

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

University's representative telephone line: 03-5715131

Newly admitted international student will receive enrollment notice via email at August 25. No hard copy notice will be sent.

Registration Procedures

a. Before Registration

Procedures	Descriptions	Charged Division and Extension
Complete and Check Background Information Online	Time: August 26 10:00 a.m. to September 5 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 required new student documents	Please make sure that you have completed the new student online registration and upload the required documents before September 5, so as not to affect the issuance of the student ID card. Please merge the notarized diploma and transcripts as one pdf document and upload it to the system. Submit your original hard copy to division of registration before registration day.	Division of Registration Ext. 31390.
Dormitory Application	Please link to the webpage of Student housing to apply for dormitory. (Time : September 1 10:00 - September 6 10:00). Please complete the application on website within the period. Otherwise the bed will not be reserved.	Division of Student Housing Ext : 34706
Self-Health Assessment And Health Examination	<ul style="list-style-type: none"> ● 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. ● 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 19 and 20. 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. 	Division of Health Service Ext : 43000 、 31054

Procedures	Descriptions	Charged Division and Extension
	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.	
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 16. 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.site.nthu.edu.tw/?Lang=en	Division of Curriculum Ext. 31393~5
Mandarin Course Requirements	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)	Chinese Language Center Ext. 62355、35087
To apply for Waiving compulsory English courses	Foreign students may not be required to take compulsory English courses if you present proofs of English proficiency to Center of English Education for review. The required forms are available on this website: https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/ Please check out the following link for more details: http://language.site.nthu.edu.tw/p/412-1212-17326.php?Lang=zh-tw	Center of English Education 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 Sep. 8, 2021 to Sep. 22, 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
Mental Inventory	Please also refer to the Academic Information System to fill out the mental	Division of Counseling

Procedures	Descriptions	Charged Division and Extension
	inventory based on your physical and mental status.	Ext. 34725~6
Performance in English Proficiency Examinations	Please also refer to Academic Information System to fill out the "Performance in English Proficiency Examinations".	Center of English Education Ext.34423
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey".	Center for Institutional Research Ext. 33109
Upload Notarized Diploma and transcript	Please login the AIS system and upload the required documents before September 5. Please merge the notarized diploma and transcripts as one pdf document.	Division of Registration Ext. 31390 Branch office of Division of Registration in Nanda campus Ext. 72301-4
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

b. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Student ID Card	Date: September 22. 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 to the Class representative or freshmen counselor according to registration office arrangement. Please contact the appointed person to collect your student ID card. Student who ask for late registration, please make an appointment via your AIS system after completing registration.	Division of Registration Ext. 31390
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 6 to September 30. (http://www.lib.nthu.edu.tw/en/use/privileges_sign.html) <ul style="list-style-type: none"> ● 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"	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/index.php?Lang=en	Computer and Communication Center Ext. : 31000

Procedures	Descriptions	Charged Division and Extension
	Please clip the "Welcome Notice to New Students"	
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 Students)	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.	Students Recruitment and Service Ext. 62456

Notices

1. School starts from September 22, Wednesday.
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 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. New undergraduate students can move in to the dormitory from September 18-19, 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>