

# **Nanya Institute of Technology**

## **Admission Guidelines for Foreign Mandarin Learners**

### **Article 1 Purpose**

To support international students in smoothly transitioning into the university's undergraduate programs, the institution offers preparatory Mandarin courses. Students enrolled in these courses ("Mandarin Learners") will receive systematic instruction provided by the Chinese Language Teaching Section to progressively enhance their Mandarin proficiency. The learning objective is to attain at least Level A2 on the Test of Chinese as a Foreign Language (TOCFL). Upon completing the program and obtaining the required certification, Mandarin Learners may apply for admission to the university's undergraduate degree programs in accordance with relevant institutional regulations.

### **Article 2 Eligibility**

Applicants must meet all of the following conditions:

1. Be a foreign national and hold a high school diploma or an equivalent academic qualification.
2. Intend to apply for an undergraduate program at the university, but have not yet attained sufficient Mandarin proficiency.
3. Meet the entry and visa requirements set by Taiwan's Ministry of Education (MOE) and Ministry of Foreign Affairs (MOFA) for studying in Taiwan.

### **Article 3 Admission Periods and Semester Planning**

The university offers a variety of Mandarin language courses at three proficiency levels: Basic, Intermediate, and Fluent/Advanced.

Instruction integrates the four core language skills—listening, speaking, reading, and writing—with an emphasis on practical communication in daily life. The curriculum is designed to prepare students for the Test of Chinese as a Foreign Language (TOCFL) and to support steady progression from foundational to advanced proficiency.

### **Article 4 Application Requirements, Procedures, and Methods**

Applicants must meet at least one of the following requirements:

1. A high school academic record with an annual average grade of 6.0 or above (on a 10-point scale), or a GPA of 3.0 or above (on a 4.0 scale).
2. Proof of Mandarin proficiency at TOCFL Level 1 (Beginner) or above.
3. Proof of English proficiency meeting one of the following minimum scores:

TOEFL iBT: 18

TOEFL pBT: 340

TOEIC: 300

IELTS: 2.5

4. Students who have completed at least one year of study in a university or college majoring in Chinese or English, with an annual average grade of 6.0 or above.

5. Students who have studied Mandarin for at least one year in high school or college, with an average grade of 6.0 or above.

#### Additional Requirement for Certain Countries

Applicants from certain countries (such as Vietnam, Laos, Cambodia, Myanmar, Nepal, and India) who hold only a high school diploma must, in addition to meeting the minimum grade requirement of 6.0 or above, also provide one of the language proficiency documents listed in items (2)–(4) above.

2. The admission application procedures for foreign Mandarin Learners are presented in Table 1.

Table 1. Application Procedures for Foreign Mandarin Learners

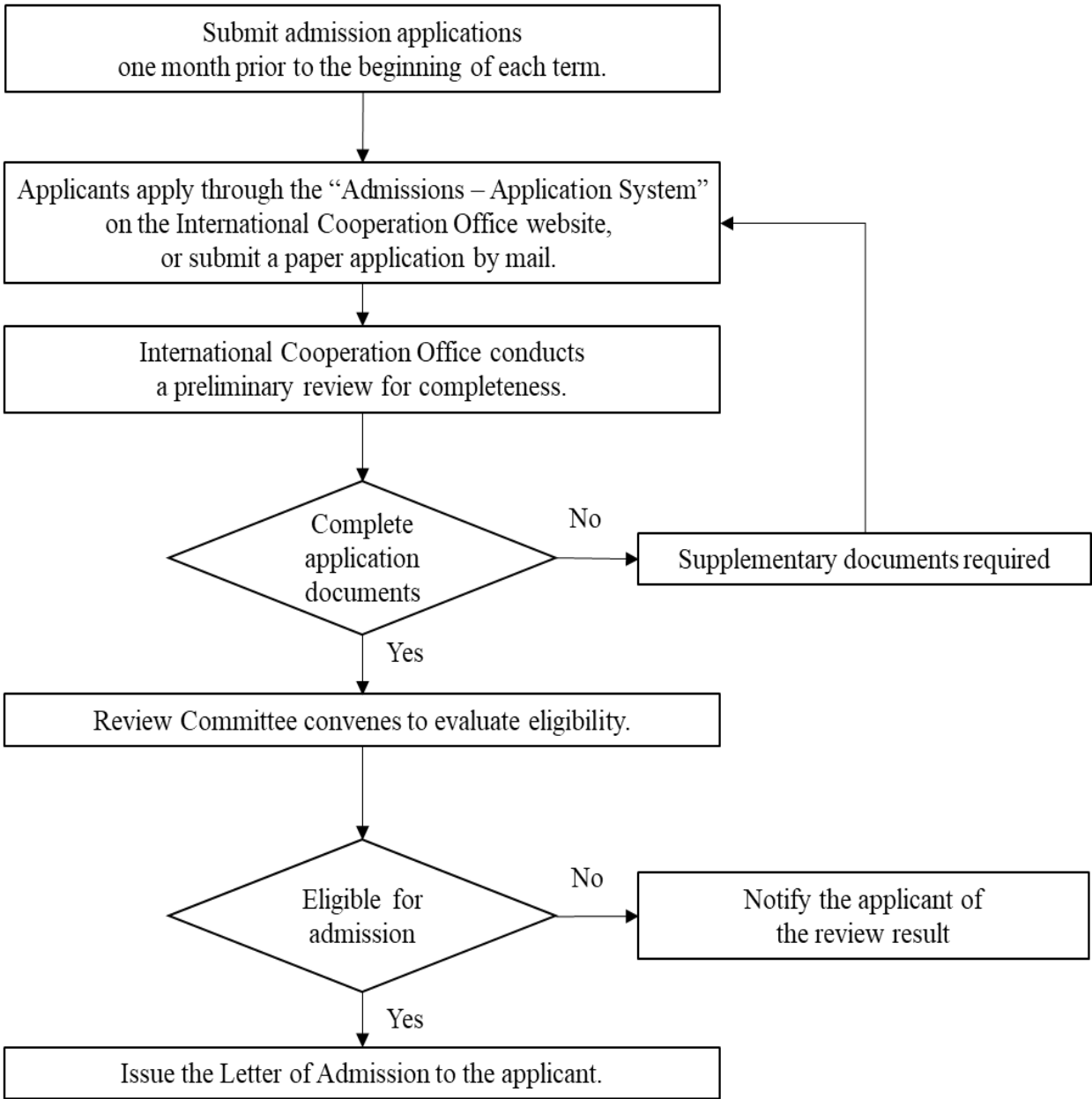
| Stage                                         | Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stage 1<br/>Application<br/>Submission</b> | <ol style="list-style-type: none"> <li>1. Please apply through the “Admission Information – Application System” on the website of the International Cooperation Office, or submit a paper application by mail.</li> <li>2. After the application is approved, an Admission Notice will be sent by mail. (If a relative, friend, or courier company will collect it on your behalf, please inform the office in advance.)</li> <li>3. Confirm that you have received the Admission Notice.</li> <li>4. Application deadline: One month before the beginning of each academic term.</li> </ol> | <ol style="list-style-type: none"> <li>1. Please first confirm that your eligibility complies with the “Regulations for International Students Undertaking Studies in Taiwan,” as legislated by the Ministry of Education (MOE).</li> <li>2. Apply online via the website of International Cooperation Office, or submit a paper application by mail. After completing the application form and verifying the information, submit it together with the following required documents: <ul style="list-style-type: none"> <li>- Printed Application Form for Admission</li> <li>- Copy of passport</li> <li>- Copy of financial statement (minimum USD 3,000)</li> <li>- Copy of diploma</li> <li>- Copy of transcript (with a minimum yearly average of 6.0 in high school)</li> <li>- Copy of TOCFL A1 certificate (Test of Chinese as a Foreign Language)</li> <li>- Study plan</li> <li>- Health examination report (including chest X-ray and proof of rubella vaccination or immunity)</li> </ul> </li> </ol> |

|                                                        |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        |                                                                                                                                                                                                                                                                            | 3. The Admission Application Form is shown in Appendix 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Stage 2<br/>Visa<br/>Application</b>                | <p>1. Apply for a visa at the nearest Embassy of the Republic of China (Taiwan) or at a designated overseas mission.</p> <p>2. Log in to the official website mentioned in Step 1, complete the online visa application form, and print out the form with the barcode.</p> | <p>Applicants must prepare the following documents for visa application:</p> <ol style="list-style-type: none"> <li>1. Completed Visa Application Form.</li> <li>2. Original and copy of the Admission Notice.</li> <li>3. Original and copy of the following documents: passport, financial statement (minimum USD 3,000), diploma, transcripts (with a minimum yearly average of 6.0 in high school), TOCFL A1 certificate, study plan, and health examination report (including chest X-ray and proof of rubella vaccination or immunity), two recent passport-size photos (taken within the last three months).</li> <li>4. Other documents required by the respective embassy or overseas mission, subject to local regulations.</li> </ol>                                                                             |
| <b>Stage 3<br/>Registration<br/>and<br/>Enrollment</b> | <p>1. Students must enter Taiwan with the approved short-term visitor visa before the beginning of the semester and report to the university in person.</p> <p>2. After reporting to the university, students must complete the registration procedures as required.</p>   | <ol style="list-style-type: none"> <li>1. After completing the visa application process, students should proactively contact our university.</li> <li>2. Once flight details are confirmed, students must inform the university of their arrival date and time.</li> <li>3. Upon registration, students are required to present the following original documents: Admission Notice, passport, financial statement (minimum USD 3,000), diploma, transcripts (with a minimum yearly average of 6.0 in high school), TOCFL A1 certificate, study plan, health examination report (including chest X-ray and proof of rubella vaccination or immunity), and two recent passport-size photos (taken within the last three months).</li> <li>4. Students must also pay tuition and miscellaneous fees, insurance fees,</li> </ol> |

|  |  |                                                                                                                     |
|--|--|---------------------------------------------------------------------------------------------------------------------|
|  |  | and accommodation fees (if applying for on-campus housing) in New Taiwan Dollars (NTD) at the time of registration. |
|--|--|---------------------------------------------------------------------------------------------------------------------|

3. Application Method and Review: Prepare relevant documents (Chinese/English versions) and submit them via email or hard copy for review. The review process is presented in the following figure.

Figure 1. On-Campus Eligibility Review Flowchart for Foreign Mandarin Learners



## Article 5 Course Information and Fees

The course structure and tuition standards for Mandarin programs are shown in Table 2.

Table 2. Course Information and Tuition Standards

| Level                                                                                                                                                                                                                                                                                                        | Course Category      | Class Size | Course Duration         | Weekly Hours / Total Hours          | Tuition                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------|-------------------------|-------------------------------------|---------------------------|
| A Level                                                                                                                                                                                                                                                                                                      | Basic (A1–A2)        | 10–20      | 3-month term (12 weeks) | 15 hours per week / 180 hours total | NTD 28,000 (NTD 156/hour) |
| B Level                                                                                                                                                                                                                                                                                                      | Intermediate (B1–B2) | 8–10       | 3-month term (12 weeks) | 15 hours per week / 180 hours total | NTD 36,000 (NTD 200/hour) |
| C Level                                                                                                                                                                                                                                                                                                      | Fluent (C1–C2)       | 3–5        | 3-month term (12 weeks) | 15 hours per week / 180 hours total | NTD 45,000 (NTD 250/hour) |
| <b>Notes</b><br>1. Tuition includes course material fees and network fees, but does not include insurance or accommodation. The estimated insurance fee is NTD 1,500, and accommodation for a three-month term is NTD 7,000.<br>2. Tuition for corporate training or customized group classes is negotiable. |                      |            |                         |                                     |                           |

## Article 6 Insurance

### 1. National Health Insurance (NHI)

Foreign students holding an Alien Resident Certificate (ARC) and residing in Taiwan for six consecutive months (with only one departure under 30 days, and total stay reaching six months) are eligible for NHI.

(1) Apply at the local district/city office with your ARC.

(2) Bring your ARC, enrollment form, and one 2-inch photo to the National Health Insurance Administration for the NHI IC card. Official website:

<http://www.nhi.gov.tw>

### 2. Accident and Medical Insurance

Students enrolled in this program will also be assisted with accident and medical insurance. The insurance is effective from the first day of each term and valid for three months, with the premium set by the insurance company (about NTD 1,500 per term). Please complete enrollment on the registration day. For renewal, contact the Health and Counseling Section during the last week of the current term.

#### Article 7 Class Regulations

1. Class Hours: Each class is 50 minutes with a 10-minute break..
2. Tardiness: Students arriving over 20 minutes late must submit a leave form; otherwise, the class counts as absent. If the teacher is late, a make-up class will be arranged.
3. Holidays: Holidays follow the national calendar announced by the Directorate-General of Personnel Administration.
4. Class Suspension: In case of typhoon, earthquake, or other force majeure, classes will be suspended per government announcements and rescheduled later.
5. Work Permit: According to Ministry of Labor regulations, international students must complete 6 months of study before applying for a work permit. Unauthorized work may result in visa cancellation.
6. Student Status Changes: Changes such as failure to register, suspension, withdrawal, or refund will be reported to the Ministry of Education, Ministry of Foreign Affairs, and National Immigration Agency.

#### Article 8 Leave of Absence

1. Students who cannot attend class must complete a Leave Request Form, signed by the instructor and submitted to the office of Chinese Language Section. Leave hours count as absences. Arriving more than 20 minutes late is considered absent and requires a leave form.
2. Absences, including approved leave, may not exceed one-third of the total instructional hours for the semester. For a 12-week course with a total of 180 instructional hours, the maximum number of allowable absences (including approved leave) is 60 hours.
3. Students exceeding the limit may have their student status revoked, will not be admitted in the next term, and will not receive a certificate of completion.
4. Students must monitor their own visa validity and attendance. Any visa or scholarship problems arising from excessive absences will be the student's responsibility.

#### Article 9 Attendance and Evaluation

1. Students are required to attend all classes. Tardiness or absences may affect eligibility for a certificate of completion.
2. Final grades are based on coursework, attendance, and final reports.
3. A certificate of completion will be issued to students who finish the course and pass the evaluation.

#### Article 10 Transcript and Certificate of Completion

1. Students who complete the course and achieve a passing grade will receive a transcript and certificate of completion. Students who fail to take midterm/final exams, whose final average is below 70, or whose absences (including leave) exceed 25% of total class hours will not be issued a certificate.

2. If Mandarin Learners require additional transcripts or certificates of completion, they must submit an application to the Chinese Language Teaching Section during the final week of the course or before leaving the university. Processing will begin upon submission of the application. If mailing service is required, applicants must pay a postage fee of NTD 200 and provide the necessary mailing information. The university will send the documents by registered airmail after the course has concluded.
3. The certificate of completion will include the student's name, study period, and hours, but does not carry academic credit.
4. Transfer(Late-entry) students will only receive transcripts, not certificates.

#### Article 11 Continuation and Placement

##### 1. Eligibility for Continuation

If a student is involved in any of the following situations, the school may revoke the student's status and deny admission to the next term. If the student has prepaid tuition for the next term, refunds will be handled according to the school's refund policy.

- (1) Their final average is below 60.
- (2) They are demoted for two consecutive terms.
- (3) Their absences exceed the allowed limit.

##### 2. Placement

- (1) Advancement is determined by a placement test (70 or above to advance; below 70 results in demotion). Demotion is also determined by the placement test, not term grades.
- (2) Grades are calculated in Week 10: coursework (50%) + midterm exam (50%). Students scoring below 70 will be required to repeat the course. Students may appeal by requesting to take the placement test in Week 12. Test notices will be sent one week prior.

##### 3. Continuation Procedure

Continuation surveys are conducted at the end of each term. Students continuing do not need to reapply; they only need to register within the deadline and pay tuition.

#### Article 12 Dismissal

Students may be dismissed and reported to the National Immigration Agency if any of the following occur:

1. Failure to register by the deadline.
2. Absences exceeding the allowed limit.
3. Assaulting faculty or students.
4. Serious property damage.
5. Intentional injury to others.
6. Behavior that endangers campus safety or disrupts classes.
7. Criminal conduct confirmed by the school or a court ruling.
8. Other serious cases decided by the school committee.

#### Article 13 Refund Policy

1. Refunds are handled according to school regulations: Withdrawal before one-third of the term allows a refund of two-thirds of the tuition, between one-third and two-thirds allows one-third, and after two-thirds no refund.
2. If a class is cancelled due to insufficient enrollment or reasons not attributable to the student, all fees will be refunded.
3. Registration fees are non-refundable and non-transferable (except for class cancellation by the school).
4. Students must apply in person at the International Cooperation Office before 16:00 on the deadline with required documents.
5. Required documents: refund application form (completed on site), original receipt, copy of ID/passport/ARC, and copy of bankbook cover (with account and branch name clearly shown).

#### Article 14 Retention of Student Status

1. Before the start of the term, students unable to attend may apply for deferral once. Full tuition will be reserved for the next term.
2. After the course begins, if less than one-third of the total hours have elapsed, 2/3 of the tuition may be reserved for the following term. The remaining tuition must be paid in full before the next term begins.
3. No deferral is allowed after more than one-third of total hours. Tuition will not be retained.
4. If tuition fees change, students must pay the difference but will not receive refunds. An additional handling fee equal to the registration fee may also be charged.
5. Deferral is only allowed once. Once deferred, refunds are no longer available even if the student does not return.

#### Article 15 Scholarship

Students who pass TOCFL A2 or above, enroll in a degree program at the university, and complete registration will receive a scholarship of NTD 15,000 for both the first and second semesters of their freshman year.

#### Article 16 Other Regulations

1. Students must follow school regulations and classroom rules, and show respect to teachers and classmates.
2. Students engaging in serious misconduct may have their enrollment terminated with no refund.
3. The school reserves the right to make final decisions on course offerings and adjustments.

#### Article 17 These guidelines will be promulgated and implemented after being adopted by the Executive Council, and the same applies when they are amended.



## Appendix 1

APPLICATION FOR ADMISSION  
REGULAR MANDARIN PROGRAM  
NANYA INSTITUTE OF TECHNOLOGY

照片  
photo

請以正楷填寫正反兩面。

Please type or print clearly. Complete both sides of the application form.

|                                                                                                                                                                                                      |                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1. 中文姓名/Chinese Name                                                                                                                                                                                 |                                                                                   |
| 2. 英文姓名(與護照相同)/English Name (as shown on passport)<br>(名/Given Name) (姓/Surname)                                                                                                                     |                                                                                   |
| 3. 出生日期/Date of Birth<br>(Month)(Day)(Year)                                                                                                                                                          | 4. 性別/Gender<br><input type="checkbox"/> 男/Male <input type="checkbox"/> 女/Female |
| 5. 國籍/Nationality:                                                                                                                                                                                   | 6. 護照號碼/Passport No.                                                              |
| 7. 通訊地址/Mailing Address<br><br>電話/Tel: 電子郵件(必填)/E-mail(Required):                                                                                                                                    |                                                                                   |
| 8. 緊急聯絡人(父母或親友)/Emergency Contact Person (Parents, relatives or close friends)<br>姓名/Name: 關係/Relationship :<br>地址:<br>電話/Tel: 電郵/E-mail Address:                                                    |                                                                                   |
| 9. 在台聯絡人(若無則可不填)/Contact Person in Taiwan (leave this column blank if none)<br>姓名/Name: 關係/Relationship :<br><br>電話/Tel: 電郵/E-mail Address:                                                          |                                                                                   |
| 10. 最高學歷/ Highest Education Qualification<br>(1)學校名稱及所在地/School, City and Country:<br><br>(2)主修/Major:<br><br>(3) <input type="checkbox"/> 在學/Still at school <input type="checkbox"/> 已畢業/Graduated |                                                                                   |

11. 請勾選你要上課的期別/Please tick the term(s) you wish to study

- ☐ 入門基礎級 Basic    ☐ 進階高階級 Intermediate    ☐ 流利精通級 Fluent level
- ☐ 學季制課程 Quarter Session
- ☐ \_\_\_\_\_ 年(Year)春季期(1-3月)/Spring(1-3Month) \_\_\_\_\_ Month
- ☐ \_\_\_\_\_ 年(Year)夏季期(4-6月)/Summer(4-6 Month) \_\_\_\_\_ Month
- ☐ \_\_\_\_\_ 年(Year)秋季期(7-9月)/Autumn(7-9Month) \_\_\_\_\_ Month
- ☐ \_\_\_\_\_ 年(Year)冬季期(10-12月)/Winter(10-12Month) \_\_\_\_\_ Month

12. 住宿申請(請選擇是否申請)/Housing Application(tick if you wish to apply)

- ☐ 是(費用：三個月7,000元)/ Yes. NT\$ 7,000/three months
- ☐ 否 No.

13. English proficiency 英文能力

- Reading/讀    ☐ Excellent優    ☐ Good良    ☐ Fair可    ☐ Poor差
- Writing/寫    ☐ Excellent優    ☐ Good良    ☐ Fair可    ☐ Poor差
- Listening/聽    ☐ Excellent優    ☐ Good良    ☐ Fair可    ☐ Poor差
- Speaking/說    ☐ Excellent優    ☐ Good良    ☐ Fair可    ☐ Poor差

14.如何支付學習費用？How will you finance your study?

- ☐ 個人存款Personal savings NT\$ \_\_\_\_\_
- ☐ 父母支援Parental support NT\$ \_\_\_\_\_
- ☐ 其他Other ( Specify ) \_\_\_\_\_

15.請備齊下列文件 Please send your completed application form and the following materials:

- ☐ 護照影本 Copy of your passport or, if available, your Alien Resident Certificate.
- ☐ 畢業證書影本 A photocopy of diploma (for applicants not currently enrolled in university)
- ☐ 高中成績單 High school transcript
- ☐ 華語文能力測驗A1證明 Chinese Language Proficiency Test A1 Certificate
- ☐ 體檢證明 Recent health certificate including blood test for HIV and X-ray report (within the past 3 months)
- ☐ 財力證明 申請者本人六個月內的財力證明正本(美金 3,000 元或新台幣 100,000 以上之銀行財力證明) The original copy of applicant's Financial Statement with a minimum amount of US\$3,000or NT\$100,000 (either a bank statement of 6-month validity)
- ☐ 讀書計畫 Study Plan (at least 150 words)
- ☐ 照片 1-inch photo. Please attach it to this application.

16. 請用中文或英文簡述讀書計畫 / Briefly state your study plan in Chinese or English.

17. 除填送本申請表外，務請提出下列文件，申請逾期或申請文件不全將不予受理/ The following documents MUST accompany this completed application form. Incomplete application documents and applications received past the application deadline will not be processed:

- (1)護照影本一份 One photocopy of valid passport
- (2)畢業證書影本 A photocopy of diploma (for applicants not currently enrolled in university)
- (3)高中成績單 High school transcript
- (4)華語文能力測驗A1證明 Chinese Language Proficiency Test A1 Certificate
- (5)體檢證明 Recent health certificate including blood test for HIV and X-ray report (within the past 3 months)
- (6)財力證明 申請者本人六個月內的財力證明正本(美金3,000元或新台幣100,000以上之銀行財力證明) The original copy of applicant's Financial Statement with a minimum amount of US\$3,000or NT\$100,000 (either a bank statement of 6-month validity)
- (7)讀書計畫 Study Plan (at least 150 words)
- (8)照片 1-inch photo. Please attach it to this application.

18. 注意/Notice

- (1)文件若非中文及英文者，必須附上正式中文或英文翻譯。Documents in a language other than Mandarin or English must be accompanied by an official translation in Mandarin or English.
- (2)所有文件一經繳交不予退還。All submitted documents shall not be returned.
- (3)申請者提供的個人資料僅供本校使用，不會對外公開或做其他用途。The personal data you provide will only be used by the International Language Center, Nanya Institute of Technology and will not be published or used for any other purpose.
- (4)所有申請文件將於保存五年後銷毀。All the application documents will be kept at the Nanya for five years and then destroyed.

申請人簽名 Applicant's Signature \_\_\_\_\_ 日期Date            /            /            /

文件備齊後請以電子郵件寄至 [andytu@nanya.edu.tw](mailto:andytu@nanya.edu.tw)

Once all documents are ready, please send them to the [andytu@nanya.edu.tw](mailto:andytu@nanya.edu.tw)

桃園市中壢區中山東路三段 414 號 南亞技術學院 境外招生中心  
NO.414 ,Sec.3 ,Jhongshan E. Rd. ,JhongliDistrict, Taoyuan City 32091 Taiwan(R.O.C.)  
Nanya Institute of Technology, Director of Overseas Admissions Center  
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Mail : [andytu@nanya.edu.tw](mailto:andytu@nanya.edu.tw)