

National Tsing Hua University

Fall Semester of 2019

Registration Procedure Form for New Undergraduate

1. Health examination date: Please go to the Alumni Gymnasium to finish health following designated time on September 4, 2019.
2. Registration date: September 4, 2019.

It's just a sample form. Please print out your individual form from Academic Information System/New Student Enrollment/ Registration Procedure Form Download

Student No.	Sample	Name	Sample	Gender	Sample
Department	Sample			Cell Phone	Sample
Division in Charge	Submit the finished Health Examination Form to the Division of Health Service.				Stamp
	Date	Time	Department		
Division of Health Service	Sep. 4 th	08:00	LS、LSIP、DMS		Location : Alumni Gymnasium
		08:25	CL、FL、HSS		
		09:05	CS		
		09:30	EE、EECS		
		10:00	JMU、JAD、JITA		
		10:40	ESS、IPNS、BMES		
		11:10	MATH、PHYS		
		11:30	CHEM、SCI		
		12:00-13:00 Rest Time			
		13:00	IPTH、IBP		
		13:25	KEL、KEE、KSPE		
		13:50	KPC、KPE、KENI、KIPE		
		14:20	ECON、QF、UPMT		
		15:00	IEEM、MS、IPE		
15:40	PME、CHE				

Go to the next procedure only when the above procedure is completed.

Division of Registration	Sep. 4 th	<p>Before getting your student ID card, you MUST complete 2 steps below.</p> <p>Step 1. Make sure you have submitted your notarized diploma and transcript to Division of International Students, Office of Global Affairs.</p> <p>Step 2. All international students except for IBP students have to submit your ARC, Passport Attachment Form and Registration Procedure Form to the Division of Registration. For IBP students, please hand in your ARC, Passport Attachment Form and Registration Procedure Form to the class rep, The class rep. will arrange all documents according to the order of student numbers, and send them to the table tennis room before 5:30 p.m., September 4th. The class rep. will then pass out the student cards to IBP students afterwards.</p>	Location : 1F, 109 Administration Building / Table Tennis Room (IBP students)
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※Notices:

- The notarized diploma and transcript will be returned to you via your department in October.
 - International students should visit the following offices for the following things:
Division of General Affairs, Office of Global Affairs (R112, Administration Building)
 - ▶ Alien Resident Certificate application information
 - ▶ National Health Insurance (NHI) transfer procedure and application information
- In case of any question, please feel free to contact us.
Contact No. 03-5162465 (affairs related to ARC)
Contact No. 03-5162459 (affairs related to NHI)
Contact No. 03-5162457 (affairs related to Student Work permit application)