

**National Tsing Hua University**  
**Fall Semester of 2020**  
**Registration Procedure Form for New Undergraduate Students**

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 examination at the following designated time on September 10, 2020.
2. Registration date: September 10, 2020.

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	Sep. 10 <sup>th</sup>	08:00	IEEM、MS、IPE			Location : Alumni Gymnasium		
		08:45	PME、CHE					
		09:15	ECON、QF、UPMT、GLLB					
		09:45	LS、LSIP、DMS					
		10:25	CL、FL、HSS					
		10:55	CS					
		11:25	EE、EECS					
		12:00-13:00 Rest Time						
		13:00	ESS、IPNS、BMES					
		13:40	MATH、PHYS					
		14:10	CHEM、SCI					
		14:30	IPTH、IBP					
		15:00	KEL、KEE、KSPE					
		15:25	KPC、KSS、KEC、KENI、KIPE					
16:00	JMU、JAD、JITA							

**Go to the next procedure only when the above procedure is completed.**

Division of Registration	Sep. 10 <sup>th</sup>	<p>Before getting your student ID card, you MUST complete 2 steps below.</p> <p><b>Step 1.</b> Make sure you have submitted your notarized diploma and transcript to Division of International Students, Office of Global Affairs.</p> <p><b>Step 2.</b> All international students except for IBP students have to submit your ARC, Passport Attachment Form and Registration Procedure Form to the Division of Registration. For IBP students, please hand in your ARC, Passport Attachment Form and Registration Procedure Form to the class rep, The class rep. will arrange all documents according to the order of student numbers, and send them to the table tennis room before 5:30 p.m., September 10<sup>th</sup>. The class rep. will then pass out the student cards to IBP students afterwards.</p>	Location : 1F, 109 Administration Building / Gymnasium (IBP students)
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※Notices:

- The notarized diploma and transcript will be returned to you via your department in October.
- International students should visit the following offices for the following things:  
 Division of General Affairs, Office of Global Affairs (On the periphery of Macronix Building)
  - ▶ Alien Resident Certificate application information
  - ▶ National Health Insurance (NHI) transfer procedure and application information
 In case of any question, please feel free to contact us.  
 Contact No. 03-5162463 (affairs related to ARC)  
 Contact No. 03-5162459 (affairs related to NHI)  
 Contact No. 03-5162465 (affairs related to NHI and Student Work Permit application)