



National Taiwan University System  
Undergraduate Admission  
High School Recommendation  
臺大系統海外高中推薦入學

# High School Representative User Guide

English





# Log in to the system/Register an account



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System  
Undergraduate Admission  
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臺大系統海外高中推薦入學

- High School Representative Portal <http://oiasystem2.ntu.edu.tw/teacher/>



National Taiwan University System  
**Undergraduate Admission**  
High School Recommendation

Academic Year **2024**

## TEACHER LOGIN

Username  
\_\_\_\_\_  
Password  
\_\_\_\_\_  
**SIGN IN**

Forgot password

Not a member? **Register**

### Registered Member:

Use registered username and password to log in

### Retrieve your password:

To retrieve your authority to log in

### Unregistered Member:

For first-time users, please register an account

# Register an account 1/3



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Undergraduate Admission  
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臺大系統海外高中推薦入學

- If your school **already has an account**, reach out to your school's point of contact.
- There should be one **high school representative** for each high school who helps recommend students and upload recommendation letters.

## REGISTER

Welcome to NTU System Undergraduate Admission through Recommendation by Overseas Senior High Schools. Once the school verification passed, you will receive an email notice. Then you can log in the system to recommend your students.

### School information

\* Continent  
Asia

\* Country  
Taiwan, Republic of China

\* School Name in English

School Name in Chinese

✓ Cannot find the school?

NTUS High School

If your school is not on the list, click on “**Cannot find the school**” and type in your school name

School Name in Native Language  
National Taiwan University High School

\* School Address  
No. 1, Sec. 4, Roosevelt Rd., Taipei 10617, Taiwan (R.O.C.)

# Register an account 2/3



National Taiwan University  
System  
Undergraduate Admission  
High School Recommendation  
臺大系統海外高中推薦入學

- If your school needs to update your account or contact information, contact us at [intadmission@ntu.edu.tw](mailto:intadmission@ntu.edu.tw)

## Contact Information

\* Name

\* Division or Department

\* Title

\* Email

\* Contact Number

\* Account

Please remember your account and password to log in once the account is verified.

\* Password

\* Confirm Password

Click **submit** to complete the registration or **return** to the login page

SUBMIT

RETURN TO LOGIN PAGE

# Register an account 3/3



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System  
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- After receiving a verification email, log in to the online recommendation system with your username and password.

臺大海推系統學校端申請後台審核通過 NTUS-Verification Passed



NTU Global Admission

\*\*\*Chinese Version comes after English Version\*\*\*  
\*\*\*中文版在英文版之後\*\*\*

Dear Sir/Madam,

The school verification has been passed. Please log in NTUS Undergraduate Admission through Recommendation by Overseas Senior High Schools (<http://oiasystem2.ntu.edu.tw/teacher>) to recommend your students.

Yours sincerely,

Office of International Affairs  
National Taiwan University

老師您好：

您已通過學校端帳號申請審核，可以開始登入推薦入學系統 (<http://oiasystem2.ntu.edu.tw/teacher>)，為貴校推薦申請學生。

敬祝 教安

國立臺灣大學國際事務處敬上



# System Interface



- To enhance user experience, a new version of the online application system was launched in 2021.

The screenshot displays the NTUS Undergraduate Admission High School Recommendation Academic Year 2024 system interface. The top navigation bar includes the NTUS logo, the system title, a language switch button (中文), and a user account dropdown (example@ntu.edu.tw). The left sidebar menu is highlighted with a red box and includes: Home Page, Recommend Applicants, Upload Recommendation Letter, Application Result, Past Applications, and School Profile. The main content area features a 'Home Page' section with a 'News Announcement' button, a welcome message, the application period (August 1, 2023, 11am - October 5, 2023, 4pm GMT+8), and two numbered instructions for recommending and uploading recommendation letters. The 'Program Description' section includes a flowchart with two steps: 'Recommend Applicants' (Step 1) and 'Upload Recommendation Letter' (Step 2), each with a detailed description. At the bottom, two teal buttons show statistics: 'RECOMMENDATION LETTERS TO BE UPLOADED 5' and 'NUMBER OF APPLICANTS WITH INCOMPLETE APPLICATIONS 0'.

# Edit School Profile 1/2



- Please briefly introduce your institution for us to better understand your school and students.

NTUS NTUS Undergraduate Admission High School Recommendation Academic Year 2024 中文 example@ntu.edu.tw

Home Page  
Recommend Applicants  
Upload Recommendation Letter  
Application Result  
Past Applications  
**School Profile**

## School Profile

**Example High School**  
範例高中

School Profile  
School information

Please briefly introduce your institution for us to better understand your school and students. You may consider to present information including but not limited to below items:

1. Annual number of graduating students;
2. Annual number of graduating students pursuing tertiary education in your country/region and overseas (especially the number of students pursuing tertiary education in Taiwan);
3. Performance of your school and/or students in unified examinations in your country/region (if available);
4. Prizes won by your students in international competitions;
5. Other special achievements of your school and/or students.

Choose file 選擇

SAVE

# Edit School Profile 1/2



- Home Page
- Recommend Applicants
- Upload Recommendation Letter
- Application Result
- Past Applications
- School Profile**

## School information

**Example High School**  
範例高中

School Profile

**School information**

* Country	Taiwan, Republic of China		
* School Name in English	Example High School	School Name in Chinese	範例高中
School Name in Native Language			
* Contact Person's Name	範例	* Division or Department	國際處
* Position	老師	* Email	example@ntu.edu.tw
* Contact Number	1234567		

SAVE



# Recommend Applicants 1/3



- The description of interface and function. Please click + to add student information.

NTUS Undergraduate Admission High School Recommendation Academic Year 2024

Home Page  
Recommend Applicants  
Upload Recommendation Letter  
Application Result  
Past Applications  
School Profile

1 2 3 4 5

+ □ × ↻ 請輸入關鍵字 🔍

#	Chinese Name	English Name	Email	Application Number	Department Selected	Paid	Application Completed
No data available in table							

↑ Displays applicants' progress

**Function Description**

1. Add applicants
2. Select all across pages
3. Delete
4. Refresh the data
5. Keyword search

選取 0 筆, 共 0 筆

First « 1 » Last

15

# Recommend Applicants 2/3



- Fill in students' information (Chinese name, English name and e-mail)

NTUS Undergraduate Admission High School Recommendation Academic Year 2022

Home Page  
Recommend Applicants  
Upload Recommendation Letter  
Application Result  
Past Applications  
School Profile

\* Chinese name  
Same as passport

\* English name  
First name Middle name Last name(Required)

\* E-mail

SAVE BACK

After entering the student information, click **save** to complete the addition. After the window pops out the **success message**, you can return to the previous page to perform other functions..





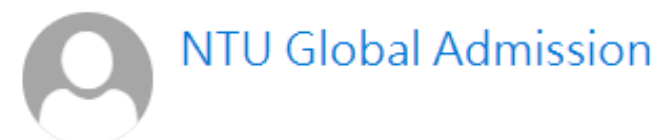
# Recommend Applicants 3/3



National Taiwan University  
System  
Undergraduate Admission  
High School Recommendation  
臺大系統海外高中推薦入學

- After adding a recommended student, they will receive an email with their **username (e-mail)** and **password (randomly generated)**.

臺大海推系統學生帳號密碼通知信 NTU System-Account and Password Info



NTU Global Admission

\*\*\*Chinese Version comes after English Version\*\*\*

\*\*\*中文版在英文版之後\*\*\*

Dear Applicant,

Congratulations on being recommended by your high school teacher to apply for **NTU System Undergraduate Admission through Recommendation by Overseas Senior High Schools**. Please log in to the application system with the account and password below (<http://ntu-oia-joint.dev.com.tw/2074/student>). Make sure to submit your application by **4 pm, October 5, 2023 (GMT+8)**.

Account: [REDACTED]

Password: [REDACTED]

Best regards,

Office of International Affairs  
National Taiwan University

同學您好：

恭喜您獲得學校老師推薦參加「國立臺灣大學系統海外高中推薦入學」，請使用以下帳號密碼登入申請系統 (<http://ntu-oia-joint.dev.com.tw/2074/student>)。請於**2023年10月5日下午4時(GMT+8)**前確認送出您的申請件，逾期恕不受理。

帳號：[REDACTED]

密碼：[REDACTED]

敬祝 順安

國立臺灣大學 國際專務處

# Upload Recommend Letter



- After the student selects their departments, the school representative can log in to the system and **upload recommendation letter** for the student.
- Only students that have selected their desired departments will appear in this list.
- You can download a sample recommendation letter, or use your school's recommendation letter format (no format restrictions).

If you want to **upload one recommendation letter to multiple applications**

- 1 Select the application(s) that you want to upload the recommendation letter.
- 2 Click “**Upload**” and select the file to complete the recommendation.

→“**UPLOAD**” a recommendation letter to this application

Application Number	Priority Order	Chinese Name	English Name	University	Department	Upload	
<input type="checkbox"/>	11101572	1	範例A	Example A	National Taiwan Normal University	Department of Music	<input type="checkbox"/>
<input type="checkbox"/>	11101572	2	範例A	Example A	National Taiwan University	Department of Chemistry	<input type="checkbox"/>
<input type="checkbox"/>	11101577	1	範例B	Example B	National Taiwan University		<input type="checkbox"/>



# Application Result



- The school representative can check **the progress, status and results of the student application** for the specific year in this page

NTUS Undergraduate Admission High School Recommendation Academic Year 2024

中文 example@ntu.edu.tw

Home Page  
Recommend Applicants  
Upload Recommendation Letter  
**Application Result**  
Past Applications  
School Profile

1 2 3 4 5 6 7

請輸入關鍵字 2022 2022 2021

#	Chinese Name	English Name	Email	Number of Departments	Application Confirmation	Evaluation Status	Application Result	Conformation of Acceptanc
1	範例A	Example A	exampleA@gmail.com		Y		Incomplete applications	
2	範例B	Example B	exampleB@gmail.com		N		Not reviewed	
3	範例C	Example C	exampleC@gmail.com		N		Not reviewed	
4	範例D	Example D	exampleD@gmail.com		N		Not reviewed	
5	範例E	Example C	exampleC@gmail.com		N		Not reviewed	

**Function Description**

- Select all across pages
- Export to Excel
- Refresh data
- Keyword search
- Filter data by year
- Select
- View student information

↑ Displays the progress, status, and results of each application

# Past Applications



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System  
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- The school representative can view **the number of applications, admissions, and registrations** through this admission channel each year on this page.

NTUS NTUS Undergraduate Admission High School Recommendation Academic Year 2022 中文 example@ntu.edu.tw

Year	Number of Applicants Recommended	Number of Completed Applicants	Number of Admitted Applicants	Number of Not-admitted Applicants	Number of Unqualified Applicants	Number of Offer Accepted
2022	4	0	0	0	0	0

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System  
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臺大系統海外高中推薦入學

## Further Information



[Recommendation by  
Overseas High Schools](#)



[intadmission@ntu.edu.tw](mailto:intadmission@ntu.edu.tw)