

National Tsing Hua University
2015 Spring Semester
New Undergraduate Student Registration Procedures

Registration Date : February 24, 2015

Department	Student No.	Name	Gender	Cell Phone

Division in Charge	Procedure Items	Stamp
Division of Health Service	A photocopy of Type B Health Certificate must be submitted by all international students. It must be signed and stamped by the physician or it will not be accepted. Please note: For international students applying via Office of Global Affairs, there is no need to re-submit the report.	Place : International Student Activity Center (ISAC), Feng Yun Building 3F
	Students will get the New Students Health Examination Record on spot and it must be submitted after examination between 9AM and 1PM on 2015/2/24.	Place : International Student Activity Center (ISAC), Feng Yun Building 3F
Go to the next procedure only when the above procedure is completed.		
Division of Registration	Obtain your student ID card, if you have submitted all the required documents, and uploaded photo previously at NTHU Academic Information Systems.	Place : 1F, 109 Administration Building

※Notices:

International students should visit following offices for the following requirements::

Division of International Students , Office of Global Affairs (R110, Administration Building)

The notarized diploma and transcript will be returned to you via your department in March.

Division of General Affairs, Office of Global Affairs (R111, Administration Building)

Alien Resident Certificate application information

Division of General Student Affairs (R305, Administration Building)

1. National Health Insurance Card application form (one 2x2 inch photo) or copy of you NHI card
2. Personal Profile
 - A copy of your ARC and Passport
 - One 2x2 inch photo
3. Information confirmation. (Housing and tuition fee payment)

In case of any question, please feel free to contact us.

Contact No. 03-5162461 (affairs related to the diploma and transcript)

Contact No. 03-5162463 (affairs related to ARC)

Contact No. 03-5715131 #34688 (affairs related to NHI and Basic Information)