



國立臺灣師範大學

National Taiwan Normal University

Intercollegiate Course Selection Operation Manual

for Non-NTNU Students

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Please go to the Intercollegiate Course Selection Application System for Non-NTNU Students website first: <https://ap.itc.ntnu.edu.tw/InterUniversityCourse/index.jsp>.

Chapter 1: Register a Username

First-time applicants should register a username first. Please click First Time Login in the front page of the system. This username is accessible in the future semesters as well; if you have been registered a username before but forgot your password, please see Chapter 2: Forgot Password or Verification Email Not Received.

National Taiwan Normal University Intercollegiate Course Selection System for Non-NTNU Students

1. The application for 2024 Spring semester intercollegiate course selection for non-NTNU students opens on February 5, 2024 and ends on March 4, 2024.

Paper application forms are acceptable from February 12th to March 4th, 2024.

2. If you are a non-NTNU student, be sure to obtain approvals from your department and the Office of Academic Affairs in your home institution before submitting your application to NTNU. Please prepare application forms of both your home institution and NTNU and complete the application process before the deadline. For more information about regulations and application process, please check the NTNU Office of Academic Affairs website, and download the operation manual.

3. See "Top 9 Questions of Intercollegiate Course Selection for Non-NTNU Students" for more details.

4. For questions about courses, please contact the Curriculum Office at amonkey06@ntnu.edu.tw.

5. For questions about grades and transcripts, please contact the Office of Academic Affairs if you are undergraduates, and contact the Graduate Studies Office in (02)7749-1082 if you are graduate students.

Username: NTNU_987654321

Password: Password

Validate Code: 5dzt

Login

First Time Login Unable to login with my username

First Time Login

Enter the registration page and fill out your personal information in the form.

Step 1 Step 2 Finish

Step 1

*School Name select one option

*Student ID

Password

Confirm Password

Next

Next

Back to Homepage

The image shows a registration form titled "Step 2" with a progress bar at the top indicating "Step 1", "Step 2", and "Finish". The form contains the following fields and elements:

- Username:** NCCU_1121020
- Name:** (empty)
- Gender:** (dropdown menu)
- Degree level:** (dropdown menu)
- Department (full name):** (empty)
- National ID No.(or ARC ID No.):** (empty)
- Date of Birth:** 98/01/15
- Cell Phone/Contact Number:** (empty)
- Address:** (empty)
- E-mail:** (empty)
- Validate Code:** (empty)

Below the fields, there is a checkbox for "I've read and agree to the terms of Personal Information Verification and Data Collection Agreement". To the right of the checkbox are logos for "v e p X" and a social media icon. A red arrow points to a "Submit" button, which is highlighted with an orange border. At the bottom of the form, there are "Previous" and "Submit" buttons.

After submitting the form, the system will send a verification email to the email address you provide. Please check your mailbox and complete the verification process. You should be able to log in to the system with your username and password after this step.

Chapter 2: Forgot Password or Verification Email Not Received

Go to the front page of the system and click Unable to Login with My Username, you may reset your password or request for a new verification Email.

National Taiwan Normal University Intercollegiate Course Selection System for Non-NTNU Students

1. The application for 2024 Spring semester intercollegiate course selection for non-NTNU students opens on February 5, 2024 and ends on March 4, 2024.

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3. See “Top 9 Questions of Intercollegiate Course Selection for Non-NTNU Students” for more details.

4. For questions about courses, please contact the Curriculum Office in (02)7749-1081, or email to amonkey06@ntnu.edu.tw.

5. For questions about grades and transcripts, please contact the Registrar’s Office in (02) 7749-1082 if you are undergraduates, and contact the Graduate Studies Office in (02)7749-1082 if you are graduate students.

Username: NTNU_987654321

Password: Password

Validate Code: z J P k

Login

First Time Login **Unable to login with my username**

Unable to Login with My Username

*Forgot password: You can reset your password in this page.

*Verification Email not received: You can request for a new verification email by clicking Send a New Verification Email in the bottom of the page.

New password

School Name: select one option

Student ID:

Password:

Confirm Password:

Validate Code: z J P k

Submit

Submit

Back to Homepage

Send a new verification Email

Or you can click here to request for a new verification email.

Send a New Verification Email

Chapter 3: Fill out and Print the Application Form

Log in to the system and go to the Course Selection section to add the course you wish to register.

Welcome, 測試帳號2 ! Applications for Fall Semester 2023 is open from 2023-08-21 to 2023-11-30

Instructions **Course Selection** Logout

Step 1: Go to the Course Selection section.

Add course Delete application Print this application

<input type="checkbox"/>	Course Type	Academic Year	Term	Serial No.	Course Code	Course Name	Instructor	Time/Location	Status	Application No.
<input type="checkbox"/>	In-service master's program	112	1	0215	EDP5154	Education Action Research				

Step 2: Click Add a New Course.

Welcome, 測試帳號2 ! Applications for Fall Semester 2023 is open from 2023-08-21 to 2023-11-30

Instructions **Course Selection** Payments Application Records Personal Information Logout

Add course Delete Submit this application Print this application

<input type="checkbox"/>	Course Type	Academic Year	Term	Serial No.	Course Code	Course Name	Instructor	Time/Location	Status	Application No.
<input type="checkbox"/>	In-service master's program course	112	1	0215	EDP5154	Education Action Research				

Course Information System Course Information System (In-Service Master's Programs)

Course Type :
Regular course

Serial No. (Required) :
0650

Course Code (Required) :
EDU0005

Step 3-1: Click here to search the course.

Step 3-2: Fill in the serial number and course code of the course.

Add Cancel

Click Add.

Do you want to add 「 Educational Administration 」 to the list?

A confirm message will pop up, click Yes.

「 Educational Administration 」 has added to the list.

Click OK to show your course list.

Submit it and print the application form.

Step 5: Submit the application.

Step 4: Choose the course you would like to register.

Regular course 112 1 0650 EDU0005 Educational Administration Thur. 1-2 Main ED315

Step 6: Print the application form.

Please check your personal information before printing, and select the application no. you want to print :

Chapter 4: Application Process

Please follow the application procedures and complete the application process after printing the form.

To take NTNU courses, non-NTNU students shall obtain the permission of their home institutions first. Furthermore, students shall complete the approval process at their home institutions before starting application process of NTNU intercollegiate course selection. Please prepare the application forms of both NTNU and students' home institutions for application process.

1121_NCCU_409123123_06

Transfer Time: 2023-11-29 14:51:28.19 Receipt No. :

NTNU Application Form for Intercollegiate Course Selection (For Non-NTNU Students)

Note: Please read carefully and follow the steps of "NTNU Intercollegiate Course Selection Application Procedures" in the back of this form.

Student Name	Autofill section	
Home Department		
Student ID Number at Home Institution		
Email		

Course Information							Approval of Instructors	
The Institution Offers the Courses: National Taiwan Normal University			The Department Offers the Courses: Department of Education				Signature of Instructors	
Serial No. / Course Code	Course Title	Class Time	Required/ Elective	Course Level	Credits	Instructor(s)		
0650 EDU0005	Autofill section					(Date)		

1. Approval of Home Institution:

Signature of Dept. Chair	Official Stamp of Office of Academic Affairs
(Date)	(Date)

2. Approval of NTNU:

Signature of Dept. Chair	Official Stamp of Curriculum Office <small>Located on the 3rd floor of Administration Building.</small>	Please complete your payment in the Intercollegiate Course Selection Application System.
(Please date and do not use an authorization stamp here.)	(Please date and do not use an authorization stamp here.)	Credit Fee Standards: NT1390 per credit hour for undergraduate courses. NT1470 per credit hour for graduate courses. Courses of in-service master's program are charged according to the credit fee standards of each program.

3. Payment of Fees:

4. Complete Your Application:
Please bring this form and the approval email of course selection sent by NTNU to your home school and start your intercollegiate course selection application at your school.

Page: 1 / 1

Please contact the instructors and obtain the approval signature.

Approval signature of students' home institutions.

Guidelines for Intercollegiate Course Selection for Non-NTNU Students

Besides **Teacher Education Program** and **EMBA** courses, any other courses that have been approved by their instructors and departments are open to Non-NTNU students to apply.

* To contact course instructors, students can go to the department website or use Google Search to look for the contact information of instructors.

If the instructor approves your request, please submit the application form with signatures of the instructor and the department offers the course to the Curriculum Office.

* Course Information System: Undergraduate and Graduate Program, In-service Master's Program



Fill out the Form

1. Go to the Intercollegiate Course Selection Application System (Operation Manual) and register for the courses. Please print out the application form after you complete the registration.
2. Fill out the application form of your home institution and print it out (if your home institution does not request for it, please skip this step).



Approval of Home Institution

Please print out the application forms of both institutions and obtain approval from your home institution first (if your home institution does not request for it, only NTNU application form is required).



Approval of NTNU

Approval Process: **Instructor**→**Department**→**Curriculum Office** (Located on the 3rd floor of Administration Building, Main Campus I)

* After having approvals of both institutions, please take and save a picture of your application form.

* NTNU campus map: https://www.ga.ntnu.edu.tw/ntnu_map/

* Office hours: 8:30am - 17:00pm from Monday to Friday



Payment of Fees

Please go to the **[Intercollegiate Course Selection Operation Manual for Non-NTNU Students]** to pay the fees within the acceptance period.

* After paying your fees, NTNU will send an email to you and prove that you have completed the NTNU application process. Please print out the email and submit it with your application form at your home institution, the NTNU Cashier Office will no longer stamp on your application documents to prove your payment.

* Fee Standards: NT\$1390 per credit hour for undergraduate courses; NT\$1470 per credit hour for all graduate courses. The fees of in-service master's program courses are charged according to the credit fee standards of each program. **After paying the fees, students cannot drop the courses and ask for the refund unless the courses are cancelled due to an insufficient number of students.**



Submit the Application Form to Your Home Institution

Please submit the application form and the approval email sent by NTNU to your home institution and complete your intercollegiate course selection application at your school before the deadline.

Chapter 5: Online Payment Instructions

Log in to the Intercollegiate Course Selection Application System for Non-NTNU Students→
Click Payments. Choose the payment number to pay or print the payment form.

Instructions Course Selection **Payments** Logout

Step 1: Go to Payments section.

Pay or print the payment form

	Academic Year	Term	Application No.	Total Payment Amount	Status
<input type="checkbox"/>	112	1	1121_NCCU_409123123_06	2780	

Instructions Course Selection **Payments** Application Records Personal Information Logout

Step 2: Click Pay or Print the Payment Form.

Pay or print the payment form

	Academic Year	Term	Application No.	Total Payment Amount	Status
<input checked="" type="checkbox"/>	112	1	1121_NCCU_409123123_06	2780	

Next, connect to the Payment System.

步驟 Steps 選擇繳款方式 Payment Options 線上付款 Checkout Online

繳費說明 Payment Information

繳費單位 總務處出納組
Payment Receiver

繳費名稱 國立臺灣師範大學校際選課學分費
Payment Detail

繳費金額 4410 元 NT Dollars
Payment Amount

選擇繳費方式 Payment Options

- 信用卡 Credit Card
- WebATM即時付 Web ATM
- 臨櫃繳費單 Pay at Bank Counter
- 超商繳費單 Pay in Convenience Store

Step 3: Choose your payment method.

確定繳費 Proceed to Checkout

繳費說明 Payment Information

繳費單位 Payment Receiver	總務處出納組
繳費名稱 Payment Detail	國立臺灣師範大學校際選課學分費
繳費金額 Payment Amount	4410 元 NT Dollars
選擇繳費方式 Payment Options	<input checked="" type="radio"/> 信用卡 Credit Card  <input type="radio"/> WebATM即時付 Web ATM <input type="radio"/> 臨櫃繳費單 Pay at Bank Counter <input type="radio"/> 超商繳費單 Pay in Convenience Store 

確定繳費 Proceed to Checkout

Step 4: Click Proceed to Checkout and follow the instructions to complete the payment.

(1) Convenience Stores

Print the payment form and pay at a convenience store (such as 7-ELEVEN, FamilyMart, Hi-Life or OK Mark), please note that a processing fee will be charged if using this payment method. It will take approximately five business days to process your payment.

線上金流系統
NTNU Online Payment

步驟 Steps 選擇繳款方式 Payment Options **繳費說明 Payment Information**

交易資訊
Transaction Information

交易日期 Transaction Date : 2021/07/07
 繳費帳號 Account Number : 49741522100052
 繳費單位 Payable to : 總務處出納組
 繳費名稱 Payment Item : 國立臺灣師範大學校際選課學分費
 繳費金額 Amount Due : **8000 元**
 付款方式 Payment Methods : 7-Eleven、全家 FamilyMart、萊爾富 Hi-Life、OK便利商店 Ok Mart
 繳費期限 Payment Deadline : 2021/07/15

繳費說明
Payment Information

English | 正體中文

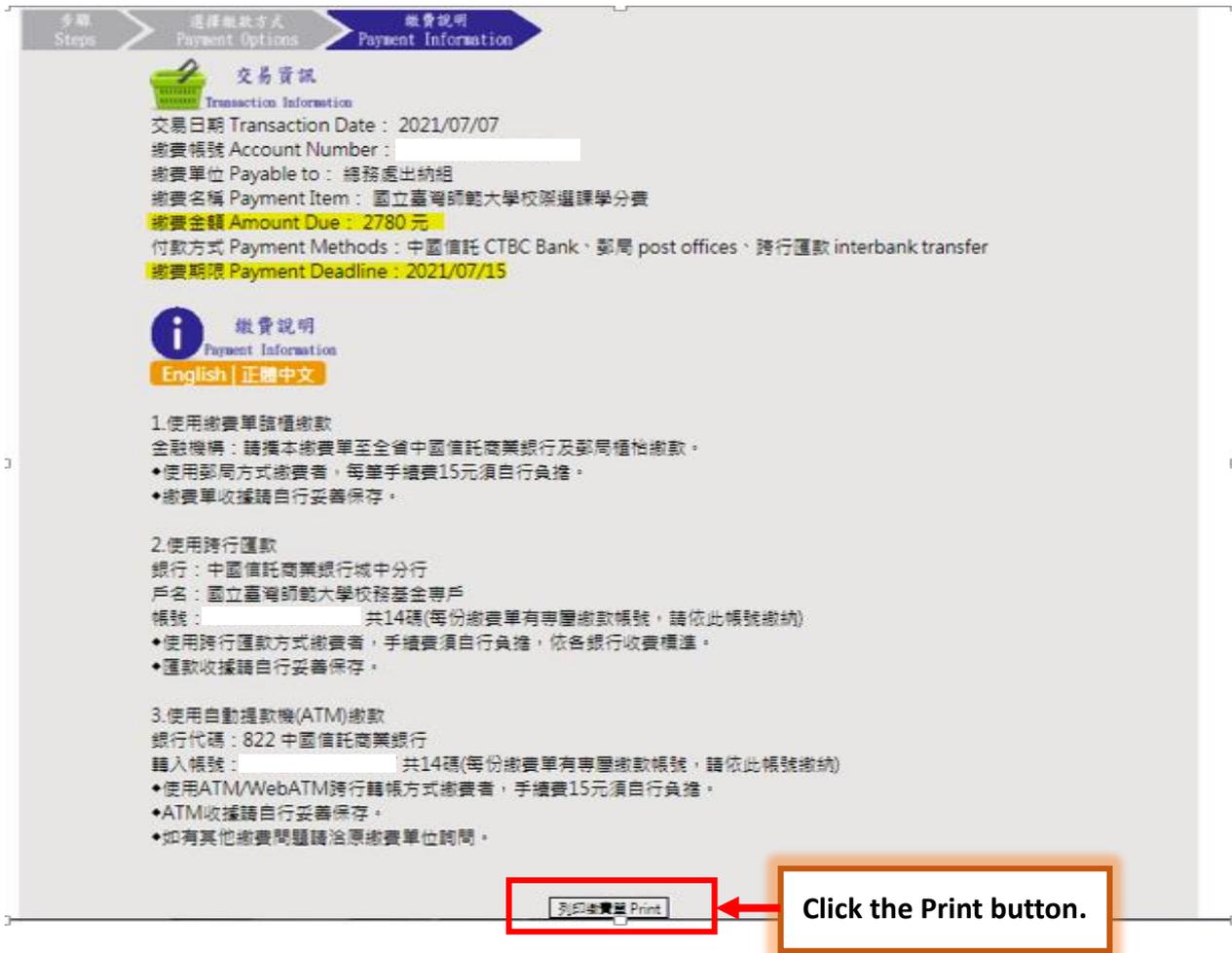
四大超商繳費：請先列印出繳費單並攜帶本繳費單至7-Eleven、全家、萊爾富、OK便利商店門市繳款。
 ◆使用四大超商方式繳費者，繳費金額6萬元以下，手續費15元須自行負擔。
 ◆繳費單經收費單位加蓋收訖戳記及ATM請帳證明單即為收據請妥為保存。
 ◆如有其他繳費問題請洽原繳費單位詢問。

列印繳費單 Print

Click the Print button.

(2) Post Offices and Banks

Print the payment form and pay at a post office or CTBC bank, please note that a processing fee will be charged if using this payment method. It will take approximately two business days to process your payment.



The screenshot shows a web interface for payment information. At the top, there are three tabs: 'Steps', 'Payment Options', and 'Payment Information'. The 'Payment Information' tab is active. Below the tabs, there are two main sections: 'Transaction Information' and 'Payment Information'. The 'Transaction Information' section includes fields for Transaction Date (2021/07/07), Account Number, Payable to (Finance Office), Payment Item (National Sun Yat-sen University Postgraduate Tuition Fee), Amount Due (2780 Yuan), Payment Methods (CTBC Bank, Post Offices, Interbank Transfer), and Payment Deadline (2021/07/15). The 'Payment Information' section has a language selector set to 'English | 正體中文'. It contains three numbered instructions: 1. Use bank payment (CTBC Bank and Post Offices), 2. Use interbank transfer (CTBC Bank), and 3. Use ATM payment (ATM). At the bottom of the page, there is a 'Print' button highlighted with a red box. An orange callout box with an arrow points to the button, containing the text 'Click the Print button.'

步驟 Steps | 選擇繳款方式 Payment Options | 繳費說明 Payment Information

交易資訊
Transaction Information

交易日期 Transaction Date : 2021/07/07
繳費帳號 Account Number :
繳費單位 Payable to : 財務處出納組
繳費名稱 Payment Item : 國立臺灣師範大學校際選課學分費
繳費金額 Amount Due : 2780 元
付款方式 Payment Methods : 中國信託 CTBC Bank、郵局 post offices、跨行匯款 interbank transfer
繳費期限 Payment Deadline : 2021/07/15

繳費說明
Payment Information

English | 正體中文

1. 使用繳費單櫃檯繳款
金融機構：請攜本繳費單至全省中國信託商業銀行及郵局櫃檯繳款。
◆使用郵局方式繳費者，每單手續費15元須自行負擔。
◆繳費單收據請自行妥善保存。

2. 使用跨行匯款
銀行：中國信託商業銀行城中分行
戶名：國立臺灣師範大學校務基金專戶
帳號： 共14碼(每份繳費單有專屬繳款帳號，請依此帳號繳納)
◆使用跨行匯款方式繳費者，手續費須自行負擔，依各銀行收費標準。
◆匯款收據請自行妥善保存。

3. 使用自動提款機(ATM)繳款
銀行代碼：822 中國信託商業銀行
轉入帳號： 共14碼(每份繳費單有專屬繳款帳號，請依此帳號繳納)
◆使用ATM/WebATM跨行轉帳方式繳費者，手續費15元須自行負擔。
◆ATM收據請自行妥善保存。
◆如有其他繳費問題請洽原繳費單位詢問。

列印繳費單 Print

Click the Print button.

Sample of payment form

國立臺灣師範大學
線上金融繳費單

繳費帳號： ██████████ 繳款人： ██████████

繳款明細		繳費期限：2021年07月30日	第一聯 收執聯
109學年度第2學期國立臺灣師範大學校務處繳學分費	2780元	收款行蓋章	
合計：2780元			

繳費注意事項

- 1.請於繳費期限前向中國信託商業銀行及郵局繳費。
- 2.採用郵局方式繳費者，須自行負擔15元(含銀行費用)。
- 3.採用跨行匯款付款方式說明：匯款銀行：中國信託商業銀行總分行(8220107)，戶名：國立臺灣師範大學校務處專戶，帳號：【49741522100305】，繳款金額【2780】，採用跨行匯款方式繳費者，手續費須自行負擔，依各銀行收費標準。
- 4.WebATM付款方式說明：銀行代號【822】→繳費帳號【49741522100305】→繳款金額【2780】，使用WebATM跨行匯款方式繳費者，手續費15元須自行負擔。
- 5.如遇其他繳費問題請洽原繳費單位詢問。
- 6.繳費單經收單單位加蓋收訖戳記或附加貼商、ATM繳費等證明正本，即「視同收據」，請妥善保存供日後查詢。

國立臺灣師範大學
線上金融繳費單

繳費帳號： ██████████ 繳款人： ██████████

繳款明細		繳費期限：2021年07月30日	第二聯 商品 憑單
109學年度第2學期國立臺灣師範大學校務處繳學分費	2780元	收款行蓋章	
合計：2780元			

第三聯 代收聯 中國信託商業銀行/郵局劃撥 傳真 號

戶名	國立臺灣師範大學校務處專戶	收款專戶：中國信託商業銀行股份有限公司 19729540 帳號編號：110073010497415221003057 繳款金額：2795 銀行 全行代收專戶，批發代收7交易	檢量 合計
帳號			
繳款金額	貳仟柒佰捌拾零元陸		
繳費期限	2021年07月30日		
收訖日期			

(3) Credit cards

Please note that using online credit card payment method is non-refundable.



中國信託銀行
CTBC BANK



我們接受VISA、MasterCard、JCB之信用卡交易！

歡迎您光臨本行特約商店：NTNU Online Payment

您採用本行 SSL PLUS 網路交易安全機制付款！

訂單編號 Order Number	49741522100121
訂單金額 Purchase Amount	4410 新台幣 NT Dollars
信用卡號 Credit Card Number	XXXX XXXX XXXX XXXX
三碼檢查碼 3-digital Card Validation Code	... 背面後三碼檢查碼 ⓘ
信用卡到期[月/年] Expire Date [Month/Year]	7 / 2021
安全驗證碼 Security Code	請輸入左圖所顯示之數字
<input type="button" value="確認付款 To Pay"/> <input type="button" value="取消本交易 Cancel"/>	

建議您在點選刷卡確認鈕前，記下或列印您的訂單編號與消費金額，按下『確認付款 To Pay』鍵後，請等待出現授權結果的畫面，才關閉瀏覽器或跳離本網頁；倘若出現作業逾時的回應，請您稍後回到網路商場重新刷卡購物，或請您詢問購物網站是否成功收到該筆訂單及其處理情況，以保障您消費之權益；

為了保障您的刷卡安全，請您注意瀏覽器左下角的計時說明，如未能於時間內完成輸入，本交易視同交易不成功，如欲取消本交易，請勿直接關閉瀏覽器，請按下『取消本交易 Cancel』鍵，本交易則將不會進行相關授權作業。

中國信託銀行 CTBC BANK	VISA MasterCard JCB 我們接受VISA、MasterCard、JCB之信用卡交易！
歡迎您光臨本行特約商店：NTNU Online Payment	
您採用本行 SSL PLUS 網路交易安全機制付款！	
訂單編號 Order Number	49741522100121
訂單金額 Purchase Amount	4410 新台幣 NT Dollars
信用卡號 Credit Card Number	XXXX XXXX XXXX XXXX
三碼檢查碼 3-digital Card Validation Code	... 背面後三碼檢查碼 ⓘ
信用卡到期[月/年] Expire Date [Month/Year]	7 / 2021
安全驗證碼 Security Code	請輸入左圖所顯示之數字
<input type="button" value="確認付款 To Pay"/> <input type="button" value="取消本交易 Cancel"/>	
建議您在點選刷卡確認鈕前，記下或列印您的訂單編號與消費金額，按下『確認付款 To Pay』鍵後，請等待出現授權結果的畫面，才關閉瀏覽器或跳離本網頁；倘若出現作業逾時的回應，請您稍後回到網路商場重新刷卡購物，或請您詢問購物網站是否成功收到該筆訂單及其處理情況，以保障您消費之權益；	
為了保障您的刷卡安全，請您注意瀏覽器左下角的計時說明，如未能於時間內完成輸入，本交易視同交易不成功，如欲取消本交易，請勿直接關閉瀏覽器，請按下『取消本交易 Cancel』鍵，本交易則將不會進行相關授權作業。	

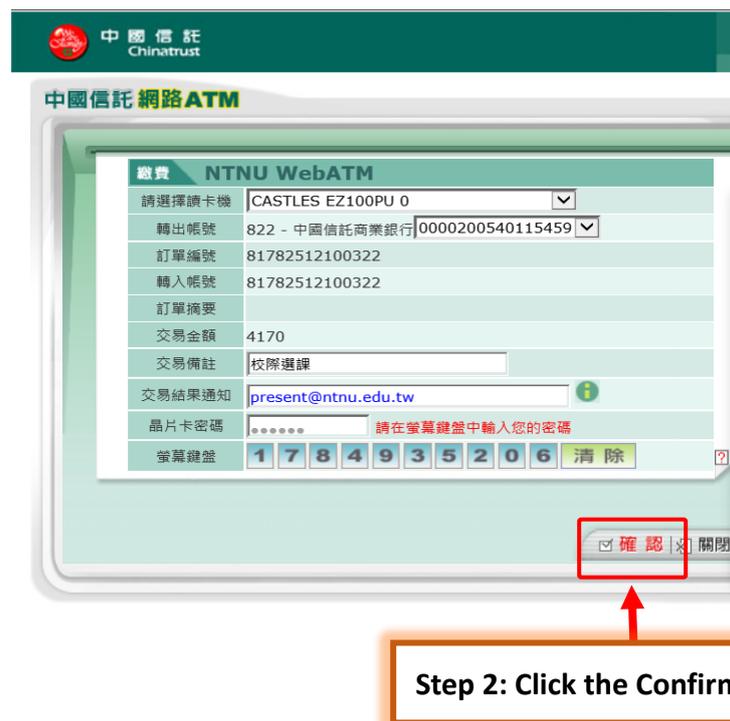
(4) WebATM

The processing fee is charged according to the charging standard of each bank



The screenshot shows the 'NTNU WebATM' interface with a form for transaction details. The fields include: '請選擇讀卡機' (CASTLES EZ100PU 0), '轉出帳號' (822 - 中國信託商業銀行 0000200540115459), '訂單編號' (81782512100322), '轉入帳號' (81782512100322), '交易金額' (4170), '交易備註' (校際選課), and '交易結果通知' (present@ntnu.edu.tw). The '晶片卡密碼' field is masked with dots and has a red box around it with an arrow pointing to the on-screen keyboard below. The keyboard shows the digits 1, 7, 8, 4, 9, 3, 5, 2, 0, 6 and a '清除' button.

Step 1: Use the on-screen keyboard to enter your ATM password.



The screenshot shows the same 'NTNU WebATM' interface as above. The '晶片卡密碼' field is now filled with dots. A red box highlights the '確認' button at the bottom right of the interface, with an arrow pointing to it.

Step 2: Click the Confirm button.



Step 3: Follow the instructions to complete the payment.

Notice:

The time record of payment is documented according to your transaction date, not the processing date. Therefore, there are no overdue issues if students complete the payment with any payment methods mentioned above before the payment deadline.

Chapter 6: Check Your Application Status (Payments, Course Selection Results, NTNU Student ID Number)

(1) How to Check Your Payment Status?

- Go to the Course Selection section and check the Status column, a message of Payment Complete should be demonstrated here.

Instructions Course Selection Payments Application Records Personal Information Logout										
Add course		Delete		Submit this application			Print this application			
<input type="checkbox"/>	Course Type	Academic Year	Term	Serial No.	Course Code	Course Name	Instructor	Time/Location	Status	Application No.
<input type="checkbox"/>	Regular course	112	1	0650	EDU0005	Educational Administration		Thur. 1-2 Main ED315	Payment Complete	

Payment Complete

(2) How to Check Your Course Selection Results?

- Go to the Course Selection section and check the Status column, a message of Registered should be demonstrated here.

Instructions Course Selection Payments Application Records Personal Information Logout										
Add course		Delete		Submit this application			Print this application			
<input type="checkbox"/>	Course Type	Academic Year	Term	Serial No.	Course Code	Course Name	Instructor	Time/Location	Status	Application No.
<input type="checkbox"/>	Regular course	112	1	0650	EDU0005	Educational Administration		Thur. 1-2 Main ED315	Registere	

Registered

(3) How to Login to the [Moodle System](https://ap.itc.ntnu.edu.tw/InterUniversityCourse/index.jsp) After Selecting a Course? How to Get Your NTNU Student ID number?

- NTNU will send your username and a password to your email mailbox for logging in to the Moodle system after you registered for a course.
- If you do not receive the email, please go to the Personal Information page in the Intercollegiate Course Selection Application System for Non-NTNU Students:

<https://ap.itc.ntnu.edu.tw/InterUniversityCourse/index.jsp>

Scan the QR code here



- You may acquire your username under the “NTNU Student ID Number” section.

Your default password is your birth year and date in six digits: YYMMDD (please use the ROC calendar for your birth year here).

Welcome, 測試帳號2! Applications for Fall Semester 2023 is open from 2023-08-21 to 2023-12-08

Instructions Course Selection Payments Application Records **Personal Information** Logout

NTNU Student ID Number

*School Name 國立政治大學

*Student ID 409123123

*Username NCCU_409123123

NTNU Student ID

*Name 測試帳號2

Gender

*Degree level BA

Department (full name) 教務處課務組

*National ID No.(or ARC ID No.) A123456789

*Date of Birth 109/08/11

*Cell Phone/Contact Number 77491182

Address

*E-mail amonkey06@ntnu.edu.tw

*Password

New Password

Confirm Password