



2019/2020 school year NKUHT Admission Guidelines and Application Form for Foreign Students

**Please first register online and then send the application form by postal mail**

	First application submission period	Second application submission period
Application submission period	November 15 <sup>th</sup> ~December 31 <sup>st</sup> 2018	January 10 <sup>th</sup> ~April 15 <sup>th</sup> 2019
Admission announcement	Before March 15 <sup>th</sup> 2019	Before June 15 <sup>th</sup> 2019

Admissions information website: <http://exam.nkuht.edu.tw>

Contact phone number: 886-7-8060505 extension 1733

E-mail: [intnkuht@live.nkuht.edu.tw](mailto:intnkuht@live.nkuht.edu.tw)

Address: No.1, Songhe Rd., Xiaogang Dist., Kaohsiung City 81271, Taiwan (R.O.C.)

Approved at 1<sup>st</sup> meeting of 2018 Admission Committee on September 13<sup>th</sup>, 2018



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## One. Application Eligibility

Those who meet the following eligibility requirements may apply for admission to NKUHT in accordance with this brochure; admittance will be by merit, based on the admission criteria set by NKUHT.

1. Applicants must not hold ROC nationality, as described in Article 2 of the Nationality Act, and should not possess overseas Chinese student status. Individuals originally holding ROC nationality and who have since renounced it shall not in accordance with these Regulations apply for admission to senior high schools and above if less than eight years have elapsed since the ROC Ministry of the Interior revoked the applicant's ROC nationality. The calculation of the 8 years as specified in the first proviso is calculated from the intended commencement date of the semester of admission (1<sup>st</sup> of August 2019). If applications for admission are made using both overseas Chinese student and foreign identities, the admission permits will be canceled or the individual will be expelled upon verification.

Note 1: In accordance with the provision of Article 2 of the Nationality Act, an individual who holds ROC nationality under any of the conditions provided by the following sub-paragraphs:

- (1) His/Her father or mother is a citizen of the Republic of China when he/she was born.
- (2) He/She was born after the death of his/her father or mother, and his/her father or mother was a national of the Republic of China at the time of death.
- (3) He/She was born in the territory of the Republic of China, and his/her parents' nationality can't be ascertained or both were stateless persons.
- (4) He/She has undergone the nationalization process.

The provisions in the preceding subparagraphs 1 and 2 shall also apply to individuals who were minors at the time of the revision and promulgation of this Act.

Note 2: According to Paragraph 2 of Article 2 of the "MOE Regulations Regarding International Students Undertaking Studies in Taiwan": individuals with foreign nationality, complying with the following provisions, and having continuous overseas residence for more than six years at the time of application, may also apply for admission pursuant to these provisions.

- (1) Individuals who have ROC nationality and have never had household registration in Taiwan at the time of application.
  - (2) Individuals who have ROC nationality prior to the application, who do not have ROC nationality at the time of application, and eight years has elapsed since the ROC Ministry of the Interior revoked the ROC nationality from the date of application (calculated to the 1<sup>st</sup> of August 2019).
2. Individuals who have foreign nationality and comply with the provisions of Subparagraphs 1 to 3 of Paragraph 2 of Article 2 of the "MOE Regulations Regarding International Students Undertaking Studies in Taiwan" (that is, those who also have ROC nationality), and have resided overseas continuously for more than six years at the time of application, are eligible to apply. The term "overseas" above refers to countries or regions other than mainland China, Hong Kong and Macau.
  3. Individuals who have both foreign nationality and permanent residence status in Hong Kong or

Macau, have no previous household registration in Taiwan, or have resided continuously in Hong Kong, Macau or overseas for more than six years at the time of application, may apply for admission in accordance with the provisions of this brochure. (For individuals who only have permanent residence status in Hong Kong or Macau, please contact the University Entrance Committee for Overseas Chinese Students directly for application details.)

4. Individuals from mainland China region, who have foreign nationality, no previous household registration in Taiwan, and have resided continuously overseas for more than six years at the time of application, may apply for admission in accordance with the provisions of this brochure. **(For individuals who only have Mainland China nationality, please contact the University Entrance Committee for Mainland Chinese Students directly for application details.)**
5. The continuous residence referred to in the preceding paragraph refers to a total of not more than 120 days per calendar year during the stay in Taiwan. But individuals who comply with any one of the situations listed in Subparagraph 5 of Article 2 of the “MOE Regulations Regarding International Students Undertaking Studies in Taiwan” and who have relevant documentary proof are not subject to this restriction: the period of stay in Taiwan is not incorporated into the period of calculation of overseas continuous residence.
6. Foreign students should be graduates of high schools, universities or independent colleges and holding diplomas recognized by the Ministry of Education (please refer to the web page of the Bureau of International Cultural and Educational Relations of the Ministry of Education <http://depart.moe.edu.tw/ed2500/>). Foreign students with foreign high school graduate qualifications are eligible to apply for admission for the bachelor degree; those with a bachelor degree or students with equivalent qualifications are eligible to apply for admission for a master's degree; those with a master's degree or students with equivalent qualifications are eligible to apply for admission for a doctoral degree.
7. **An international student applying to study at an educational institution in Taiwan is limited to only applying once [English note: a person may apply to more than one educational institution, but if one of these applications is successful and they then study in Taiwan, they cannot subsequently apply to study at another educational institution for a course at that level]. After completing the course of study at the educational institution to which they applied, unless the student is applying for admission to a program for a master’s degree or a higher degree, which may be handled by each university in accordance with its regulations, if the students wants to continue studying in Taiwan, their application shall be handled in the same manner as the admission procedures for domestic students.**
8. **Foreign students who have been expelled from any ROC university are not eligible to re-apply for admission.** If there is a breach of this provision, upon verification, the admission qualification will be canceled or the individual will be expelled.
9. The application documents, expiration date and other related matters for transfer students are processed in the same method as those for admission applications for new students. Only students who study in colleges and universities in Taiwan may submit a transfer application, and they should apply for credit transfer and year of study after registration. Transfer students should submit proof of enrolment issued by the institute, and apply for withdrawal after getting admitted by NKUHT. Transfer students should turn in proof of withdrawal to International Affairs Office in the process of registration.
10. Each applicant may apply to three departments at most. If the applicant has been accepted by more than one department, the University will allocate him/her to the department in accordance with the order of preference he/she has entered into the system. The applicant should not have any objection to this. (For each of their preferred departments, the applicant should prepare a

complete set of application materials and indicate the department on their application materials. For those who fail to submit equal numbers of sets of application materials for their preferred departments, the University will only incorporate complete materials submitted into the application for the first preference.)

11. For required documents and related regulations, please refer to the latest “MOE Regulations Regarding International Students Undertaking Studies in Taiwan” announced by the ROC Ministry of Education for the prevailing provisions. Applicants can consult the MOE website (<http://law.moj.gov.tw/eng/LawClass/LawList.aspx?LC=A115&Fei=0&IsN=1/> ) and the NKUHT website (URL: [http://iao.nkuht.edu.tw/regul/super\\_pages.php?ID=regul1/](http://iao.nkuht.edu.tw/regul/super_pages.php?ID=regul1/)).

## Two. Application Method

1. Step one: There are two application periods, either one of which can be chosen. The first application period: 15<sup>th</sup> of November 2018 to the 31<sup>st</sup> of December 2018. The second application period: 1<sup>st</sup> of February 2019 to the 15<sup>th</sup> of April 2019. The applicant should submit the required documents before the deadline: if the applicant doesn't submit the required documents before the first application period deadline, documents will pass to the second application period. Late registrations or applications with incomplete accompanying documents will not be accepted, and deferred submissions are also not allowed. If the applicant does not get admission in the first application period, application can be made in the second application period.
2. Step two: Print online application documents and attach all relevant forms.
3. Step three: Submit the application.

The application is to be delivered personally or mailed (not e-mail) before application deadline to the International Exchange Section of the International Affairs Office. If the application is by mail, the postmarked date must not be later than the closing date.

(1) Time for acceptance of personal delivery: 9:00am to 12:00pm or 2:00pm to 4:00pm, Mondays to Fridays, during the registration period (excluding national holidays).

(2) By post: Please send the application to

International Exchange Section, International Affairs Office

National Kaohsiung University of Hospitality and Tourism

No.1, Songhe Rd., Xiaogang Dist., Kaohsiung City 81271, Taiwan (R.O.C.)

When posting from overseas, it is recommended to use courier services such as DHL, FedEx or EMS. Please affix "Appendix 8: Special Envelope for Admission Application for Foreign Students" on the application mail.

### Three. Application Documents

1. Two copies of the completed application form (automatically brought out by the system after completing online, with 2 inch recent passport size photo without hats attached). Please confirm that your information is correct.
  2. Related educational qualifications are described separately below:
    - (1) Hong Kong or Macau region: shall be processed according to the Regulations Regarding the Assessment and Recognition of Hong Kong & Macau Academic Credentials.
      - A. One photocopy of the graduation certificate verified by an ROC overseas representative office (please attach a Chinese or English translated copy if the document is in a language other than Chinese or English)
      - B. One photocopy of the official transcript verified by an ROC overseas representative office (please attach a Chinese or English translated copy if the document is in a language other than Chinese or English)
      - C. One copy of school calendar
    - (2) Academic qualifications from mainland China region: shall be processed according to the Regulations Regarding the Assessment and Recognition of Mainland China Region Academic Credentials
    - (3) Applicants from Malaysia, Indonesia, Thailand, Philippines and Brunei can verify their academic qualifications at local authentication agencies, which can be found at the following website  
<http://www.ocac.gov.tw/OCAC/Pages/VDetail.aspx?nodeid=1873&pid=323430>.
    - (4) Academic qualifications from other regions: shall be processed according to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education.
      - A One photocopy of the education qualification verified by an ROC overseas representative office (please attach a Chinese or English translated copy if the document is in a language other than Chinese or English).
      - B One photocopy of the official transcript verified by an ROC overseas representative office (please attach a Chinese or English translated copy if the document is in a language other than Chinese or English).
- ⊙ Transcripts must have the course results for every semester at the school of study. They cannot be replaced by individual development plans of graduate students, STPM, A-level, SPM, UEC and O-level results.
  - ⊙ Graduating applicants need not submit graduation certificate at the time of application (other than proof of their student status), but it must be submitted at the time of registration; otherwise, the admission qualification will be canceled.
  - ⊙ Please provide a master's degree certificate when applying for a PhD program, a bachelor's degree certificate when applying for a master's program, and a high school diploma when applying for a four-year bachelor's program. Please provide a two-year junior college diploma when applying for a two-year bachelor's program.
  - ⊙ Please fill in the name of the senior high school (not the Overseas Youth Vocational Training



School) from which you graduated in the education section, if you have attended the Overseas Youth Vocational Training School in Taiwan.

◎For applicants who hold a foreign university degree, NKUHT may ask them to submit academic calendars for review if needed.

◎For verification of your academic credentials and transcripts, please search on the Ministry of Education's (MOE) "Database for the Reference List of Foreign Universities" website (<http://fsedu.cloud.ncnu.edu.tw/home.aspx>) to see if your graduation school is under the list (excludes senior high schools). Then, submit them for authentication by an overseas agency of the Republic of China (ROC). (Those without authentication must specify as such in the affidavit.) Verification by said agency does indicate that it is in compliance with the MOE's Reference List of Foreign Universities.

◎Applicants who hold a degree from a university in a country where a Taiwan's overseas representative office is not established will be informed about the review results in their offer of admission or rejection letter after NKUHT checks with the university from which they graduated and NKUHT's Student Recruitment Committee reviews and approves their qualifications.

◎Please contact the Bureau of Consular Affairs of the Ministry of Foreign Affairs for authentication of a foreign university degree ((02)23432888) or visit the Bureau's website (<http://www.boca.gov.tw>) and search under "authentication."

◎ Please have a foreign university degree authenticated in accordance with relevant regulations. (If you didn't have your degree authenticated, please advise this in the Declaration.) Upon receiving the above mentioned documents, NKUHT will submit them for review. We apologize for not being able to provide you with the review results via telephone or email in advance.

◎Translation refers to Chinese or English translation done by a translation agency.

3. One copy each of Financial Statement and Financial Guarantee (Total amount At least U.S. \$ 4,000 or more), for financial proof (please select one of the following submission methods):

(1) One photocopy of financial statement within the past six months.

(2) One photocopy of financial statement within the past six months issued by a Taiwan financial institution.

(3) Students with scholarships should attach proof of full amount of scholarship awarded.

(Financial statement is not the personal account of the applicant; it should be accompanied by the sponsors' Appendix 3: Financial guarantee statement and proof of deposit.)

4. One photocopy of passport or other proof of nationality

5. One copy of study plan. For each of their preferred departments, the applicant should prepare a complete set of application materials and indicate the department on their application materials.

6. One copy of either the "TOCFL certificate" by the Steering Committee for the Test of Proficiency – Huayu, "SAT Subject Test in Chinese with Listening result" or other Chinese language result or proof that can be made available for reference (individuals who have passed the Chinese Proficiency Test will have priority admission; optional).

7. One photocopy of proof of English Proficiency (applicable to International Master Program of Tourism and Hospitality, International Bachelor Program in Tourism Management, International Bachelor Program in Culinary Arts and Department of Applied English)

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【2019/2020 學年度外國學生申請入學簡章】 2019 /2020 school year NKUHT Admission Guidelines and Application Form for

International Bachelor Program in Tourism Management & Department of Applied English:  
Applicants from non-English speaking countries are required to provide proof of English proficiency with a minimum TOEFL iBT score of 64 (inclusive) or a minimum TOEIC score of 600 (inclusive).

International Bachelor Program in Chinese Culinary Arts: Applicants from non-English speaking countries are required to provide proof of English proficiency with a minimum TOEFL iBT score of 60 or a minimum TOEIC score of 550.

8. One original copy of Declaration.
9. One original copy of Authorization.
10. One copy of the Ministry of the Interior Certificate of Entry and Exit Dates (including the start and end dates of study periods). This is not required if applicants are foreigners or overseas Chinese (but required if applicants are overseas Chinese with Taiwanese citizenship).
11. Individuals who have dual nationalities will need to attach a copy of the “Certificate of Renunciation of Nationality” issued by the Ministry of the Interior or other documentary proof (if applicable).
12. Application fee is waived.

◎Please arrange all forms and supporting documents according to the order above. Please use A4 sheets of paper only and the sheets of paper should be bound on the left hand side with Binder Clips.

◎All application documents will not be returned, please make copies for yourself.

◎National Kaohsiung University of Hospitality and Tourism (NKUHT) will send an acceptance letter to the applicant based on the address they provide. If a replacement admission letter is required, an administrative fee of US\$30 (NT\$1000) (paid in cash or money order) shall be charged to the applicant. Please attach a photocopy of the receipt of the electronic wire transfer. (The applicant will incur all bank charges.)

◎The above-mentioned documents shall be based on documents obtained prior to the deadline of the year of application, and shall be submitted along with the application materials by post within the time period designated in the guidelines. (The postmarked date must not be later than the closing date. Overdue applications will not be accepted. Please do not include any supplementary material without receiving prior notification.)

## Four. List of Recruiting Departments and Graduate Schools, Quota and Length of Study

1. The admissions quota is 73 for the academic year 2019-2020 (the actual admissions quota is subject to approval of the Ministry of Education).
2. The length of study for the Master's program is 1 to 4 years; for the Doctoral program it is 2 to 7 years. Please see the table below for the respective recruiting graduate schools.

Department or Graduate school	Master		PhD		Length of Study
	Subjects taught in Chinese	Subjects taught in English	Subjects taught in Chinese	Subjects taught in English	
Graduate Institute of Tourism Management	V	V	V	V	Master's: 1-4 years PhD : 2-7 years, taught in Chinese and English.
Graduate Institute of Hospitality	V				1-4 years
Graduate Institute of Food Culture and Innovation	V				
International Master Program of Tourism and Hospitality		V			
Quota	9		5		

3. Length of study for the four-year Bachelor program is 4 to 6 years; the length of study for the two-year Bachelor program is 2 to 4 years. Please see the table below for the respective recruiting departments.

Department or Graduate school	Four-year bachelor program		Two-year bachelor program	
	Subjects taught in Chinese	Subjects taught in English	Subjects taught in Chinese	Subjects taught in English
International Bachelor Program in Tourism Management		√		
International Bachelor Program in Chinese Culinary Arts		√		
Department of Hotel Management	√			
Department of Culinary Arts	√			
Department of Travel Management	√			
Department of Western Culinary Arts	√			
Department of Baking Technology and Management	√			
Department of Airline and Transport Service management	√			
Department of Hospitality and M.I.C.E. Marketing Management	√			
Department of Leisure and Recreation Management	√			
Department of Applied English	√	√		
Department of Applied Japanese	√			
Department of Food and Beverage Management	√		√	
<b>Quota</b>	54		5	

## Five. Important Dates of Application

(Taiwan Standard Time)

Admission schedule	Estimate date	
	First application submission period	Second application submission period
Application date	November 15 <sup>th</sup> ~ December 31 <sup>st</sup> 2018	January 10 <sup>th</sup> ~ April 15 <sup>th</sup> 2019
Selection process	January 1 <sup>st</sup> ~ February 20 <sup>th</sup> 2019	April 16 <sup>th</sup> ~ May 31 <sup>st</sup> 2019
Notification of selection result	Before March 15 <sup>th</sup> 2019	Before June 15 <sup>th</sup> 2019
Admitted applicants reply Acceptance feedback	Before March 30 <sup>th</sup> 2019	Before June 30 <sup>th</sup> 2019
School issues Admission Letter	After April 1 <sup>st</sup> 2019	After July 1 <sup>st</sup> 2019
Notification for waiting list applicants and reply Acceptance feedback	After April 1 <sup>st</sup> 2019	After July 1 <sup>st</sup> 2019
School issues Admission Letter to waiting list applicants	Before April 30 <sup>th</sup> 2019	Before July 30 <sup>th</sup> 2019

## Six. Fees estimates

1. NKUHT tuition and miscellaneous fees for Master's and Doctoral programs for the 2018 academic year (six months): basic tuition and miscellaneous fees NT\$38,124; each academic credit (hour) NT\$1,400(Approximately US\$ 47).
2. NKUHT tuition and miscellaneous fees for four-year Bachelor program (day program) for the 2018 academic year (six months) is NT\$45,961(Approximately US\$1,532).
3. Other fees may apply. Please refer to the NKUHT Information Web for International Students for details. ([http://iao.nkuht.edu.tw/app/super\\_pages.php?ID=Fees](http://iao.nkuht.edu.tw/app/super_pages.php?ID=Fees))
4. Undergraduate freshmen are required to stay in the school dormitory. Master and PhD students, if need to stay in the school dormitory can apply for it after getting admitted. Students have to wear uniforms in the campus. School uniform fee, bedding fee, laundry fee, insurance premium, national health insurance premium, materials fee and computer & Internet utility fee are charged separately.
5. Overseas study tours are organized before graduation and fees are payable in installments. For related questions please contact the NKUHT International Exchange Section of the International Affairs Office (+886-7-8060505 ext. 1732 or e-mail: [emmalin@mail.nkuht.edu.tw](mailto:emmalin@mail.nkuht.edu.tw)).
6. According to Article 11 of MOE Regulations Regarding International Students Undertaking Studies in Taiwan, “An international student reporting to a university, college, 5-year junior college, junior colleges affiliated with universities, elementary schools through senior high schools for registration at the time not beyond one-third of the first semester of the current school year shall register for the first semester; or at the time beyond one-third of the first semester of the current school year shall register for the second semester or the next school year, unless otherwise stipulated by the authorized educational government agencies”. However, admitted students are urged to consider regulations regarding class crash and credit overload after making up credits. For related questions, please contact the Registration and Curriculum Section of NKHUT. (886-7-8060505 ext. 1220 or email: [kelly@mail.nkuht.edu.tw](mailto:kelly@mail.nkuht.edu.tw))
7. Education loan or reduction/waiver of tuition and miscellaneous fees shall be dealt with in accordance with the provisions of the Ministry of Education. Students should have ROC nationality and identification documents checked and verified by an authorized party at the location of the registered household, have student status and have studied at a national or private senior high school level or above under the charge of the Ministry of Education. For related questions, please contact the NKUHT Student Affairs Office at 886-7-8060505 ext. 1324 or email : [chunwei@mail.nkuht.edu.tw](mailto:chunwei@mail.nkuht.edu.tw).
8. Tuition and fees for Academic Year 2019/2020 and beyond are subject to change by NKUHT on the basis of adjustments in costs and expenses.
9. NKUHT undergraduate program adopts the sandwich curriculum design of teaching: (i) Overseas study tours will be organized before graduation as a required 1-credit (for the Department of Travel Management as required 3-credit) or an elective course, at the students’ own expense, estimated at NT\$72,000 (US\$ 2,400) and payable by installments. (ii) Students from the four-year undergraduate day program are required to have a 1 year internship in the hospitality industry; they will be provided with a work allowance during the internship period.
10. During internship, full tuition fees are required for each semester, miscellaneous fees are 80% of the amount assessed during the on campus study.
11. As the clothes are tailor-made, these are non-refundable.

## Seven. Scholarship information

Type of Scholarship	Contents	Remarks
Taiwan Scholarship	Please visit the website of Taiwan Scholarship Office <a href="http://tafs.mofa.gov.tw/SchDetailed.aspx?loc=tw&amp;ItemId=2">http://tafs.mofa.gov.tw/SchDetailed.aspx?loc=tw&amp;ItemId=2</a>	
ICDF Higher Education Scholarship Programs	Please visit the ICDF website: <a href="http://www.icdf.org.tw">http://www.icdf.org.tw</a>	
NKUHT Foreign Student Scholarship	<ol style="list-style-type: none"> <li>The quota will be decided by Foreign Student's Scholarship Committee.</li> <li>Please read the NKUHT regulations for Foreign Students in the following website: <a href="http://iao.nkuht.edu.tw/files/archive/1520_70bb9af6.pdf">http://iao.nkuht.edu.tw/files/archive/1520_70bb9af6.pdf</a></li> <li>Apply for the scholarship at the same time as for the admission.</li> </ol>	<ol style="list-style-type: none"> <li>For new students only.</li> <li>New international students who have received Taiwan Scholarship are excluded.</li> <li>A scholarship holder, during the effect of the scholarship, may be arranged to provide voluntary service on campus by the International Affairs Office.</li> </ol>

## Eight. Additional Notes

- If there are any discrepancies between the English and Chinese versions, the Chinese version shall apply.
- Courses at NKUHT for master's programs, four-year bachelor's program and two-year bachelor's program are all mainly taught in Chinese. Applicants should be proficient in listening, speaking, reading and writing Chinese. However, the professional subjects offered in the programs for the International Master Program of Tourism and Hospitality, International Bachelor Program in Tourism Management and International Bachelor Program in Culinary Arts are taught in English only. PhD courses are taught in Chinese or English.

3. **Graduates of a school in a foreign country, Hong Kong, or Macau, who have been admitted to an undergraduate program based on their equivalent education level, i.e. second year of senior high school in Taiwan and the school from which they graduated is in the same category and at the same level as that in Taiwan, should take additional 12 graduation credits in accordance with the NKUHT regulations, in addition to completing the total graduation credits required by their departments.** (Please refer to the website: [http://academic.nkuht.edu.tw/downs/super\\_pages.php?ID=downs1/](http://academic.nkuht.edu.tw/downs/super_pages.php?ID=downs1/) and choose English on right-top of the website.)
4. First-year students in both the Four-year and two-year programs are required to live in on campus housing and should comply with the relevant dormitory accommodation regulation. Master and Ph.D. students apply for the dormitory if needed. The dormitories are fully air-conditioned units (self-purchased stored-value card), equipped with Internet, and student labor education will be conducted by Physical Education and Health Center.
5. In order to comply with the professional conduct which NKUHT's, seeks to cultivate students are required to wear uniforms according to dress code regulations; hair should not be dyed and tattoos are to be avoided. Smoking is strictly prohibited on campus.
6. Each department and graduate school reserves the right to set its own language proficiency test standards and related certificates as graduation requirements.
7. For students who have applied or are enrolled, if the application qualifications are found not to meet the provisions, or if the certificates submitted are found to be forged, altered or fraudulent, or if any other inaccurate information has been provided, those who have yet to be admitted will have their application canceled; those that have been enrolled will be expelled and no academic credentials will be issued. For those discovered after their graduation to be guilty of the above infractions, besides being ordered to their degree certificate for cancellation, an announcement will also be made to return the effect nor the degree has been nullified.
8. After transfer students have enrolled, the academic credits already obtained from the original institution which are eligible for application at NKUHT will be decided in accordance with the university regulations.
9. An admission notification does not guarantee issuance of a visa; visas are issued by an ROC overseas representative office.
10. Enrolling students should submit the following for examination upon arrival for registration:
  - (1.) Two two-inch photos with white background taken within the last three months.
  - (2.) One photocopy of passport.
  - (3.) One photocopy of residence permit.
  - (4.) One copy of proof of insurance (medical and accident insurance coverage should have an effective period of at least six months from the date of entry; those issued overseas should be verified by an ROC overseas representative office. For those who are unable to verify their documents during the application period, please fill in appendix 4 on page 21 and submit the required document before 28<sup>th</sup> of February 2020).
  - (5.) Provide copy of most-recent diploma or graduation certificate for inspection, and submit one photocopy as well (verified by an ROC overseas representative office).
11. All successful applicants shall confirm their acceptance within two weeks after getting admitted and fill in appendix 9. The applicant can scan the form and email to [intnkuht@live.nkuht.edu.tw](mailto:intnkuht@live.nkuht.edu.tw). For applicants who decline the offer, the school will not issue an admission letter. For unsuccessful applicants, the school does not send results individually.



12. For scholarship information please refer to [http://iao.nkuht.edu.tw/app/super\\_pages.php?ID=scholar](http://iao.nkuht.edu.tw/app/super_pages.php?ID=scholar). Those who intend to apply for a scholarship should affix the application form and required documents and send by mail
13. For any matters not covered in this document, they will be dealt with in accordance with the relevant laws, regulations, and resolutions of the NKUHT Admission Committee.

## Nine. Related links

1. Nationality Act <http://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=D0030001>
2. MOE Regulations Regarding International Students Undertaking Studies in Taiwan  
<http://law.moj.gov.tw/eng/LawClass/LawContent.aspx?PCODE=H0110001>
3. Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education  
<http://law.moj.gov.tw/eng/LawClass/LawContent.aspx?PCODE=H0030039>
4. Foreign University Reference Register <http://www.fsedu.moe.gov.tw/index.php> °
5. Bureau of Consular Affairs (Authentication of Foreign Academic Credentials )  
<http://www.boca.gov.tw/ct.asp?xItem=2295&ctNode=749&mp=1> °
6. Regulations Regarding the Assessment and Recognition of Mainland China Region Academic Credentials  
<http://edu.law.moe.gov.tw/LawContentDetails.aspx?id=FL008349&KeyWordHL=&StyleType=1>
7. Information Network for the Verification of Academic Credentials of Higher Learning for Mainland China Region  
<http://emhd.nchu.edu.tw/VMHD.htm>
8. Straits Exchange Foundation <http://www.sef.org.tw/>
9. Document Verification Application Progress Query System <http://sefapplyap.sef.org.tw/cod/>
10. China Higher Education Student Information and Career Center  
<http://www.chsi.com.cn/>
11. China Academic Degrees and Graduate Education Development Center  
<http://www.cdgd.edu.cn/>
12. Register of Approved Institutions of Higher Learning in Mainland China Region  
<http://rusen.stust.edu.tw/cpx/DM/Education-DM.html>
13. Regulations Regarding the Assessment and Recognition of Hong Kong & Macau Academic Credentials  
<http://edu.law.moe.gov.tw/LawContentDetails.aspx?id=FL016606&KeyWordHL=&StyleType=1>
14. Register of Approved Colleges or Institutions of Higher Learning in Hong Kong and Macau  
<http://rusen.stust.edu.tw/cpx/Data/20131227-HK.pdf>
15. Ministry of the Interior Certificate of Entry And Exit Dates <http://www.immigration.gov.tw/>
16. Steering Committee for the Test of Proficiency – Huayu <http://www.sc-top.org.tw/>
17. Regulations Regarding NKUHT International Students Admission Application  
[http://iao.nkuht.edu.tw/files/archive/1484\\_0b276422.pdf](http://iao.nkuht.edu.tw/files/archive/1484_0b276422.pdf)
18. Regulations for Foreign Students Scholarship  
[http://iao.nkuht.edu.tw/files/archive/1520\\_70bb9af6.pdf](http://iao.nkuht.edu.tw/files/archive/1520_70bb9af6.pdf)

## Appendix 1: : Information Submission Record Table (NO. )

Check list (please tick in the boxes in the form below for the documents submitted)

Tick (V)	Items	Number of Copies
	Two copies of the completed Admission Application Form (containing two two-inch photos). <b>Please verify the accuracy of the information you have provided.</b>	2-6(*)
	Photocopy of <b>education qualification</b> verified by an ROC overseas representative office or local authentication agencies (please attach a Chinese or English translated copy if the document is in a language other than Chinese or English). For details, please refer to Section III, Applicable Regulations and Instructions of the Application Documents.	1-3(*)
	<b>One photocopy of the official transcript</b> verified by an ROC overseas representative office or local authentication agencies (please attach a Chinese or English translated copy if the document is in a language other than Chinese or English). For details, please refer to Section III, Applicable Regulations and Instructions of the Application Documents.	1-3(*)
	Financial Statement and Financial guarantee statement (please refer to the brochure for details)	1-3(*)
	Photocopy of passport or other proof of Nationality	1-3(*)
	Study plan	1-3(*)
	TOCFL test, SAT Subject Test in Chinese with Listening result, or other Chinese language result or proof that can be made available for reference. (please refer to the brochure for details)	1-3(*)
	Photocopy of Supporting Proof of English Proficiency (please refer to the brochure for details)(For non English-speaking countries)	1-3(*)
	Declaration (please use a blue or black ball-point pen)	1-3(*)
	International Student Applicants to Study in Taiwan Checklist and Affidavit	1-3(*)
	Authorization (please use a blue or black ball-point pen)	1-3(*)
	Ministry of the Interior Certificate of Entry And Exit Dates (Immigration Records)	1-3(*)
	Scholarship application form (if needed)	1

**I have filled in the information above, performed the detailed checks, and I pledge it is correct.**

(\*) Please submit enough copies of the information in accordance with your applications for admission to various departments ranked in order of preference.

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Appendix 2: Study Plan



### Study Plan

Applicant \_\_\_\_\_

Department or Graduate School Applied for \_\_\_\_\_

Academic System Applied for

4-years Bachelor degree

Master's degree

Doctoral degree

2-years Bachelor degree

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Please describe in writing using about 500 Chinese or English words your personal background, motivation for study, study plan during the period of study and career plan after completion of your study. (Please write on additional sheets of paper if necessary or type and print.)

【For students in the International Master Program of Tourism and Hospitality, International Bachelor Program in Tourism Management, International Bachelor Program in Culinary Arts & Department of Applied English, please write your study plan in English.】

【For each of their preferred departments, the applicant should prepare a complete set of application materials and indicate the department on their application materials】

## Appendix 3: Financial Guarantee Statement



### NKUHT Foreign Student Application Financial Guarantee

I \_\_\_\_\_ (guarantor's name), on behalf of the Applicant \_\_\_\_\_ (Applicant's name), am willing to guarantee all the necessary educational and living expenses of the Applicant at NKUHT.

Applicant's signature : \_\_\_\_\_

Guarantor's signature : \_\_\_\_\_

Guarantor's phone number : \_\_\_\_\_

Guarantor's E-mail : \_\_\_\_\_

Guarantor's Address : \_\_\_\_\_

Guarantor's relationship to the Applicant : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_(Year/Month/Day)



## Appendix 4: Declaration

### Declaration for Foreign Students, NKUHT

1. I hereby attest that I am qualified to apply for admission as a foreign student under the “Regulations Regarding International Students Undertaking Studies in Taiwan” of the Ministry of Education, Republic of China (R.O.C.).

2. I hereby attest that I fulfill one of the following three conditions.

I hold foreign nationality and have never held R.O.C. nationality.

At the time of application, I do not hold overseas Chinese student status.

I am holding both foreign and R.O.C. nationalities and have never had household registration in Taiwan. Moreover, I have resided continuously overseas for more than six years at the time of application, have never studied as an overseas Chinese student in Taiwan and have not been approved for student status by the University Entrance Committee for Overseas Chinese Students in the current academic year.

I am holding foreign nationality, once had R.O.C. nationality, and eight years have elapsed since the Ministry of the Interior revoked my ROC nationality from the date of application. Moreover, I have resided continuously overseas for more than six years at the time of application, and have not been approved for student status by the University Entrance Committee for Overseas Chinese Students in the current academic year.

3. The academic certificates that I hold are recognized by the Ministry of Education and verified by a Taiwan overseas representative office. Distance-learning courses do not total more than half of the total credits obtained as required under the degree. I also guarantee to submit one copy of the foreign academic certificates (or academic certificates sealed in an envelope by the original school), transcripts of all years (or transcripts as sealed by the original school) as verified by a Taiwan overseas representative office at the time of admission registration, and immigration records issued by a competent immigration authority. If the documents are not submitted on time or do not comply with the application conditions of NKUHT, I will voluntarily give up the admission qualification and shall make no objection.

4. I have never completed a high school degree as a foreign student in Taiwan nor have I ever been expelled from any college or university in the Republic of China. If there is a breach of this provision the admission qualification and the student status shall be canceled.

5. I hereby attest that I fulfill one of the following three conditions :

Any one of the subparagraphs of Article 2 of the Declaration.

I have foreign nationality and have permanent residence status in Hong Kong or Macau and have no previous household registration in Taiwan, and have resided continuously in Hong Kong, Macau or overseas for more than six years at the time of application.

I was from the mainland China region previously, have foreign nationality, have no previous household registration in Taiwan, and have resided continuously overseas for more than six years at the time of application.

6. All relevant information provided (including the original and photocopy of academic qualifications, passport and other relevant documents) is in legal and valid documents. If there are any irregularities or alterations, the admission qualification shall be canceled when substantiated by investigation, and no related academic credits shall be issued.

7. After the admission grant has been obtained, the original diploma and transcripts, as verified by a Republic of China (Taiwan) overseas unit or representative office (with certification stamp), shall be submitted at the time of registration before enrollment. If the certificates are not submitted on time or found to be inconsistent with the provisions of the “Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education” of the Ministry of Education of the Republic of China, the admission qualification shall be canceled by NKUHT without any objection.

8. I fulfill one of the following criteria :

I have submitted original proof or a photocopy of my academic credentials that have been verified by a Republic of China overseas unit or relevant regulatory unit.

I have applied for admission to this school with the academic credentials and transcripts that have been verified by the Republic of China's Ministry of Education for a senior high school diploma/university degree/master's degree from \_\_\_\_\_. I hereby guarantee that once accepted for admission to the university, I will submit the original academic credentials and transcripts verified by an overseas agency of

**the Republic of China or related entity to NKUHT's International Exchange Section of International Affairs Office by Feb 28, 2020. Failure to submit the documents on schedule or if there are any discrepancies in regards to conformity to the ROC MOE's regulations relevant to degree verification will result in a canceling of admissions eligibility to the university. I shall not voice any objections. (Please be sure to tick if your documents have not been verified).**

9. I have read the provisions in the brochure and comply with all the relevant provisions of the brochure.

I hereby authorize NKUHT to check on any of the above information. If any of it is found to be false or inconsistent with the provisions and has been verified after being admitted to NKUHT, I am willing to accept the revocation of my student status and will absolutely make no objection; NKUHT shall not issue any academic credentials to me.

**Agree**       **Disagree**

Submitted To  
NKUHT

Applicant's signature/Date : \_\_\_\_\_

## Appendix 5: International Student Applicants to Study in Taiwan Checklist and Affidavit

According to Article 2 of the "Regulations regarding International Students Undertaking Studies in Taiwan", students of a foreign nationality must not possess the status of an overseas Chinese student. In order to verify your status as a foreign national, please answer the questions asked below. Thank you!

1. Have you previously studied in Taiwan? Yes No (If no, you don't have to answer the questions below)
2. What's the purpose you have been in Taiwan? Study Mandarin Other reason\_\_\_\_\_
3. Have you previously studied in Taiwan as a foreign student? Yes No
4. Have you previously studied in Taiwan as an overseas Chinese student? Yes No
5. Were you previously accepted for admission placement by the University Entrance Committee for Overseas Chinese Students? Yes No
6. Were you previously recruited by individual schools (separate) enrollment methods for overseas Chinese students? Yes No
7. Did you apply to study in Taiwan to the University Entrance Committee for Overseas Chinese Students for this school year? Yes No

**If you answered "No" to question 1 or 2, please fill out the affidavit below.**

### Affidavit

The Applicant, \_\_\_\_\_(Name), is a foreign student of the nationality of \_\_\_\_\_, and is applying to study at National Kaohsiung University of Hospitality and Tourism in Taiwan. The Applicant confirms that he/she has never studied in Taiwan as an overseas Chinese student. If the competent authority verifies the Applicant identify as an overseas Chinese student, the enrollment status of the Applicant shall be rescinded, and the Applicant shall not voice any objections.

Sincerely,  
National Kaohsiung University of Hospitality and Tourism

Signatory of Affidavit:

Passport number:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_(Year/Month/Day)

(I fully understand the content referred to in this affidavit.)

Description:

According to the "Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan," the term "overseas Chinese students" refers to those with continuous overseas residence since birth, or those have stayed overseas for more than six consecutive years and have a permanent or long-term residence certificate. However, for those applying to study in the departments of medicine, dentistry, or Chinese medicine at Taiwan universities, the minimum required number of consecutive years of overseas residency is eight years.

The term "overseas" indicates countries or territories outside of Mainland China, Hong Kong, and Macau. The term "consecutive stay" means overseas Chinese students that have continuously lived in Taiwan but whose residence has not exceeded 120 days in a calendar year. If the calculated year is not one complete calendar year, the stay in Taiwan should not exceed 120 days within a specified period of time of one year.





## Appendix 6: Authorization

### Authorization

I authorize National Kaohsiung University of Hospitality and Tourism to undertake a verification of the information provided and to release information about me.

Signature (Full Name) \_\_\_\_\_

Print Full Name \_\_\_\_\_

Nationality \_\_\_\_\_

Passport Number \_\_\_\_\_

Date of Birth (Year/ Month/ Day) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date Signed (Year/Month/Day) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Appendix 7: NKUHT Alternation to Personal Data on the Admission Application Form for Foreign Students



Item	Original Data (Before Alternation)	After Alternation

**I will reconfirm the corrected information online to see if it is correct after I receive the notification of correction. In the event of late reconfirmation I will take full responsibility. In witness thereof, I have signed the present affidavit.**

Applicant's signature/seal :

No : (required field)

Passport number or document number on nationality proof :

Telephone(+country code) : (     )

Address :

e-mail :

Date :     /     /     (year/mm/dd)

1. Please do not attach this form with your documents. Please download the Application Form, after making sure all the information on the form is correct and mail it to NKUHT.
2. Please fax this affidavit to NKUHT at 886-7-8062354 (or fill the form then scans sent to the mail: [intnkuht@live.nkuht.edu.tw](mailto:intnkuht@live.nkuht.edu.tw)) and, 24 hours after the affidavit has been faxed, telephone the International Exchange Section of International Affairs Office at 886-7-8060505 ext. 1733 during its office hours to confirm that the affidavit has been received, so as not to affect your rights.
3. NKUHT will notify the applicant via email after it corrects the information for the applicant. The applicant is urged to pay attention to the notification and to confirm whether the corrected information is errorless within one week. Thank you!
4. The document is to be delivered by fax before application deadline to the International Exchange Section of International Affairs Office of the NKUHT Academic.

## Appendix 8: Special Envelope for Admission Application for Foreign Students

◎ Please affix this form on the application envelope and send by registered mail. (Overseas regions are recommended to use courier services such as DHL or FedEX in the Office Hour) ◎All application documents will not be returned, so please make copies for yourself.

<b>FROM</b>	Applicant's Name :	Department or Graduate School Applied for :
	Address :	
<b>TO : International Exchange Section, International Affairs Office of National Kaohsiung University of Hospitality and Tourism No.1, Songhe Rd., Xiaogang District, Kaohsiung 81271, Taiwan, R.O.C.</b>		

Please tick in the boxes in the form below for the documents submitted.		No :
1.	Two copies of the completed Admission Application Form (containing two two-inch photos)	
2.	Photocopy of the education qualification verified by an ROC overseas representative office (please refer to the brochure for details)	
3.	<b>One photocopy of the official transcript</b> verified by an ROC overseas representative office (please refer to the brochure for details)	
4.	Financial Statement and Financial guarantee statement (please refer to the brochure for details)	
5.	Photocopy of passport or other proof of Nationality	
6.	Study plan	
7.	TOCFL test, SAT Subject Test in Chinese with Listening result, or other Chinese language result or proof that can be made available for reference.(Not necessary for applicants in English program)	
8.	Photocopy of Supporting Proof of English Proficiency (please refer to the admission guidelines for details)	
9.	Declaration	
10.	International Student Applicants to Study in Taiwan Checklist and Affidavit	
11.	Authorization	
12.	Ministry of the Interior Certificate of Entry And Exit Dates (Immigration Records)	
13.	Scholarship application form	

## Appendix 9: Registration Notice and Admission Acceptance Form



(Not required for application)

### Congratulations on your offer of admission to NKUHT!

If you intend to accept your offer of admission, you must complete this “Registration Notice and Admission Acceptance Form” and submit it to +886-7-8060505 ext.1733 or mail to [intnkuht@live.nkuht.edu.tw](mailto:intnkuht@live.nkuht.edu.tw).

If you intend to decline your offer of admission, please complete this form and submit it to us, so that we can offer your place to waitlisted applicants sequentially. For those who decline the offer, the school will not issue an admission letter.

Print Full Name \_\_\_\_\_

I accept my offer of admission to NKUHT:

Department or Graduate School Applied for \_\_\_\_\_

Academic System Applied for

4-years Bachelor degree

Master's degree

Doctoral degree

2-years Bachelor degree

I decline my offer of admission to NKUHT.

Signature (Full Name) \_\_\_\_\_

Date (Year/Month/Day) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please fill in this Registration Notice and Admission Acceptance Form and scan this form to [intnkuht@live.nkuht.edu.tw](mailto:intnkuht@live.nkuht.edu.tw).

University freshmen are required to live in the dormitory. (No need to apply for it.)

Master and Ph.D. students if need to live in the dormitory, please tick the following.

I want to apply for the dorm.

## 附表 10、獎學金申請表



### 外國學生獎學金申請表

#### APPLICATION FORM FOR FOREIGN STUDENT SCHOLARSHIP

##### A. 申請人資料 Personal Information

姓名： (中文) Full name(in Chinese)	姓名： (外文) In English	性別： (男/女) M/F	
出生日期 Date of birth	出生地 Place of birth	國籍 Nationality	
永久住址 Home address			
E-mail			

##### B. 教育背景/學業成績 Education Background/Academic Information

###### 新生申請者填寫 (to be completed by freshman/first-time applicants)

###### (a) 教育背景 Education background

	學校名稱 Name of school	修業起迄年月 Dates enrolled	學業成績及班級排名 GPA and class ranking
中等學校 Secondary School			
學院/大學 College/University			
研究所 Graduate Program			

(b) 申請系所: \_\_\_\_\_

Which department/graduate do you expect to enroll in at NKUHT?

###### 已在學申請者填寫：(to be completed by registered students)

(a) 就讀系所: \_\_\_\_\_ Department/institute

(b) 學號: \_\_\_\_\_ Student number

(c) 前一學年學業平均成績：Grade average of the previous academic year

上學期 _____ 分	下學期 _____ 分
Grade average of 1 <sup>st</sup> semester	Grade average of 2 <sup>nd</sup> semester

(d) 本年度是否已獲政府或其他單位經費補助? Have you ever received any grants from Taiwan's government this year?

是, 獲\_\_\_\_\_ (單位名稱)補助。Yes, I have received grants from Taiwan's government this year. (The complete title of the grants)

否, 未獲任何補助。No, I haven't received any grants.

C. 請勾選所要申請的獎學金(可複選, 惟審查權由校方開會決定)。Please tick **ONE** scholarship option you want to apply for.

(a)大學部 Undergraduate
<input type="checkbox"/> 學雜費全免獎學金 Tuition and miscellaneous fees waived
<input type="checkbox"/> 學雜費半免獎學金 Half of tuition and miscellaneous fees waived
<input type="checkbox"/> 住宿費全免獎學金 Dormitory fees waived
(b)碩士班 Master
<input type="checkbox"/> 學雜費全免、住宿費全免獎學金 Tuition, miscellaneous fees and dormitory fees waived
<input type="checkbox"/> 學雜費全免獎學金 Tuition and miscellaneous fees waived
<input type="checkbox"/> 學費全免獎學金 Tuition waived
(c)博士班 Ph.D.
<input type="checkbox"/> 學雜費學分費全免、住宿費全免及每月提供獎學金新臺幣八千元 Tuition, miscellaneous fees, credit fees and dormitory fees waived and monthly stipend of NTD 8,000.
<input type="checkbox"/> 學雜費學分費全免、住宿費全免獎學金 Tuition, miscellaneous fees, credit fees and dormitory fees waived.
<input type="checkbox"/> 學雜費全免獎學金 Tuition and miscellaneous fees waived

D. 繳交資料

新生申請者 Required documents for new students:

成績單(有排名為佳) One copy of full academic transcript (with class ranking)

自傳 Autobiographical statement

其他有助於審查資料 Supporting documents

已在學者 Required documents for returning students:

前一學年成績單正本 Transcript from previous year

其他有助於審查資料 Supporting documents

以上資料均由本人填寫, 在此保證其正確無誤, 並知悉以下內容。

I have carefully reviewed the above information and hereby pledge that all of it is correct. And I am aware of the following:

如獲獎學金者, 得由本校國際事務處安排進行校園服務時數之工作。A scholarship holder, during the effect of scholarship, may be arranged to provide voluntary service on campus by the International Affairs Office.

申請人簽名 Applicant's signature : \_\_\_\_\_

申請日期 Date of application : \_\_\_\_\_

附表 11、自傳(申請獎學金專用)

自傳

**Autobiographical Statement**

(can be extended if necessary)

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