Q&A for International student:

1. Application procedure

2. Application materials

3. Course selection
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4. How do I apply for visa

5. Dormitory
   a) what’s about the price
   b) photo

6. Scholarship info
1. **Application procedure**

   International students who want to study at Providence University should complete these two steps:
   1. Apply Online

   Please submit application form along with the following materials directly to the Office of International and Cross-Strait Affairs by April 30 each year.

   Students who apply to GIP-MBA or MS are welcome to apply to either Fall or Spring semester.
   - Application deadline
     - Spring semester: ……October 30th
   - Admission Announcement
     - Spring Semester …….December 9th

   Please noted, your diploma and transcript from previous degree must be notarized by Taipei economic and cultural office in your area.

2. **Application materials**

   1. Two copies of the application form (IDSS Application package)
   2. A notarized photocopy of a high school diploma from an applicant seeking admission as an undergraduate student or a notarized copy of a college diploma for anyone seeking admission as a graduate student. (An official document, on school stationary, attesting to the applicant’s forthcoming graduation will be accepted if the applicant has not yet graduated.)
   3. All applicants must submit two official transcripts, either in English or Chinese. Please note: the documents mentioned above in 2 and 3 must be notarized by the Taipei Economic and Cultural Representative Office or an embassy of the representative of the Republic of China, Taiwan, in your area.
   4. Two letters of recommendation which address the applicant’s academic potential, participation in extracurricular activities, personal character, level of English and Chinese proficiencies and a comment regarding whether or not the applicant is mature enough to study abroad.
   5. Study Plan: (The study plan should be written in Chinese. For students applying to the programs at Department of English Language, Literature and Linguistics and Graduate International Programs (MBA and MS), the study plan...
should be written in English.)
6. Financial statement within 3 months to prove students can support his/her living expenses, insurance fee, books and other university related fees. The minimum is USD 2000.
7. An International Student Scholarship Application Form (in the application package)
8. A photocopy of the applicant’s passport or other equivalent supporting documents.
10. A foreign national citizen who was formerly a citizen of the Republic of China must attach a certificate indicating that he/she is no longer a legal citizen of the Republic of China, and has already given up the Taiwan’s citizenship for 8 years or above.
11. A proof of health insurance which covers your first six months' stay in Taiwan before you are eligible to apply for National Health Insurance. (If you need to apply general health insurance at Taiwan, please contact OIA)
12. Those who wish to pursue doctoral degrees must submit your research plan and a photocopy of the equivalent thesis including a Chinese or English abstract.

Other documents may be required by certain departments or graduate institutes; in this case, the applicant will be informed.

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3. **Course selection**

Please follow the below steps to know more about the courses information

**(a) What courses should I need to take**

Step1: Visit the Chinese homepage of Providence University [http://alcat.pu.edu.tw/](http://alcat.pu.edu.tw/) and click the 課程地圖 (the red circle)
Step 2: Select the information about the department. After that click Go
Step 3: Click the course structure

Step 4: Select the information of the department and click the course structure of the semester and it will show the all the courses required to graduate.

(b) Courses that open for this semester
Please follow the below steps to check the courses

Step 1: Visit the English homepage of Providence University [http://www.pu.edu.tw/english/](http://www.pu.edu.tw/english/) and click the e-campus information system
Step 2: Click the **course outline**
Step 3: **Fill in the information** of the course and it will show the courses that open in this semester

<table>
<thead>
<tr>
<th>Course Names</th>
<th>Course Time and lectures</th>
<th>others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term : 2014 Fall</td>
<td>Weekday :</td>
<td>Course Period : % Required/Elective :</td>
</tr>
<tr>
<td>Course Code :</td>
<td>Teacher's name :</td>
<td>Department :</td>
</tr>
<tr>
<td>Name of Course :</td>
<td>Language :</td>
<td>Search :</td>
</tr>
<tr>
<td>Class :</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Read the Course Selection Information Thoroughly before Starting. Please Click the options on the Left for more Information including Course outline, lecturers and Course Timetable.

For any questions, please contact Curriculum Division Ext 11123-11128

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**How do I apply for visa**

Visitor Visa Extension

Visitor visa extension is required to extend at National Immigration Office within two weeks before visa expires. Documents and fee required for a Visitor’s Visa Extension are as follows:

1. Application form
2. Passport (original and one copy, including the visitor visa; the original passport is for verification purposes only)
3. Student ID (original and one back and front copy with stamp)
4. Housing proof
   a. If you do not live on campus, please provide the rental housing contract along with your latest electricity bill with your landlord’s name or your name.
   b. If you live inside the dorm, ask OIA, Amy
5. Enrollment certificate

There is no application fee, and it takes about 15 minutes to process the application. Applicants shall apply for extension 15 days prior to the expiration date. However, there are limitations to the extension:

(a) The duration of each extension shall not be longer than that of the original visa.
(b) The holder of a visitor’s visa may not exceed six months in the country.

To clarify the purpose of the extension, applicants should supply additional supporting documents.
National Immigration Office Address:
1F., No.91, Gancheng St., Nantun Dist., Taichung City 408
Tel:04-22549981、04-22542545、04-22541803、04-22548930

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Alien Resident Certificate (ARC)

Resident visa holders are required to apply for an Alien Resident Certificate (ARC) at National Immigration Office within 15 days after obtaining the resident visa. They may stay in Taiwan as long as the ARC remains valid. Documents and fee required for an ARC application is as follows:
1. Application form
2. 2 photos (2X2 inches; for new ARC applicants only)
3. Passport (original and one copy, including the resident visa; the original passport is for verification purposes only)
4. Student ID (original and one back and front copy with stamp)
5. Housing proof
   (a) If you do not live on campus, please provide the rental housing contract along with your latest electricity bill with your landlord’s name or your name.
   (b) If you live inside the dorm, ask OIA, Amy
6. Enrollment certificate
There is an application fee of $1,000 NT (per year), and it takes 7 working days to process the application. Failure to extend the ARC before the expiration date will result in automatic cancellation of the ARC and mandatory deportation. Any resident alien (except for Overseas Chinese students) who applies for an ARC may complete an application for a reentry permit at the same time. Contact information is as follows:
National Immigration Office Address:
1F., No.91, Gancheng St., Nantun Dist., Taichung City 408
Tel:04-22549981、04-22542545、04-22541803、04-22548930

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Convert Visitor Visa to Alien Resident Certificate (ARC)

If you have “Visitor visa” but will stay in Taiwan over one semester (6 months), you need to convert Visitor visa into Residence Visa first at Ministry of Foreign Affairs, Taichung Office, and then follow the steps in ARC option.
Documents and fee required for converting Visitor Visa into Residence Visa are as follows:

1. Application form
2. 2 photos (2X2 inches; for new ARC applicants only)
3. Passport (original and one copy) valid for at least 6 months
4. Student ID (original and one back and front copy with stamp)
5. Entry visa copy
6. Health Examination Result
7. Admission Letter
8. Agreement between Providence University and academic partner

There is an application fee of $3,000NT, and it takes 7 to 10 days to process the application. An application form can be downloaded from the Bureau’s website. Contact information of the **Ministry of Foreign Affairs, Taichung Office** is as follows:

Ministry of Foreign Affairs, Taichung Office Address:
1F., No.503, Sec. 2, Liming Rd., Nantun Dist., Taichung City 408
Tel: (04)22510799

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**ARC Extension**

Documents and fee required for an ARC Extension are as follows:

1. Application form
2. Passport (original and one copy, including your resident visa; the original passport is for verification purpose only)
3. Student ID (original and one back and front copy with stamp)

There is an application fee of $1,000 NT (per year), and it takes about 15 minutes to process the application.

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## Dormitory

(a) About the price

### Student Residence Hall Price List

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Accommodation Fee</th>
<th>A/C Deposit (Refundable)</th>
<th>Key Deposit (Refundable)</th>
<th>Total Amount (NT$)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Female Residence</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>希嘉三人房 3 people rooms</td>
<td>$9,500</td>
<td>$500</td>
<td>$50</td>
<td>$10,050</td>
</tr>
<tr>
<td>希嘉四人房 4 people rooms</td>
<td>$9,000</td>
<td>$500</td>
<td>$50</td>
<td>$9,550</td>
</tr>
<tr>
<td>希嘉二人房 2 people rooms</td>
<td>$12,000</td>
<td>$500</td>
<td>$50</td>
<td>$12,550</td>
</tr>
<tr>
<td><strong>Male Residences (希嘉 Schultz Hall &amp; 思高 Bosco Hall &amp; Bosco Hall)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>希嘉三人房 Schultz Hall 3 people rooms</td>
<td>$9,000</td>
<td>$500</td>
<td>$50</td>
<td>$9,550</td>
</tr>
<tr>
<td>希嘉四人房 Schultz Hall 4 people rooms</td>
<td>$9,000</td>
<td>$500</td>
<td>$50</td>
<td>$9,550</td>
</tr>
<tr>
<td>思高二人房 Bosco Hall 2 people rooms</td>
<td>$12,000</td>
<td>$500</td>
<td>$50</td>
<td>$12,550</td>
</tr>
<tr>
<td>思高三人房 Bosco Hall 3 people rooms</td>
<td>$10,000</td>
<td>$500</td>
<td>$50</td>
<td>$10,550</td>
</tr>
<tr>
<td>靜宜會館四人房 Providence Hall 4 people rooms</td>
<td>$13,500</td>
<td>$500</td>
<td>$50</td>
<td>$14,050</td>
</tr>
</tbody>
</table>
(b) The followings are the inner view of the dormitories

希嘉學苑 Schultz Hall

思高學院 B OSCO Hall
Scholarship Plan for International Degree-Seeking Students (IDSS)

Providence University Scholarship Policy for International Degree Seeking and Overseas Chinese Students

Passed by the Administrative Meeting on October 23, 2013

1. The International students who have passed or conformed with one of the following examinations or criteria before applying for admissions will receive the scholarships that equal to the tuition and miscellaneous fees for the first school year: “The Test of Chinese as a Foreign Language, (TOCFL) Steering Committee for the Test of Proficiency-Huayu” Level 3 of Advanced Band B; or equivalent level of Chinese Proficiency Test (ex. the Chinese Proficiency Test HSK Level 3 of Mainland China); attending Mandarin courses of Providence University for up to (or more than) 450 hours in one year (accumulative total hours before application deadline); or the Chinese proficiency of the student that has met the criteria described above and approved by Providence University.

2. The International students who have passed or conformed with one of the following examinations or criteria before applying for admission will receive the scholarships that equal to the tuition for the first school year: “The Test of Chinese as a Foreign Language, Steering Committee for the Test of Proficiency-Huayu” Level 2 Certificate of Basic Band A; or equivalent level of Chinese Proficiency Test (ex. the Chinese Proficiency Test HSK Level 2 Certificate of Mainland China); attending Mandarin courses of Providence University for up to (or more than) 330 hours in one year (accumulative total hours before application deadline); or the Chinese proficiency of the student that has met the criteria described and above approved by Providence University.

3. The International students who have attended Mandarin courses of Providence University for up to (or more than) 165 hours in one year (accumulative total hours before application deadline) before applying for admission will receive the scholarships that are equal to the miscellaneous fees for the first school year.

4. International students who apply for fully taught in English programs must meet one of the following requirements to receive scholarships that are equal to the tuition and miscellaneous fees for the first school year.

1. With English proficiency certificate of ITP500 or iBT61, or
2. With certificate of equivalent level of other English proficiency tests, or
3. Recognized as the same level of English proficiency by Providence University.
Since the second academic year, they may continue to receive the scholarships if they maintain an overall grade average of 80 or above with no punishment records. Bachelor and master students can be awarded for up to 3 years and 1 year respectively.
5. Bachelor of overseas Chinese student (not including 1+3 program) will receive the scholarships that are equal to the miscellaneous fees for the first school year; students from the alliance colleges of Providence University and first year overseas Chinese students enroll in Master program will receive the scholarships that are equal to the tuition for first school year.

6. Overseas and International students who apply for doctoral program will receive the scholarships that are equal to the tuition and miscellaneous fees for the first school year. Since the second academic year, they may continue to receive the scholarships if they maintain an overall grade average of 80 or above with no punishment records. The doctoral students can be awarded for up to 3 years.

7. Since the second academic year, the overseas and international undergraduate students who have no punishment records will be awarded the academic performance scholarships in accordance with the performance of the previous semester as the following criteria. The undergraduate will be awarded for up to 3 years.

   1. The students with the class rank higher than the top 10 will receive the scholarships equal to the tuition and miscellaneous fees.
   2. The students with the class rank higher than the top 20 will receive the scholarships equal to the tuition.
   3. The students with the class rank higher than the top 30 will receive the scholarships equal to the miscellaneous fees.

8. Since the second academic year, the master overseas and international students who have no punishment records, and maintain an overall grade average of 75 or above, will be awarded the academic performance scholarships in accordance with the performance of the previous semester as the following criteria. The master students will be awarded for up to one year.

   1. The students with the class rank higher than the top 10 will receive the scholarships equal to the tuition and miscellaneous fees.
   2. The students with the class rank higher than the top 20 will receive the scholarships equal to the tuition.
   3. The students with the class rank higher than the top 30 will receive the scholarships equal to the miscellaneous fees.

9. During study abroad as an exchange student outside Taiwan, the university will not issue the scholarship to overseas and international students. During scholarship award period, if students apply for withdrawal or suspension from the university, this does not affect scholarship application in that semester. However, when the students return the university, they lose the scholarship qualification.

10. The Chinese students who are from abroad but not identified as overseas Chinese students and apply the admission through international student system will receive the scholarships as described in the section of overseas Chinese students, except the individuals reviewed with excellent achievements.

Passed by the Administrative Meeting on September 19, 2012
Passed by the Administrative Meeting on November 21, 2012
Remarks:
Students who are confirmed to receive Taiwan Scholarship are unable to receive the PU Scholarship. However, Taiwan Scholarship recipients should submit the certificate provided by MOFA or MOE for reference. Full scholarship policy can be found at laws and regulations section.
Providence University reserves the right to cancel/withhold a scholarship for reasons of student misconduct and/or if it suspects that a student has not registered for academic reasons. The scholarship plan does not apply to special summer programs.

International Degree-Seeking Student Common Scholarship (ID-SSCS)
Providence University has established the "Providence University Regulations on the International Degree-Seeking Student Common Scholarship" (ID-SSCS) in accordance with the "Ministry of Education's Guidelines on Scholarships for International Students" in order to encourage outstanding international students enrolled at the University to apply for the scholarship.
Taiwan Scholarship Regulations

Qualifications:

1. Applicants must be international degree-seeking students who have been granted admission to Providence University and be registered full-time for credit in order to apply for ID-SSCS from the second semester.
2. Applicants should neither be Overseas Chinese, exchange, or part-time students.
3. Graduate and Doctoral students must take at least one course (thesis writing included) per semester and achieve a minimum of grade average of 70 points in academics and 82 points in conduct.
4. Undergraduate students must take courses of at least 9 credits in total per semester and achieve a minimum of grade average of 70 points in academics and 82 points in conduct.

The applicant's International Degree-Seeking Student Common Scholarship (ID-SSCS) will be reserved and conducted as the fund of International Degree-Seeking Students (IDSS) if the applicant has been granted the Overseas Chinese and International Degree-Seeking Students Scholarship previously from Providence University.

Note: There are no scholarships offered for special programs such as the International Summer Program (ISP).