

# **National Kaohsiung University of Science and Technology**

## **Student Exchange Program System Manual**

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# Nomination (for administrative staff)

## I. Sister-ship university coordinators please click in the link of NKUST Nomination Letter Notice.

高科 NKUST <test@jesda.com.tw>

6月12日

寄給我 ▾

英文 ▾ > 中文 (繁體) ▾ 翻譯郵件

關

Dear Partners,

Greetings from National Kaohsiung University of Science and Technology, Taiwan.

We are pleased to inform you that we will start to accept inbound exchange student applications for 2020 Fall Semester.

If you are not the person in charge of exchange program, please kindly forward this email to the proper contact person, or let us know the right contact.

**Nomination Period : 2020-05-01~2020-07-01**

<http://nkust.oia.dev.com.tw/sisteruniv/index/index/rid/81bcc13facb1d5cd141fc0de15a23ebf>

Steps:

1. Sister university can nominate students from **05-01,2020**
2. Our system will automatically send the notification to the nominees.
3. The nominated students should finish the whole application procedures by 07-04, 2020.

- **Online nomination system for sister university:** <http://nkust.oia.dev.com.tw/sisteruniv/index/index/rid/81bcc13facb1d5cd141fc0de15a23ebf> (please login with your email and create a new password at the first time.)
- **Online application system for nominees:** [http://oia01.nkust.edu.tw/inbound/stu/index/semester\\_sn/10](http://oia01.nkust.edu.tw/inbound/stu/index/semester_sn/10) (please login with your email and create a new password at the first time.)
- Regarding the on-campus registration, housing, living cost, course, etc. Please refer to this [LINK](#).

Thank you for your assistance.

## II. You may change the languages in **mark 1**.

Login button in **mark 2**.

Revise your contact information or the right contact person in **mark 3**.

中文 English

姊妹校交換學生系統  
Online System for International Exchange Student

2. Login

### Inbound Exchange Students Nomination

2020/06/17 Updated

2021 Spring Exchange Program Duration: 2021/10/05~2020/10/22

Starting from the October 2020; we begin to run on the online application system to accept inbound exchange student applications.

General Steps:

1. Nomination: Please nominate students by October. 22nd, 2020.
2. Our system will automatically send the notification to the nominees. The whole application must be completed by the students by **November. 4th, 2020**.

Students first have to register, then fill in the required information and upload the necessary documents.

If you are not the person in charge of exchange program, please kindly fill in the right contact to the right hand side page of this system.

We sincerely thank you for the support and assistance to NKUST

Best Regards,

### 3. Revise Contact Information

2020/06/17 Updated

more

III. Please login with your email and create a new password at the first time.

1. Fill in your email you use to contact NKUST International Office as you see the **mark 1** on the picture.
2. Type in the numbers you see on the right-hand side as you see the **mark 2** on the picture.

Log in

1. Email

Password First time log in do not have to enter password.

2. CAPTCHA 4323

LOG IN

Forget password Click

IV. After logging in, please click the **OPEN button in mark 1** to reach the nomination page (1-1).

If you would like to change the contact information of yours or change to the other colleague, please click the **OPEN button in mark 2** to reach the page (2-1).

2023/2024, Semester 1 Exchange Students Nomination

Completed 2020-06-10 10:22:48 Submitted

Application system open: Oct. 1, 2019 ~Nov. 16, 2019

1. Open OPEN

Revise Contact Information

2. OPEN

NKUST Office of International Affairs  
No. 415, Jiangong Rd., Sanmin Dist., Kaohsiung City 80778, Taiwan  
TEL: +886-7-3814526

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• 1-1



2023/2024, Semester 1 Exchange Student Nomination  
Deadline for nominating: 2020-10-31

Back [BACK](#)

	Contract Level	Program Quota (Full-time)	Used Quota	Remaining Quota	Status	Quota Calculation Basis
<a href="#">ADD NOMINATE</a>	University level	Fee Waive Quota : 4 Charges : 100% tuition free waive (Accommodation and miscellaneous expenses excluded)	0	4	Not send	Other
		Self Support Quota : Charges :	0	4		

\* Program Quota: The amount of the semester quota, one year = 2 semesters

• 2-1



Contact Information

Modify contact information or email-password for login

[BACK](#)

*Name	<input type="text" value="OIATEST"/>
Position	<input type="text"/>
*Department	<input type="text"/>
*Phone #	<input type="text" value=""/>
Fax	<input type="text" value="+86-0000-0000"/>
*E-Mail	<input type="text" value=""/> for Login Nomination System
	<input type="checkbox"/> Change Password
Password	<input type="text"/> 4 to 8 character password requiring numbers and both lowercase and uppercase letters
Confirm Password	<input type="text"/>

[SAVE](#)

V. After complete step IV in mark 1, please fill in your students' information in the following page. Please pay attention on the red marks blanks that there is different exchange identity and duration.

Nominee 1	
Full Name in Mandarin (If students don't have one, we will name for you them)	<input type="text"/>
* Full Name in English	<input type="text" value="Blue"/> <input type="text" value="Mountain"/>
學費費用	100% tuition free waive (Accommodation and miscellaneous expenses excluded) ▾
* Email	<input type="text" value="ptcad2016@gmail.com"/>
* Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
身分別	<input checked="" type="radio"/> Exchange Student <input type="radio"/> Dual Degree Program
* Study Status / Department	<input type="text"/> ▾ <input type="text"/>
* Year of Study	<input type="text"/> ▾
Enrollment Date (Home University)	<input type="text"/> ▾ 年 <input type="text"/> ▾ 月 <input type="text"/> ▾ 日
* Exchange Student Duration	<input checked="" type="radio"/> One Semester - 109-09-01~110-06-31 <input type="radio"/> One Year - 109-09-01~110-06-30 <input type="radio"/> 其他 <input type="text" value="雙聯交換說明"/>
* Email	<input type="text"/>
* Gender	<input type="radio"/> Male <input type="radio"/> Female
身分別	<input type="radio"/> Exchange Student <input type="radio"/> Dual Degree Program
* Study Status / Department	<input type="text"/> ▾ <input type="text"/>
* Year of Study	<input type="text"/> ▾
Enrollment Date (Home University)	<input type="text"/> ▾ 年 <input type="text"/> ▾ 月 <input type="text"/> ▾ 日
* Exchange Student Duration	<input type="radio"/> One Semester - 109-09-01~110-06-31 <input type="radio"/> One Year - 109-09-01~110-06-30 <input type="radio"/> 其他 <input type="text" value="雙聯交換說明"/>

1.

<input type="button" value="SAVE"/>	<input type="button" value="BACK"/>
-------------------------------------	-------------------------------------

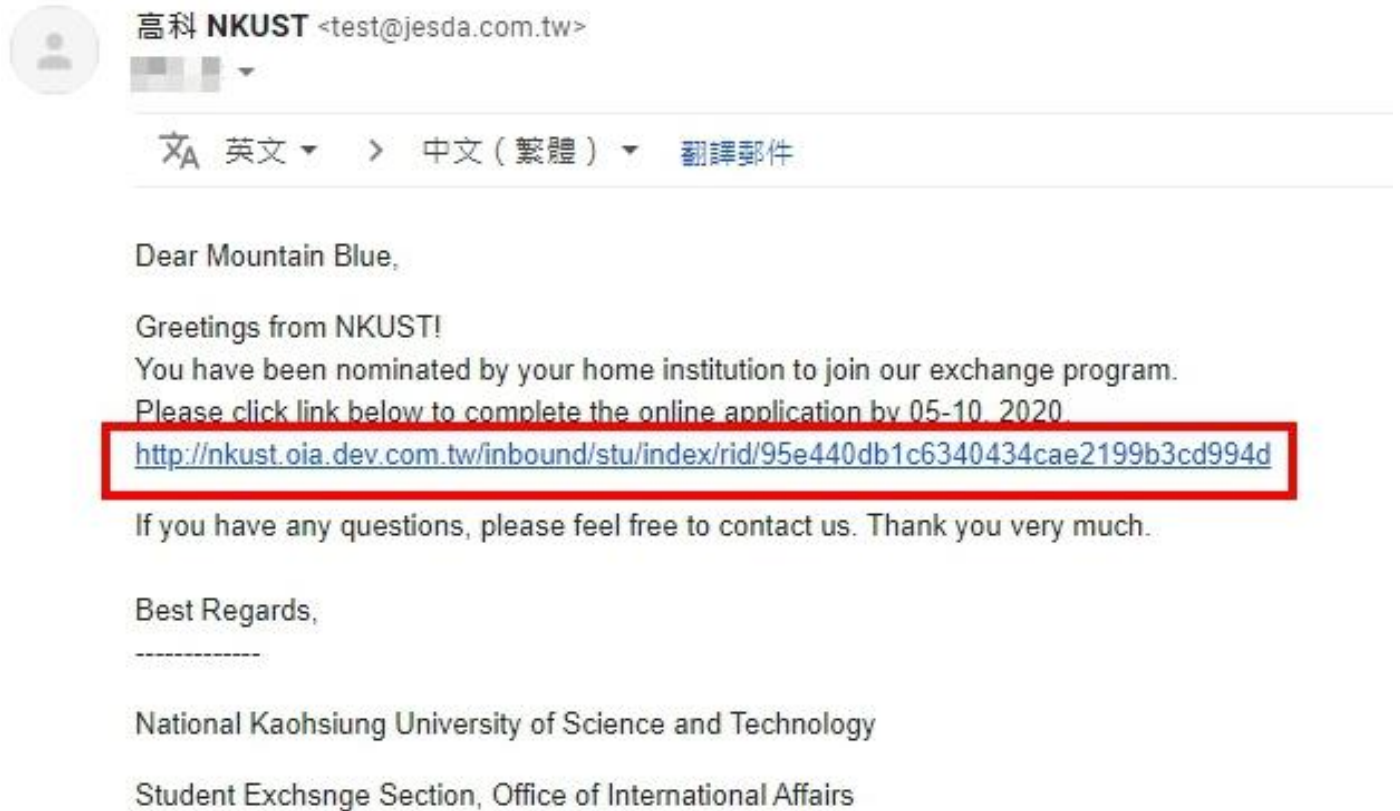
Please save before submitting, you can not update any nomination after submitting.

2.

<input type="button" value="SEND"/>
-------------------------------------

## Application (for student)

- I. Students please click in the link of NKUST Incoming Student Exchange Program-Online Application notice.



高科 NKUST <test@jesda.com.tw>

英文 > 中文 (繁體) 翻譯郵件

Dear Mountain Blue,

Greetings from NKUST!  
You have been nominated by your home institution to join our exchange program.  
Please click link below to complete the online application by 05-10, 2020.

<http://nkust.oia.dev.com.tw/inbound/stu/index/rid/95e440db1c6340434cae2199b3cd994d>

If you have any questions, please feel free to contact us. Thank you very much.

Best Regards,  
-----

National Kaohsiung University of Science and Technology  
Student Exchange Section, Office of International Affairs

- II. Please login with your email and create a new password at the first time.
1. Fill in your email in the **mark 1** blank as you see on the picture.
  2. Type in the numbers you see on the right-hand side as you see the **mark 2** on the picture.



中文 English

姊妹校交換學生系統  
Online System for International Exchange Student

Login

Log in

1. Email

Password **First time log in do not have to enter password.**

2. CAPTCHA 4328

LOG IN

Forget password Click



III. Fill in the password you would like to have and submit.

Setting Password

Please Enter Your Password For Login Application System.


### Setting Password

4 to 8 character password requiring numbers and both lowercase and uppercase letters

Confirm Password

Submit

IV. Read the declaration carefully, and if there is no any questions please click **NEXT (red blank)** button.

 Online Application for Exchange Program  
(2023/2024, Semester 1)  
國立高雄科技大學

Hi Mountain Blue ▾

### Declaration

1. I hereby that I am not dismissed from university/college after admission due to behavior issues, academic performance or a conviction under the Criminal Law.

2. The diploma granted by the education institute I lastly attended is valid and has been awarded legally in the country where I graduated. The certificate is comparable to that which is awarded by the certified schools in Taiwan. If there is any cheating, violation, or forged documents, my admission will be refused, my student status revoked, and no transcript or diploma will be issued.

3. I understand that at the time of registering at NKUST, the original diploma of my highest degree verified by the R.O.C. embassies, consulates, or missions abroad or other notary institutes authorized by the Ministry of Foreign Affairs, R.O.C., in the country where the documents were originally issued, should be submitted.

Violation of any of the above-mentioned criteria will result in immediate cancellation of the applicant' s admission or the deprivation of the applicant' s recognized status as registered student, or revocation of applicant' s diploma. No certificates will be awarded.

### National Kaohsiung University of Science and Technology Personal Data Collection Agreement

According to the Personal Data Protection Act, National Kaohsiung University of Science and Technology issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NKUST Personal Data Collection Agreement


Ticking the box at the end of this agreement indicates that you have read, understood and accepted the contents set forth below.


Next



V. After complete step IV, students may fill in the information and upload the required documents.

Exchange Student Information	
Home University	University of arkansas at little rock English
Study Status	Undergraduate Student
Exchange Duration	One Year (109-09-01~110-06-30)
Student Identity	Exchange Student
* Department Applied in NKUST	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Grade Applied in NKUST	3
Postcode of Home University	postcode



 Photo Upload

Personal Information	
* Full Name in Mandarin (If you don't have one, we will name for you)	<input type="text"/>
* Full Name in English	Blue Mountain
* Passport Number	<input type="text"/>
* Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
* Birthday	2020 year 1 month 1 day
* Nationality	<input type="text"/> -- <input type="text"/>
* Phone Number	+ <input type="text"/> Col - <input type="text"/> Reg - <input type="text"/> Phone num
* Email	<input type="text"/> pm02@jesda.com.tw <input type="text"/> email2
* Home Address	<input type="text"/> postcode <input type="text"/> North A <input type="text"/> --- <input type="text"/> State/City <input type="text"/> Address

Guardian Information	
* Name	<input type="text"/>
* Gender	<input type="radio"/> Male <input type="radio"/> Female
Email	<input type="text"/>
* Phone Number	+ <input type="text"/> Col - <input type="text"/> Reg - <input type="text"/> Phone num
* Home Address	<input type="text"/> postcode <input type="text"/> North A <input type="text"/> --- <input type="text"/> State/City <input type="text"/> Address

Language Skills in Chinese	
Listening	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
Speaking	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
Reading	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
Writing	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor

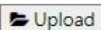
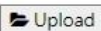
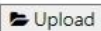
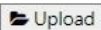
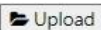
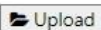


Language Skills in English	
Listening	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor
Speaking	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor

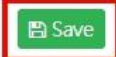

VI. If you complete the information and upload all required documents, please remember to click **SAVE** button, and then click **NEXT** (see the red blanks).

Did you take any Chinese/English language proficiency test?  YES  NO Test title:  Score:

Do you wish to apply for an on-campus dormitory?  YES  NO

### Required Documents for Application

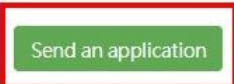
1. Recommendation Letter Required	 Upload
2. Official Transcript of Records Required	 Upload
3. A Scan of Your Passport Required	 Upload
4. A Scan of Your Headshot Photo Required	 Upload
5. Study plan Required	 Upload
6. English Language Certificate	 Upload
7. Chinese Language Certificate	 Upload
8. 測試文件_EN <a href="#">Download form</a> <a href="#">Details</a>	 Upload

 Save < Previous  Next >

VII. After step VI, please check all your information and documents are correct, click **SEND an application**.

### Required Documents for Application

1. Recommendation Letter required	view
2. Official Transcript of Records required	view
3. A Scan of Your Passport required	view
4. A Scan of Your Headshot Photo required	view
5. Study plan required	view
6. English Language Certificate	Not uploaded
7. Chinese Language Certificate	Not uploaded
8. 測試文件_EN <a href="#">Download</a> <a href="#">More</a>	Not uploaded

[Modify data](#)  Send an application

VIII. Please wait for our result announcement on the timeline schedule after the submission.

1. If you see your result page in **P1**, please wait for the examining and result announcement.
2. If you see result page in **P2**, please check and re-upload the uncompleted documents, and submit.

Application	Result
Home University	University of arkansas at little rock
Name	Penny Tien
Duration of Stay (1 or 2 semesters)	One Year (一學年交換期間說明_EN)
Program intend to apply	Four-Year Undergraduate, Department of German
Application ID	11002149001

✓ You have been submitted at 2020/6/11 15:24, examination result will be published at 2020/7/31 17:00

Examining

P1

Application	Result
Home University	University of Arkansas at little rock
Name	Penny Tien
Exchange Duration	One Year (一學年交換期間說明_EN)
Program intend to apply	Four-Year Undergraduate, English Department
Application ID	11002149001

Replenishing

1. English Language Certificate  
Upload

I am finished. Submit. ✓

P2

IX. After the result announcement, please fill in your final check of registration willingness and the following admission information such as Flight, Accommodation, airport pick-up, and insurance, etc.

Application Result Admission

Flight information (reply by August 7)

Status  In Taiwan now  Will depart from my country

When will you arrive Taiwan? 2020-06-12

Airline Arriving airport Taoyuan international airport

Flight No. Arriving terminal Terminal 1

---

When do you plan to leave Taiwan?

Departure airport

Accommodation (reply by June 5)

Please arrange the dorm for me  I'll live outside of the campus and arrange by my own

Shuttle bus: Train Station to campus

I don't need it

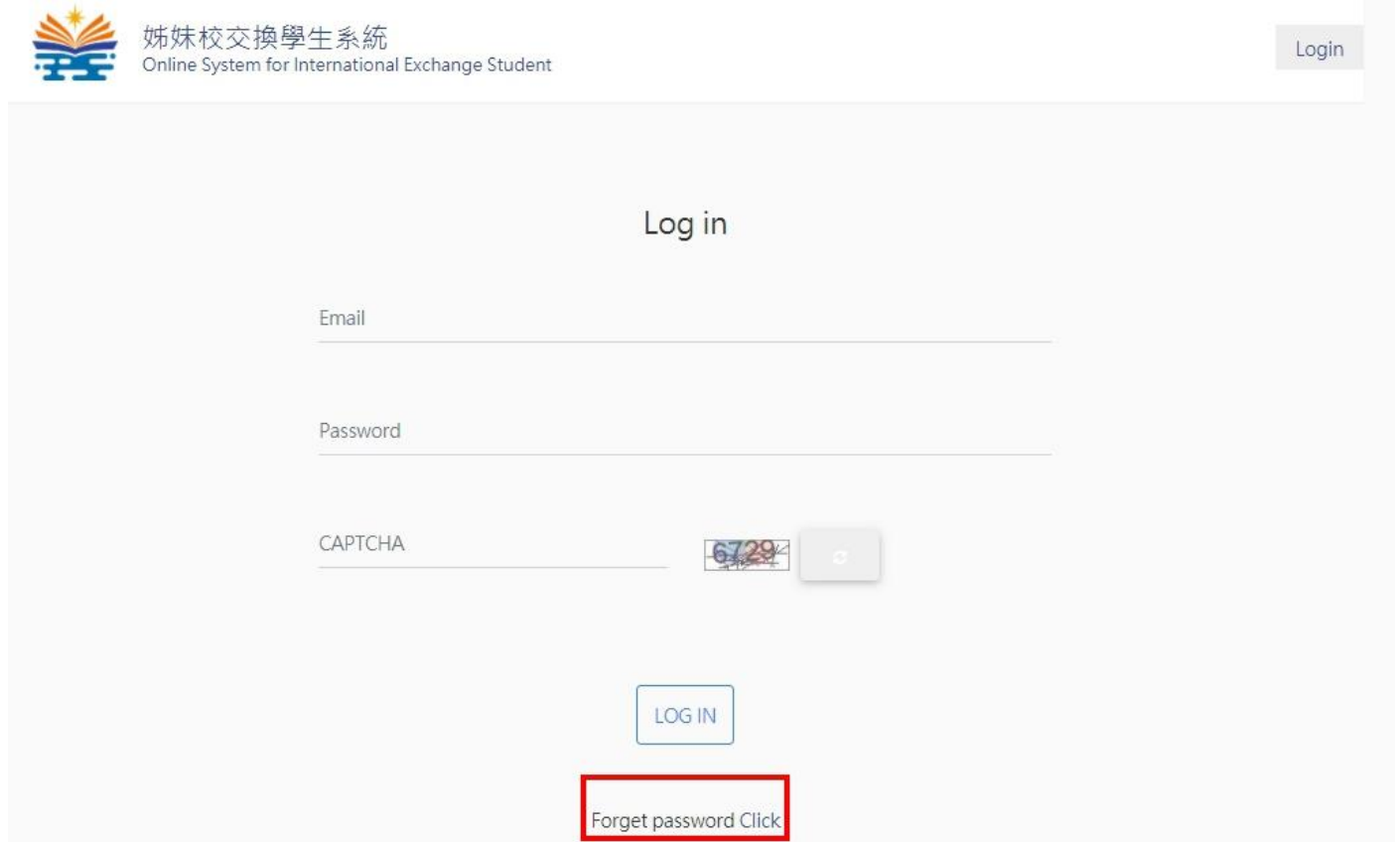
Insurance information(Upload by August 7)

Insurance document  Please upload PDF format

Insurance valid ~

## Reset Student Password

If you would like to reset your student password please click **Forget password** and fill in your email and verification code. You will receive an email with reset password link. (for steps please see following pictures)





姊妹校交換學生系統  
Online System for International Exchange Student

Login

Log in

Email

Password

CAPTCHA  

LOG IN

Forget password Click



姊妹校交換學生系統  
Online System for International Exchange Student

Login

Forgot Password

[Home](#)

Type your E-mail for receiving the new password

Type Email for reset password

E-Mail

Verification Code  

Submit

NKUST Office of International Affairs  
No. 415, Jiangong Rd., Sanmin Dist., Kaohsiung City 80778, Taiwan  
TEL: +886-7-3814526

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