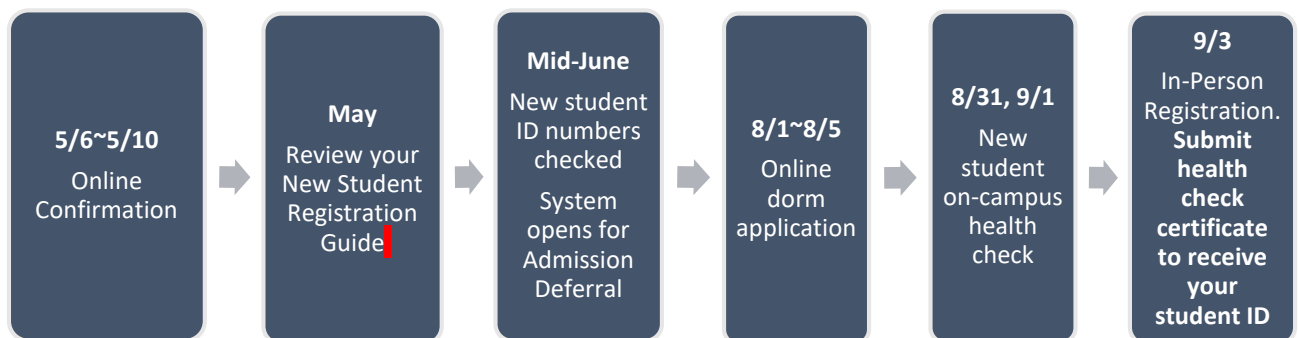


# National Taiwan Normal University's 2019 Academic Year Registration Guidelines for Overseas Joint Admissions Master and PhD Students (including students from Hong Kong & Macau)

**I. How to Register:** Registration is divided into two stages: **Online Confirmation** and **In-Person Registration**. Students who fail to complete the registration process shall be seen as having voluntarily withdrawn their admission to NTNU.

For more information regarding the registration process, please go to NTNU's Office of Academic Affairs homepage→New Student Arrival→M.A. & Ph.D. Students.

Office of Academic Affairs homepage: <http://www.aa.ntnu.edu.tw/main.php>



For further inquiries, please contact:

Graduate Studies Division, Main Campus: 886-2-7734-1107

Academic Affairs Division, Gongguan Branch: 886-2-7734-6550

Division of International Student Affairs: 886-2-7734-1278

## II. Online Confirmation

1. Date: **Online confirmation is open from May 6, 2019 (Mon) 9:00am until May 10, 2019 (Fri) 5:00pm. Taiwan time.**
2. During the online confirmation period, you will be required to upload a digital photo for your student ID. When uploading photos, please adhere to the following guidelines:
  - (1) Your file should contain a 2-inch color passport-style photo. The file name should be your ID number from the ID card issued to you by your home country. The file should be saved in a JPG format.
  - (2) If your photo has been scanned, the resolution of the scan may not be lower than 300dpi or higher than 500dpi. The image size cannot be bigger than 1MB or smaller than 100KB.
3. After you have completed the online confirmation process, please print out your NTNU Student Information Record. This form will be required during the in-person registration on September 3, 2019. Please note: **Once the online confirmation period closes, you will no longer be able to download or print out the NTNU Student Information Record.**

## III. In-Person Registration

1. Date: **September 3, 2019 (Tues) 9:00am to 12:00pm Taiwan time.**
2. Location: OIA Lounge, Normal Building 1F, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei)

Location map: <http://www.ga.ntnu.edu.tw/ntnu> map/

3. Required Documents:

→ **All originals will be returned, and copies kept for registration purposes.**

(1) NTNU Student Information Record (Please download during online confirmation).

(2) **Domestic Students:** Graduation diploma (original diploma and 1 copy).

**Overseas Students:** Students with a diploma from an overseas school will need to present their original diploma and transcript. Both diploma and transcript need to have been previously authenticated by an overseas Taipei Economic and Cultural Office.

**Points to Remember:**

- In accordance with regulations of the University Entrance Committee for Overseas Chinese Students Admission Prospectus, please present your school diploma to NTNU for verification before the first day of class (September 9, 2019). Failure to do so will be considered as failing to meet qualifications for registration, resulting in your admissions being revoked. No graduation certification in the future will be accepted.
- Students from Hong Kong, Macau, and international students must have their diploma/transcript authenticated at an overseas Taipei Economic and Cultural Office by September 9, 2019. For students from the Mainland China region, the authentication process of their documents must be completed at a respective agency by September 9, 2019.
- **The diploma/transcript authentication process is lengthy; therefore, it is recommended that students start as early as possible.**

(3) Passport (original and 2 copies).

(4) Taiwan visa, Hong Kong/Macau residency permit for Taiwan, or ARC (Please bring an original copy of relevant documents and 2 photocopies).

(5) Three 2-inch color passport-style photos (front view and no hat).

(6) 1 copy of your University Entrance Committee for Overseas Chinese Students Admission Notification.

(7) Overseas Chinese Student Information Form. To download, please visit the Office of International Affairs homepage→Resources→Downloads→Other. You can find the Office of International Affairs homepage at: <http://ap.itc.ntnu.edu.tw/istudent/oia2/>

(8) Overseas Chinese students eligible for enrollment in the National Health Insurance program and hoping to apply for the Overseas Community Affairs Council (OCAC) subsidy in which the OCAC shall pay half of the student's insurance premium shall be required to meet the following requirements:

A. New students (those who have not previously enrolled in a university in Taiwan) are required to provide a proof of family economic hardship and a completed National Health Insurance Program Subsidy Application Form.

B. Fresh graduates from a university in Taiwan who have a National Health Insurance card are required to provide a completed National Health Insurance transfer form from their graduating university in which it shall be stated that "the student is receiving a National Health Insurance subsidy from the OCAC." In the above circumstance, students do not

have to provide documentation of economic hardship. Students who have previously graduated from a university in Taiwan (are not fresh graduates) and still hold a National Health Insurance card are required to provide a proof of family economic hardship, along with a National Health Insurance Subsidy Application Form.

C. Please submit all required documents during the registration period. Students who do not submit any documents, or whose documents are incomplete, will be required to pay the full NT\$4,494 health insurance premium when being enrolled in the National Health Insurance program.

D. To download the National Health Insurance Subsidy Application Form, please visit the Office of International Affairs homepage→Resources→Downloads→Other. You can find the Office of International Affairs homepage at: <http://ap.itc.ntnu.edu.tw/istudent/oia2/>

(9) For male overseas Chinese holders of R.O.C. ID cards, following registration, please apply for a deferment of military service with the Division of Student Assistance in the Office of Student Affairs.

4. For more information regarding the in-person registration process, starting in mid-June, please visit the Office of International Affairs homepage→Students→Overseas Chinese Students. You can find the Office of International Affairs homepage at: <http://ap.itc.ntnu.edu.tw/istudent/oia2/>

#### IV. Further registration details:

**For further details regarding student ID number inquiry, course selection, registration fees, health checks, and dorm room application, starting from mid-May, please visit the Office of Academic Affairs homepage→Graduate Studies Division→Registration. No further notifications regarding these topics will be made outside of this location.**

Office of Academic Affairs homepage: <http://www.aa.ntnu.edu.tw/main.php>

#### V. Admission Deferral (Applications will be accepted starting June 2019)

Except in instances in which admission deferral is not permitted by the student's department/graduate institute, once they have completed their registration process, new students wanting to defer admission to the following school year may apply in accordance with the rules and steps detailed in the 2019 Academic Year First Semester New Student Registration Guidelines (estimated release date: mid-May). Following approval of their application, students can enroll in the subsequent school year, following the same rules and regulations applicable to new students enrolling in the beginning of the academic year. Please visit the Office of Academic Affairs homepage→New Student Arrival→M.A. & Ph.D. Students to download a Deferral Request Form.

Office of Academic Affairs: <http://www.aa.ntnu.edu.tw/main.php>

#### VI. Graduate Student Handbook: <http://www.aa.ntnu.edu.tw/app/news.php?Sn=111>