

**National Chung Hsing University**

**Exchange Student - Application Guideline**

**Application Term:**

Spring semester, 2026

**Exchange Term:**

Spring semester, 2027 (commencing around January 2027)

## Table of Content

<b>I. <u>Purpose</u></b> .....	<b>2</b>
<b>II. <u>Application and Exchange Notes</u></b> .....	<b>2</b>
<b>III. <u>Exchange Program Timeline</u></b> .....	<b>3</b>
<b>IV. <u>Exchange Student Flowchart</u></b> .....	<b>3</b>
<b>V. <u>Applicant's qualification</u></b> .....	<b>4</b>
<b>VI. <u>Partner Universities Information</u></b> .....	<b>5</b>
<b>VII. <u>Application</u></b> .....	<b>6</b>
<b>VIII. <u>Preliminary Review and document Submission</u></b> .....	<b>9</b>
<b>IX. <u>Evaluation Criteria and Placement Principle</u></b> .....	<b>9</b>
<b>X. <u>Results Announcement</u></b> .....	<b>10</b>
<b>XI. <u>Important Notes: From Admission Results to Departure</u></b> .....	<b>11</b>
<b>XII. <u>Duties of an exchange student</u></b> .....	<b>13</b>
<b>XIII. <u>Scholarships</u></b> .....	<b>14</b>

## I. Purpose

To expand student's learning scopes and global vision, we select excellent students to study at partner universities in foreign countries or Mainland China for one semester.

## II. Application and Exchange Notes

1. The outbound exchange program is administered by the Office of International Affairs of NCHU is subject to the regulation of ["Regulation for nominating NCHU outbound exchange students to the partner institutions in foreign countries and Mainland China\(revised and approved on 22 June 2017"\)](#).
2. Students applying for exchange programs must carefully review all schedules and regulations stated in this guideline before applying. Any questions should be raised prior to submission. Once the application is submitted, it will be deemed that the applicant fully understands and agrees to comply with all rights and obligations listed in the guideline.
3. NCHU students may participate in exchange programs up to **two times within the same level of study** (e.g., undergraduate, master's, doctoral), with each exchange limited to **one semester**. Students who wish to study abroad for one academic year must apply twice and resubmit all required documents. However, acceptance at the same host university as the previous semester is not guaranteed, as placement will still be determined based on the performance ranking of applicants in the current application round.
4. Students must remain in the same level of study during both the application process and the exchange period.
5. Please note the following uncertainties of exchange programs and carefully evaluate before applying:
  - (1) Applying for scholarships does **not** guarantee receiving one. Students should realistically assess their financial situation and prepare sufficient funds.
  - (2) There is no guarantee that candidates who are selected under NCHU's recommendation procedures will definitely be selected as exchange students by partner universities. Students have to go through the review process carried out by partner universities to be selected as exchange students. If a student is not accepted by the partner university, or if the student fails to obtain a student visa due to reasons other than force majeure, the exchange nomination and any awarded scholarship (if applicable) will be revoked. The qualification cannot be deferred to the following semester or academic year, and our university has no authority to compel the partner institution to change its decision.
  - (3) The NCHU exchange program application process spans approximately **one year** (from the internal application to the actual exchange abroad). If, during the period between the internal selection and the host university's application stage, the partner university raises admission requirements, reduces exchange quotas, or cancels certain benefits, students must comply with the latest admission conditions of the partner university in order to secure admission.

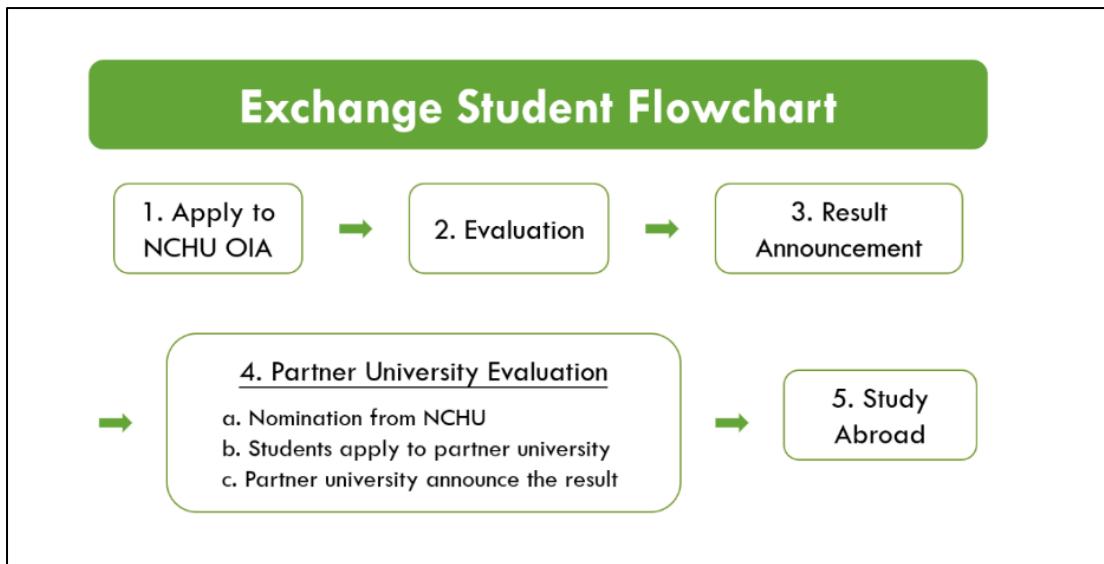
### III. Exchange Program Timeline

#### Exchange period: Spring Semester 2027

Date	Time	
2026.02.25 (Wed.)	12:00-13:30	Exchange Program Information Session
2026.02.26 (Thu.) - 2026.03.26 (Thu.)	12:00 p.m.	Online Application Period
2026.03.05 (Thu.) 2026.03.10 (Tue.) 2026.03.12 (Thu.)	12:00-13:30	Experience Sharing Sessions
2026.04.02 (Thu.)	12:00 p.m.	<ul style="list-style-type: none"><li>● Deadline for Recommendation Letters</li><li>● Deadline for Submitting Language Proficiency Certificates</li></ul>
2026.04.16 (Thu.)	23:59	Missing document Submission deadline
2026.06		<ul style="list-style-type: none"><li>● Announcement of Results &amp; Submission of Online Admission Confirmation Form</li><li>● Second-round Placement</li></ul>
2026.06		Announcement of Second-round Results & Submission of Online Confirmation Form
According to host universities' schedules		<ul style="list-style-type: none"><li>● Partner University Nomination (by OIA)</li><li>● Partner University Application (students prepare documents according to each university's guidelines)</li><li>● Visa application/relevant preparation</li></ul>
Around 2027.01~		Departure

※The schedule announced in this table is subject to change based on actual circumstances, and any updates will be announced on the OIA website or sent via email reminders.

## IV. Exchange Student Flowchart



## V. Applicant's qualification

### 1. NCHU degree-seeking students (including Further Study Program students) :

Application by a **freshman of Bachelor program** is limited to **spring semester** only.

Sophomore (and above) of Bachelor program, 1st-year student of Master program (and above) and 1st-year student of Doctoral program (and above) can submit the application. Students are required to retain their enrollment status while participating in the overseas exchange program.

2. Students who have extended their study period are eligible to apply for and participate in exchange programs; however, participation in an exchange program may not be used as a reason for applying for an extension of study.

3. International students(Non-Taiwanese) may also apply to the program, however, if intending to apply for exchange in China, please confirm with OIA before application(since partner universities may not accept international students).

### 4. Other regulations:

(1) Average score of all semesters must be at least **60** for the students of the Bachelor program.

(2) The applicants must meet NCHU's and partner universities' language requirement. Please refer to the following statement and table for the english proficiency requirement for NCHU exchange program:

## **A. English-speaking countries :**

Tests	Scores
TOFEL iBT	At least 69
IELTS	At least 5.5
TOEIC	At least 670

\* If the partner universities do not have a specific requirement or its standard below NCHU's, students have to follow one of NCHU's language standards as followed.

\* If applicants wish to submit results from other English proficiency tests, eligibility and acceptance will be subject to the regulations of the partner institution. Applicants are advised to confirm the relevant requirements on the website of the partner universities in advance.

**\* Starting from the next academic year, NCHU will adopt the **CEFR B2** standard for all applicants. For details, please refer to the announcement on the OIA website.**

**B. Other languages speaking countries** : If the partner universities accept proficiency certificates in other languages (such as Japanese, Korean, German, or French), applicants may be exempt from submitting English proficiency test results.

\* If any of the universities listed in the application require proof of English proficiency, an English test certificate must still be submitted at the time of the internal application.

## **VI. Partner Universities Information**

### **1. List of Partner Universities:**

**Overseas institutions:** Please refer to the [list](#).

**China institutions:** Please refer to the [list](#).

The list contains details such as English proficiency requirements, available quotas, and other relevant information.

## 2. Notes:

(1) The Factsheet provided by OIA is based on information submitted by partner universities. In the absence of updated information, students are required to check the partner university's official website to confirm the latest regulations regarding exchange students. For example, whether there are departments or programs for which you are eligible to apply. Besides, applicants who possess only English proficiency but intend to apply to universities where the primary language of instruction is non-English languages should independently assess and confirm whether the host institution offers a sufficient number of courses taught in English.

(2) The number of exchange placements shall be based on the agreement signed between the two institutions. The number of spots available at some partner universities may change depending on the number of outgoing or incoming exchange students. Please refer to the most up-to-date information provided by OIA.

(3) If the quota is allocated on a yearly basis, the OIA will distribute the quota evenly between the fall and spring semesters. However, if the quota is not fully used in the fall semester, the remaining quota may be reallocated to the spring semester at OIA's discretion.

## VII. Application

### 1. Procedures [\*\*>>Online Application System<<\*\*](#)

Step 1: Complete online application during **26<sup>th</sup> Feb. 2026 ~ 26<sup>th</sup> Mar. 2026 12:00 p.m.**

Step 2: Professors complete online recommendation form will be closed on **2<sup>nd</sup> Apr. 2026 at 12:00 p.m.**

### 2. Required documents

	Documents	Details
1	<b>Application Form</b>	<ul style="list-style-type: none"><li>● Fill out the name of countries, partner universities and departments</li><li>● You can choose partner universities overseas and in China, <b>max. 5 for each</b> (e.g., 5 universities in foreign countries, and another 5 in China.)</li></ul> <p>** If you apply <b>only</b> to partner universities located overseas or in China, only your first five choices will be considered.</p> <p>** Exchange quotas are allocated by university. Applications to different departments within the same university will be counted as <b>one</b> single choice.</p>

		<ul style="list-style-type: none"> <li>● Please obtain approval from your mentor or advisor before obtaining the signature of the department Chair/Director.</li> </ul>
2	<b>Academic transcript of all semesters</b>	<ul style="list-style-type: none"> <li>● The transcript can be applied at the Division of Registration, Office of Academic Affairs, or by using the academic transcript auto printing machine.</li> <li>● Transfer students without NCHU academic transcript have to provide the transcript of all semesters from the former institution.</li> <li>● First-year graduate students without NCHU academic transcript have to provide the full transcript of Bachelor's program.</li> </ul>
3	<b>Ranking Certificate</b>	<ul style="list-style-type: none"> <li>● The Certificate can be applied at the Division of Registration, Office of Academic Affairs, or by using the academic transcript auto printing machine at Administration Building.</li> <li>● Master's and doctoral students who do not have a class ranking certificate must upload their complete academic transcript again.</li> </ul>
	<b>Certificate of language proficiency</b>	<p><b>Please refer to the explanation for English proficiency requirement on page 4-5.</b></p> <ul style="list-style-type: none"> <li>● Applicants must meet both NCHU's outbound exchange requirements and the language requirements of the partner university.</li> <li>● For proficiency in other languages, applicants should submit an official certificate or score report issued by a recognized testing organization.</li> <li>● Applicants who apply <b>only</b> to China partner universities are not required to submit language test certificates.</li> <li>● Regardless of the type of language test submitted, the test score must be within the valid period.</li> </ul> <p><b>** For English tests, only certificates from tests taken on or after 26<sup>th</sup> March, 2024 will be accepted.</b></p> <ul style="list-style-type: none"> <li>● If the official score report is not yet available by the application deadline, applicants may upload an online score report as temporary proof. Once the official report is received, a copy must be submitted.</li> </ul> <p><b>Deadline for submission of official report: 2<sup>nd</sup> April (Thu.), 2026 at 12:00 p.m.</b></p>
	<b>Autobiography</b>	<ul style="list-style-type: none"> <li>● There is no specific format. At most two A4 pages.</li> <li>● The statement may include the applicant's family background, personal characteristics, academic and life experiences, and relevant</li> </ul>

		<p>skills or abilities, demonstrating the motivation for participating in an exchange program and the ability to adapt to studying and living abroad.</p> <ul style="list-style-type: none"> <li>● If only applying to study in China, either English or Chinese autobiography is acceptable.</li> </ul>
	<b>Study plan</b>	<ul style="list-style-type: none"> <li>● There is no specific format. At most two A4 pages. If you have more than one choice, target the study plan for your 1st choice university.</li> <li>● The statement should include motivation for application and for choosing a specific partner university, your plan during the exchange period and future outlook.</li> <li>● If only applying to study in China, either a Chinese or English study plan is acceptable.</li> </ul>
	<b>Parental Consent</b>	<p><b>It is necessary to upload the consent to the online system!!!!</b></p> <ul style="list-style-type: none"> <li>● Only Parental Consent for your 1st choice university is required.</li> <li>● If you are nominated to another choice university instead, please submit a new consent signed by your legal representative/parent.</li> </ul>
	<b>2 online recommendation letters from teachers</b>	<ul style="list-style-type: none"> <li>● The recommender must be a faculty member of NCHU. At least one of the recommendation letters for graduate students must be from the advisor (if there is no advisor yet, the department chair or director can serve as a representative).</li> <li>● After filling in the professor's email address and completing the application in the online system, the system will automatically send a link to the online recommendation letter to the professor.</li> </ul> <p><a href="#"><u>*Reference for online recommendation letter page-1*</u></a></p> <p><a href="#"><u>*Reference for online recommendation letter page-2*</u></a></p>

### 3. Notes

(1) Please ensure that the information in the uploaded files is consistent with that filled online.

(2) To successfully upload the files, each file must be smaller than 2MB (※1MB = 1024KB).

(3) Only JPG or PDF formats are accepted for uploads.

(4) Please pay attention to the time spent filling out the form; taking too long may result in application failure. Due to possible system congestion caused by multiple users accessing the system near the

application deadline, submissions may not be processed successfully. Applicants are therefore advised to complete and submit their applications as early as possible.

(5) After completing the online application, you will receive a confirmation email from the system. If you do not receive it, your application has not been successfully submitted.

## **VIII. Preliminary Review and document Submission**

During the preliminary review stage, OIA will verify whether applicants meet the eligibility requirements and whether all required application documents have been submitted. The review will be conducted on a rolling basis. If any required documents are missing, applicants will be notified by email to submit the missing items.

- Submission deadline: **16<sup>th</sup> April, 2026 (Thu.) 23:59**
- Method of submission: Please email the documents to [joytsai@dragon.nchu.edu.tw](mailto:joytsai@dragon.nchu.edu.tw)

※ All documents listed above are mandatory. Applicants who fail to complete the required submissions by the specified deadline will be deemed ineligible and will not proceed to subsequent evaluation or placement.

※ Any “language proficiency certificate” submitted at this stage must be a copy of an official score report already obtained. Language test results obtained during this stage will not be accepted.

## **IX. Evaluation Criteria and Placement Principles**

### **1. Evaluation Criteria**

Applicants will be evaluated comprehensively based on their **academic performance, language proficiency, Autobiography and Study Plan and recommendation letters**. Placement will be conducted according to the ranking of total evaluation scores. The weighting of each component is as follows:

#### **Partner universities in foreign countries:**

<b>Evaluation Criteria</b>	<b>Percentage</b>
Academic Performance	30%
Foreign Language Proficiency	35%
Autobiography and Study Plan (Statement of Purpose)	30%
Letter of Recommendation	5%

## Partner universities in China:

Evaluation Criteria	Percentage
Academic Performance	50%
Autobiography	20%
Study Plan (Statement of Purpose)	25%
Letter of Recommendation	5%

## 2. Placement Principles

- Applicants will be ranked according to their total scores from highest to lowest, and placement will be conducted sequentially based on this ranking.
- If the quota for an applicant's first-choice university has been filled, the applicant will be placed in the next available preference in order.

※ Both the first-round and second-round placement processes will be conducted in accordance with the above principles.

## X. Results Announcement

1. **Announcement of Results:** The results will be posted on OIA website **in the beginning of June 2026**, and applicants will also be notified via email.

### 2. Confirmation of Admission:

(1) Students should reply to the decision form online within the deadline specified in the announcement. A reminder will also be sent via email. Failure to respond by the deadline will be regarded as a withdrawal from admission.

(2) If admitted students wish to change their preferred choices, they may notify the OIA by email. Submission of the "Confirmation Form" is not required in this case. Please wait for the second-round placement process. In such cases, it will be regarded as forfeiting the original placement. If you are not satisfied with the university assigned in the second-round placement, you cannot be reassigned to your originally admitted university.

(3) Admitted students who wish to withdraw from the exchange program must complete the online withdrawal form and submit a signed hard copy of the "Confirmation Form" to the OIA, or send a scanned copy by email.

### **3. Second-round Placement for Non-admitted Students:**

The OIA will provide a list of partner universities with remaining quotas for students to choose from.

※ Note: Quotas relinquished by admitted students will not be released for the second-round placement.

#### **(1) Procedure**

Students must fill out the online preference form. You can choose partner universities overseas and in China, **max. 3 for each**. If you apply only to partner universities located overseas or in China, only your first three choices will be considered. If students wish to apply to both overseas and China universities, **a maximum of five 5 choices** in total may be submitted.

#### **(2) Announcement**

- ✓ Announcement date: **Mid-June 2026**
- ✓ Confirmation of admission: Admitted students must complete the online confirmation form within the deadline specified in the announcement. A reminder will also be sent via email. Failure to respond by the deadline will be regarded as a withdrawal from admission.

## **X. Important Notes: From Admission Results to Departure**

1. The nominated student is not guaranteed to get admission from the partner universities and has to wait for their decision and admission. If the student cannot pass their review, he/she will be disqualified and is not allowed to request a new placement at any other university.
2. Students who have obtained exchange eligibility must carefully check the host university's website to prepare all required application and travel documents.
3. Each partner university has different timelines for nomination and application. Therefore, students will not receive notifications from host universities at the same time. Please wait for instructions and notifications from OIA coordinator. If the nomination/application deadline is approaching and you have not yet received any notification, then you may contact the coordinator via email.

4. Exchange students must complete all required application procedures by the deadlines set by the partner university. If any documents need to be sent to the partner university, they must be submitted to the OIA at least two weeks before the announced deadline, so that we can send them collectively.
5. After confirmation of admission, if you wish to withdraw from the exchange program for personal reasons, please inform OIA coordinator before nomination whenever possible. If withdrawal is necessary after nomination, you **must** also notify the OIA immediately.
  
6. Before departure, the OIA will remind students via email to submit the hard copy “Confirmation Form”.
7. The OIA will send students an email invitation to join the semester’s Google Classroom. Please make sure to join and carefully read the instructions on required document submission and deadlines.

## XI. Duties of an exchange student

<b>During Exchange Period</b>	<p><b>1. Enrollment</b></p> <p>An exchange student is still responsible for the completion of enrollment at NCHU by paying the tuition and fees.</p> <p><b>2. Course Selection</b></p> <p>During the exchange period, the exchange student is not required to select any courses in NCHU, except that the Master's degree student has to select the course "Master's Thesis". The exchange student must take courses equivalent to NCHU's <b>6 credits (108 studying hours)</b> during the exchange period. If the partner university has a maximum credit limit, the exchange student must follow its rules. In general, there is no specific limitation on selection courses except for the courses that are subject to special conditions.</p> <p>* Please confirm with your department whether the courses taken can be recognized. The courses which are approved for exemption by the home department (institute or degree program) will appear on the student's academic transcript.</p> <p><b>3. Other duties</b></p> <p>(1) Please complete the Arrival Notification Form upon arrival at the host university.</p> <p>(2) Upon completing the registration procedures at the partner university, the exchange student will be treated as the partner university's student. He/She is required to obey all university rules and cannot damage the reputation of either the partner university or NCHU.</p> <p>(3) During the exchange period, the exchange student should keep in contact with OIA and always watch for his/her own safety.</p>
<b>After returning to Taiwan</b>	<p><b>1. Credits Exemption:</b></p> <p>(1) According to The NCHU Regulation for <a href="#">Credit Exemption</a>, the student has to submit the application to the department/graduate institute for credit exemption within one month after returning to Taiwan or obtaining the transcript.</p> <p>(2) Whether you intend to have your credits exempted or not, you must complete this process to ensure that all relevant exchange records will be reflected on your academic transcript and that you are able to complete the leaving-school procedures before graduation.</p>

(3) If the deadline for credit transfer is approaching and the official transcript has not yet been obtained, you may submit alternative documents (e.g., proof of enrollment/course record) first. However, the official transcript must still be submitted later.

## **2. Other duties**

(1) Please fill in the Arrival Notice Form after arrival in Taiwan.

(2) The exchange student must submit a learning report within two months after returning to Taiwan. NCHU OIA has the right to use the learning report on the OIA website and relevant promotion without obtaining students' consent.

(3) Before graduation, the student who finished the exchange program has to fulfill the duty to assist and guide other NCHU students and provide them with relative consultation service and necessary information about the exchange student program.

(4) After his/her return to Taiwan, the exchange student is required to participate in relevant promotion activities (for instance, the international week activity) for at least 3 hours.

## **XII. Scholarships**

**Taiwanese** students may apply for scholarships or grants from various organizations, as listed on [the OIA website](#). The relevant notice will be posted.