

National Tsing Hua University

2014 Spring Semester, 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	Time: February 6, 2014 10:00 am to February 12, 2014 12:00 am. Website: Academic Information System/New Student Enrollment (https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/) Login: Student ID No. Password: Date of birth: DDMMYYYY	Divisions Related to Registrations.
Upload your photo Online	Please link to the website of Academic Information System to upload your photo file for NTHU Student ID card application (in color, above 236*295 pixels, JPG file).	Division of Registration Ext. 31390.
Self-Health Assessment	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 while you are studying here. Every new undergraduate student should have a medical test. If you already have a medical test within 3 months (after 20/11/2013) and the tested items include all the items we require, the test you did is acceptable. Even though the test is acceptable, you still have to fill out the Self-Health Assessment, linking to the Academic Information System, only then the online registration process will be regarded as complete. If the tested items do not include all the required items, then you have to complete those items that we required. Please go to the following contracted-hospitals to do your medical checkup. Remember to bring a 2 inch photo, NT 590, and print out the NTHU New Students Health Examination Record. Before doing the tests, remember to fast for 6-8 hours. - Yi Ren Hospital No. 30, Ln. 321, Yangxin N. Rd, Yangmei City, Taoyuan County 32645, Taiwan (R.O.C) Tel: 03-4855566-81 Time: Mon-Fri 0800~1100 / 1330~1600 Sat 0800~1100 - Xin Sheng Hospital No. 120, Ximen St, North Dist, Hsinchu City 30045, Taiwan (R.O.C) Tel: 03-5222637-201	Division of Health Service Ext : 33000 、 31054

Procedures	Descriptions	Charged Division and Extension
	Time: Mon- Fri 0830~1100 / 1330~1630 Sat 0830~1100 For students who wish to do their medical checkup in other hospitals, after filling the Self-Health Assessment, print out the "NTHU New Students Health Examination record" , and bring it to the hospital to complete the tests. Every hospital needs 5-10 working days to complete the medical checkup, so please do your medical checkup earlier to avoid any inconvenience on Registration day. Students are responsible to complete all items on the Health Examination record. Students are to held full responsibility if unable to complete the registration process.	
Foreign students should Submit the Type B Health Certificate	Foreign students should complete the Type B Health Certificate before coming to Taiwan, and submit a photocopy to the school. The responsible Divisions for collecting this document are as follows: International students: OGA(if your admission is via Office of Global Affairs, you can neglect this part) If you fail to do the Type B check before you come to Taiwan, you still have to do it at the appointed hospital after you come here and submit the report to the school. Student is held responsible if he/she is unable to complete the registration process due to failure to submit the Type B Health Certificate to the school.	Division of Health Service Ext : 33000 、 31053
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 transferred or exempted, download the application form and submit it, with your notarized transcript, to the Division of Registration before February 17.	Division of Registration Ext. 31390
Courses Selection	For courses selection, please refer to Academic Information System from January 22 to January 26. The System will be online from 12:00 noon to 9:00 am the following morning during the Course Selection Period. For 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?Lang=zh-tw	Division of Curriculum Ext. 31392~5
Library	To activate your library card and exchange the reader's information with the libraries of University System of Taiwan, please sign the	Library Ext. 42995

Procedures	Descriptions	Charged Division and Extension
	National Tsing Hua University Library Statement of Patron Privileges online from February 12, 2014 to February 21, 2014 (http://www.lib.nthu.edu.tw/en/services/recall/index.htm)	
Having Qualifications or Proofs are not required to take "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
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey".	Center for Learning Assessment Service Ext. 33109
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 January 29, 2014. Please refer to the following website to know how to pay the bill: http://my.nthu.edu.tw/~servicef/en/payment.html Please do not pay the tuition if you apply for deferral of admission.	Division of Cashier Ext. 31364
Psychological Test	Please also refer to the Academic Information System to fill out the "Psychological Test Form", it includes "The Mental Health Inventory and The Brief Symptom Rating Scale".	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. 35056

B. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	Date: February 17. Place: Division of Registration 1F,109 Administration Building Document: Registration Procedure Sheet (download from the website: http://registra.web.nthu.edu.tw/bin/home.php).	Division of Registration Ext. 31390
Health Test	1. For students who did their medical checkup at the contracted-hospitals, please bring your receipt to the Division of	Division of Health Service

Procedures	Descriptions	Charged Division and Extension
	Health Service in order to complete your registration process. 2. For students who did their medical checkup at other hospitals, please bring your medical report to the Division of Health Service in order to complete your registration process.	Ext : 33000 、 31054
Type B Health Certificate	Please come to the Division of Health Service on Registration Day in order to complete your registration process.	
Diploma and Certificate Submission	If your application is via Office of Global, please submit your original notarized diploma and transcript of your Senior High School to the Office of Global Affairs. After completing all procedures, the Registration Procedures Sheet should be submitted to the Division of Registration and then you may obtain your student ID card or Certificate.	Office of Global Affairs. Ext. 62461 Division of Registration Ext. 31390
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 5. Application fee NT. 1,000 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.	Office of Global Affairs Ext. 62463
International Students	International students, who held an ARC over 4 months, must enroll the National Health Insurance in Division of General Student Affairs. Please submit following documents to Juilin for enrolling the Taiwan National Health Insurance (NHI) 1. A copy of your passport 2. A copy of your Alien Resident Certificate (ARC) 3. Two 2×2 inch photos	Division of General Student Affairs Ext. 34688

Notices

1. School starts from Monday, February 17.

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 deferral, permitted by the Division of Registration.
3. Only those who complete the registration procedures will obtain the student ID card or Student Certificate.
4. You do not have to pay your tuition if you apply for deferral, suspension or dropout before the registration day. You have to pay your tuition if you apply for deferral or dropout after the registration day and the tuition fee will be refunded to you by percentage according to the university regulations. Be sure to keep your tuition receipt for record.
5. The tuition payment day is due on February 17. Be sure to pay before that. If you are over the deadline, you have to pay at the Division of Cashier and they will fine you in accordance with the university regulations 10.
6. New undergraduate students can move in to the dormitory from February 15, 8:30 am to 5:00 pm.
7. In order to complete registration, you should finish the on line New Student Enrollment System and on the spot registration procedures.