

**This guideline is for TA applicants.  
Please follow this guideline to fill the application form.**



## 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

電子郵件地址 \*

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>



Agree

# 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.

您的回答

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.

選擇



### Your Current University Year \*

Please choose your year for the upcoming semester at NCHU.

選擇



### Phone \*

Please fill in your contact cellphone number in Taiwan.

您的回答

### Gender \*

Female

Male

### Birth Date \*

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

日期

年 / 月 / 日



### ARC Number \*

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

您的回答

The student who has already been granted **Taiwan Scholarship (NSTC/MOE/MOFA)/ Elite Scholarship/ ICDF Scholarship cannot** 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.

您的回答

For this part, you **MUST** ensure course info is correct (professor's name, course number, course name).

Professor's name should be their **FULL NAME in CHINESE**, not a 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: [https://onepiece.nchu.edu.tw/cofsys/plsql/crsegry\\_home](https://onepiece.nchu.edu.tw/cofsys/plsql/crsegry_home)

### Course Number \*

Please fill in your first choice course number. Ex. 1101

您的回答

### Course Name \*

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

您的回答

### Professor Name \*

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

您的回答

### Professor Email \*

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

您的回答

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### Offered Department \*

Please choose the department that offers your first choice course.

選擇



返回

繼續

第 3 頁, 共 6 頁

This section shows your URL and password automatically. The URL is at the bottom of the email, and **DONNOT CHANGE THE URL AND PASSWORD.**

**FORWARD** the automated email to: oiaeducation@email.nchu.edu.tw so OIA can verify the information you have submitted. If everything is correct, OIA will send a link back. You can use the link to check the status of your application.

## 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](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

When you click your URL, you will see this page. This page is your application status page.

If an error happens, please refresh the webpage to update info.

**REFRESH to Update Info**

## NCHU TA-SHIP APPLICATION STATUS

### Personal Information

Student ID: 111111  
Name: AVA SIANG

### Important Dates

Item	Start	End
TA Application:	01-11-2021	01-29-2021
Prof. Decision:	02-01-2021	02-05-2021
OIA Approval:	02-08-2021	02-18-2021

### Class Name:

Classes Applied For  
First Choice

TEST

### Status From Professor:

No Action

### OIA Approved:

No Action

Here you can see the **professor's** approval.

Here you can see the **OIA's** approval.

# Instruction for Professors' Page

\*OIA will send an email containing a link to your professor within a week after the application period ends. 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
<a href="#">SELECT</a>	Not Chosen	Roman	Bin	12外文系 Dept. of Foreign Languages and Literatures	Female	810011256

## Step 2

Decide the TA, and click the link of "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

提交

請勿利用 Google 表單送出密碼。

**Step 3**  
Click “Submit”