

2022 REMINDERS FOR INTERNATIONAL & OVERSEAS STUDENTS

Department of Civil Engineering
2022.08.26

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My NTU - Taking a Leave

If you are not able to attend a class, you need to **file an application** through MyNTU for taking a leave & **write an email** to the course instructor. Please apply well in advance!

https://my.ntu.edu.tw/stuLeaveManagement/Domestic_student.aspx



The screenshot shows the 'Student Leave Request System' interface. At the top, there is a navigation bar with links: '申請作業Apply', '設定Setting', '請假記錄查詢Query', '說明Instruction', and '登出'. Below this, the title '學生請假系統' (Student Leave Request System) is displayed. The main content area is titled '學生國內請假 | Domestic Leave'. It contains a form for submitting a leave request, including fields for '姓名Name', '系所Dept', '學號Std.ID', and '聯絡電話Tel'. There are radio buttons for '一般(含期中考)假單General(Incl. midterm)' and '期末考假單Final exam'. Below the form, there are several instructions in Chinese and English regarding the application process, including a note about the one-month deadline. At the bottom, there are dropdown menus for '假別LeaveType' (set to '病假 sick') and '請假擇天數 choose day' (set to '1天以上More than a day'). There are also date pickers for '開始日From' and '結束日To', both set to '2021/04/30'. A link for '課表Course Schedule' is at the bottom.

My NTU - NTU Mail

Important emails from the University & our Department:

1. Sent to your NTU mail account. **Please check your NTU mail.** <https://ntumail.cc.ntu.edu.tw/>
2. Posted on our NTUCE Website. Just google “NTUCE”, you will find the website:
<https://www.ce.ntu.edu.tw/en/home/>





NTU Exchange Mail

服務對象

1. 教職員工帳號 \ Faculty Account
2. 公務、計畫、及短期帳號 \ Project and Short Term Account
3. 108學年以前在學學生帳號
 \ Internal Student (Before Year 2019) Account

立即前往 [Go to NTU Exchange Mail](#)

NTU Exchange Mail FAQ

NTU Webmail

服務對象

1. 109年5月以後入學學生帳號
 \ Internal Student (After Year 2020) Account
2. 校友帳號 \ Alumni Account
3. 醫院員工帳號 \ Hospital Staff Account


立即前往 [Go to NTU Webmail](#)

NTU Webmail FAQ

My NTU - Personal Contact's Update

Please **update your personal cellphone** for emergency usage. You are requested to have a contact number in Taiwan, and at least one emergency contact who is reachable in Taiwan.

<https://my.ntu.edu.tw/stuinfo/newportal.aspx>



Login with NTU Account SS01.3
※ Please change the password regularly.

Search

Students

- Specialization Program Compass
- Personal Info > more ...

Courses

- Specialization Program Compass
- Course Selection Results more ...

Faculty & Staff

- Vote
- Start-up funding support for new NTU faculty more ...

Curriculum >

Personal Information >

DATA

Personal information of advisee

Tuition and Miscellaneous Fees and Payment

Tuition Miscellaneous Fees and Payment

Student personal data		Student record data				
Emergency Contacts Information						
Emergency Contacts Information(I)	Name	<input type="text"/>	Relationship	<input type="text"/>	Address	<input type="text"/>
	Cell Phone number	<input type="text"/>	Home Number	<input type="text"/>	Office Number	<input type="text"/>
Emergency Contacts Information(II)	Name	<input type="text"/>	Relationship	<input type="text"/>	Address	<input type="text"/>
	Cell Phone number	<input type="text"/>	Home Number	<input type="text"/>	Office Number	<input type="text"/>
General Information						
Alternative E-mail	<input type="text"/>	Dormitory Number	<input type="text"/>	Cell Phone number	<input type="text"/>	
Marital Status	未婚 Single	Blood Type	不清楚 uncertainty			
資料暫存/Save						

Study Resources – Teaching Assistants

2 kinds of Teaching Assistants (TA):

Graduate TA: graduate students specifically hired for a certain class.
Please ask them for questions regarding specific course(s).

TA Office (CEB 211) Staff:

<https://www.ce.ntu.edu.tw/en/people/teaching-assistants/>

Study Resources – CTLD

The Center for Teaching and Learning Development (教學發展中心, CTLD) hires tutors to provide tutoring service for students in need to deal with problems encountered in basic subjects.

Available Subjects in this semester: Calculus, Statistics, General Physics.

Check & make the online reservation at

<https://ntuacounseling.ntu.edu.tw/web/basic/service>

NTUCE – Important Helpers

Professors / Advisors: <https://www.ce.ntu.edu.tw/en/people/faculty/all-faculty-members/>

Staff: <https://www.ce.ntu.edu.tw/en/people/staff/>

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Governmental - Work Permit (1)

Simple facts:

- ✓ Only for International and Overseas Chinese Students who hold an ARC
- ✓ Working without holding a work permit → may be fined from NT\$30,000 to NT\$150,000 and/or ordered to leave the country
- ✓ Application fee: 100 NTD.
- ✓ Validity: 6 months, max.
 - For Fall Semester: **to March 31**, the latest
 - For Spring Semester: **to September 30**, the latest
 - Graduating Students: **to June 30**, the latest
- ✓ Maximum work hours: **20 hours/week**, except during summer and winter vacation.

Useful Links:

1. Work Permit Online Application System:
<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>
2. OIA's website: <https://oia.ntu.edu.tw/en/current-students/international-degree-and-dual-degree-students-wpwq/others-nl1t/work-permit-4mnp>

Governmental - Work Permit (2)

Application Procedure:

Step 1: Pay the application fee (100 NTD) at the Post Office or via ATM

Step 2: Create an account & Apply online

Checklist:

✓ Passport

✓ ARC

✓ Enrollment Certificate of Current Semester (download from NTU ePortfolio)

✓ Student ID

Step 3: Inform the following person:

➤ International Students: Ms. Whyin CHEN (whyinchen@ntu.edu.tw)

➤ Overseas Chinese Students: Overseas Students Advising Division (僑陸組)。

Step 4: Check your application online.

CE – Survey (conducted in Fall 2021)

What was the most difficult thing for you after you arrive in Taiwan?

language barrier and culture	Time Management
homework and exam; academics; selecting courses; Understanding the Course Requirements	Homesickness, workload pressure, and adapting to the harsh university life
Not all of email from Department is in English. Especially some important is only in Chinese.	not familiar with the food here; ordering food; getting used to tofu
vast cost of Quarantine period; financial	Taiwan weather; very HOT summer
Transportation and directions to go to places; finding places	I arrived late so I did not know much people yet at the beginning.
Make friends with Taiwanese classmate.	Adapting to the college life
Keeping up with classes while in quarantine; catching up on the subjects that I used to follow online	follow all necessary procedures regarding my school registration, obtaining official documents such as ARC and passbooks
my lacking ability to ride a bike	Visa process was quite annoying
study habits of the locals	

CE – Survey (conducted in Fall 2021)

Any questions, suggestions, or comments for the Department?

I would like to know any civil engineering internships for the future

make lots of event where international student could gather with local Taiwanese student

The time of Applied mechanics II class is same as the time of my overseas Chinese's Chinese lesson, why could this happen?

How hard is it to graduate in ntu as a civil engineering

Muslim Prayer Room

3 Prayer Rooms at NTU:

- 1 in the basement of the Main Library (圖書館地下室)
- 2 at Boya Lecture Building (博雅教學館)

To use the 3 Prayer Rooms in NTU:

1. Join the Facebook group 台大伊斯蘭和平社 →
2. Apply for access to the Prayer Rooms at
<https://forms.gle/ThMShfcUzyTV83yc6>



NTUCE Student Association



NTUCE International Student Group
Facebook



NTU Civil Engineering Student Association
Instagram