- This guideline is for TA applicants,
- Please follow this guideline to fill the application form. Students apply from this page.



TA-Ship Application Form

This form is only for NCHU international graduate students who are registered in master/doctoral programs for the current semester. Please read OIA's website first before completing this form.

On the last page, please remember to copy (or screen capture) the URL and password supplied (you will need this later), then press the Submit button.

*必填



你的電子郵件

Consent to Provide Personal Data *

Please read the NCHU/OIA Consent to Provide Personal Data statement http://www.oia.nchu.edu.tw/index.php/en/about-en/regulation-en/1194-personal-data-collect



Please fill in your personal information.

Your Personal Information

Let the OIA know your details so we can streamline your application and avoid any errors.

First Name * Please fill in your English first name as stated in passport.

您的回答

Family Name *

Please fill in your English family name as stated in passport.



Student ID *

Please fill in your NCHU student ID number.

您的回答

Department/Institute

Please choose your department/institute you have enrolled at NCHU.



Your Current University Year *

Please choose your year for the upcoming semester at NCHU.



Phone *

Please fill in your contact cellphone number in Taiwan.

您的回答







Birth Date *

Please fill in your birth date completely. Ex. 1980/05/21

日期



ARC Number * Please fill in your Alien Resident Certificate (ARC) number in Taiwan.



The student who has already been aranted Taiwan Scholarship

can't apply to this TA

program.



Scholarship *

Describe any scholarships for the current semester you have received. Include the scholarship name and money amount if you have. Write NONE if you do not have any scholarships.

您的回答

Awards

Please list any special certificates, awards, or prior experience related to this TA position.



For this part, you <u>MUST</u> contact your professor to make sure every detail of this course(e.g. course number, course name).

Professor name should be his/her FULL NAME in CHINESE, not nickname.

e.g. Freshman English, Professor: 許光漢

TA-Ship Choice Course

This is the course you would like to be a TA for. You should be sure to get the course information correct, and it would be best to contact the professor of the course first and let him/her know of your intention.

Be sure all the information is accurate by using the NCHU online course information.

*NCHU Course Information System: <u>https://onepiece.nchu.edu.tw/cofsys/plsql/crseqry_home</u>

Course Number * Please fill in your first choice course number. Ex. 1101



Course Name *

Please fill in your first choice course name. Please copy the English name listed on the website of Course Information System.



Professor Name *

Please fill in your first choice course professor's CHINESE name.



Professor Email *

Please fill in your first choice course professor's email. Please check with your professor to use the correct email.



Offered Deptartment *

Please choose the department that offers your first choice course.



This section shows your URL and password automatically.

The URL is at the bottom of the email, and DON'T CHANGE THE URL AND PASSWORD.

Please FORWARD the automated email to <u>oiaeducation@email.nchu.edu.tw</u>. so OIA can double-check the content you fill in.

If everything is ok, OIA will send a link back, you can use the link to check your application status.

Application Status Checking

- To check the status of your TA-ship application, follow these steps.
- 1) Copy the URL address and password below.
- 2) Complete THIS form by clicking the SUBMIT button.
- 3) Paste the URL address into your browser to see your application status.

Your URL

Please copy this URL for checking your application status. Do not make any changes to this.

https://docs.google.com/spreadsheets/u/3/d/1Z-4DCmDgvky4ZyZI74gc2C_ mYCgSP7WeaTxM3ADZZX8/htmlembed?single=true&range= A1%3AE46&widget=false&chrome=false&style=%22embed%22&gid=0

Your Password

Please copy this password to log in and check your application status. Do not make any changes to this.

2289

TA-Ship Application Status Page



Important	Item	Start	End			
	TA Application: 01-11-2021		01-29-2021			
Dates	Prof. Decision:	02-01-2021	02-05-2021			
	OIA Approval:	02-08-2021	02-18-2021			
	Here you can see the					
	Classes Applied For	professor's approval.				
	First Choice					
Class Name:	TEST					
Status From Professor:	No Action					
OIA Approved:	No Action					
	Here you can see the					
		OIA's approv	val.			

Instruction for Professors' Page

*OIA will send an email with a link to your professor The professors can approve the TA on this page.

> Step 1 Click the drop-down menu to check the courses.



NCHU TA-SHIP APPLICATION STATUS (FOR PROFESSOR)

*Select your TA by two steps:

Step 1: Choose "Prof. Course" (drop-down menu) to see its TA candidates.

Step 2: Choose your TA by clicking "Select", open the hyperlink, and submit the form.

Prof. Name:	Clyde A. Warden	Prof. Course:	Business Negotiation
Password:	ghi	Class Number:	8854
Security:	PASS		

Applying Students (listed by time of application)

Click To Choose Your TA	Status	First Name	Family Name	Student Department	Gender	Student ID
SELECT	Not Chosen	Roman	Bin	12外文系Dept. of Foreign Languages and Literatures	Female	810011256
	S	tep 2				
	D	ecide the T	A, and clic	k		
	+	he link of "S	Select."			

The link of "Select" will lead to a google form (with TA's information).

Choose_TA

This form should automatically contain the information for choosing your class TA. Please submit if correct. If there is any problem, please contact OIA.

*必填

TA Student Number *

10601125

TA Family Name *

Norman

Professor Name *

Yang-Ming Wu

Class Name *

Research Writing & Presentation

Class Number * 8854 Click "Submit"

提交

諸勿利用 Google 表單送出密碼。