

# National Taiwan Normal University

## Registration Guidelines for Graduate Students, 2026 Spring Semester

🕒 First Day of Classes (Start of the Semester): **February 23, 2026**

🕒 Academic Calendar: <https://www.aa.ntnu.edu.tw/en/Calender>



### Events to be Handled by New Students Only

|   | Events                              | For detailed information, please click the link to view.  | Contact Information  |
|---|-------------------------------------|---|--|
| <b>Required</b><br>Before the start of the semester | <b>Activate NTNU Portal Account</b> | <ul style="list-style-type: none"> <li>After activating NTNU Portal 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> (<b>student ID@ntnu.edu.tw</b>). 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>Daytime Program</div> <div>Continuing Education Program · EMBA</div> </div> | Office of Academic Affairs<br>Graduate Studies Division<br>886-2-7749-1107 |
| <b>Required</b>                                     | <b>New Student Health Exam</b>      | <ul 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>You can download the physical examination form for freshmen from the Normal University and bring it to LOHAS Clinic, CH.</li> </ul>   | Health Center<br>Ms. Liou<br>886-2-7749-3107<br>anni1954@ntnu.edu.tw       |



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|                                 |                   | <p>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"> <li>● Submit the physical examination report to the health center (in person or by e-mail), and it must be submitted no later than <b>March 27, 2026</b>. (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.</li> <li>● 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. Clinicto the Office of Academic Affairs Graduate to get your student ID card.</li> </ul> <p><a href="#">【Physical examination instructions for freshmen】</a></p> |   |
| After the start of the semester | <b>Student ID</b> | <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><b>Time</b> : 2025 Feb. 23<sup>rd</sup> ~</p> <p><b>Location</b> : Graduate Studies Office or Division of Academic Affairs (Gongguan Campus)</p>  | <p>Office of Academic Affairs<br/>Graduate Studies<br/>Division<br/>886-2-7749-1107</p> |





## Common Events for New and Returning Students

|   | Events                          | For detailed information, please click the link to view.   | Contact Information  |
|---|---------------------------------|--|--|
| <b>Required</b><br>Before the start of the semester | <b>Registration Fee Payment</b> | <ul style="list-style-type: none"> <li>● Daytime Program 、 Continuing Education Program 、 EMBA 、 Local students of Online MA Program in Technical Vocational Education : Starting from mid-January, you may <a href="#">print the payment slip</a> on your own. °</li> <li>● Online MA Program (Except for local students of the Online MA Program in Technical Vocational Education) : Please log in to <a href="#">NTNU portal</a> /NTNU Online Payment System / online payment and inquiry for international students, and make the payment via credit card.</li> <li>● Baseline Tuition Fee, Basic Credit Fee, Computer and Network Facilities Fee, and Student Group insurance Fee must be paid <b>before the start of classes (February 23, 2026)</b>. Failure to make the payment on time will result in dismissal from the program.</li> <li>● After payment, it will take about 3 to 5 business days for the payment to be processed by the school before the <a href="#">Student Status certificate</a> can be printed.<br/> <a href="#">【 Tuition &amp; Miscellaneous Charges 】</a> </li> </ul> | Office of Academic Affairs<br>Graduate Studies Division<br>886-2-7749-1107 |
| After the start of the semester                     | <b>Credit Fee Payment</b>       | Credit fees payment for graduate students taking courses at the College of Music, one-on-one tutorial.<br><a href="#">【 Tuition &amp; Miscellaneous Charges 】</a>  |  |



|   | Events   | For detailed information, please click the link to view.  | Contact Information  |
|---|--|---|--|
| Handle according to individual circumstances. | <b>Course Selection</b>  | <p>Before selecting courses, please review the Course Selection Regulations and Notes for Course Selection. Please check the course selection schedule for each program and each stage (for example, the stage 1 course selection period for the Full-time Program is from January 6 to January 9; please refer to the course selection page for each program for detailed schedules). Late applications will not be processed.</p> <div> <div>Full-time Graduate</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 specified in the academic calendar for each semester. (Please check university calendar for precise dates). Please refer to the Office of Academic Affairs website for more information:</p> <p><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>   |
|   | <b>Tuition and Fees Waiver</b><br><i>Taiwanese students only</i> | <p>Students with indigenous people 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>Office of Student Affairs Student Services</p> <p>886-2-7749-1057</p>   |
|   | <b>Student Loan</b><br><i>Taiwanese students only</i>            | <p><b>Application Period : from January 1st until the start of classes.</b></p> <p>Introduction: <b>Republic of China (Taiwan) citizens</b> with household registration and formal student status whose total annual</p>  | <p>Office of Student Affairs Student Services</p> <p>886-2-7749-1058</p>   |



|  | Events       | For detailed information, please click the link to view.  | Contact Information   |
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|  |              | 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, are eligible to apply for student loans to cover 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, in order to alleviate financial burdens.   |   |
|  | Scholarships | <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," "Scholarship for Excellent Postgraduate 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 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.</li> <li><a href="#">Scholarships for International Students</a></li> </ul> | Office of Student Affairs<br>Student Services<br>886-2-7749-1056<br>886-2-7749-1064 |



|  | Events   | For detailed information, please click the link to view.   | Contact Information  |
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|  |  | <ul style="list-style-type: none"> <li>● <a href="#">Scholarships for Overseas Chinese Students</a></li> </ul> <a href="#">Scholarships for Local Students</a>   |  |
|  | <b>Military Service</b><br>Taiwanese students only | <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.  | Office of Student Affairs<br>Student Services<br>886-2-7749-1064 |
|  | <b>Student Group Insurance</b>                     | 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.<br>【 <a href="#">Visit the Division of Student Services website for more details</a> 】   | Office of Student Affairs<br>Student Services<br>886-2-7749-1061 |
|  | <b>Dorm Application</b>                            | <ul style="list-style-type: none"> <li>● Returning students who have not applied for a dormitory in the current academic year must apply via the Student Dormitory Application System.</li> <li>● Students who applied for dormitory accommodation in the first semester and will resume studies in the second semester must reapply by email to <a href="mailto:su0427@ntnu.edu.tw">su0427@ntnu.edu.tw</a></li> <li>● New students admitted in the second semester must apply via the Student Dormitory Application System and notify the coordinator by emailing <a href="mailto:su0427@ntnu.edu.tw">su0427@ntnu.edu.tw</a></li> <li>● Path: NTNU → Student Section → Academic Information System login → Student Dormitory Systems → Student Dormitory Application System</li> <li>● The updated list of successful applicants will be announced every Wednesday at 5:00</li> </ul> | Office of Student Affairs<br>Student Housing<br>886-2-7749-6922  |



|          | Events                         | For detailed information, please click the link to view.  | Contact Information  |
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|          |                                | p.m. After confirmation, accommodation fees must be paid within the given deadline.<br>【 <a href="#">Visit Student Housing website for more details</a> 】 |  |
| 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<br>Student Services<br>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)<br><br>Overseas Chinese students<br>886-2-7749-1278<br><br>International students<br>886-2-7749-1280<br><br>Mainland Chinese students<br>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.   |  |
|          | <b>International Student Insurance</b> | <ul style="list-style-type: none"> <li>Students who have resided in Taiwan for six months are required by law to enroll in the National Health Insurance (NHI).</li> <li>International students who have been in Taiwan for less than six months may first purchase group medical insurance.</li> <li>Overseas Chinese students and students from Hong Kong/Macau who are entering Taiwan for the first time for study may enroll in Overseas Compatriot Insurance for six months. Afterward, before becoming eligible for NHI, they may purchase group medical insurance again.</li> </ul> |  |



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|                             |   | <ul style="list-style-type: none"> <li>Overseas Chinese students and Hong Kong/Macau students who wish to apply for the Low-Income NHI Subsidy must submit the "Proof of Financial Hardship issued by the home country/region" and the "OCAC Subsidy Application Form for Low-Income Overseas Chinese Students' NHI Premiums" to the Office of International Affairs within two weeks after the semester begins, and no later than March 8, 2025. Late submissions will not be accepted.</li> <li>The proof of financial hardship only needs to be submitted once in order to retain eligibility for the NHI subsidy.</li> </ul> |  |
| International students only | <b>In-Person Registration and Document Submission</b> | <p><b>Date:</b> February 9, 2026. 9:00 AM – 12:00 PM &amp; 13:30 PM to 17:00 PM.</p> <p><b>Venue:</b> OIA Lounge (General Building 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>  |  |




## Digital Platform Usage Information

|  | Events                                   | For detailed information, please click the link to view.   | Contact Information   |
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|  | <b>Moodle Learning Management System</b> | <ul style="list-style-type: none"> <li>In <a href="#">Moodle</a>, you can access course resources and learning activities, such as the course syllabus, learning materials, assignments, forums, and quizzes. Follow your teacher's well-designed curriculum and make steady progress throughout the course!</li> <li>Log in using your NTNU Portal account</li> </ul> | <p>Office of Academic Affairs<br/>NTNU Online<br/>886-2-7749-5673<br/>886-2-7749-5579</p> |



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|  |                   | and password.<br>【 <a href="#">Explanation of the digital learning method for the Online MA Program →</a> 】   |  |
|  | <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> | Library Circulation and Collection Management Division<br>(02)7749-5235<br>(02)7749-5236 |

 Students who are unable to continue their studies.

|  | Events   | For detailed information, please click the link to view.   | Contact Information   |
|--|--|--|---|
|  | <b>Leave of Absence/<br/>Withdrawal of Study</b> | <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>【<a href="#">Leave of Absence, Reinstatement, and Withdrawal Section→</a>】</p> | Office of Academic Affairs Graduate Studies Division<br>886-2-7749-1107 |

 Practical Information :







## Contact Information for Registration:



Graduate  
Studies Division



Gongguan  
Academic Affairs  
Division

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.