

National Tsing Hua University

Fall Semester of 2023

New Graduate Student Registration Guidelines

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

2. International student will receive enrollment notice via email at August 4. No hard copy notice will be sent.

3. Registration Procedure

a. Before Registration

Procedures	Descriptions	Charged Division and Extension
Complete and Check Background Information Online	Time: August 7 10:00 a.m. to August 11 11:59 p.m. 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 112123456 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. 11 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. https://registra.site.nthu.edu.tw/var/file/211/1211/img/2976/681753852.pdf	Division of Registration Ext. 31390.
Tuition Payment	Please refer to Academic Information System to download the Tuition Bill from August 23, 2023 to September 11, 2023. Please refer to the following website to know how to pay the bill: https://cashier.site.nthu.edu.tw/p/412-1166-526.php?Lang=zh-tw 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. 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.	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
Dormitory Application	1. Please link to the webpage of Student housing to apply for dormitory. (Time : August 9 10:00 - August 15 16:00). *Please complete the application on website within the period. Otherwise	Division of Student Housing

Procedures	Descriptions	Charged Division and Extension
	<p>the bed will not be reserved.</p> <p>2. Before the application, please read “Dorm Rules for NTHU”: https://sthousing.site.nthu.edu.tw/p/405-1254-105021.c3416.php?Lang=en</p>	
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".	Center of English Education Ext.34423
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 Health Examination	<p>● 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.</p> <p>● Health Examination:</p> <ol style="list-style-type: none"> The fee for the health examination would be NT\$ 760 and should be paid on-site to the medical unit. Sep. 7th is the health examination day. Please complete the health examination according to the designated timetable on the registration procedure form. 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 Notice”) For those who have special reasons and must do the health examination off campus: <ol style="list-style-type: none"> Please print the NTHU New Students Health Exam Record and bring it to the hospital for health examination. Go to district level or above hospitals to complete the examination. This report must be done after June 1st, 2023, 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. 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. Location of Division of Health Service: Main Campus – 1F of Clinic and Counseling Center/Nanda Campus –1F of Student Activity Center. Those who fail to complete the health examination and could not complete the registration should take full responsibility for themselves. If applying for suspension of study on registration day: can be exempted from doing health examination but should still go to the health examination site for stamping procedure for the completion of registration. When applying for resuming studies, the student should complete and turn in health examination report to the Division of Health Service. 	Division of Health Service Ext : 43000 、 31051
Courses Selection	The date of course selection, curriculum, advisor’s password and more information about courses, please link to the following website:	Division of Curriculum

Procedures	Descriptions	Charged Division and Extension
	http://curricul.site.nthu.edu.tw/?Lang=en According to the university regulations, every registered full-time student should take at least one course.	Ext. 31393~5
Mandarin Course Requirements	Please find the information about “Mandarin Course Requirements and for NTHU International Students” at NTHU CLC website (Credit Courses) : https://clc-cc.vm.nthu.edu.tw/home/index.php/course/chinese_language_page/13 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)	Chinese Language Center Ext. 62355、35087
Library	To activate your library card and exchange the reader’s information with the libraries of University System of Taiwan, please sign the <u>National Tsing Hua University Library Statement of Patron Privileges</u> online from September 4 to September 17. (http://www.lib.nthu.edu.tw/en/use/privileges_sign.html) <ul style="list-style-type: none"> ● Login: Student ID No. ● Password: Student ID No.(last 6 digits)+your birthday(MMDD) Ex. your student ID is 112123456 your birthday: 0131(MMDD) your default password is "1234560131" 	Library Ext. 42995
Computer and Communication Center	Please refer to the following website for email address and dormitory network applications: http://www.cc.nthu.edu.tw/index.php?Lang=en Please check the “Welcome Notice to New Students”	Computer and Communication Center Ext. : 31000
Diploma and Certificate Submission	If your admission application is via the Division of Global Students Recruitment and Service (DRS), please make sure that you have submitted your original notarized diploma and transcript of your bachelor/master degree by 8/31(Fall admission), and by 1/31(Spring admission) to the Division of Global Students Recruitment and Service (DRS), (room 112). Otherwise, you will not be able to complete your registration. For submission later than the deadline, please submit to Office of Registration (room 109) directly.	Division of Global Students Recruitment and Service Ext. 62464
New Student Laboratory Safety 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. 1."General Safety Training", September 8(Fri) 9-12am, Room 168, General Building I, NTHU, Last admittance - 9:15 am. 2. " Dangerous and Hazardous Chemicals Education Training ", September 8(Fri) 1:30-4:30pm , Room 168, General Building I, NTHU, Last admittance - 1:45 pm. Training Information : please link to the following website of the Environmental Protection and Occupational Safety and Health Center	Environmental Protection and Occupational Safety and Health 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 by the National Health Insurance Administration (NHIA). For the first semester, the global affairs office will automatically enroll students into the NTHU group insurance coverage. If you are eligible or already insured under the NHI program and need to transfer to the NTHU program, please upload your details to 2023 Fall - NHI application form before 10th August to maintain your tuition fee.	Division of Global Students Recruitment and Service Ext. 62465

Procedures	Descriptions	Charged Division and Extension
	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	
Orientation for foreign students	<p>The Division of Global Students Recruitment and Service is organizing a freshman (only available for foreign degree students) orientation on 9/5 and 9/8 to help you adapt quickly to campus life. It's a fantastic opportunity to familiarize yourself with the campus culture, academic and non-academic programs, and essential information to ensure a smooth transition into college life.</p> <p>To participate in this exciting event, all you need to do is arrive in Taiwan before 9/5</p> <p>Not only will you get a chance to meet and interact with other international students, but you will also have a chance to win prizes in a lucky draw!</p> <p>Don't miss this opportunity to kickstart your college journey and make new friends. Join us at the freshman orientation and get ready for an unforgettable experience!</p> <p>For more details please refer to the website https://oga.site.nthu.edu.tw/p/412-1524-20614.php?Lang=en.</p>	<p>Division of Global Students Recruitment and Service</p> <p>Foreign students General Building One, R112 Ext. 62465/ 33429</p>

b. On the Registration Day

Procedures	Descriptions	Charged Division and Extension
Student ID Card	On health examination day(September 7), student who have completed health check, with stamped registration procedure form, could collect student ID card at General Building I (Collection time 8:00~17:15). For those who have completed the registration process but cannot collect their student ID card on the health examination day, please go to the Division of Registration to collect the card. (Students from the main campus collect at Division of Registration, General building I, and students from the Nanda campus collect it from the Nanda Campus Registration office).	Division of Registration Ext. 31390
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.	Division of Registration Ext. 31390 Branch office of Division of Registration in Nanda campus Ext. 72301-4
Alien Resident Certificate Application (ARC)	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	Division of Global Students Recruitment

Procedures	Descriptions	Charged Division and Extension
- Applicable for both foreign students and Overseas Chinese Students	<p>The required documents for the application include:</p> <ol style="list-style-type: none"> 1. Enrollment Certificate (student ID card) 2. Passport 3. Resident Visa 4. Proof of Accommodation <ul style="list-style-type: none"> ■ For school dorms: tuition payment confirmation ■ For off campus-Residential Lease Agreement 5. 2-inch passport size photo 6. Other Supporting Documents (Optional) <ul style="list-style-type: none"> ■ 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 15 days after their arrival. ■ Students who fail to submit the ARC application within 15 days will be subject to a minimum fine of NT\$2,000. 	<p>and Service</p> <ul style="list-style-type: none"> ■ Foreign students General Building One, R112 Ext. 33429 ■ Overseas Chinese Students General Building One, R111 Ext. 35749
National Health Insurance (For Overseas Chinese Students)	<p>Students staying in Taiwan with a valid Alien Resident Certificate (ARC) for over six continuous months MUST enroll in National Health Insurance (NHI) according to the NHIA regulations. Prior to registering for NHI, the Office of Global Affairs will help students purchase NTHU group insurance coverage for the first semester.</p> <p>* If your immediate family members have household registration in Taiwan, your National Health Insurance MUST depend on them.</p> <ol style="list-style-type: none"> 1. Please visit DRS office (R111 in the General Building) and submit <u>one 2-inch passport photo and a copy of passport. If you're an ARC holder, please submit a copy of your ARC.</u> 2. If students have proof of low-income status, please submit the relevant documentation to our office. After being reviewed and approved by the school, they can join the NHI system and receive a 50% subsidy on premiums from the Overseas Community Affairs Council. <p>Proof of low-income status certificate issuing unit includes:</p> <ol style="list-style-type: none"> (1) From Alumni Association of Taiwan Universities. (留臺校友會所核發的證明) (2) From previous school. (前一學程畢業學校所開立之證明文件) (3) From your Association of fellow townsmen. (同鄉會所開立之證明文件) (4) From Government agency of the overseas residence. (僑居地政府機構所開立之證明文件) (5) From the listed agencies. <p>https://www.ocac.gov.tw/OCAC/Pages/VDetail.aspx?nodeid=1873&pid=49768677 (保薦單位所開立之證明文件)</p>	<p>Division of Global Students Recruitment and Service</p> <p>R111 Ext. 35749、62428</p>

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"> 1. A student who re-applies for admission 2. Having obtained credits before pursuing the degree. 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 	<p>Division of Registration Ext. 31390</p> <p>Branch office of Division of Registration in Nanda campus</p>

Procedures	Descriptions	Charged Division and Extension
	<p>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.</p> <p>* Please refer to “Regulations Governing Student Credit Transfer of National Tsing Hua University” for more information.</p> <p>Credit exemption/ transfer application starts from August 22 to September 13, 2023. 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.)</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>	Ext. 72301-4
Credit Fee Payment	<p>Please refer to the Academic Information System/New Student Enrollment to download the credit fee bill and pay it from Oct. 13,2023 to Oct. 20,2023.</p> <p>Please refer to the following website to know how to pay the bill: https://cashier.site.nthu.edu.tw/p/412-1166-526.php?Lang=zh-tw</p> <p>In accordance with the Regulations 10, students shall pay their credit fees within the specified time limit. 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.</p>	Division of Cashier Ext. 31364

Notice

1. School starts from Monday, September 11.
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 12. 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. The credit fee payment day is due on **October 20**. 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 applying for double registration shall submit their application to their associated department or degree program prior to the start of the semester when the double registration will take effect. Once approved, said students will be eligible for double registration. Current students who have not received approval for double registration but who have been found to have registered at multiple institutions shall be dismissed unless said students have received retroactive approval from their department or degree program. Alumni who have been found to have registered at multiple institutions without approval will be stripped of their NTHU degree(s) and asked to return their diploma, which will be revoked in a public notice. The review criteria for double registration shall be determined by each department and degree program.
9. Download campus map website: <http://www.nthu.edu.tw/campusmap>