National Tsing Hua University
2027 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 15, 2027 10:00 am to January 21, 2027 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 115123456 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. 21 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. https://registra.site.nthu.edu.tw/var/file/211/1211/img/2976/681753852.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
Self-Health Assessment And Health Examination	**A. Self-Health Assessment:** please go to the Academic Information Systems 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. **B. Health Examination:** you must complete the health examination using one of the following options: **1. Health Examination on Campus:** (1) The fee for the health examination would be NT$ 810 (cash only) and should be paid on-site to the medical unit. **(2)** Please complete the health examination during **08:00-13:00, February 15, 2027 at International Student**	Division of Health service Ext：43000、31051

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	Activity Center (ISAC), 3F, Feng Yun Building, main campus. 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 "New Student Health Examination"). 2. **Health Examination at Cooperative Hospital (Yeezen General Hospital):** (1) The fee is **NT$ 810 (cash only)**, which should be paid directly to the medical unit on-site. (2) Please print out the NTHU New Students Health Exam Record and complete the information on the first page before going to the hospital. (3) Bring the **receipt from the designated hospital** to the **Division of Health service** for verification. There is no need to submit the health examination report. **3. For those who have special reasons and must do the health examination off campus:** (1) Please print the NTHU New Students Health Exam Record and bring it to the hospital in Taiwan for health examination. Fees vary depending on the hospital. (2) Go to district level or above hospitals to complete the examination. (3) This report must be done after November 1, 2026, 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. If you need to retain the original report, submit both the original and a copy. The original will be returned upon verification. (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. **C.** Location of **Division of Health service**: **Main Campus:** 1F, Clinic and Counseling Center D. Those who fail to complete the health examination and cannot complete the registration process will be held responsible for the consequences. E. If applying for suspension of studies on registration day, students	

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	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.	
Credits Transferred or Exempted	Credit exemption/ transfer application starts from Jan. 15 to Feb. 5, 2027. The application for credit exempt/ transfer should be completed all at once during the first semester upon new student registration. Newly intake 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 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.). 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. * Please refer to “Regulations Governing Student Credit Transfer of National Tsing Hua University” for more information.	Division of Registration Ext. 31390
Courses Selection	The date of course selection, curriculum, advisor’s password and more information about courses, please link to the following website: https://curricul.site.nthu.edu.tw/?Lang=en	Division of Curriculum Ext. 31392~5
Fill out the "Questionnaire on Students' Performance in English Proficiency Examinations" (required)	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." 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. 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	Center for EMI Excellence Ext. 35192

Procedures	Descriptions	Charged Division and Extension
	Students' Performance in English Proficiency Examinations. " 3. If you have never taken any English proficiency test, you can click green button " No certificates yet " 4. 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.	
Apply for compulsory English courses waiver (optional)	Students who transfer to NTHU in the spring semester can present the English score of General Scholastic Ability Test (GSAT) to the Center for English Education to apply for the adjustment before the "Add-or-Drop Selection Period" during their first semester in NTHU. https://nthu-english.site.nthu.edu.tw/p/405-1532-238592,c18294.php 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. Regulations for Course Selection (Please check the following regulations based on the enrollment year.) https://nthu-english.site.nthu.edu.tw/p/412-1532-18291.php English Course Credit Exemption and Deduction 1. Full-credit exemption on English courses (8 credits in total): https://nthu-english.site.nthu.edu.tw/p/412-1532-18313.php 2. 2-credit deduction for ELECTIVE English courses: https://nthu-english.site.nthu.edu.tw/p/412-1532-18314.php	Center for English Education Ext.34423
Mandarin Course Requirements	Please find the information about "(Applicable to Students Admitted from Fall 2026) Mandarin Course Requirements for NTHU International Students" at the NTHU CLC website (Credit Courses): https://clc-cc.vm.nthu.edu.tw/home/index.php/course/chinese_language_page/69 Students who possess a TOCFL certificate at Level A1 or A2 (or above) may apply for a waiver or credit reduction of 4 or 8 Mandarin course credits through the Chinese Language Center (CLC). Please contact the CLC for application procedures.	Chinese Language Center Ext. 62355
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey ".	Center for Institutional Research

Procedures	Descriptions	Charged Division and Extension
		Ext. 33109
Tuition Payment	1.Please proceed to the Academic Information Systems/ Tuition Payments/〔Tuition Bills Download〕 to download the Tuition Bill **from January 26, 2027 to February 15, 2027**. 2.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 3.If you miss the deadline **(February 15)**, you can still download and print the Tuition Bill from the Academic Information Systems. Please kindly complete the payment as soon as possible. 4.If you have applied for retaining your student status or an approved temporary suspension before the registration day, please do not pay for the tuition fee.	Division of Cashier Ext. 31364
Input Bank Account Information	1.Please proceed to the Academic Information Systems/ New Student Enrollment/「Bank Account Registration」 to input your bank account for **only** E.SUN Bank, Mega 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: https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en) 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 dollar bank account details in the Academic Information Systems/ Income Inquiry/〔Salary Bank Account Key-In〕 at a later date to facilitate the transfer of relevant school payment.	Division of Cashier Ext. 31364
Self-Awareness Survey	Please also refer to Academic Information Systems to fill out the Self-Awareness Survey.	Division of Counseling Ext. 34725~6
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 by the National Health Insurance Administration (NHIA). For the first semester, we will automatically enroll students into the NTHU group insurance coverage. For more information on group insurance and NHI application and regulations, please visit our website at https://oga.site.nthu.edu.tw/p/412-1524-18665.php?Lang=en	Division of Overseas Students Service Ext. 33428

B. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	Date: February 15. 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	1. Students will be charged NT $ 810 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 before you take the test and drink plain water only. (Please check "New Student Health Examination") 3. The report would be sent to the given address about one month after the examination.	Division of Health service Ext：43000、31051
Computer and Communication Center	Please refer to the following website for Email Box, Dormitory Network and Campus Wireless LAN Services: https://ccc.site.nthu.edu.tw/index.php?Lang=en Please check the “Welcome Notice to New Students”	Computer and Communication Center Ext.：31000
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. (http://www.lib.nthu.edu.tw/en/use/privileges_sign.html) ● Login: Student ID No. ● Password: Student ID No.(last 6 digits)+your birthday(MMDD) Ex. your student ID is 115123456 your birthday: 0131(MMDD) your default password is "1234560131"	Library Ext. 42995
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 https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en The required documents for the application include: 1. Enrollment Certificate (student ID card) 2. Passport 3. Resident Visa 4. Proof of Accommodation ■ For school dorms: tuition payment confirmation ■ For off campus-Residential Lease Agreement 5. 2-inch passport size photo 6. Other Supporting Documents (Optional)	Division of Overseas Students Service ■ Foreign students General Building One, R112 Ext. 33429,62463 ■ Overseas Chinese Students General Building One, R111 Ext. 62428

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	■ For guidelines on online ARC application, please refer to: System Platform Manual ■ Visitor visa or ER visa holders should visit the BOCA website for more information. ■ For NTHU dorm certificate application, please visit the Division of Student Housing. ■ 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. ■ Students who fail to submit the ARC application within 30 days will be subject to a minimum fine of NT$2,000.	

Notices

1. School starts from Monday, February 15.
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. After the semester starts, if you need to take leave from class, please submit a leave request through the Student Leave System within the Academic Information System or via the iNTHU App.
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 15. 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.