



My NCHU Passport

Quick Start Guide: Everything You Need to Know

2026.4.30

My NCHU Passport: Track Your Career Growth at NCHU



✓ Map Professional Training

Record every workshop and skill-based seminar to visualize your career readiness in Taiwan.



✓ Track Mandarin Mastery

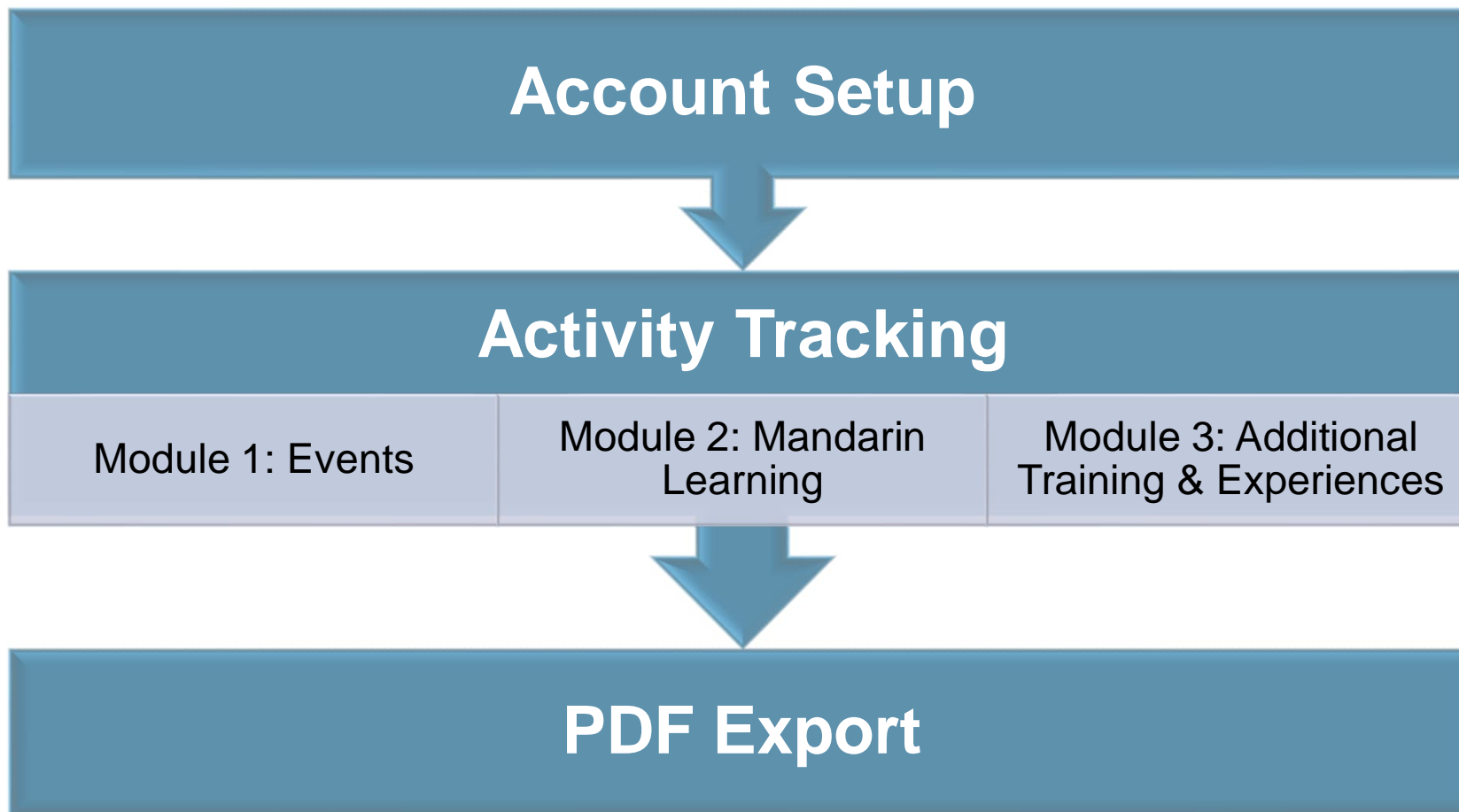
Log your Chinese courses and TOCFL certificates to prove your local communication edge.



✓ Document Self-Led Growth

Register your independent certifications and learning milestones to showcase your initiative.

User Guide



<https://passport.oia.nchu.edu.tw/>



Registration for first time



<https://passport.oia.nchu.edu.tw/>

First time signing in? Claim your account first!

- Student Number
- Birth Date
- Reset New Password

Registration: How to claim your account

1. Click "Claim Your Account"

A Record of Your Skills

Build your professional portfolio with My NCHU Passport. Make an official record of your Mandarin language achievements, OIA activities attended, and other professional growth training.

[Sign In](#) [Claim Your Account](#)

MY NCHU PASSPORT

How It Works

- 1) OIA publishes opportunities**
Mandarin learning and event opportunities are shown on your APP.
- 2) You claim opportunities**
From classes completed to events attended.
- 3) Create your official portfolio**
Output an e-portfolio and hard copy with official NCHU OIA seal that you can use with resumes and applications.

Oia OFFICE OF INTERNATIONAL AFFAIRS NATIONAL CHUNG HSIUNG UNIVERSITY

Module 1: Events
Seminars and activities with QR attendance verification and automatic approval.

Module 2: Mandarin Learning
Courses and certification opportunities with staff approval workflow.

Module 3: Additional Training & Experiences
Student-submitted off-campus achievements.

2. Key in “Student Number” and “Birth date”

Claim Your Account

Enter student number and birthday exactly as uploaded by OIA staff. Use birthday format YYYY/M/D (for example 2010/9/3).

Student number:

Birth date:

Use YYYY/M/D (no leading zero in month/day), e.g. 2010/9/3

Claim Account



***Must be NCHU current degree-seeking students!**

3. Create “Password” (At least 8 digits)

Create Password

Review your imported information, then create your login password.

Name: OIA Liu
Student Number: 012345678
Birthday: 2000/1/1
Email: oia@nchu.edu.tw

Password requirements

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password:

Confirm password:

[Confirm Claim](#)

4. Use the new password to log in.

[Login](#) [Claim Your Account](#)

Account claimed. Use your student number and new password to log in.

Login

Students use student number + password. Staff use staff username + password.

Student Number / Staff Username

Password

[Forget/Reset Password](#)

[Sign in](#)

First time student? [Claim Your Account](#)

Forget / Reset Password



Login

Students use student number + password. Staff use staff username + password.

Student Number / Staff Username:

Password:

[Forget/Reset Password](#)

First time student? [Claim Your Account](#)

Forget/Reset Password

Enter student number and birthday exactly as uploaded by OIA staff. Use birthday format YYYY/M/D (for example 2010/9/3).

Student number:

Birth date:

Use YYYY/M/D (no leading zero in month/day), e.g. 2010/9/3

Reset Password:
Return to "Claim Your Account"

Set New Password

Review your account information, then set a new password.

Name: OIA Liu
Student Number: 012345678
Birthday: 2000/1/1
Email: oia@nchu.edu.tw

Password requirements

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password:

Confirm password:

Module 1: Events

Claim your participation for an event



Module 1: Events

OPENED NOW

Company Visit 2: Siemens Taiwan

This field trip provides a unique opportunity to explore the operations of a global leader in industrial automation, digitalization, and smart infrastructure. Students will learn about Siemens' innovative solutions in sustainable technology and witness how international corporations integrate ESG principles into their core business strategies in Taiwan.

[More information](#)

April 22, 2026, 8:15 a.m. - April 22, 2026, 12:40 p.m.

Claim deadline: June 30, 2026, 11:59 p.m.

1. **Claim**

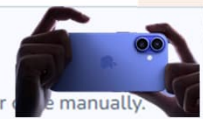
Event code

Enter event code or scan QR

Provided by OIA



2. **Scan QR**



Camera unavailable. Enter code manually.

3. **CONFIRM**

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[More information](#)

April 22, 2026, 8:15 a.m. - April 22, 2026, 12:40 p.m.

Claim deadline: June 30, 2026, 11:59 p.m.

4.

Approved

OIA note to student: Approved automatically via QR verification.

Module 2: Mandarin Learning Classes & Exams

Mandarin Classes



Non-credit class

114203 Basic Chinese Conversation (A1)
 Short Description: This physical course consists of 24 hours dedicated to Basic Chinese Conversation. It emphasizes practical oral practice to help students communicate fluently in everyday A1-level scenarios. Classes are held from March 23 to May 18, every Monday and Thursday from 18:30 to 20:00.
[More information](#)
 March 23, 2026, 6:30 p.m. - May 18, 2026, 8 p.m.
 Open now

Claim

Credit class

114211 Practical Chinese I
 Designed for absolute beginners, this course introduces the Pinyin system and fundamental sentence structures for daily life. It covers 54 hours of instruction and takes place from February 23 to June 26, typically scheduled for 3 hours per week during weekday daytime slots.
[More information](#)
 Feb. 23, 2026, 8 a.m. - June 26, 2026, 9 p.m.
 Open now

Credits *

 Non-credit course
Final grade *

Claim

Module 2: Mandarin Learning Classes & Exams

Certificates & Exams



Speedy Screening (up to 4 entries)

TOCFL - Speedy Screening - Session 2

This is the standardized certification exam designed to measure the Chinese language proficiency of non-native speakers across listening, reading, speaking and writing. Obtaining this official certificate is essential for international students applying for scholarships, degree programs, or professional employment in Taiwan.

[More information](#)

April 1, 2026, 8 a.m. - Dec. 31, 2027, 11:59 p.m.

Open now

Test type (select one or more) *

Listening Speaking

Score *

Enter score value

Certificate level *

Select level

Test date *

年 / 月 / 日

TOCFL - Official Test - Session 1

Official Test (up to 4 entries)

This is the standardized certification exam designed to measure the Chinese language proficiency of non-native speakers across listening, reading, speaking and writing. Obtaining this official certificate is essential for international students applying for scholarships, degree programs, or professional employment in Taiwan.

[More information](#)

Feb. 23, 2026, 10:49 p.m. - July 31, 2026, 12:49 a.m.

Open now

Test type (select one or more) *

Listening Speaking Reading Writing

Score *

Enter score value

Certificate level *

Select level

Module 3: Additional Training & Experiences



Categories:

- 1. Certificates & Licenses
- 2. Conference

3. Internship

Career category *

Additional Training & Experiences: Certificates & Licenses

Custom title *

Custom details *

Event date *

More details URL *

Submit Career Activity

- ✓ Custom title
- ✓ Custom details
- ✓ Event date
- ✓ More details URL

Career category *

Additional Training & Experiences: Internship

Custom title *

Custom details *

Start date * End date *

More details URL *

Submit Career Activity

- ✓ Custom title
- ✓ Custom details
- ✓ Start date
- End date
- More details URL

Module 4: PDF Export



My Career Growth Portfolio

OIA Liu

國際處

Nationality: Taiwan

Student ID Number: 012345678

**National Chung Hsing University
(NCHU)**

Program: Bachelor Program

Department/Institute: Dpartment of OIA

Career Development & Activities

Company Visit 2: Siemens Taiwan (2026/4/22)

This field trip provides a unique opportunity to explore the operations of a global leader in industrial automation, digitalization, and smart infrastructure. Students will learn about Siemens' innovative solutions in sustainable technology and witness how international corporations integrate ESG principles into their core business strategies in Taiwan.

The activities in this section have been certified by NCHU's Office of International Affairs.

Mandarin Learning & Certification

No certified Mandarin learning records listed.

The courses in this section have been certified by NCHU's Office of International Affairs.

**Provided
by OIA**

Official Seal Here

Date: April 29, 2026

View All Claims

Self-check OIA approval status in the system.

VIEW ALL CLAIMS (DELETE & EDIT CLAIMS HERE)

Approved

Global Marketing
Additional Training
In this role, I am responsible for conducting market research, optimizing our internal processes, and applying my analytical skills to digital shifts.

Edit **Delete Claim**

Awaiting Approval

114206 TOCFL
Mandarin L
This 20-hour physical preparation class is intended for students at the A1 level who wish to improve their vocabulary and grammar to pass the Band A advanced test. Classes run from March 23 to May 11, 2024.

Delete Claim

Rejected

114203 Basic
Short Description: This physical preparation class is intended for students at the A1 level who wish to improve their vocabulary and grammar to pass the Band A advanced test. Classes run from March 23 to May 11, 2024.
Rejected by student

Delete Claim

Action Required

114205 TOCFL Band A (A2) Preparation Class 2
Short Description: This physical preparation class is intended for students at the A1 level who wish to improve their vocabulary and grammar to pass the Band A advanced test. Classes run from March 23 to May 11, 2024.

Action Required: Please visit us at the OIA office to verify your information.

Delete Claim

Preview/Download

Module 4: My Portfolio

Previewing your PDF opens in a new tab.

Preview PDF

Download OIA Passport PDF

Company Visit 2: Siemens Taiwan

✕ Events

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OIA note to student: Approved automatically via QR verification.



My Career Growth Portfolio

OIA Liu

國際處

Nationality: Taiwan

Student ID Number: 012345678

National Chung Hsing University
(NCHU)

Program: Bachelor Program

Department/Institute: Dpartment of OIA

Career Development & Activities

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**Print and
Obtain OIA
Stamp in
Person**

Official Seal Here

Date: April 29, 2026

Overview - My NCHU Passport



	Module 1 Events	Module 2 Mandarin Learning	Module 3 Additional Training & Experiences	Module 4 My Portfolio
Opportunities (created by)	OIA	OIA	Students	<i>Auto-sync Claimed Activities to A4 Portfolio PDF</i>
Claim	QR code (on-site)	Fill in to claim	-	
Approval	Auto-approved	Pending OIA Staff review	Auto-approved	<i>Stamp Provided by OIA</i>
Event Category	Company Visit / Job Fair / One-on-one career counseling / Seminar / Workshop...	<u>*Class</u> Mandarin Class – Credit / Non-Credit <u>*Exam</u> TOCFL - Official Test / Speedy Screening	Certificates & Licenses / Conference / Internship / Others	

Start Building Your Future Today

*Turn your NCHU
experiences into a powerful
career portfolio!*

