

NTNU EASY GO

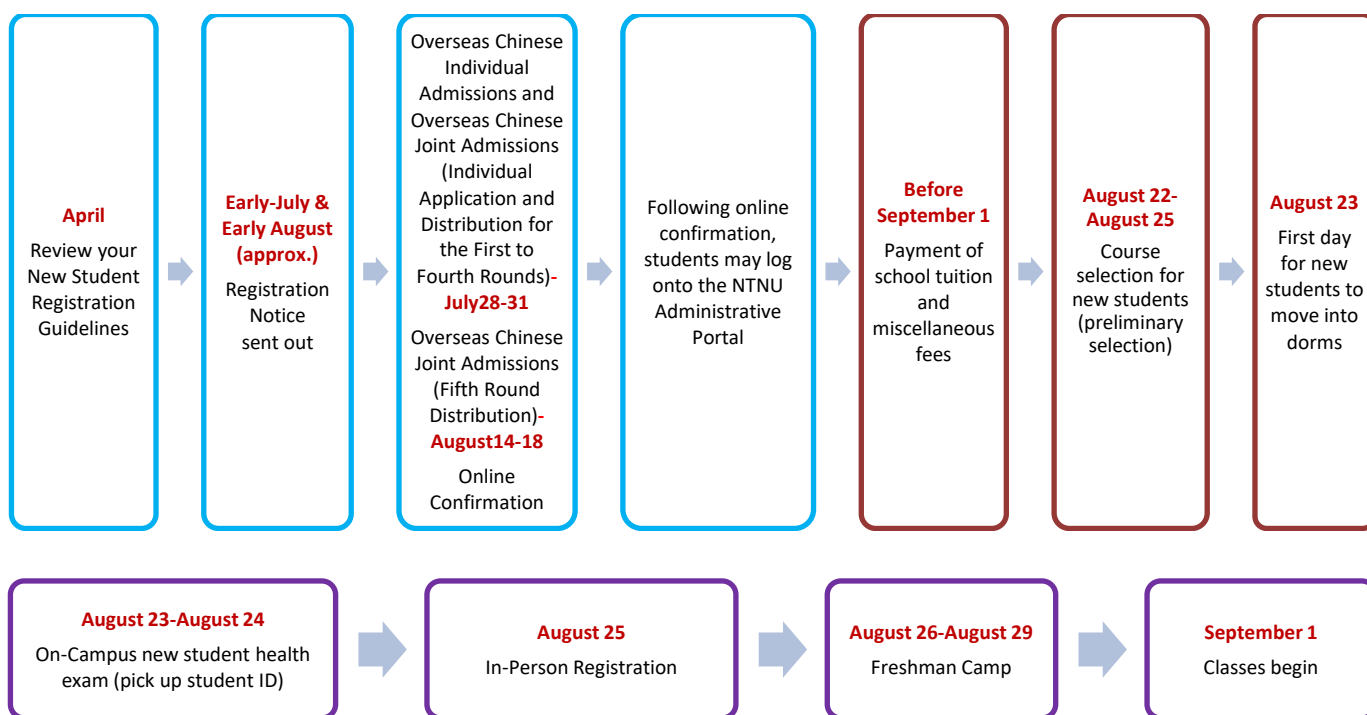
A Guidebook for Newly Admitted Overseas Chinese Students at NTNU:
2025 Undergraduates

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CHAPTER 1 New Student Registration

1) Important Dates



- Registration fee payment: Before September 1
- Course selection for first-year undergraduate students (preliminary selection): August 22- August 25
- First day for new students to move into dorms: August 23
- On-Campus new student health exam: August 23- August 24
- In-Person Registration: the dates for Overseas Chinese Students is August 25 at 9:00-12:00
- Freshmen Camp: August 26- August 29
- **Course add/drop period for undergraduate students: September 1- September 14 (on September 15 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

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/submitting 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/6mpotyMwgjqtNzXv7>
 - F. If applying for the Overseas Compatriot Student National Health Insurance program: Please fill out at <https://forms.gle/sc9GeZSQ5ArDDwSA6>
 - G. Please apply for the Overseas Community Affairs Council i Compatriot Card at: <https://forms.gle/afg1hoD14p6gzwNa6>

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.



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

New students can start logging into the school administrative portal from **9:00 AM** on the day following the deadline for online registration of each session.

The registration sessions for the 114th academic year freshmen are as follows	The opening date for the Academic Administration Portal
The first session (7/2-7/9)	7/10
The second session (7/21-7/24)	7/25
The third session (7/28-7/31)	8/1
The fourth session (8/14-8/18)	8/19

1. When logging onto the portal for the first time, please visit: <http://iportal.ntnu.edu.tw/ntnu/>

歡迎使用 校務行政資訊入口網

入口網平台重大革新

本校校務行政資訊入口平台研發宗旨是

用戶帳號啟用流程服務

NTNU Web Single Sign-On Service

Click here for instructions

校務行政帳號啟用後，你將可使用下列服務內容：

- 登入校務行政入口網，辦理校務行政業務。
- 提供一統大電子郵件信箱(XXX@ntnu.edu.tw)。本校各項校務訊息(含學生個人之重要通知)，係以本校提供每位學生專用之統一大電子信箱，作為正式聯繫管道，故請同學關心信箱時查收信件，以免漏接訊息致影響權益。同學於申請【校務行政帳號啟用】後即可享有個人專用的大電子郵件信箱，亦可利用信件轉寄功能，將來信自動轉寄至個人的外部信箱(如Gmail或Yahoo信箱)，詳請參考【WebMail】的操作說明。
- 網路認證：無線網路、宿舍網路、VPN認證等。
- 其他應用服務認證，如校園軟體下載、電腦教室使用等。

注意事項：

- 教職員工部分，若之前已經具有由大所發給的電子郵件帳號，則將以該帳號作為校務行政帳號，如 account@ntnu.edu.tw 或 account@ntnu.edu.tw。
- 新進教職員工尚未申請統一大電子郵件帳號。
- 教職員工(專任教師、約用人員、專業助理)請至人事室登記欲使用的帳號。
- 技工工友至總務處管理組登記欲使用的帳號。
- 學生部分，由學號當作帳號。
- 以上帳號均不帶 @ntnu.edu.tw。
- 帳號的使用請遵守校園網路相關規範。

帳號啟用流程：

- 請輸入欲啟用的帳號(學)號。
- 請輸入身份證號碼(僑生為僑居地護照的身分證字號前10碼；外國學生為護照號碼)進行身份確認。
- 帳號(學)號與用上的任何問題，請洽此份FAQ文件諮詢相關業務人員。

啟用帳號(學)號：

身份證號碼：

忘記密碼 進行身份驗證

使用者帳號登入

帳號 Account :

密碼 Password :

登入 Login

無法使用我的帳號?

新功能嘗試? 免費且容易

想嘗試新功能?

首次帳號啟用 (說明)

忘記密碼 (說明)

意見回饋

點選看說明

2. Administrative Portal Access and Use

From webpage

Please go to the NTNU homepage



3. Here are some common student-related applications:



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

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) 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
NTNU Student Information Record Confirmation		Yes	All NTNU identity documents such as an NTNU ID card are based on your NTNU Student Information Record.
Registration Fees	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	Yes	Students may choose to apply for a Tuition & Credit Fee Exemption OR Financial Assistance for Disadvantaged Students. They may not apply for both.
	Financial Assistance for Disadvantaged Students		
	Student Loans		
Student Card		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.
Course Selection	Summer Sessions	Yes	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		
Health Exam		Yes	Students who fail to take a health exam shall be unable to immediately pick up their student ID.
Freshmen Camp		Yes	Freshmen are invited to sign up for participation.
Dormitory Application			
Military Service		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 31 to avoid being called up or drafted for military service.
Student Insurance	Student Group Insurance		All enrolled students are required to participate in the student group insurance and must pay it along with the

student fees during registration. Students who choose not to participate in the student group insurance must fill out the "Application Form for Students Not Participating in Student Group Insurance" and send it to the Office of Student Affairs Student Life Counseling Unit.

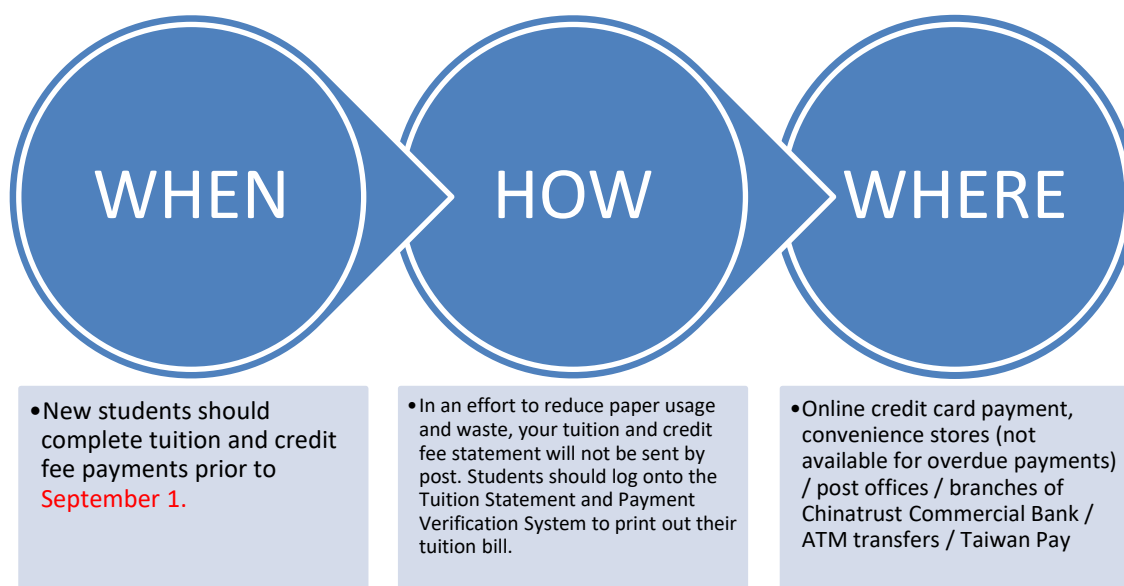
International
Student
Insurance

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 their admission to NTNU.



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 3rd and 4th 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 international students**, in addition to the health check required for applying for a residence permit, **must also participate** in the freshman health check (the items checked in both exams are different).



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 2025) 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. The health check report must be submitted no later than one month after the start of the semester (by September 30) to avoid any impact on your rights.

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\$700 . To shorten waiting times, please fill out the health record card and questionnaire on the Health Center's website 10 days prior to the health check (after August 13).Health Center website: <https://health.sa.ntnu.edu.tw/新生入學健康檢查注意事項>
 - 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	8/23(Saturday)	8/24(Sunday)
08:00-10:00	College of Science	College of Education
10:00-11:00	College of Music	College of Sports and Recreation
13:00-15:00	College of Technology and Engineering & College of Interdisciplinary Industry Academia Innovation	College of Liberal Arts & College of Arts
15:00-16:00	College of Management & College of International Studies and Social Sciences	* Supplementary health check time: This includes international students from the Office of International Affairs, new students from all departments (undergraduate, master's, doctoral, and professional master's programs), transfer students, and returning students.

6) Freshmen Camp

The 118th Freshmen camp will be held from August 26- August 29, 2025. To sign up, please go to the New Student Registration System. All first-year undergraduate students are required to participate. If you are unable to attend, no prior leave request is necessary. For details about the activities, please refer to the New Student Camp webpage on the Student Affairs Office's Student Life Counseling Unit website.

7) Student Insurance

1. Student group insurance


- A. All enrolled students are required to participate in the student group insurance and must pay it along with the student fees during registration. Students who choose not to participate in the student group insurance must fill out the "Application Form for Students Not Participating in Student Group Insurance" and send it to the Office of Student Affairs Student Life Counseling Unit.
- 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://assistance.sa.ntnu.edu.tw/rights-2/>




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> <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: 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. ● 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. 	

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"> 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. 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. 3. Please refer to the Student Dormitory Management Center webpage for updates on new student housing. 	<p>Student Dormitory Management Center: http://www.ga.ntnu.edu.tw/dorm</p> <p>NTNU homepage→ Admissions→ Office of Student Affairs →Student Dormitory Management Center</p> 

- 9) Military Service Deferral and Call-up Application (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.)

All male freshmen are required to fill out their military service information in the new student online registration system and upload the relevant proof documents.	
1.	Application for Draft Deferral: Under 33 years of age
2.	Application for Call-up Deferral: Private: 36 and under; Junior Officer/Sergeant: 50 and below; Senior Officer/Sergeant Major: 58 and below
3.	For those with exemption from military service, suspension from service, national guardsmen, substitute military service personnel (who have completed their service), active military personnel, or members of a service unit who have already completed the call-up process, please select "Exempt from processing military service."
Student Military Service Application Process and Notes	
1.	All male freshmen must fill in their military service deferral, call-up, or exemption information in the new student registration system. If there are special circumstances that require adjustments, please go to the university's homepage, click on "Student Area" → Log in to "School Administrative Portal" / Application Systems / Student Affairs Systems / Student Military Service Application System → Click on "Military Service Application and Inquiry" on the left → Click "Add" to enter your information → Save, and contact the person in charge (contact number: 02-7749-1064).
2.	For call-up or exemption, please upload your discharge order, completion certificate, or exemption certificate.
3.	You can check the military service information at any time in the system, including "Review Status," "Approval Document Number," "Approval Effective Date," "Approval Expiration Date," "Approval Termination Date," and "Approval Termination Document Number." If the approval has expired and you have not graduated, you must apply for a "Deferral Extension" or "Call-up Extension" to avoid receiving a conscription or call-up order.
4.	Student Military Service Website: https://assistance.sa.ntnu.edu.tw/rights-3/
	
Military training for active-duty conscripts will be conducted in phases during the summer vacation.	
Male students born in 1994 or later, or those who volunteer to enlist before turning 18 and are processed by the Conscription Office, who wish to apply for phased active-duty military training during the summer vacation for two consecutive years, must submit an application through the "Phased Active-Duty Military Training System" on the Ministry of the Interior's Military Service Department website by November 15 each year. After completing the training, please apply for call-up according to the required period to avoid receiving a call-up order.	

CHAPTER 3 New Student Resources

1) How to Study at NTNU



How to Study at NTNU—A Guidebook for

Undergraduate Students, NTNU introduces new students to effective ways of planning and completing their studies over the four years of university, as well as how to explore available on-campus learning resources (including those related to English learning). This resource, which consolidates academic aspects and resources at the university, will be available on the Academic Affairs Office's website for browsing and download.



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) 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.**

5) Scholarships and Subsidies

Scholarships and their websites		Please Contact
Local Students	1. Introduction to NTNU scholarships/subsidies 	Division of Student Assistance/ Office of Student Affairs
	2. MOE Help Dreams 	
International Students	Scholarships for International Students 	Division of International Student Affairs/ Office of International Affairs
Overseas Chinese Students	Scholarships for Overseas Chinese Students 	Division of International Student Affairs/ Office of International Affairs

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 Gongguan Campus: No. 88, Sec. 4, Tingzhou Road, Wenshan 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/	LIN, Hui-Chih,	02-77491096	kathylin@ntnu.edu.tw
Department of Educational Psychology and Counseling/Department of Adult and Continuing Education/Department of East Asian Studies	CHANG, Shu-Chen	02-77491084	jenna@ntnu.edu.tw
Department of Health Promotion and Health/Department of Human Development and Family Studies/Department of Fine Arts/Department of Design	CHANG, Chao-Chen	02-77491102	ccchang91248@ntnu.edu.tw
Department of Chinese/Department of Taiwan Culture, Languages and Literature/Undergraduate Program of Performing Arts/ Undergraduate Program of Electro-Optical Engineering	SHIH, Ching-Lin	02-77491098	linlin@ntnu.edu.tw
Department of English/Department of Chinese as a Second Language/Program of Global Studies	YEH, Yu -Ling	02-77491103	yuling.yeh@ntnu.edu.tw
Department of History/Department of Geography/Department of Music	HUANG, Chia-Hsiu	02-77491081	victory172@ntnu.edu.tw
Department of Industrial Education/ Department of Technology Application and Human Resource Development/ Department of Mechatronic Engineering/ Department of Electrical Engineering	CHEN, Yi-Hsuan	02-77491104	hsuan18@ntnu.edu.tw
Department of Graphic Arts and Communications/ Department of Physical Education and Sport Sciences/Department of Business Administration/Undergraduate Program of Learning Sciences	CHEN, Yu-Shiun	02-77491100	cyqluid@ntnu.edu.tw
Department of Physics/ Department of	Liao, Pao-Yueh	02-77496547	teresaliao@ntnu.edu.tw

New Student Registration, Student Enrollment, Tuition & Fees			
Chemistry/ Department of Earth Sciences			
Institute and Undergraduate Program of Electro-Optical Engineering/ Department of Mathematics/ Department of Life Science/ Undergraduate and Graduate Program of Nutrition Science	Lin, Su-Shan	02-77496549	shan@ntnu.edu.tw
Department of Sport and Kinesiology/ Department of Computer Science and Information Engineering	Wu, Ssu-Hsien	02-77496548	deliawu@ntnu.edu.tw

Course Selection			
College of Education	Yu-Ying Lin	02-77491115	yuingyulu@ntnu.edu.tw
College of Liberal Arts, Summer session course selection	Ke-Hsin Huang	02-77491182	myrahuang@ntnu.edu.tw
College of Sports & Recreation	Jia-Siou Liang	02-77491200	shiu.1622@ntnu.edu.tw
College of Science	Sheng-Huei Tsai	02-77491109	w1202637994@ntnu.edu.tw
College of Management	Wen-Ling Lee	02-77491108	lusiale@ntnu.edu.tw
College of Arts	Shu-Ching Chuang	02-77491186	shu-ching@ntnu.edu.tw
College of Technology and Engineering	Yi-Jhen Yang	02-77491180	yyj@ntnu.edu.tw
College of International Studies and Social Sciences	Chia-Jung Wu	02-77491181	cjw@ntnu.edu.tw
Common Chinese	TSAI, Meng-Li	02-77491129	m.tsai@ntnu.edu.tw
Common English	Zi-Rong Jiang	02-77491117	joannalai117@ntnu.edu.tw
Common Physical Education	Wan Ying Chang	02-77493193	changwi@ntnu.edu.tw
Logic and Programming	PAI-CHIEH LAI	02-77491121	racheljiang@ntnu.edu.tw
General Education Courses	Min-Hui Huang	02-77491122	minhui@ntnu.edu.tw
Summer Academy	PAI-CHIEH LAI	02-77491121	racheljiang@ntnu.edu.tw
Credit transfer-related affairs	HUANG, Chia-Hsiu	02-77491081	victory172@ntnu.edu.tw

Other Areas			
Dorm Application- Office of Student Assistance, Student Dormitory Management Center	Hui-Yu Feng	02-77493322	fish516@ntnu.edu.tw

Other Areas			
Military Service Applications- Office of Student Assistance, Division of Student Assistance	Chung-Wei Li	02-77491064	lcw0214@ntnu.edu.tw
Tuition and Fees Reduction	Li-Chen Huang	02-77491057	lichen@ntnu.edu.tw
Scholarship for Disadvantaged Students	Xiu Zhong Liu	02-77491056	57041822@ntnu.edu.tw
Scholarships for Off-campus Activities, Student Group Insurance- Office of Student Assistance, Division of Student Assistance	Guan-Hua Chen	02-77491061	framziska@ntnu.edu.tw
Freshmen Camp- Office of Student Assistance, Division of Student Assistance	Kai-Chi Tseng	02-77491062	tkc1993123@ntnu.edu.tw
Student Counseling System- Office of Student Assistance, Division of Student Assistance	Pei-Xuan Xiao	02-77493155	carina@ntnu.edu.tw
Health Exam- Office of Student Assistance, Health Center	Chiung-Ya Liu	02-77493107	anni1954@ntnu.edu.tw
NTNU Administrative Portal Usage- Information Technology Center		02-77493737	helpdesk@ntnu.edu.tw
International Student Insurance, Scholarships/Subsidies, and In-Person Registration- Office of International Affairs		02-77491282	oia@deps.ntnu.edu.tw