

# National Tsing Hua University

## 2023 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 17, 2023 10:00 am to January 31, 2023 12:00 am.</p> <p>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>)</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 111123456 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. 31 for NTHU Student ID card application (in color, above 236*295 pixels, JPG file) &amp; 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 &amp; Restrictions.</p> <p><a href="http://registra.site.nthu.edu.tw/var/file/211/1211/img/75/photo-upload-Eng.pdf">http://registra.site.nthu.edu.tw/var/file/211/1211/img/75/photo-upload-Eng.pdf</a></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>	<p>Division of Registration Ext. 31390</p> <p>Branch office of Division of Registration in Nanda campus Ext. 72301-4</p>
Self-Health Assessment	<p>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.</p> <p>Students must fill in the Self-Health Assessment in the <u>Academic Information System</u> 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, 2022) 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,</p>	<p>Division of Health Service Ext : 43000 、31051</p>

Procedures	Descriptions	Charged Division and Extension
	<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 17. 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. 72301-2</p>
Courses Selection	<p>The date of course selection, curriculum, advisor's password and more information about courses, please link to the following website: <a href="http://curricul.site.nthu.edu.tw/?Lang=en">http://curricul.site.nthu.edu.tw/?Lang=en</a></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 6, 2023 to February 19, 2023. (<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>)</p> <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 111123456 your birthday: 0131(MMDD) your default password is "1234560131"</li> </ul>	<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, authentic 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) to apply for waiver after the first day of the semester.</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  <a href="https://nthu-english.site.nthu.edu.tw/p/412-1532-19288.php">https://nthu-english.site.nthu.edu.tw/p/412-1532-19288.php</a></p> <p>English Course Credit Exemption and Deduction</p> <p>1. Full-credit exemption on English courses (8 credits in total):  <a href="https://nthu-english.site.nthu.edu.tw/p/412-1532-18313.php">https://nthu-english.site.nthu.edu.tw/p/412-1532-18313.php</a></p> <p>2. 2-credit deduction for ELECTIVE English courses:  <a href="https://nthu-english.site.nthu.edu.tw/p/412-1532-18314.php">https://nthu-english.site.nthu.edu.tw/p/412-1532-18314.php</a></p>	
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><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></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><a href="https://clc-cc.vm.nthu.edu.tw/home/index.php">https://clc-cc.vm.nthu.edu.tw/home/index.php</a></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 <a href="#">Academic Information System</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.	<p>Division of Cashier</p> <p>Ext. 31364</p>
Tuition Payment	<p>Please proceed to <a href="#">Academic Information Systems</a> to download the Tuition Bill from Jan.19 ,2023 to Feb.13 ,2023.</p> <p>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></p>	<p>Division of Cashier</p> <p>Ext. 31364</p>
Mental Inventory	Please also refer to Academic Information System to fill out the mental inventory based on your physical and mental status.	<p>Division of Counseling</p> <p>Ext. 34725~6</p>
Performance in English	Please also refer to Academic Information System to fill out the	Division of General

Procedures	Descriptions	Charged Division and Extension
Proficiency Examinations	"Performance in English Proficiency Examinations".	Academic Affairs Ext. 35066

## 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"> <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, drink plain water only. (Please check "<a href="#">Notices for Health Examination</a>")</li> <li>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.</li> </ol>	Division of Health Service Ext : 43000 、 31051
Computer and Communication Center	<p>Please refer to the following website for email address and dormitory network applications:</p> <p><a href="http://www.cc.nthu.edu.tw/index.php?Lang=en">http://www.cc.nthu.edu.tw/index.php?Lang=en</a></p> <p>Please clip the "Welcome Notice to New Students"</p>	Computer and Communication Center Ext. : 31000
Alien Resident Certificate Application (for International Students)	<p>Alien Resident Certificate (ARC) Application:</p> <ul style="list-style-type: none"> <li>Application for Electronic ARC, please refer to the following website for the process: <a href="https://coa.immigration.gov.tw/coa-frontend/manual/Foreign-students-Manual.pdf">https://coa.immigration.gov.tw/coa-frontend/manual/Foreign-students-Manual.pdf</a></li> <li>Taiwan Immigration office website: <a href="https://coa.immigration.gov.tw/coa-frontend/foreign-student/individual">https://coa.immigration.gov.tw/coa-frontend/foreign-student/individual</a></li> <li>Due to Covid-19, the process for ARC will be extended to 30 days.</li> <li>Please prepare the following information for upload: <ul style="list-style-type: none"> <li>■Portrait photo</li> <li>■Passport copy</li> <li>■Resident visa</li> <li>■Certification of enrollment</li> <li>■Certificate for Boarders(Will be provided from OGA office after quarantine)</li> </ul> </li> <li>Online payment fees: NTD \$1000</li> </ul>	Division of Global Students Recruitment and Service Ext. 33429

Procedures	Descriptions	Charged Division and Extension
National Health Insurance (for International Students)	<p>Following Taiwan government's regulations, international students MUST register for health insurance during their stay in Taiwan. Students staying in Taiwan with a valid Alien Resident Certificate (ARC) for over six continuous months MUST enroll in National Health Insurance (NHI) according to the NHIA regulations. Prior to registering for NHI, the global affairs office will automatically enroll you into NTHU group insurance coverage for the first semester.</p> <p>For group insurance and NHI application &amp; regulations, please refer to <a href="https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=zh-tw">https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=zh-tw</a></p>	Division of Global Students Recruitment and Service Ext. 62456
Alien Resident Certificate Application and National Health Insurance (For Overseas Chinese Students)	<p>After finishing the registration procedures on the internet, please come to the DRS office (R111 in the General Building) for the following:</p> <ol style="list-style-type: none"> <li>1. If student already have ARC ID card over 6 months, students must enroll in the National Health Insurance. Please turn in the copies of your passport and ARC ID card, and a ID photo of 2 inches.</li> <li>2. If student hasn't get the ARC ID card, please prepare the required documents to apply ARC ID card online in time. No ARC ID card will leads to penalty.</li> <li>3. If student have government low income family certificate. Please turn it in 2 weeks after the registration. After verification, student with low income family certificate can get subsidy from Overseas Community Affairs Council for the fee of National Health Insurance.</li> </ol> <p>Government low income family certificate issuing unit includes:</p> <ol style="list-style-type: none"> <li>1. From Alumni Association of Taiwan Universities. (留台校友會所核發的證明)</li> <li>2. From previous school. (前一學程畢業學校所開立之證明文件)</li> <li>3. From your association of townsmen (同鄉會所開立之證明文件)</li> <li>4. From Overseas Residence's government. (僑居地政府機構所開立之證明文件)</li> <li>5. From the listed agencies.</li> </ol> <p><a href="https://www.ocac.gov.tw/OCAC/Pages/VDetail.aspx?nodeid=1873&amp;pid=35087409">https://www.ocac.gov.tw/OCAC/Pages/VDetail.aspx?nodeid=1873&amp;pid=35087409</a> (保薦單位所開立之證明文件)</p>	<p>DRS, Office of Global Affairs.</p> <p>R111 Ext. 62428</p>

## Notices

1. School starts from Monday, February 13.
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 13. 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>.