

Guidelines for TEEP Students

Visa Application, Accommodation, and Student Life



Welcome to join the TEEP program in NKUST



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GUIDEBOOK FOR INTERNATIONAL STUDENTS

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➡➡➡ Visa Application

Mandatory Documents for BOCA Visa Application

Strictly Required Items

1. MOE Agreement Certificate



Status: To be provided by NKUST.

We will send this document to you immediately upon receiving official approval.

2. Professor's Invitation Letter



Status: Prepared by Host.

Must be the official invitation signed by your host professor or the institution.

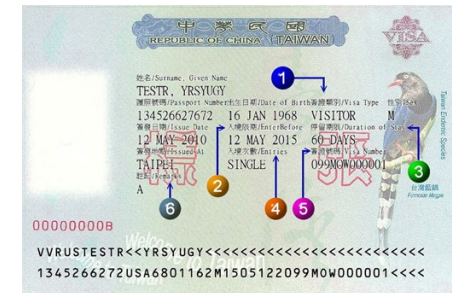
3. Standard BOCA Requirements



Action: Please check with your local ROC (Taiwan) mission.

Includes: Passport, Application Form, Photos, etc.

! IMPORTANT NOTE: Failure to present these documents will result in the rejection or delay of your visa application.



Visa Sample (Image / Sourced from the Bureau of Consular Affairs, Ministry of Foreign Affairs website)

! Important: Please do not purchase your flight ticket before receiving your visa.

Health Insurance

Mandatory Requirement

According to TEEP program regulations, all participants must arrange necessary insurance for their stay in Taiwan **before arriving**.

- ✓ Purchase health insurance in your home country.
- 📁 Upload the proof of insurance to the designated Google Form. 【[Click Form](#)】





Student ID Application



Get Your Identification

-  A student ID number is required to apply for on-campus dormitory.
-  Please complete the student ID application form one month prior to your arrival. 【[Click Form](#)】
-  To apply for your student ID, please prepare A **2-inch ID photo** with a white background.



Student Buddy System

Please ask your professor to assign a **student buddy** from your lab.

Student buddy can help you communicate with locals who may not speak English and guide you through daily life at the university.





Living Expenses

Please prepare enough money for your living expenses, don't stress your life too tightly.

- ✓ Transportation Expenses
- ✓ Eating expenses for 6 month: about NTD 40,000~60,000
- ✓ Money for emergency preparation: about NTD 10,000
- ✓ Accommodation Expenses: Fees vary depending on off-campus and on-campus housing options (see the next page for campus dormitory applications and fees).



Campus Dormitory

How to Apply

- Step 1

Fill in the form to apply for your student ID

【[Click Form](#)】

- Step 2

Apply by submitting a special request through the department or laboratory.

Dormitory Important Regulations

- **Availability:** No guaranteed beds or room choices. Apply ASAP.
- **Cooking Policy:** Strictly prohibited. Seek off-campus housing if a kitchen is needed.
- **Campus Restrictions:** You may only apply to the dormitory on your department's campus.

➡➡➡ Campus Dormitory Fee

Dormitory Housing Fees (NTD) - Comprehensive Campus Guide

Semestery Breakdown by Campus and Room Type



**Jiangong
Campus**



4-Person Room (Shared Bath)



4-Person Ensuite Room



2-Person Ensuite Room

10,400 ~ 16,300

10,400

16,300



**Nanzih
Campus**



5-Person Room (Shared Bath)



4-Person Ensuite Room

9,300 ~ 10,200

9,300

10,200



**First
Campus**



4-Person Room (Shared Bath)



4-Person Ensuite Room

9,700 ~ 10,700

9,700

10,700



**Yanchao
Campus**



4-Person Ensuite Room



2-Person Ensuite Room

11,700 ~ 14,900

11,700

14,900



Cijing



4-Person Ensuite Room

7,900

Fee



Explore the Campus Dormitory via video

<https://www.youtube.com/watch?v=keHAYFsG14o>



Seeking Off-Campus Accommodation

Off-Campus Accommodation

If you have a request to live off-campus, please find a house on your own or ask your student buddy to help you.

Off-campus Accommodation information reference

[Formosa renting website\(MOE\)](#)

[Jiangong & Yanchao Campus](#)

[First Campus](#)

[Nanzih & Cijin Campus](#)

[Tai-sugar dorm \(near First Campus\)](#)

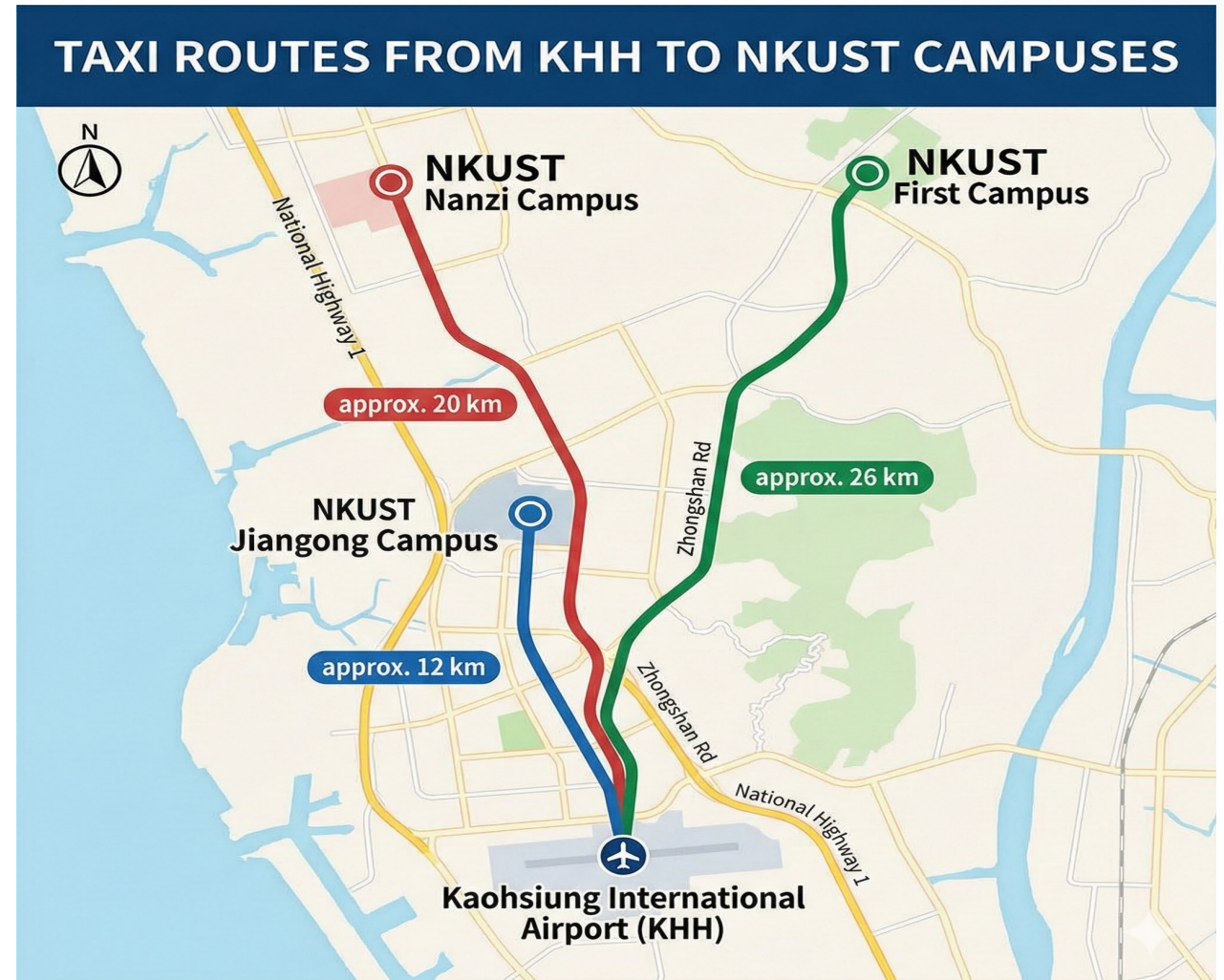
How to get to school ?

- Kaohsiung is served by an international airport. We suggest taking a **taxi** from the airport to your campus.
- Note: NKUST has **5 campuses**. Please confirm your laboratory's specific location before hand to ensure you arrive at the right destination.

Jiangong Campus
No. 415, Jiangong Rd., Sanmin Dist., Kaohsiung City
高雄市三民區建工路415號

Nanzih Campus
No.142, Haijhuang Rd., Nanzih Dist., Kaohsiung City
高雄市楠梓區海專路142號

First Campus
No.1, University Rd., Yanchao Dist., Kaohsiung City
高雄市燕巢區大學路1號





Receiving Scholarship

Option 1: Receive cash from your lab.

Option 2: Transfer funds to your bank account. (Please see below for how to open a bank account.)

Step 1: Obtain UI Number (Unified ID)

- Where to apply: National Immigration Agency (NIA) Service Station.
- Documents : Original Passport + Photocopy.
- Information:
<https://www.immigration.gov.tw/5475/5478/6928/313557/>

Step 2: Open Bank Account

- Passport & Student ID
- Record of ID No. in the ROC (UI Number)
- Proof of Need to Open Account from OIA (Stamped Template)
- MOE Approval Letter (with Student's name)
- NT\$1,000 Cash (Initial Deposit)

! IMPORTANT: You must close the bank account before leaving Taiwan to prevent identity theft.



Visa Extension

TEEP interns usually receive a 90~180 day entry visa.

Please apply at the National Immigration Agency within 15 days before your visa expires.

Required Documents

-  Valid Passport
-  2-inch Photo (Color, white background)
-  Internship Certificate from your Professor
-  Ministry of Education Approval Letter

Final Report

After completing the internship, participants must immediately submit a final report.

- Length:** Limited to 5 pages per professor.
- Content:** Include a personal reflection section describing your experience.
- Restrictions:** Do not attach research results. Reflection should not exceed 800 words.
- Format:** No restrictions on font type or size.



General Guidelines & Safety Rules

TEEP STUDENT PROGRAM: KEY REGULATIONS & REQUIREMENTS

1. INTERNSHIP DURATION



Minimum 2 months,
Maximum 6 months.

2. WORK PROHIBITION



NO part-time jobs or paid work
unrelated to the program.

3. DRIVING PROHIBITIONS



UNLICENSED

DRUNK DRIVING

Strictly prohibited.

4. INSURANCE REQUIREMENT



Must arrange own coverage **BEFORE** arrival.

5. ACCOMMODATION REQUIREMENT



Must be secured **BEFORE** arriving in Taiwan.

Compliance with all regulations is mandatory for program participation.

OIA staffs Contact Information

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