

SOP for the DDP students from SU

Step 1: (One can apply at any time of the year)

- Download the DDP application form (**Application Form 1-1**)
- Fill out the application form
- Submit the form (WORD file), signed PDF file and CV to
 - (1) ICST official email: icst_ir@nycu.edu.tw
 - (2) Host supervisor email
 - (3) Home supervisor email

Under the Title: Application for DDP_Name_(Name of the University).

- Students should send **Application Form 1-2 (Supervision Approval)** to the co-supervisor at NYCU, the co-supervisor should send the PDF file **signed** to ICST. Once ICST received **the Supervision Approval** from the co-supervisor at NYCU, we will send the confirmation letter to the applicant.

Notice:

- (1) Submitting a form that is not in WORD format or not properly titled in your email will not be accepted. In the WORD file, please write your name in block letters at the end.
- (2) Please also send a signed copy in PDF format (instead of writing your name at the end, please provide your signature).
- (3) It is mandatory to complete Step 1 before proceeding to Step 2.

Step 2:

After receiving the confirmation letter for step1, you can apply through the website of the Office of International Affairs of NYCU.

(<https://oia.nycu.edu.tw/oia/en/app/artwebsite/view?module=artwebsite&id=801&serno=09b4f36b-50dc-4181-bb54-6f255173bff2>)

Notice: Please submit your application only within the specified important dates. Applications submitted outside these dates will be automatically rejected, and the system will remain closed at all other times of the year.