

National Tsing Hua University

2014 Fall Semester

New Graduate Student Registration Guidelines

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

2. Registration Place: Table Tennis Building, Date: Friday, September 12

3. Registration Procedure

a. Before Registration

Procedures	Descriptions	Charged Division and Extension
Complete and Check Background Information Online	Time: August 8 10:00 a.m. to August 19 12:00 a.m. 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.
Tuition Payment	Please refer to Academic Information System to download the Tuition Bill from August 26, 2014 Please refer to the following website to know how to pay the bill: http://my.nthu.edu.tw/~service/en/payment.html Please do not pay the tuition if you apply for deferral of admission.	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
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
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey".	Center for Learning Assessment Service Ext. 33109
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 freshman should have a medical checkup in the school. If you have already done the medical checkup within 3 months 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, linked to the Academic Information System, only then the online registration process will be regarded as complete (the school accepts medical test results done after 2014-06-01(Sun) only) . If the tested items do not include all the required items, then you have to complete those items that we required. For students who wish to do the medical checkup 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.	Division of Health Service Ext : 33000 、 31054

Procedures	Descriptions	Charged Division and Extension
	Students who did the medical checkup outside please bring your medical report and submit it to us at the stadium on Registration day. (Every hospital needs 7-10 working days to complete the medical checkup , so please do your medical checkup earlier to avoid any inconvenience on Registration day). Students who cannot complete the medical checkup on Registration Day, other than students who had done their medical checkup outside, will be held full responsibility if unable to complete the registration process.	
Foreign Students should Submit the Type B Health Certificate	Foreign students (including Overseas Chinese Students, International Students, Mainland China Students) should take the Type B Health Certificate before coming to Taiwan, and submit a photocopy to the school. On Registration Day, please bring your Type B Health Certificate. The responsible Divisions for collecting this document are as follows: Overseas Chinese Students: Division of Health service (submitted before Registration Day and examined) International students: Division of International Students, OGA(Office Global Affairs)(submitted when applied for admission) Mainland China students: Division of Health service (submitted before Registration Day and examined) The Type B Certificate will be handed in to the Division of Health and examined. 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 corresponding division before Registration Day and examined. For information on Type B Health Certificate and appointed hospitals, log on to Division of Health Service website.	Division of Health Service Ext : 33000 、 31053
Courses Selection (New Student Course Selection)	For courses selection, please refer to Academic Information System from August 20 to August 26. The System will be online from 12:00 noon to 9:00 a.m. 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 According to the university regulations, every registered full-time student should take at least one course.	Division of Curriculum Ext. 31393~5
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 Sep.9 to Sep.19.(http://www.lib.nthu.edu.tw/en/services/recall/index.htm)	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
Foreign Student Orientation	Time: September 10, 13:00-15:00. Place: Learning Resources Center- The Macronix Building, 3F ROOM B	Division of General Student Affairs Ext. 34688
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	Safety Center Ext: 31352, 31376

Procedures	Descriptions	Charged Division and Extension
	Place: Learning Resources Center- The Macronix Building, 3F ROOM B	

b. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	Date: September 12. Place: Table Tennis Building Document: Registration Procedure Sheet (download from the Academic Information System)	Division of Registration Ext. 31390
Health Test	You will be charged NT \$ 590 for the tests. Please pay it to the Medical Unit on Registration Day. Please take the health test 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 "Notices for Health Test") Students who cannot complete the medical checkup on Registration Day, other than students who had done their medical checkup outside, will be held full responsibility if unable to complete the registration process.	Division of Health Service Ext : 33000 、 31054
Diploma and Certificate Submission	If your application is via Office of Global Affairs, please submit your original notarized diploma and transcript of your bachelor/master degree to the Division of International Students, Office of Global Affairs. If your diploma and transcript were written in your native language, those should be accompanied by notarized English or Chinese translation. 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
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
National Health Insurance and Personal Profile (for International Students)	Please submit 1. One copy of your passport 2. One copy of Alien Resident Certificate (ARC). 3. Two 2×2inch photos 4. National Health Insurance (NHI) application form or one copy of NHI card International students, who held an ARC over 6 months, must enroll the National Health Insurance in Division of General Student Affairs (DGSA).	Division of General Student Affairs Ext. 34688

c. After Registration

Procedures	Descriptions	Charged Division and Extension
Credits Transferred or Exempted	Credits may be transferred or exempted after the Department Course Committee's evaluation under the following circumstances: 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	Division of Registration Ext. 31390

Procedures	Descriptions	Charged Division and Extension
	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. 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 starting from September 9 to September 17.	
Credit Fee Payment	Please refer to the Academic Information System/New Student Enrollment to download the credit fee bill and pay it from October 9 to 25. Please refer to the following website to know how to pay the bill: http://my.nthu.edu.tw/~servicef/en/payment.html	Division of Cashier Ext. 31364 (03)5731364 (03)5719003

Notice

1. School starts from Monday, September 15.
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, and complete within 2 weeks.
3. You may apply for one-year deferral of admission before August 30 with reasonable reasons or special conditions.
4. Please do not pay your tuition if you apply for deferral, suspension or dropout before the registration day. You have to pay for your tuition if you apply for deferral, suspension or dropout 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 15. Be sure to pay before that. If you do not, you have to pay at the Division of Cashier and they will fine you in accordance with the Regulations 10.
6. Penalty if credit fee payment is overdue : The credit fee payment day is due on October 25. Be sure to pay before that. If you do not, you have to pay at the Division of Cashier and they will fine you in accordance with the Regulations 10.
7. Penalty if credit fee payment is overdue : 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. Download campus map website: <http://campusmap.cc.nthu.edu.tw/graphics/nthu-new.jpg>