**Flowchart for international students’ seminars in Engineering College, CCU**

* This is the flowchart for the international students who plan to take seminars in English in other department

1. Get signature from the TA in the host department in the To-do-list form after the seminar to prove that your participation.
2. Return the To-do-list form to the TA in your department.
3. Read the seminar regulations on the website of the College to ensure you are clear with the regulations. ( Ms Yvonne Wu, 吳玉芳小姐, ext:23003, [admuwu@ccu.edu.tw](mailto:admuwu@ccu.edu.tw) )

Website of the regulations:

<https://goo.gl/AUyYWd>

1. Contact the teaching assistant (T.A.) of the seminar to let him/her know your participation. TA might be able to help you with the matter of the seminar location, seat, roll call and/or others. You can get TA’s contact information from the website.

Website of TA’s information in all the departments:

https://goo.gl/8pLWoS

1. Get the approval from your advisor and have a signature in the To-do-list form before the seminar.
2. Print out the To-do-list form for the international students and follow the procedure step by step.

Website of the To-do-list form:

https://goo.gl/Ynbnah

1. Check the schedule of the seminars in all the departments on the website of the Engineering College to find which seminars you want to participate in other departments. (Ms YS Wu, 吳怡萱小姐, ext:23002, [admihw@ccu.edu.tw](mailto:admihw@ccu.edu.tw))

Website of the schedule of the seminars:

<https://goo.gl/3cQjva>