

# National Cheng Kung University (NCKU)

WELCOME TO NCKU AND ENJOY YOUR TIME

#### COLLEGE CONTACTS

College	Email
College of Liberal Arts	em52000@email.ncku.edu.tw
College of Science	em65000@email.ncku.edu.tw
College of Management	em53000@email.ncku.edu.tw
College of Engineering	em62000@email.ncku.edu.tw
College of Electrical Engineering & Computer Science	em34000@email.ncku.edu.tw
College of Social Science	em56000@email.ncku.edu.tw
College of Planning & Design	em54050@email.ncku.edu.tw
College of Bioscience and Biotechnology	em75730@email.ncku.edu.tw
College of Medicine	em75000@ncku.edu.tw
Miin Wu School of Computing	soc57000@ncku.edu.tw
Academy of Innovative Semiconductor and Sustainable Manufacturing	ncku_ais2m@mail.ncku.edu.tw

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Once you arrive in Taiwan, you will need to ensure you have a valid Visa status, depending on how long your stay period is and what type of Visa you have.

It is your **responsibility to maintain** your Visa status in Taiwan.



## **Getting a Visitor Visa Extension**

Visitor Visa holders who are permitted to stay in Taiwan for sixty or ninety days and whose Visas bear no such remark as "no extension" may apply at local service centers of the National Immigration Agency for a maximum of 120 or 90 days of extensions. For this process, get in contact with the Immigration office listed on the next page.

## Getting an Alien Resident Card (A.R.C.)

The Alien Resident Certificate (A.R.C.) will be a temporary ID card and proves your residence status in Taiwan. If your stay period is over 6 months, do remember to apply for the A.R.C. at local service centers of the National Immigration Agency (NIA) or online with pick-up at the local office. The application for A.R.C. must be done within 30 days starting from the following day of your arrival. Please check NIA website for the latest information.



#### Former Student Savs...

If you fail to finish the application for A.R.C. the authorities will contact the OIA or your department coordinator to reach out to you and ensure you finish your procedures in time.



## Opening a Bank Account

Bring your passport and A.R.C. to a local bank and fill out all necessary forms; you can ask the bank teller for help. Typically, to open a bank account, you have to deposit at least NTD 1,000. We strongly advise that you apply for a bank card, so you'll be able to withdraw money from ATMs at any time.

- 1. If you don't have an A.R.C., you must have a UI No. to open a bank account. To apply for a UI No., please refer to the National Immigration Agency's website.
- 2. If you are not considered a legal adult under the law in Taiwan, you will need a letter of consent from your guardian in Taiwan or from an embassy-approved overseas legal guardian. It is often easier to solicit parental or legal consent before you arrive.

## U.I. No. Application

The UI (Uniform ID number) is a unique identification number issued to foreign nationals who don't have a Taiwanese National ID and are residing in Taiwan. To apply for it, you will need to head to the National Immigration Agency. For the process, you will be required to bring your passport and fill out the form. Who is required to apply?

- 1. Students with a Visitor Visa
- 2. Students who receive a scholarship from Taiwan Government
- 3. Students with an Entry permit



The Chunghwa Post Office offers both postal and banking including shipping and receiving, deposit and withdrawal, etc. There is a post office available on Kuang-Fu Campus. To open a financial account in the post office, you should bring the original and a copy of both your passport and your Approved UI. No. Form or A.R.C. For further information, check the <a href="Chungwha Post Office website">Chungwha Post Office website</a>.

#### Chungwha Post Office at Kuang-Fu Campus (Map)

Tel: (06)237-7908

Loc: No. 1, Daxue Rd., East Dist.

Hours: 8:30 - 17:30 www.post.gov.tw



#### Former Student Says..

There are a lot of banks and ATMs around Campus. Some of these allow you to withdrawal and pick up money using your home country's bank with no transaction fee.



The Office of International Affairs organizes a variety of events and activities throughout the semester to support and engage international students. These events range from cultural trips and social gatherings to academic workshops and orientation sessions designed to enhance your experience at NCKU and help you connect with the campus community. To ensure you don't miss out on these opportunities, we highly recommend that you regularly check the OIA Google Calendar.

## **Orientation Day**

Join us for an informative and engaging introduction to National Cheng Kung University, designed to help you settle in smoothly and make the most of your exchange experience.

During this session, you'll be introduced to key locations on campus, important university events, and essential administrative processes that you'll need to know. We'll also highlight things to watch out for as a new student, so you can navigate your time here with confidence.

In addition, you'll gain valuable insights into life in Tainan, learn about the counseling and support services available to students, and see video experiences from former exchange students. This is also a great opportunity to meet your fellow exchange students and their campus linkers.

## **Welcoming Party**

The event is designed as a relaxed and informal gathering to provide exchange students with an opportunity to connect with one another in a friendly and welcoming environment. This meet-up focuses on creating space for casual conversation, social interaction, and building new friendships. Feel free to bring your campus linker to the event.

The location of the event will be announced at a later time, but it will be on campus or somewhere close to campus. The attendees will get to share experiences, exchange contact information, and begin forming their own support networks. Everyone is welcome to come, to relax and to enjoy!

### Club fair

This event is organized to introduce students to the wide variety of student clubs and organizations available at NCKU. From sports and fitness groups to music, arts, culture, and creative interest clubs, the Club Fair showcases diverse opportunities for students to

get involved outside of the classroom.

Each club will have its own booth or stand set up in front of the <u>Student Activity Center</u>, where representatives will provide information, answer questions, and share more about what they do. It's a great chance to explore new interests, discover hidden talents, and find communities that match your passion.

Over the course of the two-day event, many clubs will also host



live presentations or performances to demonstrate their regular activities and attract new members. The Club Fair is the perfect opportunity to dive into campus life and start building lasting connections.



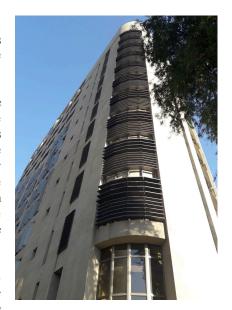
3rd Course Enrollment Stage Add / Drop Period



This Stage of the course enrollment process is divided into two sessions. The 1st session takes place from **September 5 to September 6**, and the 2nd session is held on **September 8**.

During the first session, students can log into the course enrollment system to add courses using the course application function and drop any courses they no longer wish to take. This is also the time when students may apply for courses that are full or require special permission, such as prerequisite approval or instructor consent. The system processes these requests, and some may require further confirmation from the department or course instructor.

In the second session, students are still able to modify their schedules, but only by dropping or withdrawing from courses they have already registered for. No new course applications can be submitted during this time.



## **Withdrawing from Courses**

To withdraw from courses, log in to the <u>course enrollment system</u> and then navigate to "Course Enrollment" > "Drop or Withdraw from selected Courses". On this page, the desired courses can be selected for dropping or withdrawal, and the changes confirmed.

	Drop	Withdraw
Period	During Stage 3	Any time until 3 weeks before the final exam
Consequences	None	Remarks on transcription

## Chinese class for international students (CIDS)

Please check your email to find out which Chinese language level you have been assigned. It is important that you register for the correct level in the <u>course enrollment system</u> based on the placement.

Once you have successfully added the appropriate CIDS course to your schedule in the enrollment system, your registration will be complete, and you will be ready to begin your Chinese Language learning journey.

#### **OCCOURSE Hours and Units**

Please refer to the chart below for class times. This information can also be found under "schedule classroom" on the <u>NCKU Course information website</u>. For instance, "Mon 7-8" stands for Monday 15:20-17:10.

Code	Hours	Code	Hours	Code	Hours
0	07:10-07:50	N	12:10-13:00	9	17:20–18:10
1	08:00-08:50	5	13:10-14:00	A	18:20-19:10
2	09:00-09:50	6	14:10-15:00	В	19:15–20:05
3	10:10-11:00	7	15:20–16:10	С	20:10-21:00
4	11:10-12:00	8	16:20-17:10	D	21:05–21:55

#### Restrictions and Conditions on Course Selection

- 1. In general, exchange students are allowed to enroll in most courses available at NCKU, including courses from other departments, except for the restricted courses.
- 2. Please contact the department's coordinator for particular restrictions and requirements, and ask them for the specified information.
- 3. Most Departments display restrictions for courses in the course enrollment system.
- 4. Coursera Courses are not available for exchange students

#### General Rules for Classes

- Overlapping classes are not allowed. The course enrollment system will automatically block any schedule conflicts.
- For courses with prerequisites or outside your department, please contact the instructor by email or in person before attempting to enroll.
- Depending on your department you are required to take at least one course from your department. Please read more about your specific department requirements.
- Attendance is mandatory for most classes and is often included as part of the final grade.
- Grading components may include: midterm(s), a final exam, a final project, quizzes, (weekly) homework, and presentations.
- If you encounter any issues during a course, you are encouraged to speak directly with the instructor or contact the corresponding department for support.

#### Student ID loss

If you lose your Student ID, you have two options:

- Contact the <u>Military Training Division</u> to check if your ID has been found and turned in.
- 2. Reapply for a new Student ID through the Cheng Kung Portal:
  - a. Log in and select "ID Card Loss Reporting System"
  - b. Fill out the application form to request a replacement

#### To keep in mind ..

"Please note: You are <u>not</u> allowed to enroll in courses with schedule conflicts or any courses labeled with the "COURSERA" tag."



### Office of International Affairs

The Office of International Affairs (OIA) serves as the university's primary coordinator for international relations and global academic initiatives. It plays a key role in developing and supporting partnerships with institutions worldwide, including student exchange and summer programs.

Dedicated to fostering a diverse and inclusive campus, the OIA actively recruits and supports international students by offering year-round guidance and cross-cultural learning opportunities.

**Location**: Yun-Ping Building, 1st floor, <u>Interactive map</u> **Hours**: Monday to Friday, 9:00 - 12:00, 13:30 - 16:30

Website: https://oia.ncku.edu.tw/ Email: em50961@email.ncku.edu.tw

If you encounter any issues or have questions, you are welcome to visit the Office of International Affairs in person, where we are pleased to assist you.





## Main Library

The Main Library of National Cheng Kung University provides a wide range of services to students, including the lending of books, films, and music, as well as access to study spaces and reservable study rooms, all free of charge.

To enter the library or borrow materials, students must present their valid student ID.

**Location**: Interactive map

Hours: Mon. to Fri.: 8:00 - 22:00, Sat. to Sun.: 9:00 - 22:00

Website: <a href="https://www.lib.ncku.edu.tw/">https://www.lib.ncku.edu.tw/</a>

Rent a Study Room: https://space.lib.ncku.edu.tw/

On the website, students can check how many visitors are currently inside the library, or rent a room to study and have meetings in.

#### **Mowled Center**

The KnowLEDGE Center is one of the libraries operated by National Cheng Kung University and offers services comparable to those of the Main Library but at a different location.

To enter the library or borrow materials, students must present their valid student ID.

**Location**: Ching-Yeh 3, 1st floor, <u>Interactive map</u>

Hours: Mon. to Fri.: 8:00 - 22:00, Sat. to Sun.: 9:00 - 22:00

Website: https://www.lib.ncku.edu.tw/

## **Future Building**

The Future Building is one of the libraries operated by National Cheng Kung University and offers services comparable to those of the Main Library but at a different location.

To enter the library or borrow materials, students must present their valid student ID.

Location: Interactive map

Hours: Mon. to Fri.: 8:00 - 23:59, Sat. to Sun.: 9:00 - 23:59

Website: https://www.lib.ncku.edu.tw/

## Computer and Network Center

The Computer and Network Center hosts the e-university center, a computing center, the university's information center, and its networking center. It provides innovative, safe, convenient, and high-quality computing and networking environments intended to hold a high standard for teaching, research, and service. The services provided by the Computer and Network Center:

- 1. <u>Cheng Kung Portal</u>: A platform offering a wide range of student services, including the "Student Leave System", "Google Workspace", the "NCKU email system", and many more
- 2. <u>Moodle</u>: e-learning Platform used by most courses to provide information and tools to students as well as let students upload their coursework
- 3. **<u>Kuap App</u>**: provides users with quick links, news, and recent events. Class schedules, grades, enrollment status, payment, school affairs, etc., and different passports are provided in the "My Zone"
- 4. **Computer-Related Classes**: If you want to pick up some new computer-related skills the Computer and Network Center provides courses on digital knowledge and skills

**Location**: Interactive map

Hours: Mon. to Fri.: 8:00 - 22:00, Sat. to Sun.: 9:00 - 22:00

Website: https://cc.ncku.edu.tw/

## **Health Center**

The Health Center provides medical services for various specialties, including family medicine, ophthalmology, dermatology, otolaryngology, gynecology, dentistry, and psychiatry. The center also provides various medical testing services. We recommend students to go by the NCKU Health Center if they're feeling unwell as it is located in the Yun-Ping Building and can refer students to other medical centers if needed. If you need to talk to the Health Center please go there in person and sign up for an appointment.

Location: 3rd floor, Yun-Ping Building, Interactive map

**Hours**: Mon. to Fri.: 8:00 - 17:00

Website: <a href="https://health-epsh.ncku.edu.tw/">https://health-epsh.ncku.edu.tw/</a> Email: <a href="mailto:em50430@email.ncku.edu.tw">em50430@email.ncku.edu.tw</a>

## NCKU Hospital

In the event that you require hospitalization due to severe illness or medical visits due to an accident, you may be eligible to file a claim under the <u>Student Group Insurance</u>. To start the claim, please contact the Student Assistance Division through <u>email</u> or <u>in person</u>. In case of a hospitalization please refer to their <u>official website</u> for detailed information regarding coverage and procedures.

In Taiwan, it is important to **request a printed diagnosis certificate** from the physician as well as to obtain an **official receipt with the hospital's stamp during the doctor's visit** to complete a claim.

Location: No. 138, Sheng Li Road, Interactive map

Hours: 24/7 open

Website: <a href="https://web.hosp.ncku.edu.tw/">https://web.hosp.ncku.edu.tw/</a> Email: hospital@mail.hosp.ncku.edu.tw

Registration: https://tandem.hosp.ncku.edu.tw/

## **Counseling Center**

The Counseling Center at National Cheng Kung University provides comprehensive psychological support to exchange students throughout their stay. All the services are free of charge, ensuring that students can access professional assistance without financial concern. The center is staffed by qualified therapists and psychologists who are proficient in English, enabling clear communication, and a safe and supportive environment.

Location: Yun-Ping Building, 3rd floor, Interactive map

Hours: Mon. to Fri.: 8:00 - 17:00

Website: https://health-epsh.ncku.edu.tw/ Email: z10502046@email.ncku.edu.tw/ Registration: https://csys.osa.ncku.edu.tw/

To register for counseling the students need to get in contact either by applying for an open spot in the system or by emailing the Counseling Center.







## **Sports Center**

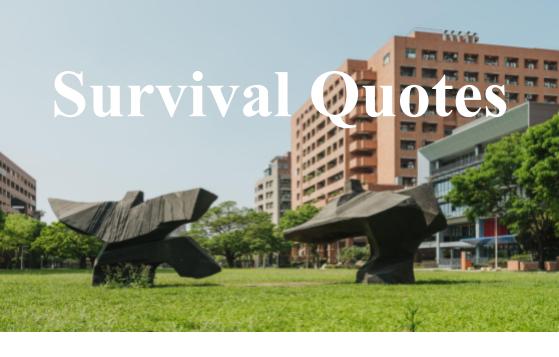
National Cheng Kung University offers a wide range of high-quality sports and recreational facilities to support the physical well-being and active lifestyle of its students, faculty, and staff. These include indoor and outdoor courts for a variety of sports as well as fully equipped fitness centers featuring modern exercise equipment.

Kuang-Fu Sports Field	Soccer court, running field, climbing
Kuang-Fu Sports Court	Basketball, tennis, and volleyball court
Kuang-Fu Chung Cheng Gym	Table tennis, basketball, and tennis court
Tze-Chiang Sports Field	Golf, basketball, volleyball, and tennis court
<b>Sheng-Li Fitness Center</b> (2F)	Health & Fitness center with many gym machines
Sheng-Li Swimming Pool (1F)	Indoor & outdoor swimming pool, 50 meters
Sheng-Li Sports Court (4F)	Badminton and tennis court
Ching-Yeh Sports Court	Tennis court

To check opening hours and entrance fees for each facility you can check the <u>Physical Education Office website</u>.







Hello

你好 Nǐ hǎo

Excuse me

不好意思 Bù hǎo yì si

I want to go to NCKU

我想去成功大學 Wǒ xiǎng qù chénggōng dàxué Goodbye

再見 Zài jiàn

I am sorry

對不起 Duì bù gǐ Thank you

謝謝你 Xiè xiè nǐ

How much is it?

多少錢? Duō shǎo gián

Can you speak more slowly?

可以說慢一點嗎? Kě yǐ shuō màn yī diǎn ma?

Where is the convenience store?

請問哪裡有便利商店? Qǐngwèn nǎlǐ yǒu biànlì shāngdiàn?

#### Former Student Says..

"Altough, taking the Chinese Class was a lot of work it was super helpful for my daily life to get myself more immersed and open up to talk to locals."

### Transportation in Tainan



#### YouBike

The YouBike system is a convenient public bike-sharing service available throughout Tainan and other cities in Taiwan. YouBike stations can be found near major landmarks, parks, and schools, making it easy to get around the city. Students can register their Student ID or other EasyCards online and use it to rent and return their bikes at any station. To use the service, simply scan your card at a YouBike dock and start riding. You can add value to your card at convenience stores (e.g. 7-Eleven)

#### Buses

Buses in downtown Tainan can bring you to more places than a bike would. Bus stations can be found around campus as well as next to Tainan Station

Please refer to the following website for bus schedules and routes





#### One Semester Bikes

At NCKU, bicycles are available for loan to Students here for one semester. These bicycles are provided and distributed by the university's <u>Military Training Division</u>.

To complete the registration, you will need to present your student ID and student number. It is recommended to visit the office early, as the number of bicycles is limited and demand is typically high.

**Once the semester is over**, please remember to bring the bike back to the Military Training Division.



## **Mental Health**

#### Make Yourself Your Number One Priority

#### Take care of yourself:

- Forgive yourself for the times you might not be at your best.
- Do not ignore your thoughts and feelings. Find one thing to be grateful for every day.
- Talk with someone you can trust.
- Create space for fun and relaxing activities.
- Stay active by taking short walks or joining sports clubs.
- Pause the rush and spend "quiet time" daily.

## Self-Care Toolkit

A lot of self-care strategies involve sensory components. Senses are the way we can control the growing chaos inside our brains during stressful situations. The self-care toolkit is different for everyone since for everyone, it is what helps them calm down. Try to create one for yourself and come up with at least one thing for every sense

- 1. TOUCH a stuffed animal, soft blanket, or smooth stone
- 2. TASTE a favorite snack or drink
- **3. SIGHT** a picture of the loved ones
- 4. SMELL a scented candle, essential oil diffuser, body lotion
- 5. **HEARING** make a playlist of your favorite relaxing songs

## **Coping with Stress**

Studying in a new country can be exciting at first, but a lot of uncertainty and stress comes with it. You will have to deal with exams, assignment deadlines, building career goals, making new friends, and adapting to a different environment. Not all of you might know how to help yourself in times of need.

The most common types of stress you might encounter are stress related to social experiences, work overload, and self-confidence. Fortunately, there are methods to cope with those issues.

- 1. Identify what is the stress source
- 2. Find practical steps to improve the situation
- 3. Stay connected with those who help you feel positive
- 4. Manage your time effectively and include breaks
- 5. Create a balance between academic and personal life.

If your stress levels are high and you are unable to cope with them, it is important to seek external support via friends, family, or professional help through the means of a therapist or a counselor.

## **Personal Safety**

Please remember to take care of your personal items and yourself. Although Taiwan is a very safe country, it is still advised not to leave behind any personal items since they might get lost or stolen.

#### **O**Lost and Found

Most lost and found items are delivered to the <u>Military Training Division</u> on campus. If you've lost an item in your department's classroom or nearby areas, it is advisable to first contact your department office to inquire whether the item has been found and turned in.

#### M Internet Access

There are two primary ways to access the Internet in and around the NCKU campus:

**SIM Card:** A variety of mobile and SIM Card providers can be found near the campus. These are suitable for obtaining a long-term Taiwanese phone number. Please note that contracts exceeding six months typically require a valid Alien Resident Certificate (A.R.C.) to be eligible for purchase.

**Campus Wifi:** NCKU offers several wireless internet options for students:

- Main Wifi: The networks *NCKU-Wifi(5G)* and *NCKU-Wifi(2.4G)* can be accessed using your Cheng-Kung Portal login credentials.
- Eduroam: As a member of the Eduroam network, NCKU allows students from participating institutions to connect using their <u>home university credentials</u>.
- **Departmental Wifi:** Some academic departments maintain their own dedicated Wi-Fi networks. In such cases, please contact the relevant department.

## **Emergency**

In the event of an emergency, students are advised to seek help through the following methods:

#### **On-campus Emergency (Campus Security 24HR)**

- +886 06-2757575 #55555
- +886 06-2381187

#### NCKU Campus Safety Escort Service

Mon-Sun: 21:30-03:00 (prior appointment required)

+886 0905-261-119 Campus phone: 50880



## MImportant Numbers

Dial directly from any local landline or mobile phone for ambulances and fire engines if necessary.

	Police	Fire Department/Ambulance
Telephone no.	110	119
Service Summary	Criminal offenses, traffic accidents, and other incidents requiring police assistance.	Fire, assisting accident casualties, and other emergencies requesting urgent assistance.

#### **ODList of Embassies and Missions in Taiwan**

For a list of embassies and missions in Taiwan, please visit the Ministry of Foreign Affairs website.

After clicking on "Embassies & Missions," you can choose a location and select "Foreign Embassies & Missions." You can then find information about the embassy/mission, such as the address, telephone number, email address, and website.



## On-Campus Dorm

For students staying in on-campus housing, **Sheng-Li 6** and **Ching-Yeh 3**, the housing coordinator is:

Ms. Nai-Yu Tung Email: em86340@email.ncku.edu.tw Telephone Ext: 86340

Details about <u>dormitory facilities and fees</u> are updated each semester, and more information can be found on the <u>Housing Division website</u>. For any further questions or information, please contact the above-mentioned dormitory house manager.

## Off-Campus Dorm

For students staying in on-campus housing, Prince Dorm, the housing coordinator is:

Email: nckuservice@prince.tw

For more information, you can check out the <u>Prince Dorm website</u>. For any further questions or information, please contact the dormitory house manager.

## Check-out procedures (Only during weekday working hours)

- Register a dorm check-out appointment with the dormitory manager at least two
  weeks prior to your planned check-out date
- 2. Clean the room and remove all personal items
- 3. Let the receptionist or dormitory manager do the room check
- 4. Hand in electricity card and other items offered by the housing division
- 5. Collect the official stamp from the dormitory manager

## **Dormitory Rules**

Below are some of the important dormitory policies. If there are any updated dorm regulations, please abide by the new regulations.

#### 01. Visitors

All visitors are obliged to register at the front desk. They must claim a badge and wait for the resident to be accompanied to the lobby. Visitors without registration are not permitted to enter or use the electronic key.

#### 02. Visiting Time

The visiting time for visitors is 08:00-24:00. Visitors are obliged to leave before 24:00. Visitors who stay overnight will not be tolerated. The resident will be reported to the counselor, and further action will be taken.

#### 01. Smoking

All residents should be aware that the dorms are non-smoking areas. Smoking is therefore prohibited.

#### 02. Rent

Residents are required to pay rent per Semester no later than the given deadline.

#### 03. Room Change Procedures

Residents can file one application each semester to change rooms. Please visit the dormitory's website for more detailed information.

#### 04. Laundry Room

Residents should remove their personal belongings immediately after using the washing machine or dryer. This is highly recommended, as we often see residents missing their belongings. The Dorms do not provide detergent, so residents are recommended to bring their own and not use others. Residents should also prepare their laundry baskets and must not take someone else's. The staff will recycle items that are not retrieved for a week

#### O5. Clothes Hanging

Residents can hang their clothes on their balconies. The dorm does not provide hangers or other tools.

#### 06. Drinking water machine

All residents should maintain the water machine after use.

#### 07. Bicycle parking

The Dorms provide parking areas on the basement floors of all buildings as well as in front of the building for Bicycles. Bicycles parked outside the specified areas will be detained.

#### 08. Security and Lock

All Dorms: The main doors are secured with an electronic lock. Residents should be reminded to use the electronic key, the resident's Student ID, and close the door shut afterward.

#### 09. Fire Regulations

Corridors and other public areas are not for personal use. According to the fire regulations, residents are not allowed to place any personal belongings in those areas in case of fire.

#### 10. Quiet hours

All residents should keep their voices low after 22:00 both in public areas and in their rooms, to avoid disturbing neighbours.

#### 11. Showering

When showering, please remember to close the shower door or open the window for ventilation, to avoid triggering the smoke detector and causing the fire alarm to sound



## **School leaving procedures**

1. Complete the online feedback for exchange students within the specified time

For students leaving in January: complete it by **December 31** For students leaving in June: complete it by **May 31** 

If you fail to complete the <u>online feedback</u> on time, the transcript of grades might get delayed.

- 2. Please print out the "School Leaving Form":
  - Visit all the listed units on the form to collect the stamps.
  - Once **Step 1. to 6. are completed**: submit the hardcopy form in person to the OIA office before you leave NCKU.
  - OIA will check your online feedback submission before accepting the form.
  - This form is required as necessary proof for processing your transcript.
- 3. Please wait for the Office of International Affairs to send your grades to you via email.
- 4. **Optional**: You may also wish to visit the National Cheng Kung Souvenir Store to see if there are souvenirs you would like to take home with you!

## **Finish up Tainan**

Please make sure that all remaining matters in Tainan are resolved, including the following:

- Terminate any active memberships.
- Close your local bank account.
- Cancel all subscriptions (e.g. SIM card, etc.).
- Complete all examinations and final projects.
- Book your return flight, if not already done.
- Take the time to say farewell to your friends

#### **OO** Grades and Transfer

Once the Office of International Affairs (OIA) receives the student's grades and transcript for all the completed courses, the documents will be reviewed and certified. The transcript will then be sent to the outbound coordinator at student's home via email, usually

Please note that no hard copies of the transcript will be mailed to the respective OFfices of International Affairs in students' home countries, in an effort to reduce environmental impact.

If the student requires faster access to their transcript, they may apply for a fast-track electronic copy. This is a non-standard, fee-based service provided by the OIA. For detailed information regarding this process, please consult the official OIA website.

#### Former Student Says...

The Office of International Affairs were quick with transcribing and sending out the grades for the courses I took.



## NCKU Campus Maps

- Campus Map
- Interactive Map (How to use it)
- Important sights on campus

## **Continue** Locations

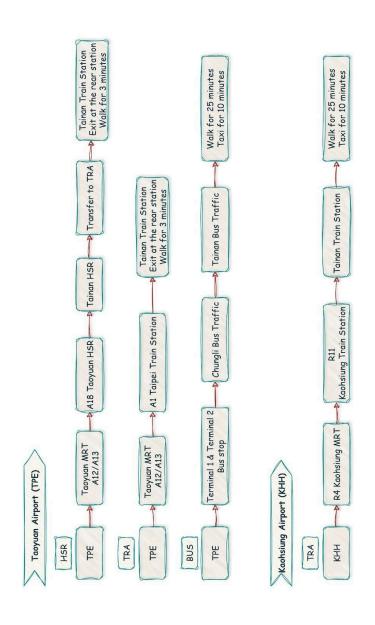
- <u>KF16</u>: Yun-Ping Building (Office of International Affairs, Registrar's Office, ...)
- <u>KF3</u>: Chinese Language Center
- <u>K5</u>: Main Library
- <u>SL2</u>: Future Building
- <u>SL4</u>: Sheng-Li 6
- <u>CY1</u>: Ching-Yeh 3
- ChKuo1: NCKU Hospital
- Yule Street: Food, Print Centers, Drinks







## Airport to HSR Station Map





Office of International Affairs, National Cheng Kung University

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