

National Tsing Hua University

2024 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	<p>Time: January 22, 2024 10:00 am to January 26, 2024 12:00 am.</p> <p>Website: Academic Information System/New Student Enrollment (https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/)</p> <p>Login: Student ID No.</p> <p>Password: Student ID No.(last 6 digits)+your birthday (MMDD)</p> <p>Ex. your student ID is 112123456 your birthday: 0131(MMDD)</p> <p>your default password is "1234560131"</p>	Divisions Related to Registrations.
Upload your photo & passport Online	<p>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).</p> <p>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.</p> <p>https://registra.site.nthu.edu.tw/var/file/211/1211/img/2976/681753852.pdf</p>	Division of Registration Ext. 31390.
Upload Notarized Diploma and transcript	<p>Please login the AIS system and upload the required documents before the registration day. Please merge the notarized diploma and transcripts as one pdf document. The original copy is still required to be submitted to the registration office for inspection before the registration day.</p>	Division of Registration Ext. 31390
Self-Health Assessment And Health Examination	<p>● Self-Health Assessment:</p> <p>Please go to the Academic Information Systems 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>● Health Examination:</p> <ol style="list-style-type: none"> The fee for the health examination would be NT\$ 760 and should be paid on-site to the medical unit. Please complete the health examination during 08:00-13:00. Monday, February 19, 2024 at International Student Activity Center (ISAC), Feng Yun Building 3F. 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 "New Student Health Examination") For those who have special reasons and must do the health examination off campus: <ol style="list-style-type: none"> Please print the NTHU New Students Health Exam Record and 	Division of Health Service Ext : 43000 、31051

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	<p>bring it to the hospital in Taiwan for health examination.</p> <p>(2) Go to district level or above hospitals to complete the examination.</p> <p>(3) This report must be done after November 1, 2023, all examination items must be identical to the items on the NTHU New Students Health Exam Record. Please turn in the original copy of health examination report to the Division of Health Service before registration day.</p> <p>(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.</p> <p>(5) Location of Division of Health Service: Main Campus – 1F of Clinic and Counseling Center/Nanda Campus –1F of Student Activity Center.</p> <p>4. Those who fail to complete the health examination and could not complete the registration should take full responsibility for themselves.</p> <p>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.</p>	
Credits Transferred or Exempted	<p>Credits taken in prior college or university may be transferred or exempted after the Department Course Committee's evaluation.</p> <p>Please refer to the Academic Information System to log on the subjects you want to be transferred or exempted, download the application form and submit it with your notarized transcript to the Division of Registration before February 23.</p>	Division of Registration Ext. 31390
Courses Selection	<p>The date of course selection, curriculum, advisor's password and more information about courses, please link to the following website: http://curricul.site.nthu.edu.tw/?Lang=en</p>	Division of Curriculum Ext. 31392~5
Library	<p>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. http://www.lib.nthu.edu.tw/en/use/privileges_sign.html</p> <ul style="list-style-type: none"> ● 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" 	Library Ext. 42995
Fill out the "Questionnaire on	Log in to the Academic Information Systems website, go to "New Student Enrollment" and fill out the "Questionnaire on Students'	Center of English Education

Procedures	Descriptions	Charged Division and Extension
Students' Performance in English Proficiency Examinations" (required) and apply for compulsory English courses waiver (optional)	<p>Performance in English Proficiency Examinations."</p> <p>Bring your student ID card, authentic transcript and a copy of English proficiency test to the Center for English Education (General Building II, R206) to apply for waiver after the first day of the semester.</p> <p>Students who transfer to NTHU in the spring semester can present the English score of General Scholastic Ability Test (GSAT) to the Center for English Education to apply for the adjustment before the "Add-or-Drop Selection Period" during their first semester in NTHU.</p> <p>Students enrolled without the English score of General Scholastic Ability Test (GSAT) will be assigned the Freshman English Placement at "Upper-Intermediate" level. Students with an English proficiency test basically equivalent to CEFR B2 can apply for compulsory English courses waiver. Please refer to the following website for relevant information.</p> <p>Regulations for Course Selection https://nthu-english.site.nthu.edu.tw/p/412-1532-19288.php</p> <p>English Course Credit Exemption and Deduction</p> <ol style="list-style-type: none"> 1. Full-credit exemption on English courses (8 credits in total): https://nthu-english.site.nthu.edu.tw/p/412-1532-18313.php 2. 2-credit deduction for ELECTIVE English courses: https://nthu-english.site.nthu.edu.tw/p/412-1532-18314.php 	Ext.34423
Mandarin Course Requirements	<p>Please find the information about "Mandarin Course Requirements and for NTHU International Students" at NTHU CLC website (Credit Courses) :</p> <p>https://clc-cc.vm.nthu.edu.tw/home/index.php/course/chinese_language_page/13</p> <p>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)</p> <p>https://clc-cc.vm.nthu.edu.tw/home/index.php</p>	<p>Chinese Language Center</p> <p>Ext35087、62355</p>
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey ".	<p>Center for Institutional Research</p> <p>Ext. 33109</p>
Log on to your Bank Account	Please proceed to Academic Information Systems 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.	<p>Division of Cashier</p> <p>Ext. 31364</p>

Procedures	Descriptions	Charged Division and Extension
Tuition Payment	Please proceed to Academic Information Systems to download the Tuition Bill from Jan.29 ,2024 to Feb.19 ,2024 . Please refer to the following website to know how to pay the bill: https://cashier.site.nthu.edu.tw/?Lang=en	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".	Division of General Academic Affairs Ext. 35066
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 2024 Fall - NHI application form before January 19 th 2024 to maintain your tuition fee. For more information on group insurance and NHI application and regulations, please visit our website at https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en	Division of Global Students Recruitment and Service Ext. 62465

B. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	Date: February 19. Place: Division of Registration 1F,109 Administration Building Document: Registration Procedure Sheet (download from the Academic Information System)	Division of Registration Ext. 31390
Health Examination	1. Students will be charged NT \$ 760 for the tests in school. 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 before you take the test and drink plain water only. (Please check " New Student Health Examination ") 3. The report would be sent to the given address about one month	Division of Health Service Ext : 43000 、31051

Procedures	Descriptions	Charged Division and Extension
	after the examination.	
Computer and Communication Center	<p>Please refer to the following website for email address and dormitory network applications:</p> <p>http://www.cc.nthu.edu.tw/index.php?Lang=en</p> <p>Please click the "Welcome Notice to New Students"</p>	Computer and Communication Center Ext. : 31000
<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:</p> <p>Students Online Application System of National Immigration Agency https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en</p> <p>The required documents for the application include:</p> <ol style="list-style-type: none"> 1. Enrollment Certificate (student ID card) 2. Passport 3. Resident Visa 4. Proof of Accommodation <ul style="list-style-type: none"> ■ For school dorms: tuition payment confirmation ■ For off campus-Residential Lease Agreement 5. 2-inch passport size photo 6. Other Supporting Documents (Optional) <ul style="list-style-type: none"> ■ For guidelines on online ARC application, please refer to: System Platform Manual ■ Visitor visa or ER visa holders should visit the BOCA website for more information. ■ For NTHU dorm certificate application, please visit the Division of Student Housing. ■ 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. ■ Students who fail to submit the ARC application within 15 days will be subject to a minimum fine of NT\$2,000. 	<p>Division of Global Students Recruitment and Service</p> <ul style="list-style-type: none"> ■ Foreign students General Building One, R112 Ext. 33429 ■ Overseas Chinese Students General Building One, R111 Ext. 35749

Notices

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>.