

International Foundation Program Organizational Structure & Members

Director of International Foundation Program

Academic Affairs
Coordinator: En-Hui Guo

Student Affairs
Coordinator: En-Hui Guo

General Affairs
Coordinator: Hsueh-Yin
Cherry Yang

Responsible for: :

1. Chinese Language Course Coordination: Arrange Chinese language courses and track students' language proficiency.
2. Attendance & Learning Support: Manage student attendance (absences/truancy) and provide academic counseling/support.
3. Student Records Management: Maintain and update student enrollment and academic records.
4. Grade Management: Oversee and manage student grades and academic performance.
5. Enrollment Status Transitions: Handle student withdrawals and leaves of absence.
6. Internal Collaboration: Coordinate with university departments to facilitate academic programs and student activities.

Responsible for:

1. Student Housing & Life Counseling: Manage student accommodation and provide life guidance/support.
2. Student Activities & Clubs: Organize and oversee student club activities and events.
3. Visa & ARC Assistance: Assist students with Taiwan visa and Alien Resident Certificate (ARC) applications.
4. Essential Services Support: Facilitate applications for medical insurance, work permits, and bank account setups.
5. Internship & Part-time Job Matching: Facilitate part-time job and internship opportunities for students.
6. Career Guidance & Employment Support: Provide career counseling and job placement assistance for graduates staying in Taiwan.

Responsible for:

1. Admissions Management: Coordinate student recruitment and admission processes.
2. System Reporting: Manage and submit data to Ministry of Education (MOE) and relevant institutional systems.
3. Scholarship & Financial Aid: Administer student scholarship and financial aid applications.
4. Website Management: Maintain and update the official website for the International Preparatory Program.
5. Program Applications: Process applications for various class formats and academic programs.
6. International Exchange Support: Assist in the arrangement and coordination of international exchange activities.