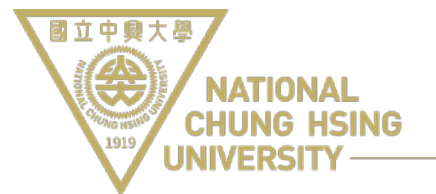
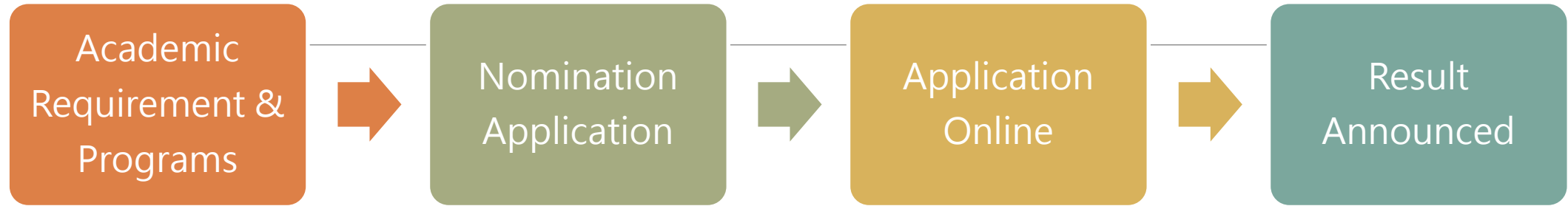


Manual for International Student Recruitment - Nomination Application System

OFFICE OF INTERNATIONAL AFFAIRS, NCHU
2023.1.30



International Students Recruitment at NCHU



(NCHU Professors Only)

Fall Semester Enrollment

Oct – Dec

1 Feb – 31 Mar



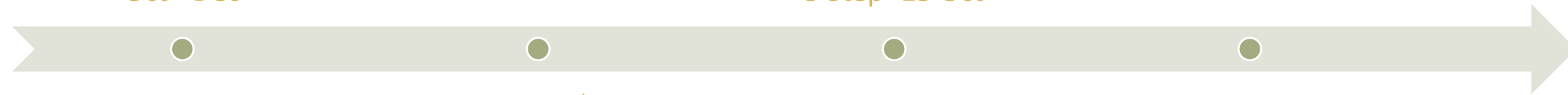
15 Jan -15 Mar

June - Aug

Spring Semester Enrollment

Oct - Dec

5 Step -15 Oct



15 Aug - 1st Oct

Dec - Jan

*For application and more information, please visit OIA's website: <https://oia.nchu.edu.tw>

Process for International Student Recruitment - Nomination Application System



1. Nominated by
NCHU Professors

2. Approved by
the Supervisor

3. Office of International
Affairs Informed the
nominee

System Roles

Part I. Professor - Nominate

Part II. Supervisor - Review

Part I. Professor Nomination

Log In

<https://oiaapply.nchu.edu.tw/Nominate/LoginPage>

*Please Log in with NCHU Single Sign-on account

The screenshot shows the login interface for the '興大提名推薦優秀外籍生系統' (NCHU International Student Nomination Application System). The page title is 'Nomination Application for NCHU International Student'. The login form includes fields for 'Account', 'Password', and a CAPTCHA. The CAPTCHA image shows the number 'T891'. Below the CAPTCHA is a text box with the prompt '請先輸入驗證碼' (Please enter the verification code first). A 'Login' button is located at the bottom right of the form.

Switch Language

Step 1. Choose Role



A professor may have various roles. Choose “Professor” to “nominate.”



Identification

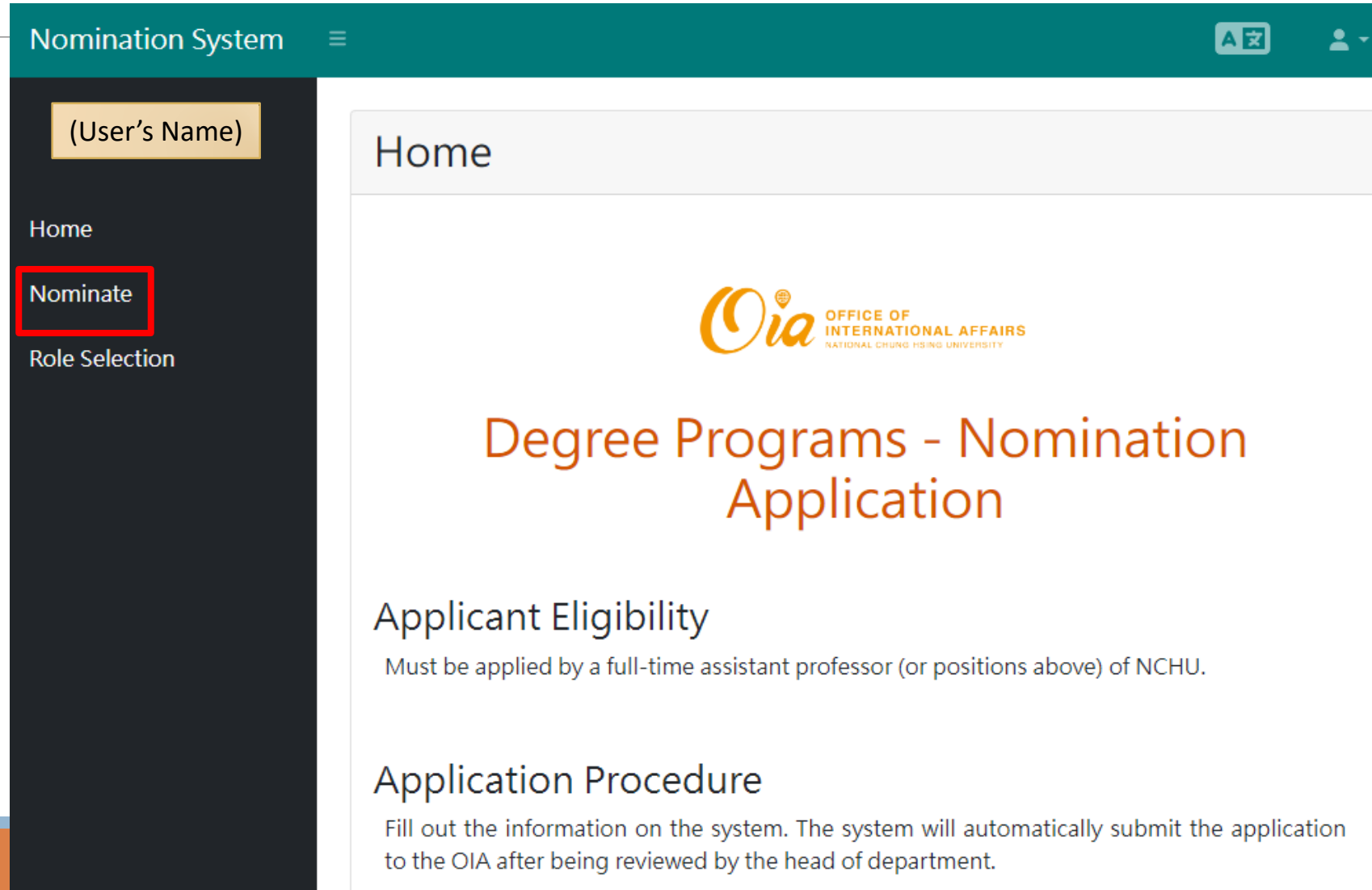
Please Choose Your Role

Unit	Title	Function	Action
Graduate Institute of International Politics	所長	Choose	Review
Graduate Institute of International Politics	教授	Choose	Nominate
Media Relations Division	組長	Choose	Review

Showing 1 to 3 of 3 entries

Step 2. Click “Nominate”

Click
“Nominate”



Nomination System

(User's Name)

Home

Nominate

Role Selection

Home

Oia OFFICE OF INTERNATIONAL AFFAIRS
NATIONAL CHUNG HSING UNIVERSITY

Degree Programs - Nomination Application

Applicant Eligibility

Must be applied by a full-time assistant professor (or positions above) of NCHU.

Application Procedure

Fill out the information on the system. The system will automatically submit the application to the OIA after being reviewed by the head of department.

Oia OFFICE OF INTERNATIONAL AFFAIRS
NATIONAL CHUNG HSING UNIVERSITY

Step 3. Add New Student & Check Status

Nomination Application for NCHU International Student

Notice:

1. The final approval of nominees' admission will be decided by the admission committee.
2. The nominees will still need to complete the online application procedure and submit all the required documents through the "International Students Online Application System of Admission to NCHU" in time (Fall Semester: 1st February ~ 31st March; Spring Semester: 5th September ~ 15th October), otherwise, nominees' eligibility will be revoked.

Valid Invalid

Search:

No	English Name of the Recommended Students	Approval Status of the Supervisor	OIA Status	Function
1112-4	test-test	Pending Approval	Disapproved	Edit Preview Submit Delete
1112-5	test-test	Return	Pending Approval	Edit Preview Submit Delete

Showing 1 to 2 of 2 entries

1. Application Status
(Edit/Preview/
Submit/Delete)

2. Add new student

Add Student

Step 4. Fill in the Form

Fill in "Recommended Student's Information"			
1. Given/First name*	Max. 100 characters	8. How do you know the student?*(multiple selection)	<ul style="list-style-type: none"> ✓ Recommended by collaborating professor ✓ International symposium /conference ✓ Educational/ recruiting activity ✓ Others
2. Family/Last name*	Max. 100 characters		
3. Nationality*	Please enter keywords	9. Pre-approval benefits (multiple selection)	<ul style="list-style-type: none"> ✓ (NCHU Scholarship) Full tuition waiver for the first ✓ Financial support from the referee
4. E-mail*	A valid email address consists of an email prefix and an email domain		
5. Proposed College at NCHU*	Please enter keywords		
6. Proposed Department at NCHU*	Please enter keywords	10. Comments	Max. 500 characters
7. Proposed Degree at NCHU*	Bachelor/ Master/ PhD		

Nomination System

Recommended Student's Information

Given/First name* Max. 100 characters
The Given/First name cannot be empty.

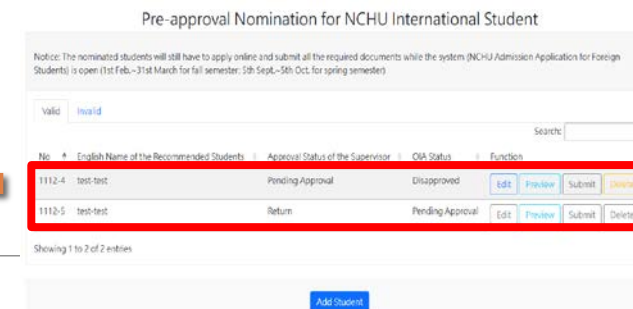
Family/Last name* Max. 100 characters
The Family/Last name cannot be empty.

Nationality* Please enter keywords
The Nationality cannot be empty.

*Required Fields

Step 5. Submit

1. Once added a student, the name will show on the status page.



(Status Page)

3. Check Status

2. Function

No	English Name of the Recommended Students	Approval Status of the Supervisor	OIA Status	Function
1112-4	test-test	Pending Approval	Disapproved	Edit Preview Submit Delete



4. Click submit and an automated email will be sent to your supervisor.

Part II. Supervisor - Review

Step 1. Choose Role

Switch Language



Choose “Head/Director” to
“nominate.”

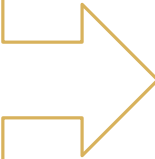


Identification			
Please Choose Your Role			
Unit	Title	Function	Action
Graduate Institute of International Politics	所長	Choose	Review
Graduate Institute of International Politics	教授	Choose	Nominate
Media Relations Division	組長	Choose	Review

Showing 1 to 3 of 3 entries

Step 2. Click “Supervisor Review”

Two functions for the role of the supervisor



Step 3. Review

No	Name of the Referee	English Name of the Recommended Students	Proposed Degree at NCHU	Approval Status of the Supervisor	Function
11122	000	test2-test2	Master	Pending Approval	Preview Review

Showing 1 to 1 of 1 entries

Preview

Preview Student's Information

Name: test2 test2

Nationality: Israel

E-mail: tesdt@nchu.edu.tw

Proposed College at NCHU: 法政學院

Proposed Department at NCHU: 國際政治研究所

Proposed Degree at NCHU: Master

How do you know the student: Recommended by collaborating professor

Pre-approval benefits: (NCHU Scholarship) Full tuition waiver for the first

Comments: 如何認識推薦學生?(可複選) 海外教授推薦 國際研討會 教育招生展 其他推薦

Close

Preview Student's Information

Approved

Disapproved, Comments:

Return, Comments:

Save Close

Substitute Setting

2. Choose from other departments

If the supervisor takes a leave, he/she can set the substitute person.

User's Name

Home

Supervisor Review 0

Substitute Management

Role Selection

Choose from the same department

Choose from other department

組內代理人管理 例外授權

Search

Enter NCHU ID No. 查詢

1. Choose from the same department

Substitute List

Show entries

Search:

ID	Name	Department	Authorize from	Status	Function
NCHU ID No.	000	微生物暨公共衛生學研究所	NCHU ID No.	Authorized	Choose Cancel
NCHU ID No.	000	微生物暨公共衛生學研究所		Unauthorized	Choose Cancel

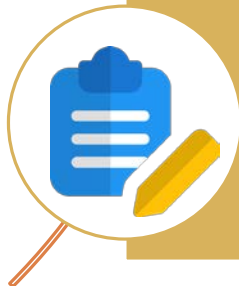
Reminder



1. The applicant (Professor) can log in later to check the case status (approved or not).



2. The Office of International Affairs will inform the nominated student for the following procedure.



3. Even the case is approved, the nominated student still need to complete the online application in the announced time.

Contact

Int'l Student Enrollment

- Division of Foreign Student and Mainland Affairs
- Mr. Chun-chia Lai (Charles)
- Tel: 22840206#25
- charlesrameylai@nchu.edu.tw

Application System

- Division of Information Technology and Innovation
- Ms. Yu-Chun Liao (Claire)
- Tel: 22840206#21
- claireliao@nchu.edu.tw