

Program Advisory

I. Program Application

1. Applicants should be nationals of countries with which the ROC has diplomatic relations or developing countries friendly to Taiwan. Any applicant should be neither a Taiwanese national, nor an overseas Taiwanese compatriot.
2. All application materials must be submitted to the ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office or Taiwan Technical Mission (only for stakeholders participating in TaiwanICDF projects or applicants already under instruction to submit their documents to a Taiwan Technical Mission) in your country. These are the only channels by which you can apply to the TaiwanICDF scholarship program.
3. The ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office or Taiwan Technical Mission will make an initial evaluation of your application and verify your credentials.
4. After your application has been fully reviewed, the institution will set up an admission committee with the TaiwanICDF and relevant program personnel to determine the status of your application.
5. Once your application is accepted, the TaiwanICDF will issue you a Letter of Invitation and Acceptance (LOIA) via the ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office or Taiwan Technical Mission. You must sign the Consent Form enclosed in the LOIA under the witness of an official from the ROC (Taiwan) Embassy/ Consulate/ Representative Office or Taiwan Technical Mission to complete the application procedure. Please note that your scholarship will be granted in accordance with the LOIA provided by the ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office or Taiwan Technical Mission. Your school acceptance letter serves only as a notice of your admission into the school.
6. You should submit certificates or equivalent official documents verified by the ROC (Taiwan) Embassy/ Consulate /Representative Office before July 15, otherwise the TaiwanICDF will cancel the scholarship.

II. Pre-departure

1. Confirmation of Your Participation in the Program:

Please fax your signed LOIA to the TaiwanICDF from the ROC (Taiwan)Embassy/ Consulate (General)/ Representative Office or Taiwan Technical Mission in your country.

2. Passport:

Please ensure that you have a valid passport (good for at least 24 months before its expiry date) or equivalent travel document. You or your employer should bear any expense incurred for this purpose.

3. Visa Application:

You must present your LOIA when applying for a Taiwanese visa. When you receive your visa, check to make sure that it is the appropriate one and covers the entire duration of the program in Taiwan. Please note that any visa fees (including for any visas required for travel through other countries) will be borne by you or your employer.

4. Airfare:

The TaiwanICDF will arrange and pay for an economy class ticket for the most-direct flight to Taiwan. The ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office or Taiwan Technical Mission will inform you of your confirmed flight schedule and give you your ticket. Please keep in touch with this office for further help and advice. Please submit your boarding passes to the program manager at your institute when you arrive in Taiwan.

* No stopover fee available.

5. Cancellation:

If you have to cancel your participation, please inform the ROC (Taiwan)Embassy/ Consulate (General)/ Representative Office or Taiwan Technical Mission as soon as possible.

III. Arrival at Taiwan's International Airport

1. Your arrival date and airport should be arranged by the TaiwanICDF (the arrival date will be in the early September). If your arrival is unduly delayed, the

TaiwanICDF reserves the right to cancel your participation and flight.

2. Upon arrival at Taiwan's International Airport, the representative of TaiwanICDF will take you to your accommodation.

IV. Program Period

1. Orientation:

- a.)The TaiwanICDF will arrange an orientation. The purpose of this orientation is to introduce the regulations of the scholarship and Taiwanese customs and culture. Costs will be covered by the TaiwanICDF.

- b.)Regardless of your arrival date, you will receive the full amount of the first month's allowance after your arrival, to help cover your settlement expenses.

*Please note: There is no separate relocation allowance.

2. Temporary Leave:

Your director or program manager should be informed of any travel plans (date, period, location(s), reasons for travel, etc.) during summer or winter vacation. For any travel taking place during a semester, your director or advisor should be informed of and approve your travel plans (date, period, location(s), reasons for travel, etc.), otherwise your living allowance will be suspended according to the number of days you are absent.

3. Health Insurance:

- a.)When you arrive in Taiwan, the TaiwanICDF will cover both your medical insurance (up to a premium of NT\$30,000; *life insurance not included) and accidental insurance (up to a premium of NT\$2,000,000). To check details of the coverage, please consult your university and make reference to the contract signed by your university and the insurance company.

- b.)Starting from the seventh month of your stay in Taiwan, the TaiwanICDF will fund your enrollment in Taiwan's National Health Insurance Scheme. To see the scope of payments for the scheme, please refer to the following website:

[http://www.nhi.gov.tw/English/webdata/webdata.aspx?menu=11&menu_id=593&WD ID=593&webdata_id=3148](http://www.nhi.gov.tw/English/webdata/webdata.aspx?menu=11&menu_id=593&WD_ID=593&webdata_id=3148)

4. Motor Vehicle:

A small number of motor vehicle accidents involving TaiwanICDF students have occurred in recent years. These accidents have hospitalized students and, in some cases, resulted in criminal charges being brought against them. In order to avoid serious accident and legal difficulties, you are requested to:

- a.) Hold a valid driver's license;
- b.) Hold a valid vehicle registration certificate;
- c.) Follow all traffic regulations (e.g. wear helmet);
- d.) Hold valid accident insurance, including for third party liability.

For further information about vehicular regulations, please refer to the following website:

http://www.thb.gov.tw/tm/Menus/new_english/index2-3.html#a1

http://english.tao.taipei.gov.tw/MP_117052.html

<http://iff.immigration.gov.tw/ct.asp?xItem=1087301&ctNode=29938&mp=T002>

https://www.mvdis.gov.tw/mvdis_en/DriversGuide08En.htm#ugtop

5. Monitoring Meeting:

The purpose of the monitoring meeting between the TaiwanICDF staff your director is to understand the progress of your current studies and daily life at the end of each semester. If you have any questions about the scholarship, you may also discuss these with TaiwanICDF staff after the meeting.

6. Document Authentication:

Please contact the ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office in your country requesting documents to determine whether or not your documents need to be authenticated by the Bureau of Consular Affairs (BOCA), Taiwan. Requirements for authentication are as follows:

- a.) Applicants must present original documents certified by a public notary;
- b.) Applicants or their agents are required to provide BOCA with a supplementary copy of each document for its records;
- c.) Applicants or their agents are required to present original identification papers.

For further information, please refer to the following website:

<http://www.boca.gov.tw/lp.asp?CtNode=119&CtUnit=82&BaseDSD=7&mp=2>

V. Departure

1. Within the given award period, upon confirming your completion of school leaving procedures and submission of the abridged theses for SCI, EI, A&HCI, SSCI, TSSCI journals or the Journal of International Cooperation (JIC), the TaiwanICDF will arrange a flight for your return journey via the most direct route on any date before the end of August.¹
2. Please note that any visa fees (including for any visas required for travel through other countries) will be borne by you or your employer.
3. If your final departure date falls on or before the 15th day of the month, you will receive half the allowance for that month.

TaiwanICDF Alumni Society

The end of the program is the beginning of a new phase for you. After returning to your country, it is the TaiwanICDF's hope that you will:

1. Keep in touch with us and remain in contact with the ROC (Taiwan) Embassy/ Consulate (General)/ Representative Office or Taiwan Technical Mission and your school;
2. Put the knowledge and skills you gained to good use in your place of work;
3. Help your organization to disseminate the knowledge you gained through seminars, training programs, discussions, etc.;
4. Participate in the activities of the TaiwanICDF Alumni Society in your country.

For further information on the TaiwanICDF Alumni Society, please refer to the following website:

<http://www.icdf.org.tw/np.asp?ctNode=30021&mp=2>

¹ For Ph.D. program students: For a period of continuous, non-interrupted study, if the completion of a degree program exceeds the given award period (four years) but falls within six years, the TaiwanICDF will still offer the successful graduate a return flight ticket.