

# National Tsing Hua University

## 2024 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: January 22, 2024 10:00 am to January 26, 2024 12:00 am. Website: Academic Information System/New Student Enrollment ( <a href="https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/">https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/</a> ) Login: Student ID No. Password: Student ID No.(last 6 digits)+your birthday (MMDD) Ex. your student ID is 112123456 your birthday: 0131(MMDD) your default password is "1234560131"	Divisions Related to Registrations.
Upload your photo & passport Online	Please link to the website of Academic Information System to upload your photo file by Jan. 26 for NTHU Student ID card application (in color, above 236*295 pixels, JPG file) & passport (JPG file). If you did not upload your photo by deadline, you may not get your Student ID card on registration day. Please refer to the following link for Photo Requirements & Restrictions. <a href="https://registra.site.nthu.edu.tw/var/file/211/1211/img/2976/681753852.pdf">https://registra.site.nthu.edu.tw/var/file/211/1211/img/2976/681753852.pdf</a>	Division of Registration Ext. 31390.
Tuition Payment	Please proceed to <a href="#">Academic Information Systems</a> to download the Tuition Bill from <b>Jan.29 ,2024 to Feb.19 ,2024</b> . Please refer to the following website to know how to pay the bill: <a href="https://cashier.site.nthu.edu.tw/?Lang=en">https://cashier.site.nthu.edu.tw/?Lang=en</a>	Division of Cashier Ext. 31364
Log on to your Bank Account	Please proceed to <a href="#">Academic Information Systems</a> 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
Mental Inventory	Please also refer to Academic Information System to fill out the mental inventory based on your physical and mental status.	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".	Center of English Education Ext.34423
Mandarin Course Requirements	Please find the information about "Mandarin Course Requirements and for NTHU International Students" at NTHU CLC website (Credit Courses) :	Chinese Language Center

Procedures	Descriptions	Charged Division and Extension
	<a href="https://clc-cc.vm.nthu.edu.tw/home/index.php/course/chinese_language_page/13">https://clc-cc.vm.nthu.edu.tw/home/index.php/course/chinese_language_page/13</a> Students with some proficiency in Chinese can take TOCFL certificates to CLC to apply for waivers or join the CLC Mandarin Credit Waiver Test. More detailed information about CLC Mandarin Credit Waiver Test will be announced at NTHU CLC website (Credit Courses) <a href="https://clc-cc.vm.nthu.edu.tw/home/index.php">https://clc-cc.vm.nthu.edu.tw/home/index.php</a>	Ext35087 、 62355
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey".	Center for Institutional Research Ext. 33109
Self-Health Assessment And Health Examination	<p>● <b>Self-Health Assessment:</b> Please go to the <a href="#">Academic Information Systems</a> to complete the Self-Health Assessment. If you need special assistance due to disabilities or other special conditions, please let us know so that we may offer you support and consultation during your time of study.</p> <p>● <b>Health Examination:</b></p> <ol style="list-style-type: none"> <li>1. The fee for the health examination would be NT\$ 760 and should be paid on-site to the medical unit.</li> <li>2. Please complete the health examination during <b>08:00-13:00. Monday, February 19, 2024 at International Student Activity Center (ISAC), Feng Yun Building 3F.</b> In order to get accurate health examination report, please fast at least 6 hours prior to the health examination. You may drink water. (Please check the "<a href="#">New Student Health Examination</a>")</li> <li>3. For those who have special reasons and must do the health examination off campus: <ol style="list-style-type: none"> <li>(1) Please print the <a href="#">NTHU New Students Health Exam Record</a> and bring it to the hospital in Taiwan for health examination.</li> <li>(2) Go to district level or above hospitals to complete the examination.</li> <li>(3) This report must be done after <b>November 1, 2023</b>, all examination items must be identical to the items on the <a href="#">NTHU New Students Health Exam Record</a>. Please turn in the original copy of health examination report to the Division of Health Service before registration day.</li> <li>(4) In response to the operation time of each hospital's health examination report, please complete the health examination 10 to 14 days prior to the registration day so as not to affect the rights and interests of registration completion.</li> <li>(5) Location of Division of Health Service: Main Campus – 1F of Clinic and Counseling Center/Nanda Campus –1F of Student Activity Center.</li> </ol> </li> <li>4. Those who fail to complete the health examination and could not complete the registration should take full responsibility for themselves.</li> <li>5. If applying for suspension of study on registration day: can be exempted from doing health examination but should still go to the health examination site for stamping procedure for the completion of registration. When applying for resuming studies, the student should complete and turn in health examination report to the Division of Health Service.</li> </ol>	Division of Health Service Ext : 43000 、 31051
Courses Selection	The date of course selection, curriculum, advisor's password and more information about courses, please link to the following website:	Division of Curriculum

Procedures	Descriptions	Charged Division and Extension
	<a href="http://curricul.site.nthu.edu.tw/?Lang=en">http://curricul.site.nthu.edu.tw/?Lang=en</a> According to the university regulations, every registered full-time student should take at least one course.	Ext. 31392~5
Library	After completing your registration and obtaining your student ID, please visit the library website to sign the statement of patron's privileges. This will activate your use of all library services at this school and allow you to use the UST Library interlibrary services. ( <a href="http://www.lib.nthu.edu.tw/en/use/privileges_sign.html">http://www.lib.nthu.edu.tw/en/use/privileges_sign.html</a> ) <ul style="list-style-type: none"> <li>● Login: Student ID No.</li> <li>● Password: Student ID No.(last 6 digits)+your birthday(MMDD)  Ex. your student ID is 112123456 your birthday: 0131(MMDD)  your default password is "1234560131"</li> </ul>	Library Ext. 42995
Computer and Communication Center	Please refer to the following website for email address and dormitory network applications: <a href="http://www.cc.nthu.edu.tw/index.php?Lang=en">http://www.cc.nthu.edu.tw/index.php?Lang=en</a> Please click the "Welcome Notice to New Students"	Computer and Communication Center Ext. : 31000
New Student Laboratory Safety Training	1. Training : "General Safety Training" 、 "Dangerous and Hazardous Chemicals Education Training" 、 "Biosafety and Biosecurity Training" 、 "Toxic Chemicals General Education Training" 2. New master or doctoral program students who will do experiments in the laboratories are required to attend these trainings. 3. Students should get 70% to pass the tests after the trainings. 4. Training Time: The course schedule will be posted on the website <a href="https://nesh.site.nthu.edu.tw/p/412-1009-19878.php?Lang=en">https://nesh.site.nthu.edu.tw/p/412-1009-19878.php?Lang=en</a> 5. please sign first in to the "Environmental Safety and Health Electronic Management System" > "Education and Training" > "Entity Registration Management". After who get approval email, please log-in and complete registration. ( <a href="#">hyperlink</a> )	Safety Center Ext: 31352, 62279
Insurances for foreign students	In accordance with Taiwan government regulations, international students MUST register for health insurance during their stay in Taiwan. Students who hold a valid Alien Resident Certificate (ARC) for over six continuous months MUST enroll in the National Health Insurance (NHI) program as per the regulations set by the National Health Insurance Administration (NHIA).  For the first semester, we will automatically enroll students into the NTHU group insurance coverage. If you are eligible or already insured under the NHI program and need to transfer to the NTHU program, please upload your details to <a href="#">2024 Fall - NHI application form</a> before January 19th 2024 to maintain your tuition fee.  For more information on group insurance and NHI application and regulations, please visit our website at	Division of Global Students Recruitment and Service Ext. 62465

Procedures	Descriptions	Charged Division and Extension
	<a href="https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en">https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en</a>	

## B. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	<p>Date: February 19</p> <p>Place: Division of Registration 1F, 109 Administration Building</p> <p>Document: Registration Procedure Sheet (download from the Academic Information System)</p>	Division of Registration Ext. 31390
Health Examination	<ol style="list-style-type: none"> <li>Students will be charged NT \$ 760 for the tests in school. Please pay it to the Medical Unit on Registration Day.</li> <li>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 before you take the test and drink plain water only. (Please check "<a href="#">New Students Health Examination</a>")</li> <li>The report would be sent to the departmental office about one month after the examination.</li> </ol>	Division of Health Service Ext : 43000 、 31051
<p>Alien Resident Certificate Application (ARC)</p> <p>- Applicable for both foreign students and Overseas Chinese Students</p> <p>-</p>	<p>After completing the registration procedures, please apply for your student Alien Resident Certificate (ARC) online: Students Online Application System of National Immigration Agency <a href="https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en">https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en</a></p> <p>The required documents for the application include:</p> <ol style="list-style-type: none"> <li>Enrollment Certificate (student ID card)</li> <li>Passport</li> <li>Resident Visa</li> <li>Proof of Accommodation <ul style="list-style-type: none"> <li>For school dorms: tuition payment confirmation</li> <li>For off campus-Residential Lease Agreement</li> </ul> </li> <li>2-inch passport size photo</li> <li>Other Supporting Documents (Optional)</li> </ol> <p>■ For guidelines on online ARC application, please refer to: <a href="#">System Platform Manual</a></p> <p>■ Visitor visa or ER visa holders should visit the <a href="#">BOCA</a> website for more information.</p> <p>■ For NTHU dorm certificate application, please visit the Division of Student Housing.</p> <p>■ Resident Visa holders (or ones who obtained Resident Visa within ROC by visa change) are required to apply for the Alien Resident Certificate online within 15 days after their arrival.</p>	<p>Division of Global Students Recruitment and Service</p> <p>■ Foreign students General Building One, R112 Ext. 33429</p> <p>■ Overseas Chinese Students General Building One, R111 Ext. 35749</p>

Procedures	Descriptions	Charged Division and Extension
	<ul style="list-style-type: none"> <li>Students who fail to submit the ARC application within 15 days will be subject to a minimum fine of NT\$2,000.</li> </ul>	

### C. After Registration

Procedures	Descriptions	Charged Division and Extension
Credits Transferred or Exempted	<p>Any student that meets any one of the following criteria may apply for credit transfer:</p> <ol style="list-style-type: none"> <li>1. A student who re-applies for admission</li> <li>2. Having obtained credits before pursuing the degree.</li> <li>3. During the time pursuing for bachelor's or master's degree, the student took any courses offered in the master's or Ph.D. curriculum respectively and received a grade of over 70 (or B-); however, such credits were not included in the minimum requirements for graduation and there are certificates for such credits.</li> </ol> <p>* Please refer to "Regulations Governing Student Credit Transfer of National Tsing Hua University" for more information.</p> <p>Credit exemption/ transfer application starts from January 22 to February 21, 2024. The application for credit exempt/ transfer should be completed all at once during the first semester upon new student registration.</p> <p>Newly intake graduate students/ direct pursuit doctoral degree students who wish to exempt/ transfer the credits, please login in "Academic Information System/ Credit Exemption Process" to create credit exemption form and forward it eform. Login eform "Application Records" and press "Save" to upload the attachments. Click "Preview Application Form" → "Preview Process" → "Submit". For other required documents, please refer to instructions for the postgraduate credit exemption application. (*Noted: Each student can only apply once. Please confirm that all the subjects you want to exempt have been filled in. You cannot apply again during the process.)</p> <p>If any documents provided by an applicant are found to not be genuine by being forged or altered in any way, or by presenting another person's details as the applicant's own, after this has been investigated and confirmed, their registration as a current student shall be revoked, the credit exemption will be deleted without any objections.</p>	Division of Registration Ext. 31390
Credit Fee Payment	Please proceed to <a href="#">Academic Information Systems</a> /New Student Enrollment to download the Credit Fee Bill from <b>Mar.20, 2024 to Mar.29, 2024.</b>	Division of Cashier Ext. 31364 03-5731364

Procedures	Descriptions	Charged Division and Extension
	<p>Please refer to the following website to know how to pay the bill:  <a href="https://cashier.site.nthu.edu.tw/p/412-1166-15391.php?Lang=en">https://cashier.site.nthu.edu.tw/p/412-1166-15391.php?Lang=en</a></p> <p>In accordance with the Regulations 10, students shall pay their credit fees within the specified time limit. Failing such and did not complete the application procedure for leave of absence within two weeks of the scheduled deadline for payments, the student is deemed to have withdrawn from the university.</p>	

### Notice

1. School starts from Monday, February 19.
2. 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.
3. 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 [late registration](#), permitted by the Division of Registration.
4. Only those who complete the registration procedures and submit the Registration Procedure Form will obtain the student ID card or Student Certificate.
5. Please do not pay your tuition if you apply for [admission deferral](#), leave of absence or withdrawn before the registration day. You have to pay for your tuition if you apply for admission deferral, leave of absence or withdrawn 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.
6. The tuition payment day is due on February 19. Be sure to pay before that. In accordance with the Regulations 10, Students shall make the tuition and fee payments on or before the day when each semester starts (the exact date is published in the academic calendar of the university). A student is deemed to have completed the registration process when s/he completes the tuition and fee payments. **Student who fails to complete the registration process within five days (starting from the second day of the beginning of the semester) shall apply for late registration.** The period of late registration shall be two weeks after the semester starts. **Student who fails to complete the registration process after the late registration period ends, shall be deemed to have withdrawn from the university unless s/he makes an application for and is approved to further postpone her/his payments.**
7. In order to complete registration, you should finish the online New Student Enrollment System and on the spot registration procedures.
8. In accordance with the Regulations 37, Students who intend to pursue a double degree program shall file an application to his academic unit before starting such a program. If such an application is not approved, the double degree program will not be recognized. When a student continues to pursue a double degree program without the approval of his academic unit, the student shall be deemed to have withdrawn from the university at the point when this fact is discovered. The review criteria for double degree program shall be established by each academic unit.
9. Download campus map website: <http://www.nthu.edu.tw/campusmap>