

**National Tsing Hua University**  
**Fall Semester of 2020**  
**New Graduate Student Registration Guidelines**

**1. University's representative telephone line: 03-5715131**

**2. Registration Place: Gymnasium, Date: Friday, September 11**

**3. Registration Procedure**

**a. Before Registration**

Procedures	Descriptions	Charged Division and Extension
Complete and Check Background Information Online	Time: August 10 10:00 a.m. to August 21 12:00 a.m. 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 109123456 your birthday: 0131(MMDD) your default password is "1234560131"	Divisions Related to Registrations.
Upload your photo Online	Please link to the website of Academic Information System to upload your photo file by Aug. 21 for NTHU Student ID card application (in color, above 236*295 pixels, 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.  <a href="http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/75/photo-upload-Eng.pdf">http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/75/photo-upload-Eng.pdf</a>	Division of Registration Ext. 31390.
Tuition Payment	Please refer to Academic Information System to download the Tuition Bill from <b>August 25, 2020</b> . Please refer to the following website to know how to pay the bill: <a href="https://cashier.site.nthu.edu.tw/p/412-1166-526.php?Lang=zh-tw">https://cashier.site.nthu.edu.tw/p/412-1166-526.php?Lang=zh-tw</a> Please do not pay the tuition if you apply for deferral of admission. 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. <b>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.</b> The period of late registration is up to two weeks after the semester starts. <b>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.</b>	Division of Cashier Ext. 31364
Log on to your Bank Account	Please also refer to Academic Information System 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.	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".	Division of General Academic Affairs

Procedures	Descriptions	Charged Division and Extension
		Ext. 35066
Demographics Survey	Please also refer to Academic Information System to fill out the "Demographics Survey".	Center for Institutional Research Ext. 33109
Self-Health Assessment	<p>Please link to the website of <a href="#">Academic Information System</a> 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 during your time of study.</p> <p>Every new student is obligated for a health examination in school. If you have done the health examination within 3 months and the tested items consists of all required items, the test is acceptable. Although the test is acceptable, filling up the Self-Health Assessment, linked to the Academic Information System is required, only then the online registration process will be regarded as complete. <b>(the school accepts health examination results done after 2020-06-01 only)</b>.</p> <p>If the tested items do not consist all required items, please proceed to complete the required items.</p> <p>For students who wish to do the health examination outside, after filling the Self-Health Assessment, print out the "<a href="#">NTHU New Students Health Examination record</a>", and bring it to a hospital to complete the tests.</p> <p>Students who did the health examination outside please bring your medical report and submit it to us at the stadium on Registration day. (Every hospital needs 7-10 working days to complete the health examination , so please do your health examination earlier to avoid any inconvenience on Registration day).</p> <p>Students who cannot complete the health examination on Registration Day, other than students who had done their health examination outside, will be held full responsibility if unable to complete the registration process.</p>	Division of Health Service Ext : 43000 、 31054
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>According to the university regulations, every registered full-time student should take at least one course.</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="http://clc.site.nthu.edu.tw/">http://clc.site.nthu.edu.tw/</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
Library	<p>To activate your library card and exchange the reader's information with the libraries of University System of Taiwan, please sign the <a href="#">National Tsing Hua University Library Statement of Patron Privileges</a> online from September 7 to September 20. (<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: 02+Student ID No.+0 Ex. 021091234560</li> <li>● Password: Student ID No.(last 6 digits)+your birthday(MMDD) Ex. your student ID is 109123456 your birthday: 0131(MMDD) your default password is "1234560131"</li> </ul>	Library Ext. 42995
Computer and Communication Center	<p>Please refer to the following website for email address and dormitory network applications: <a href="http://www.cc.nthu.edu.tw/index.php?Lang=en">http://www.cc.nthu.edu.tw/index.php?Lang=en</a></p>	Computer and Communication Center

Procedures	Descriptions	Charged Division and Extension
	Please clip the "Welcome Notice to New Students"	Ext. : 31000
Diploma and Certificate Submission	If your admission application is via Office of Global Affairs (OGA), please make sure that you have submitted your original notarized diploma and transcript of your bachelor/master degree by the designated date to the Division of International Students (OGA). Otherwise, you will not be able to complete your registration.	Office of Global Affairs Ext. 62461
Foreign Student Orientation	Time: September 9, 13:00-17:00 Place(Tentative): Room 245, 2F, Learning Resource Center( Macronix Building)	Division of General Affairs, Office of Global Affairs Ext.62465
New Student Laboratory Safety Training	Training 1: "General Safety Training" Training 2: "Dangerous and Hazardous Chemicals Education Training" New master or doctoral program students who will perform experiments in the laboratories are required to attend these trainings. Students should get 70% to pass the tests after the trainings. Training Time: September 10, 09:00~12:00; 14:00-17:00 Place: Room 168,1F Administration Building	Safety Center Ext: 31352, 31376

### b. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Registration Date and Place	Date: September 11. Place: Gymnasium Document: Registration Procedure Form (Please print out your individual form from Academic Information System/New Student Enrollment/ Registration Procedure Form Download)	Division of Registration Ext. 31390
Health Examination	You will be charged NT\$ 730 for the Health Examination by the Medical Unit on Registration Day. Please complete the health examination on Registration day according to the arranged schedule, in order to have a more accurate report, please fast for 6 hours. Please drink plain water only. (Please check " <u>Notices for health examination</u> ") Students who cannot complete the health examination on Registration Day, other than students who had done their health examination outside, will be held full responsibility if unable to complete the registration process. ● Location of Health Center in NTHU: Clinic and Counseling Center 1st floor. NanDa Campus: Office of Student Affairs Center of Student Activities 1st floor.	Division of Health Service Ext : 43000 、 31054
Diploma and Certificate Submission	If you are TIGP students, please submit your original notarized diploma and transcript to Division of Registration Office on the Registration Date. Students of "Hsinchu Teachers College" and "College of Arts" who fail to complete all procedures on Sep.11, 2020 shall afterwards submit the Registration Procedure Form to the branch office of Division of Registration in Nanda campus to collect the student ID cards.	Division of Registration Ext. 31390 Branch office of Division of Registration in Nanda campus Ext. 72301-4
Alien Resident Certificate Application (for International Students)	Alien Resident Certificate (ARC) Application : 1. Passport and Resident Visa (original and photocopy) 2. ARC application form 3. One photo (3.5 x 4.5 cm color photo with a white background)	Office of Global Affairs Ext. 62463

Procedures	Descriptions	Charged Division and Extension
	<p>4. Student Certificate</p> <p>5. Application fee NT. 1,000</p> <p>6. proof of new address (such as a new lease, a new household registration, etc.)</p> <p>Foreigners holding resident visa or changing to resident visa should go to local immigration service center to apply for ARC within 15 days counted from the next day of arrival or the next day of receiving resident visa in Taiwan.</p>	
National Health Insurance (for International Students)	<p>NHI enrollment</p> <p>Referring to the following two conditions, please submit the documents via email to <a href="mailto:jlhuang@mx.nthu.edu.tw">jlhuang@mx.nthu.edu.tw</a>:</p> <ol style="list-style-type: none"> <li>1. Already have NHI ID card and need to enroll under NTHU program.</li> <li>2. Held an ARC ID card over 6 months, must enroll the National Health Insurance</li> </ol> <p>1.Copy of valid Alien Resident Certificate (ARC). 2.Passport size photos</p>	Office of Global Affairs Ext.62465

### c. After Registration

Procedures	Descriptions	Charged Division and Extension
Credits Transferred or Exempted	<p>Credits may be transferred or exempted after the Department Course Committee's evaluation under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. During the time pursuing for bachelor's degree, the credits of M.A. courses that were not included in the minimum requirements for graduation.</li> <li>2. During the time pursuing for master's degree, the credits of doctoral courses that were not included in the minimum requirements for graduation.</li> <li>3. During the time pursuing for extension education, the credits of courses for working professionals.</li> </ol> <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 starting from September 8 to September 16. 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. 72301-4</p>
Credit Fee Payment	<p>Please refer to the Academic Information System/New Student Enrollment to download the credit fee bill and pay it from <b>October 16 to 23</b>.</p> <p>Please refer to the following website to know how to pay the bill: <a href="https://cashier.site.nthu.edu.tw/p/412-1166-526.php?Lang=zh-tw">https://cashier.site.nthu.edu.tw/p/412-1166-526.php?Lang=zh-tw</a></p> <p>In accordance with the Regulations 10, students shall pay their credit fees within the specified time limit. <b>Failing such within two weeks of the scheduled deadline for payments and not completing the application procedure for leave of absence, the student shall be expelled from the university.</b></p>	Division of Cashier Ext. 31364

### Notice

1. School starts from Monday, September 14.
2. 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, and complete within 2 weeks.
3. You may apply for one-year/semester [admission deferral](#) before August 30 with reasonable reasons or special conditions.
4. 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.

5. You should take at least one course. You will be dropped out if the Division of Curriculum approve you fail to take any course after the Add-and-Drop Course Selection. Penalty if Over the Tuition Payment Deadline: The tuition payment day is due on September 14. 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.**
6. Penalty if credit fee payment is overdue : The credit fee payment day is due on **October 23**. Be sure to pay before that. **In accordance with the Regulations 10, failing such within two weeks of the scheduled deadline for payments and not completing the application procedure for leave of absence, the student shall be expelled from the university.**
7. 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.
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 expelled 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>