

NIU Application system: application steps

Step 1. Register a new account

English / 正體中文

國立宜蘭大學 外籍生線上申請系統
National Ilan University International Students Admissions Application System

Please Enter Your Email and Password For Login Application System.

Be sure to fill in all fields with *

> Register New Account

* E-mail
Please enter valid email since all admission information will be sent to you at this address.

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

* Confirm Password

* Name
(Last/Family) (First)

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

[Home](#) Back

Step 2. Log in your account

English / 正體中文

國立宜蘭大學 外籍生線上申請系統
National Ilan University International Students Admissions Application System

System Announcement

1. The System is for International DEGREE Admission only, NOT for International EXCHANGE student.
2. Please fill in your current email address when you sign up, all admission-related mails will be sent to this email address.
3. If you are not familiar with the General Regulations for Admission of International Students, please refer to the webpage of the " International Students Admissions".
4. This application online system is only applied to the applications by each session.

※All application documents must upload prior to the application deadline.

Log in

E-Mail

Password

Verification Code  Refresh

[Forgot Password](#)

Step 3. Fill out Application Form

Fill out Application Form > Confirm Application Form > Recommendation Letter > Submit Documents > Admission Result

Fill out Application Form

Applicant should fill out this form in CHINESE or ENGLISH.

The mark of "*" is required.

> Personal Information

* Full Name English
(Family) (First)

Please fill your name as appeared in your passport.

Full Name Chinese (if applicable)

* Address in full
(All admission-related mails from NIU will be sent to this address)

Address in Taiwan (if applicable)

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

E-mail

Skype ID

* Country of Birth

* Date of Birth year month day

* Nationality

* Gender Male Female

* Passport Number

ROC (Taiwan) Resident Certificate Number (if applicable)

Step 4. Set up your referees

 國立宜蘭大學 外籍生線上申請系統
National Ilan University International Students Admissions Application System

Hi CHANG Yu-Jing! [Change password](#) [Log out](#)

Fill out Application Form > Confirm Application Form > **Recommendation Letter** > Submit Documents > Admission Result

[Save](#)

1. Set up Referees 2. Choose the Referee for department

1. Please fill out 2 referees' information below. Name and email are required.
2. Once submitted, the system will automatically send an email to referees so that referees can complete your recommendation letters online.

Referee 1

* Name	<input type="text"/>	Relationship with applicant	<input type="text"/>
Employment	<input type="text"/>	Position/Title	<input type="text"/>
Country	<input type="text" value="v"/>		
* Email	<input type="text"/>		
Phone No.	+ <input type="text" value="Country Code"/> - <input type="text" value="Area Code"/> - <input type="text" value="Number"/>		

Referee 2

* Name	<input type="text"/>	Relationship with applicant	<input type="text"/>
Employment	<input type="text"/>	Position/Title	<input type="text"/>

Step5. Choose your referees and leave some messages that you would say to your referees below.

國立宜蘭大學 外籍生線上申請系統
National Ilan University International Students Admissions Application System

Hi CHANG Yu-Jing ! [Change password](#) [Log out](#)

Fill out Application Form > Confirm Application Form > **Recommendation Letter** > Submit Documents > Admission Result

Save Next

1. Set up Referees 2. Choose the Referee for department

Please select the proper referee for each department you wish to apply.

1. College of Engineering - Master Program of Department of Mechanical and Electro-Mechanical Engineering

Referee 1.
You may give some information here to the Referee.

Referee 2.
You may give some information here to the Referee.

Save Next

Step6. Click to send a letter to your referees

國立宜蘭大學 外籍生線上申請系統
National Ilan University International Students Admissions Application System

Hi CHANG Yu-Jing ! [Change password](#) [Log out](#)

Fill out Application Form > Confirm Application Form > **Recommendation Letter** > Submit Documents > Admission Result

Submit Documents

1. Click "Send" and referee will receive an email to online fill out Recommendation Letter for you.
2. During application period, you may change referee by clicking "Change Referee".

Add Referees

1. College of Engineering - Master Program of Department of Mechanical and Electro-Mechanical Engineering

1. Carrie	Send	Change Referee
2. Yjchang	Send	Change Referee

Add Referees

Please remember to remind your referees to click the linkage in the e-mail.

Request for Letter of Recommendation



Dear Mr./Ms. Carrie ,

Mr./Ms. CHANG Yu-Jing (張育菁) is interested in studying at Department of Graduate Program of International Business Communication of our University. He/She has proposed you as his/her Referee.

Please click below link and type in or upload your Letter of Recommendation for this Applicant online . Thank you very much for your cooperation.

<http://applyisa.niu.edu.tw/incoming/letter/index/s/1200/t/617194964f2bb8854be5d4e00e4bb403>

Yours Sincerely,
National Ilan University International Students Admission

Additional information provided by the Applicant (if any)

No information

** This is an automatically generated email, please do not reply **

** Should you have any questions, please feel free to contact us at this email account isa@niu.edu.tw. **

Office of International Affairs, National Ilan University (NIU)
No. 1, Sec. 1, Shennong Rd., Yilan City, Yilan County 260, Taiwan (R.O.C.) | <http://niu-en.niu.edu.tw>

When the referees click the linkage, they can choose whether they agree to recommend.

國立宜蘭大學 外籍生線上推薦系統
National Ilan University International Students Online Recommendation System

Do you agree to recommend the applicant below?

Name	CHANG Yu-Jing (張育菁)
College to be Applied	College of Engineering
Department or Graduate to be Applied	Master Program of Department of Mechanical and Electro-Mechanical Engineering
Degree to be sought	MASTER

If they agree, they can key in their information and the reasons why they recommend it, after they submit it, the results will be sent to the system.

English / 正體中文

國立宜蘭大學 外籍生線上推薦系統
National Ilan University International Students Online Recommendation System

Confirm Basic Information of Referee

* Name	<input type="text" value="Carrie"/>	* Relationship with applicant	<input type="text"/>
* Employment	<input type="text"/>	* Position/Title	<input type="text"/>
* Country	<input type="text" value=""/>		
* Email	<input type="text" value="yjchang@niu.edu.tw"/>		
Phone No.	+ <input type="text" value="Country Code"/>	- <input type="text" value="Area Code"/>	- <input type="text" value="Number"/>

Upload Recommendation Letter

Please fill out or upload the recommendation letter and then click "confirm and submit".



After the referees agree, you can see the results in the application system.
If they didn't reply, you still can upload the scanned recommendation letter by yourself
on the following page.

English / 繁體中文

國立宜蘭大學 外籍生線上申請系統
National Ilan University International Students Admissions Application System

Hi CHANG Yu-Jing! [Change password](#) [Log out](#)

Fill out Application Form > Confirm Application Form > Recommendation Letter > Submit Documents > Admission Result

Submit Documents

1. Click "Send" and referee will receive an email to online fill out Recommendation Letter for you.
2. During application period, you may change referee by clicking "Change Referee".

Add Referees

1. College of Engineering - Master Program of Department of Mechanical and Electro-Mechanical Engineering

1. Carrie	Completed	time of completing 2022/01/13 10:37
2. Yjchang	Not open yet	Time of Notification 2022/01/13 10:34

Add Referees

Step7. Please upload the required documents.

1. Application Form(with signature): please choose to print the document by system
2. Proof of academic qualifications
(*the diploma should be authenticated by Taiwan overseas mission, if you haven't applied for that, please remember to provide it when you register in school.)
3. Proof of transcripts for all the years of coursework for the qualifications. (the diploma should be authenticated by Taiwan overseas mission, if you haven't applied for that, please remember to provide it when you register in school.)
(the transcripts should be authenticated by Taiwan overseas mission, if you haven't applied for that, please remember to provide when you register in school.))
4. A copy of Passport or ROC (Taiwan) Resident Certificate
5. Two letters of recommendation(this is for whose referees didn't reply the systematic e-mail, and you would like to upload by scanned recommendations)
6. A study plan (in Chinese or English)
7. Financial statement (proof of financial sustainability for study in Taiwan)
8. Certificate for Chinese or English Proficiency
9. Declaration(with signature)

Please click the following button to upload your documents, and then choose file upload.
After you upload all the documents, please choose to submit.



Fill out Application Form > Confirm Application Form > Recommendation Letter > **Submit Documents** > Admission Result

✉ Recommendation Letter

🖨 Print/View Application Form

➡ Submit

Submit Documents

1. Please submit all application documents in PDF format before deadline. You should upload only 1 PDF file under each required item. If there are many files for each item, please merge files into one for uploading.
2. The mark of "*" is required document.

No.	File Name	Applicant File	Review Status
1	* Application Form(with signature) Please press the upper-right "Print/View Application Form"→ Print the form→ Sign your name and the date manually→ Upload.	張高菁.pdf 	Unuploaded
2	* Proof of academic qualifications	<input type="text"/> 	Unuploaded
3	* Proof of transcripts for all the years of coursework for the qualifications.	<input type="text"/> 	Unuploaded
4	* A copy of Passport or ROC (Taiwan) Resident Certificate	<input type="text"/> 	Unuploaded
5	Two letters of recommendation Each applicant should submit 2 recommendation letters. NIU uses online recommendation letter process and referees could fill up recommendation letters on our system. (If referees couldn't do online recommendation, applicant may upload it here) Preferably referees are faculty members who can evaluate your academic qualifications and research potential. <input type="button" value="Download"/>	<input type="text"/> 	Unuploaded
6	* A study plan (in Chinese or English) <input type="button" value="Download"/>	<input type="text"/> 	Unuploaded
7	* Financial statement (proof of financial sustainability for study in Taiwan)	<input type="text"/> 	Unuploaded
8	* Certificate for Chinese or English Proficiency	<input type="text"/> 	Unuploaded

After clicking the aforementioned submit button, it means that you have finished the application. You can check your application status. Please wait for the announcement of admission and mailing of admission letter.

The screenshot shows the user interface of the National Ilan University International Students Admissions Application System. The header includes the university logo, the system name in Chinese and English, and a user greeting 'Hi CHANG Yu-Jing!' with buttons for 'Change password' and 'Log out'. A breadcrumb trail indicates the user is in the 'Admission Result' section. Below the trail are buttons for 'Recommendation Letter' and 'Submit Documents'. The main content area is titled 'Admission Result' and displays the application reference number '00000706'. It provides instructions on how to check the admission result and mentions that an 'Admission List' will be posted on the university's website and 'Letters of Acceptance' will be mailed. The status is shown as 'Submitted'. A table below lists the application details:

Degree	Department / Graduate Institute	Status
Master	College of Engineering / Master Program of Department of Mechanical and Electro-Mechanical Engineering	Under Review

If you are accepted, please note that:

1. Regarding the admission letter: Due to the outbreak of COVID-19, airlines have suspended flights, so airmail services (including air parcel and EMS) to many destinations are suspended. Currently, airmail service is available to some destinations (such as Vietnam and Indonesia). If you couldn't receive the hard copy of the documents, please print the documents instead.
2. After receiving your admission letter, please remember to log in to NIU International Students Admissions Application System (<http://120.101.0.40/incoming/incoming.student/login/webSN/25>), click on "Confirmation of Registration"
3. Please complete and provide the attached "Enrollment Registration Form" (Attachment 1 ERF), and "Insurance Declaration" (Attachment 2), and to the Office of International Affairs by the deadline through the following linkage. <https://forms.gle/Azhdn9sJYKfucg2Z7>