

# User guides

Description: To use this system, please **follow the steps below**, including 1-1, 1-2, 1-3, 2-1, 2-2, 2-3, 2-4, 3-1, 3-2.

## Step 1: Register Account

**1-1.** If you haven't signed up on the system before, please register an account first.

南華大學 Nanhua University  
外國學生線上申請系統

English / 正體中文  
Hi User! [SignUp](#)

**System Announcement**

SEMESTER:  
FALL SEMESTER : SEPTEMBER ~ JANUARY  
SPRING SEMESTER : FEBRUARY ~ JUNE

APPLY PERIOD :  
FALL SEMESTER : APRIL 1st~JULY 31th  
SPRING SEMESTER : SEPTEMBER 1st~DECEMBER 31th

※Registration will not be accepted if the payment documents are incomplete.  
※If you have any question, please send an email to [nhu.oica@nhu.edu.tw](mailto:nhu.oica@nhu.edu.tw)

【WebSite : <http://iica3.nhu.edu.tw/Web/Pages?mid=2643&n=Admission>】

**Login**

E-Mail

Password

Verification Code  
 10431 Refresh

1. [SignUp](#) [Login](#)  
[Forgot Password](#)

**1-2.** Submit after filling in the basic information (\* means required)

Register New Account

Please Enter Your Email and Password For Login Application System.

Be sure to fill in all fields with \*

> Register New Account

2. \* E-mail   
School Information By Email Delivery

\* Password   
Your password can be above 6 characters a-z or 0-9 and cannot contain any spaces.

\* Confirm Password

\* Name (English)   as shown on your passport  
(Last) (First)

\* Contact Number +  -  -  + country code - area code - telephone number

3. [Back](#) [Submit](#)

### 1-3. Complete registration

international-admission.nhu.edu.tw 顯示

Registration complete. Reenter

確定

## Step 2: Fill in basic information

2-1. Please log in with the account you just registered.

### Login

E-Mail

Password

Verification Code

  Refresh

[Forgot Password](#)

**2-2.** Please fill in all the fields marked with \*, if you are not sure what to fill in the information, please send an email to [nhu.oica@nhu.edu.tw](mailto:nhu.oica@nhu.edu.tw)

Fill in the items including

1. Personal Information(This item refers to the attached picture below)

> Personal Information

\* Name (English)   as shown on your passport  
(Last) (First)

Name (Chinese)  (if available)

\* Contact address    
Postcode - Address

\* Telephone +  -  -  + country code - area code - telephone number

\* Mobile +  -  + country code - cellphone number

\* E-mail Ka951874632@nhu.edu.tw

\* Home Address    
Postcode - Address

\* Telephone +  -  -  + country code - area code - telephone number

\* Birth Place

\* Date of Birth 2021 year 1 month 1 day

\* Nationality

\* Sex  Female  Male

Passport No.  Please upload the photocopy of your passport as the application documents if applicable

\* Upload photograph  未選擇任何檔案  
please upload you passport size photo

2. Family Information

3. Contact in Taiwan

4. Educational Background

5. The Department / Graduate Institute and Degree you apply for

6. Health Condition

7. Chinese Proficiency

8. English Proficiency

9. Financial Affidavit (What will be your major source of financial support during your studies at NHU?)

10. Apply NHU Scholarship for International Students

11. Other

**2-3.** If you complete all the data need to be filled, please return to the top and find “Save” button. Press “Save” button then “Next” button. All the blank needs to be filled up, otherwise there will be error alerts message.

Applicant Background > Confirm Application Form > Upload Documents > Admission Result

Back Save Next

**Applicant Background**  
Applicant should complete this form clearly in CHINESE or ENGLISH.

The mark of "\*" is required.

> Personal Information

\* Name (English) chen chenhua as shown on your passport  
(Last) (First)

**2-4.** Confirm that your basic information is correct and click OK(If there is an error, press edit to continue the change).

PS: After the basic information is submitted, no modification can be made (Please send a letter if you need to modify any information: [nhu.oica@nhu.edu.tw](mailto:nhu.oica@nhu.edu.tw))

Applicant Background > Confirm Application Form > Upload Documents > Admission Result

Edit Confirm & Submit

**Confirm Application Form**  
Please carefully review the following information and hereby certify that all of it is true and correct, You can't modify it after submitting.  
Apply End Day : 2021-01-11 Publish Day : 2021-01-15

The mark of "\*" is required.

> Personal Information

\* Name (English)  
Name (Chinese)  
\* Contact address  
\* Telephone  
\* Mobile  
Home Address  
\* Telephone

### Step 3: Upload supporting documents

**3-1.** Please upload your supporting documents according to the following items.

Applicant Background > Confirm Application Form > Upload Documents > Admission Result

Print/View Application Form Submit

#### Upload Documents

Please read Prospectus for International Students carefully and submit required documents.

**Notes:**

1. Please submit all the application documents via pdf files.
2. The mark of "\*" is required.

No.	File Name	Applicant File	Review Status
1	* Application Form	<input type="text"/>  File Upload	Unuploaded
2	* Proof of academic qualifications	<input type="text"/>  File Upload	Unuploaded
3	* Proof of transcripts for all the years of coursework for the qualifications.	<input type="text"/>  File Upload	Unuploaded
4	* A copy of ROC (Taiwan) Resident Certificate or Passport.	<input type="text"/>  File Upload	Unuploaded
5	A record of arrival and departure dates.	<input type="text"/>  File Upload	Unuploaded
6	Two letters of recommendation	<input type="text"/>  File Upload	Unuploaded
7	* A study plan (in Chinese or English)	<input type="text"/>  File Upload	Unuploaded
8	* Financial statement (proof of financial sustainability for study in Taiwan)	<input type="text"/>  File Upload	Unuploaded
9	* Certificate for Chinese or English Proficiency	<input type="text"/>  File Upload	Unuploaded
10	* Declaration <input type="button" value="Download"/>	<input type="text"/>  File Upload	Unuploaded
11	Other materials required by specific departments/institutes	<input type="text"/>  File Upload	Unuploaded
12	Other supplemental documents	<input type="text"/>  File Upload	Unuploaded
13	* Authorization <input type="button" value="Download"/>	<input type="text"/>  File Upload	Unuploaded
14	Application Form for Overseas Chinese Student, Hong Kong Students and Macau Students <input type="button" value="Download"/>	<input type="text"/>  File Upload	Unuploaded

PS1: How to upload the files

1. Please click [folder icon] and select the file.
2. And click [File Upload] to upload.
3. After the data uploaded data, it will show delete button. If you would like to revise the file, just delete and upload again.

No.	File Name	Applicant File	Review Status
1	* Application Form	<input type="text"/>  <input type="button" value="Delete"/> <input type="button" value="Download"/>	Uploaded
2	* Proof of academic qualifications	test.pdf <input type="button" value="Delete"/>  <input type="button" value="File Upload"/>	Unuploaded
3	* Proof of transcripts for all the years of coursework for the qualifications.	<input type="text"/>  File Upload	Unuploaded

PS2:

Item 1 Application Form:

Click the [printView Application Form] button on the top right to download and upload the application file.

PS3:

If the Download button shown in the grid, it means that the file needs to be downloaded and printed out and filled out, then upload the scanned image file after you sign on it.

10	* Declaration	Download
11	Other materials required by specific departments/institutes	
12	Other supplemental documents	
13	* Authorization	Download

**3-2.** After uploading all the required files marked with \*, press “submit” button and wait patiently for our email, we will send you a letter to inform you of some information

Applicant Background > Confirm Application Form > Upload Documents > Admission Result

4. Print/View Application Form Submit

**Upload Documents**  
Please read Prospectus for International Students carefully and submit required documents.

**Notes:**  
1. Please submit all the application documents via pdf files.  
2. The mark of "\*" is required.

No.	File Name	Applicant File	Review Status
1	* Application Form	Delete Download	Uploaded
2	* Proof of academic qualifications	Delete Download	Uploaded
3	* Proof of transcripts for all the years of coursework for the qualifications.	Delete Download	Uploaded
4	* A copy of ROC (Taiwan) Resident Certificate or Passport.	Delete Download	Uploaded