

# NTNU EASY GO

A Guidebook for Newly Admitted Overseas Chinese Students at NTNU:

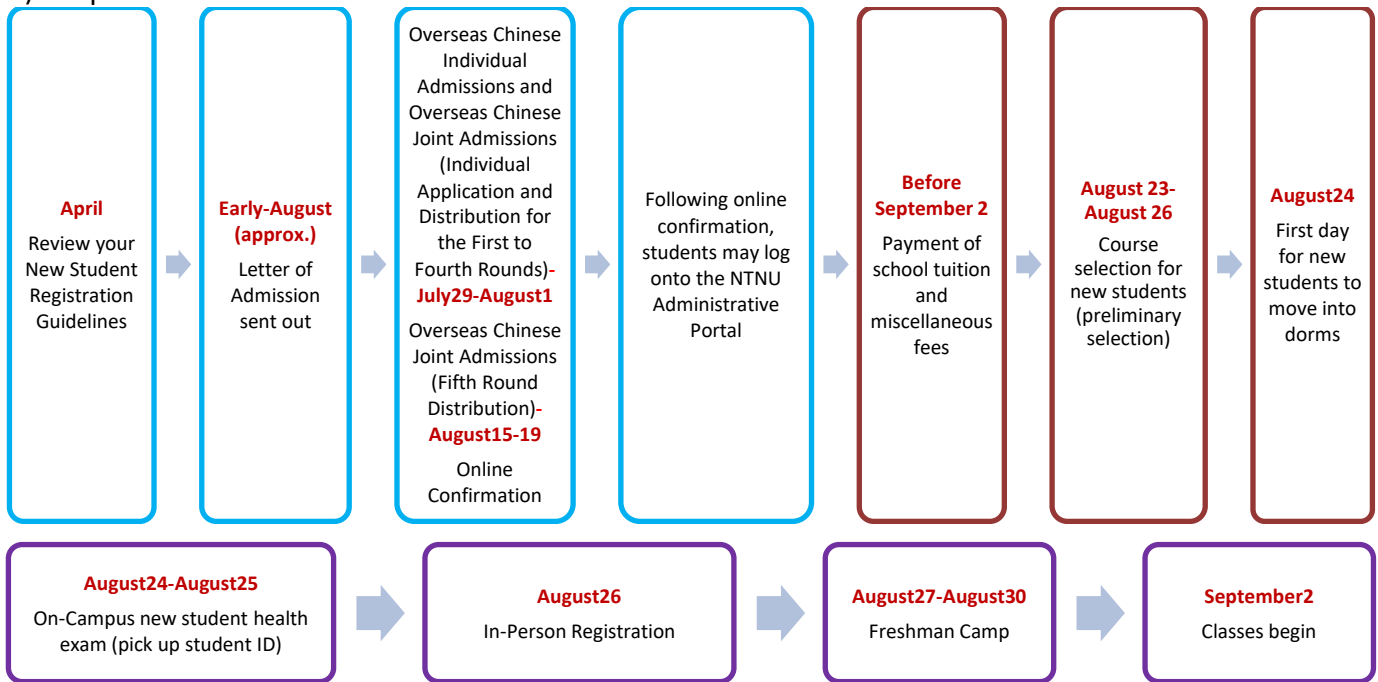
2024 Undergraduates

## Table of Contents

<b>CH1</b>	<b>New Student Registration</b>	
	Important Dates	1
	Student Registration	2
	NTNU Administrative Portal	3
<b>CH2</b>	<b>Registration Details</b>	
	Registration Items	6
	NTNU Student Information Record Confirmation	8
	Registration Fees	9
	Course Selection	10
	New Student Health Exam	13
	Freshmen Camp	16
	Student Insurance	17
	Dormitory Application	18
	Military Service	19
<b>CH3</b>	<b>New Student Resources</b>	
	<i>How to Study at NTNU</i> (link provided)	20
	NTNU Academic Calendar (link provided)	20
	NTNU School Regulations (link provided)	21
	Scholarships and Subsidies	21
	Student Counseling System	21
	Student e-Portfolio	22
<b>CH4</b>	<b>Contact Us</b>	
	Campus Map	23
	Contact Information	25

# CHAPTER 1 New Student Registration

## 1) Important Dates



- Registration fee payment: Before September 2
- Course selection for first-year undergraduate students (preliminary selection): August 23- August 26
- First day for new students to move into dorms: August 24
- On-Campus new student health exam: August 24- August 25
- In-Person Registration: the dates for Overseas Chinese Students is August 26 at 9:00-12:30
- Freshmen Camp: August 27- August 30
- **Course add/drop period for undergraduate students: September 2- September 15 (on September 16 courses may only be added)**
- Application for military service status: August 1- August 31
- Deadline for enrollment into student counseling online reservation system: August 31

## 2) Student Registration

### Important!

1. For international students, student registration is divided into two stages: Online Confirmation and In-person Registration. Please proceed according to the guidelines laid out in your *New Student Registration Guidelines Letter*.
2. Please ensure you follow the correct procedures when registering and finish within the stated deadlines. Failure to do so will be seen as having voluntarily withdrawn your admission to NTNU.

### Please remember:

1. Please scan the QR code on the right to log onto the New Student Registration System. This system will only be open during specified registration periods and will be locked after the deadline of these periods. For more information please visit the Office of International Affairs homepage→New Student Arrival.
2. After you have completed the online confirmation process, please print out your NTNU Student Information Record. Please note: **Once the online confirmation period closes, you will no longer be able to download or print out the NTNU Student Information Record.**
3. Students applying for suspension of studies or admissions deferral are required to complete the new student registration process (*i.e.* online confirmation/mailling in completed forms) before they may apply for an admissions deferral or a suspension of studies status.
4. During in-person registration, overseas Chinese students must present the following documents:
  - A. One (1) copy of University Entrance Committee for Overseas Chinese Students Admission Notification or Admissions by Recommendation for Overseas Chinese Admission Notification.
  - B. Passport. Original and two (2) copies.
  - C. ROC visa or Hong Kong/Macau student exchange entry permit. Original and two (2) copies.
  - D. ARC or Taiwan ID card. Original and two (2) copies.
  - E. Overseas Chinese Student Information Form: Please fill out at <https://forms.gle/iBef4B2ijJ8CKrb98>.
  - F. If applying for the Overseas Compatriot Student National Health Insurance program: Please fill out at <https://forms.gle/mUGCc1Rx9pChfmRY9>
  - G. Please apply for the Overseas Community Affairs Council i Compatriot Card at: <https://forms.gle/94BPpwLK66H43Z1E9>



New Student  
Registration System

### Important Information Regarding Diplomas & Certificates of Study

*Please have ready to submit:*

1. **Diploma & Transcript:** a) School diploma and transcript previously authenticated by an Overseas Community Affairs Council designated recommendation unit (documents in languages other than Chinese or English shall have a Chinese or English translation attached). Original and one (1) copy; b) Division of Preparatory Programs for Overseas Chinese Student Course Completion Certificate (if applicable). Original and one (1) copy.
2. **Certificate of Study:** A Certificate of Study and accompanying academic year transcript of equivalent academic attainment are required if you are admitted using an equivalent education level.
3. **Additional Affidavits:** If school diploma, transcript, or certificate of study is not yet available, it will be necessary to fill out a Provision of Required Documents Declaration Form.

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

If you have any further questions regarding the above documentation, please consult the Office of Academic Affairs directly.

### 3) NTNU Administrative Portal

Starting from August 2 or 20(the day following the completion of the online confirmation period), new students should log onto NTNU Administrative Portal to open an account.

The registration sessions for the 113th academic year freshmen are as follows	The opening date for the Academic Administration Portal
The first session (4/9-4/16)	4/17
The second session (7/2-7/9)	7/10
The third session (7/22-7/25)	7/26
The third session (7/29-8/1) *Overseas Chinese Individual Admissions and Overseas Chinese Joint Admissions (Individual Application and Distribution for the First to Fourth Rounds)	8/2
*The fifth session (8/15-8/19) *Overseas Chinese Joint Admissions (Fifth Round Distribution)	8/20

1. When logging onto the portal for the first time, please visit:

<http://iportal.ntnu.edu.tw/ntnu/>



## 2. Administrative Portal Access and Use

### From webpage

Please go to the NTNU homepage



3. Here are some common student-related applications:



### From mobile device

To download the NTNU Administrative Portal app, please scan the following QR code. If you are unable to scan this QR code, please open the following link in your browser to download the app: <https://iportal.ntnu.edu.tw/appDownload.do>



### 3. Setting up and Using the Campus Wireless Network eduroam Service

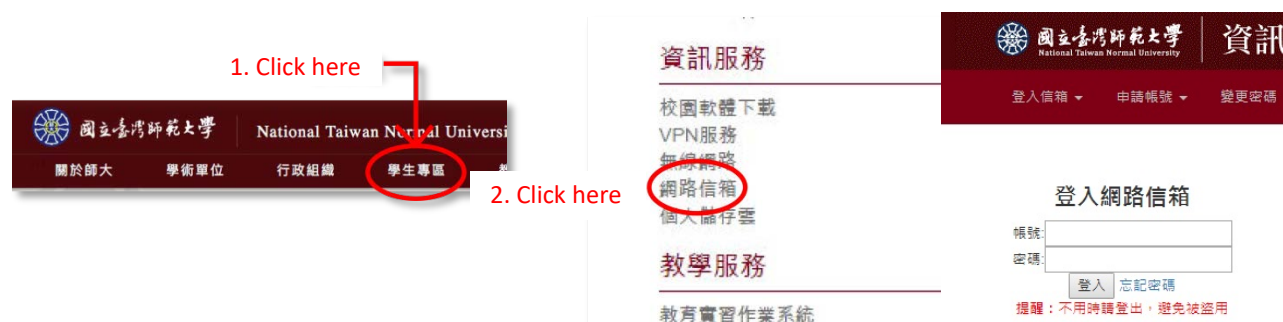
When using the wireless network on campus, please prioritize the use of the "eduroam" connection service. Before using it, please set up a dedicated eduroam password, and avoid using the same password as your administrative password. Here's how to set it up:

- (1) Log in to the **campus administrative portal** and find the "eduroam Password Change" service under "Information Services," or
- (2) Use the "eduroam Password Change" service in the NTNU App on your mobile phone, or
- (3) Visit the <https://eduroam.ntnu.edu.tw> website, log in with your administrative account, and set the password.

When connecting to the campus wireless network, find the **eduroam** wireless service (SSID). When entering your credentials, **enter your student ID followed by @eduroam.ntnu.edu.tw** in the username field, and enter the dedicated eduroam roaming password you've set up in the password field. Additionally, when using the wireless network in classrooms, you can search for the classroom number. In Student Dormitories 1 and 7, search for your room number. Use the same method mentioned above to set up the connection when prompted for credentials.

### 4. Your personal NTNU mailbox

School notifications and important messages are primarily delivered to each student's NTNU email address ([student ID@ntnu.edu.tw](mailto:student ID@ntnu.edu.tw)) as the official communication channel. Students are advised to pay attention to and regularly check their emails to avoid missing out on important information that may affect their rights and interests. Additionally, students can utilize the email forwarding feature to automatically forward incoming emails to their personal external email accounts (such as Gmail, Yahoo Mail, gapps mailbox). For more details, please refer to the instructions on how to use WebMail.



5. Quick Access to Information Services: <https://myitc.ntnu.edu.tw> provides quick access to relevant services.

## CHAPTER 2 Registration Details

### 1) Registration Items

	Item	Required	Additional Notes
	<b>NTNU Student Information Record Confirmation</b>	Yes	All NTNU identity documents such as an NTNU ID card are based on your NTNU Student Information Record.
<b>Registration Fees</b>	Tuition & Credit Fees	Yes	Students who fail to pay their tuition/credit fees within the allotted period shall be considered as having withdrawn their admission to NTNU.
	Tuition & Credit Fees Exemption		Students may choose to apply for a Tuition & Credit Fee Exemption <b>OR</b> Financial Assistance for Disadvantaged Students. They may not apply for both.
	Financial Assistance for Disadvantaged Students		
	Student Loans		
	<b>Student Card</b>	Yes	After registration, students could receive your student ID cards after completing the health check 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.
<b>Course Selection</b>	Summer Sessions		Following payment of registration fees, students who fail to follow university regulations regarding course selection shall be required to suspend their studies at NTNU.
	Online Course Selection	Yes	
	<b>Health Exam</b>	Yes	Students who fail to take a health exam shall be unable to immediately pick up their student ID.
	<b>Freshmen Camp</b>	Yes	Freshmen are invited to sign up for participation.
	<b>Dormitory Application</b>		
	<b>Military Service</b>	Yes/No	New students who possess a Taiwan ID card and have not completed their mandatory military service shall be required to finish this application process before the end of August to avoid being called up or drafted for military service.
	<b>Student Insurance</b>		All enrolled students are required to purchase student group insurance and pay the premium along with the



miscellaneous fees during registration. Students who do not wish to participate in the student group insurance should download and complete the "Application Form for Not Participating in Student Group Insurance" from the internet and mail it to the Office of Student Affairs.

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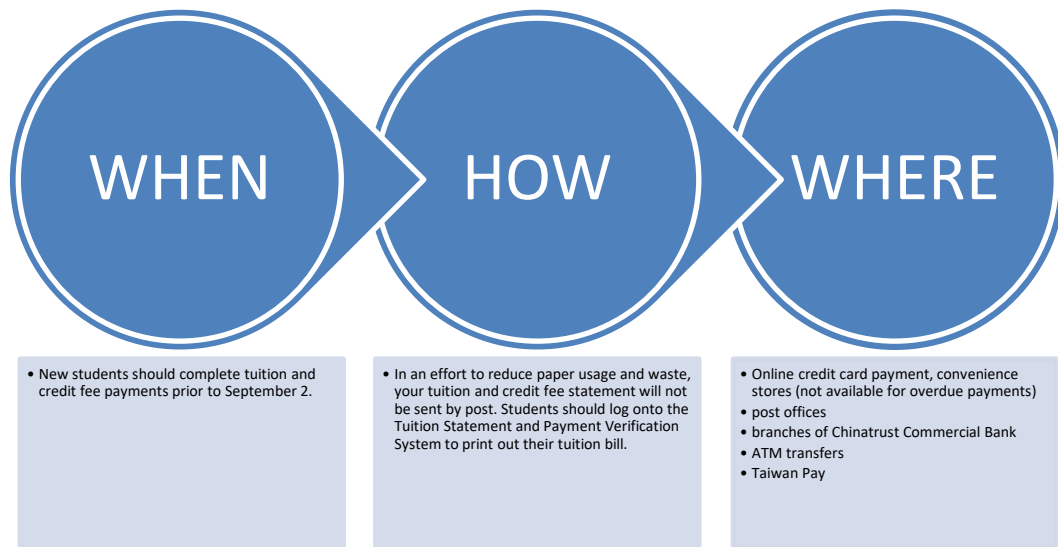
International  
Student  
Insurance

## 2) NTNU Student Information Record Confirmation

1. All NTNU identity documents are based on your NTNU Information Record. To protect your own rights, please confirm the information by following the links below: NTNU homepage → Administrations Portal → Education Administration related system → choose the Academic information system for students → Contact Information.
2. If you need to update your contact information, you can go to the above links. For other updates, please bring related documents and visit the Registry Division or Academic Affairs Division, Gongguan.

### 3) Registration Fees

#### Tuition and Credit Fees



✂ Students enrolled in individual tutorial classes shall be required to submit another round of credit fee payment. Starting from mid-October, please go online to handle the payment process.

#### Please Remember:

1. Scan the QR on the right to access the Tuition Statement and Payment Verification System.
2. If you use a mobile phone or other device, and the page is blocked by the system security mode due to information security factors, please use an Android or Microsoft system device to operate and pay the fee.
3. Your receipt of payment can be printed out after 3-5 working days from the day of payment.
4. The "Certificate of Enrollment" needs to be printed or displayed on the mobile phone after 3-5 working days after paying the tuition and miscellaneous fees. Please allow time for the work.
5. In accordance with NTNU School Regulations, students who fail to pay their tuition/credit fees within the allotted period shall be considered as having withdrawn



#### 4) Course Selection

1. Please log onto the NTNU Administrative Portal to begin the course selection process. At the end of the online confirmation period, starting from the day following, new students may log onto the NTNU Administrative Portal to open up their account.
2. Online Course Selection

Prior to start of academic semester: Preliminary course selection

##### **Preliminary Selection**

The Office of Academic Affairs will process full-time student preliminary course selection for all undergraduates.

Students should log onto the NTNU Administrative Portal with their account number and password to begin course selection.

##### **Stage 1 Online Course Selection (4 days)**

Course registration and class preference (NTNU will assign students at most one class in each of the following areas: General Education, Education, P.E.)

→Stage 1 online course selection results announced

##### **Stage 2 Online Course Selection (3 days)**

Courses available for registration online only. NTNU makes final student distribution.

→Stage 2 online course selection results announced

##### **New Student Online Course Selection (4-5 days)**

Only for new freshmen enrolling in the fall semester

→New student online course selection results announced

Following the start of the academic semester: Add/drop period for all NTNU students

##### **Semester Begins**

Exact dates for each academic semester can be found in the NTNU academic calendar

##### **Add/drop period for all NTNU students (15 days)**

On the last day of the add/drop period, **only adding classes will be available.**

Classes are filled on a first come, first served basis.

→Unable to add

【Note 1】 Reasons for being unable to add a course:

- You do not meet the conditions or restrictions set for the class (*e.g.* class year, department, minor, or curriculum requirements).
- The class you wish to add is already full.
- The class is a Master's/PhD level class that is not open to undergraduates (although 3<sup>rd</sup> and 4<sup>th</sup> year undergraduates are permitted to enroll in graduate-level courses, whether they are eligible or not depends on the individual class).

→ Addition by an authorization code

→ Successfully added

【Note 2】 Adding a course through an authorization code

- An authorization code is given by the professor of the class to the student who wishes to enroll. Students are required to input the authorization code into the course selection system within the add/drop period. This code is non-transferable and becomes invalid if not used within the appropriate deadline.
- Courses added by an authorization code may not be dropped (only course withdrawal applications permitted).
- Please go to the website of the Office of Academic Affairs/Course Selection/Undergraduate and Graduate Students/ NTU System, to refer to the relevant regulations.
- Courses of the NTU system not listed in the NTNU course selection system are unavailable for enrollment by an authorization code. Furthermore, NTU course types 1 and 3 are also unavailable for enrollment by an authorization code. If the professor is willing, he/she may increase the spots available to students within the Tri-College Consortium system in line with university regulations. Afterwards, students may add this class using the course selection system. If students do not meet the advanced placement requirements for a class in which they wish to enroll, they may download and fill out a Unblock Course Request Form. After receiving the professor's consent, students should bring the form to the Curriculum Division to be processed.

→ Addition by application for special cause

→ Successfully added

【Note 3】 Course addition by application for special cause

- If a student has been unable to add a class during the add/drop period, or by an authorization code, and has special reasons for having to add a certain class (*e.g.* timely graduation), with the approval of the professor of the class, the head of the student's department, and any other relevant departments, the student may begin the course addition by application for special cause process. To download the appropriate application form, please visit the Office of Academic Affairs homepage → Course Selection. No applications will be accepted outside of the relevant deadline.

**Course selection finished**

Once the deadline has been reached no further add/drops will be accepted.

**Please Remember:**

Before the add/drop deadline, students should confirm their class selections.

In cases in which students are over/under the accepted number of class credits, they should print out their course selection list and bring it to their department for approval. Following, the student's department shall submit it to the Curriculum Division for final approval.



※ For more information on the course add/drop process, please go to the Office of Academic Affairs homepage → Course Selection → Undergraduate and Graduate Students.



## 5) New Student Health Exam

1. 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. 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.

Please remember: **Overseas Chinese students and students from Hong Kong and Macau 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.)

2. New student health exam procedures (choose one)



### NTNU On-campus New Student Health Exam

1. Please follow the schedule provided in the "New Student Health Checkup Schedule" for your respective college and arrive at the campus for the checkup at the designated time to avoid long waiting times. Bachelor's degree students can receive their student ID on the spot upon completing the health checkup. Health checkup reports will be distributed approximately one month after the examination.
2. New students who plan on suspending their studies for the current academic semester or year should not queue the health exam, but instead take it September of the next year alongside the new incoming class.

### Individual health exam off-campus

1. 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. **Please check each item according to the NTNU Student Health Examination Form.** You should anticipate a 3-4 week wait to receive the results of your exam.
2. Please submit a health exam taken in the last three months (*i.e.* a health exam taken after June 2024) 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 the Office of Academic Affairs. Students should submit their health exam results prior to **October 1** in order to avoid adversely affecting their rights and privileges at NTNU.

3. 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.
4. Schedule for New Student Health Checkups (also valid for returning and transfer students):
  - A. On the day of the examination, fasting is not required. Please arrive at the designated time for your department to avoid long waits.
  - B. Health Exam Location: Room 101, Liberal Arts Building II, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei.)
  - C. On-site Payment: Please bring NT\$600 in cash and **your ID card (for international students, please bring your passport, residence permit, or entry permit, both original and photocopy)** to facilitate the examination process. To shorten the waiting time, please fill out the health record card and questionnaire on the Health Center website **at least 14 days before the examination (after August 11)**. Health Center website: <https://health.sa.ntnu.edu.tw/covid-19/>
  - D. On the day of the examination, fasting is not required. For the three days before the examination, maintain normal daily routines, avoid staying up late, and refrain from overeating to avoid affecting the test results. For chest X-ray examination (wear a top without underwire or metal accessories), pregnant women should not undergo chest X-ray examination. Please submit the chest X-ray report to the Health Center after delivery.
  - E. Examination items include general examination, blood test, urine test, and chest X-ray (wear a top without underwire or metal accessories). If you feel unwell or have had fainting or needle phobia during blood drawing, please inform the staff beforehand.
  - F. Students with physical or mental disabilities **should submit a photocopy of their disability handbook to the Health Center at Heping Campus I Building, 1st floor, or Gongguan Campus Health Center within two weeks after the start of the semester.**
  - G. Health exam dates and times for new undergraduates: The registration deadline for health exam is 11:00 in the morning, and afternoon health exam registration deadline is 16:00.

Time	8/24(Saturday)	8/25(Sunday)
08:00-10:00	College of Science	College of Education
10:00-11:00	College of Sports and Recreation	College of Music
13:00-15:00	College of Liberal Arts	College of Technology and Engineering & College of Interdisciplinary Industry Academia Innovation & College of Arts
15:00-16:00	College of Management &	<b>*International students from</b>



	College of International Studies and Social Sciences	the Office of International Affairs and new students from various departments (Bachelor's, Master's, and PhD programs) can arrange make-up health checkups at the following times
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## 6) Freshmen Camp

The 117th Freshmen camp will be held from August 27- August 30, 2024. To sign up, please go to the New Student Registration System. All undergraduate freshmen are required to attend. For those unable to attend, they do not need to apply for a leave of absence, but should make it a point to familiarize themselves with the service-study lectures and the information on a health check to be required at a later date by the relevant agencies. For more information, please go to the Office of Student Affairs, Division of Student Assistance, Freshmen Camp webpage.

## 7) Student Insurance

### 1. Student group insurance


- A. When paying their tuition and credit fees, as part of the registration process, students may enroll in the group insurance plan provided by NTNU. For those choosing to opt out of the group insurance plan, please download and fill out a Withdraw from Student Group Insurance Application Form.
- B. For more details on how and when to enroll into the student group insurance plan, please visit the Office of Student Affairs, Division of Student Assistance webpage at: <https://reurl.cc/d7egyq>




## 2. International student 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\$600 for the first semester, after which they shall pay the same rate as other international students.</p> <ul style="list-style-type: none"> <li>▶ Students pay upfront for clinic visits or hospital stays and apply for reimbursement at a later date.</li> <li>▶ Insurance covers accidents and illness. It does not cover voluntary procedures such as health exams and teeth cleaning.</li> </ul>	<p>Mandatory insurance for any person who has resided in Taiwan for a period of 6 months.</p> <ul style="list-style-type: none"> <li>● International students pay NT\$826 a month, for a total of NT\$4,956 per academic semester.</li> <li>● Overseas Chinese students: The health insurance premium is NT\$826 per month, totaling NT\$4,956 per semester. If applying for the Overseas Community Affairs Council's subsidy for low-income health insurance, the health insurance premium is NT\$413 per month, totaling NT\$2,478 per semester.</li> <li>● Mainland Chinese students will be processed according to the legal framework published by the National Health Insurance Administration.</li> </ul>
<ol style="list-style-type: none"> <li>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.</li> <li>2. Health insurance premiums are included in your tuition and miscellaneous fees statement and are paid at the time of registration.</li> <li>3. Any increases in insurance premiums are decided on and announced by the National Health Insurance Administration. <ul style="list-style-type: none"> <li>● 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 <b>6 months</b>, they are legally required to enroll in the NHI program, either individually or through their educational institution.</li> <li>● 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.</li> </ul> </li> </ol>	

## 8) Dormitory Application

Dorm Application	Points to Remember	Webpage
<p>New students hoping to apply for dormitory residence should apply during the online confirmation period. Students who fail to apply during this period, yet still hope to live in dormitory housing, or those who have changed their mind about living in NTNU dormitories should apply on the Student Dorm Application System in accordance with the timeline announced by the Student Dormitory Management Center.</p>	<ol style="list-style-type: none"> <li>1. Information related to dormitory housing will be conveyed by email; therefore, please ensure you use the correct email address when applying and make sure your system does not place emails from the NTNU system in the trash folder. If you need to make a change to your information, you are responsible for uploading those changes in order to avoid losing your chance at dormitory housing.</li> <li>2. Fees for dormitory housing must be paid before you receive access to the dorms. Please be sure to submit your payment within the specified deadlines, which can be found in the notifications from the Student Dormitory Management Center, or in announcements on its website. Except for students who have taken a deferral or suspension of their studies, if you have applied for dormitory housing, but fail to pay housing fees within the specified deadline, you will be considered as having given up your dormitory slot. Furthermore, if you apply again the following year, you will be subject to a lowered housing priority for the next school year.</li> <li>3. Please refer to the Student Dormitory Management Center webpage for updates on new student housing.</li> </ol>	<p>Student Dormitory Management Center:  <a href="http://www.ga.ntnu.edu.tw/dorm">http://www.ga.ntnu.edu.tw/dorm</a></p> <p>NTNU homepage→            Admissions→ Office of Student Affairs.. →Student Dormitory Management Center</p> 

- 9) Military Service (All new male students are required to fill out a military service information form, including overseas Chinese students and students from Hong Kong and Macau if they hold a Taiwan ID card.)

During the online confirmation period for new students, please fill out a military service information form and submit the following information (if relevant):
<p>※Application for Draft Deferral: <b>Student Military Service Application Form</b></p> <p>※Application for Call-up Deferral: <b>Student Military Service Application Form and a copy of the student's military discharge form.</b></p> <p>※Those with exemption or suspension from military service, national guardsmen, substitute military service personnel (already discharged from regular service), active military personnel, or members of a service unit who have already applied for draft or call-up deferral: <b>Student Military Service Application Form and other relevant documentation.</b></p>
Application qualifications. All enrolled students of the following ages:
<p>Application for Draft Deferral: Under 33 years of age</p> <p>Application for Call-up Deferral: Private: 36 and under; Junior Officer/Sergeant: 50 and below; Senior Officer/Sergeant Major: 58 and below</p>
Application Process
<p>NTNU homepage→Students→log onto the Administrative Portal/system applications/academic affairs system/student military service application system→choose the Military Service Application and Inquiry area to the left→press New Addition and input your information→save and print out your Student Military Service Application Form.</p>
Inquiries
<p>It is possible to log onto the system to check at any time: approval status, approved document number, approved effective date, approved expiration date, cancelling of approval date, and cancelling of approved document number, among other areas.</p> <p>If your application is not approved and you have not yet graduated, you are required to apply for a draft deferral extension or a call-up deferral extension to avoid being called up or drafted for military service.</p> <p>Student Military Service webpage: <a href="https://assistance.sa.ntnu.edu.tw/學生兵役及役男出國/">https://assistance.sa.ntnu.edu.tw/學生兵役及役男出國/</a></p>


Please note: Male students born after 1994 or those willing to fulfill their military conscription obligations before the age of 18, may apply to undergo military training and military service over a period of two consecutive summer vacations. For interested parties, please go to the National Conscription Agency, Ministry of the Interior homepage to log onto the Application for Staged Military Service and Training System to begin the application process. Following the completion of their service, students should fill out an application for call-up deferral in order to avoid being called-up for military service in the future.

## CHAPTER 3 New Student Resources

### 1) How to Study at NTNU



**How to Study at NTNU—A Guidebook for Undergraduate Students**, NTNU shows new students how to effectively plan their studies over the course of four years and how to find important school and learning resources. This guidebook is available on the Office of Academic Affairs webpage for download. The guidebook is revised yearly to include any changes across departments or administrative offices.



### 2) NTNU Academic Calendar



The NTNU academic calendar is where students can find important dates and deadlines regarding university, academic, or student affairs. Events such as university celebrations, sports events, mid-terms and final exams periods can all be found on the calendar, making it an indispensable resource for students planning their student life at NTNU. For the English PDF version, please go to Office of Academic Affairs homepage, where you can browse the calendar online or download it for future reference.





### 3) NTNU School Regulations



The *NTNU School Regulations* covers topics such as student status and grades. Its regulations guide all aspects of student life—from enrollment to graduation. The PDF version can be found at the Office of Academic Affairs homepage for perusal or download.



### 4) Scholarships and Subsidies

Scholarships and their websites		Please Contact
Local Students	1. <a href="#">MOE Help Dreams</a> 	Division of Student Assistance/ Office of Student Affairs
	2. <a href="#">Introduction to NTNU scholarships/subsidies:</a> 	
International Students	<a href="#">Scholarships for International Students</a> 	Division of International Student Affairs/ Office of International Affairs
Overseas Chinese Students	<a href="#">Scholarships for Overseas Chinese Students</a> 	Office of International Affairs

### 5) Student Counseling System

During new student registration, 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 Counseling System, Student Area to fill out a basic information form and a short autobiography (300 words minimum). **Be sure to fill in the name and contact number of an emergency contact person.**

#### 6) Service Learning Course

The service learning course is a graduation requirement for students at our university, divided into 'Basic Service Learning Course' and 'Advanced Service Learning Course.' Students who pass the 'Advanced Service Learning Course' are exempt from taking the 'Basic Service Learning Course.' If you have any questions, please contact the Center for Holistic Education at the Office of Student Affairs (Room 407, College of Liberal Arts Building). Visit <https://holistic.sa.ntnu.edu.tw/> for more information.





# CHAPTER 4 Contact Us

## 1) Campus Map

NTNU Heping Campus I: No. 162, Sec. 1, Heping East Road, Da'an District, Taipei



NTNU Heping Campus II: No. 129, Sec. 1, Heping East Road, Da'an District, Taipei





NTNU Linkou Campus (Division of Preparatory Programs for Overseas Chinese Students): No. 2, Sec. 1, Renai Road., Linkou District, New Taipei City



## 2) Contact Information

New Student Registration, Student Enrollment, Tuition & Fees			
Department of Education/Department of Civic Education and Leadership/Department of Special Education/	<a href="#">LIN, Hui-Chih,</a>	02-77491096	<a href="mailto:kathylin@ntnu.edu.tw">kathylin@ntnu.edu.tw</a>
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Department of Chinese/Department of Taiwan Culture, Languages and Literature/Undergraduate Program of Performing Arts/ Undergraduate Program of Electro-Optical Engineering	<a href="#">LIAO, Pao-Yueh</a>	02-77491098	<a href="mailto:teresaliao@ntnu.edu.tw">teresaliao@ntnu.edu.tw</a>
Department of English/Department of Chinese as a Second Language/Program of Global Studies	<a href="#">YEH, Yu -Ling</a>	02-77491103	<a href="mailto:yuling.yeh@ntnu.edu.tw">yuling.yeh@ntnu.edu.tw</a>
Department of History/Department of Geography/Department of Music	<a href="#">HUANG, Chia-Hsiu</a>	02-77491081	<a href="mailto:victory172@ntnu.edu.tw">victory172@ntnu.edu.tw</a>
Department of Industrial Education/ Department of Technology Application and Human Resource Development/ Department of Mechatronic Engineering/ Department of Electrical Engineering	<a href="#">CHEN, Yi-Hsuan</a>	02-77491104	<a href="mailto:hsuan18@ntnu.edu.tw">hsuan18@ntnu.edu.tw</a>
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Department of Physics/ Department of Chemistry/ Department of Earth Sciences/ Graduate Institute of Science Education / Graduate Institute of Environmental Education /Department of Athletic Performance (Include undergraduate, master's and doctoral programs)	<a href="#">Chen, Shu-Fang</a>	02-77496547	<a href="mailto:chenfang@ntnu.edu.tw">chenfang@ntnu.edu.tw</a>
Department of Mathematics /Department of Computer Science and Information Engineering / Department of Life Science / Undergraduate and Graduate Program of Nutrition Science / Graduate Program of Biotechnology and Pharmaceutical Industries / TIGP Biodiversity Program /Institute and Undergraduate Program of Electro-Optical Engineering (Include undergraduate, master's	<a href="#">Lin, Su-Shan</a>	02-77496549	<a href="mailto:shan@ntnu.edu.tw">shan@ntnu.edu.tw</a>

**New Student Registration, Student Enrollment, Tuition & Fees**

and doctoral programs)			
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**Course Selection**

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Curriculum affairs for College of Sports & Recreation, general physical education	<a href="mailto:Jia-Siou.Liang@ntnu.edu.tw">Ms. Jia-Siou Liang</a>	02-77491200	<a href="mailto:shiu.1622@ntnu.edu.tw">shiu.1622@ntnu.edu.tw</a>
Curriculum affairs for College of Science	<a href="mailto:Yu-Ting.Chen@ntnu.edu.tw">Ms. Yu-Ting Chen</a>	02-77491186	<a href="mailto:tsubasa1024@ntnu.edu.tw">tsubasa1024@ntnu.edu.tw</a>
Curriculum affairs for College of Management, service-learning, national defense courses	<a href="mailto:Chia-Hui.Lin@ntnu.edu.tw">Ms. Chia-Hui Lin</a>	02-77491108	<a href="mailto:justego@ntnu.edu.tw">justego@ntnu.edu.tw</a>
Curriculum affairs for College of Arts, general education, common core computational thinking and programming education courses, Department of Chinese as a Second Language	<a href="mailto:Yu-Wen.Wang@ntnu.edu.tw">Ms. Yu-Wen Wang</a>	02-77491115	<a href="mailto:yww7@ntnu.edu.tw">yww7@ntnu.edu.tw</a>
Curriculum affairs for College of Technology and Engineering, College of Interdisciplinary Industry Academia Innovation, Graduate Institute of European Cultures and Tourism, Graduate Institute of Social Work	<a href="mailto:Meng-Hsuan.Huang@ntnu.edu.tw">Ms. Meng-Hsuan Huang</a>	02-77491180	<a href="mailto:mhh@ntnu.edu.tw">mhh@ntnu.edu.tw</a>
Curriculum affairs for College of Music, common core English, Graduate Institute of Mass Communication, Graduate Institute of International Human Resource Development	<a href="mailto:Yun-Ya.Jheng@ntnu.edu.tw">Ms. Yun-Ya Jheng</a>	02-77491194	<a href="mailto:yunya@ntnu.edu.tw">yunya@ntnu.edu.tw</a>
<b>Common Core Education Committee Chinese Education Division</b>	Ms. PAI-CHIEH LAI	(02)7749-1121	<a href="mailto:racheljiang@ntnu.edu.tw">racheljiang@ntnu.edu.tw</a>
<b>Common Core Education Committee Foreign Language Education Division</b>	Ms. Zi-Rong Jiang	(02)7749-1117	<a href="mailto:joannalai117@ntnu.edu.tw">joannalai117@ntnu.edu.tw</a>
General courses of summer college	Ms. Yi-Chen Lee	(02)7749-1118	<a href="mailto:deborahlee@ntnu.edu.tw">deborahlee@ntnu.edu.tw</a>
Credit transfer-related affairs	<a href="mailto:Huang.Chia-Hsiu@ntnu.edu.tw">HUANG, Chia-Hsiu</a>	02-77491081	<a href="mailto:victory172@ntnu.edu.tw">victory172@ntnu.edu.tw</a>

**Other Areas**

Dorm Application- Office of Student Assistance, Student Dormitory Management Center	Ms. Hui-Yu Feng	(02)7749-3322	<a href="mailto:fish516@ntnu.edu.tw">fish516@ntnu.edu.tw</a>
Military Service Applications- Office of Student Assistance, Division of Student	Mr. Chung-Wei Li	(02)7749-1064	<a href="mailto:lcw0214@ntnu.edu.tw">lcw0214@ntnu.edu.tw</a>

Other Areas			
Assistance			
Scholarships for Off-campus Activities, Student Group Insurance- Office of Student Assistance, Division of Student Assistance	Ms. Mei-Chun Liu	(02)7749-1061	<a href="mailto:meipower@ntnu.edu.tw">meipower@ntnu.edu.tw</a>
Freshmen Camp- Office of Student Assistance, Division of Student Assistance	Ms. Meng Shan Li / Mr. Kai-Chi Tseng	(02)7749-1060 / 1062	<a href="mailto:andreali@ntnu.edu.tw">andreali@ntnu.edu.tw</a> <a href="mailto:tkc1993123@ntnu.edu.tw">tkc1993123@ntnu.edu.tw</a>
Student Counseling System- Office of Student Assistance, Division of Student Assistance	Ms. Hao-En Hsu	(02)7749-1059	<a href="mailto:haoensu@ntnu.edu.tw">haoensu@ntnu.edu.tw</a>
Health Exam- Office of Student Assistance, Health Center	Ms. Chiung-Ya Liu	(02)7749-3107	<a href="mailto:anni1954@ntnu.edu.tw">anni1954@ntnu.edu.tw</a>
NTNU Administrative Portal Usage- Information Technology Center		(02)7749-3737	<a href="mailto:helpdesk@ntnu.edu.tw">helpdesk@ntnu.edu.tw</a>
International Student Insurance, Scholarships/Subsidies, and In-Person Registration- Office of International Affairs		(02)7749-1282	<a href="mailto:ويا@deps.ntnu.edu.tw">ويا@deps.ntnu.edu.tw</a>
Service-Learning- Office of Student Assistance, Holistic Education Center	Ms. Yi-Ting Chueg/Mr. Chia-Yu Chueh	(02)7749-5359/5357	<a href="mailto:yitingz@ntnu.edu.tw">yitingz@ntnu.edu.tw</a> <a href="mailto:cychueh@ntnu.edu.tw">cychueh@ntnu.edu.tw</a>