Steps and Timelines

1. FJCU and partner institution sign a Student Exchange Agreement  
For details, please go to the [website of the Academic Exchange Center](http://aec.oie.fju.edu.tw/generalServices.jsp?labelID=34). (Click 'English' on the upper-right corner for the English version)  
  
2. FJCU emails the forms we require to the partner institution    
Fall exchange: forms sent in the preceding February  
Spring exchange: forms sent in the preceding July  
  
[3. The partner institution emails the Nomination Form along with required documents to FJCU](http://isc.oie.fju.edu.tw/teachingServices.jsp?labelID=13)   
Fall exchange: before April 30  
Spring exchange: before September 30  
  
[4. FJCU reviews applications](http://isc.oie.fju.edu.tw/teachingServices.jsp?labelID=13)  
Fall exchange: May  
Spring exchange: October  
  
5. FJCU emails the list of students admitted for exchange to the partner institution   
Fall exchange: June  
Spring exchange: November  
  
[6. Exchange student emails required documents to FJCU](http://isc.oie.fju.edu.tw/teachingServices.jsp?labelID=14)   
  
7. FJCU emails the Acceptance Letter to the partner institution  
  
8. Exchange student completes everything necessary for study in Taiwan  
e.g. [Visa, plane tickets](http://isc.oie.fju.edu.tw/teachingServices.jsp?labelID=16), [accommodation](http://isc.oie.fju.edu.tw/teachingServices.jsp?labelID=15), etc.  
  
9. FJCU informs exchange student of dormitory assignment  
Fall exchange: late August  
Spring exchange: early February  
  
10. Exchange student arrives at FJCU, [checks-in](http://isc.oie.fju.edu.tw/teachingServices.jsp?labelID=20), [registers for courses, and attends classes](http://isc.oie.fju.edu.tw/teachingServices.jsp?labelID=11)  
\* Please refer to the course syllabus for the actual teaching and exam dates.  
Fall exchange: early September - early January (Fall 2023 classes: 9/11 - 12/30; Self-study week: 1/1 - 1/13)  
Spring exchange: late February - late June (Spring 2024 classes: 2/26 - 6/17; Self-study week: 6/18 - 6/29)  
  
11. FJCU emails exchange student's academic transcripts to their home institution  
Fall exchange: mid-March  
Spring exchange: late August  
  
Coordinators  
Agreements: [Academic Exchange Center](http://aec.oie.fju.edu.tw/aboutFju.jsp?labelID=24)  
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