

# Guidelines for International Students Visiting National Sun Yat-Sen University

Amended and approved by the 8th Administrative Meeting on May 29, 2024

- I. National Sun Yat-sen University (hereinafter “the University”) has formulated the *Guidelines for International Students Visiting National Sun Yat-Sen University* (hereinafter “the Guidelines”) to enhance its internationalization and development, foster academic exchanges, and provide international students with the opportunity to experience the University’s educational and research environment.
- II. The term “international students” as mentioned in the Guidelines refers to students enrolled in higher education institutions in countries and regions outside of Taiwan. Said students are divided into the following categories:
  - (1) Exchange students from the University’s partner universities: Students recommended by the partner universities who fall within the quota of the exchange student program.
  - (2) Fee-paying students:
    - i. Students from the partner universities who do not fall within the quota of the exchange student program.
    - ii. Students not from the partner universities who independently apply to study at the University.
  - (3) Visiting students: Students who come to the University for short-term internships or to engage in cooperative research projects with faculty of the University.
- III. International students who wish to apply to visit the University shall comply with the *Regulations Regarding International Students Undertaking Studies in Taiwan*.
- IV. In principle, the period of stay for exchange students and fee-paying students shall align with the University’s academic terms and shall be limited to a maximum of one academic year. Visiting students shall be allowed a maximum stay of 180 days unless otherwise approved by the central competent authorities.
- V. Application deadlines:
  - (1) Exchange students and fee-paying students: April 30<sup>th</sup> for the fall semester; and November 30<sup>th</sup> for the spring semester.
  - (2) Visiting students: Applications must be submitted at least 60 days prior to the intended start date.

VI. Students must complete their applications and submit the required documents (as announced on the Office of International Affairs website) in accordance with the instructions below by the applicable deadline stipulated in Article V. Applications will be reviewed by the Office of International Affairs and further checked by the relevant department/institute/college, the Office of Academic Affairs, and the Office of Student Affairs.

- (1) Exchange students: Apply after nomination by the international office of their home institution.
- (2) Fee-paying students: Apply directly to the University's Office of International Affairs.
- (3) Visiting students: Apply by the host department/institute or by the students themselves after being accepted by the University's faculty.

VII. Fees:

- (1) Except for exchange students recommended by partner universities, all international students must pay an administrative fee of NT\$3,000 or US\$100. This fee is non-refundable should the student decide not to attend the University.
- (2) Exchange students from the partner universities are exempt from paying tuition and fees.
- (3) Fee-paying students must pay tuition and fees in accordance with the University's *Tuition and Fees Standards for International Students (Including Students from Mainland China)*.
- (4) Visiting students staying at the University for one month or more must pay basic tuition and fees or miscellaneous fees for the duration of their visit in accordance with the University's *Tuition and Fees Standards for International Students (Including Students from Mainland China)*. Visit durations are based on the dates specified on the department/institute's approval form.
  - i. No basic tuition and fees or miscellaneous fees will be charged for visits of up to 30 days.
  - ii. One-third of the basic tuition and fees or miscellaneous fees will be charged for visits of between 31 and 60 days.
  - iii. Half of the basic tuition and fees or miscellaneous fees will be charged for visits of between 61 and 90 days.
  - iv. Full basic tuition and fees or miscellaneous fees will be charged for visits of more than 90 days.
- (5) Other expenses such as accommodation costs, computer and internet usage

fees, and student group insurance fees shall be governed by the respective departmental guidelines and regulations.

- (6) International students shall be responsible for their own travel and accommodation expenses and other costs associated with living in Taiwan. The fees of those who are visiting or on exchange under an academic cooperation agreement with the University shall be handled as per the agreement.

VIII. Tuition and fees refund for international students shall be calculated based on the planned visit starting date as well as the applicable refund rate, as follows:

- (1) If the student withdraws on or before the planned start date, no tuition and fees will be charged.
- (2) If the student withdraws after the start date but before one-third of the planned visit period has passed, two-thirds of the tuition and fees (might include the basic tuition and fees, miscellaneous fees, and credit fees, depends on the students' payment items) will be refunded.
- (3) If the student withdraws after one-third but before two-thirds of the planned visit period has passed, one-third of the tuition and fees (might include the basic tuition and fees, miscellaneous fees, and credit fees, depends on the students' payment items) will be refunded.
- (4) If a student withdraws after two-thirds of the planned visit period has passed, none of the basic tuition and fees, miscellaneous fees, and credit fees will be refunded.

IX. The administrative fees collected from international students shall be used to cover expenses related to enhancing the internationalization and development of the University, such as visa applications, student recruitment affairs, advertisement and promotional materials, and the organization of international student activities.

X. International students who need to apply for documents related to their period of study in Taiwan shall pay application fees in accordance with the supporting document application fee table of the Office of Academic Affairs. A mailing fee of US\$45 will be charged for each mailing service.

XI. The course regulations governing students of the University shall apply *mutatis mutandis* to exchange students from the partner universities and fee-paying students.

XII. Matters not covered in the Guidelines will be handled in accordance with the relevant regulations of the University.

XIII. The Guidelines shall be implemented following the approval of the administrative meeting and authorization of the president. The same procedures shall be carried

out when amendments are made.