

# National Taipei University Registration Notice for Bachelor's, Master's, and Doctoral Programs for the Spring Semester of Academic Year 2024.

※The spring semester of academic year 2024 starts on **Monday, February 19<sup>th</sup>, 2024.**

※The registration notice is available for viewing on the homepage of the Academic Affairs Office's website.

Item	Subjects	Registration time	Method	Processing Unit	Contact Number	Remarks
Course Selection	All students	Please refer to the course selection notices posted on the website of the Curriculum Section, Academic Affairs Office, and announcements related to the Student Information System for further details.	Online course selection	Curriculum section	86741111 ext. 66110-66117	<ol style="list-style-type: none"> <li><u>The first stage of course selection for Bachelor's/Master's/Doctoral programs (excluding first year bachelor program students):</u> <b>From December 26<sup>th</sup>, 2023, to January 2<sup>nd</sup>, 2024</b></li> <li><u>Second stage of course selection for Bachelor's/Master's/Doctoral programs (including first year bachelor program students):</u> <b>From January 16<sup>th</sup>, 2024, to January 22<sup>nd</sup>, 2024</b></li> <li><u>Add/Drop course period for Bachelor's/Master's/Doctoral programs:</u> <b>From February 20<sup>th</sup>, 2024, to February 29<sup>th</sup>, 2024</b></li> </ol> <p>★ Please refer to the web-page of the Curriculum Section, Academic Affairs Office for information regarding course selection procedures and system-assigned placements. (Website: <a href="https://new.ntpu.edu.tw/oaa/course-selection">https://new.ntpu.edu.tw/oaa/course-selection</a>)</p>
Payment	Bachelor's/ Master's program: First year to fourth year. Doctoral program: First year to seven years.	<b>Before February 14<sup>th</sup>, 2024</b>	<ol style="list-style-type: none"> <li>Land Bank branch</li> <li>ATM transfer</li> <li>Credit card</li> <li>Convenience Stores - additional handling fee applies.</li> </ol>	Cashier Section, Curriculum Section	86741111 Ext. 66359-60 (Cashier Section)  66110-66117 (Curriculum Section)	
	Bachelor program students on extension	<b>Before March 6<sup>th</sup>, 2024</b>	Students who <b>take fewer than 9 credits</b> should complete course selection prior to payment.			<ol style="list-style-type: none"> <li>For bachelor program students who <b>have extended their period of study and are taking 9 credits or fewer:</b> <ol style="list-style-type: none"> <li>Students shall confirm their course selection on the Course Selection System between <b>Monday, February 19<sup>th</sup> to Wednesday, March 6<sup>th</sup>, 2024</b>, and then print their course selection form for official stamping by the Curriculum Section.</li> <li>After approval, students should bring their stamped course selection forms to the Cashier's Office to obtain payment slips. <b>Payment must be completed by Tuesday, March 5<sup>th</sup>, 2024</b>, following the specified method. Alternatively, students can directly pay at the Cashier's Office with the stamped course selection forms <b>on the late registration day, Wednesday, March 6<sup>th</sup>, 2024.</b></li> </ol> </li> <li>For Bachelor program <b>extension students who take more than 10 credits:</b> Those who need to pay the full tuition and miscellaneous fees can go to the Cashier's Office to print the payment slip and proceed with the specified payment method. Alternatively, students can directly pay at the Cashier's Office with the stamped course selection forms <b>on the late registration day, Wednesday, March 6<sup>th</sup>, 2024.</b> <b>※Late registration day on March 6<sup>th</sup>: Morning: 9:00-12:00, Afternoon: 1:30-3:30.</b></li> </ol>
	Students resuming study	<b>Before March 6<sup>th</sup>, 2024</b>				
	Students taking elective credits (master's program)	<b>Before March 6<sup>th</sup>, 2024</b>	Please print out <u>the payment slip</u> at Cashier's <u>Office before the late registration day.</u>			
Self-print payment slip	Bachelor's/ Master's program: First year to fourth year. Doctoral program: First year to seven years.	<b>After January 20<sup>th</sup>, 2024</b>				<p><b>After January 20<sup>th</sup>, 2024</b> students are advised to directly access the 'Land Bank Tuition Payment System' located at the bottom of National Taipei University's website to print out registration payment forms. In case of any modifications to the items or amounts on the payment form, please contact the Cashier Section.</p>

Health Examination	First-year students in master's or doctoral programs.	Complete the first-year student health examination <b>before March 29<sup>th</sup>, 2024</b> then submit it to the Health Care Section.	©Please download and complete the 'National Taipei University Student Health Examination Form', <b>then take the form to either the hospital or CHI-HSIN clinic to finalize the check-up.</b>	Health Care Section	86741111 ext. 66251、66256	<ol style="list-style-type: none"> <li>For information regarding the health examination of first-year students, please visit the website provided below. <a href="https://new.ntpu.edu.tw/osa/health/page1">https://new.ntpu.edu.tw/osa/health/page1</a></li> <li><b>The health examination items are listed in the National Taipei University Student Health Examination Form. Students may choose the suitable options as follows according to their preferences:</b> <ul style="list-style-type: none"> <li>✧ <b>At certified public/private hospitals</b> Please take the National Taipei University Student Health Examination Form to a certified public or private hospital. After obtaining the facility's official stamp on the examination, submit it to the Health Care Section <b>before Friday, March 29<sup>th</sup>, 2024</b>, (please retain a copy for yourself). If you have undergone a health examination between December 2023 and February 2024, covering all the required examination items listed in our university's Student Health Examination Form, you are exempt from participating in the student health examination. Kindly ask the hospital to record the examination results on the Health Examination Form and submit it to the Health Care Section <b>before Friday, March 29<sup>th</sup>, 2024</b>.</li> <li>✧ <b>At the contracted hospitals, such as Chi Hsin Clinic.</b> <ol style="list-style-type: none"> <li>Available dates for Health examination: <b>From February 19<sup>th</sup> to March 29<sup>th</sup>, 2024</b>. Remember to make a reservation and bring your Student Health Examination Form with you.</li> <li>The examination fee: <b>\$650 NTD</b>.</li> <li>Contact information of Chi Hsin Clinic Tel: 02-25070723*188 Address: 4F, No. 42 ChienKuo N. RD, Taipei</li> <li>Reservation link: <a href="https://service.ch.com.tw/group_check/Online_Reg.aspx?tp=sh">https://service.ch.com.tw/group_check/Online_Reg.aspx?tp=sh</a></li> </ol> </li> </ul> </li> </ol> <p>If you have any question, please contact School Health Care Center at (02)8674-1111-66251 or 66256.Thanks for your cooperation.</p>
Student group insurance	All students	<b>Before January 5<sup>th</sup>, 2024</b>	Refer to the notes on the right-hand side for details.	Military Education Division	86741111 ext. 66230	<ol style="list-style-type: none"> <li>For students enrolled in the student group insurance, please pay the insurance premium along with the registration fee.</li> <li>For those who do not intend to apply for insurance, please visit the website of the attached Military Education Division Office. (<a href="https://www.ntpu.edu.tw/admin/a8/org/a8-1/download_more.php?id=780">https://www.ntpu.edu.tw/admin/a8/org/a8-1/download_more.php?id=780</a>), download the 'Declaration of Intention of Enrollment for Student Group Insurance' form. Fill it out and submit it to the Military Education Division <b>before January 5<sup>th</sup>, 2024</b>, <b>Please contact 86741111 ext. 66230 to confirm the receipt of the declaration. Your process will be considered complete upon confirmation. Late submissions will not be accepted.</b></li> <li><b>Refunds for suspension/withdrawal from study will be handled in accordance with Article 8 of the Regulations Regarding Group Insurance Policies.</b></li> </ol>
Forms for payment and submission of basic information related to National Health Insurance or Cathay Insurance.	Overseas Chinese students, International degree students, Chinese degree students including Bachelor's/ Master's/Doctoral Programs	Payment for tuition and miscellaneous fees must be completed by <b>February 14<sup>th</sup>, 2024</b> .	Refer to the notes on the right-hand side for details.	Office of International Affairs	86741111 ext. 66218 66219 68002	<ol style="list-style-type: none"> <li><b>Overseas Chinese, Macau, Hong Kong students, and International degree students are required to pay National Health Insurance premiums along with their registration fees within the specified deadline.</b></li> <li>Newly enrolled Overseas Chinese students, international degree students, and Mainland Chinese degree students, including those in Bachelor's, Master's, and Doctoral programs, <b>who have been in the country for less than 6 months, are required to purchase Cathay Commercial Insurance upon entry. Please prepare the cash payment to submit on the new student registration day.</b></li> <li><b>Newly enrolled</b> Overseas Chinese, Hong Kong, Macau students, Mainland Chinese students, and international degree students (including those in Bachelor's, Master's, and Doctoral programs) are encouraged to <b>visit the International Affairs Office website.</b> (<a href="https://new.ntpu.edu.tw/oia">https://new.ntpu.edu.tw/oia</a>)→ File Downloads → Download the 'National Taipei University Basic Information Form for Overseas Chinese Students, 'National Taipei University Basic Information Form for International Degree Students, 'National Taipei University Basic Information Form for Mainland Chinese Students'. Please submit these forms on the new student registration days <b>on February 19<sup>th</sup> and February 20<sup>th</sup>, 2024</b>.</li> <li>The registration process for international freshmen in the spring semester of the academic year 2024 is as follow: Admission &amp;</li> </ol>

						General Affairs Section, Office of Academic Affairs (3rd floor of the Administrative Building) → Division of Overseas Student Affairs, Office of International Affairs (4th floor of the Administrative Building) → Department/Institute.
Application for Registration leave	All students	<b>From December 25<sup>th</sup>, 2023, to February 23<sup>rd</sup>, 2024</b>	If students are unable to complete registration on time, please apply for registration leave in advance.	Registration Section	86741111 ext. 66101-3 66106-8 66254	<ol style="list-style-type: none"> <li>Students approved for registration leave must complete registration procedures <b>by Wednesday, March 6<sup>th</sup>, 2024</b>. Those who have not been granted leave or fail to register beyond the approved leave date will be required to take a leave of absence and complete the absence procedures within the specified period. <b>Failure to complete the leave of absence procedures within the given timeframe or exceeding the approved leave period without registering will result in expulsion.</b></li> <li>The download link for the "Application Form for Registration Leave" (<b>Website : <a href="https://www.ntpu.edu.tw/admin/a7/org/a7-1/download_more.php?id=87">https://www.ntpu.edu.tw/admin/a7/org/a7-1/download_more.php?id=87</a></b>)</li> </ol>

**Note:**

I. Refund policy for Suspension/Withdrawal from Studies

- (I). The freshman students must complete registration procedures to apply for suspension of study. Payment/Refund shall be handled according to article 2 below. Students who fail to complete registration before the deadline will have their admission qualifications withdrawn in accordance with Article 9 of the National Taipei University Academic Regulations. Directly contact the student status handling officer at the Registration Section, Academic Affairs Office for questions regarding suspension/withdrawal from study.
- (II). Students will be exempted from payment of tuition and miscellaneous fees if they complete suspension/withdrawal from study before the late registration deadline **on March 6<sup>th</sup>, 2024 (include)**, and any payments already made will be fully refunded. Two thirds of tuition and miscellaneous fees will be refunded to students who complete suspension/withdrawal from study **between March 7<sup>th</sup>, 2024 to March 29<sup>th</sup>, 2024**. One third of tuition and miscellaneous fees will be refunded to students who complete suspension/withdrawal from study **between April 1<sup>st</sup>, 2024 to May 10<sup>th</sup>, 2024**. Tuition and miscellaneous fees will not be refunded **after May 13<sup>th</sup>, 2024**.

For related regulations, visit the website of National Taipei University at [https://www.ntpu.edu.tw/chinese/laws/law\\_more.php?dep=3&id=2062](https://www.ntpu.edu.tw/chinese/laws/law_more.php?dep=3&id=2062).

II. Students may track their payment status via the Land Bank Tuition Payment System, refer to the website for the processing time of payments through each channel. If, within one week of the semester commencing, the "registration procedure inquiry" in the Student Information System indicates pending payment, please present your payment receipt at the Cashier's Section for further assistance.

III. Library privileges activation and extension

- (I). Students who have extended their study period but have not completed registration and wish to extend the validity period of their library accounts should contact the Library circulation counter at (02)8674-1111 ext. 68351-2 or apply for an extension online via the library homepage > Common services > Graduate area (including delayed graduation).
- (II). Students who have completed registration and are using library services for the first time, please activate borrowing privileges through the webpage (Library Homepage > Common Services > Getting Started)
- (III). If you have any questions about library services, or need help, feel free to call or contact the Library circulation counter (tel: (02)8674-1111 ext. 68351-2).

IV. Before applying for student dormitories, please review the latest announcements posted on the dormitory management unit's website. Students at the Sanxia Campus should contact the Student Housing Service Section of Student Affairs Office for further details, while students at the Taipei Campus should contact Administration Section of Extension Education Center for specific information.

V. Other directions:

- (I). All graduating students for this semester, including those who have extended their study period in majors, minors, and double majors, must check in advance whether they have obtained enough credits for graduation. If there are any doubts, please contact the respective departments, (or units, offices, centers) or the Registration Section for confirmation before selecting courses, to avoid missing any necessary courses that might result in failure to graduate on schedule
- (II). Credit Transfer: In accordance with the University's Regulations for Student Credit Transfer, applications for credit transfer should be submitted to the department/institute before the course add/drop period in the academic year of enrollment or transfer, scheduled **from February 20<sup>th</sup> to February 29<sup>th</sup>, 2024**.
- (III). If there are any changes or errors in the permanent address, mailing address, contact number, or **English name which must match the passport for graduation certificate printing of bachelor's students**, please ensure to visit the Registration Section for correction to safeguard personal rights and interests.
- (IV). If there are any changes or errors in the permanent address, mailing address, contact number, or **English name which must match the passport for graduation certificate printing of master's/doctoral program students**, the student must update or correct it online to safeguard personal rights and interests.
- (V). The default **validity period of Easy Card student ID cards is four years**. Please bring your student ID Easy Card to the Registration Section to extend your student status if you have not graduated due to extension of period of study or suspension of study.

If there are discrepancies between the Chinese and English versions, the Chinese version takes precedence.