



2017

General Application Regulations

For International Students

Kun Shan University

Online Application Website:

<http://www.ksu.edu.tw/eng/unit/D/A/IO/pageDetail/11068/>

Contact Information

Office of International and Cross-Strait Affairs, Kun Shan University

Address: No.195, Kunda Rd., YongKang Dist., Tainan City 71070, Taiwan

Tel: +886-6-2727175 Ext. 258

Tel: +886-6-2050659

Fax: +886-6-2053271

E-mail: oiae@mail.ksu.edu.tw

Website : <http://www.ksu.edu.tw/eng/>

The Application Schedule for Each Academic Year

Fall Semester

Schedule	Date
Application Deadline	May 31 st
Post Results on KSU Website	July 31 st
Send Admission Letters	July 31 st

Spring Semester

Schedule	Date
Application Deadline	October 31 st
Post Results on KSU Website	December 31 st
Send Admission Letters	December 31 st

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◆ Application Instructions

I. General Qualifications:

- A. The applicant should be an international student without nationality of Taiwan (ROC).
1. An individual of foreign nationality, who has never held a nationality status from the Republic of China and who does not possess an overseas Chinese student status at the time of his/her application, is qualified to apply for admission under this regulation.
 2. An individual of foreign nationality, pursuant to the following regulations and who has continuously stayed overseas for no less than 6 years is also qualified to apply for admission under this regulation. However, an individual who plans to apply for study at a department of medicine, dentistry or Chinese medicine must have continuously stayed overseas for a period no less than 8 years.
 - (1) An individual who also is a national of the R.O.C., but does not hold or has had a household registration in Taiwan.
 - (2) An individual who also was a national of the R.O.C. but has no R.O.C. nationality at the time of their application shall have an annulled status regarding their R.O.C. nationality for no less than 8 years after an annulment of R.O.C. nationality by the Ministry of the Interior.
 - (3) Regarding individuals mentioned in the preceding 2 subparagraphs, they must not have studied in Taiwan as an overseas Chinese student nor received placement permission during the same year of the application by the University Entrance Committee for Overseas Chinese Students.
- B. The applicant, who graduated from a high school, college or university, which is recognized by Ministry of Education, Taiwan (ROC), can apply for admissions. The international student with a high school diploma is eligible to apply for 4-year bachelor programs; with bachelor's diploma for master programs.

II. Departments and Institutes Information:

A. English taught programs

Colleges	Departments	Bachelor Programs (4-year Program)	Master Programs	Doctoral Program
Engineering	Mechanical Engineering	○	○	○
Business and Management	Business Administration	X	○	X
Creative Media	Visual Communication Design	X	◎ (Partially)	X

*Partially: Some courses in Master Program of Visual Communication Design are offered in Chinese.

B. Chinese taught programs

Colleges	Departments	Bachelor Programs (4-year Program)	Master Programs (2-year Program)	Doctoral Program (4-year Program)
Engineering	Mechanical Engineering	⊙	⊙	⊙
	Electronic Engineering	⊙	⊙	-
	Electrical Engineering	⊙	⊙	-
	Environmental Engineering	⊙	⊙	-
	Materials Engineering	⊙	⊙	-
	Electro-Optical Engineering	⊙	⊙	-
Business and Management	Business Administration	⊙	⊙	-
	International Trade	⊙	⊙	-
	Real Estate Development and Management	⊙	⊙	-
	Financial Management	⊙	-	-
Creative Media	Visual Communication Design	⊙	⊙	-
	Motion Pictures and Video	⊙	⊙	-
	Spatial Design	⊙	⊙	-
	Public Relations and Advertising	⊙	-	-
Information Technology	Information Management	⊙	⊙	-
	Information Engineering	⊙	⊙	-
	Information and Communication	⊙	-	-
	Computer and Communication	⊙	⊙	-
Applied Human Ecology	Sports , Health and Leisure	⊙	-	-
	Bachelor Program of Fashion and Performance	⊙	-	-
	Tourism Culture Development	⊙	-	-
	Food and Beverage Management and Culinary Arts	⊙	-	-

Note: “⊙” means programs available; “-” means programs unavailable.

III. How to Apply (Applying by e-mail or post):

Please send your application documents to oiaec@mail.ksu.edu.tw

Or send your application documents to the following address:

**Office of International and Cross-Strait Affairs, Kun Shan University (2017 KSU Applicants)
No. 195, Kunda Rd., Yong-Kang District, Tainan City 71070, Taiwan**

(**Note:** Those who have incomplete documents or illegible handwriting on their application forms will result in a fail application.)

IV. Application Deadline:

- **For Fall semester:** The application deadline is on **May 31st**.
- **For Spring semester:** The application deadline is on **October 31st**.

V. Application Documents Required:

(All of the documents should be presented in English or in Chinese)

- A. One copy of the complete application form.
- B. Two photos (in passport-photo size) taken within the past 3 months.
- C. A photocopy of passport. (The applicant only has to photocopy the first page of his/her passport, on which presents personal information and the photo of the applicant.)
- D. One photocopy of official highest degree diploma, which must be issued by his/her alma mater and must be authenticated from Taiwan Embassy/Representative Office in his/her country. Those who apply for bachelor programs must submit his/her high school diploma, and those who apply for graduate programs, must submit his/her bachelor diploma. The applicant, who is this year's graduates, must submit the official school letter stating the date of graduation, and submit his/her diploma when registering KSU. **The original verified certificate must be submitted upon registration at the beginning of the new semester.** Otherwise, the admission will be cancelled.
- E. One photocopy of complete highest degree transcript and must have official seal of his/her alma mater and authentication stamp from Taiwan Embassy/Representative Office in his/her country. The original verified transcripts must be submitted upon registration at the beginning of the new semester.

- F. Two recommendation letters (Please use the form enclosed in Appendix A), which should be from his/her academic professors, in which he/she could prove his/her academic potential for advanced study.
- G. Autobiography
- H. Thesis Proposal: If the applicant would like to apply for master programs, he/she has to hand in one copy of thesis proposal in Chinese or in English (which must be a piece of work with more than 1,000 words and be well-organized.)
- I. Language Proficiency Certificate: The applicant will need to pass an English examination for the grade of TOEFL iBT 87 or TOEFL ITP 543 within the last two years, or equivalent certificates. If applying for Chinese taught program, it is needed to submit the TOCFL certificate or equivalent certificates.
- J. One photocopy of official bank statement with a minimum balance of US\$6,000 per person. (A proof of sufficient funds to afford the applicant's study and daily expenses in Taiwan.) A careful financial plan is the responsibility of each student. It is not wise to travel with a large sum of currency; therefore, we recommend that the applicant uses traveler's checks or have his/her bank transfer funds to the local bank branch in Taiwan before he/she comes.
- K. Other documents required by the specific department.
- L. Applicants apply for the doctoral programs should submit a copy of their master thesis and relevant publications.

VI. Some Issues about Applications:

- A. An applicant can apply for **ONLY** one program.
- B. The applicant should make sure that himself/herself is an eligible applicant and should check correctness of all application documents.
- C. The application with missing articles, incomplete forms, or illegible handwriting will not be accepted by KSU. The applicant cannot do any changes to his/her application documents after sending them out. KSU will not return any application document to the applicant, no matter

he/she receives admission or not. Therefore, please make a photocopy of all his/her documents by himself/herself before sending them out.

D. According to the regulations of Ministry of Education, Taiwan (ROC), those who have been expelled by any university or college in Taiwan are not eligible to apply for admission to any university in Taiwan. Violation of this regulation will result in cancellation of his/her admission.

E. Personal Information Collection Statement (Statement of Notification Obligation According to Article 8 of the Personal Information Protection Act) :

Acting according to Article 8 of the Personal Information Protection Act, the Office of International and Cross-Strait Affairs of Kun Shan University (hereinafter referred to as the Organizer) hereby discloses to you the following information that you should read carefully before filling out the application:

1. The Organizer has to collect personal information about you to process the “Application for Admission and Exchange Student from Foreign Students” or the “Application for Exchange Student Overseas from Kun Shan University Students”. The collection, processing and use of personal information about you shall be subject to regulations set forth in the Personal Information Protection Act and related laws. The personal information to be collected and used this time is as listed in the application form. The said information will be used in evaluation and selection meetings and posted online. It includes the name, department and nationality of the student, etc. The use will be permanent. The user will be the Organizer.
2. You may act according to Article 3 of the Personal Information Protection Act and apply to the Organizer for access to, duplication of, or presentation of supplementations or changes to the personal information about you that the Organizer has collected or request the Organizer to stop collecting, processing or using such information. However, with information that the Organizer has to retain in order to execute its duties as required by law, the Organizer may not comply with your request.
3. You have the liberty to decide whether to provide your personal information. However, if you

refuse to provide related personal information, the Organizer will be unable to accept your application.

VII. Notification of Admitted Students:

A. Application results

- **Fall semester:** will be announced on July 31st.
- **Spring semester:** will be announced on December 31st.

B. The list of admitted students will be announced on our website: <http://www.ksu.edu.tw/eng/> . If the applicant doesn't receive the notice by end of August/January, please contact Office of International and Cross-Strait Affairs to re-issue. The contact information is listed below:

Address: Office of International and Cross-Strait Affairs, Kun Shan University

No. 195, Kunda Rd., YongKang District, Tainan City 71070, Taiwan

Tel: +886-6-2727175 Ext. 258 or +886-6-2050659

Fax: +886-6-2053271

E-mail: oiae@mail.ksu.edu.tw

VIII. Processes after Receiving Acceptance Letter:

- A. Please follow the schedule of the acceptance letter to complete registration processes.
- B. Admitted applicants need to pay all expenses before the first week of the semester. His/her delay of any payment, which will be considered as an incomplete registration, may lead to cancellation of his/her admission.

IX. Reference about All Expenses:

A. Tuition and miscellaneous fees for each semester:

The tuition and miscellaneous fees may vary annually based on rules and regulations of Kun Shan University (KSU) and the Ministry of Education, Taiwan (ROC). The following rate table only applies to this academic year. (There are two semesters in each academic year in Taiwan.)

	College of <u>Engineering</u> College of <u>Information Technology</u> College of <u>Creative Media</u>	College of <u>Business and Management</u> College of <u>Applied Human Ecology</u>
Items	Amount	Amount
Tuition	NT \$38,694	NT \$36,986
Miscellaneous Fees	NT \$13,512	NT \$8,451
Total	NT \$52,206	NT \$45,437

**The list is applied to 2016 Academic Year. The actual amount may vary based on the announcement of each academic year.*

B. Semester Accommodation fees:

It is compulsory for Fall Semester students to stay in the dormitory in the first 2 semesters. For Spring Semester students, it is compulsory to stay in the dormitory in the first 3 semesters. The information of dormitory is presented below:

Location	Type of Room	Fee (per semester)	Note
South Dormitory	1 room for 4 people	NT \$11,900	The charge of Electricity is NOT included. <u>The electric bill (fee) will be charged every month by user.</u>

**The list is applied to 2016 Academic Year. The actual amount may vary based on the announcement of each academic year.*

C. Student Group Insurance Fee:

The cost of student group insurance is NT \$ 210 per person for each semester.

D. Computer Using Fee:

The cost of computer using is NT \$ 1,260 to NT \$ 1,300 per person for each semester.

E. Internet Fee:

The cost of Internet is NT \$ 200 per person for each semester.

F. The fees of Resident Visa and Alien Resident Certificate:

It costs about NT \$4,000 per person to apply for a Resident Visa. It costs NT \$ 1,000 per person per year to

apply and renew the Alien Resident Certificate.

G. The premium of National Health Insurance Policy:

In Taiwan, any foreigner who stays longer than 6 months and holds a Resident Certificate should enroll in the National Health Insurance (NHI) Program. The premium is around NT \$749 per person every month. For the first six months, international students need to join International Student Insurance. It costs NT\$3,000 per person. (The actual price may vary based on the announcement of insurance company.)

H. Bedding fees (including a quilt, sheet, pillow....etc.): About NT \$2,000 per person.

I. Dormitory deposit: NT\$3,000. It is for the deposit to fix the facilities in the room if students break any facilities in the room before they graduate and departure. If the room is OK without any damage, NT\$ 3,000 will be returned to students.

*It is compulsory for Fall Semester students to stay in the dormitory in the first 2 semesters. For Spring Semester students, it is compulsory to stay in the dormitory in the first 3 semesters. If the student leaves the dorm within the duration, the deposit won't be returned.

J. Other expenses:

Book expenses vary with different courses he/she takes. Generally it is about NT\$5,000 every semester. Meals at in-campus cafeterias may cost around NT \$4,500 per month, whereas eating off-campus may cost he/she more than NT \$6,000 per month.

X. Scholarship Information:

A. KSU provides the international students with KSU International Elite Scholarship, which will support them to pursue their academic study. It is provided to all the new coming international students in the first year. It has the tuition fee partially waived. The students pay NT\$ 30,000 per semester in the **FIRST** year.

B. The scholarship will be re-evaluated according to the semester average grades from the **SECOND** year.

	Name of the Scholarship	Content		Eligibility		
		Tuition	Accommodation	Average Grades	Moral Conduct Grades	Rankings of the Class
1	KSU Founder Scholarship	Fully waived	NT\$ 11,900 waived	90	80	Top 5%
2	KSU Board Chairman Scholarship	Fully waived	N/A	90	80	Top 10%
3	KSU International Elite Scholarship	Partially waived	N/A	70	80	N/A

C. Disqualification

If the students **fail to** reach the following standard, the payment for the semester will be paid all by students themselves.

	Degree	Average Grades	Moral Conduct Grades
1	Bachelor	70	80
2	Master	80	80

XI. Notices:

- A. For any question or complaint about admission procedure, the applicant can submit a written statement to the Office of International and Cross-Strait Affairs of KSU within 15 days after the announcement of admission results. Anonymous letters of complaints will not be processed.
- B. If any matter relevant to application fails to stipulate here, please follow the decision of KSU Evaluation Committee.

Appendix A

Letter of Recommendation

Kun Shan University

To the applicant:

Please type or print your name _____

First

Last

Please Mark the program to which you are applying:

English-taught Program:

- International Bachelor Program in Mechanical Engineering
- International Master Program in Mechanical Engineering
- International Master Program in Business Administration

Chinese-taught Program:

- Bachelor Program in Department of _____
- Master Program in Department of _____
- Ph.D Program of Mechanical and Energy Engineering

Please give this form to the person who is to complete this letter or recommendation. Please ask your recommender to place the complete form in an envelope, seal the envelope, sign across the seal and return it to you. It may be helpful for you to indicate to this person the timeframe for completion; this sealed envelope must be included in the complete application package in order for you to be considered for admissions. This letter of recommendation will not become a part of your permanent record.

To the referee:

The person named above is applying for admission to Kun Shan University. KSU Evaluation Committee places a great deal of importance on the statements made by recommenders. Your specific comments on the applicant's attributes and abilities provide the committee with a balanced view from which to evaluate the applicant. We realize this requires considerable time and effort on your part, and we greatly appreciate your contribution to our admission process.

It is also acceptable to complete this recommendation in letter format. In that case, we ask that you fill out the biographical information below and staple the letter to this form. Please place the complete recommendation in the envelope addressed to the applicant, seal the envelope, and sign your name across the seal. This recommendation must be included in the completed application package in order for the applicant's file to be reviewed.

This recommendation will be used only for admission purposes only. This form will not become part of the applicant's permanent file, and the applicant will not have access to this or any recommendation written on his or her behalf.

Referee Name _____ Title and Firm _____

Address _____

How long have you known the applicant? In what context? How often do you interact?

What are the applicant's greatest strengths?

Discuss areas where the applicant could improve.

Comment on the applicant's leadership abilities and interpersonal skills.

Comment on personal motivation and initiative of the applicant.

Using the chart below, please rate the applicant relative to other employees/students whom you have known in a similar capacity.

	OUTSTANDING (TOP 2%)	EXCELLENT (TOP 10%)	GOOD (TOP 25%)	AVERAGE (TOP 50%)	WEAK (LOWER 50%)	UNABLE TO RATE
Leadership Potential						
Maturity						
Motivation and Initiative						
Analytical Skills						
Intellectual Ability						
Creativity						
Ability to work Well with Others						

	OUTSTANDING (TOP 2%)	EXCELLENT (TOP 10%)	GOOD (TOP 25%)	AVERAGE (TOP 50%)	WEAK (LOWER 50%)	UNABLE TO RATE
Oral Communication Skills						
Written Communication Skills						
Time Management Skills						
Personal integrity						
Sense of Humor						

Overall rating of the applicant _____

Please comment on the ratings above. Feel free to make additional comments about the applicant accomplishments, managerial potential and other personal qualities.

May we contact you if KSU Evaluation Committee believes it would be helpful to speak with you regarding the applicant? If yes, please provide your email address and daytime telephone number.

Email _____ Phone _____

Referee's signature: _____ **Date:** _____