

Visa Application & Diploma Notarization

The 2014-2015 academic year of the Taiwan International Graduate Program (TIGP) will commence early September 2013. We look forward to the opportunity to welcome you to Academia Sinica if you will be joining us for the first time.

May we be among the first to congratulate you on your successful admission to TIGP. With the excitement of college graduation just behind you, and before you embark on a summer of work, travel, or leisure, it is, perhaps, time to plan your trip to Taiwan. It is not too early to start thinking about getting your traveling documents in order for your trip (passport, Taiwan visa, a notarized copy of your degree diploma & transcript, airline reservation), before the summer months slip by you. We are also writing to remind you that although you have been admitted conditionally to TIGP, unless you can provide us with official and valid documents by late of August before the registration deadline, your conditional admission will be withdrawn. This requirement does not apply to applicants who have been admitted conditionally to TIGP.

The following outlines procedures to obtain your entry visa to the Republic of China if this will be your first trip to Taiwan, to amend your student visa status if you are already living or working in Taiwan, and certain specifics on the diploma & transcript notarization.

1. Foreign students not residing in Taiwan

All international students need a visa to enter Taiwan. Applications for the student visa should be made to the Diplomatic Post of the Republic of China (Office of the Consulate or the Taiwan Coordination Council of Culture, Trade and Commerce) in your Country after July 15th, and should be accompanied by (i) the acceptance letter signed by the TIGP Director, (ii) the official letter of acceptance issued by partner University, (iii) a valid passport, (iv) two recent passport/visa photos, and (v) notarized diploma & transcript. Please call the officer in charge to obtain the necessary information or instructions first before you visit their offices.

Prior to registration at the partner institution that you will be formally associated with, the University will also need a notarized copy of the highest degree diploma & transcript issued by the degree-granting institution from which you obtained your college degree.

2. Amendment of student visa

If you are already working in Taiwan as a research assistant or other capacity, and are now admitted as a graduate student to TIGP, you need to leave Taiwan and apply abroad for an adjustment to your student resident status (student visa) at the Diplomatic Post of the Republic of China after July 15th. All applicants requesting an amendment to the student visa should be prepared to provide (i) the TIGP acceptance letter signed by the TIGP Director, (ii) the official letter of acceptance by the partner University, (iii) a valid passport, (iv) two recent passport/visa photos, and (v) notarized diploma & transcript.

3. Diploma & Transcript notarization

Our partner universities request that both international and domestic students with their highest degree obtained from foreign universities need to certify their diploma and transcript at the Diplomatic Post of the Republic of China, where you will be applying for the visa. A student who fails to provide the certification for his/her diploma & transcript to the university will not be permitted to register. Note that different countries have different procedures, so we would suggest that you contact the officer in charge of visa and documents certification at the Diplomatic Post of the Republic of China in the country of your present residence and prepare all the necessary papers before going to the Office of the Diploma Post for your visa application and diploma & transcript certification.

4. Items Required for Health Certificate (Form B)

Please fill out the Items Required for Health Certificate (Form B) (Please check with attachment) and notarized this form before you apply visa. Also, please e-mail (tigp@gate.sinica.edu.tw) or fax (886-2-785-8944) this form after notarize (certify) back to us for the partner University requirement.

If you have further questions, please do not hesitate to send us a note. May we suggest that you contact us at the TIGP office immediately after receiving the letter of admission from TIGP. Please contact TIGP office (Ms. Huan-Yi Shen, Tel.: 886-2-2789-8050 or E-mail: huanyishen@gate.sinica.edu.tw) immediately after receiving the TIGP admission letter.

Sincerely Yours,

TIGP Office

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