

## 2016 NTU Innovation & Entrepreneurship Spring+ Programs Application Procedure

Submit an online application form



Upload the required documents



Receive “ NTU Spring+ Programs: Acceptance and  
Payment Notification”



Confirm the application result and payment details



Wire transfer the application fee and program fee  
within 5 working days



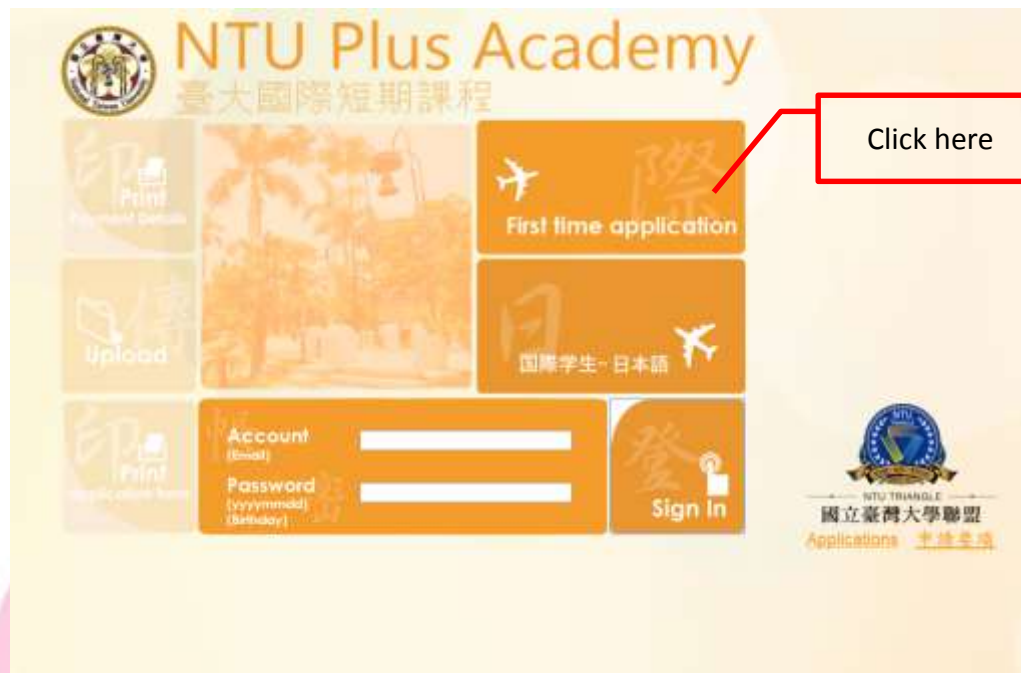
Please e-mail the receipt to both  
[ArielleHsu@ntu.edu.tw](mailto:ArielleHsu@ntu.edu.tw) and [whliao52@ntu.edu.tw](mailto:whliao52@ntu.edu.tw), or  
fax to +886(0)2 3366 5411 for payment confirmation.



Receive the pre-departure package  
(the Letter of Acceptance, pre-departure guide, etc)

# Online Application Instruction

## Step 1: Fill in the Online Application Form



Please follow the instructions below to fill in the application form online. Once you have submitted your online application form, you cannot revise the information previously provided.

### 1. Personal Information

**Full Name in English:** Be sure it is the same as shown on your passport as it will be used on your acceptance letter.

**Full Name in Chinese:** You need to have a Chinese name for official use during your stay at NTU (i.e. your student ID card) and your Chinese name should remain consistent once chosen. There are two ways to fill in the name.

(1) If you already have a Chinese name, please fill it in. If your computer does not support Chinese, you can handwrite your Chinese name and send it to us by email or fax.

(2) If you do not have a Chinese name and will accept a name given by OIA manager, please tick "accept a given Chinese name". We will then give you a Chinese name based on the pronunciation of your original name.

**Date of Birth:** Please note this will be your password (YYYYMMDD) to log in to the NTU online application system to check your application status.

**Nationality:** For those with multiple nationalities, please fill in the nationality you will use to enter Taiwan.

**Passport Number:** We will provide all participants travel insurance, so please provide correct passport number

## **2. Contact Information**

Please make sure the contact information you provide is correct to avoid missing any important information sent. The e-mail address you provide here will be your login.

## **3. Emergency Contact**

Please provide information so we can contact in case of an emergency.

## **4. Academic Status**

**Name of Current University** : Please note if you are a student from NTU partner school, the program fee will be different from non-partner school. The school name will be shown on the official admission letter we provide.

## **5. Study at NTU**

If you would like to apply to two programs the periods of which do not overlap, please email Center for International Education at [ntucie@ntu.edu.tw](mailto:ntucie@ntu.edu.tw).

## **6. Application for Accommodation**

The accommodation fee will be deducted if you do not apply for accommodation.

## **7. English Language Proficiency**

All courses are conducted in English. Students whose first language is not English should have at least an intermediate or above English proficiency.

## **8. Payment**

The payment includes application fee and program fee. You can choose NTD or USD to pay. Please note we don't accept credit card or cheque.

## **9. Dietary Restrictions**

In many occasions, we will be providing meals for all students so please list any dietary restrictions you may have (ie. vegan, vegetarian, no dairy products or others).

## Step 2: Upload the Supporting Documents

2. Click here

1. Sign in  
Account: e-mail address  
Password: Date of Birth (YYYYMMDD)

Please make sure that you have uploaded the following items before the application deadline, otherwise your application will not be processed.

- ❖ Passport Size Photo in jpg file.
- ❖ Official transcript or proof of current/past college enrollment in English from your university.

## Step3: After being admitted

2. Click here

1. Sign in  
Account: e-mail address  
Password: Date of Birth (YYYYMMDD)

1. You will receive an email “NTU Spring+ Programs: Acceptance and Payment Notification”, please sign in to check the payment details.

2. Transfer the total fees payable to Hua Nan Commercial Bank, NTU Branch within **5 working days** after you receive the email.
3. Please e-mail the receipt to both [ArielleHsu@ntu.edu.tw](mailto:ArielleHsu@ntu.edu.tw) and [whlao52@ntu.edu.tw](mailto:whlao52@ntu.edu.tw) , or fax to +886(0)2 3366 5411 for payment confirmation.

## Contact Information

Center for International Education  
Office of International Affairs, National Taiwan University  
Room 420, 4th Floor, 2nd Administration Building  
No 1, Sec 4, Roosevelt Rd, Taipei 10617, Taiwan  
T: +886 (0)2 3366 2007 F: +886 (0)2 2362 0096  
E: [ntucie@ntu.edu.tw](mailto:ntucie@ntu.edu.tw)

Office of International Affairs, College of Management  
National Taiwan University  
Room 903, 9th Floor, 1st Building  
No 1, Sec 4, Roosevelt Rd, Taipei 10617, Taiwan  
T: +886 (0)2 3366 1030 F: +886 (0)2 3366 5411  
E: [ArielleHsu@ntu.edu.tw](mailto:ArielleHsu@ntu.edu.tw) / [whlao52@ntu.edu.tw](mailto:whlao52@ntu.edu.tw)

# 2016 年臺大創新與創業國際春季課程

## 線上報名流程

繳交線上申請表格

上傳所需文件

收到「NTU春季課程：錄取與付費通知」

確認申請結果與付費資訊細節

在五個工作天內完成繳費

請將收據同時寄至Arielle@ntu.edu.tw及  
whliao52@ntu.edu.tw，或傳真至 +886(0)2 3366  
5411以確認付費成功

收到行前通知(內含錄取信、行前手冊等資料)

# 線上申請系統使用教學

## 第一步：填寫申請表格



請遵照以下步驟來填寫申請表格，一旦你繳交了申請表格，你將無法再修改你所提供的資訊。

### 1. Personal Information(個人資訊)

**Full Name in English:** 請確認你所填寫的名字與護照上一模一樣，此名將會用在你的錄取通知信上。

**Full Name in Chinese:** 當你在臺灣大學就學期間你將會需要一個中文名字(例如你的學生證)，並且你的中文名字在選擇後就不應更改，以下有兩種方式填寫你的中文名字：

(1) 如果你已有一個中文名字，請填寫它(繁體)；但如果你的電腦不支援中文輸入，你可以手寫它並以Email或是傳真的方式寄給我們。

(2) 如果你並沒有中文名字但很樂意接受我們 OIA 的人員為你取一個，便請選擇“accept a given Chinese name”。我們會給你一個與你原本名字發音相近的中文名字。

**Date of Birth:** 你的出生年月日將會成為你登入申請系統的密碼(YYYYMMDD)，以此登入系統後，可確認你的申請狀況與繳費資訊。

**Nationality:** 若你擁有多重國籍，請填寫你將要用來入境臺灣的所屬國籍之護照。

**Passport Number:** 我們將會替所有春季課程學生投保旅平險，故請提供正確的護照號碼。

### 2. Contact Information(聯絡資訊)

請確認你所提供的連絡資訊是正確的，以避免錯過任何重要的訊息資訊，你所填寫的E-

mail 電子郵件將會成為你的登入帳號。

### **3. Emergency Contact(緊急連絡方式)**

請提供我們緊急連絡人相關資訊以避免緊急狀況的發生。

### **4. Academic Status(學術情況)**

**Name of Current University(目前在學學校的名稱)**：請注意如果你是一個來自臺灣大學姊妹校的學生，你的春季課程費用將會與非姊妹校的學生有所不同。

### **5. Study at NTU(就學於 NTU)**

若你想要同時申請兩個春季課程，請以 Email 與國際教育中心聯絡：[ntucie@ntu.edu.tw](mailto:ntucie@ntu.edu.tw)。

### **6. Application for Accommodation(住宿申請)**

若你未申請住宿，則住宿費用將會被扣除。

### **7. English Language Proficiency(英文的熟練程度)**

由於課程將以英語授課，母語非英文的學生若要參加以英文授課之課程，則需要至少中級或以上的英文程度。

### **8. Payment(費用)**

費用包含申請費用與課程費用，你可以選擇以台幣(NTD)或美金(USD)付款，請注意我們並不接受信用卡或支票。

### **9. Dietary Restrictions(飲食限制)**

在很多場合我們將會統一提供餐點給所有學生，故請告知你可能有的飲食(例如你是素食者、或不吃某一特定食材或部位等)。



## 第二步：上傳所需文件

2. 點這裡

1. 登入  
帳號：電子郵件信箱  
密碼：出生年月日  
(YYYYMMDD)

請確認你必須在申請截止前上傳下列所需要之文件，否則我們將無法接受你的申請

- ❖ 與護照照片大小相同之證件照，須為 jpg 檔。
- ❖ 正式的成績單或英文在學證明。

## 第三步：審核通過後

2. 點這裡

1. 登入  
帳號：電子郵件信箱  
密碼：出生年月日  
(YYYYMMDD)

1. 你將會收到一封Email 主旨為"NTU Spring+ Programs: Acceptance and Payment Notification"，當你收到之後，請登入並確認繳費資訊。
2. 在收到 Email 的五個工作天內將費用轉至到「華南商業銀行臺大分行」。

3. 請將收據以 Email 寄至 [ntucie@ntu.edu.tw](mailto:ntucie@ntu.edu.tw) 或傳真至+886(0)2 2362 0096 做為繳費之確認。

## 聯絡資訊

臺灣大學國際事務處國際教育中心

10617 臺北市羅斯福路四段一號第二行政大樓四樓420室

T: +886 (0)2 3366 2007 F: +886 (0)2 2362 0096

E: [ntucie@ntu.edu.tw](mailto:ntucie@ntu.edu.tw)

臺灣大學管理學院國際事務室

10617 臺北市羅斯福路四段一號管理學院一號館九樓903室

T: +886 (0)2 3366 1030 F: +886 (0)2 3366 5411

E: [ArielleHsu@ntu.edu.tw](mailto:ArielleHsu@ntu.edu.tw) / [whliao52@ntu.edu.tw](mailto:whliao52@ntu.edu.tw)

