



**National Taiwan Normal University
2024 Academic Year (Fall Semester) Registration
Guidelines for Newly Admitted Full-Time Master's and
PhD Students**

Registration Items

✧Requirements



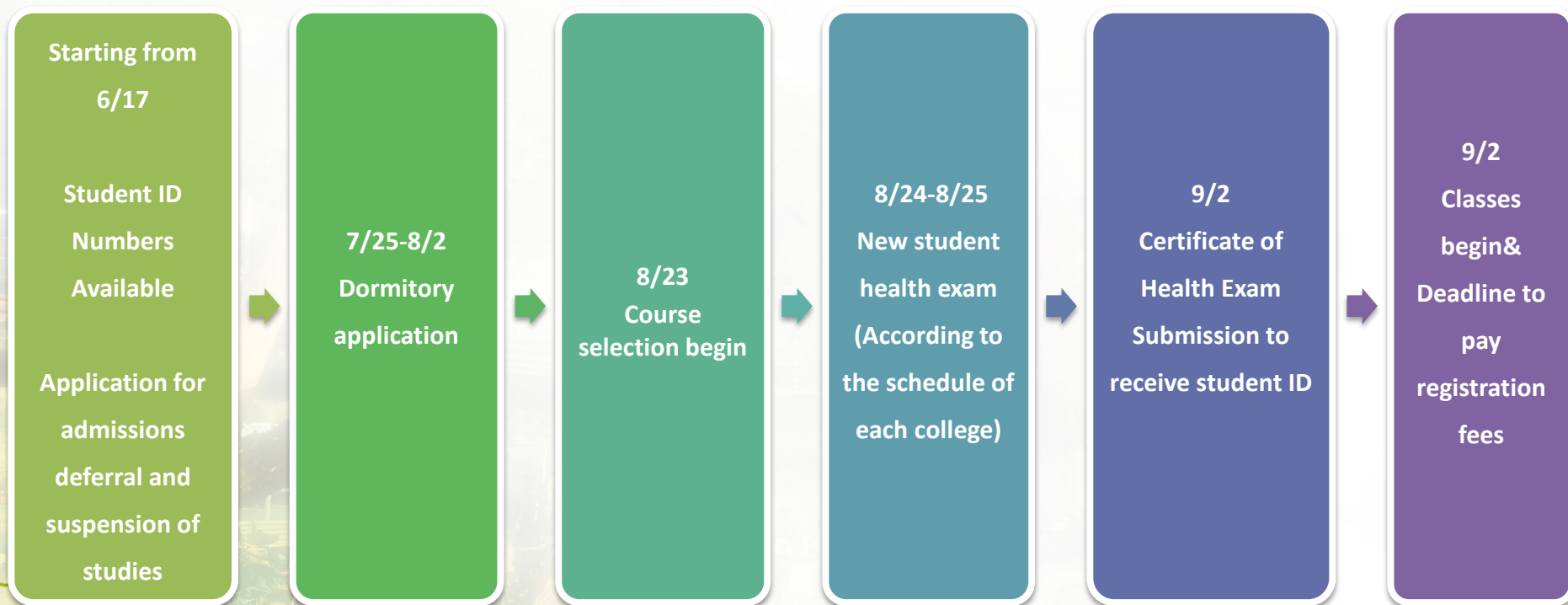
✧Other Requirements (as needed)



Important Dates

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
August-September	8/19	8/20	8/21	8/22	8/23	8/24	8/25
					<ul style="list-style-type: none"> Course selection period for new students begins 	<ul style="list-style-type: none"> New student health exam 	<ul style="list-style-type: none"> New student health exam
	8/26	8/27	8/28	8/29	8/30	8/31	9/1
	<ul style="list-style-type: none"> Deadline for course selection period for new students Start date of application for credit transfer In-Person Registration for Overseas Chinese Students 				<ul style="list-style-type: none"> Orientation for Mainland Chinese Students 	<ul style="list-style-type: none"> Last day to fill out basic information form through the Student Advising System 	
	9/2	9/3	9/4	9/5	9/6	9/7	9/8
	<ul style="list-style-type: none"> Course add/drop period for all students Classes begin Last day to pay registration fees 				<ul style="list-style-type: none"> Deadline of application for credit transfer 		

Registration Process





Student ID Number Inquiry

Student ID Number Inquiry

Graduate Studies Division, Main Campus:
02-77491107
Academic Affairs Division, Gongguan
Campus: 02-77496548

Student ID Number Inquiry and Account Set Up



Time: Starting from June 17, 2024

Website: <https://goo.gl/9UC2Eu>
Please use the account ID and password that you used during the online confirmation period.

After inquiry, please set up and verify your account. (This is the same account you will use for course selection and tuition payment.)
<https://ap.itc.ntnu.edu.tw/nipinit/>

NTNU Email Account Activation



After successfully opening up the NTNU Administrative Portal account, students will be able to use their personal NTNU webmail account. Announcements and important information provided by NTNU (including university correspondence to individual students) will be sent to each student's NTNU webmail mailbox. Students should remember to check their mailbox to ensure they don't miss any important or time-sensitive information.

Mailbox settings can be adjusted to automatically forward mail to another email account (e.g. Gmail or Yahoo). For more information, please refer to: [WebMail Service Features Explanation](#)



Registration Fees

Registration Fees

Cashier Division, Office of
General Affairs: 02-77491343

Payment Deadline

- **Payment Period: Early-August to September 2**

- Students will be considered as not being registered if they fail to pay in accordance with current regulations. In such cases, admission offer will be withdrawn for new students.
- In late-October, Credit fees payment for graduate students taking courses at the College of Music, one-on-one tutorial.

Print Bills Online

- Please print out your tuition and miscellaneous fee statement online at <http://ap.itc.ntnu.edu.tw/FreshLogin/> Or you can access your bill from the NTNU homepage → Admissions → Tuition → Tuition & Miscellaneous Charges → Print Payment Forms and Receipt Inquiry System.

Payment Methods

- Fees can be paid in-person at any branch of the Post Office, CTBC Bank, major convenience stores (7-Eleven, Family Mart, OK Mart, Hi-Life) or via ATM transfers, Taiwan Pay and credit cards.
- For detailed payment instructions, please refer to the Office of General Affairs, Cashier Division website [Q & A for Tuition and Fee Payment](#)

Payment Receipts

- Payment receipts can be downloaded and printed out online or contact the CTBC Bank customer service hotline at 0800-017-688 for paper copies.
- Please keep your payment receipts or payment certificates in a safe place.



Course Selection

Course Selection

Course Selection Period for New Students

Course Selection Period (New Students):

Course Registration Period, Random Enrollment (During the first course selection period, students can select courses in order of preference, and the system will randomly distribute students to each course.)

◆ **August 23– August 26, 2024**

◆ **Course Selection Announcement: August 30** (Please be sure to confirm and verify results.)

Add/Drop Period (All NTNU Students):

Online add/drop period, addition by authorization code and application for special cause

◆ **September 2- September 15, 2023**

◆ System Open for **Course Addition Only:** September 16

★System Hours: **from 9:00am to 12:00 midnight during the course selection period.**

Summer Session Enrollment

Summer session enrollment is on a **voluntary basis**. Students who wish to take summer sessions can find further information on the [summer sessions website](#).

Intercollegiate Course Selection

- 1. National Taiwan University (NTU) and National Taiwan University of Science and Technology (NTUST):** Courses offered by these two universities can be selected through NTNU's [Course Selection System](#).
 - ✓ For courses which are not open, students can directly contact the professor of the course. If the professor agrees to open up the course for outside enrollment, ask the professor to apply to the hosting university to make available a number of places in the course for students using the Course Selection System.
 - ✓ For related rules and regulations, please refer to the course selection reminders for all academic programs.
- 2. Other Universities:** For other courses, please follow the deadlines stipulated on the academic calendar. Input your intercollegiate course selection in the [NTNU Administrative Portal](#) and then **submit a written application**.
3. The number of total intercollegiate course credits should not exceed one-third of the minimum graduation credit requirement of students' major department in accordance with intercollegiate course selection regulations.

For more information, please visit the Office of Academic Affairs website → [Course Selection](#)



Other Important Notes

1. Students applying for the **teacher education program**, after being admitted, can begin taking courses the following semester. For details on taking secondary school teacher education programs, please refer to the [Office of Teacher Education and Careers Service website](#).
2. Students enrolled in the secondary school teacher education program can only take up to 12 program credits per semester (credits calculated separately). To take the "Divisional Teaching Materials and Pedagogy" and "Divisional Teaching Practicum" courses, students must complete at least 12 teacher education credits.
3. Semester Grade Submission: Grades are only given for courses on the course selection list that appear in a student's record after the add/drop deadline. Courses that are not listed, even if a grade is available, will not be recognized. For courses on the course selection list, but grades are not available, a score of zero will be given and be included in the overall grade average for the semester.



Health Exam

New Student Health Exam (Master's and PhD Students)

Health Center: 02-7749-3107

Rules & Regulations

- According to regulations stipulated by the Ministry of Education, new students are required to complete a health exam in accordance with NTNU's *New Student Health Exam Implementation Guidelines*. **Students who do not undergo a health exam will be considered as having failed to complete the registration process. Only after students submit a health exam report will they be eligible to pick up their student ID.**
- Student dorm access: A valid student ID is required to enter and exit dorms. For students who have not finished their health exam and therefore not received their student ID, they shall be required to use a temporary access card.

Important Notes

- **New students who plan on admissions deferral or suspending their studies for the current academic semester or year, should not queue for the health exam.** Students resuming enrollment prior to February of the next year should visit a qualified medical institution to undertake their health exam and submit the results to the Health Center. Students resuming enrollment in September of the next year can take the health exam alongside the new incoming class.
- **Note: Overseas Chinese students and international students are required to complete a health exam. The health exam required for the application of a resident visa and the NTNU new student health exam are separate and distinct.**

Completing Your New Student Health Exam (Pick one of two)

Health Center: 02-7749-3107

NTNU on-campus new student health exam

- Please refer to the on-campus health examination schedule for freshmen to understand the time slots allocated by your institution, and fill out the health questionnaire on the health center website after August 11 to avoid long lines in the examination room. Students should go to their department or college to get their student ID card with their physical examination payment voucher. In approximately one month, students will receive the results of their personal health screening.

Individual health exam off-campus

- New students who are unable to undergo their health exam on campus should visit a qualified medical institution to undertake their health exam as soon as possible. (Please visit the homepage of the NTNU Health Center to download a **Student Health Information Card** which should be brought with you to the hospital/clinic. You should anticipate a 3-4 week wait to receive the results of your exam.)
- Please submit a health exam taken in the last three months (**i.e. a health exam taken after June 2024**) to the Health Center. (The test items must meet those required by NTNU. You will need to download a Student Health Information Card. Fill in the first page and attach it to your health report). Students can turn in their report either **in person** at the Health Center (Heping campus or Gongguan campus, see map P.34 and P.36 for details), or **email** (anni1954@ntnu.edu.tw) Health Center working hours: Monday to Friday (8:30-17:00). After submitting your health exam, the Health Center will issue a Certificate of Health Exam Submission which can be used to pick up your student ID at the Office of Academic Affairs. Students should submit their health exam results prior to **September 30** in order to avoid adversely affecting their rights and privileges at NTNU and to ensure timely registration and enrollment.

Health Center website: <https://health.sa.ntnu.edu.tw/> 新生入學健康檢查注意事項

Freshman Health Checklist Download(NTNU homepage → Administrations → Office of Student Affairs → Health Center → Businessproject → Physical examination & medical treatment → Important Notes Regarding New Student Health Exam → New Student Health Exam Form



On-Campus Health Exam Schedule & Important Notes

Health Center: 02-7749-3107

New Student Health Exam Schedule Master's, In-service Master's, and PhD Students (including students resuming enrollment, but not including summer and EMBA students)

Time	8:00-10:00	10:00-11:00	13:00-15:00	15:00-16:00
8/24 (Saturday)	College of Science	College of Sports and Recreation	College of Liberal Arts	College of Management & College of International Studies and Social
8/25 (Sunday)	College of Education	College of Music	College of Technology and Engineering & College of Interdisciplinary Industry Academia Innovation & College of Arts	Supplementary physical examination time for international students and full-time students

Location	On-site Fees	Exam Items	Notes
Room 101, Liberal Arts Building 1F, Heping Campus I (No. 162, Sec. 1, Heping East Road, Taipei.)	Please ensure you have the following items: (1) NT\$600 (2) and one form of identification (international students, Overseas Chinese students and Mainland Chinese students may use a passport, ARC, or entry visa (original and 1 copy)	The health exam will include: A general health exam, a chest X-ray (please wear clothing without metal buttons), a blood test, and a urine test.	<ol style="list-style-type: none"> 1. You can eat the day of your health exam. Please come for your exam during the timeslot reserved for your college in order to avoid creating long lines at the exam site. 2. For the three days prior to the exam, please eat and drink in moderation, and avoid staying up all night. For students who are pregnant and cannot do a chest X-ray, they should undertake a chest X-ray at the Health Center at a later date following their pregnancy.



NTNU Student ID

NTNU Student ID

Graduate Studies Division, Main Campus:
02-77491107

Academic Affairs Division, Gongguan
Campus: 02-77496548

Student ID Pick Up

- According to regulations stipulated by the Ministry of Education, new students are required to complete a health exam in accordance with NTNU's *New Student Health Exam Implementation Guidelines*. Students who do not undergo a health exam will be considered as having failed to complete the registration process. Only after students submit a health exam report will they be eligible to pick up their student ID.
- Beginning in 2017, students are no longer required to obtain a registration stamp as part of the registration process. Registration fees should be paid by September 2. Starting from **September 2, International students and Over Chinese students** can turn in their health exam payment receipt at Academic Affairs Office to pick up their student ID. Students who have received a health exam at an outside medical institution must submit their reports to the NTNU Health Center, which will provide a Certificate of Health Exam Submission. (For details, please refer to pages 13-15.) Students can turn in this certificate to receive their student ID from Academic Affairs Office.
- For students who have taken a deferral or suspension of their studies, a health exam must be completed when they resume their student status. The student ID can be picked up at the Office of Academic Affairs upon presenting a health exam payment receipt or Certificate of Health Exam Submission.

Student EasyCard

- Your student ID also doubles as a Student EasyCard, entitling you to a discount when taking the Taipei Metro. The card is valid for a preset four-year period. For those who have not graduated after the preset period, you can take your student ID to the Registration Division of Main Campus or the Academic Affairs Division of Gongguan Campus for an extension.



Admissions Deferral & Suspension of Studies

Admissions Deferral & Suspension of Studies

Application Deadlines

- New students applying for admissions deferral or suspension of studies should submit an application after student ID numbers have been announced. The application period is early-August to September 2.

Admissions Deferral Eligibility

- Departments/institutes that do not allow admissions deferral are clearly delineated in the Admission Prospectus.

Valid Time Period

- Admissions can only be deferred for one year. If the student does not enroll after the one-year period, his/her admissions eligibility will be revoked.

Application Download

- Please download and complete the [Deferral Request Form](#) and submit the application according to procedures delineated by individual departments/institutes.

Suspension of Studies

- Students who do not meet qualifications to take admissions deferral may apply for a suspension of studies. Please complete the [Suspension of Studies Application](#), on NTNU I-Portal system <https://iportal.ntnu.edu.tw/ntnu/>.

Graduate Studies Division, Main Campus:
02-77491107
Academic Affairs Division, Gongguan
Campus: 02-77496548

Admissions Deferral Process

1. Check Admission Prospectus for related stipulations and confirm admissions deferral eligibility
2. Submit required documents for registration including your diploma (of highest degree)
3. Fill out Deferral Request Form and prepare required documents
4. Acquire stamp of approval from department/institute
5. Visit the Office of Academic Affairs to receive the letter of consent for your admissions deferral or suspension of studies



Grades & Credit Transfer

Grades & Credit Transfer

Graduate Studies Division:

02-77491107

Grading

- The examination of grades shall be conducted in accordance with NTNU School Regulations, Student Grading Guidelines, as well as other relevant regulations of academic affairs.
- The letter grading system has been implemented since the 2015 academic year. Semester grades are inputted based on the students' enrolled courses for that semester as shown on the course selection list. For classes not listed on the course selection list, no grade will be recorded. For courses on the list, if the instructor does not provide grades or if the grades are submitted after the deadline, it will be designated in the "X" category and count towards GPA.

Application for Credit Transfer

- Application Dates: August 26, 2024 to September 6, 2024
- Process: After [Online Application], print the application form together with relevant attachments for [Paper Review]
- Website of Application for Credit Transfer:
- <https://www.aa.ntnu.edu.tw/en/GSD/CreditTransfer02/CreditTransfer03>
- How to Access: Office of Academic Affairs homepage → Graduate Studies Division → Credit Transfer, Overseas Credit Transfer → Credit Transfer



Other Services

- Student Counseling System
Basic Information Form
- Student Group Insurance
- Scholarship Application

Student Advising System Basic Information Form & Student Group Insurance & Scholarship Application

Student Advising System Basic Information—Office of Student Affairs, Division of Student Services(Tel: 02-77491059)

- During the online confirmation period, it will be necessary to fill in an emergency contact form. After successfully opening up a NTNU Administrative Portal account, prior to **August 31**, please log onto the Administrative Portal at <http://iportal.ntnu.edu.tw/ntnu/> → System Applications → Student Affairs System → Student Advising System, Student Area to fill out a basic information form and a short autobiography (300 words minimum).

Student Group Insurance—Office of Academic Affairs, Division of Student Assistance (Tel: 02-77491061)

- NTNU students are required to enroll in student group insurance. For those choosing to opt out of the group insurance plan, please download and fill out a Withdraw from Student Group Insurance Application Form and submit the original application form during the stipulated application period. (If applying by mail, please use registered mail and address your application to the Student Group Insurance, Division of Student Assistance.) Please pay registration fees with your new updated bill. Applications made after the deadline will not be processed.
- Fall Semester Application Period: **August 25, 2023 – August 31, 2023** For more details on how and when to enroll into the student group insurance plan, please visit the Division of Student Assistance webpage at: <https://reurl.cc/Y8kq6n>

Scholarship Application—

Office of Academic Affairs, Division of Student Assistance (Tel: 02-77491061)

Office of International Affairs (Tel: 02-77491271)

- Ministry of Education *Help Dreams* website (<https://www.edu.tw/helpdreams/Default.aspx>) or visit through the Ministry of Education website (<http://www.edu.tw>) and click on the Help Dreams Scholarship Announcement
- Introduction to NTNU scholarships/subsidies: <https://reurl.cc/V8mM5n>
- Scholarships for Overseas Chinese Students and International Students: Visit the Office of International Affairs website
- Scholarships for International Students: <https://www.ntnu.edu.tw/oia/scholarshipc.php> (Chinese); <https://www.ntnu.edu.tw/oia/scholarship.php> (English)
- Scholarships for Overseas Chinese Students: <https://www.ntnu.edu.tw/oia/oc-scholarship.php>





In-Person Registration for International Students

- Registration for International Students
- Registration for Overseas Chinese Students (including Hong Kong and Macau)
- Registration for Mainland Chinese Students

Registration for International Students

Office of International Affairs
(International Students): 02-77491280

How to Register

- Please complete online confirmation and in-person registration according to provisions in the NTNU Admissions Brochure for International Student Applicants for the 2024 Academic Year.

New Student Orientation

- Date: Wednesday, July 24, 2024
- Time and place: 9:00-12:00, Live Online

In-Person Registration

- Date: August 26 to August 27 at 09:00-12:00 & 13:30-17:00
- Location: OIA International Lounge, Main Campus II (Administration Building II 1F, No. 162, Sec. 1, Heping East Road, Taipei)

Registration for Overseas Chinese Students (Including HK & Macau)

Office of International Affairs
(Overseas Chinese Students):
02-77491278

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.

New Student Orientation

- Date: July 25, 2024 (Thu), 14:00-16:00
- Location: Live Online - <https://meet.google.com/nya-crwh-eah>

In-Person Registration

- Dates : August 26, 2024 (Mon), 14:00-16:30 .
- Location: Heping Campus **II** - Union Building I Lecture Hall 202 (No. 129, Sec. 1, Heping East Road, Taipei)
- For registration-related information, please refer to the Mainland Chinese Student registration notification letter. Please visit the "Office of International Affairs " webpage in early April and go to the "Student Section" under "Overseas Chinese Students" to find the important notes for new students in the 113th academic year.

Registration for Mainland Chinese Students

Office of International Affairs
(Mainland Chinese Students):
02-77491283

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.

Online Confirmation

- Visit <https://bds.oia.ntnu.edu.tw/bds/cnreg> to complete online confirmation.

In-Person Registration

- **Dates : Friday, August 30, 2024 at 2:00-4:00pm (Tentative)**
- Location: OIA Lounge, Normal Building 1F, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei)
- For registration-related information, please refer to the Mainland Chinese Student registration notification letter.



Dormitory Application
Graduate Student Handbook
Map of NTNU

Dormitory Application

Student Housing Office : 02-77496922

Application Period

- Application time of dormitory housing is the same as the online confirmation period, or login on **July 25-August 2, 2024** to apply, look up, revise, or cancel.
- How to Apply: NTNU homepage → Student → NTNU Administrative Login Portal → Student Dormitory System → Dormitory Application System

Special Status

- Students with special status should submit proof and supporting documents along with their dormitory applications before **July 30, 2024** in person to the Student Housing Office (Main Campus or Gongguan Campus) or email (su0427@ntnu.edu.tw). Incomplete applications or incorrect information will result in cancellation of eligibility.

Payment Details

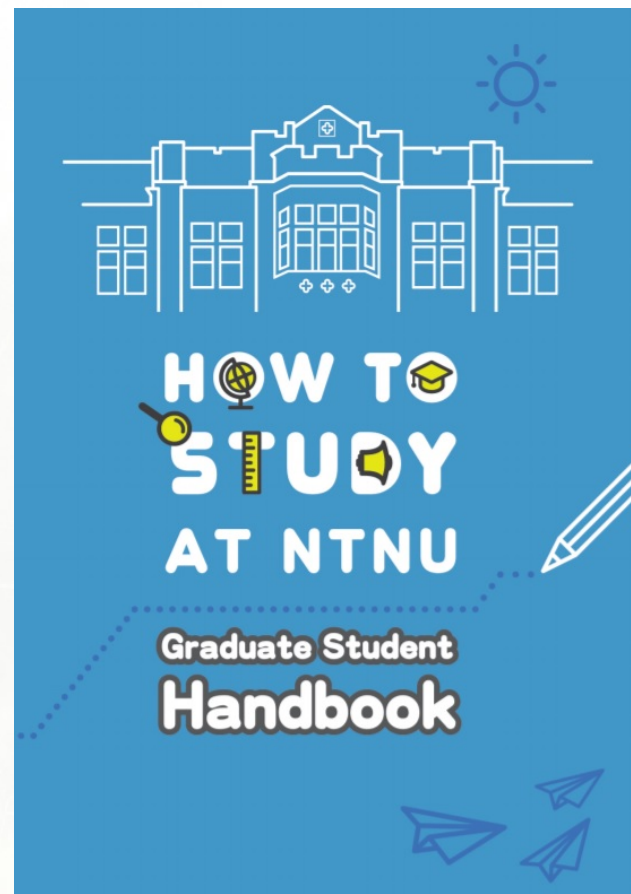
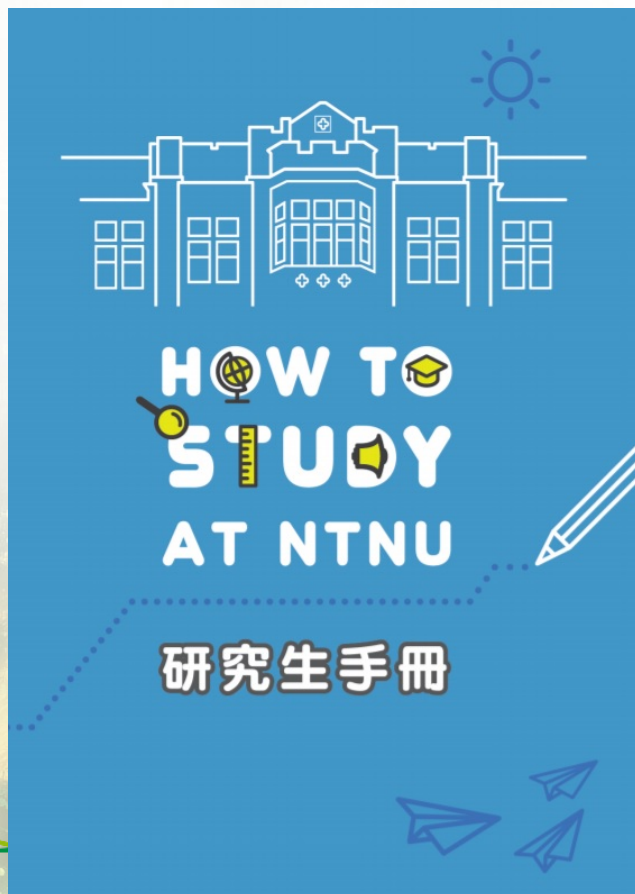
- Students who have been assigned a dorm room should pay dormitory fees by **August 7-13, 2024**. Those who decided not lived in NTNU dormitories should notify the SHO before the payment period ends. Failure to pay by the stipulated deadline will be deemed as a voluntary surrender of tenancy, and also lowered down 1-level housing priority for the next school year.
- Print Dormitory Fee Bills: <http://ap.itc.ntnu.edu.tw/FreshLogin/>

Dormitory Information

- For details, please visit the Student Housing Office webpage at the Office of Student Affairs website: <https://www.ga.ntnu.edu.tw/dorm/> (NTNU homepage Administrations Office of Student Affairs Student Housing Office)



GRADUATE STUDENT HANDBOOK

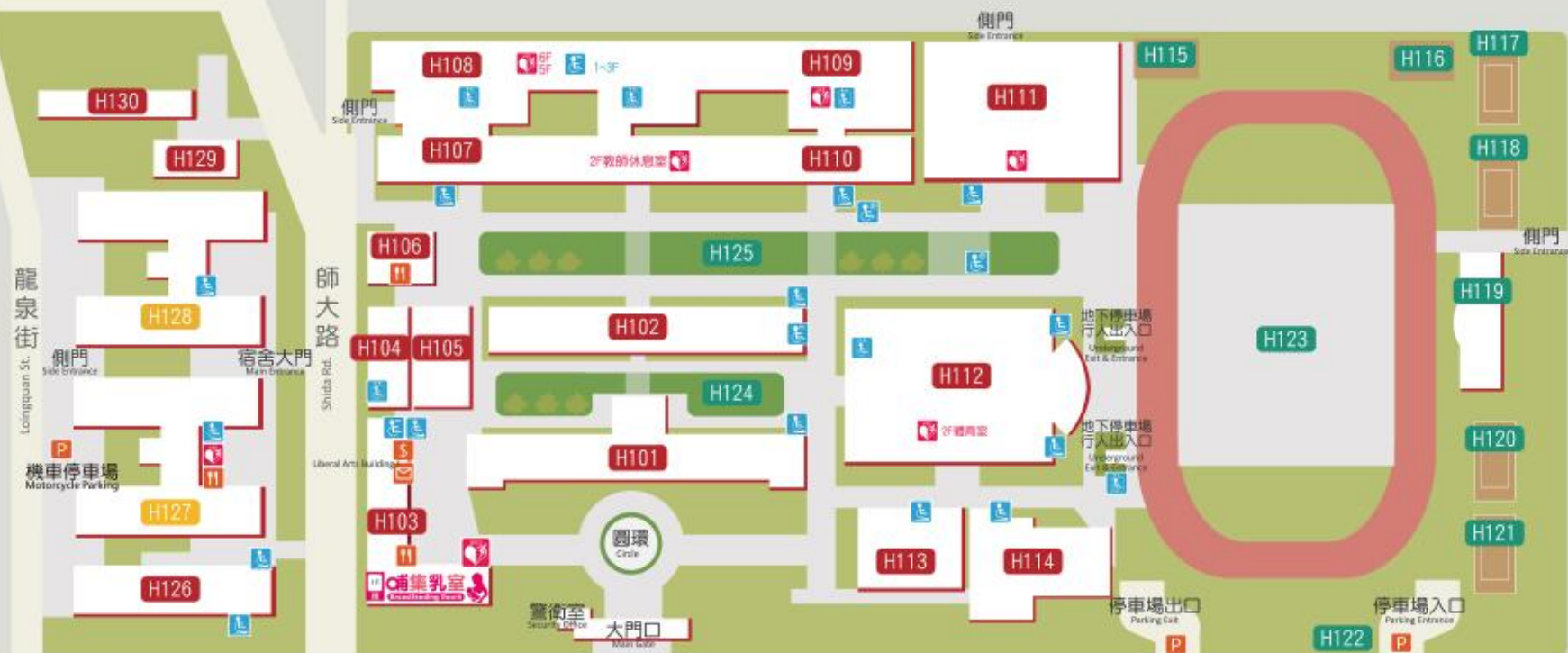


<https://reurl.cc/GeLDkW>



國立臺灣師範大學 和平校區 I 配置圖

National Taiwan Normal University Heping Campus I Map



和平東路一段 Heping E. Rd., Sec. 1.

- | | | | | | | | | | |
|---|-------------------------------|--------------------------------------|-------------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------------------|---------------------------------|-----------------------------------|
| H101 行政大樓
Administration Building I | H104 健康中心
Health Center | H107 正大樓
Liberal Arts Building I | H110 模大樓
Liberal Arts Building I | H113 禮堂
Assembly Hall | H116 排球場
Volleyball Court 2 | H119 司令台
Review Stand | H122 汽車停車場
Parking | H125 日光大道
Sunlight Avenue | H128 女一舍
Residence Hall B |
| H102 普通大樓
Administration Building II | H105 文薈廳
Wenhui Hall | H108 誠大樓
Liberal Arts Building II | H111 游泳館
Aquatic Center | H114 音樂系館
Music Building | H117 網球場
Tennis Court 1 | H120 籃球場
Basketball Court 1 | H123 運動場
Track and Field Ground | H126 美術系館
Fine Arts Building | H129 管理學院
Management Building |
| H103 樂智樓
Union Building II | H106 樂群樓
Union Building II | H109 勤大樓
Liberal Arts Building II | H112 體育館
Gymnasium | H115 排球場
Volleyball Court 1 | H118 網球場
Tennis Court 2 | H121 籃球場
Basketball Court 2 | H124 維也納森林
Vienna Forest | H127 男一舍
Residence Hall A | H130 音樂學院
Music Building Annex |



- 自動體外心臟電擊去顫器 Automated External Defibrillator
- 汽車停車場 Parking
- 提款機 ATM
- 郵局 Post Office
- 餐廳 Restaurant or Cafe
- 無障礙坡道 Wheelchair Ramp
- 無障礙電梯 Accessibility Elevator
- 無障礙廁所 Restroom for the Disabled
- 無障礙車位 Disabled Parking Only



國立臺灣師範大學 和平校區 II 配置圖

National Taiwan Normal University Heping Campus II Map



H201 綜合大樓
Union Building I

H203 博愛大樓
Bo-Ai Building

H205 教育學院大樓
Education Building

H207 科技與工程學院大樓
Technology and Engineering Building

H209 國際會議中心
Career Services Building

H211 羅馬廣場
Roman Square

H202 圖書館
Main Library

H204 進修推廣學院大樓
Continuing Education Building

H206 師大美術館
Art Museum

H208 機械工程大樓
Mechanical Engineering Building

H210 汽車停車場
Parking





國立臺灣師範大學 公館校區配置圖

National Taiwan Normal University Gongguan Campus Map



G101 行政大樓 Administration Building	G104 數學館 Mathematics Building	G107 誠樓 Residence Hall D	G110 學七舍 Residence Hall E	G113 男二舍 Residence Hall F	G116 中正堂 Assembly Hall	G119 排球場 Volleyball Court	G122 人工溼地 Artificial Wetland
G102 綜合館 Conference Center	G105 圖書分館 Library	G108 應用科學大樓 Applied Science Building	G111 動物房 Animal Laboratory	G114 女二舍 Residence Hall G	G117 司令台 Review Stand	G120 籃球場 Basketball Court	G123 歐洲公園 Europe Park
G103 科教大樓 Science Education Building	G106 研究生宿舍 Residence Hall C	G109 理學院大樓 Natural Science Building Complex	G112 教學研究大樓 Lecture Hall	G115 體育館 Gymnasium	G118 運動場 Track and Field Ground	G121 硬式網球場 Tennis Court	G119 健康中心 Health Center



- 自動體外心臟電擊去顫器 / Automated External Defibrillator
- 汽車停車場 / Parking
- 提款機 / ATM
- 郵局 / Post Office
- 餐廳 / Restaurant or Cafe
- 無障礙坡道 / Wheelchair Ramp
- 無障礙電梯 / Accessibility Elevator
- 無障礙廁所 / Restroom for the Disabled
- 無障礙車位 / Disabled Parking Only