



2019-2020 Registration Guide
Kaohsiung Medical University, Taiwan

Kaohsiung Medical University

International Student

Registration Guide



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Registration Procedures



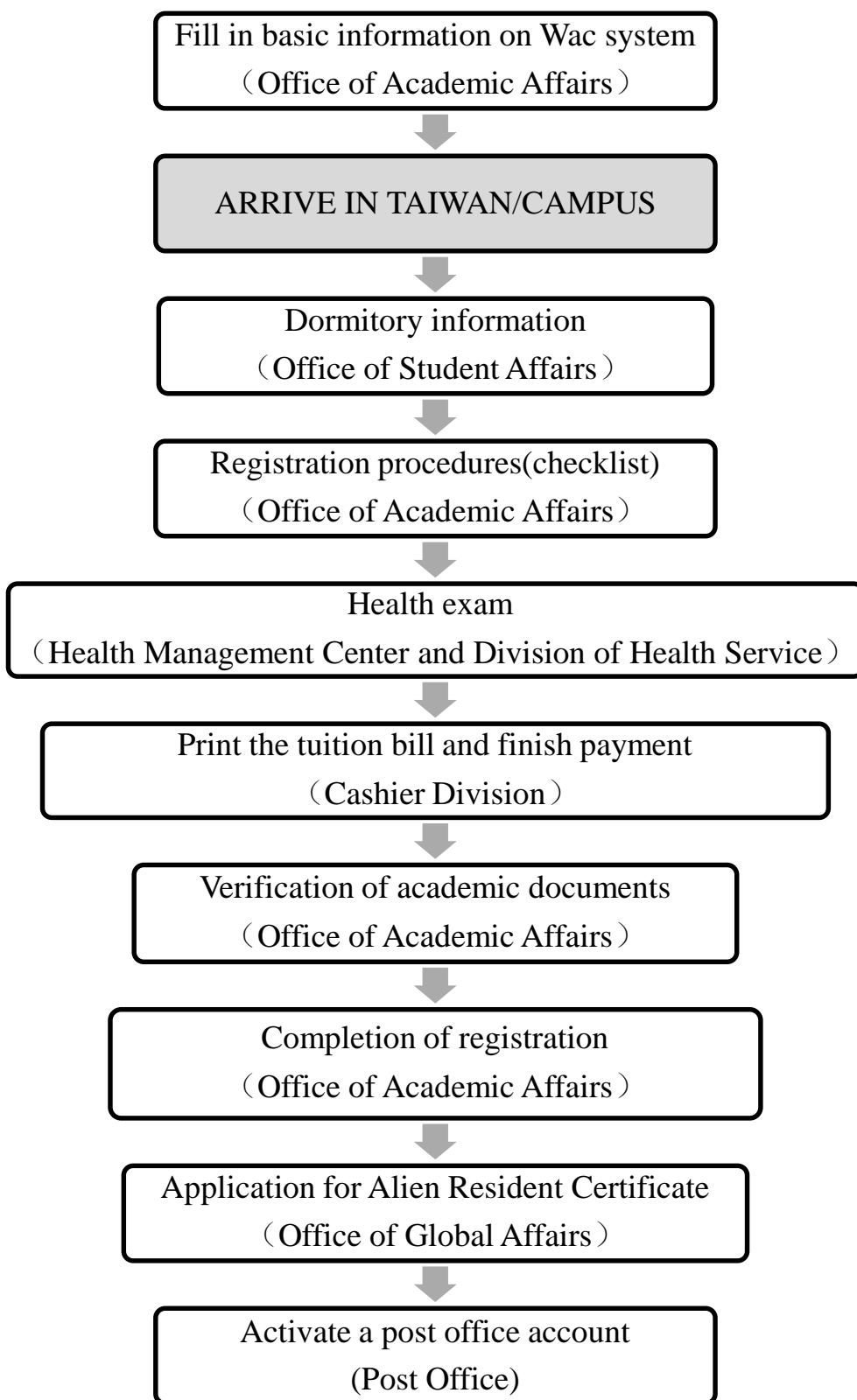


Time Schedule of Registration

	Issue	Time	
1	Fill in basic information on wac system	M.S. / Ph.D	Feb. 1 ~ Feb. 14
2	Arrive in Taiwan/Campus	M.S. / Ph.D	Before Feb. 14
3	Health Exam	M.S. / Ph.D	Feb.10 ~ Feb. 14
4	Print the tuition bill and finish payment	M.S. / Ph.D	Feb. 1 ~ 11:30 A.M., Feb. 17
5	Verification of academic documents	M.S. / Ph.D	Feb.10 ~ 11:30 A.M., Feb. 17
6	Application of Alien Resident Certificate	M.S. / Ph.D	Feb.10 ~ Feb. 17
7	Activate a post office account	M.S. / Ph.D	Feb.17 ~ Feb. 24



Flow Chart of Registration Procedures





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Course selection

(Office Of Academic Affairs and affiliated departments)



Utilization of students information system
(Office of Library and Information Services, affiliated
departments)



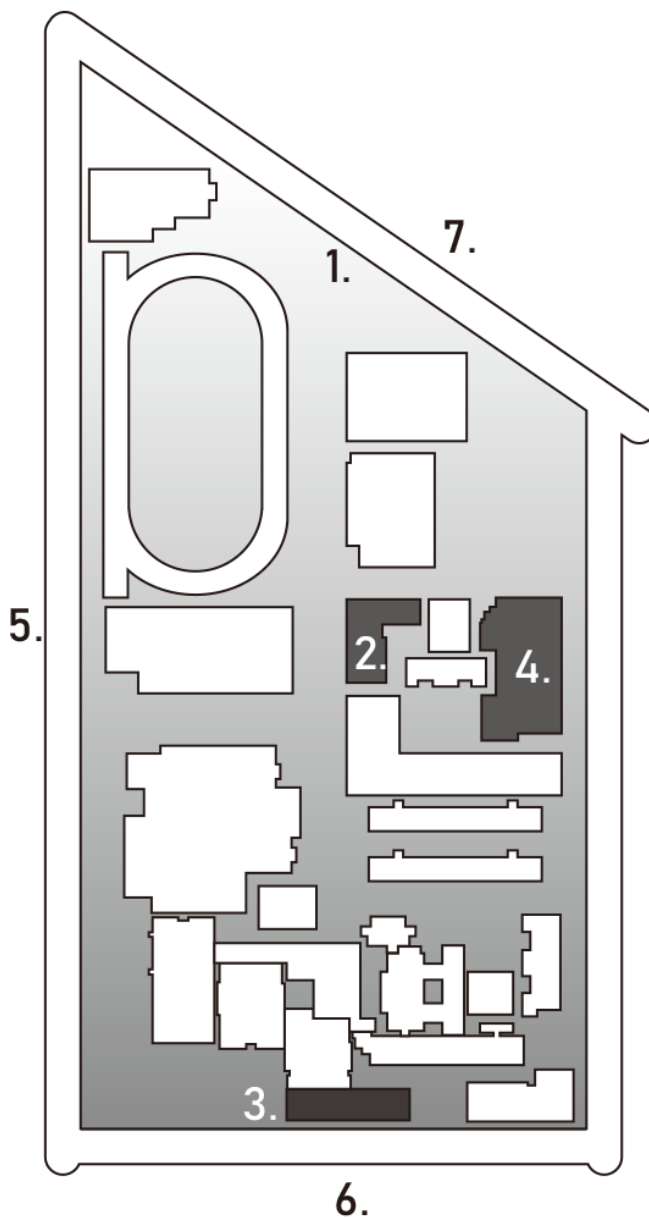


KMU Campus Map

Important buildings for registration

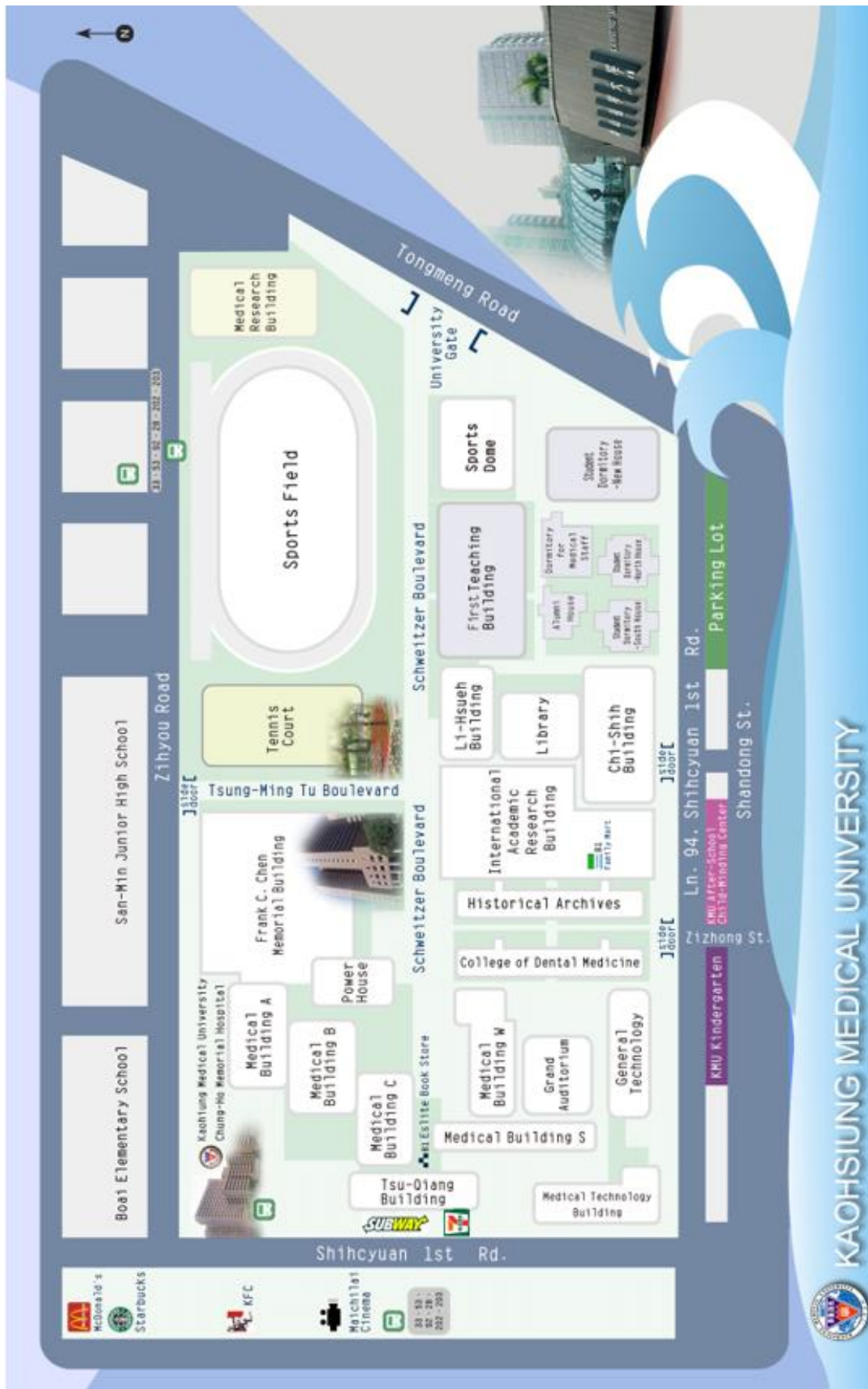
Kaohsiung Medical University

1. Gate
2. Li-Hsueh Building
(Office of Academic Affairs / Office of Global Affairs)
3. Zihciang Building
(Health Management Center)
4. Chi-Shih Building
(Division of Health Service / Post Office)
5. Tzyou 1st Rd.
6. Shih-Chuan 1st Rd.
7. Tongmeng 1st Rd.





KMU Campus Map with Surroundings

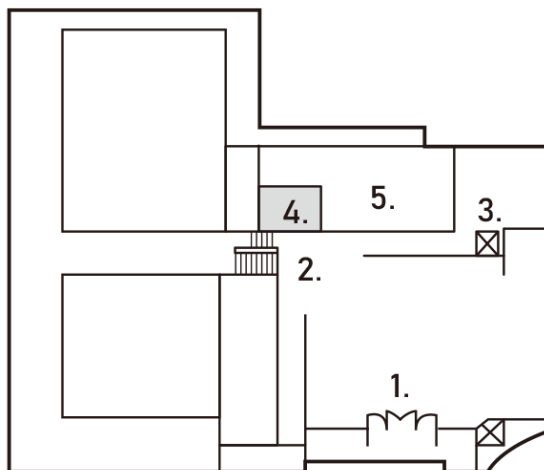




Office sites for the registration procedures

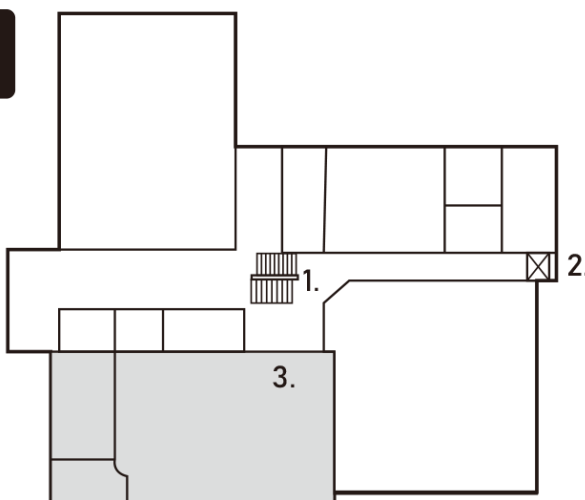
**Li-Hsueh Building
1F**

- 1. Entrance
- 2. Stairs
- 3. Elevator
- 4. Cashier
Division
- 5. General
Affairs



**Li-Hsueh Building
2F**

- 1. Stairs
- 2. Elevator
- 3. Office of
Academic
Affairs.
(Division of
registration and
curriculum)

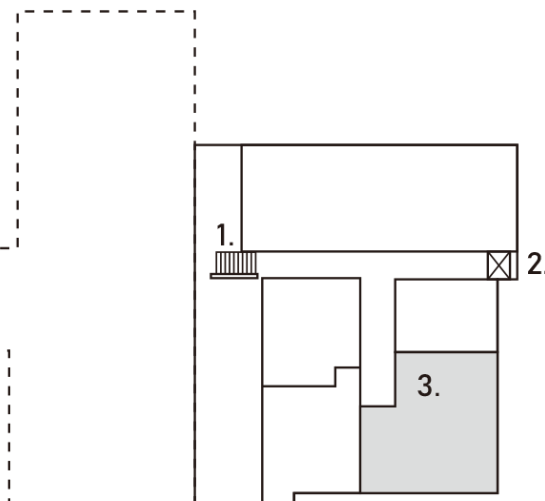




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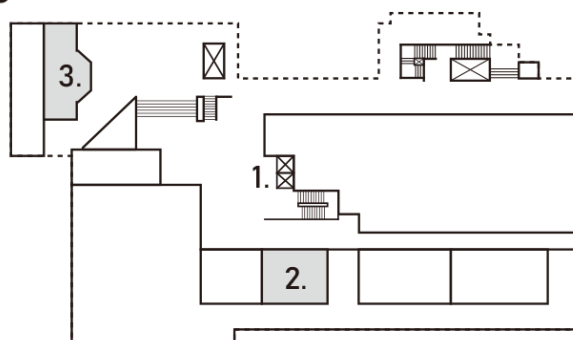
Li-Hsueh Building 4F

1. Stairs
2. Elevator
3. Office of Global Affairs.
(Division of Student Exchange)



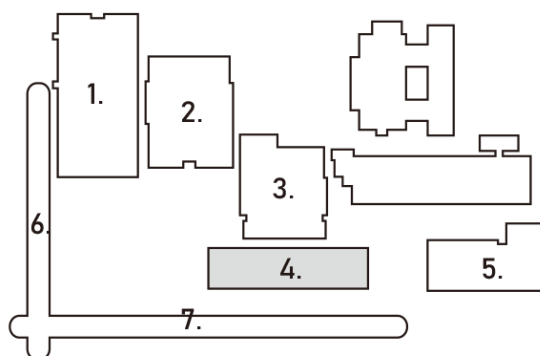
Chi-Shih Building 1F

1. Stairs & Elevator
2. Division of Health Service
3. Post Office



Kaohsiung Medical University Chung-Ho Memorial Hospital

1. Hospital Building A
2. Hospital Building B
3. Hospital Building C
4. Zihciang Building
(Health Management Center)
5. Medical Technology Building
6. Tzyou 1st Rd.
7. Shih-Chuan 1st Rd.





Steps of registration

Fill in basic information on Wac system

1. Go to Wac system: <https://wac.kmu.edu.tw/>
2. Login ID: your student ID number
Login password: The default would be your birthday (format: yymmdd; Taiwan year). For example, if you were born in January 1st, 1983, then your default password will be 720101 (which means 1983-1911=72).
3. [Chinese Vision]: 學生→D. 1. 教務資訊→D. 1. 01 新生學生基本資料設定
[English Vision]: Student Service→Freshmen Fill in Basic Information
4. Type your personal information in the system

NOTICE How to find my student ID number?

You can find it here: <https://wac.kmu.edu.tw/qur/qurq0020.php>

Master program and PhD program students can search it since 8th July.

Post Baccalaureat Medicine students' Stu. ID will be published on 18th July.

Undergraduate students' Stu. ID will be published on 12th Aug.

※Please finish it before you arrive in Taiwan.

※Time schedule for this step:

Master and PhD program

Operation time: 2020/02/01(Sat.) to 2020/02/14(Fri.)

※If you have any question about this, please ask the Division of Registration & Curriculum. (**Contact person:** Ms Wu: skycaca@kmu.edu.tw)





Arrive in Taiwan/Campus

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When you arrive at airport, MRT station or THSR station, and want to take taxi to KMU, you can provide the sentence below to the driver, or scan the QR code of KMU and show it to the driver:

你好，我想去高雄醫學大學(學校)，請帶我到同盟路的校門口下車，學校地址是高雄市三民區十全一路 100 號。謝謝！

Hi, I want to go to KMU. The address of KMU is No.100, Shih-Chuan 1st Road, Kaohsiung. Thanks!

KMU on the Google map:



For reference only, the taxi fee from KHH Airport will be NT. 280-450; from THSR Zuoying Station will be NT. 180-250; from MRT Houyi Station will be NT. 90-120.

※Foreigners In Taiwan 24hr Call: 0800-024-111





Dormitory information

Due to the reconstruction of dormitory, students will most likely need to rent outside the campus.

1. The Office of General Affairs is still working on off-campus dormitory. For the latest updates, please go to the website: <https://reurl.cc/ZLQEW> or contact Mr. Chen (m867015@kmu.edu.tw).
2. If there are off-campus dormitory available, the related application procedure will be announced on the website: <https://reurl.cc/QK7O9> or contact Ms Hsieh (peicih@kmu.edu.tw).
3. If you want to be on the alternative list of Dorm, please contact Sally(sallyiean@kmu.edu.tw) before Feb. 7th.
4. For students who live outside campus, please send your address to Sally (sallyiean@kmu.edu.tw) before Feb. 28th.

Registration procedures(checklist)

Please go to the Office of Academic Affairs (division of registration and curriculum) and take a checklist of registration procedures. You will get student ID card after finishing the procedures..

Health Exam

1. Students are required to refrain from eating at least 8 hours before the medical check up.
2. Students are required to prepare **fees of NT580** upon the Health Exam and go to the Health Management Center of KMU Hospital to do the medical check up.
3. Students will receive the receipt for Health Exam from the hospital authorities.
4. Please bring the receipt to the Division of Health Service and get a stamp on the checklist of registration procedures.

If you have any question about this, please ask the Division of Health Service.

Contact person: Ms Zhuang ping@kmu.edu.tw





Print the tuition bill and finish payment

<Print the tuition bill>

The tuition fee invoice/payment slip is available for print on the internet, you can find the information of payment notice here: <https://oga.kmu.edu.tw/index.php/zh-TW/department-navigation/cashier-section/tuition-fee>

<Finish payment>

1. **The process for the Elite(培英), MOFA and MOST scholarship students**
Students will pay the tuition by the installment plan for the monthly stipend. We will get the name list of scholarship recipient after the beginning of Sep. We will give you more information at that time.

2. **The process for the MOE and KMU scholarship students**

- (1) Print the tuition fee bill by yourself.
- (2) Come to OGA (Office of Global Affairs) and sign a receipt that can prove you successfully get the scholarship.
- (3) The OGA put the stamp on your tuition fee bill and calculate how much you need to pay.
- (4) Bring your bill to the division of cashier to finish your payment and you will get the receipt of the tuition fee.
- (5) If you have any question of payment deadline, please contact Sally, staff of Office of Global Affairs (sallyiean@kmu.edu.tw) directly.

3. **The process for the ICDF scholarship students**

Please ask the program manager of the department. The Program in Tropical Medicine: mstm@kmu.edu.tw

4. Time schedule for this step:

Master program, PhD program
from 2020/02/01 (Sat.) to 2020/02/17 (Mon.)





Verification of academic documents and Completion of registration

1. Students who fail to submit the following required documents during registration will have their recognized student status cancelled.
 - (1) Acceptance Notice
 - (2) Passport
 - (3) Original diploma and transcript verified by Taiwan Overseas Representative office
 - (4) Checklist of registration procedures
 - (5) Receipt of the tuition fee
2. After finishing the procedures, you will receive the student ID card.

※If you have any question about this, please ask the Division of Registration & Curriculum.

(**Contact person:** Ms Wu: skycaca@kmu.edu.tw)





Application for Alien Resident Certificate

ARC application guideline:

※Receiving units: The Kaohsiung NIA's service center. (office hour: Mon.- Fri., 8:00-17:00) 5F, No.6, Zhengnan Street, Lingya District, , Kaohsiung City

※ Required documents (verify the original and take its copy).

1. A completed application form:

http://ciae2.kmu.edu.tw/images/doc_download_Arrival_in_Taiwan/ARC.pdf

2. A passport with resident visa.(A foreign national applying for modifications in the reasons for residency pursuant to Paragraph 2 of Article 23 of the Act, is exempt from being examined for an entry visa)

3. Related documents for residency (Studying): A Student ID card with a stamp from Office of Academic Affairs.

4. One 2''x 2'' colored photo, front head and shoulder, taken within six months.

5. A foreign national who applies for an ARC reissuing shall submit Declaration of Loss of ARC or a Crime Report

※ Fees: NT1,000.

※ Processing time: **10 working days.**

NOTICE Please keep the receipt after you finish the payment, and hand in it when you pick up ARC card.

※Students are required to complete the ARC application within 15 days after the arrival in Taiwan.

※If you have any question about this, please ask the staff of Global Affairs Office.

Contact person: Sally Huang sallyiean@kmu.edu.tw





Activate a post office account

1. Prepare the ARC, Passport, Personal Stamp and NTD 100 to the post office on campus.
2. Since the post office bank account can only be applied after the acquisition of ARC, students are required to carry enough cash to pay the mandatory fees.

Course selection and Utilization of student information system

1. The 2020 Academic Calendar (Eng-Vision): Page 24.
2. Please check this website for Course selection:
<http://academic.kmu.edu.tw/index.php/en-GB/online-service>
3. Course registration system: <http://wac.kmu.edu.tw/>
4. You will need student number and password to log into the system and register the courses. However, according to the Division of Registration and Curriculum, the student number will not be ready until 6th July and 13th Aug. **For password, the default would be your birthday (format: yymmdd; Taiwan year). For example, if you were born in January 1st, 1983, then your default password will be 720101 (which means 1983-1911=72).**
5. Date of Course Selection:

Preliminary course selection (預選課時間):

2020/01/20(Mon.) 00:00 to 2020/01/31(Fri.) 23:59

First stage course-adding/dropping (第一次加退選):

2020/02/10(Mon.) 00:00 to 2020/02/14(Fri.) 11:59

Second stage course-adding/dropping (第二次加退選):

2020/02/14(Fri.) 20:00 to 2020/02/24(Mon.) 11:59

※If you have any question about the course selection, please ask the Division of Registration & Curriculum.

(Contact person: Ms Wu: skycaca@kmu.edu.tw)

※If you have any question about the student information system, please ask the office of Library and Information Services by mail olis@kmu.edu.tw.





Other information for freshmen

1. Visa

- Please contact Taiwan Embassy or Taipei Economic and Cultural Center in your country directly.
- Please make sure the type of your visa is **Resident VISA**, NOT Tourist VISA.

2. Pick-up service

The Global Affaris Office do NOT have Pick-up Service.

3. Checklist for Students' Expenditure Upon the Arrival in Taiwan

Items	Amount (NTD)
*Health exam	580
*ARC Application (For those who hold resident visa)	1000
*Tuition and miscellaneous fees	Depends on one's affiliated department
*Accommodation fees	Depends on the situation
Medical Insurance (For those without authenticated overseas insurance)	3000-4000
*Textbook, stationary, others	2000-4000
Daily Expenses	Approximately 7000 per month

*mandatory item





Living information in KMU





Climate

Taiwan enjoys warm weather all year round. Weather conditions fluctuate during spring and winter, while in summer and autumns, the weather is relatively stable. The annual average temperature is at 22 degrees Celsius, a comfortable condition, with the lowest temperatures on the lowlands generally ranging from 12 to 17 degrees Celsius (54-63 Fahrenheit). Therefore, with the exception of a few mountainous areas where some traces of snow can be found during winter, no snow can be seen in Taiwan. During the raining season (March to May), continuously drizzling rain will sometimes fall on Taiwan. When visiting Taiwan during this period, remember to carry an umbrella at all time. Although it might seem romantic to have a stroll in the rain, it is no fun to travel when you're soaking wet. During the summer time (June to August), typhoons sometimes approach or hit the country.

Voltage

Electricity in Taiwan is 110 volts, alternating at 60 cycles per second. If you come to Taiwan with a device that does not accept 110 volts at 60 Hertz, you will need a voltage converter. There are three main types of voltage converter. Resistor-network converters will usually be advertised as supporting something like 50-1600 watts. They are light-weight and support high-wattage electrical appliances like hair dryers and irons. However, they can only be used for short periods of time and are not ideal for digital devices. Transformers will have a much lower maximum Watt rating, usually 50 or 100. Transformers can often be used continuously and provide better electricity for low wattage appliances like battery chargers, radios, laptop computers, cameras, mp3 players and camcorders. However, they are heavy because they contain large iron rods and lots of copper wire. Some companies sell combination converters that include both a resistor network and a transformer in the same package. This kind of converter will usually come with a switch that switches between the two modes. If you absolutely need both types of converter, then this is the type to buy.





Taiwan Plug Adapters and Outlet Shapes



Outlets in Taiwan generally accept this type of plug Flat blade plug

If your appliance has a different shape of plug, you may need a plug adapter.

Time Zone

UTC +8:00

Currency Exchange

If you want to exchange currency, you need to bring the required certificates to banks or post office

1. Required Certificates: Passport
2. Commission charge and the USD/NT, EUR/NT, or JPY/NT exchange rates will be a little bit different from different banks and post office.

Phone Numbers

There are three telecommunications companies: Chunghwa Telecom, Taiwan mobile, Far East Tone in Arrivals Hall, Kaohsiung International Airport.

Or you can go to Telecom Service Center near Campus below:

Name	Address	Business hours
Chunghwa Telecom	No.80, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Taiwan Mobile	No.107, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Far East Tone	No.119, Tzyou 1st Road, Kaohsiung City	11:30-21:00
T Star	No.109, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Asia Pacific Telecom	No.121, Tzyou 1st Road, Kaohsiung City	10:30-21:00

Required documents for application: If you are a student from China, please bring your **Exit & Entry Permit**. If you are not a student from China, please bring your **passport**.





Travel Information

Please go to this official website to get more information: <https://khh.travel>

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MRT Information- Kaohsiung Rapid Transit Corporation

Please go to this official website to get more information: <https://www.krtco.com.tw/>

Emergency Contact

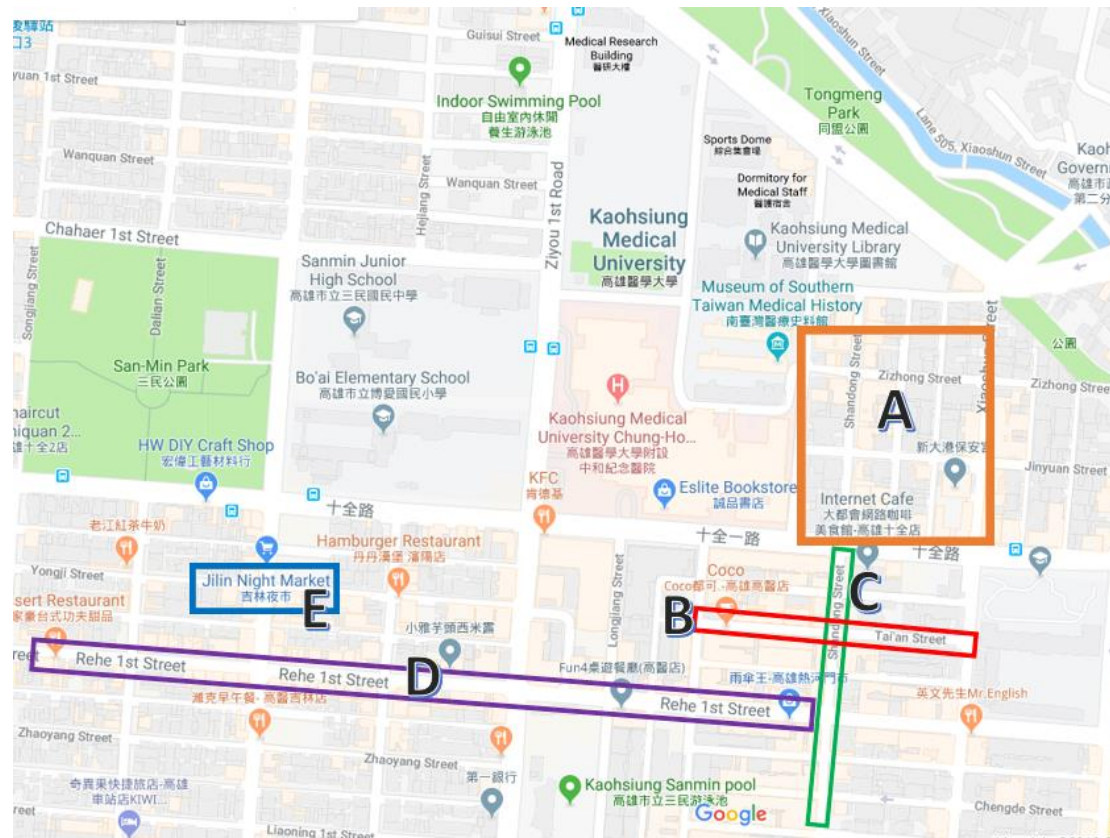
1. Police Station: 110
(In case you are in a car accident, please do not move the vehicles for keeping the science intact.)
2. Fire Bureau: 119
3. Campus Security Center: 07-3220809(24H)
4. KMU Hospital Emergency Room: 07-3208249



Surrounding Area

1. Where can I get food?

On campus, you can go to student restaurant, which located on the B1 of International Academic Research Building. If you want to find restaurant out of campus, you can find it easier in the place A~E as below.



A: East Gate Area(東側門區)

B: Tai-An Street(泰安街)

C: Shan-Dong Street(山東街)

D: Re-He Street(熱河街)

E: Jilin Night Market(吉林夜市)





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2. Where can I buy daily supplies?





■ Supermarket/ Grocery Supplier

Store Name	Store Brand	Branch Address which Nearest with Campus
小北百貨 SHOW BA		The corner of Tzyou Rd. and Jiuru Rd. (New Opening) 24HR
全聯福利中心 Pxmart		No.229, Bo'ai 1st Rd., Sanmin Dist., Kaohsiung City 08:00~23:00

■ Cosmeceutical shops

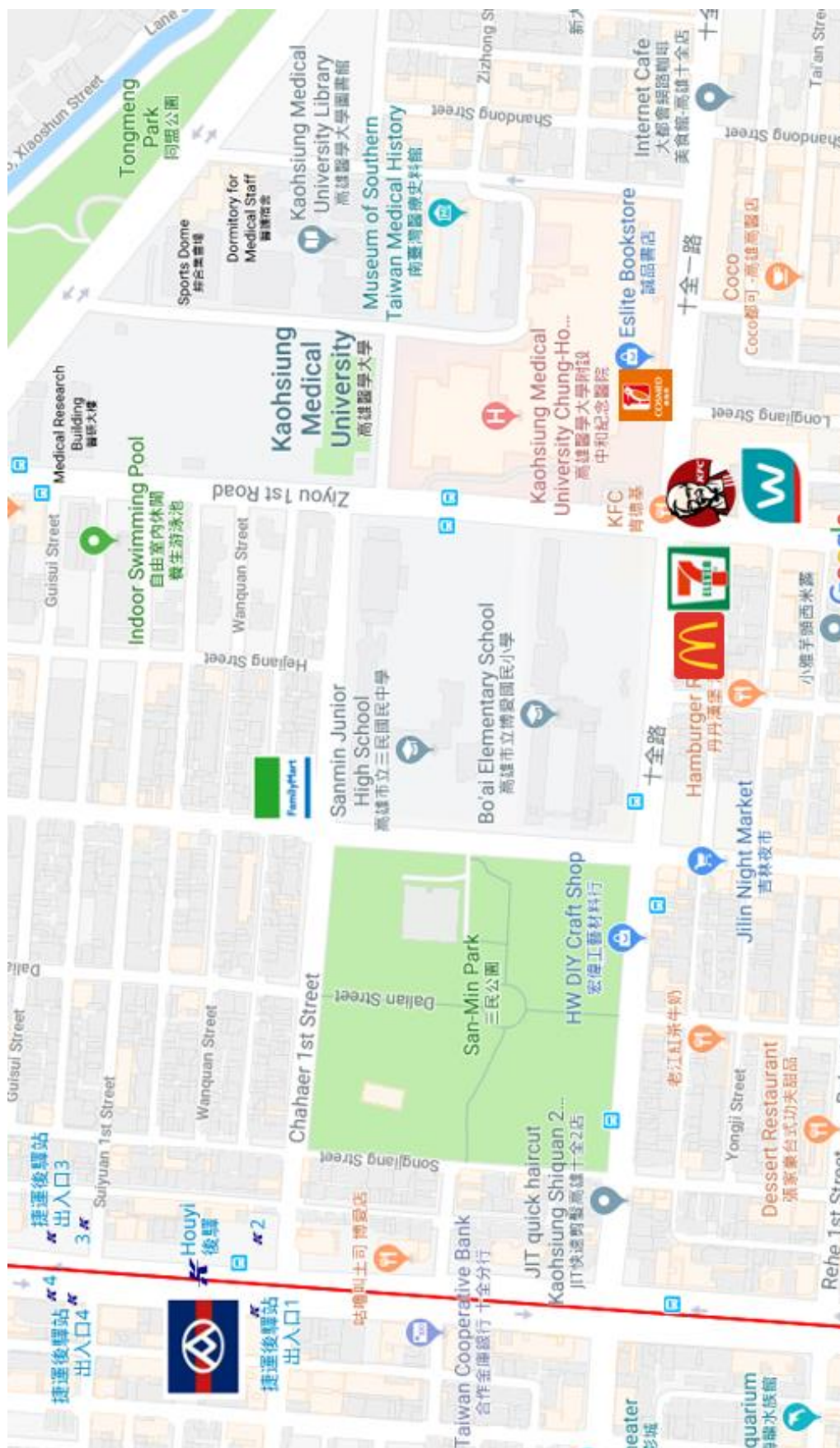
Store Name	Store Brand	Branch Address which Nearest with Campus
康是美 Cosmed		No.100, Shiquan 1st Rd., Sanmin Dist., Kaohsiung City 07:00~23:00
屈臣氏 Watsons		No.80, Ziyu 1st Rd., Sanmin Dist., Kaohsiung City 10:00~23:00

■ Convenience Store (24HR)

Store Name	Store Brand
7-Eleven	
全家 FamilyMart	
萊爾富 Hi-Life	
OK Mart	



Surrounding Area Map



Kaohsiung Medical University 2019-2020 Academic Calendar

Year	Month	Monthly Calendar							Event
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2019	AUG					1	2	3	1 Commencement of 2019 Fall semester 5 Student health examination and registration for Post Baccalaureate Medicine New graduate students registration and review academic credentials 12 Preliminary course selection begins (ends on August 26) Application for academic credit programs begins (ends on September 16) 26 Preliminary course selection ends, Tuition/miscellaneous fees reductions for students ends 28 Due day of tuition/miscellaneous fees application to bank Due day of payment for postponing tuition and fees (for students of government scholarships for fostering local medial talent/ department of medicine) 30.31.9/2 Freshman and transfer students health examination 8/30-9/1 Freshman report to dormitories 31 Family orientation for freshman
		4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	
		25	26	27	28	29	30	31	
	SEP	1	2	3	4	5	6	7	2 Freshman and transfer studemts registration 3 Opening ceremony 3-6 Welcome orientation of fall semester (including No.0 mile activity) 6 Summer vacation ends, Registration ends, Application for return to school ends First stage course-adding/drop ends (till 12:00 noon) 、 Second stage course-adding/drop begins (till 20:00 p.m.) 9 Fall semester classes begins, First day of school Application for assessment of doctoral candidate qualification begins (for graduate student) Application for master's thesis examination begins Application for English graduation threshold begins Beginning of application for postponing military training (R.O.C. male students Only) 13 Moon Festival (holiday) 16 Second stage course-adding/drop ends (till 12:00 noon) Application for academic credit programs ends 20 Application for credit transfer ends (only for freshman and transfer students) Application for assessment of doctoral candidate qualification ends (for graduate student) Application for postponing military training ends (R.O.C. male students Only) 21 National Prevention Day for Earthquake Drill
		8	9	10	11	12	13	14	
		15	16	17	18	19	20	21	
		22	23	24	25	26	27	28	
		29	30						
	OCT			1	2	3	4	5	1 The second year of Ph.D degree maintain the list of advisor online (ends on October 31) Anniversary of Kaohsiung Municipal Chijin Hospital 5 Make-up work/class (Adjust holiday on Friday, October 11) 10 The National Day (holiday) 16 University Anniversary (no class) 18 Classes should reach one-third of this semester 31 Announcement for the number of people to department transfer temporarily
		6	7	8	9	10	11	12	
		13	14	15	16	17	18	19	
		20	21	22	23	24	25	26	
		27	28	29	30	31			
	NOV					1	2		1 Last day to apply for master's thesis examination 4-8 Midterm examination (Ninth week of the semester) 16 Anniversary of Kaohsiung Municipal Hsiaokang Hospital 29 Classes should reach two-thirds of this semester
		3	4	5	6	7	8	9	
		10	11	12	13	14	15	16	
		17	18	19	20	21	22	23	
	DEC	24	25	26	27	28	29	30	
		1	2	3	4	5	6	7	
		8	9	10	11	12	13	14	
		15	16	17	18	19	20	21	
	JAN	22	23	24	25	26	27	28	1 National Founding Day (holiday) 3 Due day for drop-out application Due day for application of English graduation threshold 6-10 Final examination (The last week of the semester) 11 Tuition/miscellaneous fees reductions and loan application for students begins 13 Winter vacation begins 20 Preliminary course selection begins (ends on January 31) Application for academic credit programs begins (ends on February 24) 24 Chinese New Year's Eve (holiday) 25-27 Spring Festival 28-29 Extendy holiday 31 Fall semester ends, Examination for master's thesis ends Assessment of doctoral candidate qualification ends Preliminary course selection ends
		29	30	31					
	FEB	26	27	28	29	30	31		1 Commencement of 2020 Spring semester 10 First stage course-adding/drop begins 12 Tuition/miscellaneous fees reductions for students ends 14 Winter vacation ends First stage course-adding/drop ends (till 12:00 noon) 、 Second stage course-adding/drop begins (till 20:00 p.m.) Due day of payment for tuition/miscellaneous fees to bank Tuition/miscellaneous fees reductions for students ends Due day of application for postponing tuition and fees (for students of government scholarships for fostering local medial talent / department of medicine) 17 Spring semester begins
		2	3	4	5	6	7	8	
		9	10	11	12	13	14	15	

2020		16	17	18	19	20	21	22		Application for doctoral candidate assessment begins (for master students) Application for master's thesis examination begins Application for English graduation threshold begins
		23	24	25	26	27	28	29		24 Second stage course-adding/drop ends (12:00 noon) Application for academic credit programs ends
										28 Peace Memorial Day (holiday)
	MAR	1	2	3	4	5	6	7		1 The first year of master's degree maintain the list of advisor online begins
		8	9	10	11	12	13	14		2 Application for the assessment of doctoral candidate qualification ends (for graduate student)
		15	16	17	18	19	20	21		27 Classes should reach one-third of this semester, Announcement for summer session information
		22	23	24	25	26	27	28		Anniversary of Kaohsiung Municipal Tatung Hospita
		29	30	31						31 The first year of master's degree maintain the list of advisor online (ends on March 31)
	APL				1	2	3	4		1 Application for Award of Four Education begins
		5	6	7	8	9	10	11		2-3 Extendy holiday 4 Children's Day,Tomb Sweeping Day (holiday)
		12	13	14	15	16	17	18		10 Due day of seminar paper posted by graduating students online
		19	20	21	22	23	24	25		Application for master's thesis examination ends
		26	27	28	29	30				13 Announcement for department transfer
										13-17 Mid-term examination period (Ninth week of the semester)
	MAY						1	2		20 Application for Award of Four Education ends
		3	4	5	6	7	8	9		8 Last class for undergraduate senior students
		10	11	12	13	14	15	16		Classes should reach two-thirds of this semester
		17	18	19	20	21	22	23		11-15 Final examination period for undergraduate senior students
		24	25	26	27	28	29	30		16 Orientation for undergraduate senior students
		31								
	JUN		1	2	3	4	5	6		12 Due day for drop-out application, Application for English graduation threshold ends
		7	8	9	10	11	12	13		13 Graduation Ceremony
		14	15	16	17	18	19	20		16 Anniversary of Kaohsiung Medical University Municipal Chungho Hospital
		21	22	23	24	25	26	27		15-19 Final examination period (The last week of the semester)
		28	29	30						20 Make-up work (Adjust holiday on Friday, June 26)
										22 Summer vacation begins
	JUL				1	2	3	4		25 Dragon Boat Festival (holiday)
		5	6	7	8	9	10	11		26 Extendy holiday
		12	13	14	15	16	17	18		20 Tuition/miscellaneous fees reductions for students begins
		19	20	21	22	23	24	25		Beginning of student loan application
		26	27	28	29	30	31			31 Spring semester ends Examination for master's thesis ends Assessment of doctoral candidate qualification ends