



**National Taiwan Normal University  
2019 Academic Year (Fall Semester) Registration  
Guidelines for Newly Admitted Full-Time Master's and  
PhD Students**

# Registration Items

## ✧Requirements

-  **01 Student ID Number Inquiry & NTNU Student ID**
-  **02 Registration Fees**
-  **03 Course Selection**
-  **04 Health Exam**

## ✧Other Requirements (as needed)

-  **05 Admissions Deferral & Suspension of Studies**
-  **06 Grades & Credit Transfer or Exemption**
-  **07 Other Services (Military Service, Student Group Insurance, Scholarship Application, etc.)**
-  **08 Dormitory Application**
-  **09 In-Person Registration for International Students**

# Important Dates

## Academic Calendar

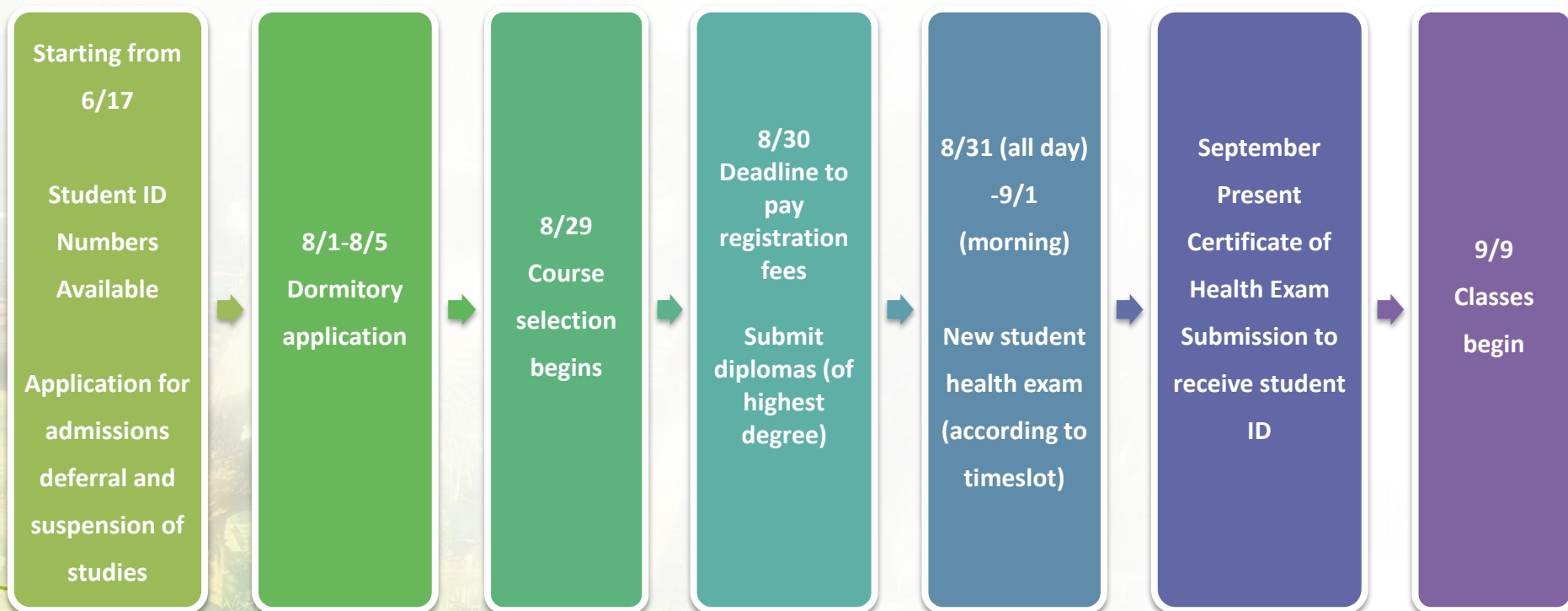
Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	8/26	8/27	8/28	8/29	8/30	8/31	9/1
August				Course selection period for first-year students begins	<ol style="list-style-type: none"> <li>❶ Last day to pay registration fees</li> <li>❷ Last day to submit diplomas (of highest degree)</li> <li>❸ Deadline for admissions deferral or suspension of studies applications</li> <li>❹ Deadline for tuition waiver and loan applications</li> <li>❺ Last day to fill out basic information form through the Student Counseling System</li> </ol>	New student health exam (all day)	New student health exam (morning)

## Academic Calendar

# Important Dates

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
September	9/2	9/3	9/4	9/5	9/6	9/7	9/8
	<ul style="list-style-type: none"> <li>① Course selection period for first-year students ends</li> <li>② Application for credit transfer or exemption begins</li> <li>③ Orientation for international students</li> <li>④ Orientation for Overseas Chinese Students</li> </ul>	<ul style="list-style-type: none"> <li>① International students in-person registration</li> <li>② Overseas Chinese students in-person registration</li> <li>③ Mainland Chinese PhD students in-person registration</li> </ul>	Mainland Chinese MA students in-person registration	Course selection results announced			
	9/9	9/10	9/11	9/12	9/13	9/14	9/15
	<ul style="list-style-type: none"> <li>① <b>Classes begin</b></li> <li>② Course add/drop period for all students</li> </ul>						
	9/16	9/17	9/18	9/19	9/20	9/21	9/22
	Deadline for credit transfer or exemption applications						

# Registration Process





# Student ID Number Inquiry NTNU Student ID

# Student ID Number Inquiry

Graduate Studies Division, Main Campus:  
02-77341107  
Academic Affairs Division, Gongguan  
Campus: 02-77346550  
(Please click [Department Contact Number](#)  
for further inquiries)

## Student ID Number Inquiry and Account Set Up



- Time: Starting from June 17, 2019  
Website: <https://goo.gl/9UC2Eu>
- Please use the account ID and password that you used during the online confirmation period.
- After inquiry, please set up and verify your account. (This is the same account you will use for course selection and tuition payment.)  
<https://ap.itc.ntnu.edu.tw/nipinit/>

## NTNU Email Account Activation



- After successfully opening up the NTNU Administrative Portal account, students will be able to use their personal NTNU webmail account. Announcements and important information provided by NTNU (including university correspondence to individual students) will be sent to each student's NTNU webmail mailbox. Students should remember to check their mailbox to ensure they don't miss any important or time-sensitive information.
- Mailbox settings can be adjusted to automatically forward mail to another email account (e.g. Gmail or Yahoo). For more information, please refer to: [WebMail Service Features Explanation](#)

# NTNU Student ID

Graduate Studies Division, Main Campus:  
02-77341107  
Academic Affairs Division, Gongguan  
Campus: 02-77346550  
(Please click [Department Contact Number](#)  
for further inquiries)

## Student ID Pick Up

- According to regulations stipulated by the Ministry of Education, new students are required to complete a health exam in accordance with NTNU's *New Student Health Exam Implementation Guidelines*. Students who do not undergo a health exam will be considered as having failed to complete the registration process. Only after students submit a health exam report will they be eligible to pick up their student ID.
- Beginning in 2017, students are no longer required to obtain a registration stamp as part of the registration process. Registration fees should be paid by August 30. Starting from **September 2**, students can turn in their health exam payment receipt at their respective departments or institutes to pick up their student ID. Students who have received a health exam at an outside medical institution must submit their reports to the NTNU Health Center, which will provide a Certificate of Health Exam Submission. (For details, please refer to pages 15-17.) Students can turn in this certificate to receive their student ID from their respective departments or institutes. For students who have not paid registration fees by August 30, a student ID will only be made available for pick up after registration fees have been paid and a health exam completed.
- Overseas Chinese students** are required to complete registration process and a health exam by stipulated deadlines. Student ID is available for pick up at the Office of International Affairs upon completing registration on September 3. For late registrants, the student ID can be picked up from your department or institute.
- International students and Mainland Chinese students** are required to complete registration process and a health exam within the specified deadlines. Student ID will be available for pick up from your respective departments or institutes beginning on **September 4** (International students) and **September 5** (Mainland Chinese students).
- For students who have taken a deferral or suspension of their studies, a health exam must be completed when they resume their student status. The student ID can be picked up at the Office of Academic Affairs upon presenting a health exam payment receipt or Certificate of Health Exam Submission.

## Student EasyCard

- Your student ID also doubles as a Student EasyCard, entitling you to a discount when taking the Taipei Metro. The card is valid for a preset four-year period. For those who have not graduated after the preset period, you can take your student ID to the Registration Division of Main Campus or the Academic Affairs Division of Gongguan Campus for an extension.





## Registration Fees

# Registration Fees

Cashier Division, Office of  
General Affairs: 02-77341343

## Payment Deadline

- **Payment Period: Mid-August to August 30**
- Students who fail to pay their tuition and miscellaneous fees within the allotted period shall be considered as having withdrawn their admission to NTNU. The vacancy will be opened up for wait-listed students.

## Print Bills Online

- Please print out your tuition and miscellaneous fee statement online at <http://ap.itc.ntnu.edu.tw/FreshLogin/>. Or you can access your bill from the NTNU homepage → Student → Tuition and Miscellaneous Fees → Print Bills.

## Payment Methods

- **By August 30, students should pay their baseline tuition, credit fees, computer and internet network access fees, and student group insurance fees . After course selection and enrollment, in mid-October, students will receive bills for their teacher education program credit fees and individual tutorial fees.**
- Fees can be paid in-person at any branch of the Post Office, CTBC Bank, major convenience stores (7-Eleven, Family Mart, OK Mart, Hi-Life) or via ATM transfers and credit cards. Late payments can only be made at the Post Office, CTBC Bank and via ATM transfers.
- For detailed payment instructions, please refer to the Office of General Affairs, Cashier Division website (<http://www.ga.ntnu.edu.tw/cas/index.aspx>) → Student Tuition and Miscellaneous Fees → [Tuition FAQ](#).

## Payment Receipts

- Payment receipts can be downloaded and printed out online or contact the CTBC Bank customer service hotline at 0800-017-688 for paper copies.
- Please keep your payment receipts or payment certificates in a safe place. If receipts are lost, replacements will not be reissued.

# 3

## Course Selection

# Course Selection

## Important Notes on Course Selection

1. Details about **course selection, important notes, and other related notices** are announced on the [Office of Academic Affairs homepage](#) → Course Selection → [Full-Time Undergraduate, Master's, PhD Students](#). Please read the important notes and instructions carefully beforehand.
2. Graduate students can enroll in a maximum of **18 credits** per semester (excluding subjects with credits calculated separately); **minimum required credits are stipulated by individual departments, institutes, or degree programs**. Students who do not complete enrollment or meet minimum credit requirements will be designated as **taking a suspension of studies** in accordance with Article 58 of the [NTNU School Regulations](#).
3. Course selection should be **completed within the add/drop period**. Students are responsible for **checking and saving their course selection list** from the [NTNU Administrative Portal-Student Portal](#). If you have any questions or see any errors, please immediately contact the Office of Academic Affairs, Curriculum Division for correction. No applications will be accepted outside of the relevant deadline.

## Overview on Course Selection Procedures

1. New students and admitted students who apply for admissions deferral or suspension of studies must complete course enrollment during the **course selection period for new students** and the **add/drop period for all NTNU students**.
2. Course Selection System Hours: **9:00-24:00 daily**
3. **Authorization Codes**: Students who do not meet the conditions or restrictions set for the class are unable to select the courses online. To enroll, students must obtain an authorization code from the professor of the class during the add/drop period. Students are required to input the authorization code into the course selection system. This code becomes invalid if not used within the appropriate deadline.
4. **Courses added by authorization code may not be dropped**, only [course withdrawal](#) applications permitted. As such, students are advised to select such courses only after careful consideration.
5. Course selection is conducted online. Please read and familiarize yourself with [Course Selection Instructions](#) beforehand.

## Account Set Up

Please [set up your account](#) before the course selection period ([instructions for setting up your account](#)). If you forget your password, you can [reset it \(instructions on resetting your password\)](#).

## Course Selection Website

1. [NTNU homepage](#) → [Student](#) → Course Selection → [Course Selection System \(For Graduate Students\)](#)
2. [Office of Academic Affairs homepage](#) → [Course Selection](#) → Full-Time Undergraduate, Master's, PhD Students → [Course Search and Selection System](#)

## Inquiries Regarding Course Selection

- ◆ Office of Academic Affairs, Curriculum Division: 02-77341114
- ◆ E-mail: Please [click here](#)

# Course Selection

## Course Selection Period for New Students

### Course Selection Period (New Students):

Course Registration Period, Random Enrollment  
(During the first course selection period, students can select courses in order of preference, and the system will randomly distribute students to each course.)

◆ **August 29 - September 2, 2019**

### ◆ Course Selection Announcement:

September 5 (Please be sure to confirm and verify results.)

### Add/Drop Period (All NTNU Students):

Online add/drop period, addition by authorization code and application for special cause

◆ **September 9 - September 22, 2019**

◆ System Open for **Course Addition Only:**  
September 23

★System Hours: **Daily from 9:00 to 24:00**

## Summer Session Enrollment

Summer session enrollment is on a **voluntary basis**. Students who wish to take summer sessions can find further information on the [summer sessions website](#).

## Intercollegiate Course Selection

**1. National Taiwan University (NTU) and National Taiwan University of Science and Technology (NTUST):** Courses offered by these two universities can be selected through NTNU's [Course Selection System](#).

✓ For courses which are not open, students can directly contact the professor of the course. If the professor agrees to open up the course for outside enrollment, ask the professor to apply to the hosting university to make available a number of places in the course for students using the Course Selection System.

✓ For related rules and regulations, please refer to the important notes on course selection.

**2. Other Universities:** For other courses, please follow the deadlines stipulated on the academic calendar. Input your intercollegiate course selection in the [NTNU Administrative Portal](#) and then **submit a written application**.

**3.** According to Article 5 of the NTNU Intercollegiate Course Selection Regulations, the intercollegiate courses cannot make up more than 1/3 of the total course credits as specified by the student's department/institute for graduation. Please make note of this stipulation.

For more information, please visit the Office of Academic Affairs website → [Course Selection](#)



## Other Important Notes

1. Students applying for the **teacher education program**, after being admitted, can begin taking courses the following semester. For details on taking secondary school teacher education programs, please refer to the [Office of Teacher Education and Careers Service website](#).
2. Students enrolled in the secondary school teacher education program can only take up to 12 program credits per semester (credits calculated separately). To take the "Divisional Teaching Materials and Pedagogy" and "Divisional Teaching Practicum" courses, students must complete at least 12 teacher education credits.
3. Semester Grade Submission: Grades are only given for courses on the course selection list that appear in a student's record after the add/drop deadline. Courses that are not listed, even if a grade is available, will not be recognized. For courses on the course selection list, but grades are not available, a score of zero will be given and be included in the overall grade average for the semester.

# 4

## Health Exam

- New Student Health Exam
- Completing Your New Student Health Exam
- On-Campus Health Exam Schedule & Important Notes

# New Student Health Exam (Master's and PhD Students)

Health Center: 02-7734-3111

## Rules & Regulations

- According to regulations stipulated by the Ministry of Education, new students are required to complete a health exam in accordance with NTNU's *New Student Health Exam Implementation Guidelines*. **Students who do not undergo a health exam will be considered as having failed to complete the registration process. Only after students submit a health exam report will they be eligible to pick up their student ID.**
- 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.

## Important Notes

- **New students who plan on admissions deferral or suspending their studies for the current academic semester or year, should not queue for the health exam.** Students resuming enrollment prior to February of the next year should visit a qualified medical institution to undertake their health exam and submit the results to the Health Center. Students resuming enrollment in September of the next year can take the health exam alongside the new incoming class.
- **Note: Overseas Chinese students and international students are required to complete a health exam. The health exam required for the application of a resident visa and the NTNU new student health exam are separate and distinct.**

# Completing Your New Student Health Exam (Pick one of two)

Health Center: 02-7734-3111

## NTNU on-campus new student health exam

- Please refer to the On-campus New Student Health Exam Schedule to see what time-blocks have been assigned to your college in order to avoid creating long lines at the exam site. Students can turn in their health exam payment receipt at their respective departments or institutes to pick up their student ID. Students will receive the results of their health exam from their department or institute after approximately one month.

## Individual health exam off-campus

- 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. You should anticipate a 3-4 week wait to receive the results of your exam.)
- Please submit a health exam taken in the last three months (**i.e. a health exam taken after June 2019**) to the Health Center. (The test items must meet those required by NTNU. You will need to download a Student Health Information Card. Fill in the first page and attach it to your health report). Students can turn in their report either **in person** at the Health Center or via **fax** (02-23677157), **postal mail** (NTNU Health Center, No. 162, Sec. 1, Heping East Road, Taipei), or **email** (nurse53272@ntnu.edu.tw). 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 the Office of Academic Affairs. Students should submit their health exam results prior to **September 27** in order to avoid adversely affecting their rights and privileges at NTNU and to ensure timely registration and enrollment.

Health Center website: <http://health.sa.ntnu.edu.tw/files/13-1005-470.php>

(NTNU homepage → Administrations → Office of Student Affairs → Health Center → Important Notes Regarding New Student Health Exam → New Student Health Information Card (Exam Form) *Only Chinese Version Available*)





# On-Campus Health Exam Schedule & Important Notes

Health Center: 02-7734-3111

## New Student Health Exam Schedule

**Master's, In-service Master's, and PhD Students (including students resuming enrollment, but not including summer and EMBA students)**

Time	8/31(Saturday)	9/1(Sunday)
Morning Session 8:00-11:30am (Registration ends at 11:30am)	College of Education (8:00-10:30) College of Science & College of Management (10:30-11:30)	College of Liberal Arts (10:30-11:30)
Afternoon Session 1:00-4:00pm (Registration ends at 4:00pm)	College of Technology and Engineering (1:00-2:00) College of Music & College of Arts (2:00-3:00) College of International Studies and Social Sciences & College of Sports & Recreation (3:00-4:00)	None

\*Monday, 9/2 at 3:00-4:00pm: Make-up session for students from all colleges

Location	On-site Fees	Exam Items	Notes
Room 106, Jheng Building, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei.)	Please ensure you have the following items: NT\$700 for the health exam fee, one (1) one inch photo (on the back of the photo, please write your department/institute, student ID number, and name) and one form of identification (international students, Overseas Chinese students and Mainland Chinese students may use a passport, ARC, or entry visa)	The health exam will include: A general health exam, a chest X-ray (please wear clothing without metal buttons), a blood test, and a urine test	<ol style="list-style-type: none"> <li>1. You can eat the day of your health exam. Please come for your exam during the timeslot reserved for your college in order to avoid creating long lines at the exam site.</li> <li>2. For the three days prior to the exam, please eat and drink in moderation, and avoid staying up all night. For students who are pregnant and cannot do a chest X-ray, they should undertake a chest X-ray at the Health Center at a later date following their pregnancy.</li> <li>3. For students with a disability card, please submit a copy of the disability card at the last station of the exam site: Document Submission.</li> </ol>

# 5

## Admissions Deferral & Suspension of Studies

# Admissions Deferral & Suspension of Studies

Graduate Studies Division, Main Campus:  
02-77341107  
Academic Affairs Division, Gongguan  
Campus: 02-77346550  
( Please click [Department Contact Number](#)  
for further inquiries )

## Application Deadlines

- New students applying for admissions deferral or suspension of studies should submit an application after student ID numbers have been announced. The application period is from **June 17, 2019 to August 30, 2019**.

## Admissions Deferral Eligibility

- Departments/institutes that do not allow admissions deferral are clearly delineated in the Admission Prospectus.

## Valid Time Period

- Admissions can only be deferred for one year. If the student does not enroll after the one-year period, his/her admissions eligibility will be revoked.

## Application Download

- Please download and complete the [Deferral Request Form](#) and submit the application according to procedures delineated by individual departments/institutes.

## Suspension of Studies

- Students who do not meet qualifications to take admissions deferral may apply for a suspension of studies. Please complete the [Suspension of Studies Application](#), have the form stamped by applicable units, and submit it to the Office of Academic Affairs, Graduate Studies Division for processing.

## Admissions Deferral Process

1. Check Admission Prospectus for related stipulations and confirm admissions deferral eligibility
2. Submit required documents for registration including your diploma (of highest degree)
3. Fill out Deferral Request Form and prepare required documents
4. Acquire stamp of approval from department/institute
5. Visit the Office of Academic Affairs to receive the letter of consent for your admissions deferral or suspension of studies

# 6

## Grades & Credit Transfer or Exemption

# Grades & Credit Transfer or Exemption

Graduate Studies Division:

02-77341107

## Grading

- Verification of grades is handled according to NTNU School Regulations, Student Grading Guidelines, as well as other relevant regulations of academic affairs.
- Beginning with the 2015 academic year, all student grading began using letter grades, and semester grades are inputted based on the students' enrolled courses for that semester as shown on the course selection list. For classes not listed on the course selection list, no grade will be recorded. For courses on the list, if the instructor does not provide a grade or if the grade is submitted after the deadline, it will be designated in the "X" category and calculated as such into the semester grade average.

## Credit Transfer or Exemption Application

- Application Dates: September 2, 2019 to September 16, 2019
- Location: After completing the application form, apply at your department/institute.
- Credit Transfer or Exemption Application Form & Instructions:  
[http://www.aa.ntnu.edu.tw/5intro/super\\_pages.php?ID=5intro5&Sn=109](http://www.aa.ntnu.edu.tw/5intro/super_pages.php?ID=5intro5&Sn=109)
- How to Access: Office of Academic Affairs homepage → Graduate Studies Division → Credits Calculations → Credit Transfer or Exemption



## Other Services

- Military Service
- Student Counseling System  
Basic Information Form
- Student Group Insurance
- Scholarship Application
- E-Portfolio System

# Military Service

Division of Student Assistance: 02-77341060

<p><b>Eligibility</b></p>	<p>Current enrolled male students meeting the following age requirements:</p> <ul style="list-style-type: none"> <li>※ Application for Draft Deferral: Under 33 years of age</li> <li>※ Application for Call-up Deferral: Private: 36 and under; Junior Officer/Sergeant: 50 and below; Senior Officer/Sergeant Major: 58 and below</li> </ul> <p><b>All male new students are required to fill out a military service information form, including Overseas Chinese students and international students if they hold a Taiwan ID card.</b></p>
<p><b>Application Period</b></p>	<p><b>During August of the fall semester or January of the spring semester</b>, new students must fill out a military service information form during the online confirmation period and submit the following information (if relevant):</p> <ul style="list-style-type: none"> <li>※Application for Draft Deferral: <b>Student Military Service Application Form</b></li> <li>※Application for Call-up Deferral: <b>Student Military Service Application Form and a copy of the student’s military discharge form.</b></li> <li>※Those with exemption or suspension from military service, national guardsmen, substitute military service personnel (already discharged from regular service), active military personnel, or members of a service unit which has already applied for draft or call-up deferral: <b>Student Military Service Application Form and other relevant documentation.</b></li> </ul> <p>New students who have taken admissions deferral or suspension of studies must upon enrollment or resumption of student status apply online through the Student Military Service Application System and submit the Student Military Service Application Form and supporting documents.</p>
<p><b>How to Apply</b></p>	<ol style="list-style-type: none"> <li>1. NTNU homepage → Students → log onto the Administrative Portal/system applications/academic affairs system/student military service application system → choose the Military Service Application and Inquiry area to the left → press New Addition and input your information → save and print out your Student Military Service Application Form → Mail or submit in person to the Division of Student Assistance</li> <li>2. If changes are made to the household registration address, students should bring their new Taiwan ID card to the Office of Academic Affairs to update information on file to ensure their rights and benefits regarding military service.</li> </ol>
<p><b>Notes &amp; Information</b></p>	<ol style="list-style-type: none"> <li>1. It is possible to log onto the system to check at any time: approval status, approved document number, approved effective date, approved expiration date, cancelling of approval date, and cancelling of approved document number, among other areas. If your application is not approved and you have not yet graduated, you are required to apply for a draft deferral extension or a call-up deferral extension to avoid being called up or drafted for military service.</li> <li>2. Male students born after 1994 or those willing to fulfill their military conscription obligations before the age of 18, may apply to undergo military training and military service over a period of two consecutive summer vacations. For interested parties, please go to the National Conscription Agency, Ministry of the Interior homepage to log onto the Application for Staged Military Service and Training System to begin the application process. Following the completion of their service, students should fill out an application for call-up deferral in order to avoid being called up for military service in the future.</li> <li>3. Student Military Service website: <a href="http://assistance.sa.ntnu.edu.tw/files/13-1001-298.php">http://assistance.sa.ntnu.edu.tw/files/13-1001-298.php</a></li> </ol>

# Student Counseling System Basic Information Form & Student Group Insurance & Scholarship Application

## Student Counseling System Basic Information—Office of Academic Affairs, Division of Student Assistance (Tel: 02-77341059)

- During the online confirmation period, it will be necessary to fill in an emergency contact form. After successfully opening up a NTNU Administrative Portal account, prior to **August 30**, 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).

## Student Group Insurance—Office of Academic Affairs, Division of Student Assistance (Tel: 02-77341060)

- NTNU students are required to enroll in student group insurance. For those choosing to opt out of the group insurance plan, please download and fill out a Withdraw from Student Group Insurance Application Form and submit the original application form during the stipulated application period. (If applying by mail, please use registered mail and address your application to the Student Group Insurance, Division of Student Assistance.) Please pay registration fees with your new updated bill. Applications made after the deadline will not be processed.
- Fall Semester Application Period: **August 1-5, 2019**
- For more details on how and when to enroll into the student group insurance plan, please visit the Division of Student Assistance webpage at: <https://reurl.cc/2jnNX>

## Scholarship Application—Office of Academic Affairs, Division of Student Assistance (Tel: 02-77341061)

- Ministry of Education *Help Dreams* website (<https://helpdreams.moe.edu.tw>) or visit through the Ministry of Education website (<http://www.edu.tw>) and click on the Help Dreams Scholarship Announcement
- Introduction to NTNU scholarships/subsidies: <https://reurl.cc/qvEop> and <https://reurl.cc/4dxY2>
- Scholarships for Overseas Chinese Students and International Students: Visit the Office of International Affairs website
- Scholarships for International Students: <https://www.ntnu.edu.tw/oia/scholarshipc.php> (Chinese); <https://www.ntnu.edu.tw/oia/scholarship.php> (English)
- Scholarships for Overseas Chinese Students: <https://www.ntnu.edu.tw/oia/oc-scholarship.php>

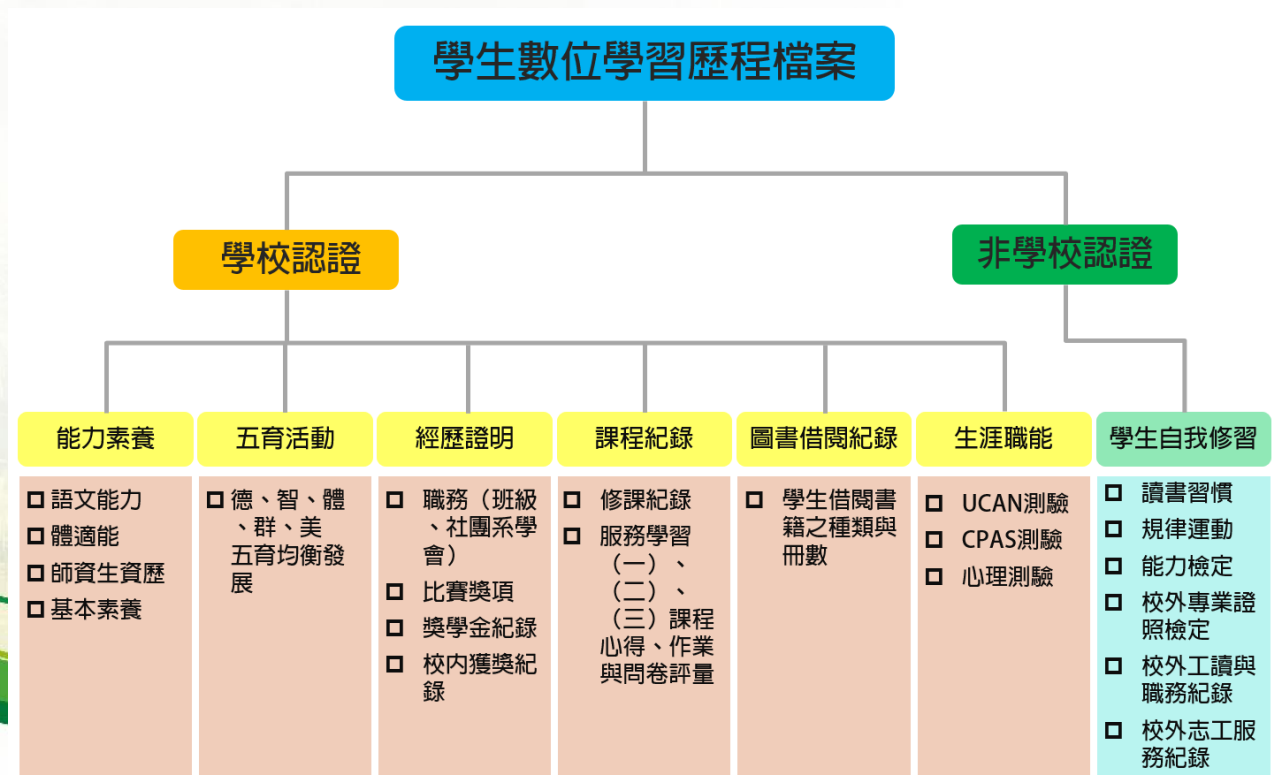




# E-Portfolio System

Center for Holistic Education:  
02-77343326

- This system contains a digital file highlighting your student career at NTNU. It is a tool to help students better understand the self-learning process and to ensure students develop in the “five areas of life” (moral, intellectual, physical, social, and aesthetics) so as to graduate as balanced, mature individuals with outstanding workplace potential.
- The E-Portfolio is divided into a “University Certified” and a “Non-University Certified” folder. Within the “University Certified” folder there will be activities, both curricular and extracurricular, that have been acknowledged and recorded by the university. The “Non-University Certified” folder is an area for students to write down their thoughts, a place for art appreciation, personal insights, and inspiration from books and participation in off-campus events.



# E-Portfolio System

Center for Holistic Education:  
02-77343326

- While enrolled, students can use the “University Certified” and “Non-University Certified” folders to note down all activities and experiences. Students can edit, design, and print out customized resumes using this system, which aims to help enrich their academic experience.



E-mail: [wangchieh@ntnu.edu.tw](mailto:wangchieh@ntnu.edu.tw)

E-Portfolio website: <http://epp.sa.ntnu.edu.tw>

If you have any questions about the E-Portfolio system, please contact the Center for Holistic Education at 02-7734-3326.



# 8



## In-Person Registration for International Students

- Registration for International Students
- Registration for Overseas Chinese Students (including Hong Kong and Macau)
- Registration for Mainland Chinese Students

# Registration for International Students

Office of International Affairs  
(International Students): 02-77341275

## How to Register

- Please complete online confirmation and in-person registration according to provisions in the NTNU Admissions Brochure for International Student Applicants for the 2019-2020 Academic Year.

## Online Confirmation

- Please complete online confirmation before June 10, 2019. **Students who fail to complete the registration process shall be seen as having voluntarily withdrawn their admission to NTNU.**
- Website: <https://ap.itc.ntnu.edu.tw/istudent/apply/>

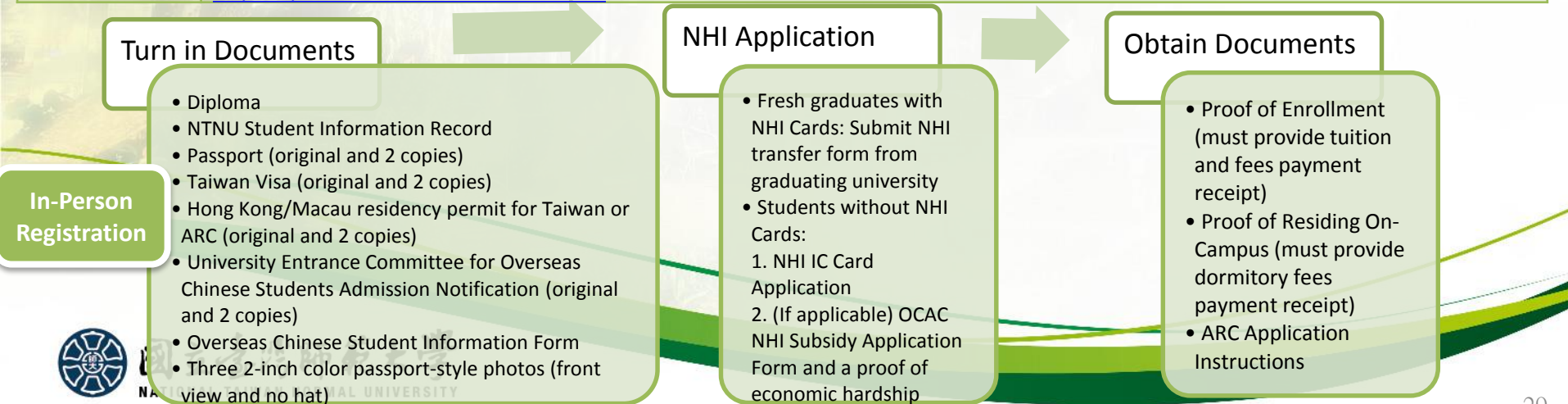
## Orientation & In-Person Registration

- Date: Monday, September 2, 2019 and Tuesday, September 3, 2019
- Time: 8:40-11:30am
- Location: Room 210, General Building, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei)

# Registration for Overseas Chinese Students (Including HK & Macau)

Office of International Affairs  
(Overseas Chinese Students):  
02-77341278

<b>How to Register</b>	Registration is divided into two stages: Online Confirmation and In-Person Registration. Students who fail to complete the registration process shall be seen as having voluntarily withdrawn their admission to NTNU.
<b>Online Confirmation</b>	Visit the NTNU's Office of Academic Affairs homepage → <a href="#">New Student Arrival</a> to complete online confirmation. (Please register according to registration notification letter for Master's and PhD Students (including Hong Kong and Macau students.)
<b>In-Person Registration</b>	<ol style="list-style-type: none"> <li>1. Date: <b>Tuesday, September 3, 2019, 9:00am to 12:00pm</b></li> <li>2. Location: OIA Lounge, Normal Building 1F, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei)</li> <li>3. For more information regarding the in-person registration process, starting in mid-June, please visit the Office of International Affairs homepage → Students → Overseas Chinese Students. Website: <a href="http://ap.itc.ntnu.edu.tw/istudent/oia2/">http://ap.itc.ntnu.edu.tw/istudent/oia2/</a></li> <li>4. Students applying for the OCAC insurance premium subsidy are also required to submit a proof of family economic hardship and a National Health Insurance Subsidy Application Form during in-person registration. Students who do not submit any such documents, or whose documents are incomplete, will be required to pay the full amount of the health insurance premium out of pocket. Fresh graduates from a university in Taiwan who have a National Health Insurance card are required to provide a completed National Health Insurance transfer form from their graduating university in which it shall be stated that "the student is receiving a National Health Insurance subsidy from the OCAC." In the above circumstance, students do not have to provide documentation of economic hardship. Any other students applying for a National Health Insurance subsidy are required to provide a proof of family economic hardship.</li> </ol>
<b>Download Forms</b>	To download the Overseas Chinese Student Information Form and OCAC National Health Insurance Subsidy Application Form, please visit the Office of International Affairs homepage → Resources → Downloads → Other. Website: <a href="http://ap.itc.ntnu.edu.tw/istudent/oia2/">http://ap.itc.ntnu.edu.tw/istudent/oia2/</a>



# Registration for Mainland Chinese Students

Office of International Affairs  
(Mainland Chinese Students):  
02-77341283

## How to Register

- Registration is divided into two stages: Online Confirmation and In-Person Registration. Students who fail to complete the registration process shall be seen as having voluntarily withdrawn their admission to NTNU.

## Online Confirmation

- Visit <http://ap.itc.ntnu.edu.tw/istudent/applycn/> to complete online confirmation.

## In-Person Registration

- Dates :
  - **PhD Students: Tuesday, September 3, 2019 at 2:00-4:00pm**
  - **Master's Students: Wednesday, September 4, 2019 at 9:30-11:30am**
- Location: OIA Lounge, Normal Building 1F, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei)
- For registration-related information, please refer to the Mainland Chinese Student registration notification letter.

# 9

Dormitory Application  
Graduate Student Handbook  
Map of NTNU

# Dormitory Application

Student Dormitory Management Center:  
02-77346922

## Application Period

- Apply for dormitory housing during the online confirmation period or login by **August 1-5, 2019** to apply, look up, edit, or cancel application.
- How to Apply: NTNU homepage → Student → NTNU Administrative Portal Login → Student Dormitory System → Dormitory Application System

## Special Status

- Students with special status should submit proof and supporting documents along with their dormitory applications by **August 5, 2019** in person to the Student Dormitory Management Center (Main Campus or Gongguan Campus) or via fax or email ([htseng@ntnu.edu.tw](mailto:htseng@ntnu.edu.tw)). Paper applications can also be submitted via postal services to: No. 88, Sec. 4, Tingzhou Road, Taipei and labeled "New Student Dormitory Application." Incomplete applications or incorrect information will result in cancellation of eligibility.

## Payment Details

- Students who have been selected through the lottery should pay dormitory fees by **August 8-12, 2019**. Those who have changed their mind about living in NTNU dormitories should notify the center before the payment period ends. Failure to pay by the stipulated deadline means forfeiture of housing spots and also lowered housing priority for the next school year.
- Print Dormitory Fee Bills: <http://ap.itc.ntnu.edu.tw/FreshLogin/>

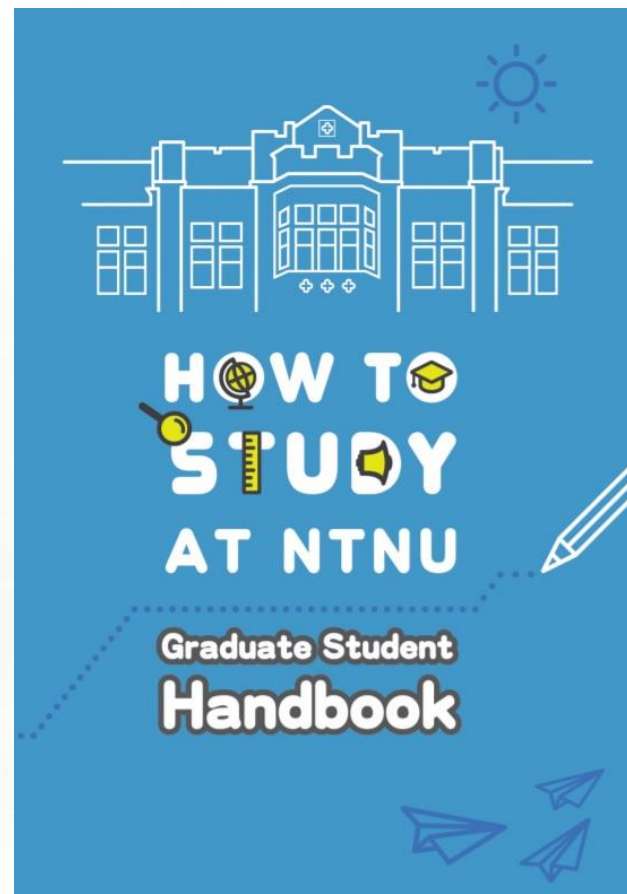
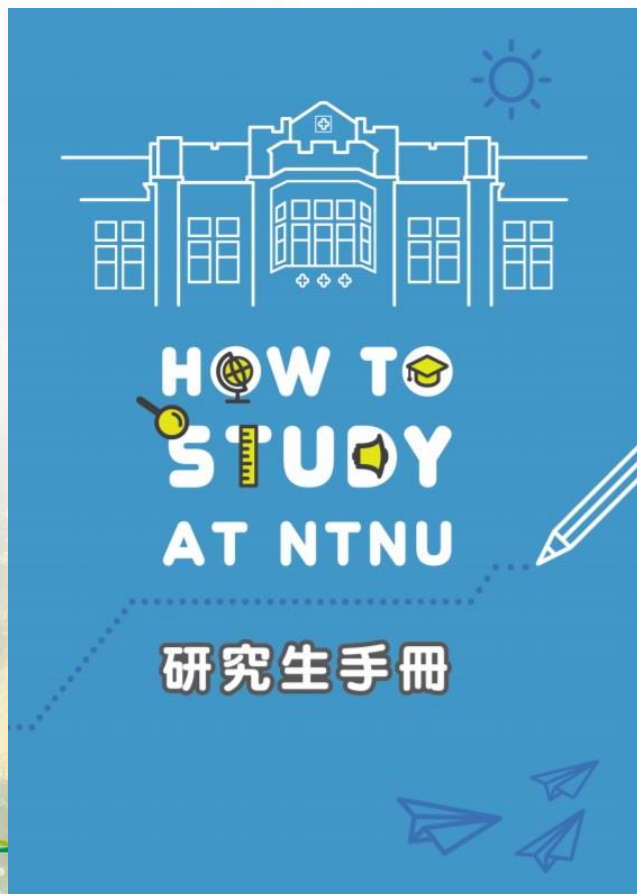
## Dormitory Information

- For details, please visit the Student Dormitory Management Center webpage at the Office of General Affairs website: <http://www.ga.ntnu.edu.tw/> (NTNU homepage → Administrations → Office of General Affairs → Student Dormitory Management Center)





# GRADUATE STUDENT HANDBOOK



<https://reurl.cc/LpvnX>

校本部配置圖



和平東路一段 Sec. 1, Heping E. Rd.

圖書館  
Library

麗水街  
Lishui St.

金山南路  
Jinshan S. Rd.

- 自動體外心臟電擊去顫器 Automated External Defibrillator
- 汽車停車場 Vehicle Parking
- 提款機 ATM
- 郵局 Post Office
- 餐廳 Restaurant or Cafe
- 無障礙坡道 Wheelchair Ramp
- 無障礙電梯 Accessibility Elevator
- 無障礙廁所 Restroom for the Disabled
- 無障礙車位 Disabled Parking Only

校本部II配置圖

