NTNU Academic Registration Notice for the 2027 Spring Semester



國立臺灣師範大學
NATIONAL TAIWAN NORMAL UNIVERSITY

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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.

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

<table>
<tr><th>Date</th><th>1/8</th><th>1/11</th><th>1/25</th><th>1/27</th><th>2/1</th><th>2/22
(Classes begin)</th><th>2/26</th><th>3/8</th></tr>
<tr><td rowspan="3">Item</td><td colspan="2">Stage 1
Course Selection</td><td colspan="2">Stage 2
Course Selection</td><td></td><td colspan="3">Course Add/Drop Period
(3/8：Add Courses Only)</td></tr>
<tr><td colspan="4"></td><td colspan="3">Credit Transfer</td><td></td></tr>
<tr><td colspan="2"></td><td colspan="4">Registration Fee Payment
(Mid-Jan. - 2/22)</td><td></td><td></td></tr>
<tr><td>Notes</td><td colspan="8">1. Application for military service status：1/1- 2/22
2. Tuition and miscellaneous fees waivers：1/1-2/22
3. Student Loan：1/15-2/22
4. Deadline for tuition & miscellaneous fee payment：2/22. Students who apply for suspension of studies before the commencement of the semester (including the first day) are exempt from paying the payment.
5. Credit Transfer：2/1-2/26。
6. Course Selection：Stage 1 1/8-1/11、Stage 2 1/25-1/27
Course Add/Drop Period 2/22-3/8 (3/8：Add Courses Only)
Academic Calendar</td></tr>
</table>

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.	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. 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.
How to Update	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. 2. Alteration of Name, permanent address and Date of Birth: bring related documents and visit the Registrar's Office or Academic Affairs, Gongguan Campus.	
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 22.

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. 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：1/8~1/11
- Announcement of Course placement results ：1/19

Stage 2

- Course Selection date：1/25~1/27
- Announcement of Course placement results ：2/3

Course add/drop period

- First Day to Add/Drop Courses：2/22
- Last Day to Drop Courses：3/7
- Last Day to Add Courses：3/8
- During this period, all courses add/drop requests must be submitted 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 Systen 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.

6. 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 1, 2027 to February 26, 2027.
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. However, this restriction does not apply if other laws or regulations stipulate otherwise. • For undergraduates, credit transfers may not exceed 50 credits. • If newly matriculated first year students apply for more than 40 credits of credit transfer in the first semester, 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.

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7. 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 116 academic year (fall semester 2027 & spring semester 2028).
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

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8. Military Service Deferment

Application Items	• Eligibility and Application Categories: Male students • Students under the age of 33 who have not yet served in the military may apply for deferment of conscription. • Veterans who have completed military service may apply for postponement of recall if they meet the following age limits: Soldiers: under 36 years old; Officers and NCOs (Sergeants): under 50 years old; Senior NCOs and Field Officers: under 58 years old.
Military Service Application	• If your deferment approval has expired (for example, due to extended study), you must submit a new application for deferment extension or postponement of recall to avoid receiving a conscription notice or recall order.
Military Service Status Inquiry	• Log in to the Academic Affairs System, go to [Student Military Service Application System], and click “Application and Inquiry” on the left-hand menu to check your review status, approval number, and other details. • If no application record is found, click “Add New”, enter the required information, and click “Save” to complete the application.
Important Notes and Information	• If the registered household address in the system is incorrect, please bring your National ID card to the Registration Section, Office of Academic Affairs (1st floor, Administration Building, Heping Campus Ⅰ) or Academic Affairs Office, Gongguan Campus (1st floor, Conference Center, Gongguan Campus) to update your household registration information and prevent errors in your military record. • For more information, please visit the Student Military Service webpage: https://assistance.sa.ntnu.edu.tw/rights-3/

9. 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)
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$3,000 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. ►Students pay upfront for clinic visits or hospital stays and apply for reimbursement at a later date. ►Insurance covers accidents and illness. It does not cover voluntary procedures such as health exams and teeth cleaning.	Mandatory insurance for any person who has resided in Taiwan for a period of 6 months. ● 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.

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.

- 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.

10. Scholarships/Subsidies

Local Students	International Student	Overseas Chinese Students
Scholarship Department of Help Dreams	Scholarships for International Students	Scholarships for Overseas Chinese Students

11. New Student Health Exam

- In accordance with the regulations of the Ministry of Education and the guidelines for new student health examinations at National Taiwan Normal University (NTNU), all new students are required to undergo a health examination. Failure to complete this examination will be considered an incomplete registration process. *International students returning to their studies who have not yet received their student ID card must complete the health examination and visit the Registration Section of the Office of Academic Affairs to finalize "in-person registration and document submission" before they can collect their student ID card.
- Students who fail to complete the freshman health examination will be able to complete registration verification,affect your student ID permissions.

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 the NTNU Health Center / Gongguan Branch Health Center the health examination results completed in Taiwan within the past three months (i.e., any health exam conducted after **December 1, 2026**). (You will need to download a Student Health Information Card. Fill in the first page and attach it to your health report.) After 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 19, 2027**.
- 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

12. 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)7749-6545

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

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