

# National Taiwan Normal University

## Registration Guidelines for Graduate Students, 2025 Fall Semester

🕒 First Day of Classes (Start of the Semester): **September 1, 2025**

🕒 Academic Calendar: [https://www.aa.ntnu.edu.tw/en\\_tw/Calender](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
Required Before the start of the semester	<b>Activate NTNU Portal Account</b>	<ul style="list-style-type: none"> <li>After activating <a href="#">NTNU Portal</a> account, students can proceed with tasks such as payment and course selection.</li> <li>After activating the NTNU administrative account, students will have access to their personal <a href="#">NTNU email address</a> (student ID@ntnu.edu.tw). All university-related messages, including important notifications for individual students, will be sent to this email address as the <b>official communication channel</b>. Students are advised to regularly check their inbox to avoid missing any messages that may affect their rights and interests. (<a href="#">The forwarding function</a> can be set up to automatically forward incoming emails to personal external accounts such as Gmail or Yahoo).</li> </ul> <div> <div>Full-time Graduate Program →</div> <div>Continuing Education Program \ EMBA→</div> </div>	Office of Academic Affairs Graduate Studies Division 886-2-7749-1107
Required	<b>New Student Health Exam</b>	<ol style="list-style-type: none"> <li>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.</li> <li>Health Exam Options (Choose One)               <ol style="list-style-type: none"> <li><b>On-Campus Health Exam</b> <ul style="list-style-type: none"> <li>Please follow the schedule based on</li> </ul> </li> </ol> </li> </ol>	Health Center Ms. Liu 886-2-7749-3107 anni1954@ntnu.edu.tw

	Events	For detailed information, please click the link to view.	Contact Information
		<p>your college as listed in the <a href="#">“2025 Academic Year Health Exam Schedule”</a> .</p> <ul style="list-style-type: none"> <li>● Complete the Student Health Examination Form and Questionnaire on <a href="#">the Health Center website</a> within 14 days prior to the checkup (after August 13).</li> <li>● The health report will be available approximately one month after the checkup.</li> </ul> <p><b>(2) Off-Campus Health Exam</b></p> <ul style="list-style-type: none"> <li>● You may undergo a checkup at a <a href="#">certified medical institution</a>. The checkup must be within the past 3 months (after June 2, 2025) and must include all items listed in the university's <a href="#">health Examination form</a>.</li> <li>● Please download the <a href="#">Student Health Examination Form</a> in advance and bring it to your chosen medical institution for the checkup. (It is recommended to complete this before the semester begins, as it typically takes 3–4 weeks to receive the report.)</li> <li>● Health checks for labor or military purposes do not meet Ministry of Education requirements and cannot be substituted.</li> <li>● Submit the off-campus health report together with the NTNU <a href="#">Student Health Examination Form</a> <b>by September 29, 2025</b> to the Health Center in one of the following ways:</li> </ul> <p>■ <b>Email:</b> anni1954@ntnu.edu.tw (Attn: Nurse</p>	

	Events	For detailed information, please click the link to view.	Contact Information
		<p>Liu)</p> <ul style="list-style-type: none"> <li>■ <b>In Person:</b> During office hours at the Health Centers of the Heping and Gongguan campuses, Monday to Friday (8:30 AM to 5:00 PM, services available during lunch hours as well; During the summer, submissions can be made at the Health Centers from Monday to Thursday; on Fridays, please go to the 4th floor of the Lohas Clinic at the Heping Campus.).</li> <li>■ <b>By Mail:</b> NTNU Health Center, No. 162, Section 1, Heping East Road, Taipei 106, Taiwan</li> </ul> <p>3. <b>New Students Planning to Defer or Suspend Enrollment:</b> Please do not participate in the on-campus health check this year. You may complete the check the following September when resuming your studies. (If you resume early in February, please schedule your own health check before returning and submit the report to the Health Center.)</p> <p>4. <b>Overseas Chinese and International Students:</b> In addition to the health check required for your ARC (Alien Resident Certificate), you are still required to complete the NTNU new student health exam. These two checks differ in content and are not interchangeable.</p> <p>5. <b>After Completing the Health Exam:</b> To receive your student ID card at the time and location announced by the Office of Academic Affairs, please present one of the following:</p>	

	Events	For detailed information, please click the link to view.	Contact Information
		<p>(1) For those who had an on-campus checkup: <b>Receipt of health check payment.</b></p> <p>(2) For those who had their checkup at <a href="#">Lohas(樂活)</a> or <a href="#">Chih-Hsin(啟新)</a> Clinic: Receipt of health check payment.</p> <p>(3) For those who had their checkup at other off-campus institutions: Submit your health report to the Health Center and obtain a "Submission Proof of Health Report" to receive your student ID.</p> <p><b>【Physical examination instructions for freshmen →】</b></p>	



## Common Events for New and Current Students

	Events	For detailed information, please click the link to view.	Contact Information
After the start of the semester	<b>Student ID</b>	<p><b>New Student ID Card Collection</b></p> <p>Collection Period: <b>Starting from Monday, September 1, 2025.</b></p> <p>Please bring one of the following documents to collect your student ID card:</p> <ul style="list-style-type: none"> <li>■ Health Check Submission Proof from the Health Center</li> <li>■ On-campus health check receipt</li> <li>■ Lohas or Chih-Hsin Clinic health check receipt</li> </ul> <p><b>Location :</b></p> <ul style="list-style-type: none"> <li>■ <b>Local Students:</b> Department/Institute Office</li> <li>■ <b>Overseas Chinese Students, Hong Kong and Macau Students, International Students, Mainland China Students:</b> Depending on your department's campus,</li> </ul>	<p>Office of Academic Affairs Graduate Studies Division 886-2-7749-1107</p>

	Events	For detailed information, please click the link to view.	Contact Information
		<p>please collect the ID from the Graduate Studies Division at Heping Campus I or the Office of Academic Affairs at Gongguan Campus.</p> <p><b>To Current Students Who Have Not Yet Collected Their 4K Student ID Cards</b></p> <p>Please be advised that starting from the 2023-2024 academic year (112 academic year), the 4K student ID card with EasyCard functionality has been fully implemented. If you have not yet collected your new 4K student ID card, please bring your old student ID card or your enrollment certificate for the fall semester of the 2025 academic year (114 academic year) to the Graduate Studies Division (Heping Campus departments) or the Office of Academic Affairs at Gongguan Campus (Gongguan Campus departments) to collect it.</p> <p><b>Information Regarding EasyCard Student Tickets</b></p> <p>The student discount validity period is initially set for 4 years, with an expiration date at the end of October.</p> <p>If you have not yet graduated upon expiration, please bring your student ID card to the Registration Division on the 1st floor of the Administration Building or the Office of Academic Affairs at Gongguan Campus to apply for an extension, which is valid for one year at a time.</p>	
<b>Required</b> Before the start of the semester	<b>Registration Fee Payment</b>	<ul style="list-style-type: none"> <li>Pay the baseline tuition and basic credit fees, computer and network facilities fees, and student group insurance fees in one lump sum. Partial payments are not</li> </ul>	Office of Academic Affairs Graduate Studies Division

	Events	For detailed information, please click the link to view.	Contact Information
		<p>accepted, and failure to pay by the deadline will result in withdrawal from the university.</p> <ul style="list-style-type: none"> <li>● <b>New Student</b> Payment Period: Full-time Master's and Doctoral Programs, In-service Program: <b>Early August 2025 to August 15, 2025</b> Online Continuing Education Master' s Program of Teaching Chinese as a Foreign Language, Online Continuing Education Master' s Program of Technological and Vocational Education: <b>Early July 2025 to July 25, 2025</b></li> <li>● <b>Current Student</b> Payment Period: <b>Early August 2025 to September 1, 2025</b></li> <li>● Payment Methods: Full-time Master's and Doctoral Programs, Domestic students of the Online Continuing Education Master' s Program of Technological and Vocational Education, and In-service Master's Programs: <a href="#">Self-print the payment slip</a>. <ul style="list-style-type: none"> <li>■ Payment Channels: Post Office, CTBC Bank over-the-counter, convenience stores, ATM (including webATM), credit card, or Taiwan Pay.</li> <li>■ Important Note: Due to information security concerns, if the payment page on your mobile phone or desktop computer is blocked by the system's security mode, please use a Microsoft system for payment.</li> </ul> </li> </ul> <p>International students of the Online Continuing Education Master' s Program of Technological and Vocational Education, and</p>	886-2-7749-1107

	Events	For detailed information, please click the link to view.	Contact Information
		<p>the Online Continuing Education Master' s Program of Teaching Chinese as a Foreign Language: Please log in to the <a href="#">NTNU Portal</a> / Online Payment System / Online Payment and Inquiry for Overseas Students to pay online by credit card.</p> <ul style="list-style-type: none"> <li>● <b>Payment Receipt:</b> You can download and print the payment receipt yourself or contact CTBC Bank's customer service hotline at 0800-017-688 to apply for one approximately 5 working days after payment. Please keep your payment receipt or payment certificate properly.</li> <li>● <b>Enrollment Certificate:</b> The <a href="#">enrollment certificate</a> can be printed approximately 3 to 5 working days after the payment is credited to the university. <a href="#">【 Tuition &amp; Miscellaneous Charges → 】</a> <a href="#">【 Q&amp;A for Tuition and Fee Payment → 】</a></li> </ul>	
After the start of the semester	<b>Credit Fee Payment</b>	<p>Those who elect to take "Teacher Education Program" courses or "Individual Music Instruction Courses" are required to pay the credit fees or individual instruction fees separately after the course selection period ends (approximately late October). <a href="#">【 Tuition &amp; Miscellaneous Charges → 】</a></p>	

	Events	For detailed information, please click the link to view.	Contact Information
Handle according to individual circumstances.	<b>Course Selection</b>	<p>Before starting course selection, please be sure to read through the course selection regulations and notes and be mindful of the deadlines for each course selection period. Late applications will not be processed.</p> <ul style="list-style-type: none"> <li>● Newly admitted full-time students should select courses during the <u><a href="#">new student course selection period</a></u> and the <u><a href="#">add/drop period</a></u>.</li> <li>● Current full-time students should select courses during the <u><a href="#">stage 1 and stage 2 course selection period</a></u> and the <u><a href="#">add/drop period</a></u>. *Students who have no record of school attendance (which means students have applied for a leave of absence or retention of admission status immediately after enrollment) should select courses during the <u><a href="#">new student course selection period</a></u>.</li> <li>● All In-service master's program students should select courses during the <u><a href="#">preliminary course selection period</a></u> and the <u><a href="#">add/drop period</a></u>.</li> </ul> <div> <div>Full-time Graduate Program →</div> <div>In-service Master's Program →</div> <div>EMBA Program →</div> </div>	<p>Office of Academic Affairs Curriculum Division</p> <p>(<a href="#">Please contact the person in charge according to your department.</a>)</p>
	<b>Credit Transfer</b>	<p>Credit transfer applications must be completed within the period from one week before the beginning of the semester to one week after it starts. Please refer to the Office of Academic Affairs website for more information: <a href="https://www.aa.ntnu.edu.tw/en/GSD/CreditTransfer02/CreditTransfer03">https://www.aa.ntnu.edu.tw/en/GSD/CreditTransfer02/CreditTransfer03</a></p>	<p>Office of Academic Affairs Graduate Studies Division</p> <p>886-2-7749-1107</p>

	Events	For detailed information, please click the link to view.	Contact Information
	<b>Tuition and Fees Waiver</b> Taiwanese students only	<p>Students with indigenous peoples status, survivors of military and civil servants, students with disabilities, children of active military personnel, students of people with disabilities, students from low-income households, students from low- and middle-income households, and children from families in hardship.</p> <p><b>【<a href="#">Tuition and Fees Waiver Information</a> →】</b></p>	Office of Student Affairs Student Services 886-2-7749-1057
	<b>Disadvantaged Student Grants</b> Taiwanese students only	<ul style="list-style-type: none"> <li>● <b>Application Period : October 1st to October 20th.</b></li> <li>● Eligibility Requirements (must meet all of the following conditions): <ol style="list-style-type: none"> <li>(1) Must be a <b>domestic student</b> holding Republic of China (Taiwan) nationality (excluding students in in-service master's programs and students extending their studies).</li> <li>(2) Must have a GPA of 1.7 or higher in the previous semester. (Freshmen in their first year of bachelor's or master's programs are not evaluated based on grades; students with no grades in the previous semester due to a leave of absence should upload their academic transcripts from previous years.)</li> <li>(3) The total annual family income must be NT\$700,000 or below (for master's and doctoral students).</li> <li>(4) The total interest income of the accountable family members must not exceed NT\$20,000.</li> <li>(5) The total value of real estate owned by the family must be NT\$6.5 million or below.</li> </ol> </li> </ul>	Office of Student Affairs Student Services 886-2-7749-1056

	Events	For detailed information, please click the link to view.	Contact Information
		<a href="#">【Disadvantaged Students Grants Information →】</a>	
	<b>Student Loan</b> Taiwanese students only	<ul style="list-style-type: none"> <li>● Application Period : August 1st until the start of classes.</li> <li>● Application Eligibility :                Republic of China (Taiwan) citizens with household registration and formal student status whose total annual family income (in New Taiwan Dollars) is NT\$1.2 million or below, or above NT\$1.2 million with adult siblings and children in school or who are minors.</li> <li>● Loan Category :                Tuition and miscellaneous fees (including music instruction fees), internship fees, book fees, accommodation fees, living expenses, student group insurance fees, computer and network communication usage fees, overseas study expenses, and other related costs, in order to alleviate financial burdens.</li> </ul> <a href="#">【Student Loan Information →】</a>	Office of Student Affairs Student Services 886-2-7749-1058
	<b>Scholarships</b>	<ul style="list-style-type: none"> <li>● To encourage students to excel academically and actively participate in campus and community affairs, the university offers various awards such as the "STAR Scholarship," "Outstanding Student Scholarship" (including for graduate students), "Excellent Student Selection," and "Social Practice Award" to recognize exceptional performance in academics, character, and social involvement.</li> <li>● To support economically disadvantaged students in pursuing their education with peace of mind, the university offers various forms of financial assistance, including the "Grant for Living Expenses," "Emergency</li> </ul>	Office of Student Affairs Student Services 886-2-7749-1056 886-2-7749-1064

	Events	For detailed information, please click the link to view.	Contact Information
		<p>Relief Fund," " Sunshine Financial Hardship Grant," "Giveback Scholarship," " Donations (Various Donor-Established) Scholarships," as well as numerous external scholarships and grants, providing essential economic support.</p> <ul style="list-style-type: none"> <li>● <a href="#">Scholarships for International Students</a></li> <li>● <a href="#">Scholarships for Overseas Chinese Students</a></li> <li>● <a href="#">Scholarships for Local Students</a></li> </ul>	
	<b>Military Service</b> Taiwanese students only	<p><b>New students who have a valid Taiwan National ID</b> 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.</p> <p><b>【學生兵役專區→】</b></p>	Office of Student Affairs Student Services 886-2-7749-1064
	<b>Student Group Insurance</b>	<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><b>【Visit the Division of Student Services website for more details. →】</b></p>	Office of Student Affairs Student Services 886-2-7749-1061
	<b>Dorm Application</b>	<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><b>【Visit Student Housing website for more details.→】</b></p>	Office of Student Affairs Student Housing 886-2-7749-6922

	Events	For detailed information, please click the link to view.	Contact Information
Required	<b>Student Advising System</b>	Please log in to <a href="#">NTNU Portal</a> → System Applications→ Student Affairs System→ Student Advising System	Office of Student Affairs Student Services 886-2-7749-3155



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	<b>Alien Resident Certificate</b>	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 (OIA) 886-2-7749-1281  Overseas Chinese students 886-2-7749-1278  International students 886-2-7749-1280  Mainland Chinese students 886-2-7749-1283
	<b>Work Permit</b>	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.	
Required	<b>International Student Insurance</b>	<ul style="list-style-type: none"> <li>● 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.)</li> <li>● Students who are not yet qualified for the National Health Insurance program should purchase the group medical insurance plan for foreign students provided by the Office of International Students.</li> <li>● Insurance coverage for the fall semester runs from September to February of the following year. Coverage for the spring</li> </ul>	

	Events	For detailed information, please click the link to view.	Contact Information
		<p>semester runs from March to August.</p> <ul style="list-style-type: none"> <li>● Health insurance premiums are included in your tuition and miscellaneous fees statement and are paid at the time of registration.</li> </ul>	
International student s only	<b>In-Person Registration and Document Submission</b>	<p><b>Date:</b> August 25&amp;26, 2025, 9:00 AM - 17:00 PM</p> <p><b>Venue:</b> International Lounge (Administration Building II 1st Floor) (No. 162, Sec. 1, Heping East Road, Taipei)</p> <p>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).</p>	
Overseas Chinese students (including Hong Kong and Macau Students )only	<b>In-Person Registration and Document Submission</b>	<p><b>Date:</b> August 25, 2025, 14:00 PM – 16:30 PM</p> <p><b>Venue:</b> Lecture Hall 202 (Heping Campus II - Union Building I) (No. 129, Sec. 1, Heping East Road, Taipei)</p> <p>Please be sure to bring the required documents for registration. (Please refer to the "Registration Guidelines for Overseas Joint Admissions Master and PhD Students (including students from Hong Kong &amp; Macau)" for the required documents.)</p>	
Mainland Chinese student s Only	<b>In-Person Registration and Document Submission</b>	<p><b>Date:</b> August 29, 2025, 14:00 PM – 16:00 PM</p> <p><b>Venue:</b> International Lounge e (Administration Building II 1st Floor) (No. 162, Sec. 1, Heping East Road, Taipei)</p> <p>Please be sure to bring the required documents listed in the Registration Guidelines for Mainland China Students provided by the Office of International Affairs (OIA).</p>	



## Digital Platform Usage Information

	Events	For detailed information, please click the link to view.	Contact Information
	<b>Moodle e-learning Platform</b>	<ul style="list-style-type: none"> <li>In <a href="#">Moodle</a>, 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!</li> <li>Log in using your NTNU Portal account and password.</li> </ul> <p><b>【<a href="#">Explanation of the digital learning method for the Online MA Program</a> → 】</b></p>	<p>Office of Academic Affairs NTNU Online 886-2-7749-5673 886-2-7749-5579</p>
	<b>My Library</b>	<ul style="list-style-type: none"> <li><a href="#">My Library</a>: Provides access to the university's electronic resources and online services.</li> <li>First-time login requires account activation and password setup.</li> <li>When accessing electronic resources off-campus, you can authenticate directly with your My Library account and password, or set up a Proxy server.</li> </ul>	<p>Library Circulation and Collection Management Division 886-2-7749-5235 886-2-7749-5236</p>



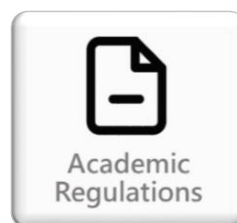
## Students who are unable to continue their studies.

	Events	For detailed information, please click the link to view.	Contact Information
	<b>Leave of Absence/ Withdrawal of Study</b>	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	<p>Office of Academic Affairs Graduate Studies Division 886-2-7749-1107</p>

	Events	For detailed information, please click the link to view.	Contact Information
		application is completed, a refund can be requested according to the regulations. <b>【<a href="#">Leave of Absence, Reinstatement, and Withdrawal Section</a>→】</b>	
	<b>Deferred Enrollment for New Students</b>	New students who meet the conditions specified in <a href="#">Article 47 of the Academic Regulations</a> may apply for deferred enrollment before the registration deadline. <b><a href="#">[Deferred Enrollment Section →]</a></b>	



### 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 Office of Academic Affairs at Gongguan Campus.