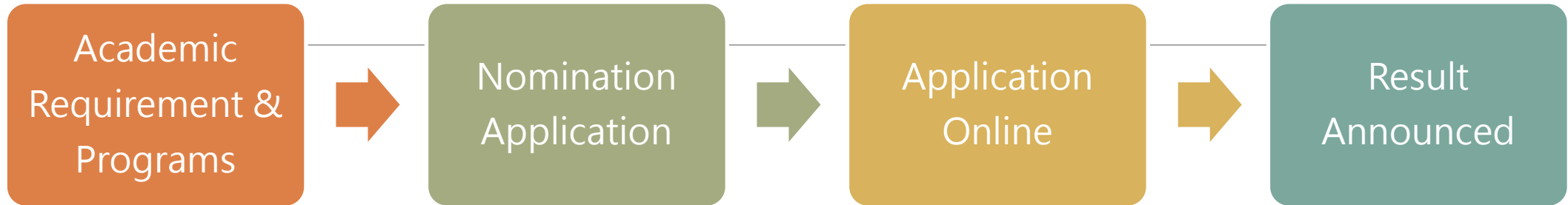


Manual for International Student Recruitment - Nomination Application System

OFFICE OF INTERNATIONAL AFFAIRS, NCHU
2023.11



International Students Recruitment at NCHU



(NCHU Professors Only)

Fall Semester
Enrollment

Oct – Dec

1 Feb – 31 Mar

1st Jan -31st Jan

June - Aug

Spring Semester
Enrollment

Oct - Dec

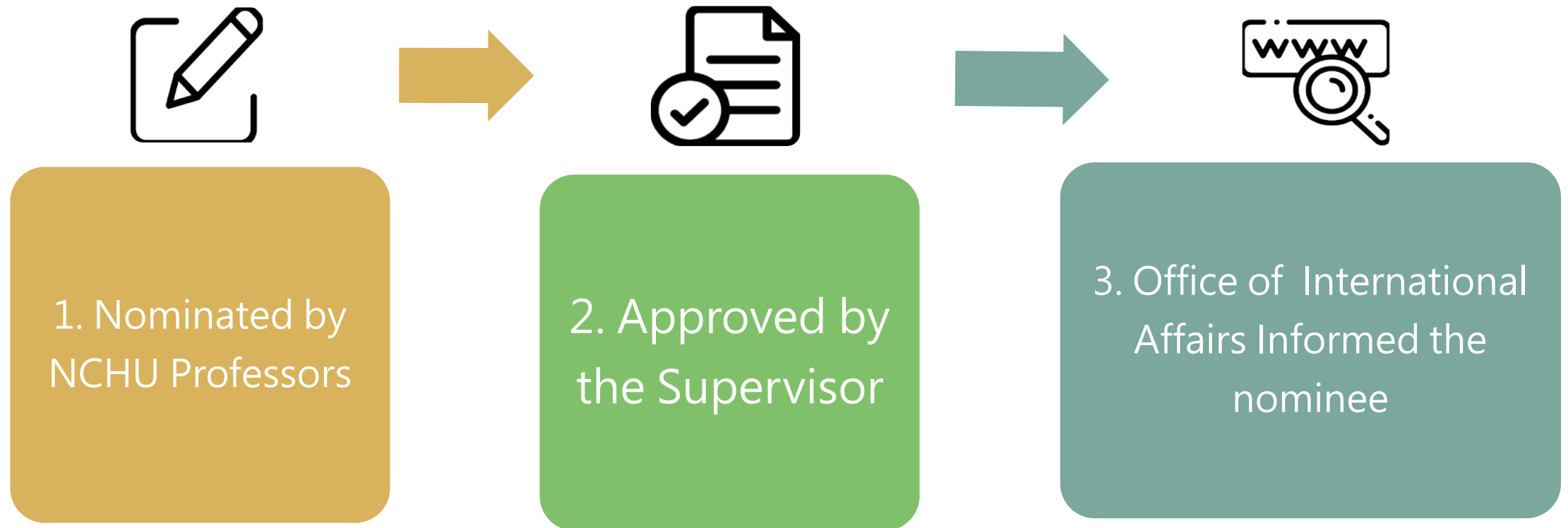
5 Step -15 Oct

1st Aug - 4th Sept

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



System Roles

Part I. Professor - Nominate

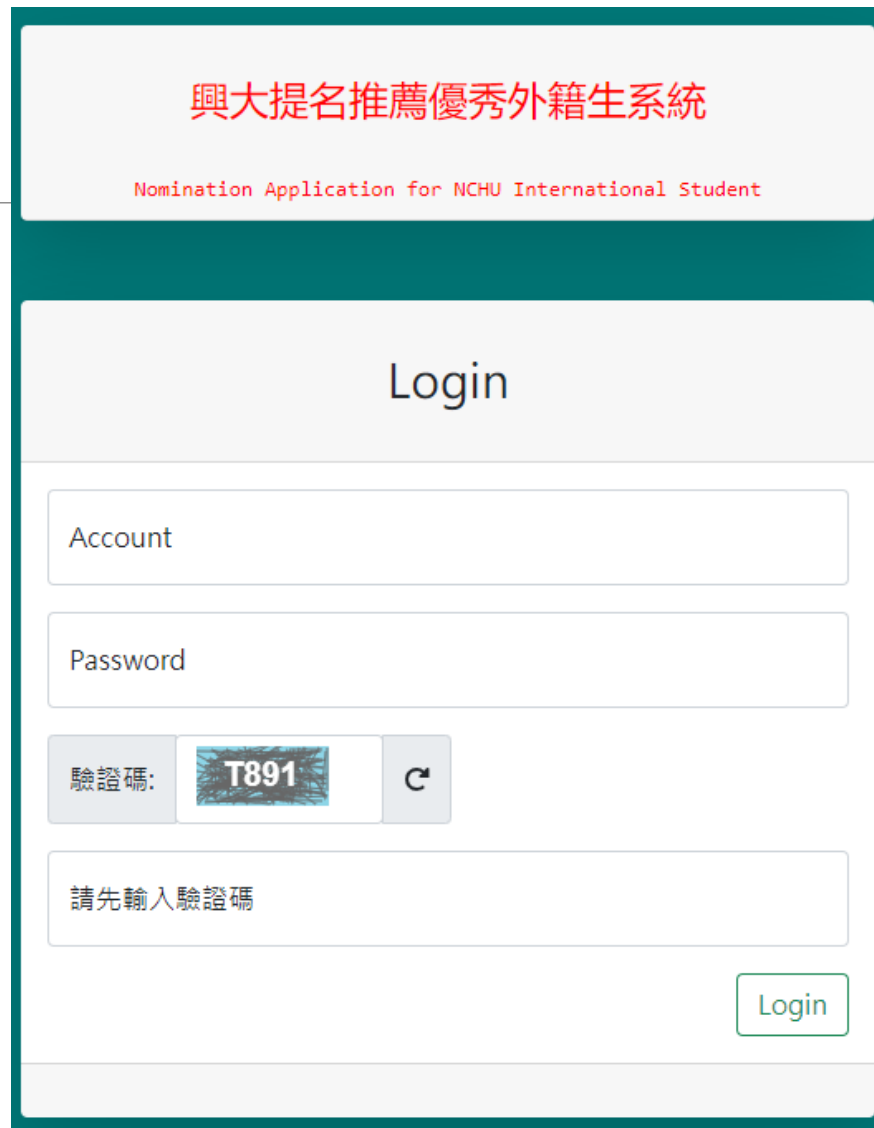
Part II. Supervisor - Review

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 has a teal header with the system name in red. Below the header, the text 'Nomination Application for NCHU International Student' is displayed. The main content area is titled 'Login' and contains three input fields: 'Account', 'Password', and a CAPTCHA field. The CAPTCHA field shows the text 'T891' and a refresh button. Below the CAPTCHA field is a label '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.

興大提名推薦優秀外籍生系統

Nomination Application for NCHU International Student

Login

Account

Password

驗證碼: T891

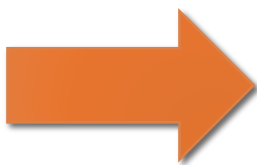
請先輸入驗證碼

Login

Step 1. Choose Role

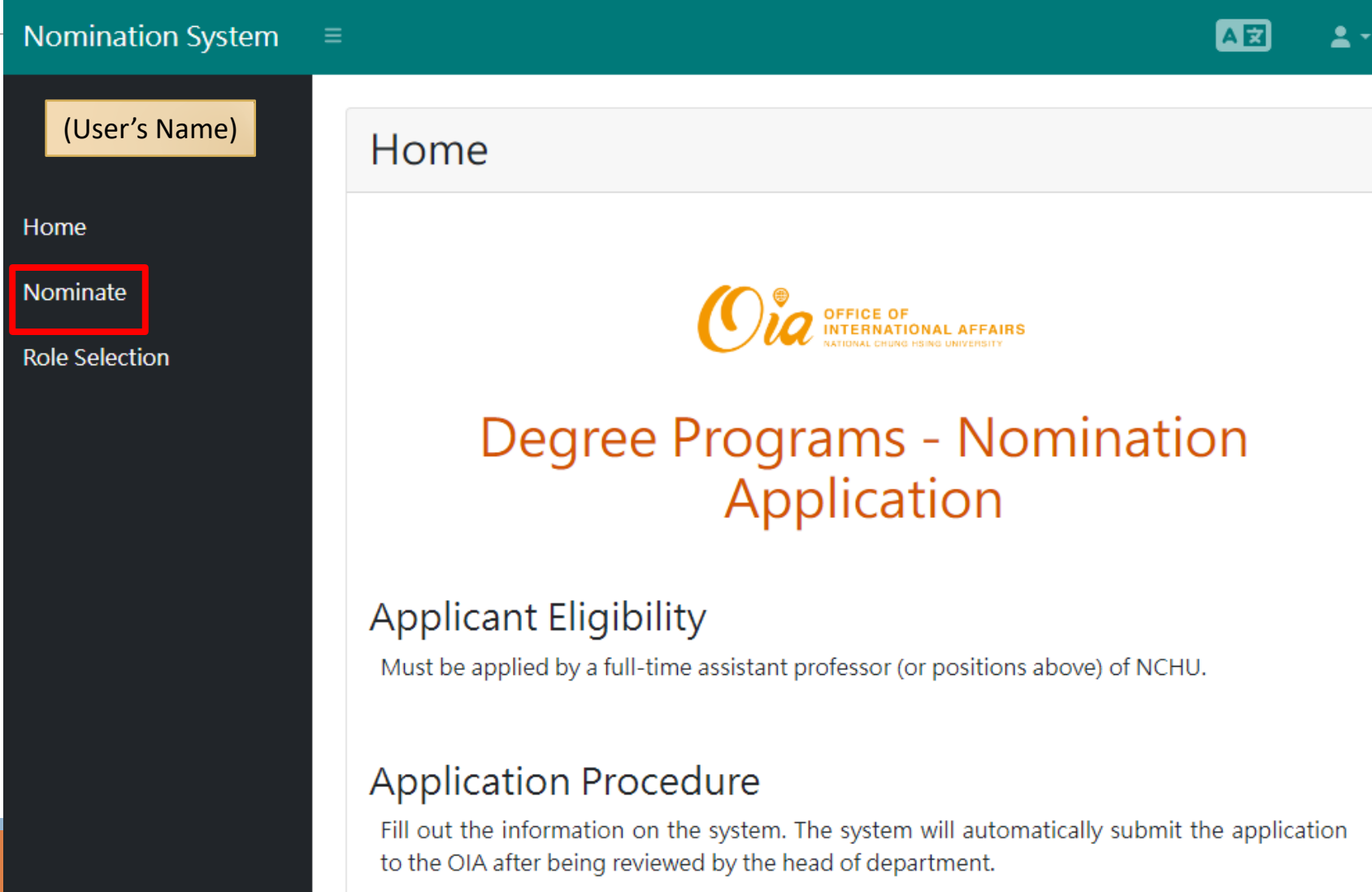
[Switch Language](#)

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”



The screenshot shows the 'Nomination System' interface. On the left is a dark sidebar with a teal header containing the text 'Nomination System' and a menu icon. Below the header, the sidebar contains a yellow box with '(User's Name)', a 'Home' link, a 'Nominate' button highlighted with a red rectangle, and a 'Role Selection' link. An orange arrow points from the text 'Click “Nominate”' to the 'Nominate' button. The main content area has a light gray header with 'Home'. Below this is the 'Oia' logo (Office of International Affairs, National Chung Hsing University) and the title 'Degree Programs - Nomination Application'. The content area also includes sections for 'Applicant Eligibility' (stating it must be applied by a full-time assistant professor or above of NCHU) and 'Application Procedure' (stating to fill out information and that the system will automatically submit the application after review by the head of department).

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		
4. E-mail*	A valid email address consists of an email prefix and an email domain	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
5. Proposed College at NCHU*	Please enter keywords		
6. Proposed Department at NCHU*	Please enter keywords		
7. Proposed Degree at NCHU*	Bachelor/ Master/ PhD	10. Comments	Max. 500 characters

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.



Pre-approval Nomination for NCHU International Student

Notice: The nominated students will still have to apply online and submit all the required documents while the system (NCHU Admission Application for Foreign Students) is open (1st Feb.~31st March for fall semester; 1st Sept.~30th Oct. for spring semester)

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

[Add Student](#)

(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.”

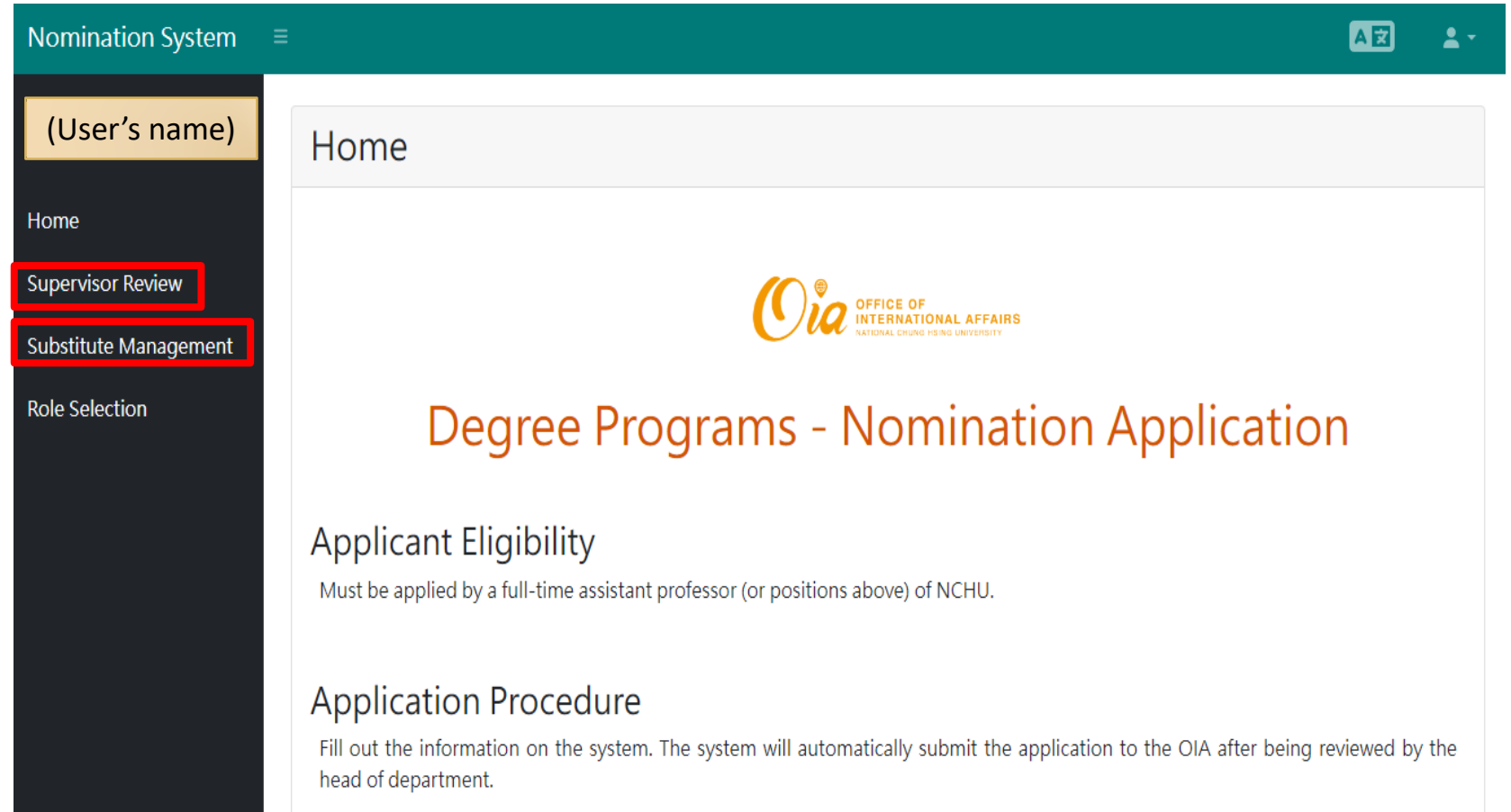


Identification			
Please Choose Your Role			
Unit	Title	Function	Action
Graduate Institute of International Politics	所 長	Choose	Review
Graduate Institute of International Politics	教授	Choose	Nominate
Media Relations Division	組 長	Choose	Review

Showing 1 to 3 of 3 entries

Step 2. Click “Supervisor Review”

Two functions
for the role of
the supervisor



The screenshot displays the 'Nomination System' interface. The top header is teal with the text 'Nomination System' and a menu icon. The right side of the header contains a search icon and a user profile icon. The left sidebar is dark grey and contains the following menu items: '(User's name)' (highlighted in yellow), 'Home', 'Supervisor Review' (highlighted with a red box), 'Substitute Management' (highlighted with a red box), and 'Role Selection'. The main content area has a light grey header with the word 'Home'. Below this, the 'Oia' logo is displayed, followed by the text 'OFFICE OF INTERNATIONAL AFFAIRS' and 'NATIONAL CHUNG HSIUNG UNIVERSITY'. The main heading is 'Degree Programs - Nomination Application'. Below this, there are two sections: 'Applicant Eligibility' with the text 'Must be applied by a full-time assistant professor (or positions above) of NCHU.', and 'Application Procedure' with the text '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.'

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

通過

Approved

不通過

Disapproved, Comments:

退回

Return, Comments:

Save

Close

Substitute Setting

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

2. Choose from other departments

組內代理人管理 例外授權

Search

Enter NCHU ID No. 查詢

1. Choose from the same department

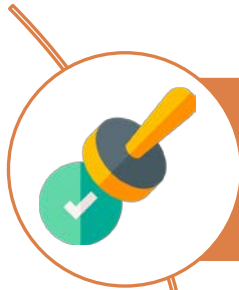
Substitute List

Show 10 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