

National Tsing Hua University

2022 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 19, 2022 10:00 am to January 25, 2022 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 110123456 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. 25 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. http://registra.site.nthu.edu.tw/var/file/211/1211/img/75/photo-upload-Eng.pdf	Division of Registration Ext. 31390.
Tuition Payment	Please proceed to Academic Information System to download the Tuition Bill from Jan.24 ,2022 to Feb.14 ,2022 . 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
Log on to your Bank Account	Please proceed 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
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
Mandarin Course Requirements	Please find the information about "Mandarin Course Requirements and for NTHU International Students" at NTHU CLC website (Credit Courses) : https://clc-cc.vm.nthu.edu.tw/home/index.php/course/chinese_language_page/13	Chinese Language Center

Procedures	Descriptions	Charged Division and Extension
	<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>	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	<p>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.</p> <p>Students must fill in the Self-Health Assessment in the Academic Information System to complete the registration process.</p> <p>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, 2021) 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.</p> <p>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.</p> <p>Students who did their health examination in other hospitals must bring the original medical report and submit it on Registration Day at Division of Health service. (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.)</p> <p>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.</p>	Division of Health Service Ext : 43000、31054
Courses Selection	<p>The date of course selection, curriculum, advisor's password and more information about courses, please link to the following website:</p> <p>http://curricul.site.nthu.edu.tw/?Lang=en</p> <p>According to the university regulations, every registered full-time student should take at least one course.</p>	Division of Curriculum Ext. 31392~5

Procedures	Descriptions	Charged Division and Extension
Library	<p>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 7, 2022 to February 20, 2022. (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) <p>Ex. your student ID is 110123456 your birthday: 0131(MMDD) your default password is "1234560131"</p>	Library Ext. 42995
Computer and Communication Center	<p>Please refer to the following website for email address and dormitory network applications: http://www.cc.nthu.edu.tw/index.php?Lang=en</p> <p>Please clip the "Welcome Notice to New Students"</p>	Computer and Communication Center Ext. : 31000
New Student Laboratory Safety Training	<ol style="list-style-type: none"> 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 make 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 after January 10th (Mon). 5. https://nesh.site.nthu.edu.tw/ 	Safety Center Ext: 31352, 33088

B. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	<p>Date: February 14</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"> 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, drink plain water only. (Please check "New Students Physical Examination") 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. 	Division of Health Service Ext : 43000 、 31054

Procedures	Descriptions	Charged Division and Extension
Alien Resident Certificate Application (for International Students)	<p>Alien Resident Certificate (ARC) Application:</p> <ul style="list-style-type: none"> ● Application for Electronic ARC, please refer to the following website for the process: https://coa.immigration.gov.tw/coa-frontend/manual/Foreign-students-Manual.pdf ● Taiwan Immigration office website: https://coa.immigration.gov.tw/coa-frontend/foreign-student/individual ● Due to Covid-19, the process for ARC will be extended to 30 days. ● Please prepare the following information for upload: <ul style="list-style-type: none"> ■Portrait photo ■Passport copy ■Resident visa ■Certification of enrollment ■Certificate for Boarders(Will be provided from OGA office after quarantine) ● Online payment fees: NTD \$1000 	<p>Office of Global Affairs (On the periphery of Macronix Building)</p> <p>ARC related: Ext. 33429</p> <p>NHI related: Ext. 62465</p>
National Health Insurance (for International Students)	<p>NHI enrollment</p> <p>Referring to the following two conditions, please submit the documents via email to jlhuang@mx.nthu.edu.tw:</p> <ol style="list-style-type: none"> 1. Already have NHI ID card and need to enroll under NTHU program. 2. Held an ARC ID card over 6 months, must enroll the National Health Insurance <ul style="list-style-type: none"> ● Copy of valid Alien Resident Certificate (ARC). ● Passport size photos 	

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"> 1. A student who re-applies for admission 2. Having obtained credits before pursuing the degree. 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. <p>* Please refer to "Regulations Governing Student Credit Transfer of National Tsing Hua University" for more information.</p> <p>When a student's transferred credits getting from continuing education programs via distance learning have exceeded one third of required</p>	<p>Division of Registration Ext. 31390</p> <p>Branch office of Division of Registration in Nanda campus Ext. 72301-4</p>

Procedures	Descriptions	Charged Division and Extension
	<p>credits for graduation, the University shall make a name list to the Ministry of Education for records. Credits from distance learning (including transferred credits and taken ones in the University) cannot exceed half the required credits for graduation.</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 starting from Feb. 14 to Feb. 18. 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.</p>	
Credit Fee Payment	<p>Please proceed to Academic Information System/New Student Enrollment to download the Credit Fee Bill from Mar.17, 2022 to Mar.25, 2022.</p> <p>Please refer to the following website to know how to pay the bill: https://cashier.site.nthu.edu.tw/p/412-1166-15391.php?Lang=en</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>	Division of Cashier Ext. 31364 03-5731364

Notice

1. School starts from Monday, February 14.
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 14. 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>