

NTNU Academic Registration Notice for the 2023 Spring Semester



國立臺灣師範大學
NATIONAL TAIWAN NORMAL UNIVERSITY

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1-1. Registration



[School Regulations](#)

Item		Required	Additional Notes
NTNU Student Information Record Confirmation		※	All NTNU identity documents such as an NTNU ID card are based on your NTNU Student Information Record.
Payment	Tuition, Miscellaneous Fees, and Credit Fees	※	Students who fail to submit the payment of registration fees after receiving notification shall be asked to withdraw from the university. Tuition & Fees Information
Student Card	New Students	※	After registration, students could receive your student ID cards after completing the health exam in accordance with the "Key Points for Health Check-up for Freshmen of NTNU". Students who fail to complete the health check as required would not complete the registration process.
	Undergraduate Students		EasyCard student discount period of validity is 4 years. The period of validity runs from the year of enrollment to October of the projected graduation year. If the student is not graduating, please bring the student ID card to Registrar's Office or Academic Affairs, Gongguan Campus to apply for an extension; each extension period is valid for 1 year.
Course Selection		※	Following payment of registration fees, students who fail to follow university regulations regarding course selection shall be required to suspend their studies at NTNU.

1-2. Registration

Item	Required	Additional Notes
Military Service		New students who have a valid Taiwan National ID but have yet completed their mandatory military service are required to complete this application process before the end of January to avoid being called or drafted for military service.
Student Insurance	Student Group Insurance	Student group insurance will be added to the tuition and fees at the time of registration. If you want to opt out of the insurance, please download and fill out the Withdraw from Student Group Insurance Application Form. Visit the Division of Student Services (Student Affairs Office) website for information on application period and more details.
	Overseas Student Health Insurance	
Student Advising System		Please log onto the Administrative Portal at http://iportal.ntnu.edu.tw/ntnu/ → System Applications → Student Affairs System → Student Advising System.

2. Important Dates

Date	1/9	1/12	2/2	2/4	2/13	2/20 (Classes begin)	2/24	3/6
	Stage 1 Course Selection		Stage 2 Course Selection			Course add-drop stage (3/6 Only for Courses Addition)		
Item					Credit Transfer			
	Registration fee payment(mid-Jan.-2/20)							
Notes	<p>1. Application for military service status: January 1- January 31</p> <p>2. Deadline for registration fee payment : 2/20 Students who submit the application for the suspension of studies before the commencement of the semester (including the first day) are exempt from paying the payment.</p> <p>3. Credit Transfer : 2/13-2/24 ◦</p> <p>4. Course Selection : Stage1 :1/9-1/12 、 Stage 2: 2/2-2/4</p> <p>Course add-drop stage: 2/20-3/6 (3/6 Only for Courses Addition)</p>							



Academic Calendar



3. Student Information Record Confirmation



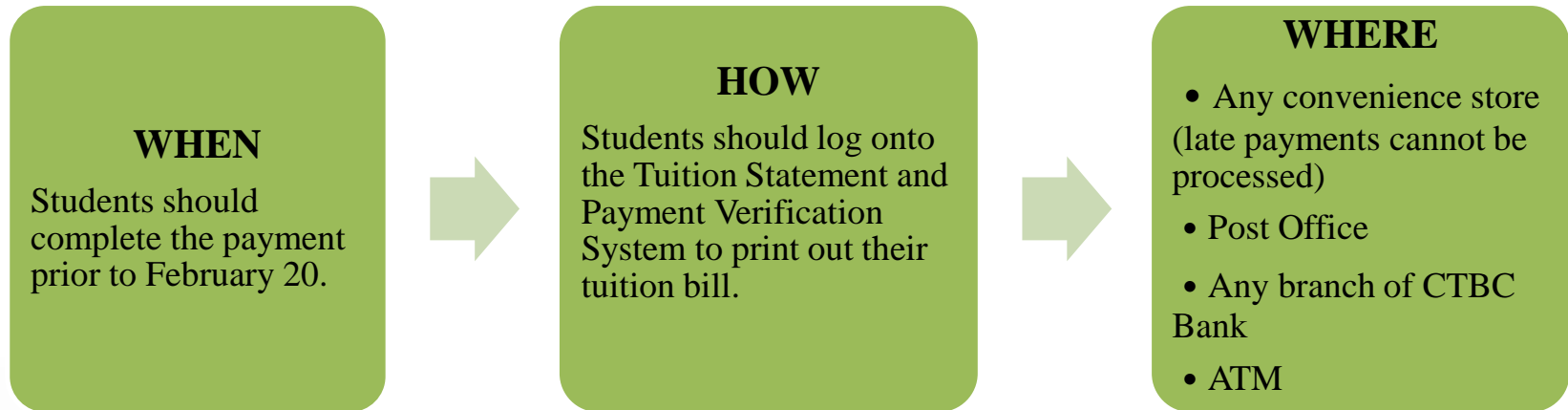
Item	Student Information	Student Status
Notes	All NTNU identity documents such as an NTNU ID card are based on your NTNU Student Information Record.	1. It is possible to log onto the system to check the student status(term of study, current semester or the suspension of studies) at any time.
How to Update	<ol style="list-style-type: none">1. Contact Information Update (phone number, post address or E-mail) : log onto [Academic System for Students] to self-edit contact info.2. Alteration of Name, permanent address and Date of Birth: bring related documents and visit the Registrar's Office or Academic Affairs, Gongguan Campus.	2. For more information, please refer to School Regulations. If you have any questions regarding the student status, please direct inquiries to the staff of Registrar' s Office or Academic Affairs, Gongguan Campus.
Pathway	Please log onto NTNU Administrative Portal/ Academic System for Students/ Student Information/ Contact Information.	



4. Registration Fee Payment



➤ Phase I : For all students



➤ Phase 2: For students who have their graduation deferred or enroll in individual tutorial classes

Starting from mid-March, please go online to handle the payment process.

Please Remember :

1. Scan the QR Code on the right to access the Tuition Statement and Payment Verification System.
2. Your receipt of payment can be printed out after 3-5 working days from the day of payment.
3. In accordance with NTNU School Regulations, Students who fail to submit the payment of registration fees after receiving notification shall be asked to withdraw from the university.



5. Financial Aid for Disadvantaged Students

Item	Tuition and Fees Waiver	Financial Aid for Disadvantaged Students	Student Loan
Eligibility	Students with indigenous peoples status, survivors of military and civil servants (within or after the year limitation), students with disabilities, children of active military personnel, children of people with disabilities, children from low-income households, children from low- and middle-income households, and children from families in hardship.	A 1.7 GPA (average score of 60) or higher; annual family income lower than NT\$700,000; total family interest income lower than NT\$20,000; total real estate value lower than NT\$ 6.5 million. (Freshmen and transfer students do not need to provide transcripts.)	Annual household income lower than NT\$1.2 million or annual household income exceeds NT\$1.2 million but the student and two or more of their siblings are enrolled with active student status in a senior high school or junior college or higher.
Application process	You must apply online within the specified time and upload valid supporting documents. You can print out the payment slip online about 2 days after the waiver is approved and complete the payment.	Online application is open from October 1 to October 20 each year for document upload.	For details, visit the Division of Student Services (Office of Student Affairs) website
Notes	Students granted a tuition and fees waiver who wish to apply for a student loan may apply for a loan amount equivalent to the original tuition and fees minus the waived amount. The student will need to apply for the waiver first before applying for the student loan. Students can only apply for either a tuition and fee waiver or financial aid for disadvantaged students. (Tuition and fee waiver, financial aid for disadvantaged students, and student loan are applicable for Taiwanese students only.)		



6. Course Selection

★ There is no course selection stage for freshmen in this semester. After obtaining a student ID, freshmen can log in to select courses at each stage.

Stage 1

- Course Selection date : 1/9~1/12
- Announcement of Course placement results : 1/31

Stage 2

- Course Selection date : 2/2~2/4
- Announcement of Course placement results : 2/13

Course add-drop stage

- First day to add / drop courses : 2/20
- Last day to **drop** courses : 3/5
- Last day to **add** courses : 3/6
- At this stage, add-drop for all courses are conducted online.

Notes on course selection

1. Please go to [NTNU](#) English homepage and click on "[Academics](#)", "Courses" icon to find the Course Information System and the Course Selection System .
2. The Course Selection System is open to students from 9:00am to 12:00 midnight during the course selection period.
3. Information about course selection can be found on the website of the [Office of Academic Affairs/ Course Selection/ Undergraduate and Graduate Students /](#) and the latest news on the homepage of the Office of Academic Affairs. Please stay tuned.



7. Credit Transfer



Eligibility

- Transfer students, or students re-taking the examination or re-applying for enrollment.
- Students who have completed preliminary credit studies in line with relevant regulations before passing the University Entrance Examination.
- Students eligible to participate in teacher education programs (specialized education program credit transfer).

Application Period

- February 13, 2023 to February 24, 2023.

Application Process

- **【Pathway】** NTNU Administrative Portal/Academic Affairs Information System(student version)/Grade Related/General Course Credit Transfer Application System.
- After completing the **【Online Application Process】**, please print out the completed application form and attach an original copy of your university transcript and other necessary documents. Submit these documents for review and confirmation to the academic unit in charge of the class and the director of the relevant department or graduate institute.

Results Inquiry

- Results will be available in approximately three (3) working days after documentation has been submitted to the Registrar's Office.
- **【How to Inquire】** NTNU Administrative Portal/Academic Affairs Information System/Grade Related/General Course Credit Transfer Application Record and Inquiry

Important Points

- Only courses taken and passed ten years or earlier prior to the date of the student's matriculation at NTNU are eligible for credit transfer.
- For undergraduates, credit transfers may not exceed 50 credits (professional education courses excluded)
- If newly matriculated first year students apply for more than 40 credits of credit transfer in the first semester (professional education courses excluded), the student may be elevated, at most, to the next grade.
- Credit transfers are not available for courses in which the student has already taken and passed while enrolled at NTNU.
- For more information, please scan the QR on the right.

8. Dorm Application



How to apply

- Please apply online within the application period, dormitory allocation will be arranged according to random computer numbers; please check online for results, payment deadlines, move-in schedule and related notes.

Accommodation Payment

- Please follow the announcement or notice on the Student Housing website and pay the accommodation fee within the stipulated period. Those who fail to make payment on time will be deemed as a voluntary waiver of room assignment and decline 1-level down in the priority for the dormitory application of 112 academic year.

Important Reminder

- For students who are resuming their student status and have a need for housing, please contact the person Ms. Fang, Tel:(02)7749-3322 Email: fish516@ntnu.edu.tw in advance to help with the follow-up process.

Announcement Website

- National Taiwan Normal University → Administration → Office of General Affairs → Student Housing



9. Military Service Deferment

Eligibility

- Applicable for students who hold a Taiwan ID card and meet the following age criteria:
For draft deferment: under the age of 33
For call deferment: Enlisted personnel under the age of 36; second lieutenants and non-commissioned officers under the age of 50; master sergeants and field officers under the age of 58.

Application period

- January 2023
- Go to [Student Military Service Application System] to apply online and submit the following hardcopy forms:
Application for draft deferment or its extension: student military service application form
Application for call deferment or its extension: student military service application form and photocopy of administrative discharge order

For more information

- Student Military Service webpage <https://assistance.sa.ntnu.edu.tw/>學生兵役及役男出國/



10. Student Insurance

✓ Student group insurance

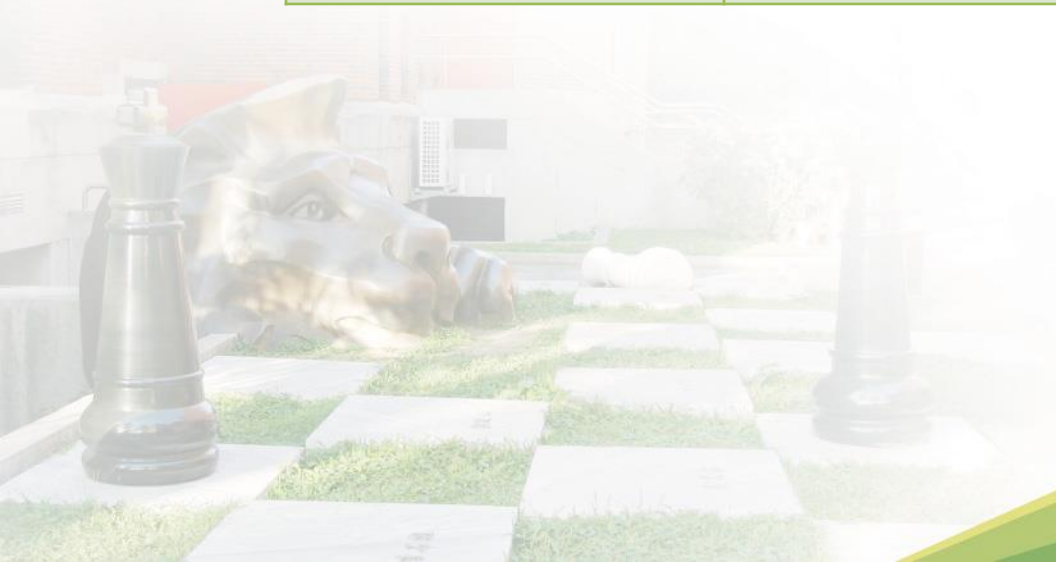
- Student group insurance will be added to the tuition and fees at the time of registration. If you want to opt out of the insurance, please download and fill out the Withdraw from Student Group Insurance Application Form. Visit the Division of Student Services (Student Affairs Office) website for information on application period and more details.

✓ Overseas Student Health Insurance

Student Group Medical Insurance	National Health Insurance (NHI)
<p>Students who are not yet qualified for the National Health Insurance system should visit the Office of International Affairs to enroll in a student group medical insurance plan. Insurance costs NT\$3000 per semester for overseas Chinese students, international students, and students from Mainland China. However, overseas Chinese students are billed only NT\$580 for the first semester, after which they shall pay the same rate as other overseas students.</p> <ul style="list-style-type: none">▶ Students pay upfront for clinic visits or hospital stays and apply for reimbursement at a later date.▶ Insurance covers accidents and illness. It does not cover voluntary procedures such as health exams and teeth cleaning.	<p>Mandatory insurance for any person who has resided in Taiwan for a period of 6 months.</p> <ul style="list-style-type: none">● International students pay NT\$826 a month, for a total of NT\$4,956 per academic semester.● Overseas Chinese students pay NT\$826 a month for a total of NT\$4,956 per academic semester. However, for students who have declared economic hardship during in-person registration, they will be billed NT\$413 a month for a total of NT\$2,478 per semester.● Mainland Chinese students will be processed according to the legal framework published by the National Health Insurance Administration.
<ol style="list-style-type: none">1. Insurance coverage for the fall semester runs from September to February of the following year. Coverage for the spring semester runs from March to August.2. Health insurance premiums are included in your tuition and miscellaneous fees statement and are paid at the time of registration.3. Any increases in insurance premiums are decided on and announced by the National Health Insurance Administration. <ul style="list-style-type: none">● The NHI program is a mandatory social insurance and offers international students in Taiwan equal medical rights. For international students coming to Taiwan to study, after residing in Taiwan for a period of 6 months, they are legally required to enroll in the NHI program, either individually or through their educational institution.● Students may spend 6 consecutive months in Taiwan, or reach the 6-month requirement after leaving Taiwan one time for no longer than 30 days. However, any time spent aboard does not count towards the required 6 months.	

11. Scholarships/Subsidies

Local Students	International Student	Overseas Chinese Students
 <p data-bbox="349 644 664 753"><u>National Taiwan Normal University Scholarship Application System</u></p>	 <p data-bbox="801 644 1095 715"><u>Scholarships for International Students</u></p>	 <p data-bbox="1219 644 1557 715"><u>Scholarships for Overseas Chinese Students</u></p>



12. New Student Health Exam

- In accordance with the regulations of the Ministry of Education and NTNU's New Student Health Exam Implementation Guidelines, new students are required to complete a health exam. Students who do not undergo a health exam will be considered as having failed to complete the registration process. *International students must complete the health exam and complete "In-Person Registration and Document Submission" at the Office of International Affairs before they pick up their student ID cards.
- Only after students pay their registration fees in full and submit a health exam report will they be eligible to pick up their student ID.

Individual health exam off-campus

- Please download the "Student Physical Examination Form" and go to the LOHAS Clinic/ Chi Hsin Clinic to complete the physical examination. Please make an appointment with LOHAS Clinic/Chi Hsin Clinic.
LOHAS Clinic: <http://www.lohasclinic.com.tw/>
Chi Hsin Clinic: https://service.ch.com.tw/group_check/Online_Reg.aspx?tp=sh
- Please submit to NTNU Health Center of the Normal University/ Gongguan Branch Health Center the health examinations performed within the past three months in Taiwan (i.e. a health exam taken after **November 2022**) to the Health Center. (You will need to download a Student Health Information Card. Fill in the first page and attach it to your health report.) After you 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 Registrar's Office/Academic Affairs, Gongguan Campus. Students should submit their health exam results prior to **March 20, 2023**.
- Student Health Examination Form:
Chinese ver.: <https://reurl.cc/VDENaY>
English ver.: <https://reurl.cc/QL9edZ>

13. Contact Information

Item	Contact Information
Registration Fee Payment	(02)7749-1343 Cashier
Course Selection	(02)7749-1114 Curriculum Office
Credit Transfer	(02)7749-1077 Registrar' s Office
Dorm Application	(02)7749-3322 Student Housing
Military Service Applications	(02)7749-1060 Student Services
Student Loans	(02)7749-1058 Student Services
Tuition Waiver; Financial Aid for Disadvantaged Students	(02)7749-1057 Student Services
Scholarships for Local Students; Student Group Insurance	(02)7749-1061 Student Services
Student Advising System	(02)7749-1059 Student Services
Overseas Student Insurance, Scholarships/Subsidies	(02)7749-1282 Office of International Affairs
New Student Health Exam	(02)7749-3107 Health Center

Registrar's Office

Location : [The Office of Academic Affairs service window on the first floor of the administration building \(Main Campus I\)](#)

Tel : 02-77491077

Academic Affairs, Gongguan Campus

Location : [First floor of the Conference Center, Gongguan Campus](#)

Tel: 02-77496549

Office Hours: Mon-Fri 8:30am-5:30pm

