

National Tsing Hua University
2015 Spring Semester
New Graduate 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 3, 2015 10:00 am to February 9, 2015 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.
Tuition Payment	Please refer to Academic Information System to download the Tuition Bill from January 29, 2015 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. Students must fill in the Self-Health Assessment in the Academic Information System to complete the registration process.	Division of Health Service Ext : 33000 、 31054

Procedures	Descriptions	Charged Division and Extension
	Every new undergraduate student should do the New Students Health Examination on campus. If you had done a medical test within 3 months (after 21/11/2014) and the tested items include all the items we require, the test you did is acceptable. 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 their medical checkup in other hospitals (community hospitals and above), 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. Students who did their health examination in other hospitals must bring the original medical report and submit it on Registration Day at the mirror room (next to the auditorium).(Every hospital needs 5-10 working days to complete the medical report, so please do your medical checkup earlier to avoid any inconvenience on Registration day.) Students who are unable to complete all items on the Health Examination record on Registration Day (except those who had done the checkup in other hospitals)-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(submitted with admission application) 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 respective divisions. 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. List of appointed hospitals can be found at Division of Health Services website.	Division of Health Service Ext : 33000 、 31053
Courses Selection	For courses selection, please refer to Academic Information System from January 23 to January 27. 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:	Division of Curriculum Ext. 31392~5

Procedures	Descriptions	Charged Division and Extension
	http://curricul.web.nthu.edu.tw/files/13-1073-12455.php?Lang=zh-tw According to the university regulations, every registered full-time student should take at least one course.	
Library	To activate your library card and exchange the reader's information with the libraries of University System of Taiwan, please sign the National Tsing Hua University Library Statement of Patron Privileges online from February 9, 2015 to February 28, 2015. (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
New Student Laboratory Safety Training	1. Training 1: "General Safety Training" 2. Training 2: "Dangerous and Hazardous Chemicals Education Training" 3. New master or doctoral program students who will make experiments in the laboratories are required to attend these trainings. 4. Students should get 70% to pass the tests after the trainings. 5. Training Time: Please visit the Safety Center (2F of Administration Building) after you come here and register the time there.	Safety Center Ext: 31352, 31376

B. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	Date: February 24 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. Students will be charged NT \$ 590 for the tests. Please pay it to the Medical Unit on Registration Day. 2. Please go to the appointed venue to take the health test on Registration day. In order to have a more accurate report, please fast for 6 hours, 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	Division of Health Service Ext : 33000 、 31054

Procedures	Descriptions	Charged Division and Extension
	process.	
Type B Health Certificate	Please come on Registration Day to complete the acceptance process. Note: Type B Health Certificate must be submitted to respective divisions before Registration Day and must be checked by Division of Health Services.	
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. 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.	Division of International Students 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
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

C. After Registration

Procedures	Descriptions	Charged Division and Extension
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	Division of Registration Ext. 31390

Procedures	Descriptions	Charged Division and Extension
	form and submit it, with your notarized transcript, to the Division of Registration in February 24 to March 2.	
Credit Fee Payment	Please refer to the Academic Information System/New Student Enrollment to download the credit fee bill and pay it from March 20 to April 1. Please refer to the following website to know how to pay the bill: http://my.nthu.edu.tw/~service/en/payment.html	Division of Cashier Ext. 31364 03-5731364 03-5719003

Notice

1. School starts from Tuesday, February 24.
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 January 31 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 February 24. 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 March 21. 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. 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.