

2022

SUMMER PROGRAM

ISS | Office of International Cooperation | National Chengchi University

Online Application System Instruction

Application: January 17th to May 15th

2022 Summer Program: July 1st to July 30th



Step 1: Register

Please use Microsoft Internet Explorer or Google Chrome and key in the link below to enter the Online Application portal: <http://cis.nccu.edu.tw/icsummerschool/>

Please click the "Register" tab.

- I. The application deadline is **May 15th 12pm** (Taiwan Standard Time).
- II. You are eligible to apply for if you:
 - A. are currently enrolled in university-level (or higher) institution
 - B. hold a degree from a university-level (or higher) program
 - C. are admitted to a university-level institution
- III. Please click the courses' titles for download the syllabi

Step 2: Applicant Information

Fill out the Applicant Information form and click the "Save" tab.

Step 3: Course Selection

Log in again by your passport number (ID number) and birth date (YYYYMMDD).

Option 1 : Academic Program Only

Option 2 : Both Academic Program and Mandarin Chinese Language Program

Option 3 : Mandarin Chinese Language Program Only

- If you select option 1 (Academic Program Only), you need to select at least 2 courses: one course for first two weeks and the other course for second two weeks. Also, you can select Cultural Field Trips provided on July 7th, 14th and 21st.
- If you select option 2 (Both Academic Program and Mandarin Chinese Language Program), you must select Mandarin Chinese Language Courses and 1 or 2 English-taught courses. Please pay attention to the timetables for each course to avoid scheduling conflicts.
- Please select your accommodation type.
- Please click the confirmation tab. Once you click the tab, the selected courses will be locked in and no further changes can be made.
- If the timetables of your selected courses overlap or your selected courses are only for 2 weeks, there will be a pop-up message indicating to add or drop courses again.
- If the course or accommodation is full, the option will be not available on the Online Application System.

Step 4: The first Confirmation E-mail

After you finish application online, you will receive the first confirmation e-mail with instructions for payment.

Step 5: Payment

Once you receive the first confirmation e-mail, please choose a preferred method to pay the tuition as well as other fees and upload the required files before or on the deadline (May 15th 12pm). For payment methods, please check the following information by the links:

(1) Payment Method in Other Countries: [Bank Check](#) or [Bank Wire Transfer](#)

(2) Payment Method in Taiwan: make a payment in NTD at any branch of First Commercial Bank

Please indicate your payment serial number on your bank check or bank wire transfer document.

Step 6: Uploading Required Files

Each file should be a JPG or PDF less than 1 MB in size. After you finish the payment, please upload a scanned file of bank wire transfer receipt or bank check before the deadline. To do this please log in the Online Application System and click "Data Maintenance" tab: <http://cis.nccu.edu.tw/icsummerschool/>. Here you can upload the scanned files of the following required documents: (1) passport (2) personal photo of passport-size (3) student ID card or certificate of enrollment (4) the receipt of bank wire transfer or bank check.

Step 7: The 2nd Confirmation E-mail

Once you have finished step 5 and step 6, you will receive the second confirmation e-mail with a message indicating application completion.

Step 8: The Letter of Admission (electronic document)

Following the second confirmation e-mail, the letter of admission will be sent to you.

If you have any questions about the online application, please feel free to contact us:

Phone: +886-2-29393091 ext. 62836 / E-mail: nccuiss@nccu.edu.tw

Notice:

1. Admission is based on a first-come, first-serve system. For more information about **application instruction** and **refund policies**, please check the NCCU ISS website.
2. Each English-taught course's maximum student amount is 35. If the course enrollment is full, the students will be informed to re-select another course.
3. English-taught courses are subject to cancellation and students will be informed to re-select another course if the enrollment is less than 8 people.
4. According to the regulations of National Immigration Agency (Taiwan, ROC), the student with PRC passport must receive the approval and Taiwan Entrance Permit document. There is no guarantee that the permit will be issued.
5. Please make sure to purchase and obtain the medical and accident insurance before your arrival.
6. NCCU Int'l Summer School (NCCU ISS) reserves the right to admit or decline students.