

National Tsing Hua University
2019 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 23, 2019 10:00 am to January 30, 2019 12:00 am. Website: Academic Information System/New Student Enrollment (https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/) Login: Student ID No. Password: Student ID No.(last 6 digits)+your birthday (MMDD) Ex. your student ID is 107123456 your birthday: 0131(MMDD) your default password is "1234560131"	Divisions Related to Registrations.
Upload your photo Online	Please link to the website of Academic Information System to upload your photo file by Jan. 30 for NTHU Student ID card application (in color, above 236*295 pixels, 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. http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/75/photo-upload-Eng.pdf	Division of Registration Ext. 31390.
Tuition Payment	Please refer to Academic Information System to download the Tuition Bill from January 23, 2019 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. 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Student who fails to complete the registration process after the late registration period ends, shall be deemed to have withdrawn from the university unless s/he makes an application for and is approved to further postpone her/his payments.	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	Division of Cashier Ext. 31364

Procedures	Descriptions	Charged Division and Extension
	Commercial Bank or Post Office when you get your account. So that we can transfer scholarship, fellowship, dormitory deposit, etc. to you, when necessary.	
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
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. Every new undergraduate student should do the New Students Health Examination on campus. If you had done a medical test within 3 months (after November 01, 2018) 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 notices related to health examination, please go to our website. 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 Feng-Yun Building 3rd floor, International Students Activity Center. (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 : 43000 、 31054
Courses Selection	The date of course selection, curriculum, advisor's password and	Division of Curriculum

Procedures	Descriptions	Charged Division and Extension
	more information about courses, please link to the following website: http://curricul.web.nthu.edu.tw/files/13-1073-12455.php According to the university regulations, every registered full-time student should take at least one course.	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 11, 2019 to February 24, 2019. http://www.lib.nthu.edu.tw/en/services/recall/index.htm ● Login: <u>02+Student ID No.+0</u> Ex.021071234560 ● Password: Student ID No.(last 6 digits)+your birthday(MMDD) e.g. your student ID is 107123456 your birthday: 0131(MMDD) your default password is "1234560131"	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 18 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 \$ 730 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, drink plain water only. (Please check "<u>Notices for</u>	Division of Health Service Ext : 43000 、 31054

Procedures	Descriptions	Charged Division and Extension
	<u>Health Examination")</u> 3. 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.	
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 6. proof of new address (such as a new lease, a new household registration, etc.) 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
National Health Insurance (for International Students)	National Health Insurance (NHI) application : Condition 1. Students already have NHI ID and need to transfer your status to NTHU. Please submit: 1. One copy of your NHI ID card. 2. One copy of valid Alien Resident Certificate (ARC). Condition 2. Students, who held an ARC over 6 months, need to apply for a NHI ID card. Please submit: 1. One copy of your passport with Taiwan entry stamp 2. One copy of valid Alien Resident Certificate (ARC). 3. One 2×2-inch photos Please submit the above document to the in responsible Division according to your conditions.	Division of General Affairs, Office of Global Affairs (Administration building R112) Ext.62457

C. After Registration

Procedures	Descriptions	Charged Division and Extension
Credits Transferred or Exempted	Credits may be transferred or exempted after the Department Course Committee's evaluation under the following circumstances: 1. During the time pursuing for bachelor's degree, the credits of M.A. courses that were not included in the minimum requirements for graduation. 2. During the time pursuing for master's degree, the credits of doctoral courses that were not included in the minimum requirements for	Division of Registration Ext. 31390 Branch office of Division of Registration in Nanda campus

Procedures	Descriptions	Charged Division and Extension
	graduation. 3. During the time pursuing for extension education, the credits of courses for working professionals. 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 starting from February 18 to February 22. Students of "Hsinchu Teachers College" and "College of Arts" shall submit the application forms to the branch office of Division of Registration in Nanda campus.	Ext. 72301-4
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 29. Please refer to the following website to know how to pay the bill: http://my.nthu.edu.tw/~service/en/payment.html 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.	Division of Cashier Ext. 31364 03-5731364

Notice

1. School starts from Monday, February 18.
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 18. 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 on line 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>