

NTNU EASY GO

A Guidebook for Newly Admitted Overseas Chinese Students at NTNU:

2019 Undergraduates

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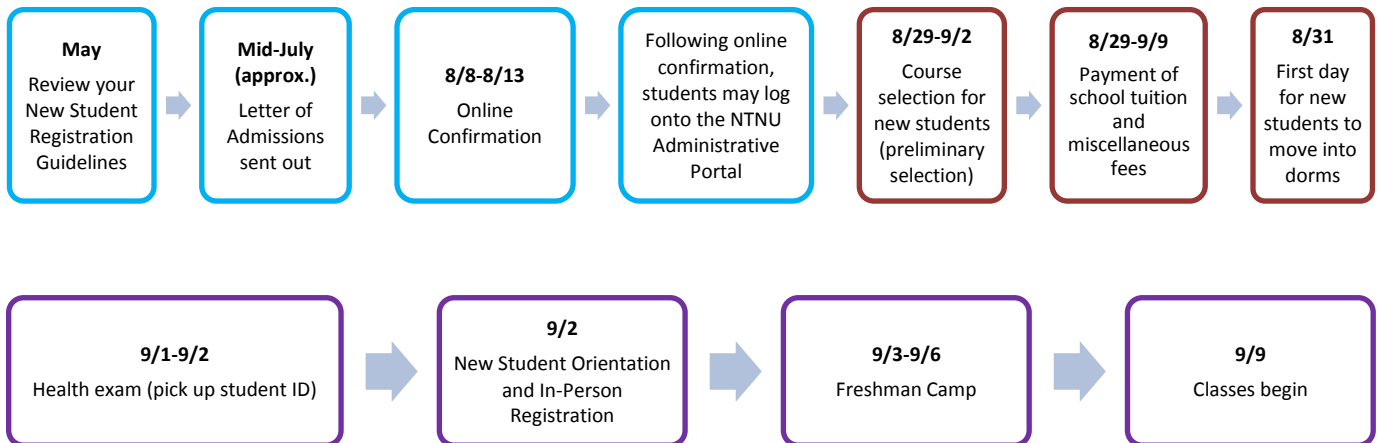
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CHAPTER 1 New Student Registration

1) Important Dates



- Registration fee payment: 8/29-9/9
- Course selection for first-year undergraduate students (preliminary selection): 8/29-9/2
- First day for new students to move into dorms: 8/31
- New student health exam: 9/1-9/2
- In-Person Registration: 9/2
- Freshman Camp: 9/3-9/6
- Course add/drop period for undergraduate students (on 9/23 courses may only be added): 9/9-9/22
- Application for military service status: 8/1-8/31
- Deadline for enrollment into student counseling online reservation system: 8/31

2) Student Registration

Important!

1. For international students, student registration is divided into two stages: Online Confirmation and In-person Registration. Please proceed according to the guidelines laid out in your *New Student Registration Guidelines Letter*.
2. Please ensure you follow the correct procedures when registering and finish within the stated deadlines. Failure to do so will be seen as having voluntarily withdrawn your admission to NTNU.

Please remember:

1. Please scan the QR code to the right to log onto the New Student Registration System. This system will only be open during specified registration periods and will be locked after the deadline of these periods. For more information please visit the Office of International Affairs homepage→New Student Arrival.
2. After you have completed the online confirmation process, please print out your NTNU Student Information Record. Please note: **Once the online confirmation period closes, you will no longer be able to download or print out the NTNU Student Information Record.**
3. Students applying for suspension of studies or admissions deferral are required to complete the new student registration process (*i.e.* online confirmation/ mailing in completed forms) before they may apply for an admissions deferral or a suspension of studies status. Please visit the Office of International Affairs homepage→New Student Arrival to download the appropriate forms or scan the QR code to the right.
4. During in-person registration, overseas Chinese students must present the following documents:
 - A. One (1) copy of University Entrance Committee for Overseas Chinese Students Admission Notification or Admissions by Recommendation for Overseas Chinese Admission Notification.
 - B. Passport. Original and two (2) copies.
 - C. ROC visa or Hong Kong/Macau student exchange entry permit. Original and two (2) copies.
 - D. ARC or Taiwan ID card. Original and two (2) copies.
 - E. Overseas Chinese Student Information Form (please attach a 2-inch photo).
 - F. 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.
 - G. New Student Authorization for Emergency Treatment Form (please have the form signed by your parents).
 - H. Two (2) 2-inch color passport-style photos.



New Student
Registration System



New Student Arrival

Important Information Regarding Diplomas & Certificates of Study

Please have ready to submit:

1. **Diploma & Transcript:** a) School diploma and transcript previously authenticated by an Overseas Community Affairs Council designated recommendation unit. Documents must be in Chinese or English. Original and one (1) copy; b) Division of Preparatory Programs for Overseas Chinese Student Course Completion Certificate (if applicable). Original and one (1) copy.
2. **Certificate of Study:** A Certificate of Study and accompanying academic year transcript of equivalent academic attainment are required if you are admitted using an equivalent education level.
3. **Additional Affidavits:** If school diploma, transcript, or certificate of study is not yet available, it will be necessary to fill out a Provision of Required Documents Declaration Form.

→All originals will be returned and copies kept for registration purposes.

If you have any further questions regarding the above documentation, please direct inquiries to Ms. Hsiao-shu Hong in the Office of Academic Affairs, Registration Division. She can be reached by email at: sh6786@ntnu.edu.tw or by phone at: +886 2 77341103.

3) NTNU Administrative Portal

Starting from 8/14 (the day following the completion of the online confirmation period), new students should log onto NTNU Administrative Portal to open an account.

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



2. Administrative Portal Access and Use

From webpage

Please go to the NTNU homepage



From mobile device

To download the NTNU Administrative Portal app, please scan the appropriate QR code. If you are unable to scan this QR code, please open the following link in your browser to download the app: <https://iportal.ntnu.edu.tw/appDownload.do>



3. Your personal NTNU mailbox

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**.



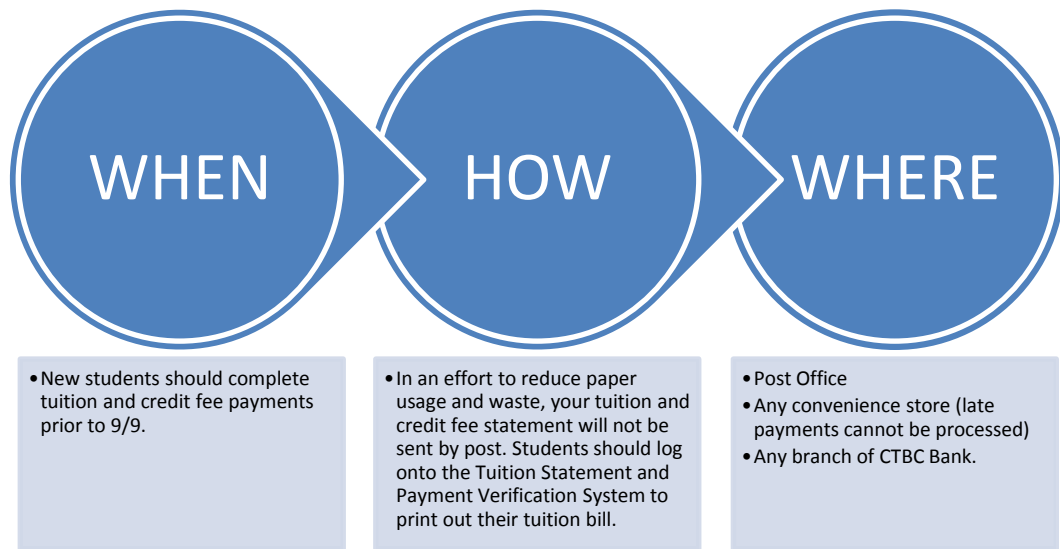
CHAPTER 2 Registration Details

1) Registration Items

	Item	Required	Additional Notes
Registration Fees	Tuition & Credit Fees	✘	Students who fail to pay their tuition/credit fees within the allotted period shall be considered as having withdrawn their admission to NTNU.
	Tuition & Credit Fees Exemption		Students may choose to apply for a Tuition & Credit Fee Exemption OR Financial Assistance for Disadvantaged Students. They may not apply for both.
	Financial Assistance for Disadvantaged Students		
	Student Loans		
Course Selection	Summer Sessions		Following payment of registration fees, students who fail to follow university regulations regarding course selection shall be required to suspend their studies at NTNU.
	Online Course Selection	✘	
Health Exam		✘	Students who fail to take a health exam shall be unable to immediately pick up their student ID.
Freshman Camp		✘	All new freshman are required to attend. For those unable to do so, they shall be required to attend service-learning lectures and health check-ups organized by the relevant departments.
Dormitory Application			
Military Service			New students who possess a Taiwan ID card and have not completed their mandatory military service shall be required to finish this application process before the end of August to avoid being called up or drafted for military service.
Student Insurance	Student Group Insurance		
	International Student Insurance		

2) Registration Fees

Tuition and Credit Fees



⌘ Students enrolled in individual tutorial classes shall be required to submit another round of credit fee payment. Starting from 10/15, please go online to handle the payment process.

Please Remember:

1. Scan the QR to access the Tuition Statement and Payment Verification System.
2. Your receipt of payment can be printed out after 3 working days from the day of payment.
3. In accordance with NTNU School Regulations, students who fail to pay their tuition/credit fees within the allotted period shall be considered as having withdrawn their admission to NTNU.



3) Course Selection

Please log onto the NTNU Administrative Portal to begin the course selection process. At the end of the online confirmation period, starting from the day following (8/14), new students may log onto the NTNU Administrative Portal to open up their account.

2. Online Course Selection

Prior to start of academic semester: Preliminary course selection

Preliminary Selection

The Office of Academic Affairs will process full-time student preliminary course selection for all undergraduates.

Students should log onto the NTNU Administrative Portal with their account number and password to begin course selection.

Stage 1 Online Course Selection (4 days)

Course registration and class preference (NTNU will assign students at most one class in each of the following areas: General Education, Education, P.E.)

→ Stage 1 online course selection results announced

Stage 2 Online Course Selection (3 days)

Courses available for registration online only. NTNU makes final student distribution.

→ Stage 2 online course selection results announced

New Student Online Course Selection (4-5 days)

Only for new freshman enrolling in the fall semester

→ New student online course selection results announced

Following the start of the academic semester: Add/drop period for all NTNU students

Semester Begins

Exact dates for each academic semester can be found in the NTNU academic calendar

Add/drop period for all NTNU students (15 days)

On the last day of the add/drop period, **only adding classes will be available.**

Classes are filled on a first come, first served basis.

→ Unable to add

【Note 1】 Reasons for being unable to add a course:

- You do not meet the conditions or restrictions set for the class (*e.g.* class year, department, minor, or curriculum requirements).
- The class you wish to add is already full.
- The class is a Master's/PhD level class that is not open to undergraduates (although 3rd and 4th year undergraduates are permitted to enroll in graduate-level courses, whether they are eligible or not depends on the individual class).

→ Addition by authorization code

→ Successfully added

【Note 2】 Adding a course through authorization code

- Authorization codes are given by the professor of the class to the student who wishes to enroll. Students are required to input the authorization code into the course selection system within the add/drop period. This code is non-transferable and becomes invalid if not used within the appropriate deadline.
- Courses added by authorization code may not be dropped (only course withdrawal applications permitted).
- Courses of the NTU system not listed in the NTNU course selection system are unavailable for enrollment by authorization code. Furthermore, NTU course types 1 and 3 are also unavailable for enrollment by authorization code. If the professor is willing, he/she may increase the spots available to students within the Tri-College Consortium system in line with university regulations. Afterwards, students may add this class using the course selection system. If students do not meet the advanced placement requirements for a class in which they wish to enroll, they may download and fill out a Unblock Course Request Form. After receiving the professor's consent, students should bring the form to the Curriculum Division to be processed.

→ Addition by application for special cause

→ Successfully added

【Note 3】 Course addition by application for special cause

- If a student has been unable to add a class during the add/drop period, or by authorization code, and has special reasons for having to add a certain class (*e.g.* timely graduation), with the approval of the professor of the class, the head of the student's department, and any other relevant departments, the student may begin the course addition by application for special cause process. To download the appropriate application form, please visit the Office of Academic Affairs homepage → Course Selection. No applications will be accepted outside of the relevant deadline.

Course selection finished

Once the deadline has been reached no further add/drops will be accepted.

Please Remember:

Before the add/drop deadline, students should confirm their class selections.

In cases in which students are over/under the accepted number of class credits, they should print out their course selection list and bring it to their department for approval. Following, the student's department shall submit it to the Curriculum Division for final approval.

※ For more information on the course add/drop process, please go to the Office of Academic Affairs homepage → Course Selection → Full-time Undergraduate, Master's, PhD Students.

4) New Student Health Exam

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

Please remember: Overseas Chinese students and students from Hong Kong and Macau 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.)

2. New student health exam procedures (choose one)

NTNU on-campus new student health exam

1. 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. Undergraduates may pick up their student ID once their health exam is complete. Students will receive the results of their health exam after approximately one month.
2. New students who plan on suspending their studies for the current academic semester or year, should not queue the health exam, but instead take it September of the next year alongside the new incoming class.

Individual health exam off-campus

1. New students who are unable to undergo their health exam on campus should visit a qualified medical institution to undertake their health exam as soon as possible. Please visit the homepage of the NTNU Health Center to download a Student Health Information Card which should be brought with you to the hospital/clinic. You should anticipate a 3-4 week wait to receive the results of your exam.
2. Please submit a health exam taken in the last three months (*i.e.* a health exam taken after June 2019) to the Health Center. (You will need to download a Student Health Information Card. Fill in the first page and attach it to your health report.) After 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 9/27 in order to avoid adversely affecting their rights and privileges at NTNU.



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

3. Student dorm access: A valid student ID is required to enter and exit dorms. For students who have not finished their health exam and therefore not received their student ID, they shall be required to use a temporary access card.
4. New student health exam schedule (also valid for returning and transfer students):
 - A. 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.
 - B. Health Exam Location: Room 106, Jheng Building, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei.)
 - C. On-site Fees: In order to prevent any delays in the health exam process, 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 may use a passport, ARC, or entry visa).
 - D. For the three days prior to the exam, please eat and drink in moderation, and avoid staying up all night in order to avoid adversely influencing the results of the exam.
 - E. 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. 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.
 - F. For students with a disability card, please submit a copy of the disability card at the last station of the exam site: [Document Submission](#).
 - G. Health exam dates and times for new undergraduates:

Time	9/1(Sunday)	9/2(Monday)
8:00-10:30	College of Liberal Arts	College of Education
10:30-11:30	College of Management	College of Music & College of Sports and Recreation
13:00-15:00	College of Science	College of Technology and Engineering & College of Arts
15:00-16:00	College of International Studies and Social Sciences	Additional time for students from all colleges

5) Freshman Camp

The 112 Now the New U freshman camp will be held from September 3-6, 2019. To sign up, please go to the New Student Registration System. All undergraduate freshman are required to attend. For those unable to attend, they do not need to apply for a leave of absence, but should make it a point to familiarize themselves with the service-study lectures and health checks to be required at a later date by the relevant agencies. For more information, please go to the Office of Student Affairs, Division of Student Assistance, Freshman Camp webpage at: <http://assistance.sa.ntnu.edu.tw/files/13-1001-316.php>



6) Student Insurance

1. Student group insurance


- A. When paying their tuition and credit fees, as part of the registration process, students may enroll in the group insurance plan provided by NTNU. For those choosing to opt out of the group insurance plan, please download and fill out a Withdraw from Student Group Insurance Application Form.
- B. For more details on how and when to enroll into the student group insurance plan, please visit the Office of Student Affairs, Division of Student Assistance webpage at: <http://assistance.sa.ntnu.edu.tw/files/13-1001-306.php>




2. International student insurance

Student Group Medical Insurance	National Health Insurance (NHI)
<p>Students who are not yet qualified for the National Health Insurance system should visit the Office of International Affairs to enroll in a student group medical insurance plan. Insurance costs NT\$3000 per semester for overseas Chinese students, international students, and students from Mainland China. However, overseas Chinese students are billed only NT\$545 for the first semester, after which they shall pay the same rate as other international students.</p> <ul style="list-style-type: none"> ▶ 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 exam and teeth cleaning. 	<p>Mandatory insurance for any person who has resided in Taiwan for a period of 6 months.</p> <ul style="list-style-type: none"> ● International students pay NT\$749 a month, for a total of NT\$4,494 per academic semester. ● Overseas Chinese students pay NT\$749 a month; however, for students who have declared economic hardship during in-person registration, they will be billed NT\$374 a month for a total of NT\$2,244 per semester. ● Mainland Chinese students will be processed according to the legal framework published by the National Health Insurance Administration.
<ol style="list-style-type: none"> 1. Insurance coverage for the fall semester runs from September to February of the following year. Coverage for the spring semester runs from March to August. 2. Health insurance premiums are included in your tuition and miscellaneous fees statement and are paid at the time of registration. 3. Any increases in insurance premiums is decided on and announced by the National Health Insurance Administration. <ul style="list-style-type: none"> ➤ The NHI program is a mandatory social insurance and offers international students in Taiwan equal medical rights. For international students coming to Taiwan to study, after residing in Taiwan for a period of 6 months, they are legally required to enroll in the NHI program, either individually or through their educational institution. ➤ Students may spend 6 consecutive months in Taiwan, or reach the 6-month requirement after leaving Taiwan one time for no longer than 30 days. However, any time spent aboard does not count towards the required 6 months. 	

7) Dormitory Application

Dorm Application	Points to Remember	Webpage
<p>New students hoping to apply for dormitory residence should apply during the online confirmation period. Students who fail to apply during this period, yet still hope to live in dormitory housing, or those who have changed their mind about living in NTNU dormitories should apply on the Student Dorm Application System in accordance with the timeline announced by the Student Dormitory Management Center.</p>	<ol style="list-style-type: none"> 1. Information related to dormitory housing will be conveyed by email; therefore, please ensure you use the correct email address when applying and make sure your system does not place emails from the NTNU system in the trash folder. If you need to make a change to your information, you are responsible for uploading those changes in order to avoid losing your chance at dormitory housing. 2. Fees for dormitory housing must be paid before you receive access to the dorms. Please be sure to submit your payment within the specified deadlines, which can be found in the notifications from the Student Dormitory Management Center, or in announcements on its website. Except for students who have taken a deferral or suspension of their studies, if you have applied for dormitory housing, but fail to pay housing fees within the specified deadline, you will be considered as having given up your dormitory slot. Furthermore, if you apply again the following year, you will be subject to lowered housing priority for the next school year. 3. Please refer to the Student Dormitory Management Center webpage for updates on new student housing. 	<p>Student Dormitory Management Center: http://www.ga.ntnu.edu.tw/</p> <p>NTNU homepage→ Admissions→Office of General Affairs→Student Dormitory Management Center</p> 

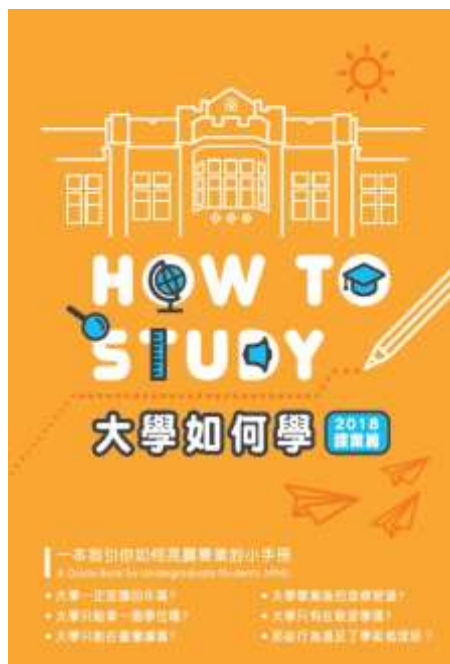
- 8) **Military Service** (All male new students are required to fill out a military service information form, including overseas Chinese students and students from Hong Kong and Macau if they hold a Taiwan ID card.)

During the online confirmation period for new students, please fill out a military service information form and submit the following information (if relevant):
※Application for Draft Deferral: Student Military Service Application Form ※Application for Call-up Deferral: Student Military Service Application Form and a copy of the student's military discharge form. ※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: Student Military Service Application Form and other relevant documentation.
Application qualifications. All enrolled students of the following ages:
1. Private: 36 and under; Junior Officer/Sergeant: 50 and below; Senior Officer/Sergeant Major: 58 and below
Application Process
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.
Inquiries
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.

Student Military Service webpage: http://assistance.sa.ntnu.edu.tw/files/13-1001-298.php

Please note: 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.

CHAPTER 3 New Student Resources

1) How to Study at NTNU



How to Study at NTNU—A Guidebook for Undergraduate Students, NTNU shows new students how to effectively plan their studies over the course of four years and how to find important school and learning resources. This guidebook is available on the Office of Academic Affairs webpage for download. The guidebook is revised yearly to include any changes across departments or administrative offices.



2) NTNU Academic Calendar



The NTNU academic calendar is where students can find important dates and deadlines regarding university, academic, or student affairs. Events such as university celebrations, sports events, mid-terms and final exams periods can all be found on the calendar, making it an indispensable resource for students planning their student life at NTNU. For the English PDF version, please go to Office of Academic Affairs homepage, where you can browse the calendar online or download it for future reference.



3) NTNU School Regulations



The *NTNU School Regulations* covers topics such as student status and grades. Its regulations guide all aspects of student life— from enrollment to graduation. The PDF version can be found at the Office of Academic Affairs homepage for perusal or download.



4) Scholarships and Subsidies

Scholarships and their websites		Please Contact
Local Students	1. MOE <i>Help Dreams</i> https://helpdreams.moe.edu.tw/index.aspx 2. Introduction to NTNU scholarships/subsidies: http://ap.itc.ntnu.edu.tw/StdScholarship/Scholarship201.do?Action=Scholarship201	Division of Student Assistance/ Office of Student Affairs
Overseas Chinese Students	https://www.ntnu.edu.tw/oia/oc-scholarship.php	Division of International Student Affairs/ Office of International Affairs
International Students	http://www.ntnu.edu.tw/oia/scholarshipc.php (Chinese) http://www.ntnu.edu.tw/oia/scholarship.php (English)	

5) Student Counseling System

During new student registration, it will be necessary to fill in an emergency contact form. After successfully opening up a NTNU Administrative Portal account, prior to 8/31, please log onto the Administrative Portal at <http://iportal.ntnu.edu.tw/ntnu/>→System Applications→Student Affairs System→Student Counseling System, Student Area to fill out a basic information form and a short autobiography (300 words minimum).

6) Student E-Portfolio

System Concept: 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 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. Students can also use the electronic resume created by the E-Portfolio to apply for various university scholarships. Please log onto the NTNU Administrative Portal and go to: Student E-Portfolio. Click on the “I Agree to Open” button to begin editing your electronic resume.

Contact Information: If you have any questions regarding the E-Portfolio, please direct inquiries to the staff of the Center for Holistic Education, Office of Student Affairs.

CHAPTER 4 Contact Us

1) Campus Map

NTNU Main Campus I: No. 162, Sec. 1, Heping East Road, Da'an District, Taipei



NTNU Main Campus II: No. 129, Sec. 1, Heping East Road, Da'an District, Taipei



NTNU Gongguan Campus: No. 88, Sec. 4, Tingzhou Road, Wenshan District, Taipei



NTNU Linkou Campus (Division of Preparatory Programs for Overseas Chinese Students): No. 2, Sec. 1, Renai Road., Linkou District, New Taipei City



2) Contact Information

New Student Registration, Student Enrollment, Tuition & Fees	
Education Department; Department of Special Education; College of Education Undergraduate Program; Department of Civic Education and Leadership; Department of Taiwan Culture, Language, and Literature	(02)7734-1096 Ms. Ping-fang Tseng
Department of Educational Psychology and Counseling; Department of Adult and Continuing Education; Department of East Asian Studies; Department of Mathematics; Department of Computer Science and Information Engineering	(02)7734-1084 Ms. Chia-hsiu Liang
Department of Human Development and Family Studies; Department of Health Promotion and Health Education; Department of Fine Arts; Department of Design; Post Baccalaureate Bachelor Degree Program for Kindergarten Teachers and Educational Nanny Professionals	(02)7734-1102 Ms. Yi-hsuan Chen
Department of Chinese; Department of Life Sciences; Undergraduate Program of Electro-Optical Engineering; Undergraduate Program of Nutrition Science	(02)7734-1098 Ms. Pao-yueh Liao
Department of English; Department of Chinese as a Second Language	(02)7734-1103 Ms. Hsiao-shu Hong
Department of History; Department of Geography; Department of Music; Undergraduate Program of Performing Arts	(02)7734-1081 Ms. Wen-ling Li
Department of Industrial Education; Department of Technology Application and Human Resource Development; Department of Mechatronic Engineering; Department of Electrical Engineering; Undergraduate Program of Vehicle and Energy Engineering	(02)7734-1104 Mr. Shang-chun Chen
Department of Graphic Arts and Communication; Department of Physical Education; Department of Business Administration; Undergraduate Program of Learning Sciences	(02)7734-1100 Mr. Yu-hsun Chen
Department of Physics; Department of Chemistry; Department of Earth Sciences; Department of Athletic Performance	(02)7734-6547 Ms. Shu-fang Chen
Course Selection	
College of Education; Summer Sessions	(02)7734-1115 Curriculum Division Ms. Chien-feng Lin
College of Liberal Arts	(02)7734-1182 Curriculum Division Mr. Chia-wei Hsu
College of Science	(02)7734-1186 Curriculum Division Ms. Yu-ting Chen
College of Sports and Recreation; College of Technology and Engineering	(02)7734-1200 Curriculum Division

	Ms. Chun-min Chen
College of Management	(02)7734-1108 Curriculum Division Ms. Chih-yin Liang
College of International Studies and Social Sciences	(02)7734-1180 Curriculum Division Mr. Ming-yan Chou
College of Arts; College of Music	(02)7734-1181 Curriculum Division Ms. Si-chi Hsieh
General Education Chinese Courses	(02)7734-1127 Common Core Education Committee. Chinese Division
General Education English Courses; English Language Proficiency Exams	(02)7734-1199 Common Core Education Committee, Foreign Language Division
Other Areas	
Dorm Application	(02)7734-3322 Student Dormitory Management Center, Ms. Hui-yu Feng
Military Service Applications; Student Group Insurance	(02)7734-1060 Division of Student Assistance, Ms. Shu-mei Yu
School Loans	(02)7734-1058 Division of Student Assistance, Ms. Hsiu-chung Liu
Tuition Exemption; Financial Assistance for Disadvantaged Students	(02)7734-1057 Division of Student Assistance, Ms. Li- chen Huang
Scholarships for Local Students	(02)7734-1061 Division of Student Assistance, Ms. Mei-chun Liu
Freshman Camp	(02)7734-1064 Division of Student Assistance, Ms. Shu-ching Lin

Student Counseling System	(02)7734-1059 Division of Student Assistance, Ms. Kuan-hua Chen
Health Exam	(02)7734-3111 Health Center, Ms. Ching-fang Li
NTNU Administrative Portal Usage	(02)7734-3737 Information Technology Center
International Student Insurance, Scholarships/Subsidies, and In-Person Registration	(02)7734-1284 Office of International Affairs
E-Portfolio	(02)7734-3326 Center for Holistic Education, Mr. Chien-chieh Wang