



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



National Taiwan University System
Undergraduate Admission
High School Recommendation

Academic Year **2025**

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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- 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



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- If your school needs to update your account or contact information, contact us at 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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- 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 shows 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 profile icon (example@ntu.edu.tw). The main content area is divided into several sections:

- Home Page:** Features a "News Announcement" button and a welcome message. The application period is listed as August 5, 2024, 11am - October 3, 2024, 4pm (GMT+8). Two steps are outlined: 1. Recommend Applicants (adding students to the list) and 2. Upload Recommendation Letter (uploading PDF files for each applicant, limited to 10 MB). A contact email (intadmission@ntu.edu.tw) is provided for questions.
- Program Description:** A vertical flowchart with two steps: 1. Recommend Applicants (creating a list of recommended applicants) and 2. Upload Recommendation Letter (uploading a recommendation letter after program selection). Below this are two summary boxes: "RECOMMENDATION LETTERS TO BE UPLOADED 5" and "NUMBER OF APPLICANTS WITH INCOMPLETE APPLICATIONS 0".

The left sidebar contains a menu with the following items: Home Page, Recommend Applicants, Upload Recommendation Letter, Application Result, Past Applications, and School Profile. A "Menu" button is located at the bottom of the sidebar.

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



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 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							

Function Description

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

↑ Displays applicants' progress

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

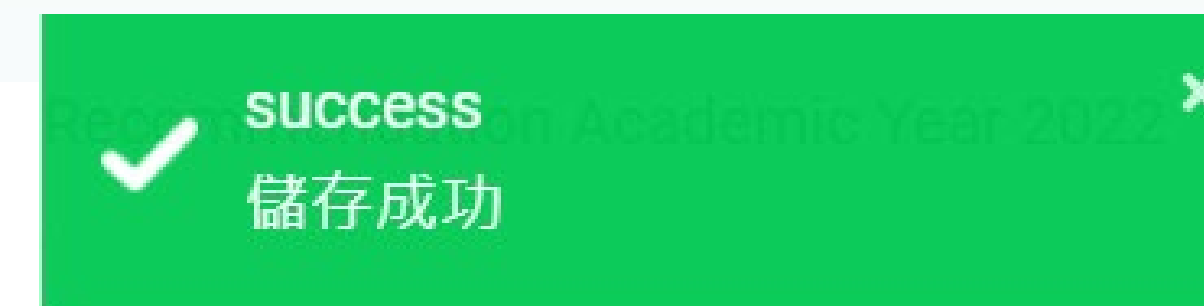
* Chinese name
Same as passport

* 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..



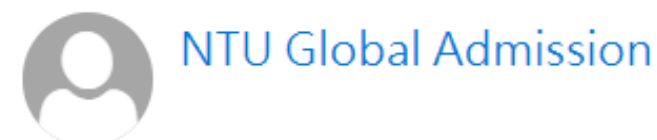
Recommend Applicants 3/3



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- 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 3, 2024 (GMT+8)**

Account:

Password:

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**2024年10月3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：

密碼：

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).

Upload Recom

↓Data Filter

All

Upload (Upload one recommendation letter to multiple applications.)

<input type="checkbox"/>	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="button" value="UPLOAD"/> <input type="button" value="VIEW"/> Upload time 2021/08/02 17:00
<input type="checkbox"/>	11101572	2	範例A	Example A	National Taiwan University	Department of Chemistry	<input type="button" value="UPLOAD"/> <input type="button" value="VIEW"/> Upload time 2021/08/02 17:00
<input type="checkbox"/>	11101577	1	範例B	Example B	National Taiwan University	<input type="button" value="UPLOAD"/> Upload your file	

Recommendation Letter Template

↑Get the Template

→“UPLOAD” a recommendation letter to this application

Application Result



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

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

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



- 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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Further Information



[Recommendation by
Overseas High Schools](#)



intadmission@ntu.edu.tw