

SU Institutional Exchange and Tuition-based Study Abroad Program FAQ

(Updated: September 11, 2026)

Application-Related

Q	When Should I apply?
A	SU Institutional Exchange and Tuition-based Study Abroad Program is open for applications from September to November each academic year. The exact schedule is subject to the annual announcement by the Center for Global Engagement.
Q	When are the information sessions and student sharing sessions held? How can I register?
A	They are generally held in March (during International Week) and October each year. Please register through the e-Campus system or the SU App. The exact dates are subject to the annual announcement by the Center for Global Engagement.
Q	Do I also apply to the Center for Global Engagement for Departmental or School-level exchange programs?
A	No. Center for Global Engagement only handles applications for Institutional Exchange and Tuition-based Study Abroad Program (University-level) . For Departmental or School-level exchange programs, including group study programs and dual-degree programs, please contact the affiliated Departments or Schools.
Q	Can master's students apply for Institutional Exchange and Tuition-based Study Abroad Program?
A	Yes. The specific number of exchange places and requirements are subject to the information provided by each partner university in accordance with bilateral agreement.
Q	What are the language proficiency requirements for Institutional Exchange and Tuition-based Study Abroad Program?
A	Please refer to the ICAE website for the requirements of each partner university. Students taking IELTS should, in principle, submit an Academic test score. Students taking TOEIC should take the TOEIC Public Test; scores from the TOEIC Institutional Program (campus test) will not be accepted. No foreign-language proficiency certificate is required for participating in exchange study program in Mainland China.
Q	What documents are required to apply for Institutional Exchange and Tuition-based Study Abroad Program?
A	To apply for Institutional Exchange and Tuition-based Study Abroad Program, students must prepare the following documents: • CV; • Statement of purpose and Study plan; • Foreign-language proficiency certificate (not required for exchange study in Mainland China). • Other supporting documents; Applicants must complete the online application and upload the above documents while applying. For details, please refer to ICAE website and follow the application instructions.

	Verification of Records and Use of Personal Data: - Center for Global Engagement will ask the Computer Center to verify applicants' enrollment status and academic records. Students therefore do not need to submit their transcripts or certificates of enrollments. Students' cumulative GPA and class rankings are expected to be updated after the course add/drop period. Therefore, we recommend submitting your application after October 1. First-year students, transfer students, and others who do not have academic records from the previous academic year at SU will be required to submit a transcript from their previous institution, including the cumulative GPA and class ranking. - Center for Global Engagement will ask the Moral Education Center to verify students' disciplinary records. Applications from students with serious violations that render them ineligible will not be reviewed.
Q	How should I rank my preferences when applying for Institutional Exchange and Tuition-based Study Abroad Program?
A	Tuition-waived Exchange Program: Students can list up to 6 preferences (志願) when applying to universities in foreign countries and in Mainland China (the preferences to universities in foreign countries and to the ones in Mainland China are counted separately). For each preference, please match the host university with the corresponding semester. Please see the examples below: - Preference 1: 116-1 Gakushuin University, Japan - Preference 2: 116-2 Gakushuin University, Japan - Preference 3: 116-2 Rennes School of Business, France Tuition-based Study Abroad Program: There is no quota limit for the tuition-based study program at UC Berkeley, University of East Anglia, or Edinburgh Napier University. Therefore, please select institution(s) based on your individual needs; rank in order of preferences is not needed. If you wish to study at different universities for the fall and spring semesters, please select the matching semester or academic year for each university accordingly.
Q	Can I apply for a one-academic-year overseas study program?
A	Yes. Under SU regulations, students may study overseas for a maximum of 1 academic year (2 semesters). Students may choose to spend the first and second semesters in different countries/regions or at different universities. Please note: - Entry policies and semester start dates vary by country/region and university. Students are responsible for making their own inquiries and arrangements regarding visas and related matters. - To encourage more SU students to study abroad and maximize available opportunities and benefits, each preference is semester-based, and one-academic-year applications will be considered if places remain. Therefore, if you wish to study abroad for 1 year (2 semesters), whether at the same university or not, please at least fill in 2 preferences.
Q	After completing the online application, do I still need to submit hard-copy documents?

A	No. All required documents should be uploaded to the online application form, so no additional hard-copies are required.
Q	Does passing SU's internal exchange selection mean that I am definitely accepted for the host university(ies)?
A	No. Students who pass SU's internal selection only obtain nomination spot(s), and will be nominated by Center for Global Engagement to the host university. All nominated students must submit the required application documents to the host university then. The host university will review the application and notify students of the admission result. Accepted students will receive an admission notice/acceptance letter.
Q	Can 4 th year students apply for Institutional Exchange and Tuition-based Study Abroad Program?
A	Under SU regulations, students may not participate in Institutional Exchange and Tuition-based Study Abroad Program during the final 2 semesters of their "maximum period of studies", and they must be currently enrolled at SU both when applying and when studying abroad . For example, an undergraduate may study abroad during the first year of extended study. If a student applies in the 4 th year, he or she must still be enrolled at SU in the 5 th year when studying abroad. Undergraduates from Department of Law can apply when they are in the 5 th year, and need to be still enrolled at SU when study abroad in their 6 th year.
Q	Does participating in exchange program necessarily delay graduation?
A	Not necessarily. Application timing, career planning, and credit arrangements vary from student to student, so not all students who study abroad will delay graduation. However, students should carefully assess the relevant risks before applying. It is recommended that students review the courses available at the host university in advance in order to plan credit transfer and recognition appropriately.
Q	Am I required to transfer credits after participating in exchange program?
A	Students participating in Institutional Exchange and Tuition-based Study Abroad Program are not necessarily required to earn credits and transfer them back to SU; however, they must still complete the credit recognition procedure. Students who do not wish to transfer credits should select "No credit to transfer" on the credit recognition form. The credit recognition procedure must be completed no later than one week after the beginning of the semester following the exchange period. Please contact your Department regarding credit waiver and transference.
Q	What scholarships or grants are available for overseas exchange study?
A	It depends on the type of study abroad programs and the student's status. The following scholarships and grants may be available. Please refer to announcements on the ICAE website for details. • Ministry of Education "Study Abroad" scholarship programs (學海飛颺 / 學海惜珠) (applications accepted from January to March each year). • Ministry of Education Higher Education Sprout Project - Soochow University Student Overseas Study Grant under the "Soochow Global Takeoff" initiative (applications accepted in two rounds each year: April-May and September-October). • Ministry of Education Higher Education Sprout Project - Student Overseas Study Grant under the "Support for Excellence" initiative (applications accepted from February to April each year).

	• Grants for student study and academic exchange in Mainland China, Hong Kong, and Macao (applications accepted from September-November and March-May each year). • Japan-Taiwan Exchange Association Scholarship (applications accepted from May to June and around October each year).
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After Nomination

Q	Can an exchange program be cancelled or postponed due to other factors?
A	During the COVID-19 pandemic, some partner universities temporarily suspended the admission of exchange students due to infection risks, border-control measures, and other considerations. Even after admission, students could choose to withdraw, postpone their exchange program, or participate in remote online courses due to pandemic-related risks. Since Academic Year 2022-23, entry and exit restrictions have gradually been relaxed, and the nomination process for outbound exchange students has returned to normal operations.
Q	After passing SU's internal exchange selection, what fees do I need to pay?
A	Required payments include: • A guarantee fee of NT\$5,000. The fee will be refunded to the student in full after he or she completes the exchange program as required. • Full SU tuition fees should still be paid. For tuition, fees, and other information regarding group study programs and dual-degree programs, please contact the organizing School or Department.
Q	If I apply to study abroad in my extended year of study (5 th year), do I still need to pay full tuition fees?
A	Yes. Regardless of whether a student is in an extended period of study or the one who normally pays fees on a per-credit basis, all exchange students must pay the full tuition fees. For questions regarding tuition and student status, please contact the Registration and Curriculum Division.
Q	Approximately how much does it cost to be an exchange student?
A	In addition to round-trip airfare, students should budget for local accommodation, textbooks, insurance, transportation, meals, travel, and any additional costs arising from local public-health or border-control policies. Actual expenses vary according to the cost of living in each country, and students should assess their own financial situation accordingly.
Q	Will partner universities always provide accommodation?
A	Not necessarily. Partner universities in Mainland China arrange dormitory accommodation, but housing policies and conditions vary by university, and students may not always be able to obtain their preferred room type. A small number of universities in Asia and many universities in Europe and North America do not have on-campus dormitories and only provide recommended off-campus housing platforms or websites for reference. Students must apply for housing or find accommodation on their own and assume the associated rental risks.

After completing your studies at host university

Q	When will the guarantee fee be refunded?
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A	The guarantee fee will be refunded after students complete the exchange program and submit their exchange experience report. In principle, the refund will be transferred to the student's savings account
Q	How do I submit the exchange experience report, and what is the deadline?
A	According to the "Soochow University Regulations Governing University-Level Exchange Student Programs," students must submit an exchange experience report within one month after returning to Taiwan. The online submission URL will be provided by Center for Global Engagement.
Q	Is there a required format for the exchange experience report?
A	There is no specific format requirement. The report should be 1,500-2,000 Chinese characters, and include student's learning experience and pictures.
Q	When will I receive my transcript from the host university after completing the exchange program?
A	Transcript processing times vary by university. Most partner universities send transcripts after the new semester begins. Students should confirm with the host university when their transcripts will be available for pickup or delivery. Before returning to SU, students are also advised to print or save an electronic copy of their grades, or take a screenshot of the online grade inquiry page, to facilitate the credit recognition process after returning. The official transcript should be submitted once it becomes available.
Q	Is a hard-copy transcript required in order to complete credit recognition?
A	Not always. Some partner universities provide only electronic transcripts. Center for Global Engagement Staff will assist with printing and officially certifying the transcript, and the department will then assist with the credit recognition process. Students should also fill out the credit recognition form and obtain department approval, then submit the approved form together with the certified transcript to the Registration and Curriculum Division. If a screenshot of grades is used temporarily for credit recognition, the official transcript must still be submitted to the Registration and Curriculum Division once it becomes available.