

National Tsing Hua University

Fall Semester of 2019

New Undergraduate Student Registration Guidelines

University's representative telephone line: 03-5715131

Registration Procedures

a. Before Registration

Procedures	Descriptions	Charged Division and Extension
Complete and Check Background Information Online	<p>Time: August 9 10:00 a.m. to August 21 12:00 a.m.</p> <p>Website: Academic Information System/New Student Enrollment (https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/)</p> <p>Login: Student ID No.</p> <p>Password: Student ID No.(last 6 digits)+your birthday(MMDD)</p> <p>Ex. your student ID is 108123456 your birthday: 0131(MMDD) your default password is "1234560131"</p>	Divisions Related to Registrations.
Upload your photo Online	<p>Please link to the website of Academic Information System to upload your photo file by Aug. 21 for NTHU Student ID card application (in color, above 236*295 pixels, JPG file).</p> <p>If you did not upload your photo by deadline, you may not get your Student ID card on registration day. Please refer to the following link for Photo Requirements & Restrictions.</p> <p>http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/75/photo-upload-Eng.pdf</p>	Division of Registration Ext. 31390.
Dormitory Application	<p>Please link to the webpage of Student housing to apply for dormitory.</p> <p>(Time : August 9 16:00 -August 14 12:00). Please complete the application on website within the period. Otherwise the bed will not be reserved.</p>	Division of Student Housing Ext : 34706
Self-Health Assessment	<p>Please link to the website of Academic Information System to fill out the Self-Health Assessment. If you need any special assistance due to any disability or other special condition, please let us know so that we may offer you support services during your time of study.</p> <p>Every freshman is obligated for a health examination in school. If you have done a health examination within 3 months and the tested items consists of all required items, the test is acceptable. Although the test is acceptable, filling up the Self-Health Assessment, linked to the Academic Information System is required, only then the online registration process will be regarded as complete. (the school accepts health examination results done after 2019-06-01 only). If the tested items do not consist all required items, please proceed to complete the required items.</p> <p>For students who wish to do the health examination outside, after filling the Self-Health Assessment, print out the "NTHU New Students Health Examination record", and bring it to a hospital to complete the tests.</p> <p>Students who did the health examination outside please bring your medical report and submit it to us at the Alumni Gymnasium on Registration day. (Every hospital needs 7-10 working days to complete the health examination , so please do your health examination earlier to avoid any inconvenience on Registration day).</p> <p>For those who cannot finish the health examination on Registration day , except for those who did the health examination outside, will be held full</p>	Division of Health Service Ext : 43000 、 31054

Procedures	Descriptions	Charged Division and Extension
	responsibility if unable to complete the registration process.	
Credits Transferred or Exempted	Credits taken in prior college or university may be transferred or exempted after the Department Course Committee's evaluation. Please refer to the Academic Information System to log on the subjects you want to be transferred or exempted, download the application form and submit it with your notarized transcript to the Division of Registration before August 15. Students of "Hsinchu Teachers College" and "College of Arts" shall submit the application forms to the branch office of Division of Registration in Nanda campus.	Division of Registration Ext. 31390 Branch office of Division of Registration in Nanda campus Ext. 72301-4
Courses Selection	The date of course selection, curriculum, advisor's password and more information about courses, please link to the following website: http://curricul.web.nthu.edu.tw/files/13-1073-12455.php	Division of Curriculum Ext. 31393~5
To apply for Waiving Freshman English and Advanced English	Foreign students may not be required to take Freshman English and Advanced English if you present proofs of English proficiency to Language Center for review. The required forms are available on this website: https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/	Language Center Ext.34423
Log on to your Bank Account	Please also refer to Academic Information System to input your bank account at E.SUN Commercial Bank or Mega International Commercial Bank or Post Office so that we can transfer scholarship, fellowship, dormitory deposit, etc. to you, when necessary.	Division of Cashier Ext. 31364
Tuition Payment	Please refer to Academic Information System to download the Tuition Bill from August 23, 2019. Please refer to the following website to know how to pay the bill: https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/index.php?lang=english Please do not pay the tuition if you apply for deferral of admission. In accordance with the Regulations 10, Students shall make the tuition, miscellaneous and related fee payments on or before the day when each semester starts (the exact date is published in the academic calendar of the university). A student is deemed to have completed the registration process when s/he completes the tuition, miscellaneous and related fee payments. Student who fails to complete the registration process within five days (starting from the second day of the beginning of the semester) shall apply for late registration. The period of late registration is up to two weeks after the semester starts. Student who fails to complete the registration process after the late registration period ends, shall be expelled from the university unless s/he makes an application for and is approved to further extension due to special reason.	Division of Cashier Ext. 31364
Mental Inventory	Please also refer to the Academic Information System to fill out the mental inventory based on your physical and mental status.	Division of Counseling Ext. 34725~6
Performance in English Proficiency Examinations	Please also refer to Academic Information System to fill out the "Performance in English Proficiency Examinations".	Division of General Academic Affairs Ext. 35066
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey".	Center for Learning Assessment Service Ext. 33109
Diploma and transcript Submission	If your admission application is via Office of Global Affairs (OGA), please make sure that you have submitted your original notarized diploma and	Office of Global Affairs Ext. 62461

Procedures	Descriptions	Charged Division and Extension
	transcript of your high school degree by the designated date to the Division of International Students (OGA). Otherwise, you will not be able to complete your registration.	
Foreign Student Orientation	Time: September 3, 13:00-17:00 Place(Tentative): Room 245, 2F, Learning Resource Center(Macronix Building) Please note that IBP students do not need to attend the Foreign Student Orientation, please follow the regular orientation schedule.	Division of General Affairs, Office of Global Affairs Ext.62465

b. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	Date: September 4. Place: Office of Division of Registration (1F,109 Administration Building) Document: Registration Procedure Form (Please print out your individual form from Academic Information System/New Student Enrollment/ Registration Procedure Form Download)	Division of Registration Ext. 31390
Health Examination	You will be charged NT\$ 730 for the Health Examination by the Medical Unit on Registration Day. Please complete the health examination on Registration day according to the arranged schedule, in order to have a more accurate report, please fast for 6 hours. Please drink plain water only. (Please check " <u>Notices for health examination</u> ") Students who cannot complete the health examination on Registration Day, other than students who had done their health examination outside, will be held full responsibility if unable to complete the registration process. ● Location of Health Center in NTHU: Clinic and Counseling Center 1st floor. NanDa Campus: Office of Student Affairs Center of Student Activities 1st floor.	Division of Health Service Ext : 43000 、 31054
Library	To activate your library card and exchange the reader's information with the libraries of University System of Taiwan, please sign the <u>National Tsing Hua University Library Statement of Patron Privileges</u> online from September 2 to September 15. (http://www.lib.nthu.edu.tw/en/use/privileges_sign.html) ● Login: 02+Student ID No.+0 Ex. 021081234560 ● Password: Student ID No.(last 6 digits)+your birthday(MMDD) Ex.your student ID is 108123456 your birthday: 0131(MMDD) your default password is "1234560131"	Library Ext. 42995
Computer and Communication Center	Please refer to the following website for email address and dormitory network applications: http://www.cc.nthu.edu.tw/bin/home.php?Lang=en Please clip the "Welcome Notice to New Students"	Computer and Communication Center Ext. : 31000
Alien Resident Certificate Application (for International Students)	Alien Resident Certificate (ARC) Application : 1. Passport and Resident Visa (original and photocopy) 2. ARC application form 3. One photo (3.5 x 4.5 cm color photo with a white background) 4. Student Certificate	Office of Global Affairs Ext.62465

Procedures	Descriptions	Charged Division and Extension
	5. Application fee NT. 1,000 6. proof of new address (such as a new lease, a new household registration, etc. Foreigners holding resident visa or changing to resident visa should go to local immigration service center to apply for ARC within 15 days counted from the next day of arrival or the next day of receiving resident visa in Taiwan.	
National Health Insurance (for International Students)	NHI enrollment Condition 1. Already have NHI ID card and need to enroll under NTHU program. please submit: 1. One copy of your NHI ID card. 2. One copy of valid Alien Resident Certificate (ARC). Condition 2. International students, who held an ARC over 6 months, must enroll the National Health Insurance please submit: 1. One copy of your passport with Taiwan entry stamp 2. One copy of valid Alien Resident Certificate (ARC). 3. One 2×2 inch photos	Office of Global Affairs Ext.62459

Notices

1. School starts from September 9, Monday.
2. Registration procedures should be completed on the registration day. If you do not register on time, we will reject your registration unless you apply for [late registration](#), permitted by the Division of Registration.
3. Only those who complete the registration procedures and submit the Registration Procedure Form will obtain the student ID card or Student Certificate.
4. Please do not pay your tuition if you apply for [admission deferral](#), leave of absence or withdrawn before the registration day. You have to pay for your tuition if you apply for admission deferral, leave of absence or withdrawn after the registration day and the tuition fee will be refunded to you by percentage according to related regulations. Be sure to keep your tuition receipt for record.
5. The tuition payment day is due on September 10. Be sure to pay before that. In accordance with the Regulations 10, Students shall make the tuition, miscellaneous and related fee payments on or before the day when each semester starts (the exact date is published in the academic calendar of the university). A student is deemed to have completed the registration process when s/he completes the tuition, miscellaneous and related fee payments. **Student who fails to complete the registration process within five days (starting from the second day of the beginning of the semester) shall apply for late registration.** The period of late registration is up to two weeks after the semester starts. **Student who fails to complete the registration process after the late registration period ends, shall be expelled from the university unless s/he makes an application for and is approved to further extension due to special reason.**
6. New undergraduate students can move in to the dormitory from September 1-2, 8:30am to 4:00pm.
7. In order to complete registration, you should finish the on line New Student Enrollment System and on the spot registration procedures.
8. In accordance with the Regulations 37, Students who intend to pursue a double degree program shall file an application to his academic unit before starting such a program. If such an application is not approved, the double degree program will not be recognized. When a student continues to pursue a double degree program without the approval of his academic unit, the student shall be expelled from the university at the point when this fact is discovered. The review criteria for double degree program shall be established by each academic unit.
9. Download campus map website: <http://www.nthu.edu.tw/campusmap>