

National Tsing Hua University
2022 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 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.
Upload Notarized Diploma and transcript	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.	Division of Registration Ext. 31390 Branch office of Division of Registration in Nanda campus Ext. 72301-4
Self-Health Assessment	Please link to the website of <u>Academic Information System</u> 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 <u>Academic Information System</u> 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, 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,	Division of Health Service Ext : 43000 、 31054

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	<p>please go to <u>our website</u>.</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 "<u>NTHU New Students Health Examination record</u>", 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>	
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 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>	<p>Division of Registration Ext. 31390</p> <p>Branch office of Division of Registration in Nanda campus Ext. 72301-4</p>
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>	<p>Division of Curriculum Ext. 31392~5</p>
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) Ex. your student ID is 110123456 your birthday: 0131(MMDD) your default password is "1234560131" 	<p>Library Ext. 42995</p>
Fill out the "Questionnaire on Students' Performance in English Proficiency Examinations" (required) and apply for	<p>Log in to the Academic Information Systems website, go to "New Student Enrollment" and fill out the "Questionnaire on Students' Performance in English Proficiency Examinations."</p> <p>Bring your student ID card, the original transcript and a copy of English proficiency test to the Center for English Education (General</p>	<p>Center of English Education Ext.34423</p>

Procedures	Descriptions	Charged Division and Extension
compulsory English courses waiver (optional)	<p>Building II, R206) for confirmation after the first day of the semester.</p> <p>Students enrolled without the English score of General Scholastic Ability Test (GSAT) will be set as "Above Average Student (G)" by default. Students who meet the requirements can apply for compulsory English courses exemption. Please refer to the following website for relevant regulations.</p> <p>https://nthu-english.site.nthu.edu.tw/p/412-1532-18300.php</p>	
Apply for Full-credit Exemption or 2-credit Deduction for Required English Courses	<p>Students who meet the requirements listed in the following website may apply for full-credit or 2-credit waiver of English courses.</p> <p>1. Full-credit exemption on English courses (8 credits in total): http://language.site.nthu.edu.tw/p/412-1212-17010.php?Lang=zh-tw</p> <p>2. 2-credit deduction for ELECTIVE English courses: http://language.site.nthu.edu.tw/p/412-1212-17011.php?Lang=zh-tw</p> <p>Please fill out the application form on the NTHU academic system website. (Steps to get the form: NTHU Academic Information System → Credit Exemption Process → Forms for Waiving Freshman English and Advanced English/Application Form for English Proficiency Test and Graduation Threshold)</p> <p>Bring your Student ID card, the application form, the original and a copy of your English proficiency test transcript to Center for Language Education (@General Building II, R206) during office hour.</p>	Center for Language Education 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>	Chinese Language Center Ext35087 · 62355
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey ".	Center for Institutional Research Ext. 33109
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

Procedures	Descriptions	Charged Division and Extension
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
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

B. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	Date: February 14. 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	<ol style="list-style-type: none"> Students will be charged NT \$ 760 for the tests in school. 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 : 43000 、 31054
Computer and Communication Center	Please refer to the following website for email address and dormitory network applications: http://www.cc.nthu.edu.tw/index.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: <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 	Office of Global Affairs (On the periphery of Macronix Building) ARC related: Ext. 33429

Procedures	Descriptions	Charged Division and Extension
	<ul style="list-style-type: none"> ● 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 	NHI related: Ext. 62465
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 	

Notices

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>.