

National Tsing Hua University

2016 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: January 26, 2016 10:00 am to January 29, 2016 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. Students must fill in the Self-Health Assessment in the Academic Information System to complete the registration process. Every new undergraduate student should do the New Students Health Examination on campus. If you had done a medical test within 3 months (after 01/11/2015) 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 7-10 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.	Division of Health Service Ext : 33000 、 31051

Procedures	Descriptions	Charged Division and Extension
Foreign students should Submit the Form B Health Certificate	Foreign students should complete the Form 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 Form 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 Form 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 、 31054
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 19.	Division of Registration Ext. 31390
Courses Selection	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	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 National Tsing Hua University Library Statement of Patron Privileges online from February 1, 2016 to February 19, 2016. (http://www.lib.nthu.edu.tw/en/services/recall/index.htm)	Library Ext. 42995
To apply for Waiving 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

Procedures	Descriptions	Charged Division and Extension
Tuition Payment	Please refer to Academic Information System to download the Tuition Bill from January 22, 2016. 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
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 15. 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 Examination	- Students will be charged NT \$ 730 for the tests. Please pay it to the Medical Unit on Registration Day. - 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 Examination") - 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 、 31051 、 31054
Form B Health Certificate	Please come on Registration Day to complete the acceptance process. Note: Form 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, please submit your original notarized diploma and transcript of your Senior High School to the Office of Global Affairs.	Office of Global Affairs. Ext. 62461

Procedures	Descriptions	Charged Division and Extension
	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 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 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.
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 withdrawal before the registration day. You have to pay your tuition if you apply for deferral or withdrawal 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 15. 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.