you have any further questions.
  ARC serves as your temporary ID card, which is also the document required when opening a local bank account. Please be noted that only student who holds the ARC for 6 months are eligible to enroll in Taiwan's National Health Insurance Program (NHI). So for your own convenience, please complete the ARC application as soon as possible.

- **Completing ESS Program Registration in Research Center of Environmental Change (RCEC)**
  After moving in to the TIGP dorm, you are welcomed to pay a visit to the program assistant, Ms. Yuwen Chen, and other RCEC staffs. Ms. Yuwen Chen’s office is at Room 1109, RCEC, South Building, Humanities and Social Sciences Building, Academia Sinica.
  The RCEC administrative team will assist you in filling out the Academia Sinica on-line resume and complete other necessary forms such as forms for issuing TIGP stipend, Academia Sinica ID card, etc.
  To complete registration of RCEC, Academia Sinica, please provide us with the documents as listed below (bring along the original copy for the RCEC staff’s confirmation):
  - Passport (original and 2 copies)
  - Notarized M.S. (or B.S.) diploma and one copy (A4)
  - ARC (if any)
  - Copy of local bank account book (when it is available)
  - NCU Students ID card and a copy of it (when it is issued)
  - Other forms (offered when you come to RCEC)

Please note that students who arrive later than September 1st 2014, their stipend will be deducted based on the number of days of late arrival. (The administrative staff will check your entry stamp.) So it is highly suggested to arrive at Taiwan
before September 1st 2014.

- **Health examination in Taiwan for university registration**
  All students have to do the local health examination for the NCU’s registration. The health examination will be done outside NCU campus, and it will take few working days before receiving the result. So, after you arrived at Taiwan and settled down in the dorm, please contact the program assistant, Ms. Yuwen Chen, as soon as possible. It is compulsory to complete the health examination in Taiwan before **September 10th 2014**.

- **Purchasing a six-month insurance policy in Taiwan**
  Students who have obtained the Taiwan ARC (Alien Residence Certificate) for 6 months are eligible to enroll in Taiwan's National Health Insurance Program (NHI). However, before enrolling in the NHI, students still need to purchase a six-month health insurance policy in case any emergency happens, and at your own expense. This insurance fee will be included in your first-semester payment.

- **Paying your tuition fee**
  NCU students will need to pay your tuition before September 11th 2014. It is recommended however to complete the payment before **September 5th 2014** and finish the registration process as early as possible. There are several ways to complete your payment. You can receive the payment slip via Ms. Yuwen Chen of TIGP-ESS office.

- **Completing the university registration**
  The due date of the registration is **September 10th 2014**. Please prepare the following documents and submit them to Ms. Yuwen Chen by **September 5th 2014**. After submitting the necessary documents, you will obtain your student ID number. The ID number allows you to log-in to the NCU portal, select courses online, as well as accessing other resources. Completing the local health exam is also required for NCU registration.
  - Passport (original and 2 copies)
  - Notarized MS (or BS) diploma and a copy of it (A4)*
  - Notarized transcript and a copy of it (A4)
  - 2 passport-size photos (2-inch photo taken recently, white-colored background preferred)
  - Receipt of basic tuition payment notice (when available)
  - Registration Form (as attached)
  - Personal Information Form (as attached)
  - Completed local health examination (NCU will receive the report via clinic)
For students with local diploma (Taiwan), please submit two original copies of the transcript. It is important to submit these documents and complete the local health exam on time. If you can’t submit them on time, please inform me in advance. You will have to apply for the “Delaying Registration”.

➢ TIGP Orientation and Welcome Party
TIGP Orientation: September 5th 2014 (Friday) TIGP
Welcome Party: September 11th 2014 (Thursday)
TIGP-ESS Orientation: to be confirmed

Participation of the TIGP Orientation is crucial as it will elaborate several important issues about foreign student life in Taiwan, such as the visa, ARC, health insurance policy and how to open an account in our post office, etc. The TIGP-ESS Orientation is our own gathering; it is a great opportunity for junior and senior students to know each other, as well as meeting professors. So remember to reserve your time and join us.

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