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## ACADEMIC YEAR 2017-2018 APPLICATION REQUIREMENTS

### ELIGIBILITY

- (1) Academic restrictions: college student or above.
- (2) Age restrictions: 18 or older. If the applicant has just graduated from high school, he or she must have already been admitted to university.

### REQUIREMENTS

- (1) **Application form.**
- (2) **ID Photo:** To make your student ID card, please submit a high-resolution photo in JPEG, JPG or PNG format.
- (3) **Statement of purpose:** Please describe your personal, academic, and career plans. Why do you want to study Chinese at ICLP? What can ICLP do to help you attain your academic and career goals?
- (4) **Résumé or curriculum vitae:** All formats are accepted. Be sure to include the following information: name, contact information, education, employment, achievements, skills, and qualifications.
- (5) **Course history (prior learning experience in Chinese): List all the Chinese language courses or courses taught in Chinese that you have taken in the past. Include the following information:**
  - Full name of applicant
  - Level of course (include course name and number)
  - Institution and dates for each course
  - Names of instructors
  - Class hours per week
  - Textbooks used and extent to which the content of the text was covered
  - Indicate whether you will require textbooks and handouts in simplified characters
  - Language Proficiency test scores or other Languages and proficiency level

If you are a beginner, there is no need to include the course history with your application. Please indicate that you are a beginner on the application form.

- (6) **Transcripts:** Either a hardcopy or PDF transcript is acceptable.
- (7) **References:** Two references are required. You can download the reference form on the ICLP website. Please have your referees complete, sign and send the letters to ICLP via mail/email.
- (8) **Non-refundable application fee of US\$100.** ICLP is unable to waive or defer the application fee. No application will be processed without the application fee. The following forms of payment are accepted: bank/wire transfers, bank draft, postal money order, American Express traveler's check, personal check (with an additional cashing fee of \$30), or cash. Please find below the bank details and notes on payment by check. New Taiwan dollar is also accepted. The application fee in NTD is 3,000.



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## BANK DETAILS

### ✧ For U.S. Dollar, Pound Sterling, Euro, Australian Dollar transfers

Beneficiary's Name: National Taiwan University

Account Number: 154970000010

Bank Name: Hua Nan Commercial Bank, Ltd. Tai Ta Branch

Swift Code: HNBKTWTP154

Bank Address: No.1, Sec.4, Roosevelt Road, Taipei 106, Taiwan

### ✧ For New Taiwan Dollar transfers

Beneficiary's Name: National Taiwan University

Account Number: 154360000028

Bank Name: Hua Nan Commercial Bank, Ltd.

Swift Code: HNBKTWTP

Bank Address: No.1, Sec.4, Roosevelt Road, Taipei 106, Taiwan

### ✧ Chinese version for New Taiwan Dollar transfers

銀行: 華南銀行台大分行

戶名: 國立臺灣大學 401 專戶

帳號: 154360000028

地址: 106 台北市羅斯福路四段一號

Notes:

- Please include **applicant name** and **ICLP** in the transfer payment details. The above accounts are shared by all National Taiwan University (NTU) units. Therefore, if NTU is unable to identify which unit or student the transfer is intended for, the payment will not be processed.
- Please ensure that the exact amount is received by ICLP. The **remitter** is responsible for **all bank charges**, including the intermediary bank fees. Hua Nan Commercial Bank charges NT\$200 (approximately US\$7) for receiving transfers. Banks in the United States generally charge US\$50 for processing transfers.
- Submit **proof of payment** (e.g. bank receipt) to ICLP via email or fax as soon as you complete the transfer. Email: [iclp@ntu.edu.tw](mailto:iclp@ntu.edu.tw) Fax: +886 2 23626926
- Allow up to 7 business days for the transfer to be received by Hua Nan Bank and for NTU to process the payment.
- ICLP will email confirmation upon receipt of the payment.



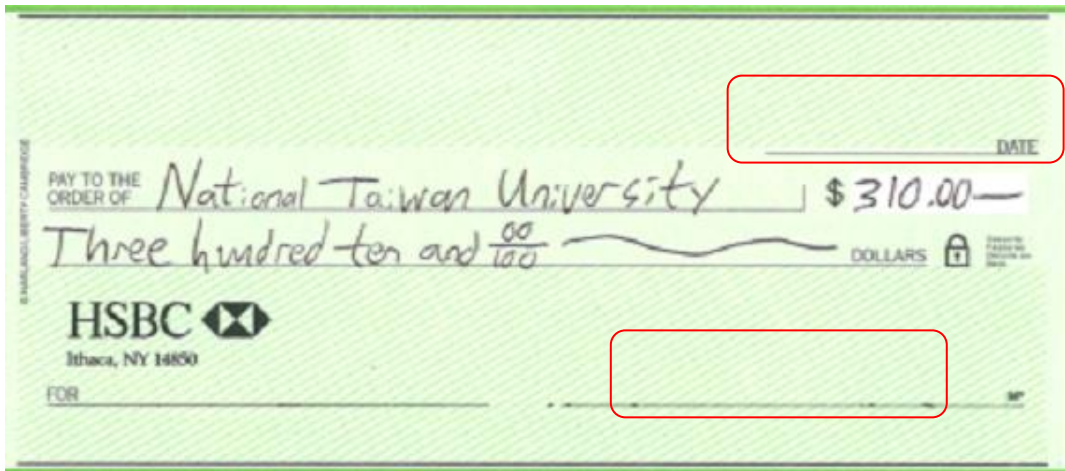
## PAYMENT BY CHECK

Make the check payable to *National Taiwan University*.

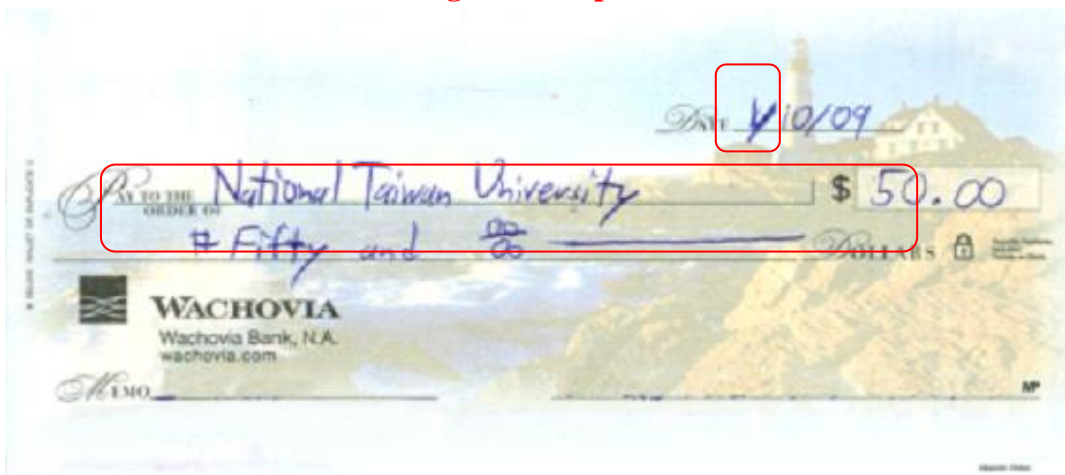
- The **payor** is responsible for **all cashing fees**. Please include an additional fee of US\$30 *for each check* to cover the cashing fees. For checks with a face value of US\$2,000 or more, the cashing fee for each check is US\$60.
- Neither the slightest correction nor abbreviations are accepted. Please make sure that all words are spelled out. Refer to the examples below before mailing your check.
- The date on the check must be written in the order of **MM/DD/YYYY**. If the date must be written in the **DD/MM/YYYY** format, please make sure that the month is spelled out. For example, 02/10/2016 should be written as 02 October 2016.
- National Taiwan University only accepts U.S. currency issued in or after 1997. No U.S. currency with the series number beginning with “CB” will be accepted. The following major currencies are accepted: euro, Japanese yen, and pound sterling. Only banknotes in mint condition are accepted. Any banknote with pinholes and/or staple holes, markings, stains, or tears will be rejected.

### **\*\*Examples of unacceptable checks\*\***

#### **A. “Date” and “signature” are required.**



#### **B. Corrected or unclear writing is unacceptable.**





國立臺灣大學國際華語研習所

INTERNATIONAL CHINESE LANGUAGE PROGRAM

National Taiwan University

P.O. Box 13-204, Taipei 106, Taiwan

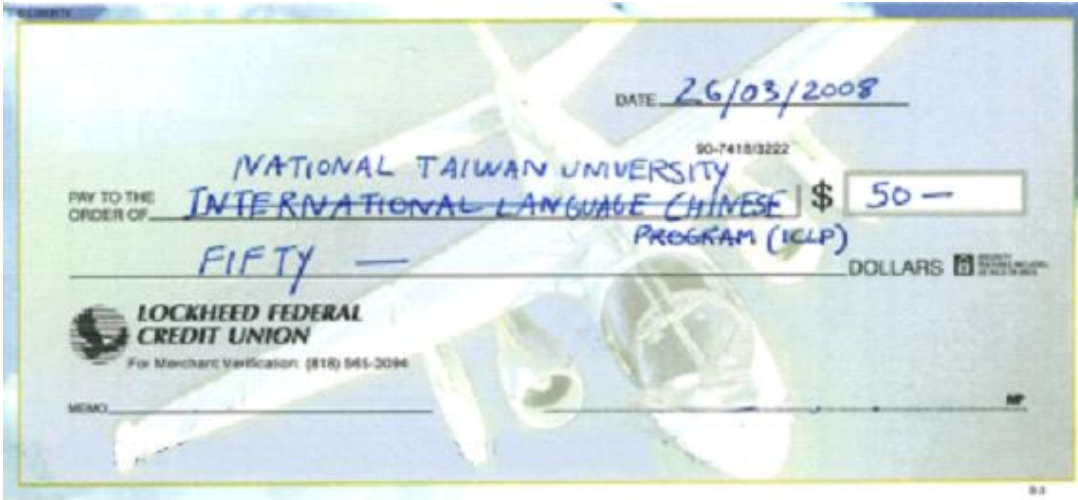
E-mail: iclp@ntu.edu.tw

TEL: 886-2-2363-9123

FAX: 886-2-2362-6926

Website: <http://iclp.ntu.edu.tw>

**C. No corrections are accepted.**



**ICLP ALUMNI AND PREVIOUS APPLICANTS**

If you attended ICLP or applied to ICLP within the last two years, your transcripts and references are still valid. Therefore, there is no need to resubmit these items. Application fee of US\$100 is also waived. Please indicate on the application form that you have attended or applied to ICLP before and when.

**DEFERRAL OF ADMISSION**

No requests to defer an offer of admission will be accepted. Applicants who are unable to attend the program will have to reapply.

**APPLICATION DEADLINES**

2017-2018 Academic Year Program: **April 30, 2017** (On a rolling basis through August, 2017)

**HOW TO SUBMIT YOUR APPLICATION**

**Method 1:** mail all the required materials listed above to the following address:

International Chinese Language Program  
Language Building, National Taiwan University  
Office 420, 170 Xin-hai Road, Section 2  
Da-An District, Taipei 10663, Taiwan

**or**

International Chinese Language Program,  
Language Building, National Taiwan University  
P. O. Box 13-204, Taipei 10663, Taiwan



國立臺灣大學國際華語研習所

INTERNATIONAL CHINESE LANGUAGE PROGRAM

National Taiwan University

P.O. Box 13-204, Taipei 106, Taiwan

E-mail: [iclp@ntu.edu.tw](mailto:iclp@ntu.edu.tw)

TEL: 886-2-2363-9123

FAX: 886-2-2362-6926

Website: <http://iclp.ntu.edu.tw>

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Mail from abroad takes at least two weeks to reach Taiwan. Applications sent via courier service such as DHL, EMS, FedEx, and UPS should be sent directly to the ICLP office on Xin-hai Road.

**Method 2:** email all the required application materials to [iclp@ntu.edu.tw](mailto:iclp@ntu.edu.tw)

**Method 3:** drop off application in person

ICLP is open Monday through Friday, except holidays, from 8:30 a.m. to 5 p.m. Our administrative office is on the fourth floor of the Language Building in Room 420 on the National Taiwan University campus. Applications can be dropped off anytime during our office hours.

**All successful applicants will receive an emailed admission packet from ICLP and be given a placement test upon arrival.**