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
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