


National Taiwan Normal University

Registration Guidelines for Graduate Students, 2025 Spring Semester

 First Day of Classes (Start of the Semester): **February 17, 2025**

 Academic Calendar: https://www.aa.ntnu.edu.tw/en_tw/Calender



Events to be Handled by New Students Only

	Events	For detailed information, please click the link to view.	Contact Information
<p>Required Before the start of the semester</p>	<p>Activate NTNU Portal Account</p>	<ul style="list-style-type: none"> After activating NTNU Portal account, students can proceed with tasks such as payment and course selection. After activating the NTNU administrative account, students will have access to their personal NTNU email address (student ID@ntnu.edu.tw). All university-related messages, including important notifications for individual students, will be sent to this email address as the official communication channel. Students are advised to regularly check their inbox to avoid missing any messages that may affect their rights and interests. (The forwarding function can be set up to automatically forward incoming emails to personal external accounts such as Gmail or Yahoo). <p> Daytime Program→ Continuing Education Program \ EMBA→ </p>	<p>Office of Academic Affairs Graduate Studies Division 886-2-7749-1107</p>
<p>Required</p>	<p>New Student Health Exam</p>	<ul style="list-style-type: none"> New students who fail to complete a health examination will be deemed as un-enrolled; students must submit a health examination report in order to receive their student IDs. You can download the physical examination form for freshmen from the Normal 	<p>Health Center Ms. Liou 886-2-7749-3107 anni1954@ntnu.edu.tw</p>

		<p>University and bring it to LOHAS Clinic, CH. Clinic or a qualified medical institution for physical examination according to the prescribed items. In addition to the health examination for overseas Chinese and foreign students applying for a residence permit, they are still required to undergo a new student health examination (because the two examination items are different).</p> <ul style="list-style-type: none"> ● Submit the physical examination report to the health center (in person or by e-mail), and it must be submitted no later than March 21, 2025. (e-mail: anni1954@ntnu.edu.tw Attended by Nurse Liu). The working hours of the health centers at Heping Campus and Gongguan Campus are: Monday to Friday (8:30-17:00), with staff on duty at noon. ● After submitting the off-campus physical examination report to the health center, the health center will issue a "Physical Examination Report Submission Certificate", or you can show the physical examination payment receipt from the LOHAS Clinic or CH. Clinic to the Office of Academic Affairs Graduate to get your student ID card. <p>【Physical examination instructions for freshmen →】</p>	
After the start of the semester	Student ID Pick-up	<p>After submitting the tuition fees and health examination report, students can pick up their student ID with their examination receipts restarting from the first day of classes</p> <p>Time : 2025 Feb. 17th ~</p> <p>Location : Graduate Studies Office or Division of Academic Affairs (Gongguan Campus)</p>	<p>Office of Academic Affairs Graduate Studies Division 886-2-7749-1107</p>



Common Events for New and Returning Students

	Events	For detailed information, please click the link to view.	Contact Information
<p>Required Before the start of the semester</p>	<p>Registration Fee Payment</p>	<p>● Local students of Online MA Program in Technical Vocational Education · Daytime Program · Continuing Education Program · EMBA : Starting from mid-January, you may print the payment slip on your own. °</p> <p>● Online MA Program (Except for local students of the Online MA Program in Technical Vocational Education) : Please log in to NTNU portal /NTNU Online Payment System / online payment and inquiry for international students, and make the payment via credit card.</p> <p>● Baseline Tuition Fee, Basic Credit Fee, Computer and Network Facilities Fee, and Student Group insurance Fee must be paid before the start of classes. Failure to make the payment on time will result in dismissal from the program.</p> <p>● After payment, it will take about 3 to 5 business days for the payment to be processed by the school before the Student Status certificate can be printed.</p> <p>【 Tuition & Miscellaneous Charges → 】</p>	<p>Office of Academic Affairs Graduate Studies Division 886-2-7749-1107</p>
<p>After the start of the semester</p>	<p>Credit Fee Payment</p>	<p>Credit fees payment for graduate students taking courses at the College of Music, one-on-one tutorial.</p> <p>【 Tuition & Miscellaneous Charges → 】</p>	

	Events	For detailed information, please click the link to view.	Contact Information
Handle according to individual circumstances.	Course Selection	<p>Before selecting courses, please review course selection regulations and notes for course selection. Please check the deadlines for each application, late applications will not be processed.</p> <p> Full-time Program → In-service Program → </p> <p> EMBA、GF-EMBA → </p>	<p>Office of Academic Affairs Curriculum Division</p> <p>(Please contact the person in charge according to your department.)</p>
	Credit Transfer	<p>Please refer to the website of the Office of Academic Affairs:</p> <p>https://www.aa.ntnu.edu.tw/en/GSD/CreditTransfer02/CreditTransfer03</p>	<p>Office of Academic Affairs Graduate Studies Division</p> <p>886-2-7749-1107</p>
	Scholarships	<ul style="list-style-type: none"> ● Scholarships for International Students ● Scholarships for Overseas Chinese Students ● Scholarships for Local Students 	
	Student Group Insurance	<p>Student group insurance will be added to the tuition and fees at the time of registration. If you want to optout of the insurance, please download and fill out the Withdraw from Student Group Insurance Application Form.</p> <p>Visit the Division of Student Services (Student Affairs Office) website for more details.</p>	<p>Office of Student Affairs Student Services</p>
	Dorm Application	<p>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.</p> <p>Visit Student Housing (Student Affairs Office) website for more details.</p>	<p>Office of Student Affairs Student Housing</p> <p>886-2-7749-3322</p> <p>ssa@deps.ntnu.edu.tw</p>
	Student Advising System	<p>Please log in to NTNU Portal→ System Applications→ Student Affairs System→ Student Advising System</p>	<p>Office of Student Affairs Student Services</p> <p>(02)7749-3155</p>



Events to be Handled by Overseas Chinese students, International students, and Mainland Chinese students Only


	Events	For detailed information, please click the link to view.	Contact Information
Required	Alien Resident Certificate	International students and overseas Chinese students must prepare the required documents within 30 days after entry, while students from Hong Kong and Macau must do so within three months after entry, and apply for the Alien Resident Certificate on the Immigration Agency's website.	Office of International Affairs 886-2-7749-1281 Overseas Chinese students (02)7749-1278 International students (02)7749-1280 Mainland Chinese students (02)7749-1283
	Work Permit	International students and overseas Chinese students must first apply for a work permit if you wish to work in Taiwan, whether on-campus or off-campus.	
	International Student Insurance	<ul style="list-style-type: none"> 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. Mandatory insurance for any person who has resided in Taiwan for a period of 6 months. (Foreign nationals who with Valid ARC for Taiwan area must be registered in the National Health Insurance program upon living in Taiwan for 6 months.) 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. Health insurance premiums are included in your tuition and miscellaneous fees statement and are paid at the time of registration. 	
International students only	In-Person	Date: February 14,2024, 9:00 AM - 17:00 PM	

	Registration and Document Submission	Venue: OIA Lounge (General Building 1st Floor) (No. 162, Sec. 1, Heping East Road, Taipei) Please be sure to bring the required documents listed in the Registration Guidelines for New International Students provided by the Office of International Affairs (OIA).	
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Digital Platform Usage Information

	Events	For detailed information, please click the link to view.	Contact Information
	Moodle e-learning Platform	<ul style="list-style-type: none"> ● In Moodle, you will find resources and learning activities like your teacher' s course outline, curriculum schedule, learning materials, assignment guide, online discussion board, and online tests. Make progress according to your teacher' s carefully designed curriculum! ● Log in using your NTNU Portal account and password. <p>【Explanation of the digital learning method for the Online MA Program →】</p>	Office of Academic Affairs NTNU Online (02)7749-5673 (02)7749-5579
	My Library	<ul style="list-style-type: none"> ● My Library: Provides access to the university's electronic resources and online services. ● First-time login requires account activation and password setup. ● When accessing electronic resources off-campus, you can authenticate directly with your My Library account and password, or set up a Proxy server. 	Library Circulation and Collection Management Division (02)7749-5235 (02)7749-5236

 Students who are unable to continue their studies.

	Events	For detailed information, please click the link to view.	Contact Information
	<p align="center">Leave of Absence/ Withdrawal of Study</p>	<p>Before the start of the semester (including the first day of the semester), if an application for a leave of absence or withdrawal from study has been submitted to the Office of Academic Affairs, no tuition or miscellaneous fees will be charged.; otherwise the tuition and miscellaneous fee must be paid, then on the day the study suspension or withdrawal application is completed, a refund can be requested according to the regulations.</p> <p>【 Leave of Absence, Reinstatement, and Withdrawal Section → 】</p>	<p align="center">Office of Academic Affairs Graduate Studies Division 886-2-7749-1107</p>

 Practical Information :



 Contact Information for Registration:



For departments at the Gongguan Campus (College of Science, Institute of Electro-Optical Engineering, Department of Sport and Kinesiology), please contact the Gongguan Academic Affairs Division.