

# National Tsing Hua University

## 2025 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	<p>Time: January 13, 2025 10:00 am to January 17, 2025 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)                      Ex. your student ID is 113123456 your birthday: 0131(MMDD)                      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. 17 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.  <a href="https://registra.site.nthu.edu.tw/var/file/211/1211/img/2976/681753852.pdf">https://registra.site.nthu.edu.tw/var/file/211/1211/img/2976/681753852.pdf</a></p>	Division of Registration Ext. 31390.
Tuition Payment	<p>1.Please proceed to the <a href="#">Academic Information Systems/</a> Tuition Payments/ [ Tuition Bills Download ] to download the Tuition Bill <b>from January 22, 2025 to February 17, 2025.</b></p> <p>2.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>3.If you miss the deadline, you can still download and print the Tuition Bill from the <a href="#">Academic Information Systems.</a></p>	Division of Cashier Ext. 31364
Input Bank Account Information	<p>1.Please proceed to the <a href="#">Academic Information Systems</a> to input your bank account for <b>only</b> 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. (Please visit the OGA website for instructions on how to apply for a bank account:  <a href="https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en">https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en</a>)</p> <p>2.If you currently do not have a personal NT dollar account with any of the following banks: E.SUN Bank, Mega Bank, or the Post Office, please disregard this step for now. However, please remember to register your NT bank account details in the <a href="#">Academic Information Systems/</a> Income Inquiry/ [ Salary Bank</p>	Division of Cashier Ext. 31364

Procedures	Descriptions	Charged Division and Extension
	Account Key-In ] at a later date to facilitate the transfer of relevant school payment.	
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	<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> <ol style="list-style-type: none"> <li>1. If you have any certificates or grades of English proficiency test, please prepare the electronic files and then fill out the "Questionnaire on Students' Performance in English Proficiency Examinations" and upload the certificates.</li> <li>2. If you have grades of an English proficiency test but you haven't received the certificates, you can still fill out the "Questionnaire on Students' Performance in English Proficiency Examinations. " <p>After the new semester starts, you can log in to the Academic Information Systems website, and fill out the "Questionnaire on Students' Performance in English Proficiency Examinations” to upload certificates.</p> </li> <li>3. If you have never taken any English proficiency test, you can submit a blank questionnaire. You are welcome to register for the BEST Test of English Proficiency and upload your certificates to the Academic Information Systems website after receiving your grades.</li> </ol>	Center for EMI Excellence Ext. 35453
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>	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
Self-Health Assessment And	<b>A. 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	Division of Health service Ext : 43000 ·

Procedures	Descriptions	Charged Division and Extension
Health Examination	<p>so that we may offer you support and consultation during your time of study.</p> <p><b>B. Health Examination:</b> you must complete the health examination using one of the following options:</p> <p><b>1. Health Examination on Campus:</b></p> <p>(1) The fee for the health examination would be NT\$ 760 (cash only) and should be paid on-site to the medical unit.</p> <p>(2) Please complete the health examination during <b>08:00-13:00, February 17, 2025 at International Student Activity Center (ISAC), 3F, Feng Yun Building, main campus.</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</a>").</p> <p><b>2. Health Examination at Cooperative Hospital (Yeezen General Hospital):</b></p> <p>(1) The fee is <b>NT\$ 760 (cash only)</b>, which should be paid directly to the medical unit on-site.</p> <p>(2) Please print out the <a href="#">NTHU New Students Health Exam Record</a> and complete the information on the first page before going to the hospital.</p> <p>(3) Bring the <b>receipt from the designated hospital</b> to the <b>Division of Health service</b> for verification. There is no need to submit the health examination report.</p> <p><b>3. For those who have special reasons and must do the health examination off campus:</b></p> <p>(1) Please print the <a href="#">NTHU New Students Health Exam Record</a> and bring it to the hospital in Taiwan for health examination. Fees vary depending on the hospital.</p> <p>(2) Go to district level or above hospitals to complete the examination.</p> <p>(3) This report must be done after <b>November 1, 2024</b>, all examination items must be identical to the items on the NTHU New Students Health Exam Record. 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><b>C. Location of Division of Health service: Main Campus: 1F, Clinic and Counseling Center</b></p> <p><b>D. Those who fail to complete the health examination and cannot complete the registration process will be held responsible for the consequences.</b></p>	31051

Procedures	Descriptions	Charged Division and Extension
	E. If applying for suspension of studies on registration day, students are exempt from the health examination but must still go to the examination site for stamping procedures to complete registration. When resuming studies, students must complete and submit the health examination report to the Division of Health service.	
Courses Selection	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> According to the university regulations, every registered full-time student should take at least one course.	Division of Curriculum Ext. 31392~5
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
New Student Laboratory Safety Training	<ol style="list-style-type: none"> <li>1. Training : "General Safety Training" 、 "Dangerous and Hazardous Chemicals Education Training" 、 "Biosafety and Biosecurity Training" 、 "Toxic Chemicals General Education Training"</li> <li>2. New master or doctoral program students who will do experiments in the laboratories are required to attend these trainings.</li> <li>3. Students should get 70% to pass the tests after the trainings.</li> <li>4. Training Time: The course schedule will be posted on the website <a href="https://nesh.site.nthu.edu.tw/p/412-1009-19878.php?Lang=en">https://nesh.site.nthu.edu.tw/p/412-1009-19878.php?Lang=en</a></li> <li>5. please sign first in to the "Environmental Safety and Health Electronic Management System" &gt; "Education and Training" &gt; "Entity Registration Management". After who get approval email, please log-in and complete registration. (<a href="#">hyperlink</a>)</li> </ol>	Safety Center Ext: 31352, 62279
Insurances for foreign students	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	Division of Overseas Students Service Ext. 33428

Procedures	Descriptions	Charged Division and Extension
	<p>by the National Health Insurance Administration (NHIA). For the first semester, we 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>	

## B. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	<p>Date: February 17</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 before you take the test and drink plain water only. (Please check "<a href="#">New Students Health Examination</a>")</li> <li>The report would be sent to the departmental office about one month after the examination.</li> </ol>	Division of Health service Ext : 43000 、31051
<p>Alien Resident Certificate Application (ARC)</p> <p>- Applicable for both foreign students and Overseas Chinese Students</p> <p>-</p>	<p>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></p> <p>The required documents for the application include:</p> <ol style="list-style-type: none"> <li>Enrollment Certificate (student ID card)</li> <li>Passport</li> <li>Resident Visa</li> <li>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> </li> <li>2-inch passport size photo</li> <li>Other Supporting Documents (Optional)</li> </ol> <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</li> </ul>	<p>Division of Overseas Students Service</p> <ul style="list-style-type: none"> <li>Foreign students General Building One, R112 Ext. 33429,33431</li> <li>Overseas Chinese Students General Building One, R111 Ext. 35749</li> </ul>

Procedures	Descriptions	Charged Division and Extension
	<p>Housing.</p> <ul style="list-style-type: none"> <li>■ Resident Visa holders (or ones who obtained Resident Visa within ROC by 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>	

### 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"> <li>1. A student who re-applies for admission</li> <li>2. Having obtained credits before pursuing the degree.</li> <li>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.</li> </ol> <p>* Please refer to "<a href="#">Regulations Governing Student Credit Transfer of National Tsing Hua University</a>" for more information.</p> <p>Credit exemption/ transfer application starts from Jan. 20 to Feb. 19, 2025.</p> <p>The application for credit exempt/ transfer should be completed all at once during the first semester upon new student registration.</p> <p>Newly intake graduate students/ direct pursuit doctoral degree students who wish to exempt/ transfer the credits, please login in "Academic Information System/ Credit Exemption Process" to create credit exemption form and forward it eform. Login eform "Application Records" and press "Save" to upload the attachments. Click "Preview Application Form" → "Preview Process" → "Submit". For other required documents, please refer to instructions for the postgraduate credit exemption application. (*Noted: Each student can only apply once. Please confirm that all the subjects you want to exempt have been filled in. You cannot apply again during the process.). Please refer to the following website to know how to apply for credit transfer:  <a href="https://registra.site.nthu.edu.tw/p/404-1211-268712.php?Lang=zh-tw">https://registra.site.nthu.edu.tw/p/404-1211-268712.php?Lang=zh-tw</a></p> <p>If any documents provided by an applicant are found to not be genuine by being forged or altered in any way, or by presenting another person's details as the applicant's own, after this has been investigated and confirmed, their registration as a current student shall be revoked, the credit exemption will be deleted without any objections.</p>	Division of Registration Ext. 31390
Credit Fee Payment	1. Please proceed to the <a href="#">Academic Information Systems</a> / Tuition Payments/ [ Tuition Bills Download ] to download the Credit Fee Bill	Division of Cashier Ext. 31364

Procedures	Descriptions	Charged Division and Extension
	<p><b>from March 18, 2025 to March 28, 2025.</b></p> <p>2. 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>3. If you miss the deadline, you can still download and print the Credit Fee Bill from the <a href="#">Academic Information Systems</a>.</p>	

### Notice

1. School starts from Monday, February 17.
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 17. Be sure to pay before that. In accordance with the Academic 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. After the period of course Add-and-Drop Selection, students shall make the miscellaneous fee payments before its due date, student who overdue the payments for two weeks and does not apply for Leave of Absence shall be expelled from school.
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>