

# National Tsing Hua University

## Fall Semester of 2024

### Registration Procedure Form for New Undergraduate

It's just a sample form. Please print out your individual form from Academic Information System/New Student Enrollment/ Registration Procedure Form Download

1. Health examination date: Please go to the Alumni Gymnasium to finish health following designated time on August 27, 2024.
2. Registration date: September 2, 2024

Student No.	Sample	Name	Sample	Gender	Sample	
Department	Sample			Cell Phone	Sample	
Division in Charge	Submit the finished Health Examination Form to the Division of Health Service.				Stamp	
	Date	Time	Department			
Division of Health Service	Aug. 27 <sup>th</sup>	08:00	PME, CHE		Location : Alumni Gymnasium	
		08:35	CS			
		09:00	EE, EECS			
		09:30	MATH, PHYS			
		09:55	CHEM, SCI			
		10:15	IPTH, IBP			
		10:25	ESS, IPNS, BMES			
		11:00	ECON, QF, UPMT			
		End of Entry at 11:30				
		Rest time during 12:00-13:00				
		13:00	LS, LMIP, DMS			
		13:25	CL, FL, HSS			
		14:00	JMU, JAD, JITA			
		14:30	KEL, KEE, KSPE			
		14:50	KPC, KSS, KEC, KENI, KIPE			
15:20	IEEM, MS, IPE					
End of Entry at 16:00						
<b>Go to the next procedure only when the above procedure is completed.</b>						
Division of Registration	<ol style="list-style-type: none"> <li>1. Please make sure that you have completed the new student online registration before August 8, so as not to affect the issuance of the student ID card.</li> <li>2. 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.</li> <li>3. 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.</li> </ol>					
※Notices: ● The notarized diploma and transcript will be returned to you via your department in October.						