

National Sun Yat-sen University

Graduate Institute of Global Asset Management of School of Banking and Finance

112 Academic Year (Year 2023)

Important Dates

Item		Schedule (Taiwan Time; GMT+8)
Application	Required items	1. Obtain the bill payment account and application code online
		2. Pay the application fee
		3. Upload the photo
		4. Fill out required personal information online
		5. Upload required documents
	6. Upload supplementary documents and materials	<p>12 p.m., November 22 to 5 p.m., December 7, 2022</p> <ul style="list-style-type: none"> • Upon the completion of application, you are required to re-enter the system to double-check the section, <i>Registered applicant's information</i>, confirm your personal documents, and save the serial number generated so that the application procedure can be formally completed. • Please follow the application procedure and notice in order to upload the documents according to the applicant's status/type. • Get the bill payment account and application code by the dates mentioned above. Other steps can be finished by 5 p.m., December 8, 2022. • Applicants should be responsible for confirmation of the submitted documents by the deadline. NSYSU will not accept correction or late confirmation after that.
Submission	<p>Affidavit letter <i>if it is required for your status</i></p> <p>Recommendation letters</p>	<p>By post: December 8, 2022 (Postmark serves as proof).</p> <p>Delivery in person by 5 p.m., December 8, 2022.</p>
Print out the Entrance Examination Ticket for the entrance exam		<p>Starting 5 p.m., December 14, 2022</p> <p>※NSYSU will not send the Entrance Examination Ticket by post, please print it out by yourself. It could be in color or black-and-white.</p>
Request for a Refund Online		<p>5 p.m., November 23 to 5 p.m., December 24, 2022</p>
Interview		<p>December 25, 2022</p> <p>The time and venue will be announced on the website of the department/Institute that is in charge of the program 3 days before the exam.</p>
Admission Announcement		12 p.m., January 5, 2023
Print out Transcripts		Starting 12 p.m., January 6, 2023
Application for Verification of Scores		January 10, 2023
Enrollment Date for accepted applicants		January 12 to January 14, 2023
Deadline for Makeup Vacancies from Applicants on the Waiting List		February 13, 2023

Note: The Admission Guide in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

Application Information

Student Admission Information: NSYSU's Home Page / Application Information / Master's Degree Student

Application System: NSYSU's Home Page / Application Information / Online Application System

Website of Office of Academic Affairs : <https://oaa.nsysu.edu.tw/>

Applicants' Service

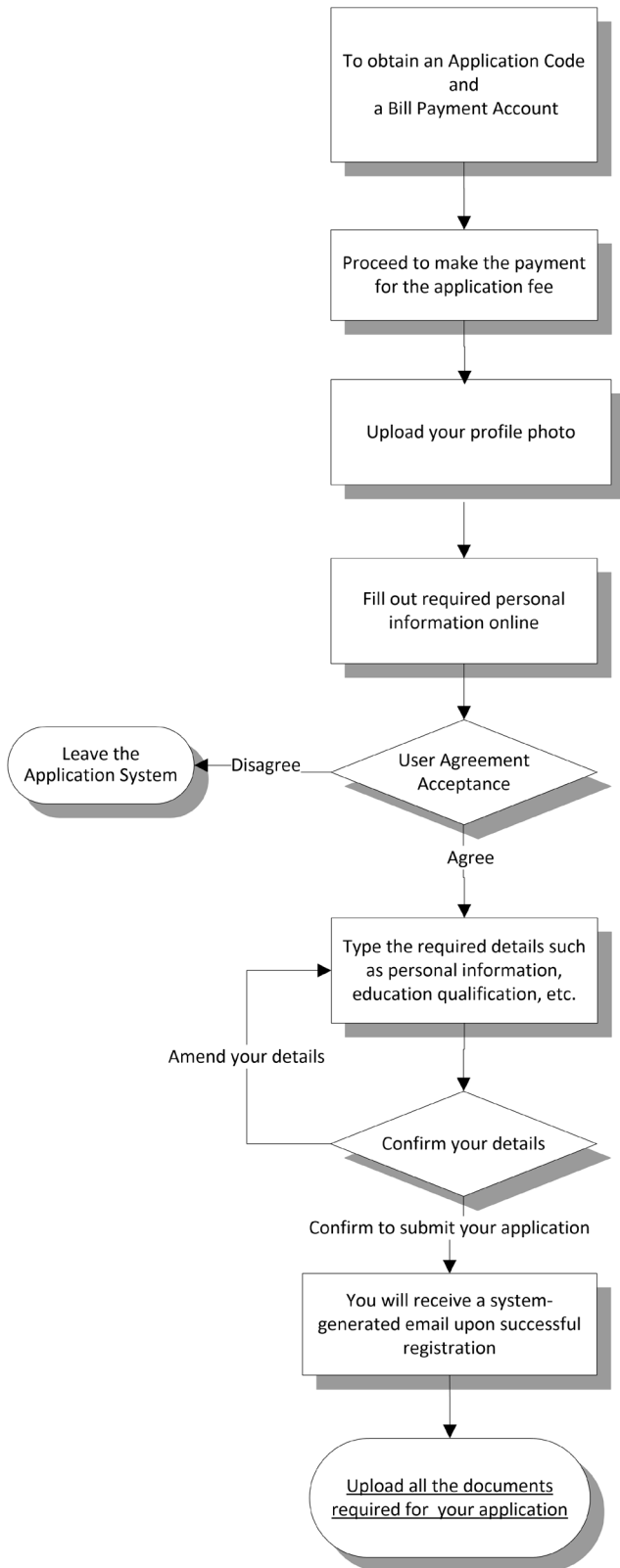
※ You will only be granted the status of "Applicant" when you have successfully uploaded the required documents. If you require any clarification on the application procedure, you should contact us via phone or email.

E-mail: acad-a@mail.nsysu.edu.tw **【Applicants are advised to contact us via E-mail】**

Telephone : (07)5252000 ext. 2146 (Opening Hours: Monday to Friday, 9 a.m.- 12 p.m. 、 2 p.m.- 5 p.m.)

Fax : (07)5252920 (07 is the area code for Kaohsiung. Please do not enter 07 if you stay in the same area)

【Online Application Procedure】



- Key in your details such as ID Number, Department / Degree of Interest, Email, and Contact Details. You will receive your online application code and a bill payment account. (Applicant who is making credit card payment will only get a bill payment account.)
- The application code and bill payment account are unique to each applicant. Please do not share your account details with others after payment.
- Applicants can pay the application fee through local banks, ATM transaction, or credit card transaction. Please upload your profile photo and register your application information online after your payment is made.
- Upload a colored photograph of yourself. Your photograph should be front-facing, without any other accessories covering your facial features, such as a hat. [Please do not upload any photos that do not allow a clear identification of your facial features] The photo should be in jpg format with a picture quality of 300dpi and above. However, you may scan and cut your photograph to upload if you do not have a jpg file.
- Alternatively, you can email your photo to the Applicants' Service Mailbox and include details such as your Application Code, ID Number, and Department / Degree of Interest. Once your photo has been uploaded into the system, you may proceed with your online application procedure.
- Please ensure that all information entered in the system is accurate and truthful. Any forgery of information or documents will not be tolerated and will be subject to prosecution. Applicants will also be disqualified.
- Please ensure that all information typed is accurate. All information will be cross verified during admission.
- Please print out the confirmation document as proof of successful submission of the application.
- Once the application is submitted, no amendments will be allowed. Please ensure all details are accurate before submitting.
- Please upload all the documents that are specified in the application form.
- Please upload your education transcript and follow the format as indicated in "III. D. Information should be uploaded (sent)."

Once you have submitted your application, please check through the details and ensure that your application has been submitted successfully. Please save a copy as documentation. All applicants are reminded that you are responsible to ensure your application is submitted successfully. NSYSU will not be liable for any unsubmitted application.

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I. Eligibility, Program Duration, and other Notes

A. Eligibility

1. Individuals who have graduated from domestic public and private universities or overseas universities accredited by the Ministry of Education and **hold a bachelor's degree** or other equivalent qualifications can apply for the examination. In addition, **the applicant has to have worked in a public or private institution related to the field for at least 3 years** (which is not limited to the same institution and excludes the period of military service), **and obtain a certificate of job tenure from his/her company**. The total job tenure will be counted from the date of obtaining the general graduate school application qualification, and the current job tenure will all be counted to February 28, 2023.
2. Individuals should be recommended by the company you are serving now and obtain the recommendation for applying to the undergraduate program from the company (details shown in appendix 4)

B. Program Duration: 2-4 years

C. Notes

1. In accordance with the Computer-Processed Personal Data Protection Law, the Admission Committee of NSYSU will obtain and keep the personal information of applicants for the purpose of student admission affairs. NSYSU will fulfill the obligations and responsibilities to keep the personal information of the applicants confidential and safe, and all the applicants' information is going to be used for student admission affairs only. **By applying for the entrance examination, you agree to authorize NSYSU to use your personal information and test results**, and to provide the information to the relevant offices of NSYSU that process the entrance examination, admissions, or follow-ups.
2. In the event of force majeure (e.g., if the examination cannot be held as scheduled), NSYSU will announce the postponement date online at the latest on the examination date.
3. Please read the eligibility and conditions for admission carefully and confirm whether you meet them. If you are found to be unqualified due to the provided application or review materials, or the supporting materials are incomplete and other factors cannot be accepted after review, it will be treated as "not meeting the application qualifications", and the submitted materials will not be returned. The paid application fee shall be processed according to the refund policies.
4. If NSYSU find the following cases, the applicant's registration, examination, and admission qualifications will be canceled. Furthermore, the paid application fee will not be refunded.
 - a. The application materials or supporting documents provided are found to be forged, falsified, altered, or the applicant tries to conceal his/her identity.
 - b. The applicant cheats on the entrance examination, or he/she does not meet the qualifications for the examination.
 - c. Those who have already registered but are found to have the cases above will be expelled from the school; those who are found out after graduation will have their degree qualifications revoked in addition to returning their degree certificates according to the law.
5. Applicants who would like to launch an appeal must submit it in written form to the Office of Academic Affairs of NSYSU.

If applicants are in doubt about the examination or believe that the principles of gender equality have been violated, they may contact us within one week from the day after the announcement of the admission list.

The form should include the complainant's real name, application class, address, telephone number, e-mail address, and details of the complaint. NSYSU will reply within one month after the investigation. If necessary, NSYSU will ask the director to form an ad hoc group to handle the matter. If the applicant is still dissatisfied, he/she may file another administrative dispute according to the law.

6. In case of anything not covered here, NSYSU will handle it in accordance with the relevant regulations or the resolution of the Admissions Committee of NSYSU.

II. Information about Admission and Tuition Fees

A.

A. Tuition and Miscellaneous Fees

The tuition and miscellaneous fees are NT\$375,000 per semester during the two academic years. Every academic year is composed of 2 semesters. Students are not required to pay credit fees for courses offered by the School of Banking and Finance, but may need to pay credit fees for attending courses offered by other schools in NSYSU.

Those who study for more than two academic years will pay the tuition and miscellaneous fees of NT\$50,000 per semester.

Program	Institute of Global Asset Management
Master of Banking and Finance	NT\$ 375,000/per semester for the two academic years
	NT\$ 50,000/per semester after the two academic years

Note: please refer to

https://oaa.nsysu.edu.tw/static/file/3/1003/attach/27/pta_172135_1611795_57547.pdf for the computer and network communication fees, student insurance fees, dormitory fees, and etc.

B. Information about Admission

※ Please read it carefully before applying

Admission Quota	20
Examination Items	<p>1. Document Review (50%): Please upload the following documents as a single pdf file by arranging them in order.</p> <p>(1) NSYSU Admission Application Form</p> <p>(2) University transcripts (including the overall ranking in class, or the transcripts of the highest academic equivalent qualifications), research reports, theses, patents, or other relevant information that will help for the examination.</p> <p>(3) Statement of purpose</p> <p>(4) Score reports of English proficiency tests, like TOEIC, GEPT, TOEFL, IELTS, etc.</p> <p>(5) At least 2 recommendation letters (by mail).</p> <p>2. Interview (50%): conducted in both English and Mandarin.</p>
Total score Calculation Method	<p>◎ Document review result*50%+Interview result*50%. (i.e., 100 in total)</p> <p>◎ If the total scores of two or more applicants are the same, admissions will be ordered according to the scores of the interview.</p>
Fee	<p>NT\$ 2,500</p> <p>※ For applicants from families with low income and special circumstances, the application fee can be waived.</p>
Notes	<p>1. Students from overseas may apply for tuition waiver and scholarship which are subject to approval.</p> <p>2. All classes are taught in English, and each year, some students will receive a grant of NT\$ 200,000 for overseas visit and study.</p>

Contact Information	※Tel: (07)5252000 ext. 6501 ※E-mail: sbf@mail.nsysu.edu.tw ※Website: https://sbf.nsysu.edu.tw
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NSYSU Admission Application Form

Chinese Name		English Name		Photo
TEL	(Home) : (Cellphone) :	Emergency Contact	Name: Tel:	
Education	School: Department/Subject:	Nationality		
Curriculum Vitae				
Language Proficiency	(TOEIC, TOEFL, and etc.) 1. 2. 3.			
Professional Designations/Qualifications	(such as the result of competition, professional qualifications, research plans and etc. Up to 8 items.) 1. 2. 3. 4. 5. 6. 7. 8.			
Note	This application form should be submitted to NSYSU application system.			

III. How to Apply

A. Application

1. Please provide the correct and frequently used email address when applying for the entrance examination. NSYSU will use E-mail to contact you about examination information. In addition, please pay attention to the spam to prevent losing any important emails and even affecting your rights.
2. If there is any question regarding the application for the examination, be sure to contact us by e-mail or phone before the application deadline. No make-up is allowed after the deadline. The system will send an application serial number through e-mail to you after the application procedure is done.
3. During the period of document review, NSYSU will contact you by e-mail if any question is found. If you do not reply and fail to deal with it immediately so which affects your right to the examination, you should take full responsibility for any loss caused.
4. The application system provides various information for applicants, such as the status of uploading documents, the examination results of eligibility, and the printing of entrance examination ticket enquiries. You are strongly recommended to use it.

B.

B. Refund Policies

Fee	Conditions	Description
NT\$100	<ul style="list-style-type: none"> ● Application for tuition waived after payment is made ● Late Payment ● Overpayment (Repetitive payment in the same account) ● Payment was made before the unsuccessful application ● Credit card was charged incorrectly 	The amount paid has been recorded in the NSYSU account so a refund is applicable.
NT\$300	<ul style="list-style-type: none"> ● Applicant's qualification not meeting the requirements ● Incomplete uploading of supporting documents for the application ● Uploaded photo not meeting the requirements 	The disqualification is spotted during the application review process so a refund is applicable.
No Refund	<ul style="list-style-type: none"> ● Application completed and obtain the application serial number ● Missing all or part of the examination ; Not being accepted after the examination ● Failure to apply for a refund within the prescribed time 	The review process has been completed so a refund cannot be requested.
<ul style="list-style-type: none"> ● Please consider carefully before making payment. ● Please apply for a refund in the application system during the prescribed time if you meet the refund criteria. If the application is verified by NSYSU, after deducting the refund processing fee, the original application fee (excludes the transaction of the bank system processing fee) will be remitted to your account no later than the deadline specified in the important schedule. ● After the application deadline, you can check the result on our NSYSU's Home Page /Admission Information / Refund Application Result. 		

C. Procedure

Get Your Code and Account	<ul style="list-style-type: none"> * Please go to the application system during the period to obtain a bill payment account and an online application code. * After registering your ID number, identity, name, e-mail, phone number, and address on the application website, you can choose ATM or over-the-counter payment to obtain the [bank code], [bill payment account], and [application code]. If you choose to pay by credit card, please obtain the [application code] and pay online immediately. After getting your code and account, please log in to "Application (including Personal Application Progress List)" and complete all the steps listed. If you wish to change your identity or payment
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	<p>method, you will need to obtain a new code and pay again.</p> <p>* If you do not have R.O.C. citizenship, please enter your ID number this way: Date of birth + first and second letter of your name in English. For example, 1965/10/9 YAN JACK, please enter 19651009YA.</p>		
Payment	<p>* Those with late payment or no application after payment, cannot make up the application procedure.</p> <p>A. ATM or Internet ATM transfer (processing fee required): It takes about 1 hour to be credited.</p> <ol style="list-style-type: none"> Holders of Land Bank card: other services/transfer/ entering application bill payment account and amount Holders of another bank card: other services/ transfer / 005 (Land Bank code) / entering application bill payment account and amount Using Post Office ATM: Inter-bank transfer / Non-appointment transfer / 005 (Land Bank code) / Enter the application bill payment account and amount <p>* After completion, please check the "Message Code" to make sure the transfer is successful and keep the details for reference.</p> <p>B. Over-the-counter payment: It takes about 4 hours to be credited, please remind your banker to choose instant payment.</p> <ol style="list-style-type: none"> Payment is limited to Land Bank branches (free processing fee), please do not go to the counters of other financial institutions. Fill out the deposit slip for payment as shown below and remember to keep the receipt after payment. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">DEPOSIT SLIP</td> <td> 《A/C No.》 Fill in the bill payment account 《AMOUNT》 Fill in the amount of the application fee 《Account Name》 Fill in 國立中山大學校務基金404 專戶 《Remark》 Fill in your name </td> </tr> </table> <p>C. Credit card payment: \$NT30 per transaction for bank system processing</p> <ol style="list-style-type: none"> Click on "Credit Card Online Payment" / go to NSYSU online payment system / read the notes Enter the card number, expiration date, and verification code [some banks require an online PIN or 3D verification code]. Please print or take a screenshot of the successful transaction page to keep the record. <p>* It takes more time to be credited to the bank, so please pay before the deadline of obtaining your application code and bill payment account. Please contact the issuing bank to confirm the transaction, and do not make credit card transactions repeatedly before confirming.</p> <p>* If you are unable to pay immediately, please go to the application system / application (including the personal application progress list) / check the account number you obtained / credit card online payment. From November 22 to December 8, please go to the application system / upload supplementary documents and materials (including personal application progress list) / credit card online payment.</p>	DEPOSIT SLIP	《A/C No.》 Fill in the bill payment account 《AMOUNT》 Fill in the amount of the application fee 《Account Name》 Fill in 國立中山大學校務基金404 專戶 《Remark》 Fill in your name
DEPOSIT SLIP	《A/C No.》 Fill in the bill payment account 《AMOUNT》 Fill in the amount of the application fee 《Account Name》 Fill in 國立中山大學校務基金404 專戶 《Remark》 Fill in your name		

※請注意～範例帳號為無效帳號，繳納後將無法受理退費。

填寫範例

 臺灣土地銀行
LAND BANK OF TAIWAN

 存摺類存款憑條
DEPOSIT SLIP

虛擬帳號有14碼，最後兩碼填寫在格外喔～

帳號	行別	科目	編	號	號	年	月	日																										
A/C NO.	5	00	30	70	000000	AA																												
戶名 Account Name	國立中山大學校務基金404專戶		存入金額 AMOUNT	<table style="width: 100%; text-align: right;"> <tr> <td>佰</td><td>拾</td><td>總</td><td>仟</td><td>佰</td><td>拾</td><td>萬</td><td>仟</td><td>佰</td><td>拾</td><td>元</td><td>角</td><td>分</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>				佰	拾	總	仟	佰	拾	萬	仟	佰	拾	元	角	分														附單據
佰	拾	總	仟	佰	拾	萬	仟	佰	拾	元	角	分																						
存繳人備註 Remark	考生姓名		代號	本欄請靠右填寫				張																										

Upload Photos	<p>* Only after payment is made can you upload photos; only after uploading photos can you register your application information.</p> <p>* The uploaded photo will be used for the examination and student ID card after enrollment. A reproduction fee will be required if you want to</p>
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	<p>change the photo after enrollment.</p> <ul style="list-style-type: none"> * Please upload the electronic file (in jpg format) of a headshot of the front of your head with your hat off. The photo must be taken within recent 2 years. Edited photos are not allowed. If the file does not meet the requirements (e.g., lifestyle photos, photos with other objects or non-human pictures in the background, etc.), please correct it yourself during the application period. Applicants who have not corrected their photos after the application deadline will be treated as “not meeting the eligibility requirements”.
<p>Application (refer to the online application procedure)</p>	<ul style="list-style-type: none"> * When you register, you must set a password (frequently used passwords are recommended to avoid forgetting) for future enquiries. * When the application information is submitted and you have obtained an application serial number, you are not allowed to withdraw the application. (The completion of the application refers to the status when the system sends a notification to the applicant’s e-mail address.) * For applicants who have already obtained the application code and bill payment account but are unable to complete the application before the due date, they are allowed to complete the application procedure by going to the application system/ “Upload Supplementary Documents and Materials” before 5 p.m. , December 8, 2022. * All documents of certificate of education and experience (ability) are based on the information entered in the application system, except for the employment period, which will be counted separately according to the uploaded certificates, and the original documents must be submitted for inspection at the time of admission and enrollment. * Please register your ID number, address, and date of birth for identity verification. Your mailing address is for NSYSU to send transcript notices, and your phone number and e-mail serve as the way to contact exam affairs. If the information is mistakenly filled, you should take the whole responsibility for late delivery and failure to contact. * Please go to the application system to confirm your documents online again before the due date of application. If you find any typos in your application information, please go to the application system to print your application information and correct the typos directly. Then you have to sign and fax it to 886-7-5252920 or take a picture and e-mail it to the applicants’ service mailbox. NSYSU will not accept any correction after the due date for application. * Correction for the contact information, such as mailing address and email. <ol style="list-style-type: none"> 1. Before the admission announcement is issued: Please log in to the application system to renew your contact information at least TEN days before the day of the admission announcement. 2. After the admission announcement is issued: Please follow the steps in the transcript notice.
<p>Upload Documents</p>	<ul style="list-style-type: none"> * Please follow the instructions in [D. Information should be uploaded (sent)] and click “Upload Application and Required Applicant Documents” in the application system/ application (Personal Application Progress List) during the regulation period, and save the information as a pdf file (the name of the secondary file must be lowercase .pdf) for uploading. Please do not make any security settings (such as prohibiting printing, combining, or setting a password, etc.) when processing your documents into e-files, as you are responsible for any errors or shortage problems caused. * If the webpage does not respond when you click on the data to upload, please change the setting of the browser to no blocking of pop-up windows. * The uploading capacity for each file is 10MB. If you have exceeded the limit, please go to the application system/Enquiry for Completed Applicants and print out the “envelope for application” and paste it onto an A4 (or larger) size envelope, then print out a paper copy of the documents and send it to NSYSU.

	<p>However, NSYSU uses online reviews. Applicants who have sent in written information or have not sent (not uploaded) information are not allowed to request a retrial for review or to provide information on scoring after the admission announcement is issued.</p> <p>* Please check the accuracy, direction, and resolution of the documents uploaded after completion, and go back to the personal application progress list to confirm if “uploaded” is displayed. You may upload new files to overwrite old files before 5 p.m., December 8, 2022. NSYSU will use the files saved in the system on the due date for review by the department/institute. Any request for replacing or adding the documents after the due date is not allowed.</p>
Print Entrance Exam Ticket	<p>* Please check if you have passed the “Qualification Check” by going to the application system/ enquiry for completed applicants after the notice of the beginning of printing your entrance examination ticket. You can print your entrance examination ticket which could be in color or black-and-white but should be clear if you pass the “Qualification Check.”</p> <p>* You must bring the entrance examination ticket and your original identity documents with photos (ID card, health insurance card, driver's license, or passport within the validity period, etc.) with you when you take the exam. If you do not bring the ID proof or ticket mentioned above, NSYSU will handle your scores for the entrance exam according to the “National Sun Yat-sen University Examination Code of Conduct at Examination Venues and Guidelines for Handling Examination Misconduct.”</p>

D. Information Should be Uploaded (Sent).

Item	Way
The required academic certificates of education or other documents for the entrance examination	Please turn all the documents into a pdf file and upload it to the system
Affidavit letter for Foreign, Hong Kong, Macau / China academic certificate of education (ability)	After filling out the form (Appendix1), please fax it to 886-7-5252920 and then mail the paper copy of it to NSYSU
Sealed hard copies of recommendation letters	Send by mail

1. Mailing Method: After the application is completed, print the “envelope cover for application” and stick it on an A4 (or larger) size envelope within the specified time. (Please do not cut the envelope cover as you like. NSYSU will not notify you of the receiving status or make-up. You can track the receiving status on the application system and click on “Enquiry for Completed Applicants” after 2 days of mailing.
 - a. Registered mail: Please send the documents after sealing them in an envelope by registered mail.
 - b. Self-delivery: Please send the documents after sealing them in an envelope to the Admission Division in the Office of Academic Affairs, Room 6006, Administration Building of NSYSU during the daily applicants’ service hours and before the due date (no review or inspection will be conducted on the spot).
2. In addition to the documents required to be submitted for review by the department/institute, please submit the following ones to NSYSU according to your education (ability) background.

Categories for Education (Ability) Background	Documents of Education (Ability) to be Uploaded
Degree of Graduates from Domestic Universities	Degree certificates or other academic qualifications

Foreign Academic Certificate of Education (Ability)	<p>* In addition to filling out the attached form of “international degree declaration (Appendix 2),” please upload the following documents first. If you do not have them at the time of application, please submit the original copies for inspection at the time of enrollment.</p> <ol style="list-style-type: none"> 1. Foreign academic certificate of education (ability) and transcripts of previous years (verified by the overseas mission of the school where you graduated): Non-English speaking countries must also attach a Chinese/English version of foreign academic certificates (must be stamped with the verification mark of the consulate of the Republic of China in foreign countries, or sent to the local court in the Republic of China or a private notary for notarization). 2. The Entry/Exit Date Certificate issued by the official authorities of the country during the period of foreign education (ability): However, applicants who are foreigners or overseas Chinese are exempted from the requirement. <p>* Applicants who do not have a validation stamp from a consulate of the Republic of China in foreign countries can go to the website of the Bureau of Consular Affairs of the Ministry of Foreign Affairs(https://www.boca.gov.tw), please refer to “Authentication” for validation procedures.</p>
Hong Kong, Macau / Mainland China Area Academic Certificate of Education (Ability)	<p>* In addition to completing the attached form (Appendix 1), the official academic certificates and transcripts that have been accepted by the review unit can be uploaded first. If you do not have them at the time of application, please submit the original copies for inspection at the time of enrollment.</p> <p>* People from Taiwan who have settled in the Mainland China Area or people from Mainland China Area who have settled in Taiwan with permission (including those who have been allowed to reunite, stay with relatives, or reside in Taiwan for a long period of time) applying for the examination with a Mainland China Area degree recognized by the Ministry of Education of Taiwan (hereafter referred to as the MOE), please follow the regulations of the "Regulations Governing the Assessment and Recognition of academic records by institutions of higher education in the Mainland China Area (大陸地區學歷採認辦法)" of the MOE and submit the relevant documents to apply for the examination.</p> <p>* Students of higher education institutes in Hong Kong which are recognized and authorized by the MOE who are allowed to enter the Taiwan Area may apply for the examination with an academic certificate issued by the Ministry of Education or a certificate of non-completion of senior year with an approved registration number issued by the higher education institute and stamped by the Taipei Economic and Cultural Office in Hong Kong (駐香港臺北經濟文化辦事處) by the MOE. The official academic certificates or records should be presented at the time of enrollment, otherwise, enrollment will not be allowed.</p>
National Open University	<p>If you are a student from National Open University, you may apply for the examination with a "Certificate of Fresh Graduation" and must present your graduation certificate at the time of enrollment.</p>

3. Certificate of Full-Time Job Tenure:

- a. The years of current job tenure are counted as of February 28, 2023, and the enclosed information must include the employment period for calculation purposes. If the certificate is not in Chinese or English, please submit the translated version in Chinese or English.
- b. The certificate of non-current job tenure at the private organization can be replaced by the termination certificate (with the year of employment) or the certificate of seniority issued by the Bureau of Labor Affairs (with the pay sheet), not by business cards, staff IDs, certificate of appointment, contracts, pay slips, assignment orders,

business registration cards or certificates of performance.

- c. The format shall be based on the service agency, or you can use the appendix form (Appendix 3) as a reference in the admission guide.
- d. If you work in a private organization, please add the information of the business administration number (BAN) (exempted for listed companies). If you are in charge of private organizations, you should attach the certificate of business registration.

E. Others:

1. Foreign students, overseas students, and Hong Kong and Macau students who are admitted to NSYSU's various admission examinations will be subject to NSYSU's regulations for recognition of their academic status after enrollment. Please inquire about visa and residency matters before applying for admission.
2. After the results of this examination are released, the applicant's application information will be stored and examined by the business unit for one year and then destroyed without return.

IV. Examination

A. Document review

1. The documents of the eligible applicants will be reviewed by the department committee.
2. Originality is an important element in the document review. Please do not plagiarize, alter, infringe on the copyright of others, or violate academic ethics.
3. If parts of the written documents have not been uploaded, no additional notice will be given, no replacement will be accepted, and no remedy or re-examination can be requested.

B. Notes for interview

1. Applicants should bring their entrance examination tickets and original copies of their IDs with photos (ID card, health insurance card, driver's license, or valid passport, etc.) for inspection when taking the test.
2. Please refer to NSYSU Guidelines for Handling Examination Misconduct. In case of irregularities or fraud, NSYSU may, depending on the severity of the case, deduct points, mark zero, or disqualify the applicant from the examination.
3. In response to COVID-19, the relevant precautionary measures are intended to be in accordance with the MOE's "Reference Principles for Guidelines on Precautionary Measures for College and University Admission Examinations", and the announcement of the Central Epidemic Command Center and Taiwan Centers for Disease Control.

C. Venue of Interview: Will be announced on the website of the Program.

V. Grading and Admission Regulations

- A.** Only the results of the subjects in which the applicants were present will be taken into account. No admissions will be made for those who were absent or were marked zero.
- B.** The original and total scores of the document review and interview are retained to the second decimal place (the third decimal place is rounded). Unless other rules are specified, the full score is 100.
- C.** The Admission Committee will determine the minimum admission criteria; if the scores do not meet the minimum admission criteria determined by the Admission Committee, admission will not be granted even if there is a vacancy.

- D. The quota for accepted applicants is limited to the quota set out in this admission guide; the quota for applicants on the waiting list is determined by the applicants' scores.
- E. If the applicants who meet the minimum admission criteria have the same total score, the admission order will be determined by the program's criteria for the same score. However, if the applicants who meet the minimum admission criteria have the same score in the same last subject according to the admission criteria and cause the number of enrollment to be more than the admission quota, both of the applicants can be accepted.
- F. In the master's or doctoral program, if there is a vacancy for the applicants on the waiting list, they will fill the vacancy in order.

VI. Admission announcement, registration, and enrollment

- A. Admission announcement (The dates are listed in the Important Dates on the front page of the application guide. The actual date of the admission announcement is flexible depending on NSYSU's admission meetings and administration process.)
 - 1. Admission announcement will be posted online. Please go to NSYSU's Home Page / Application Information / Enquiry for Admission Announcement
 - 2. The transcripts will be sent to all applicants by regular mail. After the admission announcement is officially announced, applicants can apply for a reprint of the transcript during open hours by going to NSYSU's Home Page / Application Information / Print out Transcripts. Late applicants are not allowed to request remedy on the grounds that they have not received the mails.
 - 3. Please contact the office of the department for the details of enrollment.
 - 4. Application to change the contact information (i.e. address or email) in the application system:
 - (1) Before the admission announcement is issued: Please log in to the application system to renew your contact information at least 10 days before the release date of the admission announcement.
 - (2) After the admission announcement is issued: Please follow the steps listed in the transcript notice.

B. Enrollment

- 1. All accepted students should enroll within the designated time. The required documents will be stated on the transcript. Failure to complete the enrollment procedure will be considered as forfeiting acceptance. If there is a vacancy for applicants on the waiting list, they will fill the vacancy in order.
- 2. The following documents should be submitted at the time of enrollment; otherwise, the admission will be cancelled.
 - 1. The original copy of the degree diploma. Holders of a foreign academic certificate of education (ability) should submit verified documents, which declare the validity of the diploma.
 - 2. Other required documents listed on the transcript

C. Registration

- 1. Should the documents submitted be found to be forged, altered, falsified, concealed the applicant's identity, cheated on the examination, or didn't meet the qualifications of application, etc. before the registration, the applicant's admission or student status will be immediately revoked. Those who have registered and are found in the cases mentioned above will be expelled from the department and will not be issued any documentation related to their studies. Should the violation be found after the completion of his/her study, NSYSU reserves the right to revoke his/her degree certificate, and the case will be reported to the Ministry of Education. All fees paid will not be refunded.
- 2. Those who have registered with foreign academic certificates will be disqualified if they do not comply with the regulations adopted by the Ministry of Education or the

standards for recognition of equivalent educational levels for university admission. No certificates will be issued either.

3. The department may require students to take additional courses in basic subjects, Chinese and English after registration, if necessary. The credits of additional courses will not be counted as graduation credits according to NSYSU's regulations.
4. The students are required to complete physical (health) check-ups prior to registration. The examination will be planned by the Office of Student Affairs, and the notification of health check-ups will be forwarded by the department at the time of enrollment.
5. Please refer to the website of the Office of Academic Affairs for the regulations of academic records and grades, such as suspension, graduation requirements, and credits.
6. Please refer to the website of the Office of Academic Affairs for NSYSU's learning resources and information of tuition and fees. For more information, go to the website of the Office of Academic Affairs / Students / Tuition and Fees.
7. The University has dormitories and the first-year students have the priority to live on campus. When there is a shortage of beds, priority is given to those located far away. Please refer to the website of the Office of Student Affairs for information on housing, student loans, and financial aid. (Dormitory Service Center: 7-525-2000 ext. 5936 or 5937)

VII. Verification of scores

- A.** Please register online during the designated time to obtain a verification fee account and pay the fee of NT\$50 at ATMs, Internet ATMs, or the counters of Land Bank of Taiwan. Please check the payment status by yourself. Double payment or failure to register within the deadline will be treated as an incomplete application for verification of scores, and no review or refund will be made.
- B.** Applicants who fail to submit (or upload) information for document reviews or interviews are not allowed to request a re-examination or explanation for the grades.
- C.** The request for verification is limited to one time. When the verification is completed, NSYSU will send the results by regular mail to the address registered at the time of application.
- D.** After the verification, students who have not been accepted will be given additional admissions if their scores meet the admission criteria; students who have been accepted will be disqualified if their scores are below the minimum admission criteria.

VIII. Other Regulations

National Sun Yat-sen University Examination Code of Conduct at Examination Venues and Guidelines for Handling Examination Misconduct

Approved at the 1st Undergraduate and Graduate Recruitment Committees joint meeting of the 2006 Academic Year, 27/09/2005

Amended at the 1st Undergraduate and Graduate Recruitment Committees joint meeting& the 2nd Graduate Recruitment Committee Meeting of the 2010 Academic Year, 15/09/2009

Amended at the 9st Undergraduate and Graduate Recruitment Committees joint meeting& the 5th Graduate Recruitment Committee Meeting of the 2011 Academic Year, 19/07/2011

Amended at the 2nd Student Recruitment Review Meeting of the 2012 Academic Year, 19/06/2012

Amended at the 6th Undergraduate and Graduate Recruitment Committees joint meeting& the 4th Graduate Recruitment Committee Meeting of the 2014 Academic Year, 22/05/2014

Amended at the 1st Undergraduate and Graduate Recruitment Committees joint meeting of the 2016 Academic Year, 22/07/2015

Amended at the 2st Undergraduate and Graduate Recruitment Committees joint meeting of the 2017 Academic Year, 05/10/2017

- Article 1 Examination Code of Conduct at Examination Venues and Guidelines for Handling Examination Misconduct (hereafter, referred to as 'code of conduct') are created to ensure the orderly running of examinations at examination centres and to safeguard the principle of fairness in examinations.
- Article 2 Examination invigilators or examination officers may have to take necessary actions or perform checks on suspicious objects against any event where a suspected disturbance is caused or when the fairness of examinations may be challenged. Candidates must be fully cooperative when required. Those failing to do so may lead to a penalty.
- Article 3 Candidates can enter the examination venue after the bell rings; the candidates are not allowed to read the examination questions, write, take notes or answer the questions before the bell rings. First-time violators will have 5 points cut off from the subject in question; those who were previously punished will have 20 points cut off and, in serious cases, shall have more points cut or even the overall subject grade lowered. Twenty minutes after the start of the examination, candidates are allowed to hand in the examination papers and leave the venue more than 40 minutes after the start of the examination. Failure to comply with the regulation will result in 'zero' point being awarded towards the examination.
Candidates must follow the instructions given by examination invigilators by writing down their full names in the name list of candidates. Failure to comply will result in the examination result being void.
- Article 4 To enter the examination venue, candidates must present their examination admission ticket and proof of ID (or a valid passport, National Insurance Card with photo identification or the original copy of the driving license). It is at the discretion of the examination invigilator to waive such requirement when a candidate fails to present valid IDs and to allow the candidate to enter the venue to sit the examination first.
If the examination admission ticket is still not being delivered to the examination venue for verification (or apply for replacement ticket from the examination office) before the examination bell rings to end the examination session, two points will be deducted as penalty from the examination.
If the proof of the ID is still not delivered to the examination venue for verification before the examination bell rings to end the examination session, a penalty of three points will be deducted from the examinations. After the end of the examination, the candidate will be required to go to the examination office, accompanied by the invigilator, to sign in a declaration form and have a photograph taken for evidence.
- Article 5 Candidates must be seated at the correct and assigned seat. Before starting to answer examination questions, the candidate must make sure the ID number on the answer sheet (card), examination admission ticket, and seat numbers are the same. Also, subject name on the answer sheet (card), subject name on the question papers and the name of the examination subject must be the same. If there is any discrepancy found, the candidate must raise his/her hand to alert the invigilator. If a candidate is reported to be seated incorrectly or answering questions on the incorrectly numbered answer sheet, less than 20 minutes after the start of the examination, a penalty of 5 points will be deducted from the examination. If such mistakes are reported more than 20 minutes after the start of the examination, a penalty of 20 points will be deducted from the examination. Depending on the circumstances, more severe penalties including awarding a zero examination mark may be imposed.
- Article 6 Use blue or black (including pencils) ink on the answer sheets for writing or drawing diagrams. Failure to comply will result in a penalty of 10 points being deducted from the examination. Depending on the circumstances, more severe penalties including being given a zero examination mark may be imposed. For examinations that require the completion of an answer card, the use of a 2B pencil is recommended. The use of Tipp-ex is not allowed. Candidates are fully responsible for the consequence when the answer checking machine fails to read a damaged answer card or the writing is unclear. Under no circumstances can any changes be made.

- Article 7 Candidates are permitted to bring the stationary items mentioned, erasers, transparent desk mats, tipp-ex and watches (without the calculation functions). Carrying items of books, paper, calculators (depending on the specific rules of individual departments.), or any communications, storage or reception device (i.e. PDA, electronic translation device, iPad, wearable devices) which may cause disturbances or affect the fairness of examinations are forbidden. Candidates requiring to wear personal medical devices such as hearing aids must inform the examination officer in advance and be checked. Failure to comply will result in a penalty of 5 points being deducted from the examination. Depending on the circumstances, more severe penalties including being given a zero examination mark may be imposed. Devices which are found in violation of any examination rules will be confiscated and may be returned to the owner after the examination at the discretion of the invigilator.
- Article 8 If the examination paper is found poorly printed during the examination process, candidates should bring this to the attention of the invigilator by raising a hand. Candidates cannot request the invigilator to explain the questions on the papers.
- Article 9 Candidates must answer questions on the required answer sheet (cards) and keep the sheet (card) clean and tidy. Candidates are prohibited from making any alteration or changes to the seating numbers or barcodes printed on the answer sheet (card). Do not damage or smudges the answer sheet (card) or intentionally write down any information which may disclose the identity of the candidate or any irrelevant words or symbols. In violation of any of the above-mentioned rules, a penalty of 10 points will be deducted from the examination. Depending on the circumstances, more severe penalties including awarding a zero examination mark may be imposed.
- Article 10 Candidates are strictly prohibited from cheating by conversing with other candidates, peeking, copying, passing answers, carrying or exchanging answer sheets (cards). Do not signal answers to other candidates. Violating the rules will result in a penalty or a mark of zero for the examination.
- Article 11 No eating, use of tobacco, or causing a disturbance to other candidates is allowed in the examination venue. A violation of the rules will result in a penalty of 2 points being deducted from the examination. Candidates who re-offend after the first warning was issued will be asked to leave the examination venue and subject to a penalty or being awarded zero marks for the examination. For severe cases, candidates may be disqualified from the examination.
Candidates with a specific medical needs for taking medication during the examination process must inform the examination office of such circumstance with appropriate proof of documents. Medication may be taken with the assistance of the invigilator. A violation of the rule may result in above-mentioned penalties.
- Article 12 Candidates must stop writing immediately after the end of the examination bell rings and remain seated and be ready for invigilators to collect the answer sheet (card). Candidates who carry on writing after the end of the examination bell rings will face a penalty of 10 points being deducted from the examination. Candidates who disregard a first warning and carry on writing will face a further penalty of 10 points being deducted from the examination. For severe cases, candidates may be awarded zero marks for the examination.
- Article 13 Candidates are not allowed to take question papers or answer sheets (cards) out of examination venues. Candidates who violate this rule will be awarded zero marks for the examination.
- Article 14 Having handed in their answer sheets (cards) and exited the venues, candidates are prohibited from hanging around outside of the examination venue, making noises, or announcing answers or providing answers to other candidates who are still at the examination venue. Candidates who fail to respond to warnings will be awarded zero marks for the examination.
- Article 15 Candidates are strictly prohibited from seeking other candidates to sit an examination for them with forged IDs. Candidates who violating this rule will be disqualified from the examination. All candidates involved in such offence will be sent to relevant offices for further investigation.
- Article 16 Candidates who impose threats on other candidates to provide assistance to cheat or threaten invigilators with verbally or physically abusive acts will be disqualified from the examination.
- Article 17 The minimum exam score after imposing all penalties due to violation of examination rules is limited to zero
- Article 18 In the event that a candidate, who sits a transfer entrance examination, is found and proven to be cheating, the case will be reported back the current academic institution of the candidate for appropriate action to be taken.
- Article 19 A candidate who violates examination rules with any other malicious intent or cheating techniques that are not listed in these rules will be reported to the student recruitment committee by invigilators. Appropriate actions will be taken depending on the severity of the violation.

References:

1. Standards for Recognition of Equivalent Educational Levels for University Admission:
<https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?PCODE=H0030032>
2. Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education:
<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCODE=H0030039>
3. Regulations Governing the Recognition of Diploma Obtained from the Mainland China:
<https://law.moj.gov.tw/LawClass/LawAll.aspx?PCODE=H0010005>

Appendix 1

First fax to 07-5252920 and then send by mail

Affidavit for Applicants who have Education Background in Hong Kong,

Macau , and P.R.C., NSYSU Entrance Exam Application

Applicant's Name		ID number	
Group	Master's Program		
Education Background Information (The information should correspond to that provided in the application system.)	Name of the School: Location of the School: Department: Degree: <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other Academic Ability (please specify):		
Affidavit	1. The documents I submitted are recognized by the Ministry of Education and in accordance with the " Regulations Regarding the Assessment and Recognition of Academic Credentials for Mainland Area" and "Regulations Regarding the Assessment and Recognition of Academic Credentials for Hong Kong and Macao" of the Ministry of Education, and have been verified as true by the relevant authorities. 2. I guarantee to submit the official academic certificate and academic transcripts that have been verified in accordance with the regulations at the time of enrollment . If I fail to do so or if it is verified that I do not meet the requirements of the relevant laws and regulations of NSYSU and the Ministry of Education, I will voluntarily give up my admission.		
Signature: _____ TEL: _____ Date: _____ (YYYY/MM/DD)			

Appendix 2

Fax first to 07-5252920 and then send by mail.

International Degree Declaration, NSYSU Admission Examination

Program to apply	Master's Program		Registration no.	
Applicant's Name		Identity	<input type="checkbox"/> Domestic Student (ID no. _____) <input type="checkbox"/> International Student <input type="checkbox"/> Overseas Chinese	
Education Background (The information should correspond to that filled in the application system.)	Name of the School: (Chinese) _____ (English) _____ Location of the School: (Country) _____ (State) _____ Department: _____ Degree: <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree			
Statements	<p>1. The foreign academic certificates I hold are recognized by the Ministry of Education and have been verified by the representative office abroad.</p> <p>2. Among the total credits I've obtained, less than one-half of them are distance learning courses.</p> <p>3. I promise to submit the original copy of the following documents at the time of enrollment:</p> <p>(1) Foreign academic certificates of education (ability) and transcripts</p> <p>(2) Both the documents mentioned above are verified and stamped by the representative office abroad.</p> <p>(3) The entry and exit records during the period of study abroad (Applicants with foreign nationality or overseas Chinese do not need to provide the item.)</p> <p> Holders of foreign academic certificates of education (ability) and transcripts from non-English speaking countries, please provide a Chinese/English translation, which is verified by the representative office abroad or notarized by a local court or private notary in Taiwan.</p> <p>4. If I do not submit the documents mentioned above on time or if I am found not to meet the requirements of NSYSU, I will voluntarily give up my eligibility for admission without any objection.</p> <p style="text-align: right;">Signature: _____ TEL: _____ Date: _____ (YYYY/MM/DD)</p>			

Appendix 3

Scan & Upload

[This certificate may be replaced by a certificate of full-time job tenure with the following items (except for the column of “department/institute being applied for”).]

**(Full Name of the Corporation) In-service Staff
Employment Period Certificate for Registering Admission Exam for NSYSU**

Applicant’s Name		ID No.	
Department/Institute Being Applied for	Master's Program		
Current Corporation	If you are working for a private company, please add the business administration number (BAN).	Business Administration Number (BAN)	Exempt for listed company
Division		Title	
Address		Telephone	
Employment Period	Service started from / / to / / A total of _____years and ____ months.		
<p>The corporation guarantees that the information provided in the above table is true and that the monthly insured salary of the employee is not lower than the minimum wage requirement announced by the government. If the above information is found to be untrue, we are willing to bear all legal responsibilities.</p> <p align="center">Stamp by the corporation, or signature by the head [responsible person]</p> <p align="center">Date: _____(YYYY/MM/DD)</p>			

Note:

1. This certificate is for a certificate of full-time job tenure only, please fill out one for each job.
2. The number of years of active service is calculated uniformly until February 28, 2023. The non-current part of the private organization can be replaced by the termination certificate (with the year of employment) or the certificate of seniority issued by the Bureau of Labor Affairs, not by business cards, staff IDs, certificate of appointment, contracts, pay slips, assignment orders, business registration cards or certificates of performance.
3. Applicants who are in charge of private organizations should attach the certificate of business registration instead of filling out this form.

IX. Frequently asked questions

How can I find out NSYSU's admission information?	
Please go to the home page of NSYSU for admission information, or search for "NSYSU Admissions" on Facebook.	
How do I check the examination venue?	
Please visit the department's website three days before the exam. The contact information is listed in the admission guide.	
How do I know the instructions of the application system?	
Please visit the website of the application system for more information.	
Admission Guide	Do I need to purchase the admission guide for online application?
	NSYSU does not sell printed admission guides for all admission exams. The electronic file will be available online at least 20 days before the application for the examination. Please refer to the version of the previous year if you would like to get relevant information before the release of the admission guide for the current year.
Obtain a Code	When I have filled in my personal information with a code, does it mean that the application is complete?
	If you have filled in personal information at the status of obtaining a code, the application is considered incomplete if you haven't received an application serial number (academic year + 5-digit number).
	NSYSU announces the admission information via email, and the applicants are required to provide email addresses at the stage of acquiring a personal application code; applicants must continue with the subsequent application steps (payment, photo upload, information upload, etc.) to obtain an application serial number to complete the application.
	What should I do if I accidentally obtain more than one code?
	Please select the department code you are going to apply for and ignore any additional ones.
Payment	Can I give up my application after receiving the code?
	<ol style="list-style-type: none"> 1. Unpaid: Ignore the application. 2. Paid but have not completed the application: Please apply for a refund at the application system during the specified time. 3. Paid, completed the application, and obtained the application serial number: Since the application is being reviewed, there will be no refund unless the application is disqualified.
	How to pay the application fee?
Payment	After obtaining the application bill payment account during the application period,
	<ol style="list-style-type: none"> 1. Please fill out the deposit slip at the counter of Land Bank of Taiwan and remind the bank clerk to make the payment immediately, and you can register in the application system after 4 hours at the latest. 2. Please make sure your financial card has the transfer function and check if the payment is successfully debited. It is suggested to keep the receipt. You can register in the application system 1 hour after the transaction. 3. Payment by credit card is subject to a processing fee per transaction, and the steps are illustrated in the application system. <p>* Please complete your payment before the deadline of obtaining the application serial</p>

	number to avoid being unable to complete your application due to a late payment.
Uploading Photos and Information	What should I do if I fail to upload the photo?
	Please use the photo taken without a hat and within the recent 2 years. Before uploading, please make sure that the photo size and resolution meet the requirements (refer to the instructions in the photo upload system), and please refer to the instructions in the photo upload system for photo modification. If you are still unable to upload, please email the original photo file to the applicants' service mailbox and continue the application procedure after NSYSU has completed the photo upload.
	Do I need to send an application form and related information to register online?
	Except for the affidavit (Appendix 1) and International Degree Declaration (Appendix 2), which should be printed and sent in an envelope for application, all the other required documents for the application should be uploaded online (with a pdf file) .
	What can I do if I can't upload my data?
	Please check if the file is in pdf format and less than 10MB. If you are still unable to upload the file, please go to the application system / Enquiry for completed applicants / print the "envelope cover for application" and paste it into an A4 (or larger) size envelope, and send the paper copy to us. After two days, you can check the status of your application by going to the "Enquiry for Completed Applicants". However, NSYSU adopts an online process. Applicants who have sent in written information or have not uploaded information are not allowed to request a re-examination or provide information, such as scores after the results are released.
	Can I change the uploaded data?
	Before the deadline of the application, you can log in to the upload system and re-upload the file. If you need to delete an old file, please upload a blank pdf file to overwrite it.
	What should I do if I have multiple files to upload in the "Other relevant information for review"?
	Please combine multiple pdf files into one pdf file and upload it.
	What should I do if there is an error message when I click "Upload Application and Required Information" or "Upload"?
	Please call or email the applicants' service mailbox to inform us.
	Login to the upload system and click on the "Upload" but it does not respond?
Please turn off the "Block Pop-up Window" function of your web browser to enable the file upload window to pop up.	
Education Background	How do I fill out the application for the education background?
	You can only choose one. You must hand in documents of your academic credentials that match the information you provide when you apply. Applying for the graduate program means you hold a degree certificate that meets the general eligibility. For those who apply by equivalent educational levels, please refer to the "Standard for Recognition of Equivalent Educational Levels in University Admissions" and fill out the application form accordingly.

	<p>How do I apply for the department with a foreign / Hong Kong / Macao / P.R.C. education background?</p> <p>When applying for admission, please upload the original copy of the foreign certificate of education, and fill out and mail the affidavit. You will be admitted to the university only after you have submitted the required documents. All the information is based on the admission guide for the academic year of application.</p>
Mail Information	<p>How can I tell if I need to mail documents?</p> <p>Affidavit: depending on the education qualification of the application, you have to mail the following documents</p> <p>Applying with foreign academic qualification: you need to mail the Appendix 2.</p> <p>Applying with Hong Kong / Macao / P.R.C. academic qualification: Appendix 1</p> <p>The information is required by the Department: All the information should be uploaded online. If you are unable to do so, you may send a paper copy instead (It might affect the score of the data).</p> <p>If you mail or deliver those documents in person, please print out the "envelope cover for application" and paste it on the front of the envelope, and seal it before you mail or deliver it.</p>
	<p>How do I print the envelope cover for the application?</p> <p>The system can only generate applicants' data and produce the envelope cover after the application is completed. Applicants can go to the application system / enquiry for completed applicants to download and print the cover of the envelope.</p>
	<p>What should I do to correct the contact address after the application?</p> <p>Before the admission announcement is issued: Please log in to the application system to renew your contact information, such as your address, email, etc., at least TEN days before the release date of the admission announcement.</p> <p>After the admission announcement is issued: Please follow the steps in the transcript notice.</p>
	<p>How can I correct my information on the entrance examination ticket on the website if there are errors?</p> <p>NSYSU will not mail the applicant a paper copy of the entrance examination ticket. Please log in to the application system at least two days before the date of the admission exam. If you find errors in the name or contact address, please print out the entrance examination ticket and correct those errors, sign beside the corrections, and fax the paper copy to +886-7-5252920. After faxing, please call to confirm if NSYSU gets the corrections.</p>
Transcript	<p>What should I do if I haven't received my transcript?</p> <p>NSYSU will send the transcripts by regular mail, if you live far away from NSYSU, you have to wait for 3 or 4 more days. After the release of the admission announcement, you can print your transcripts from the NSYSU's home page/ Admission Information /</p>

	Transcript Printing / Print when you are available. The printed transcripts will be in the same format as the mailed transcripts.
Verification of Scores	How do I apply for verification of my scores?
	If you have doubts about your test results, you can apply for verification at the NSYSU's home page/ admission information / application for verification of scores. If you pay repeatedly or you do not upload the verification information but complete the payment within the due date, you will be considered as "not having completed the verification application ", so no verification and refund will be given.
Registration	When should I officially enroll as an NSYSU student if I am admitted? What kind of documents should I prepare for the registration?
	Please follow the important schedule on the guide for enrollment. The documents you need to submit to NSYSU will be listed in the transcript.
	How do I know the progress if I am on the waiting list? What kind of documents should I prepare for the registration?
	Please refer to NSYSU's home page/Admission Information /Enquiry about Enrollment. The exact information is subject to the department/institute's notification and the documents you need to submit to NSYSU are specified in your transcript. After the due date for regular students to apply for enrollment, the department/institute will notify the students to make up for their enrollment. Applicants on the waiting list should pay attention to possible phone calls or emails by the department/institute, or the announcements on the department's/institute's home page. Applicants who do not complete the process before the due date will be deemed to give up their admissions.
	Can I ask someone to represent me if I am not able to enroll in person on the enrollment date?
	Please go to the following link: https://oaa.nsysu.edu.tw/p/412-1003-7510.php?Lang=en to find the "Power of Attorney" form or contact the Registration and Curriculum Section 886-7-5252000 ext. 2121.
Admission	Will the new graduate students be assigned to dormitories?
	Allocation of graduate students is based on the number of applicants by district and graduate student housing. For more information, please contact the Dorm Service Center at 886-7-5252000 ext. 5937/ +886-7-5256001, or visit our website: https://housing-osa.nsysu.edu.tw/?Lang=en .
Transportation	How to arrive at NSYSU?
	Address: No. 70, Lienhai Rd., Kaohsiung 80424 Taiwan, R.O.C. Please refer to the following link for Transportation to NSYSU. https://oia.nsysu.edu.tw/p/412-1308-21191.php?Lang=en