

National Tsing Hua University
Fall Semester of 2021
New Graduate Student Registration Guidelines

1. University's representative telephone line: 03-5715131

2. International student will receive enrollment notice via email at August 5. No hard copy notice will be sent.

3. Registration Procedure

a. Before Registration

Procedures	Descriptions	Charged Division and Extension
Complete and Check Background Information Online	Time: August 9 10:00 a.m. to August 20 12:00 a.m. Website: Academic Information System/New Student Enrollment (https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/) Login: Student ID No. Password: Student ID No.(last 6 digits)+your birthday(MMDD) Ex. your student ID is 110123456 your birthday: 0131(MMDD) your default password is "1234560131"	Divisions Related to Registrations.
Upload your photo Online	Please link to the website of Academic Information System to upload your photo file by Aug. 20 for NTHU Student ID card application (in color, above 236*295 pixels, JPG file). 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. http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/75/photo-upload-Eng.pdf	Division of Registration Ext. 31390.
Tuition Payment	Please refer to Academic Information System to download the Tuition Bill from August 24, 2021 to September 13, 2021. Please refer to the following website to know how to pay the bill: https://cashier.site.nthu.edu.tw/p/412-1166-526.php?Lang=zh-tw 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
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 when you get your account. So that we can transfer scholarship, fellowship, dormitory deposit, etc. to you, when necessary.	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	Please also refer to Academic Information System to fill out the "Performance in	Center of English

Procedures	Descriptions	Charged Division and Extension
Proficiency Examinations	English Proficiency Examinations".	Education Ext.34423
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey ".	Center for Institutional Research Ext. 33109
Self-Health Assessment And Health Examination	<p>● Self-Health Assessment : Please link to the website of Academic Information System to finish 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. For students who wish to do the health examination outside, after finishing 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>● Health examination You will be charged NT\$ 760 for the Health Examination by the Medical Unit in NTHU. Please complete the health examination according to the arranged schedule on Sep 9 and 10. In order to have a more accurate report, please fast for 6 hours. Please drink plain water only. (Please check "Notices for health examination ") Students who did the health examination outside please bring your medical report done after 2021-06-01 only and submit it to us at the Division of Health Service before/on the 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 the Registration Day). If the tested do not include all required items, please proceed to complete the required items. Location of Health Center in NTHU: Clinic and Counseling Center 1st floor. NanDa Campus: Office of Student Affairs Center of Student Activities 1st floor. Those who are unable to complete the registration process on the Registration Day due to the incompleteness of the health examination will be held full responsibility themselves. If the epidemic warning is still raised to Level 3 or 4, the New Student Health Examination in school will be suspended, and the examination will be held at school after the level is below level 2.</p>	Division of Health Service Ext : 43000 、 31054
Courses Selection	<p>The date of course selection, curriculum, advisor’s password and more information about courses, please link to the following website: http://curricul.site.nthu.edu.tw/?Lang=en According to the university regulations, every registered full-time student should take at least one course.</p>	Division of Curriculum Ext. 31393~5
Mandarin Course Requirements	<p>Please find the information about “Mandarin Course Requirements and for NTHU International Students” at NTHU CLC website (Credit Courses) : https://clc-cc.vm.nthu.edu.tw/home/index.php/course/chinese_language_page/13 Students with some proficiency in Chinese can take TOCFL certificates to CLC to apply for waivers or join the CLC Mandarin Credit Waiver Test. More detailed information about CLC Mandarin Credit Waiver Test will be announced at NTHU CLC website (Credit Courses)</p>	Chinese Language Center Ext. 62355 、 35087
Library	<p>To activate your library card and exchange the reader’s information with the libraries of University System of Taiwan, please sign the National Tsing Hua University Library Statement of Patron Privileges online from September 6 to September 30. (http://www.lib.nthu.edu.tw/en/use/privileges_sign.html)</p> <p>● Login: Student ID No.</p>	Library Ext. 42995

Procedures	Descriptions	Charged Division and Extension
	<ul style="list-style-type: none"> ● Password: Student ID No.(last 6 digits)+your birthday(MMDD) Ex. your student ID is 110123456 your birthday: 0131(MMDD) your default password is "1234560131" 	
Computer and Communication Center	Please refer to the following website for email address and dormitory network applications: http://www.cc.nthu.edu.tw/index.php?Lang=en Please clip the "Welcome Notice to New Students"	Computer and Communication Center Ext. : 31000
Diploma and Certificate Submission	If your admission application is via Office of Global Affairs (OGA), please make sure that you have submitted your original notarized diploma and transcript of your bachelor/master degree by the designated date to the Division of Global Students Recruitment and Service (OGA). Otherwise, you will not be able to complete your registration.	Office of Global Affairs Ext. 62464
The procedure for Foreign Student to enter Taiwan	The procedure for international students to enter Taiwan is set by Taiwan's Ministry of Education (MOE). All prospective students entering Taiwan must follow these regulations, the regulation will be announce in near future.	Division of Global Students Recruitment and Service Ext.62465
New Student Laboratory Safety Training	Training 1: "General Safety Training" Training 2: "Dangerous and Hazardous Chemicals Education Training" New master or doctoral program students who will perform experiments in the laboratories are required to attend these trainings. Students should get 70% to pass the tests after the trainings. Training Time: September 10, 09:00~12:00; 14:00-17:00 Place: Room 168,1F Administration Building	Safety Center Ext: 31352, 33088

b. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Student ID Card	After completing the health examination, please keep your registration procedure form properly until you receive your student ID card. The completed health check list will be uploaded to the AIS system before the registration date. You could check the student ID issuance at the AIS system -> personal information -> student ID issuance status. Whose registration process is completed, student ID will be distributed according to registration office arrangement from September 10. Student who ask for late registration, please make an appointment via your AIS system after completing registration.	Division of Registration Ext. 31390
Diploma and Certificate Submission	If you are TIGP students, please submit your original notarized diploma and transcript to Division of Registration Office on the Registration Date.	Division of Registration Ext. 31390 Branch office of Division of Registration in Nanda campus Ext. 72301-4
Alien Resident Certificate Application (for International Students)	Due to the pandemic, the student who needs to undergo 14 days of quarantine is exempted from the 15 days regulation, which means the students are allowed to apply for ARC after 14 days of quarantine and 7 days of self-health management.	Division of Global Students Recruitment and Service Ext. 33429
National Health Insurance (for International	The international students who are not able to enter in September will not have insurance until they are eligible for NHI next year February, please purchase health insurance to keep yourself safe.	Division of Global Students Recruitment and Service

Procedures	Descriptions	Charged Division and Extension
Students)		Ext. 62456

c. After Registration

Procedures	Descriptions	Charged Division and Extension
Credits Transferred or Exempted	<p>Credits may be transferred or exempted after the Department Course Committee's evaluation under the following circumstances:</p> <ol style="list-style-type: none"> 1. During the time pursuing for bachelor's degree, the credits of M.A. courses that were not included in the minimum requirements for graduation. 2. During the time pursuing for master's degree, the credits of doctoral courses that were not included in the minimum requirements for graduation. 3. During the time pursuing for extension education, the credits of courses for working professionals. <p>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 starting from <u>September 7 to September 15</u>. 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.</p> <p>Depending on the pandemic situation in September, the credit transferred or exempted application method might be adjusted. If there is any adjustment, please check the latest news announcement on the division of registration's webpage.</p>	<p>Division of Registration Ext. 31390</p> <p>Branch office of Division of Registration in Nanda campus Ext. 72301-4</p>
Credit Fee Payment	<p>Please refer to the Academic Information System/New Student Enrollment to download the credit fee bill and pay it from Oct. 18,2021 to Oct. 29,2021</p> <p>Please refer to the following website to know how to pay the bill: https://cashier.site.nthu.edu.tw/p/412-1166-526.php?Lang=zh-tw</p> <p>In accordance with the Regulations 10, students shall pay their credit fees within the specified time limit. Failing such within two weeks of the scheduled deadline for payments and not completing the application procedure for leave of absence, the student shall be expelled from the university.</p>	<p>Division of Cashier Ext. 31364</p>

Notice

1. School starts from Monday, September 13.
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, and complete within 2 weeks.
3. You may apply for one-year/semester [admission deferral](#) before August 30 with reasonable reasons or special conditions.
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. You should take at least one course. You will be dropped out if the Division of Curriculum approve you fail to take any course after the Add-and-Drop Course Selection. Penalty if Over the Tuition Payment Deadline: The tuition payment day is due on September 13. 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. Penalty if credit fee payment is overdue : The credit fee payment day is due on October 29. Be sure to pay before that. In accordance with the Regulations 10, failing such within two weeks of the scheduled deadline for payments and not completing the application procedure for leave of absence, the student shall be expelled from the university.
7. New master or doctoral program students who will perform experiments in the laboratories are required to attend “Safety Trainings” and pass a test. If not, you are not allowed to enter the laboratories and perform experiments.
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>