

Welcome

TSE New Student Handbook

This handbook provides essential information to help you prepare for your journey and navigate your first steps with us.



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Important Dates



- [NTHU Freshmen Camp \(links to important new student information\)](#)
- [NTHU New Student Dorm Guide](#)
- [NTHU Academic Calendar](#)

NTHU Schedule	Date	Links
NTHU Housing Application	July 27, 10:00am- July 30, 4:00 pm	https://sthousing.site.nthu.edu.tw/p/403-1254-10738.php?Lang=en
NTHU Registration Procedure (receive email from registration division)	Aug 3	https://registra.site.nthu.edu.tw/var/file/211/1211/img/2979/202609NewGraduateStudentRegistrationGuidelines(new).pdf
New Student Course Selection	Aug 18–20 (3 Days)	🌐 New Student Navig...
3rd Course Selection	Aug 25–27 (3 Days)	🌐 國立清華大學課務組
@NTHU_SA X 萬家福 Freshman Discount Fair (includes bedding) - in Chinese, please autotranslate	Aug 30-31, 9:00am-5:00 pm	🌐 清華大學學生會(NTH...
NTHU Health Check	Sep 3, 4:05pm	🌐 New Students Heal...
Course Add and Drop	Sep 3-20 (17 Days)	🌐 國立清華大學課務組



Join the TSE groupchat!



How to download please see page 15.

TSE Schedule	Date
New Student Orientation	Sep 1, 2:00 pm - 4:00 pm
Hsinchu Local Tour (Students & Faculty)	Sep 5, 9:30 am – 4:55 pm
TSEF Conference	Sep 12
Student-Faculty Meet	Sep 16, 12:00-1:30 pm

Notes about attending TSE lectures:

Every semester, TSE will host around eight to ten lectures (seminars). For TSE scholarship recipients, this will be included in your academic performance evaluation.

- You must attend at least half of the sessions.
- The time is usually scheduled on Wednesday, 12:00-13:00
- We will update the information during the semester. Please keep track of TSE emails.

Arrival

- Get a local SIM at the airport or get an eSIM on Airalo/Klook (recommended to get for at least 1 month until you get your ARC).
- Cash Exchange (Optional): Swap money at the airport. **Budget roughly NT\$10,000 for initial setup plus NT\$18,000/month for living costs.**
- Buy a EasyCard at a convenience store or HSR station—or just wait, as your Student ID doubles as an EasyCard.
- Dorm Check ([Map](#))
 - Bring your passport to your [Dorm Service Center](#) for keys and a temporary entrance card (Hung, Shiue, and Tsing use [NTHU Dorm Service Center 1](#)).
 - Plan to buy arrival essentials immediately: bedding, toiletries, hangers, cleaning wipes, etc. Refer to [this](#) for key campus locations and nearby stores to go.

Transportation

From Taoyuan International Airport to National Tsing Hua University

Rihao Bus NO. 1250	Taoyuan MRT/High Speed Rail	Taxi
• It takes about 60 minutes. • The fee is around NT\$300 • No need to transfer • Disadvantages: There is only one bus every 1-2 hours	• It takes at least 80 minutes (excluding waiting time for transfer). • The fee is around NT\$500 • Frequent airport MRT and high-speed rail services • Multiple transfers	• It takes about 40 minutes. • The fee is around NT\$2000

Keep an eye out for messages from [OGA](#) about their airport pick-up service.

RIHAO BUS <https://www.rihaobus.com/>

Taoyuan Metro https://www.tymetro.com.tw/tymetro-new/tw/_pages/travel-guide/road.html

Taiwan High Speed Rail <https://www.thsrc.com.tw/>

Here are a few recommended websites where you can make reservations for airport transfer services:

- **KKDay:** <https://www.kkday.com/en/product/1781>
- **Klook:** <https://www.klook.com/zh-TW/airport-transfers/service/tpe-taiwan-taoyuan-international-airport/>
- **Uber:** <https://www.uber.com/global/en/r/airports/tpe/pickup/#maps>
- **55688:** https://www.taiwantaxi.com.tw/EN/en_about.html
- **Line taxi:** <https://app.taxigo.com.tw/>

Alien Resident Card (ARC)

Source: Office of Global Affairs, NTHU

1. Apply for Alien Resident Certificate (ARC)

Online Application: [Apply Here](#)

[Important notice for Alien Resident Certificate \(ARC\)](#)

First-time ARC application (accepted by a school but not yet enrolled)	First-time ARC application (enrolled)	ARC extension application	ARC information update application
- Headshot - Passport - Resident visa - Proof of accommodation - Admission certificate	- Headshot - Passport - Resident visa - Proof of accommodation - Enrollment certificate (student ID card)	- Headshot - Passport - ARC - Proof of Accommodation - Student ID card with registration sticker	- Headshot - Passport - ARC - Proof of Accommodation - Student ID card with registration sticker - Supporting documents

NAME SEAL / STAMP (印章 Yīnzhāng)

What Is It and Why You Need to Have One

A small stamp (wood, plastic, or stone) that acts as your official signature (and may be mandatory) in Taiwan for major administrative tasks in Taiwan, including opening a local bank account and signing official contracts

Cost and Time: around NT\$ 100-300, takes 15-30 minutes

Important Rules

- The name carved on the seal **must match the one on your Alien Resident Certificate (ARC)**.
- Most local banks require a seal with your Chinese name if you have one on your ARC. Unless you have your Chinese name written on your ARC, your stamp can not be used

Where To Get One

You can get a name seal at local lock and key shops (鎖印行), such as:

- [永盛鎖匙刻印行 \(Yongsheng Lock & Stamp\)](#) - diagonally across from NTHU's main gate. Offers fast 30-minute wood name stamp pickup and discounts for students.
- [清華鎖匙刻印行 \(Tsinghua Lock & Stamp\)](#) - located right opposite NTHU's main gate
- [天橋配鎖行 \(Tianqiao Lock & Stamp\)](#) near NTHU's Nanda Campus



Connectivity: Getting a Permanent SIM Card 7

Note: All phone plan applications must be completed in person

Major Telecom Providers	Key Plan and Price	Features	Direct Service Center (服務中心) Only?	Residential Address Needed? (Proof of Accommodation)	Deposit / Guarantor Requirement (Post-paid only)
Chunghwa Telecom (中華電信)	4G Student Plan (NT\$299+/month) View Plans	Stable Signal	⚠ Yes	⚠ Yes	NT\$2,900 deposit (100% refundable) OR Taiwanese guarantor (with dual ID)
Taiwan Mobile (台灣大哥大)	Student Good Young Plan (NT\$388+/month) View Plans	Many Discounts	✗ No	⚠ Yes	None (No deposit or guarantor required!)
Far EasTone (遠傳電信)	Student Plan (NT\$299+/month) View Plans	Many Locations	✗ No	✗ No	NT\$2,400 deposit

Required Documents:

- Passport (original) with at least 6 months validity
- ARC (Alien Resident Certificate)
- Student ID or Official Enrollment Certificate (for student plan)
- Proof of residential address (or letter of residence in the student dorms)

Pro-Tips for Students:



- 📞 **English Hotline:** You can ask the staff to call their internal translation line for application process (confirmed for Chunghwa)
- 💳 **Prepaid vs. Postpaid:**
 - **Prepaid:** No contract, easy budget control.
 - **Postpaid:** Cheaper long-term rates & more discounts (contract required).
- 📱 **Plan Choice:** Choose the most suitable plan based on local signal strength and price.



Verified Chunghwa Direct Service Centers (Hsinchu - Near Campus)

[Jianxin \(建新服務中心\)](#) – closest to NTHU | [Guanxin \(關新服務中心\)](#) | [Mingsheng \(民生服務中心\)](#)



DO NOT GO TO Guangfu Special Service Center (中華電信新竹光復特約服務中心) — 特約 places do not offer phone plans

Steps on completing your registration after arrival

- Non-TSE scholarship recipients please complete step 1 to Step 6
- TSE scholarship recipients, please complete Step 1 to Step 7 before receiving TSE scholarship stipend



Step 1

Completing the registration process and receiving your NTHU Student ID

Including completing all payments in the AIS system (dormitory fee, insurance, etc.), health examinations, submitting notarized documents, etc.

Step 2

Apply for Alien Resident Certificates (ARC) Online

1. 8 working days for the immigration office before they email notice the results.
 2. Once it is approved by the immigration office, it takes another 3 working days to produce the card. You choose to pick the card by yourself at the Hsinchu Branch of the immigration office.
 3. If you don't have a Student ID card yet, you can apply for 在學證明單 (Enrollment certificate) from the Registration division vending machine.
 4. We recommend you fill out both Chinese and English names on the application form online because it might help the bank to match your bank information with the ARC.
-

Step 3

Upload the ARC information online

Refer to the Office of Global Affairs (OGA)'s instructions if any.

Step 4

Apply for a Bank account

1. NTHU provides 3 options for students: [Post office](#), [Mega bank](#), and [E. Sun bank](#).
 2. Opening a Post Office account takes about 30–60 minutes, and you can usually receive your passbook the same day if you go in the morning or arrive early. For Mega Bank or E.SUN Bank on campus, bank cards are typically issued within 3 working days.
 3. To open an account, bring your ARC, student ID, passport, 1000 NTD, and a name seal (name on the seal must match your ARC).
-

Step 5

Add your Bank account name and information on the Academic Information Systems

Students need to fill out the information by themselves as soon as they get a bank account. (Academic Information System→Income inquiry→Salary Bank account key-in)

Step 6

Apply for a NTHU email (@gapp.nthu.edu.tw) Page 11 for how to apply

1. Drop an email to let the TSE office (tse.pg@my.nthu.edu.tw) know you have finished this step so we can proceed with scholarship payment.
2. Email subject: "Bank info_Your Student ID_Your Name_". Your email should include NTHU email account, student ID card (front side), ARC card (both sides), cover of the passbook, complete (insurance, dorm, etc.) payment receipt in one single PDF file.

Step 7

Scholarship payment

At least 10 working days for division/institute; 7 working days for TSE

For late registration, after all divisions finish the paperwork and nothing goes wrong with the bank end, you will receive your scholarship.

The time it takes for everyone to complete step 6 may vary, the timeline of the first stipend payment (Sep + Oct) is as below.

Complete Step 6 before	Received a stipend around	Stipend received
Sep 15	Early Oct (can be expected before Oct 5)	Sep stipend + Oct stipend
Sep 30	Mid to late Oct (can be expected before Oct 25)	Sep stipend + Oct stipend
Oct 15	Early Nov (can be expected before Nov 5)	Sep stipend + Oct stipend + Nov stipend
Back to the regular schedule	Early part of every month (1st-15th)	Stipend of that month

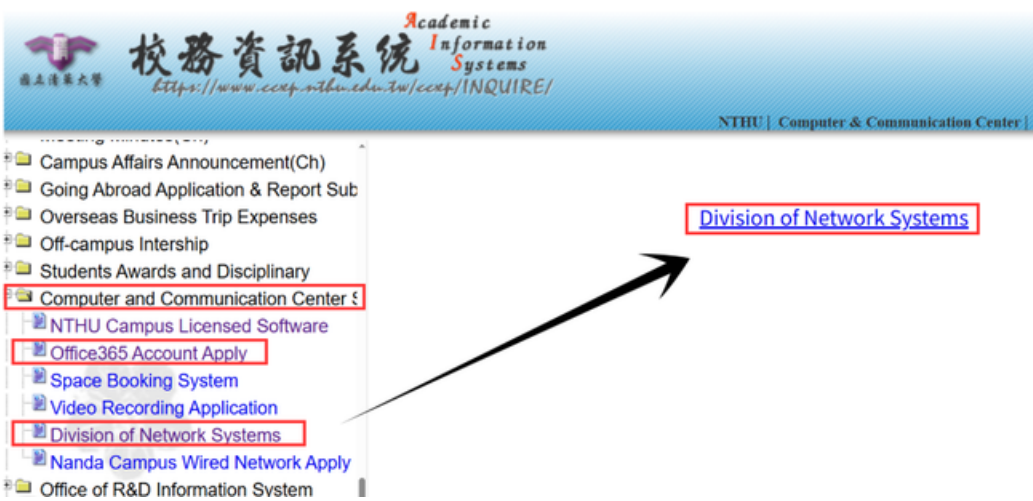
*You will get your scholarship at the early part of every month (1st-15th). However, please expect that your scholarship will be a little late in the following months due to the accounting and cashier's offices working days and national holidays: Sep, Dec, Jan, and Feb.

*For late registration, students need to expect one-month duration before getting scholarships.

Applying for Campus Wifi and NTHU Email

1. Log into the NTHU Academic Information System (AIS).
2. Select “Computer and Communication Center Services” first, and then “Division of Network Systems”.
3. Click the URL “Division of Network Systems” on the right frame, and then your browser will be redirected to the service portal of Division of Network Systems.

Note: If you are in the dorms, you need to acquire your own internet router for wireless internet access in the dorms. You may also connect devices directly using an ethernet cable. Routers can be had for as little as NT\$500 brand new. There is a Nova electronics store near the campus main gate, on Guangfu Road, [here](#).



The screenshot shows the AIS interface with the following elements:

- Header:** 校務資訊系統 Academic Information Systems, URL: https://www.ccsp.nthu.edu.tw/ccsp/INQUIRE/
- Left Menu:**
 - Campus Affairs Announcement(Ch)
 - Going Abroad Application & Report Sub
 - Overseas Business Trip Expenses
 - Off-campus Internship
 - Students Awards and Disciplinary
 - Computer and Communication Center Services** (highlighted)
 - NTHU Campus Licensed Software
 - Office365 Account Apply** (highlighted)
 - Space Booking System
 - Video Recording Application
 - Division of Network Systems** (highlighted)
 - Nanda Campus Wired Network Apply
 - Office of R&D Information System
- Right Frame:** [Division of Network Systems](#) (highlighted)

Network Systems Division

Online Services

- System functions
 - Home
 - Logout
- Email services
 - New Email Account** (highlighted)
 - Mailbox Access Log Query
 - SMTP Log Query
 - SMTP White IP List
- G Suite (Google Apps) for Education

Welcome to Network Systems Division

Student/Staff-ID	XXXXXXXXXXXXXXX
Name	張國棟
English Name	CHANG KUO-TUNG
From	106-100-0000-0000
Login Time	2023-04-21 15:15:15 (GMT+8)
Language	zh
Condition	OK

G Suite (Google Apps) for Education

- New Google Apps Account** (highlighted)
- WLAN services
- Wireless LAN Account** (highlighted)
- DormNet services
- DormNet Account

[NTHU Google Workspace \(@gapp.nthu.edu.tw\)](https://gapp.nthu.edu.tw) Setup Steps



1. Log in to the Division of Network Systems portal and select "New Google Apps Account" from left menu
2. Read and accept the Campus Network Usage Guidelines
3. Enter "Non-official Use" when prompted → Click OK → Click "Agree, Continue"
4. Complete your account details → Click "Confirm Application"

 **Important: Your username is user-defined and cannot be changed once confirmed.**

Features (Education Plus)	 Storage & Status Restrictions
• Access shared cloud storage	• Storage reduced from 5TB to <20GB within 2 years
• Official NTHU student badge (for Apple Ed discount)	• Graduated accounts revert to Education Basic
• Host Google Meet calls > 1 hour	-----
• Direct file sharing with institutional users	-----

Campus Wireless LAN (WIFI) Account Set-up Steps

1. On the Division of Network Systems portal, select "Wireless LAN account" from left menu.
2. Enter and verify your email address and contact details.
3. Create a password for your Wi-Fi account.
4. Accept the Usage Guidelines → Click "Agree" (account activates in approximately 10 minutes)

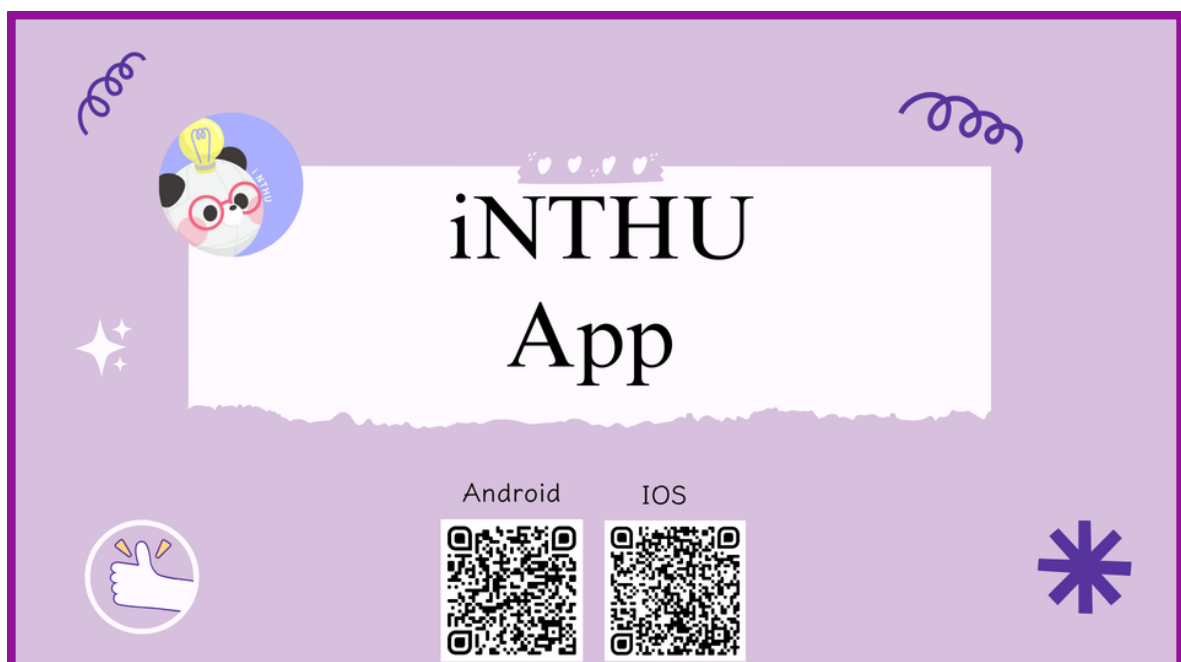
Network Name (SSID)	Connection Method
• nthupeap (TSE & Campus) • eduroam	One-time setup per device; uses your campus wireless network username & password.
• TANetRoaming • nthu-cc	After connecting, open the login screen through a browser. Log in using the campus wireless network username and password.
• NTHU Library Wireless	NTHU Library Wireless Portal ; access at the library



The iNTHU (i清華) App

Your all-in-one companion for NTHU campus life and emergency safety. Features include:

-  Emergency & Safety
 - Built-in emergency positioning service (alerts NTHU Security Office with your location instantly)
-  Campus & Student Services
 - Campus bus timetables & real-time updates
 - Campus news, scholarship, & career development information
 - Dining, counseling, & dorm resources
-  Change profile icon & app language settings under "Info"



Living: Daily Essentials and Tips



Essential Communication

Download [LINE](#) (most used communication app in Taiwan)



Power & Voltage

Taiwan uses Type A/B plugs (110V at 60 Hz). Check if you need an adapter

Note: Some dorms (e.g., Tsing) use LINE OpenChat, which requires the Taiwanese version of LINE and a Taiwanese phone number. If you registered LINE before arriving in Taiwan, you will need to transfer your account to a local number.

[Reddit](#) | [LINE Help Center](#)

- [Information for Foreigners in Taiwan \(National Immigration Agency\)](#)
- [Talent Taiwan \(helps international talent; useful resource for foreigners\)](#)
- [Talent Taiwan - Guide to Taiwan](#)
- [Taiwan Foreigner Survival Guide \(blog\)](#)
- [The Handy Guide for Foreigners in Taiwan](#)

Quick Etiquette and Local Habits:

 **Toilet Paper:** Check signage in restrooms— throw used toilet paper in the trash bin provided to avoid pipe blockage (especially in older buildings). In more modern buildings, you can flush, but throw in the bin if you are not sure.



Convenience stores are hubs: you can handle bill payments, ticketing, parcel pickups, and quick meals here

[More info on Taiwan's top 4 \(by OGA\)](#)

Payment

Payment Method	Where It May Be Accepted	Notes
 Cash (New Taiwan Dollars, NTD)	Everywhere	Usually required for night markets, street food, small local shops, and rural areas.
 IC Cards (EasyCard - 悠遊卡/ iPass 一卡通)	Transportation & Convenience Stores	Tap-and-go card for buses, MRT, and quick purchases. Look for the logo
 Credit Cards (Visa, MasterCard, JCB)	Malls, Hotels, Chain Retail	Widely accepted in major cities, hotels, restaurants, and retail stores. Notify your bank that you are traveling abroad/authorize spending in Taiwan
 Mobile Pay (LINE Pay, Apple Pay)	Major Stores and Supermarkets, some businesses	LINE Pay & JKoPay lead locally; Apple/Google Pay work at contactless terminals. (Alipay/WeChat Pay have very limited acceptance)



NTHU Dining Halls



小吃部 XiaoChiBu

- Includes food stalls, a 7-11 convenience store, Straight A (authorized Apple reseller) and a McDonald's
- Mega Bank and Post Office ATMs are available here



水木生活中心 ShuiMu

- 1st-floor: restaurant area with pop-up stalls, Family Mart, and service shops (e.g., laundry, glasses)
- 2nd floor: a student management board, coffee shop, barber shop



風雲樓 FengYunLou

- 1st floor: bookstore
- 2nd & 3rd floor: dining halls
- 4th floor: restaurant

TSE Maps, Directions

Direction to Taipei School of Economics and Political Science (TSE)

2nd Floor, Innovation and Incubation Hall
National Tsing Hua University
101 Section 2, Kuang-Fu Road,
Hsinchu City 300044 Taiwan R.O.C.

新竹市光復路二段101號國立清華大學創新育成大樓2樓



By Car

Via NTHU South Gate (Baoshan Rd)
Via NTHU Main Gate (Kuangfu Rd)



THSR Hsinchu Station
Taxi / Bus Route 182



Enter From NTHU South Gate 從清華大學南校門進入

From Baoshan Road, turn right to enter the campus through the NTHU South Gate.

自寶山路右轉，由清華大學南校門進入校園。

Drive pass the Guard Office and turn right. The Innovation and Incubation Hall is the first building on the right. Park nearby or continue straight for about 100 meters, then turn right to reach the parking lot.

經過警衛室後右轉，右側第一棟建築即為創新育成大樓。可在周邊停車，或繼續直行約100公尺後右轉進入停車場。

TSE is located on the second floor of the Innovation and Incubation Hall.

台北政經學院位於創新育成大樓2樓。



Enter From NTHU Main Gate (Kuangfu Road) 從清華大學正門(光復路)進入

Enter the campus from Kuangfu Road through the NTHU Main Gate. Continue straight and follow the main road for about 850 meters.

自光復路，由清華大學正門進入校園後直行，沿著道路前進約850公尺。

At the first T-junction, turn right when you see the Lotus Pond sign.

在第一個T字路口，看見荷塘指標時右轉。

At the second T-junction, veer left when you see the College of Humanities and Social Sciences sign then continue straight. The TSMC Building will be on your right, followed shortly by the Innovation and Incubation Hall.

在第二個T字路口，看見人文社會學院指標時略向左轉，繼續直行。右側會先經過台積館，接著即抵達創新育成大樓。



2

Heading Up To TSE 抵達台北政經學院

Enter the building's lobby and turn right.

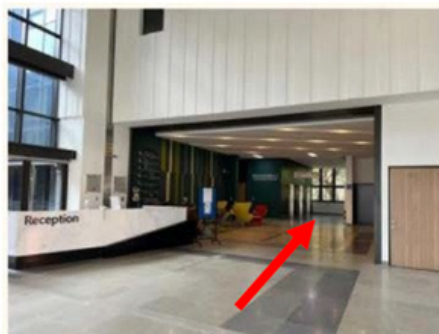
進入大廳後右轉。

Take the elevator or stairs to the second floor. Use the third elevator at the far end if you don't have an NTHU ID card.

請搭乘電梯或走樓梯至二樓。若無清華大學識別證，請使用第三部(最內側)之電梯。

To use the elevator, tap your ID card on the sensor and press "2".

使用電梯時，請刷卡感應後按「2」樓。



NTHU Campus Shuttle Bus Schedule

Shuttle Bus Route

Green Line(Clockwise):

North Main Gate → TSMC Building → College of Humanities and Social Sci. → General Building II

Red Line(Counterclockwise):

North Main Gate → College of Humanities and Social Sci. → TSMC Building → North Main Gate



TSE is in this building (left of the south gate!)

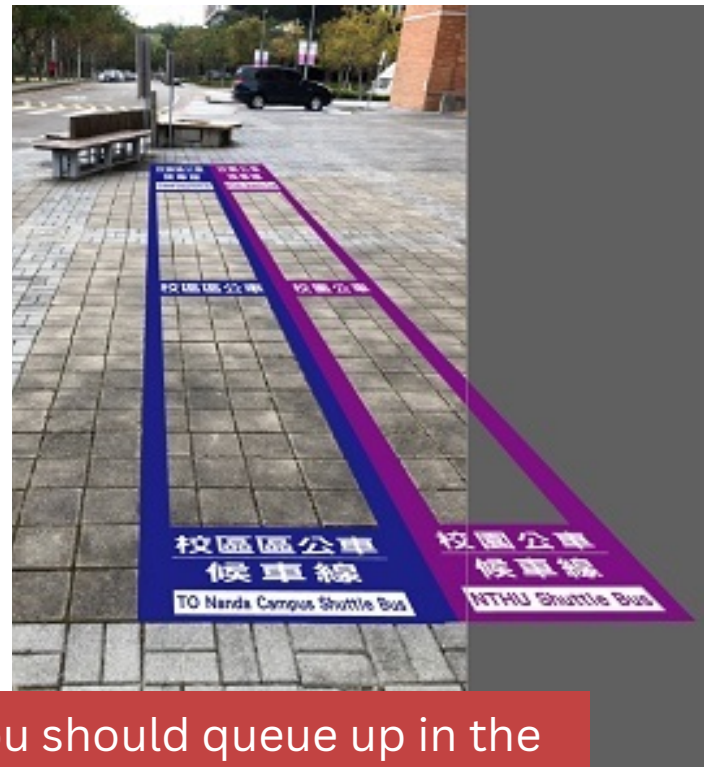


Campus Buses will usually look like these three



Queue up in the appropriate line (NTHU Shuttle Bus)

Campus Transportation Schedule



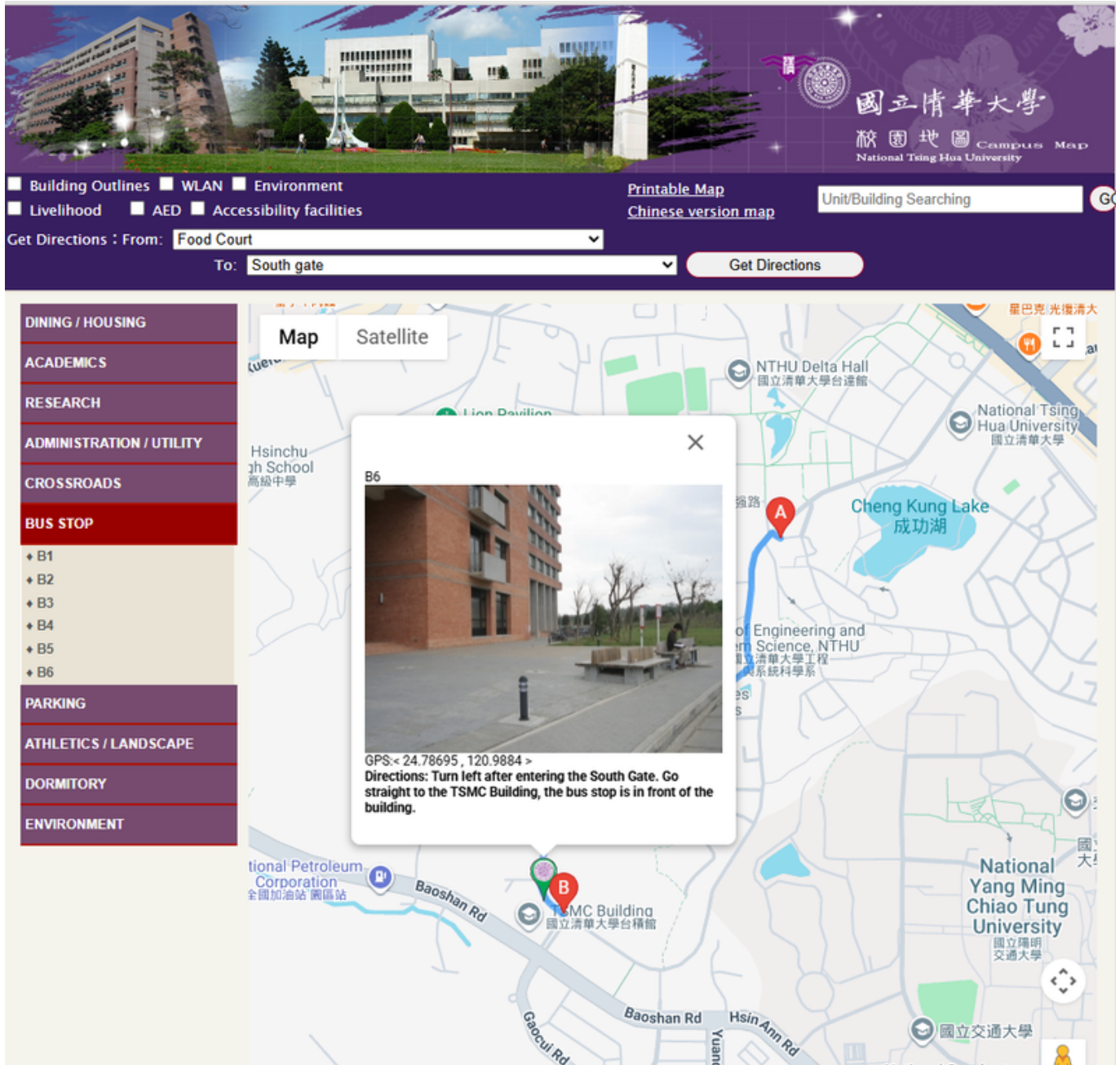
You should queue up in the appropriate line for the shuttle to Nanda Campus

Please note that the campus shuttle service in NTHU and to Nanda campus are free, but you have to hail down and pay for the bus 83 (standard fare is NT\$15) . It will also stop at some of the campus bus stops.



NTHU Static Campus Map (ENG&CHN)

National Tsing Hua University Interactive Map System



國立清華大學
校園地圖 Campus Map
National Tsing Hua University

☐ Building Outlines
 ☐ WLAN
 ☐ Environment
☐ Livelihood
 ☐ AED
 ☐ Accessibility facilities

Printable Map
Chinese version map

Unit/Building Searching

Get Directions : From: Food Court
To: South gate
Get Directions

DINING / HOUSING
 ACADEMICS
 RESEARCH
 ADMINISTRATION / UTILITY
 CROSSROADS
 BUS STOP
 + B1
 + B2
 + B3
 + B4
 + B5
 + B6
 PARKING
 ATHLETICS / LANDSCAPE
 DORMITORY
 ENVIRONMENT

Map Satellite

NTHU Delta Hall
國立清華大學台達館

National Tsing Hua University
國立清華大學

Cheng Kung Lake
成功湖

TSMC Building
國立清華大學台積電館

National Yang Ming Chiao Tung University
國立陽明交通大學

Baoshan Rd
Hsin Ann Rd
Yuan

GPS: < 24.78695, 120.9884 >
Directions: Turn left after entering the South Gate. Go straight to the TSMC Building, the bus stop is in front of the building.



Transit: Taiwan Bus Guide



Hold your arm straight out or wave to flag down the bus at the bus stop



Tap your student ID/EasyCard or ticket when you get on the bus AND when you get off.

Or pay with coins. You only have to pay once per ride, but you have to get off the bus from the front door where the bus driver is



The upcoming stop will be announced on a speaker and showing on an overhead banner. Press the red stop-request button (it should trigger a tune) on the poles or walls **before** your desired stop.

Useful Apps:

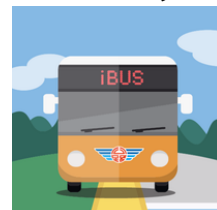
Bus+



Bus Tracker Taiwan



iBus_公路客運 (or iBus_HsinChu City)



Change language to English

Contacts and Resources

- [Information for Foreigners in Taiwan \(National Immigration Agency\)](#)
- [Talent Taiwan \(helps international talent; useful resource for foreigners\)](#)
- NTHU Student Association (@nthu_sa, guides & activities. In Chinese -autotranslate)

Emergency Call, Traffic Accident, Harassment, etc.

1. Police: 110
2. Fire Bureau: 119
3. Ambulance: 119
4. Campus security office: 03-571-4769 or 03-5715131 ext. 66666
5. [Foreigner support hotline](#): 1900

About NTHU Dorms

Division of Student Housing

TEL: 03-5715416 | E-mail: housing@my.nthu.edu.tw

About On-Campus Injury, Illness, Health Examination:

Division of Health Service

TEL: 03-5743000 | E-mail: clinic@my.nthu.edu.tw

For International and Overseas Chinese student support:

NTHU Office of Global Affairs (Division of Overseas Students Service)

Email: dos@my.nthu.edu.tw

[Source: NTHU Office of Global Affairs](#)

TSE

TSE Website: <https://www.tse.nthu.edu.tw>

TSE Office Hours: 9:00-12:00, 13:30-17:00

Student Affairs:

- tse.pg@my.nthu.edu.tw (general and PhD)
- tse.ma@my.nthu.edu.tw (Master's and events)

Faculty Affairs: tse@my.nthu.edu.tw

Student Council: tsestudentcouncil@gmail.com

