

# Handbook for Incoming Exchange Students

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2025.10 version

## School of Medicine National Cheng Kung University NCKU

4F, Cheng-Hsing Campus, No. 1,  
University Road, East District 701,  
Tainan City, Taiwan ([Google Pin](#))

## National Cheng Kung University Hospital

No. 138, Sheng Li Road, Tainan City  
704, Taiwan ([Google Pin](#))



School of Medicine



College of Medicine



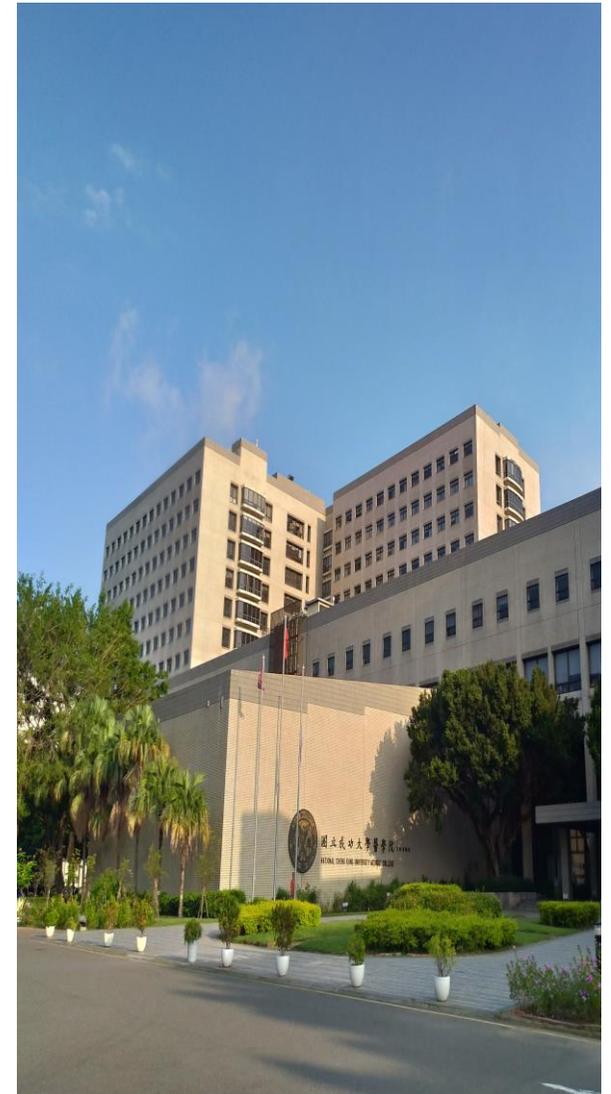
NCKU Hospital



NCKU

# NCKU

School of Medicine, College of Medicine





## Application

1. Application form ([click](#))
  2. CV
  3. One recommendation letter
  4. Transcript
  5. Statement of purpose
  6. Photocopy of passport (bio page)
  7. Headshot photo
- Please submit the above documents 6 months prior to the begin of desired rotation period.
8. Vaccination form (in English) ([click](#))
- The signed/stamped NCKU vaccination and immunization.
  - Original copy of your vaccine receiving records and test results.

## Before Arrival

Please email us the following:

(1 month prior)

1. Original copies of the signed/stamped NCKU form, and the records and test results.

## Arrival

1. Must bring: (**English version**)
    - (1) Original signed and stamped copy of the NCKU vaccination form
    - (2) Original personal records/test results.
    - (3) Personal overseas travel/medical insurance.
  2. Dress code: Business casual. White coat, scrubs, personal stethoscope, reflex hammer, pen light etc. (If applicable)
- Meet the administration staff at the School of Medicine office at 9 am.
  - After registration, you will be led to the Hospital department to begin the elective rotation.

## Departure

1. Google survey ([click](#))

Please submit survey at the end of your exchange program.

Your feedback matters.



2. Meet the Chair of the School of Medicine
3. Return the ID badge
4. Elective Training Certificate

## Contact

Ada Huang / Administrative coordinator  
School of Medicine, NCKU

Phone: +886-6-235-3535 ext. 5018

Email: [z10912010@email.ncku.edu.tw](mailto:z10912010@email.ncku.edu.tw)

## Exchange information

1. Accommodations in Tainan ([click](#))
2. Weather Administration ([click](#))
3. Local traffic safety ([click](#))
4. NCKU campus map ([click](#))
5. Currency exchange
  - (1) approx. rate US\$1 to NT\$32 ([Bank of Taiwan](#))
  - (2) Where to exchange currency:
    - Banks in TPE and KHH airport within the business hours.
    - TCB Bank ([click](#)) stationed at the NCKU Hospital (1F Inpatient Building)
  - (3) ATM machines, please check with your bank if bank card can withdraw NT\$ cash in Taiwan.



## 6. Transportation

- (1) From TPE / KHH airports:
  - Metro Taoyuan ([click](#))
  - Public bus information is available at the airport arrival ([TPE click](#)) ([KHH Click](#)),
- (2) High Speed Rail ([click](#))
- (3) Taiwan Railway ([click](#))
- (4) Local transportation in Tainan:
  - City bus ([click](#))
  - You Bike ([click](#))
7. Finding ROC Embassies and Missions Abroad at MOFA ([click](#)) in your home country for a **visa application, if applicable.** ([click](#)) Type: Visitor Visa.
8. **SIM card** can be purchased at the Arrival area (lobby) after landing, a few carrier options and its packages to choose from.
9. **Living expense** varies depends on personal living style, websites such as [Expatistan](#) or [Numbeo](#), for the cost of living comparisons.

## Check List



- Application Form
- CV
- Recommendation Letter
- Transcript
- Statement of purpose
- Photocopy of passport
- Headshot photo
- \*Vaccination and Immunization Form, and original test results.**  
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- Flight tickets
- Passport
- Visitor VISA (if applicable)  
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- Confirm accommodation
- \*Personal overseas travel/medical insurance**
- Personal belongings, and scrubs, stethoscope, reflex hammer, pen light etc. (if applicable)

(\*mandatory)