

Ming Chuan University Rules for Foreign Student Admissions

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- Article 1 These procedures were established in accordance with Article 5 of Procedures for Foreign Students Studying in Taiwan promulgated by the Ministry of Education, and with Article 7 of General Provisions for Study.
- Article 2 Foreign students as referred to in these procedures are foreign passport holders who have never held the status of Republic of China nationals and do not have Overseas Chinese student status at the time of their application; they are qualified to apply for admission under this regulation.
- Those students who have foreign passports and have resided consecutively overseas for six years or more when applying, are also qualified to apply for admission under this regulation:
1. who also hold Republic of China citizenship, but do not have household registration in Taiwan.
 2. who also have held Republic of China citizenship and are applying at least eight years from the day they received permission from the Ministry of Interior to give up their Republic of China residency.
 3. who are not Overseas students studying in Taiwan under the above two restrictions and did not receive placement permission during the same academic year of the application from the University Entrance Committee for Overseas Chinese Students.
- According to the Education Cooperation Agreement, foreign residents 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 items after receiving approval from the authorized educational government agencies.
- The six-year time period indicated in Clause 2 and the eight-year time period indicated in Item 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 meet 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 the 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, and the total length of study was 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 and the total length of stay was less than 2 years.

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

The total graduation credits for foreign students are in accordance with Article 43 of General Provisions for Study. However, those who graduated from secondary education at a year level equivalent to the second year of local high schools from overseas, Hong Kong or Macao regions, and applied for university admission with that graduation certificate, need to complete 12 credit hours in addition to the required total credit hours for graduation. The procedures for taking additional courses are dealt with separately by each department.

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 6 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 Item 1 to 4 of Clause 5 of the previous Article, with relevant documentation, the time period stayed in Taiwan cannot be calculated concurrently with the time period resided 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 6 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 Item 1 to 4 of Clause 5 of the previous Article, with relevant documentation, the time period stayed in Taiwan cannot be calculated concurrently with the time period resided overseas.

The six years period stated in Item 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 Item 1 to 4 is in accordance with paragraph 5 of the previous article.

Article 4

Apart from applying for programs at a master’s level or above in accordance with these rules, foreign students who complete their study programs in Taiwan can apply for admission to continue their studies in Taiwan in the same way as local students.

For those who enroll in the Twinning Program with a foreign institution that has a cooperative agreement with this university, the procedures for enrollment are dealt with separately.

Article 5

Foreign students (including transfer students) must submit the following documents within the given time period of each semester to the International Education and Exchange Division for application.

1. An application for admission, along with a 2cm personal photo
2. Academic credentials:
 - (1) Mainland China Academic credentials are processed in accordance with the Regulations Governing Verification of Mainland China.
 - (2) Hong Kong or Macao Academic credentials are processed in accordance with the Regulations Governing Review and Verification of Hong Kong or Macao.
 - (3) Academic credentials from other areas:
 1. 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.
 2. The academic credentials from the preceding 2 items are processed in accordance with the Regulations Regarding the Recognition of Foreign Academic Credentials. However, the 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. Two letters of recommendation.
4. One copy of Health Certificate. (Must include a test for HIV/AIDS related viruses that should be submitted after enrollment.)
5. One copy of a Study Plan written either in Chinese or English.
6. A Certificate of Sufficient Funds to be used toward study in Taiwan, or proof of full amount of scholarship provided by the government, university/college, or private entities.
7. Proof of paid application fee.

When the International Education and Exchange Division reviews an admission application for a foreign student, for those documents listed in Item 2 which are not verified by the Republic of China Embassy representative offices, consultant offices, or Ministry of Foreign Affairs designated agencies of the country in which the student resided by the (hereinafter referred as "Overseas Agencies") institutes established or appointed by the Executive Yuan, verification shall be requested. If the said documents have been verified, the school shall request examination of the documents.

Students who graduated from secondary education in overseas, 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.

Foreign students who submit forged, counterfeit, or altered documentation when registering at Ming Chuan University, will have their admission status revoked; those who have already enrolled will have their student status revoked and not academic documentations will be issued to them; those who have already graduated will have their graduation qualification and diploma revoked by this institution.

- Article 6 Foreign students who have completed a Bachelor's program in Taiwan and who are applying for a master's program or above, may submit a Certificate of Completion and Academic Transcript from the local institution and not be restricted as outlined in the second item of Clause 1 of the previous Article. In addition to the documents listed above, foreign students who are transferring from another institution that is in Taiwan or overseas must submit their academic transcripts and other relevant documentation to the International Education and Exchange Division. Course credit waivers and entering an appropriate university year-level will be handled in accordance to the Ming Chuan University Procedures for Course Credit Waiver Applications. Students who have attended Overseas Chinese or bilingual programs in local high schools or foreign course programs in schools lower than the level of private high schools may use their graduation diplomas and academic transcripts to apply to this institution, and are not restricted to the first item above or the first item of Clause 2 of the previous Article.
- Article 7 Admitted foreign students, when registering with this institution, must attach admission letters issued by this institution and medical and injury insurance policies, under which they are insured in foreign countries, covering a valid period of no less than 6 months starting from the day they arrived in Taiwan. The abovementioned insurance policies insured in foreign countries must be authenticated by a Taiwan Overseas Agency. In accordance with the National Health Insurance Act, foreign students with an Alien Resident Certificate who stay at Taiwan for more than 6 months are obliged to join the National Health Insurance scheme. Newly-arriving students, who fail to enclose an insurance certificate as described in the Clause above, are to pay for university insurance for the first semester and purchase health insurance provided by a qualified insurance company in this country. After the students stay in Taiwan for 6 months, the university will assist students to join the National Health Insurance scheme. From the second semester, the National Health Insurance premiums will be included in the student's tuition statement from the university.
- Article 8 Foreign students who register during the first one-third of the first semester will be enrolled in that current academic year, while those who register after one-third or more of the first semester is completed will be enrolled in the second semester or the following academic year. Yet, students under the jurisdiction of any authorized educational government agency are not restricted by this regulation.
- Article 9 Foreign students may apply for admission as non-matriculating students under this regulation and take courses in accordance with regulations. Those who pass the exam will be issued a Certificate of Credit Completion. Procedures for foreign students to enroll as non-matriculating students are dealt with separately.
- Article 10 Foreign students who, following evaluation by this institution, are passed on for approval by the Ministry of Education for an internship after their graduation, may have their international student status extended for one year at most after graduation. Foreign students who obtain initial household registration, resident registration, naturalization or restoration of Republic of China nationality during their schooling period in Taiwan, will lose their international student status and be withdrawn from the university.

Foreign students who withdraw from school due to failing conduct grades, academic grades, or being convicted under Criminal Law, may not re-apply for admission under this regulation.

Foreign students withdraw from school due to failing conduct grades or being convicted under Criminal Law may not transfer to this university or another university.

In-coming students who apply for study leave in their first semester after being admitted, must obtain approval through department/ school counseling committee and submit the meeting minutes and relevant documentation prior applying as a special case.

- Article 11 Foreign students are not allowed to apply for Bachelor's Degree-completion Programs, 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 12 Special programs for foreign students which have been established for the purposes of international academic cooperation or for other special needs should comply with the relevant regulations of university overall expansion of enrollment scale and resource status, and be evaluated by the authorized educational government agency which will be subject to approval from the Ministry of Education.
- Article 13 Matters concerning application procedures, scholarships, counseling, absence from more than one fourth of the total class hours of a given semester, change of student status, or loss of student identification for foreign students studying Mandarin at the Mandarin Studies and Culture Center at Ming Chuan University will be handled in accordance with procedures outlined in Article 5, Section 1, Clauses 1, 3 to 7, and in Article 13.
- Article 14 After foreign students have enrolled, they are obligated to study and live in the manner permitted by this institute's regulations.
In matters concerning study leave, withdrawal, change of student status, or loss of student identification for foreign students, the school will notify the Bureau of Consular Affairs of the Ministry of Foreign Affairs, the Ministry of Interior, and the Service Center of National Immigration Agency, and send copies of these notifications to the Ministry of Education.
- Article 15 If foreign students violate the Employment Service Act, the university or the relevant authorities should immediately handle the case according to regulations after investigation.
- Article 16 Upon being passed at the Academic Affairs Committee Meeting and reported to the Ministry of Education for reference, these procedures were announced and implemented.

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