

NTNU Academic Registration Notice for the 2025 Spring Semester



國立臺灣師範大學
NATIONAL TAIWAN NORMAL UNIVERSITY

CONTENTS

1. Registration
2. Important Dates
3. Student Information Record Confirmation
4. Registration Fee Payment
5. Financial Aid for Disadvantaged Students
6. Course Selection
7. Credit Transfer
8. Dorm Application
9. Military Service Deferment
10. Student Insurance
11. Scholarships/Subsidies
12. New Student Health Exam
13. Contact Information



1-1. Registration



[NTNU Academic Regulations](#)

Item		Required	Additional Notes
NTNU Student Information Record Confirmation		✓	All NTNU identification documents (e.g. 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 submitting the registration documents, and completing the health exam in accordance with the "Key Points for Health Check-up for Freshmen of NTNU", students could receive your student ID cards. Students who do not complete the required health exam will not be able to 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 the Registrar's Office or Academic Affairs, Gongguan Campus to apply for an extension; each extension is valid for 1 year.
Course Selection		✓	Following the payment of registration fees, students who fail to follow the Academic Regulations regarding course selection shall be required to suspend their studies at NTNU.



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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 August to avoid being called or drafted for military service.
Student Insurance	Student Group Insurance	✓	Current students are eligible to participate in the Student Group Insurance. Those who choose to waive the enrollment must complete a document declaration, and students who suspend their studies can choose whether to add the Student Group Insurance.
	International Student Insurance		
Student Advising System			Please log in to the Administrative Portal at http://iportal.ntnu.edu.tw/ntnu/ → System Applications → Student Affairs System → Student Advising System.



2. Important Dates

Date	1/7	1/10	2/4	2/6	2/10	2/17 (Classes begin)	2/21	3/3
Item	Stage 1 Course Selection		Stage 2 Course Selection			Course add/drop period (3/3 for Courses Additions Only)		
					Credit Transfer			
		Registration Fee Payment (Mid-Jan. - 2/17)						
Notes	<div>1. Application for military service status : 1/1- 2/17</div> <div>2. Tuition and miscellaneous fees waivers : 1/1-2/17</div> <div>3. Student Loan : 1/15-2/17</div> <div>4. Deadline for tuition & miscellaneous fee payment : 2/17. Students who apply for suspension of studies before the commencement of the semester (including the first day) are exempt from paying the payment.</div> <div>5. Credit Transfer : 2/10-2/21 ◦</div> <div>6. Course Selection : Stage 1 1/7-1/10 、 Stage 2 2/4-2/6</div> <div>Course add/drop period 2/17-3/3 (3/3 for Courses Additions Only)</div>							

[Academic Calendar](#)



[Academic Calendar](#)



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3. Student Information Record Confirmation



Item	Student Information	Student Status
Notes	All NTNU identification documents (e.g. NTNU ID card) are based on your NTNU student information record.	<div>1. It is possible to log in to the system to check the student status(term of study, current semester or the suspension of studies) at any time.</div> <div>2. For more information, please refer to the Academic Regulations. If you have any questions regarding the student status, please consult directly with the staff of the Registrar’s Office or Academic Affairs, Gongguan Campus.</div>
How to Update	<div>1. Contact Information Update (phone number, post address or E-mail) : log in to the [Academic Information System for Students] to self-edit contact info.</div> <div>2. Alteration of Name, permanent address and Date of Birth: bring related documents and visit the Registrar’s Office or Academic Affairs, Gongguan Campus.</div>	
Pathway	Please log in to the NTNU Administrative Portal/ Academic Information System for Students/ Student Information/ Contact Information.	



4. Registration Fee Payment



➤ Phase 1 : For all students

WHEN

Students should complete the payment prior to **February 17**.



HOW

Students should log onto the “Tuition Statement and Payment Verification System” to print out their tuition bill.



WHERE

- Convenience Stores
- Chunghwa POST
- Branches of CTBC Bank
- ATMs
- Credit Card (e-payment)
- TAIWAN PAY (e-payment)

➤ 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.

Friendly Reminder :

1. Scan the QR Code on the right to access the “[Tuition Statement and Payment Verification System](#)”.
2. For information security purposes, please use the Microsoft system or Android if the mobile or desktop payment page is blocked by system security settings.
3. The receipt of payment can be printed out after 3-5 working days from the day of payment.
4. In accordance with the NTNU Academic 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\$900,000; total family interest income lower than NT\$20,000; total real estate value lower than NT\$ 6.5 million.	Republic of China nationals with household registration and formal student status whose total annual family income (in New Taiwan Dollars) meets the following application qualifications are eligible to apply for a loan. Applicants with a total family income above NT\$1.2 million and without siblings or children are not eligible for the loan: Below NT\$1.2 million: Interest-free. NT\$1.2 million to NT\$1.48 million: Students with two or more siblings or children (inclusive) are interest-free. Above NT\$1.48 million: (1) Students with two siblings or children must pay full interest. (2) Students with three or more siblings or children (inclusive) are interest-free.
Application process	Online application is open from August 1 to registration deadline. You can payment about 2 days after the waiver is approved.	Online application is open from October 1 to 20 each year. Tuition for the first semester must be paid, however, eligible applicants will receive a tuition waiver for the following semester.	Online application is open from January 15 to registration deadline. For details, visit the Division of Student Services (Office of Student Affairs-Financial Aid-Student Loan) 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 : 1/7~1/10
- Announcement of Course placement results : 1/17

Stage 2

- Course Selection date : 2/4~2/6
- Announcement of Course placement results : 2/14

Course add/drop period

- First day to add / drop courses : 2/17
- Last day to **drop** courses : 3/2
- Last day to **add** courses : 3/3
- 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 & Graduate Students/ Course Selection Guidelines and Notice for Course Selection](#) 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 10, 2025 to February 21, 2025.

Application Process

- **【Path】** 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.

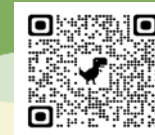
Results Inquiry

- Results will be available in approximately 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

- Credit transfers are limited to credits earned within 10 years before the enrolled academic year.
- 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.
- No further credit transfers may be undertaken with courses that have been already taken and passed at NTNU.
- For more information, please scan the QR Code 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 114 academic year.

Important Reminder

- For students who are resuming their student status and in need of housing, please contact 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 Student Affairs → [Student Housing](#)



9. Military Service Deferment



Eligibility

- 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 procedure

- Application through the "Student Military Service Application System":
 1. Visit the school's homepage, click on "Student Zone" → log in to the "Academic Affairs Administration Entrance" → find the "Student Military Service Application System."
 2. Click on "Military Service Application and Inquiry," then "Add New" to enter the required information and save. The application status can be checked at any time.
- If the approved period has elapsed and graduation has not yet occurred (deferred graduation), an "extension of deferment" or "extension of call-up" must be applied for to avoid receiving a conscription notice or summons.
- Important Notes:

If there is a change in household registration address, it is necessary to bring identification to the Academic Affairs Office to update the information and safeguard military service rights.

Notes & Information

- Student military service webpage: <https://assistance.sa.ntnu.edu.tw/rights-3/>
- Application for phased military training for reserve service: Males born between 1983 and 1993, who are currently enrolled in a college or above, and are interested in applying for phased military training during the consecutive summers of 2025 and 2026, please visit the homepage of the Ministry of the Interior's Military Service Administration for information on the '[申請分階段接受常備兵役軍事訓練系統](#)'



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 more details.

✓ 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\$580 for the first semester, after which they shall pay the same rate as other international students.</p> <p>► Students pay upfront for clinic visits or hospital stays and apply for reimbursement at a later date.</p> <p>► Insurance covers accidents and illness. It does not cover voluntary procedures such as health exams and teeth cleaning.</p>	<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
 Scholarship  Department of Help Dreams	 Scholarships for International Students	 Scholarships for Overseas Chinese Students



12. New Student Health Exam

- In accordance with the regulations of the Ministry of Education and the 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 submit the registration documents and 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/ CH. Clinic to complete the physical examination. Please make an appointment with LOHAS Clinic/CH. Clinic.
LOHAS Clinic : <http://www.lohasclinic.com.tw/>
CH. 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 18, 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 Registrar's Office/Academic Affairs, Gongguan Campus. Students should submit their health exam results prior to **March 21, 2025**.
- Student Health Examination Form:
Chinese ver.: [國立臺灣師範大學新生健康檢查表](#)
English ver.: [NTNU Student Health Examination Form](#)



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)7749-1064 Student Services
Student Loans	(02)7749-1058 Student Services
Tuition Waiver; Financial Aid for Disadvantaged Students	(02)7749-1057 Student Services (02)7749-1056 Student Services
Scholarships for Local Students; Student Group Insurance	(02)7749-1061 Student Services
Student Advising System	(02)7749-3155 Student Services
International 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 Service Window of the Office of Academic Affairs - 1F, Administration Building at Heping Campus I \(Main Campus\)](#)

Tel : (02)7749-1077

Academic Affairs, Gongguan Campus

Location : [1F, Conference Center at Gongguan Campus](#)

Tel : (02)7749-6548

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



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