

**National Tsing Hua University**  
**Fall Semester of 2024**  
**New Undergraduate Student Registration Guidelines**

University's representative telephone line: 03-5715131

**Newly admitted international student will receive enrollment notice via email at July 31. No hard copy notice will be sent.**

**Registration Procedures**

**a. Before Registration**

Procedures	Descriptions	Charged Division and Extension
Complete and Check Background Information Online	Time: <b>August 2 10:00 a.m. to August 8 11:59 p.m.</b> 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> ) Login: Student ID No. Password: Student ID No.(last 6 digits)+your birthday(MMDD) Ex. your student ID is 113123456 your birthday: 0131(MMDD) your default password is "1234560131"	Divisions Related to Registrations.
Upload required new student documents and notarized diploma and transcript	Please make sure that you have completed the new student online registration and upload the required documents before August 8, so as not to affect the issuance of the student ID card. Please merge the notarized diploma and transcripts as one pdf document and upload it to the system. Submit your original hard copy to division of registration before registration day. For IBP students, please submit the hard copy to the IBP office (Education Building R227) before registration day.	Division of Registration Ext. 31390.
Dormitory Application	1. Please link to the webpage of Student housing to apply for dormitory. Application time : August 16 10:00 - August 19 10:00. Please complete the application on website within the period. Otherwise the bed will not be reserved. 2. Before the application, please read "Dorm Rules for NTHU": <a href="https://sthousing.site.nthu.edu.tw/p/405-1254-105021.c3416.php?Lang=en">https://sthousing.site.nthu.edu.tw/p/405-1254-105021.c3416.php?Lang=en</a>	Division of Student Housing Ext : 34706
Self-Health Assessment And Health Examination	<ul style="list-style-type: none"> <li>● <b>Self-Health Assessment :</b>                Please go to the <a href="#">Academic Information Systems</a> 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.</li> <li>● <b>Health examination</b> <ol style="list-style-type: none"> <li>1. The fee for the health examination would be NT\$ 760(only cash payment) and should be paid on-site to the medical unit.</li> <li>2. Aug. 27<sup>th</sup> is the health examination day. Please complete the health examination at the Alumni Gymnasium, according to the <b>designated timetable on the registration procedure form</b>. 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 "<a href="#">New Student Health Examination Notice</a>")</li> <li>3. For those who have special reasons and must do the health examination off campus:</li> </ol> </li> </ul>	Division of Health Service Ext : 43000 、 31051

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	<p>(1) Please print the <a href="#">NTHU New Students Health Exam Record</a> and bring it to the hospital 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 June 1<sup>st</sup>, 2024, all examination items must be identical to the items on the <a href="#">NTHU New Students Health Exam Record</a>. 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: students can be exempted from doing health examination. However, 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 August 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: <a href="http://curricul.site.nthu.edu.tw/?Lang=en">http://curricul.site.nthu.edu.tw/?Lang=en</a></p>	Division of Curriculum Ext. 31393~5
Mandarin Course Requirements	<p>Please find the information about "Mandarin Course Requirements and for NTHU International Students" at NTHU CLC website (Credit Courses) : <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>	Chinese Language Center Ext. 62355、35087
To apply for Waiving compulsory English courses	<p>Foreign students may not be required to take compulsory English courses if you present proofs of English proficiency to Center of English Education for review. Please check out the following link for more details: <a href="https://nthu-english.site.nthu.edu.tw/p/412-1532-18300.php">https://nthu-english.site.nthu.edu.tw/p/412-1532-18300.php</a></p> <p>The required forms are available on this website: <a href="https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/">https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/</a></p> <p>Regulations for English Courses Selection <a href="https://nthu-english.site.nthu.edu.tw/p/412-1532-18291.php">https://nthu-english.site.nthu.edu.tw/p/412-1532-18291.php</a></p>	Center of English Education Ext.34423
Input Bank Account information	<p>Please refer to Academic Information System to input your bank account for only E.SUN Commercial Bank, Mega International Commercial Bank, or the Post Office. This will enable us to transfer scholarship, fellowship, dormitory deposit, etc. to you, when necessary.</p> <p>(Please visit the OGA website for instructions on how to apply for a bank account: <a href="https://oga.site.nthu.edu.tw/p/412-1524-20614.php?Lang=en">https://oga.site.nthu.edu.tw/p/412-1524-20614.php?Lang=en</a>)</p>	Division of Cashier Ext. 31364

Procedures	Descriptions	Charged Division and Extension
Tuition Payment	<p>Please refer to <a href="#">Academic Information System</a> to download the Tuition Bill from August 23, 2024 to September 2, 2024.</p> <p>Please refer to the following website to know how to pay the bill:  <a href="https://cashier.site.nthu.edu.tw/p/412-1166-15391.php?Lang=en">https://cashier.site.nthu.edu.tw/p/412-1166-15391.php?Lang=en</a></p> <p>Please do not pay the tuition if you apply for deferral of admission.</p> <p>In accordance with the Regulations 10, Students shall make the tuition, miscellaneous and related 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, miscellaneous and related fee payments.</p> <p>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 is up to two weeks after the semester starts. Student who fails to complete the registration process after the late registration period ends, shall be expelled from the university unless s/he makes an application for and is approved to further extension due to special reason.</p>	Division of Cashier Ext. 31364
Mental Inventory	Please also refer to the 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".	Center of English Education Ext.34423
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey".	Center for Institutional Research Ext. 33109
Insurances for foreign students	<p>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).</p> <p>For the first semester, the global affairs office will automatically enroll students into the NTHU group insurance coverage.</p> <p>For more information on group insurance and NHI application and regulations, please visit our website at  <a href="https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en">https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en</a></p>	Division of Overseas Students Service (Division of Global Students Recruitment and Service) dos@my.nthu.edu.tw Ext. 33428/33431
Orientation for foreign students	<p>The Division of Overseas Students Service (Division of Global Students Recruitment and Service) is organizing a freshman (only available for foreign degree students) orientation to help you adapt quickly to campus life. It's a fantastic opportunity to familiarize yourself with the campus culture, academic and non-academic programs, and essential information to ensure a smooth transition into college life.</p> <p>The details for the orientation will be announced via email.</p> <p><b>To participate in this exciting event, all you need to do is arrive in Taiwan before 8/26</b></p> <p>For more details please refer to the website</p>	Division of Overseas Students Service (Division of Global Students Recruitment and Service)  Foreign students General Building One, R112 <a href="mailto:dos@my.nthu.edu.tw">dos@my.nthu.edu.tw</a> Ext. 33428/33431

Procedures	Descriptions	Charged Division and Extension
	<a href="https://oga.site.nthu.edu.tw/p/412-1524-20614.php?Lang=en">https://oga.site.nthu.edu.tw/p/412-1524-20614.php?Lang=en</a>	
<b>b. On the Registration Day</b>		
Procedures	Descriptions	Charged Division and Extension
Student ID Card	Date: September 2. After completing the health examination, please keep your registration procedure form properly until you receive your student ID card. Whose registration process is completed, student ID will be distributed to the class representative according to registration office arrangement. Please contact the appointed person to collect your student ID card. Student who ask for late registration, please go to the Division of Registration to collect the card.	Division of Registration Ext. 31390
Library	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. <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> <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 113123456 your birthday: 0131(MMDD) your default password is "1234560131"</li> </ul>	Library Ext. 42995
Computer and Communication Center	Please refer to the following website for Email Box, Dormitory Network and Campus Wireless LAN Services: <a href="https://ccc.site.nthu.edu.tw/index.php?Lang=en">https://ccc.site.nthu.edu.tw/index.php?Lang=en</a> Please Check the "Welcome Notice to New Students"	Computer and Communication Center Ext. : 31000
Alien Resident Certificate Application (ARC) - Applicable for both foreign students and Overseas Chinese Students -	After completing the registration procedures, please apply for your student Alien Resident Certificate (ARC) online: Students Online Application System of National Immigration Agency <a href="https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en">https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en</a>  The required documents for the application include: 1. Enrollment Certificate (student ID card) 2. Passport 3. Resident Visa 4. Proof of Accommodation <ul style="list-style-type: none"> <li>■ For school dorms: tuition payment confirmation</li> <li>■ For off campus-Residential Lease Agreement</li> </ul> 5. 2-inch passport size photo 6. Other Supporting Documents (Optional) <ul style="list-style-type: none"> <li>■ For guidelines on online ARC application, please refer to: <a href="#">System Platform Manual</a></li> <li>■ Visitor visa or ER visa holders should visit the <a href="#">BOCA</a> website for more information.</li> <li>■ For NTHU dorm certificate application, please visit the Division of Student Housing.</li> <li>■ Resident Visa holders (or ones who obtained Resident Visa within ROC through visa change) are required to apply for the Alien Resident Certificate online within 30 days after their arrival.</li> <li>■ Students who fail to submit the ARC application within 30 days will be subject to a minimum fine of NT\$2,000.</li> </ul>	Division of Overseas Students Service (Division of Global Students Recruitment and Service) <ul style="list-style-type: none"> <li>■ Foreign students General Building One, R112 Ext. 33428/33431</li> <li>■ Overseas Chinese Students General Building One, R111 Ext. 35749</li> </ul>
National Health Insurance	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	Division of Overseas

Procedures	Descriptions	Charged Division and Extension
(For Overseas Chinese Students)	<p>NHI regulations. Prior to registering for NHI, Division of Overseas Students Service (Division of Global Students Recruitment and Service) will help students purchase NTHU group insurance coverage for the first semester.</p> <p>* If your immediate family members have household registration in Taiwan, your National Health Insurance MUST depend on them.</p> <ol style="list-style-type: none"> <li>Please visit DOS(DRS) office (R111 in the General Building) and submit one 2-inch passport photo and a copy of passport. If you're an ARC holder, please submit a copy of your ARC.</li> <li>If students have proof of low-income status, please submit the relevant documentation to our office. After being reviewed and approved by the school, they can join the NHI system and receive a 50% subsidy on premiums from the Overseas Community Affairs Council.</li> </ol> <p>Proof of low-income status certificate issuing unit includes:</p> <ol style="list-style-type: none"> <li>From Alumni Association of Taiwan Universities. (留臺校友會所核發的證明)</li> <li>From previous school. (前一學程畢業學校所開立之證明文件)</li> <li>From your Association of fellow townsmen. (同鄉會所開立之證明文件)</li> <li>From Government agency of the overseas residence. (僑居地政府機構所開立之證明文件)</li> <li>From the listed agencies.</li> </ol> <p><a href="https://www.ocac.gov.tw/OCAC/Pages/VDetail.aspx?nodeid=1873&amp;pid=60366267">https://www.ocac.gov.tw/OCAC/Pages/VDetail.aspx?nodeid=1873&amp;pid=60366267</a> (保薦單位所開立之證明文件)</p>	<p>Students Service (Division of Global Students Recruitment and Service)</p> <p>R111 Ext. 35749 ~ 62428</p>

#### Notices

- School starts from September 2, Monday.
- 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.
- Only those who complete the registration procedures and submit the Registration Procedure Form will obtain the student ID card or Student Certificate.
- 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.
- The tuition payment day is due on September 2. Be sure to pay before that. In accordance with the Regulations 10, Students shall make the tuition, miscellaneous and related 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, miscellaneous and related 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 is up to two weeks after the semester starts. **Student who fails to complete the registration process after the late registration period ends, shall be expelled from the university unless s/he makes an application for and is approved to further extension due to special reason. After the semester starts, if you need to take leave from class, please submit leave requests through the student leave system.**
- New undergraduate students can move in to the dormitory from August 24-25, 8:30am to 4:00pm.
- In order to complete registration, you should finish the online New Student Enrollment System and on the spot registration procedures.
- In accordance with the Regulations 37, Students applying for double registration shall submit their application to their associated department or degree program prior to the start of the semester when the double registration will take effect. Once approved, said students will be eligible for double registration. Current students who have not received approval for double registration but who have been found to have registered at multiple institutions shall be dismissed unless said students have received retroactive approval from their department or degree program. Alumni who have been found to have registered at multiple institutions without approval will be stripped of their NTHU degree(s) and asked to return

their diploma, which will be revoked in a public notice. The review criteria for double registration shall be determined by each department and degree program.

9. Download campus map website: <http://www.nthu.edu.tw/campusmap>