

NTPU

Form Filling Instructions

for Freshmen,

2025

Day school
System

Bachelor Program
Graduate Program

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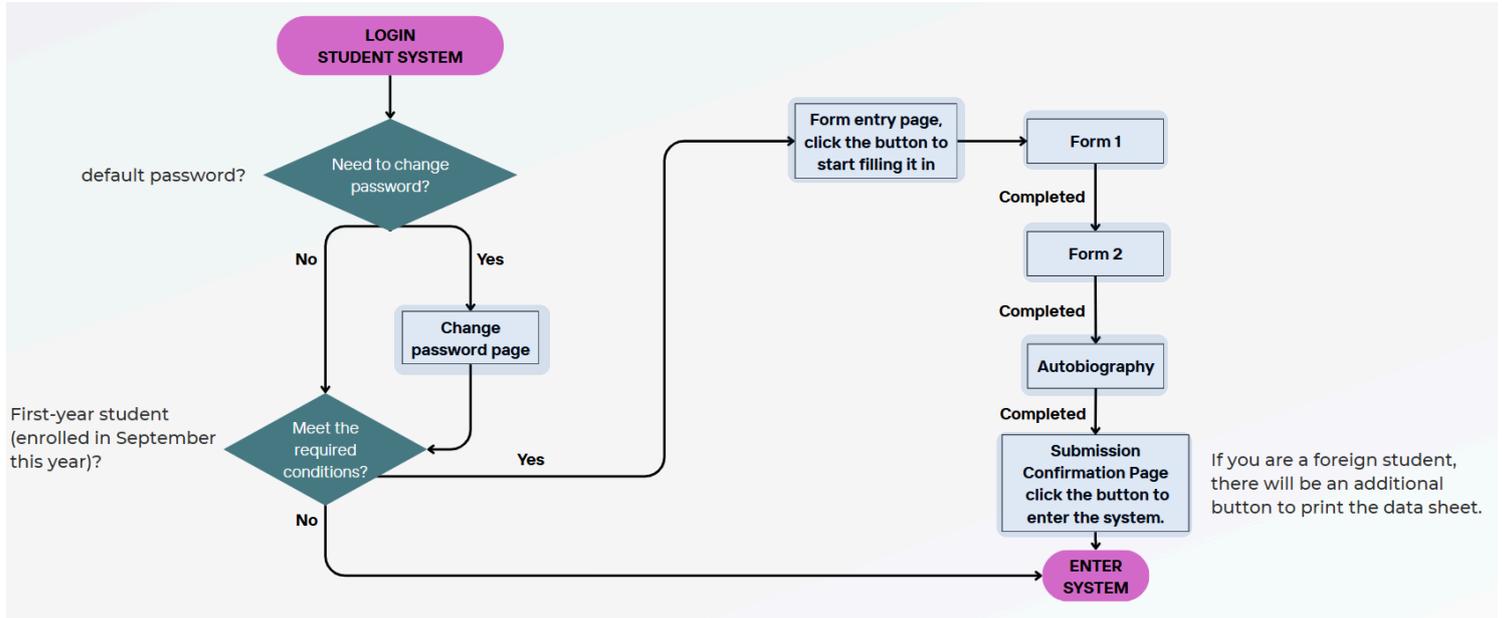
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Form Completion Process & Instructions

*Click the [links](#) to navigate to the corresponding section



Form Usage Instructions

Form 1 and Form 2 are **multi-page forms**

Header Progress Bar: Indicating Page Title and Your Current Position

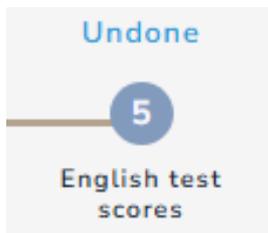
There are four status: **Undone** / **Done** / **No need to fill in** / **Current page**

Undone: This page is not yet completed.

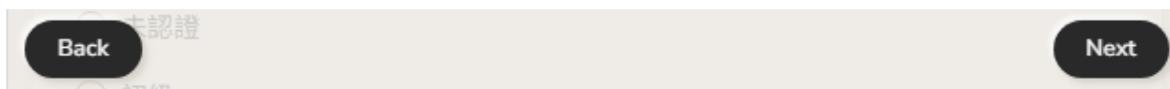
Done: This page has been completed.

No need to fill in: This page was automatically skipped (not required for your identity).

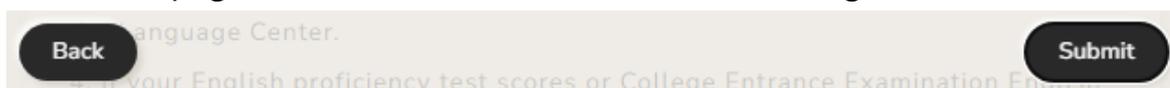
Current page: Click "Back" to return to the previous page you were on.



Once a page is completed, click the **"Next"** button at the bottom of the form to proceed. To return to the previous page, click **"Back"**.



On the last page of the form, the **"Next"** button will change to **"Submit"**. Click it to submit the form.



First Login to Student System – Change Default Password

After entering your account and password, you'll arrive at this page first. You need to set your system password here.

Change login password for Student Information System

[中文版](#)

Student ID: 411400000
Name: XXX

Old password: (Capital or not is indifferent)
Please do not use birthday, cell phone number, student ID or lazy password, which were easy to be guessed. And please modify your password from time to time.
Auto-machine for applying transcript cannot key in special character. Please use "English characters + numbers" combination if possible.

New password:
(length 8~16 characters, Capital or not is indifferent, please with a least normal password power)

Password strength:

Checking password: (Pleas key in your password again)
Please memorize your new password well in order to secure your rights, the password cannot be search through phone calls or mails. However you can leave your email, if you forget your password we will send you your password through email once your identity is confirmed!

E-mail address:
Please confirm your email address. Otherwise the system cannot send you your password.
Please use NTPU mail if possible and avoid yahoo or hotmail. These two mail boxes often block systematic email letters.

Relative notices:

- We can email your password to you if you have ever leaved your email address.
- If you haven't leave your email in this system, please look for Office of Academics during office hour and bring your student ID or identity proof (with pictures only).
- Telephone or Email asking will not be responded, due to privacy concern.

※ Using "safe" password will offer better security to your online account, computer files and personal information.

Are you using safe password?
For hackers, safe password should be combination of random characters. (Please do not use dictionary or English names) It should contain 8 or more letters, including capitals and not, numbers and signs.

※ Password strength example:

Unsafe example	1234
Normal example	1234abcd
Safe example	1234abcd&

※ Valid and invalid password examples:

example	result
Password	invalid: at least one non-English character
pass	invalid: at least 8 letters
12345678	invalid: at least one English character
password3	valid

○ 任何建議，請不吝指教 [寫信給開發小組](#)，用您的建言換取未來更好的系統。謝謝！

Once you've filled in the above information and clicked "Submit," you'll be redirected to the form entry page.

Form Entry Page

After successfully changing your password, you'll arrive at the form entry page below.

***You need to enable JavaScript to run this web. (default allows)**

- 1 If a form field has a yellow background, it means it can only be filled out this time and cannot be edited later in the system.
- 2 You can choose your preferred language (Chinese/English) based on your preference and needs.
- 3 Link to form filling instructions (opens in a new tab)
- 4 Click the button to enter the form fill-in page.
You will be directed to the form section that you have not yet submitted based on your progress.
For example: If Form 1 has been submitted but Form 2 has not, clicking the button after logging in will direct you to Form 2.
- 5 Form Filling Progress Status:
For example, 4 indicates that Form 1 is completed while Form 2 is incomplete. Clicking ".....Next Step" will redirects to Form 2.

*NTPU - Freshmen Login to Student System

i NTPU freshmen to login the student system

Hello Test test test3, please review the notices before you login:

* You need to enable JavaScript to run this web. (default allows)

1. Filling in all student related information are required for every undergraduates/postgraduates/graduates first login, you'll be able to enter the full functioned system afterwards.
2. Please fill in the form as accurate as possible. **the yellow background columns** can only fill in once, if you made any mistakes accidentally, please correct them in person at the freshmen registration day.
3. 資料填妥後，請於新生學歷(力)證件上傳功能上傳您的學歷(力)電子檔。

Language 中 EN 2

Introduction Day Program – Form Filling Instructions 3

1

5

Form 1: Freshmen Admissions Survey
 Done

Form 2: Confirm and Modify Your Personal Information
 Done

Autobiography
 Done

4

I HAVE READ ALL OF THE INFORMATION ABOVE, NEXT STEP. 4

Form 1: Freshmen Survey

5 Pages

- 1-1: [Language, Economic and Health Conditions](#)
- 1-2: [Emergency Contact](#)
- 1-3: [Indigenous Student Info](#)
- 1-4: [Foreign Student Info](#)
- 1-5: [English test scores](#)

*Click the [links](#) to navigate to the corresponding section

Form1: Freshmen Survey

1-1: Language, Economic and Health Conditions



Field Descriptions

Field Name	Description	Restrictions/Conditions
Language Proficiency	<p>Languages: Chinese,English,Minnan,Hakka,Taiwan Indigenous,Taiwan Sign</p> <p>Proficiency: Basic/ Intermediate/ Advanced / Native Speaker</p>	Optional.
Other Languages	You can manually fill in languages not listed in the previous questions.	Optional. (Maximum of 50 words or 25 full Chinese characters)

Language used

Language Proficiency

For which language you speak, please select the one that best describes the language you speak.

	Basic	Intermediate	Advanced	Native speaker
Chinese	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Minnan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hakka	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taiwan Indigenous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taiwan Sign	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Languages

Have you ever learned any other languages? If so, please fill in the name of the language

Form1: Freshmen Survey

1-1: Language, Economic and Health Conditions



Field Descriptions

Field Name	Description	Restrictions/Conditions
相關經濟狀況(僅本國生)	Please check the box if the conditions described in the options apply. Indigenous students are pre-checked by default.	1.Optional, multiple selections 2. This field will not appear for overseas chinese, international, or mainland Chinese students.
Special Health Conditions	Please check the box if the conditions described in the options apply.	1.Optional, multiple selections 2.If you select " Other ," the explanation field below must be required. (Maximum of 50 words or 25 full Chinese characters)

Economic and health conditions

相關經濟狀況(可複選)
若有以下經濟狀況請勾選，無則可略過

低收入戶

中低收入戶

特殊境遇家庭子女或孫子女

身心障礙學生

身心障礙人士子女

原住民學生

符合大專校院弱勢學生助學計畫助學金補助資格之學生

Special Health Conditions (Multiple choice)
If you have special health info, please fill in the info so that school security personnel can help you in emergency.

Severe allergies

Asthma

Epilepsy

Mental illness

Chronic diseases

other

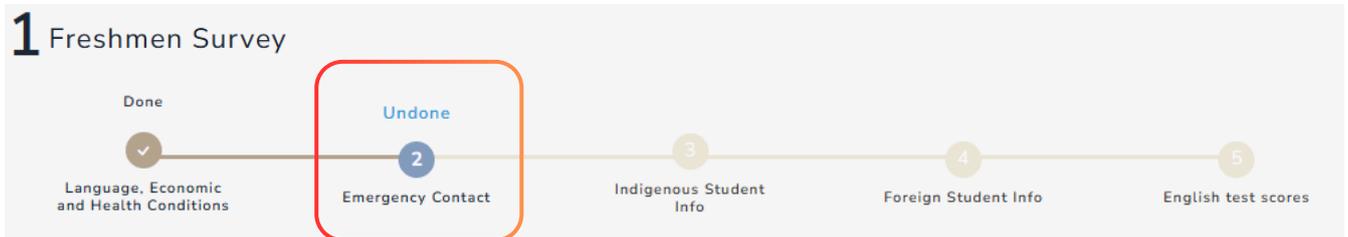
(such as: major illness)

Required

not appear for overseas Chinese, international, or mainland Chinese students (No English version available)

Form1: Freshmen Survey

1-2: Emergency Contact



Field Descriptions

Field Name	Description	Restrictions/Conditions
Emergency Contact Name	1.Primary Emergency Contact Person 2.If reporting information is available, it will be pre-filled.	1.Required 2.Maximum of 32 words or 16 full Chinese characters.
Emergency Contact Relation	1.What is your relationship with the contact? (e.g., father and son, mother and daughter) 2.If reporting information is available, it will be pre-filled.	1.Required 2.Maximum of 30 words or 15 full Chinese characters.
Emergency Contact Phone number	1.Do not fill in the student's own phone or mobile number. 2.If reporting information is available, it will be pre-filled.	1.Required 2.Must be numeric only (8-30 digits)

If the entered phone number does not meet the requirements, the following error message will appear.

Emergency Contact Phone number *

Emergency contact person's phone number.

hello

Incorrect format or input range

Emergency Contact

Emergency Contact Name *

Emergency contact person's name.

Emergency Contact Relation *

E.g. Father and Daughter, Mother and Son, Spouse etc.

Emergency Contact Phone number *

Emergency contact person's phone number.

number of characters range (8 - 30)

Back

Next

Form1: Freshmen Survey

1-3: Indigenous Student Info

(*Only Indigenous Student will see this step)
(No English version available)



Field Descriptions

Field Name	Description	Restrictions/Conditions
原鄉	After selecting the city/county on the left, the corresponding district/township will appear on the right	
族語	After selecting a language on the left, the corresponding subtypes will appear on the right	After Form 2 is submitted, this field cannot be changed in the system. Required for indigenous students (single selection only)
族語能力認證	Please select the appropriate proficiency level: Not Certified / Beginner / Intermediate / Upper-Intermediate / Advanced / Superior	

原住民原鄉與族語

原鄉 +

請選擇 ▾ | 請先選擇左側選單

族語 +

請選擇 ▾ | 請先選擇左側選單

族語能力認證 +

未認證
 初級
 中級
 中高級
 高級
 優級

原鄉 +

高雄市 ▾
新北市
桃園市
臺中市
高雄市
宜蘭縣
苗栗縣
屏東縣
新竹縣
南投縣
嘉義縣
花蓮縣
臺東縣

桃源區 那瑪夏區 茂林區

請先選擇左側選單

族語 +

不在上述分類中 ▾
阿美語
泰雅語
排灣族語
布農語
卑南語
魯凱語
不在上述分類中

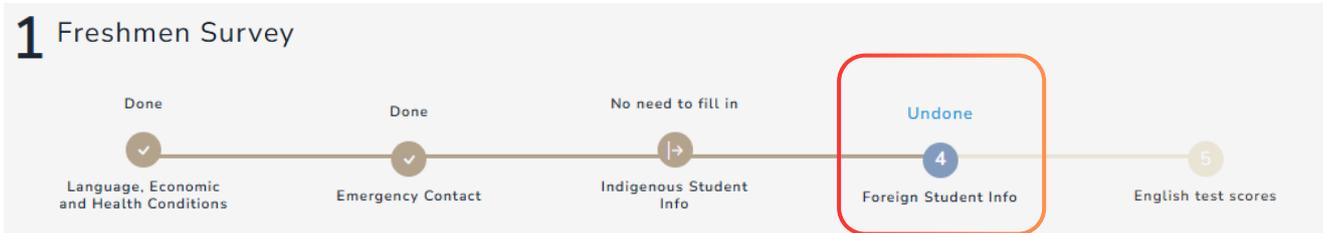
鄒語 賽夏語 雅美語 邵語 噶瑪蘭語 太魯閣語 撒奇萊雅語
 都達語 德國達雅語 德魯固語 拉阿魯哇語 卡那卡那富語

上一部分

Form1: Freshmen Survey

1-4: Foreign Student Info

(** Only Overseas Chinese and International Students will see this step)



Field Descriptions

Field Name	Description	Restrictions/Conditions
Nationality	1.Please enter your nationality. 2.If registration information is available, it will be pre-filled.	1.Required for overseas Chinese and international students. 2.Maximum of 50 words or 25 full Chinese characters.
Place of birth	1.Please enter your place of birth. 2.If registration information is available, it will be pre-filled.	1.Required for overseas Chinese and international students. 2.Maximum of 50 words or 25 full Chinese characters.
Ethnicity	Optional	1.Optional 2.Maximum of 50 words or 25 full Chinese characters.

Nationality

Nationality *

泰國

Place of birth *

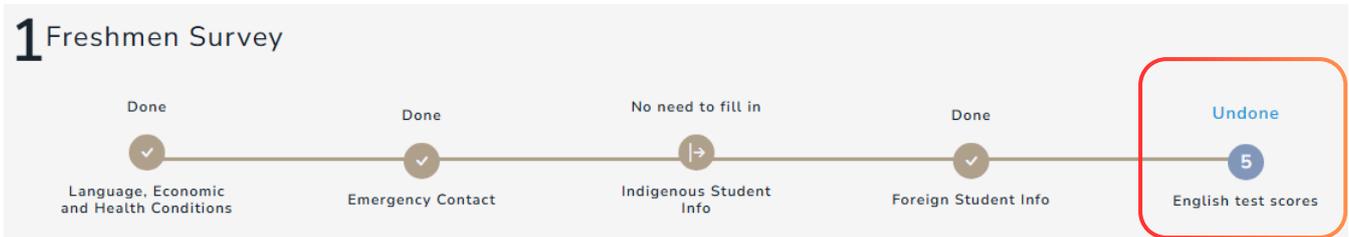
泰國

Ethnicity

Back Next

Form1: Freshmen Survey

1-5: English test scores



Field Descriptions

Field Name	Description	Restrictions/Conditions
upload English proficiency test scores	<p>Please choose to upload based on the form's instructions and your personal needs.</p> <p>*The system sets different upload deadlines based on the application deadlines for each program. Please log in to the system to view the form instructions or refer to the Language Center's announcements for the exact dates.</p> <p>*This is the final step of Form 1. After submission, you will proceed to Form 2 and cannot return. Please ensure all information is correct before submitting.</p>	<p>Optional</p> <p>Please choose to upload based on the form's instructions and your personal needs.</p> <p>File format must be PDF, and file size must not exceed 3MB</p>

English proficiency test scores

Please read the following instructions:

- [For Freshmen in the daytime bachelor's program (excluding those from the Department of Foreign Languages and Applied Linguistics)] :**
 - If the English proficiency test scores you upload **meet the credit transfer or exemption standards for the "College English" course**, the application will be processed for you based on the scores uploaded, and you do not need to visit the Language Center in person.
 - Credit transfer:** You do not need to take the College English course and will receive 4 English credits.
 - Exemption:** You do not need to take the College English course, but you must fulfill 4 English credits according to the regulations of each department. (For detailed procedures, please refer to the [Regulations of College Course Credit Transfer and Exemption at National Taipei University](#).)
 - The English proficiency tests eligible for credit transfer/exemption application include GEPT, TOEIC, TOEFL ITP, TOEFL iBT, IELTS, BESTEP, Cambridge Main Suite, Linguaskill Business, and other tests can only be used for placement purposes.
 - The final online credit transfer/exemption application date is August 28.** After this deadline, please submit the paper proof in person to the Language Center.
 - If your English proficiency test scores or College Entrance Examination English scores **do not meet the credit transfer or exemption standards for the "College English" course**, you will be assigned to classes based on the uploaded scores or College Entrance Examination scores (whichever is better). For detailed information on class placement and course selection, please refer to the "Course Placement and Course Selection Instruction".
 - Those who have not uploaded scores and do not have College Entrance Examination English scores must participate in the [placement test organized by the Language Center](#) as the basis for placement in the College English course.

Please refer to the "Course Placement and Course Selection Instruction" for detailed test schedules and methods.
- [For Freshmen from the Department of Foreign Languages and Applied Linguistics and first-year graduate students] :**

There is **no need to upload English proficiency test scores**. If you upload test scores, they will only be used for reference by the Language Center and the department to assess students' English abilities.

Please upload the score reports or certificates of the English proficiency tests, if any.

Please upload a clear scanned copy of your English proficiency test scores or certificate. For international students whose native language is English, please upload a scanned copy of the personal information page of your passport.

***This is the last step of Form 1 (Freshmen Survey). If you need to upload, please upload the file first and then go to the next step!**

only pdf files are allowed(需小於3MB Size needs to be less than 3MB)

Upload file

Form 2: Confirm and Modify Your Personal Information

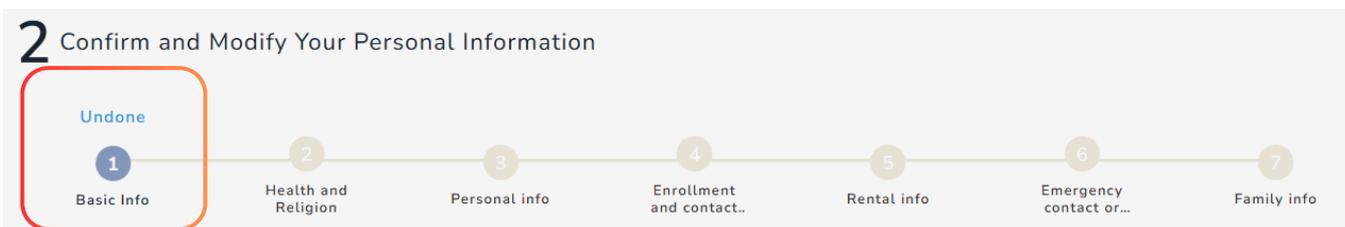
7 Pages

- 2-1: [Basic Info](#)
- 2-2: [Health and Religion](#)
- 2-3: [Personal info](#)
- 2-4: [Enrollment and contact info](#)
- 2-5: [Rental info](#)
- 2-6: [Emergency contact or guardian](#)
- 2-7: [Family info](#)

*Click the [links](#) to navigate to the corresponding section

Form2: Confirm and Modify Your Personal Information

2-1: Basic Info



Field Descriptions

Field Name	Description	Restrictions/Conditions
Department, Student ID, Gender, Enrollment Status, Full Name, Headshot, Personal ID Number/Residential Certificate Number (A.R.C. No.)	This field is read-only and cannot be edited. If the information is incorrect, please contact the Registration Section of the Office of Academic Affairs.	Readonly
Passport English Name	Please follow the instructions in the form when entering pinyin spelling. *If the English name is not filled in by the deadline for preliminary graduation qualification deadline of the graduating semester, you will not be able to receive an English version of your diploma.	Optional, maximum of 50 words
Alien Residence Certificate date of expiry	The default date is the current filling date.	For international students/overseas Chinese who have old or new Alien Resident Certificate numbers, this field will appear and is required .
Please upload your photo	1. Please upload a clear, vertical ID-style photo. This will be used on your student ID . Do not upload selfies or unidentifiable photos. 2. This field will appear if no headshot was provided during registration.	1. After Form 2 is submitted, this field cannot be changed in the system. 2. Format is limited to JPG (PNG or other image formats are not allowed) , and file size must not exceed 1MB.

Field Descriptions

Field Name	Description	Restrictions/Conditions
Self-identification	Select Self-identification: Male/Female/Non-binary	Optional
Place of Birth	For the native, please fill in the county or city , such as: New Taipei City. For the foreign national, please fill in the country name , such as: Japan. For overseas Chinese/international students, information from Form 1 will be pre-filled.	Required
Date of Birth (YYYY-MM-DD)	Please fill in a valid birthdate; If available in registration information, it will be pre-filled. (YYYY-MM-DD)	After Form 2 is submitted, this field cannot be changed in the system, if the information is incorrect, please contact the Registration Section of the Office of Academic Affairs. Valid birth year range is 1941–2009; otherwise, format or range error will appear.
Indigenous ethnicity	Please select your indigenous ethnicity	After Form 2 is submitted, this field cannot be changed in the system. if the information is incorrect, please contact the Registration Section of the Office of Academic Affairs.
Nationality	Fill in your nationality, which will be pre-filled from Form 1.	This field is required for Indigenous students and will not be displayed for other students. Overseas Chinese and international students.
Country of Overseas Residence	Fill in your overseas residence.	Required for overseas Chinese

Note:

- The yellow columns will not be able change online after submission, if you made any mistakes accidentally, please correct them in person at the freshmen registration day.
- For contact convenience, please make sure your contact information and postal code are correct, if the information is incorrect, you won't be able to receive any student related mail or announcement.
- Please make sure your English name is the same as shown in your passport. Those who didn't fill in their English name won't get their English diploma after graduation.

If a headshot is available, it will be displayed here, and the upload field will not appear.

Personal Information

Department of XXX 1 411400000 男 Male 原住民
 Department Studnet ID Gender Enrollment Status

Headshot
 Will be used as student ID card photo



Full Name (Chinese or English)

測試學士班

If no headshot was provided during registration, this upload field will appear.

Please upload your photo *
 Please upload
 格式僅限jpg(需小於1MB Size needs to t
 Upload file



Passport English Name

為利印製畢業生英文畢業證書，請同學最遲須於畢業當學期畢業資格初審截止日前（第一學期11月31日；第二學期4月30日）上網登錄英文姓名

Test test test3

欄位注意事項

拼音須與護照完全相同！（請勿填寫額外字樣）
 本校證書統一格式為：姓.名.例：Lee, Yi-Fang
 1.第一個字母大寫,其餘小寫
 2.姓與名之間要有逗號及空格
 3.2個名字中間要有一橫
 外交部領事局護照外文姓名拼音參考

畢業當學期畢業資格初審截止日前，若仍無填寫英文版本畢業證書。若於上開期限後才自行更正，而影響負責。

Self-identification

Male

Place of Birth *

For foreign students (Non-Taiwanese), please fill in your country of birth. E.g. Japan.

喃喃喃

Personal ID Number/Residential Certificate Number(A.R.C. No.)

A123456789

Field Notes

1. For foreign students (Non-Taiwanese) who have residence permit (A.R.C.), the system will temporarily with your date of birth. (E.g.19850101)
 2. (Residential certificate No. should be registered before October 30th.)

Date of Birth (YYYY-MM-DD) *

2008/05/31

Alien Residence Certificate date of expiry *

For overseas/foreign students.

2025/05/15

族籍 *

原住民學生請填寫

泰雅族

This field appears only for Indigenous students.

This field will only appear for overseas students with old or new residence permit numbers

檔案需為 jpg 檔

確定

上傳失敗，未上傳任何檔案

確定

Nationality

For overseas/foreign students. (E.g. Japan, India etc.)

Country of Overseas Residence

For overseas students. (E.g. Hong Kong, Malaysia etc.)

An error message window will pop up in case of upload failure

Form2: Confirm and Modify Your Personal Information

2-2: Health and Religion

2 Confirm and Modify Your Personal Information



Field Descriptions

Field Name	Description	Restrictions/Conditions
Religion	Please select your religion. If you have no religion or it's not listed, please choose "None" or "Other."	Required
Height (cm)	Only numeric input allowed; valid range: 50–299 (cm)	Required, If the range does not match, "Format or input range error" will be displayed.
Weight (kg)	Only numeric input allowed; valid range: 11-999 (kg)	Required, If the range does not match, "Format or input range error" will be displayed.
Blood Type	Option: A / B / O / AB / unknown	Required

A screenshot of the 'Health Condition and Religion' form section. It contains three input fields: 'Religion *' with a dropdown menu showing '無 None', 'Height (cm) *' with a text input field containing '160', and 'Weight (kg) *' with a text input field containing '55'. Below these is a 'Blood Type *' dropdown menu showing 'A'.

Form2: Confirm and Modify Your Personal Information

2-2: Health and Religion

2 Confirm and Modify Your Personal Information



Field Descriptions

Field Name	Description	Restrictions/Conditions
Physiological Barrier	Please check the box based on your personal circumstances. If none apply, simply select "None."	Required
Particular Diseases	If you have any special physical conditions, please fill them in to inform the school.	Optional (Maximum of 50 words or 25 full Chinese characters.)

Physiological Barrier *

- None
- Visual Impairment
- Hearing Impairment
- Motion and Balance Impairment
- Vocal and Speech Impairment
- Moving Functional Limitation
- Intellectual and Developmental Disability
- Internal Organ Loss Function and Related Disabilities
- Facial Disfigurements
- Persistent Vegetative State
- Dementia
- Autism
- Chronic Mental Health Conditions
- Multiple Disabilities
- Intractable Epilepsy
- Rare Diseases
- Others

Particular Diseases

測試測試

Form2: Confirm and Modify Your Personal Information

2-3: Personal info



Field Descriptions

Field Name	Description	Restrictions/Conditions
Employment Status	Option: Jobless / Full-Time / Part-Time Only presented to Master's and Ph.D. students.	Required, single selection only
兵役(僅本國生)	Selecting “後備軍人” will reveal additional fields: Branch and Rank	Required for domestic students (Based on ID card format)
軍種(僅本國生)	Fields appear only if “後備軍人” is selected	Must be filled in by those who selected “後備軍人” for military service.
階級(僅本國生)	Fields appear only if “後備軍人” is selected	Must be filled in by those who selected “後備軍人” for military service.

● 工作狀況

Employment Status *

In response to the Ministry of Education's enrollment in higher education database survey, please fill in all data fields below according to your current condition.

Jobless

Full-Time

Part-Time

Field notes

1.Full-time job refers to jobs with fixed salaries. E.g. School teacher, Accountant etc.

2.Part-time job refers to jobs you do after school or at your free time. E.g. Teaching Assistant at school, Convenience store workers etc.

兵役 *

請確認選項是否正確

後備軍人

軍種 *

海軍

階級 *

上尉

Form2: Confirm and Modify Your Personal Information

2-3: Personal info



Field Descriptions

Field Name	Description	Restrictions/Conditions
Specialties	Please list your specialties. If you have multiple, separate them using a comma.	1.Optional 2.Maximum of 200 words or 100 full Chinese characters.
Interests/Hobbies	Please list your interests. If you have multiple, separate them using a comma.	1.Optional 2.Maximum of 200 words or 100 full Chinese characters.
Economic Status	Please select based on your situation.	Required

● **Specialties and Interests/Hobbies**

Specialties
E.g. Language, Dancing, Leading etc. (Under 100 words)

舞蹈

Interests/Hobbies
E.g. Sports, Outdoor Activities, Music, Internet etc. (Under 100 words)

Sports, Outdoor Activities, Music

● **Economic Status**

Economic Status *

小康 Fairly Well-Off

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Form2: Confirm and Modify Your Personal Information

2-4: Enrollment and contact info



Field Descriptions

Field Name	Description	Restrictions/Conditions
Enrollment Qualification, Enrollment Channel	This field is read-only and cannot be edited. If the information is incorrect, please contact the Registration Section of the Office of Academic Affairs.	Readonly
Graduation Year	Year range: 1941–2025	After Form 2 is submitted, this field cannot be changed in the system.
Graduated(Complete)/School Noncompletion(Incomplete)	Please select the graduation status of your prior education	After Form 2 is submitted, this field cannot be changed in the system.
Previous School	Please enter the name of the school you graduated from	After Form 2 is submitted, this field cannot be changed in the system.
Title of Study	Not required for high school/senior high school graduates.	After Form 2 is submitted, this field cannot be changed in the system.
Accomodation Status	Please select Accomodation Status	Optional
Email	Please follow email format guidelines. If incorrect, "Format or input range error" will be shown	Required, Maximum of 200 words.

Form2: Confirm and Modify Your Personal Information

2-4: Enrollment and contact info



Field Descriptions

Field Name	Description	Restrictions/Conditions
Cellphone	Only numeric input allowed; valid range: (8-15 digits)	Required
Telephone	All must be numbers. Divided into two fields: Area Code - Phone Number. Area code (1-5 digits) can start with a "+" Phone number (5-12 digits)	
Postal Code	Enter a 3-digit postal code that matches your address region, you may select a township/district from the list below, and the postal code will be filled in automatically. (Not displayed for overseas Chinese, international, and Mainland Chinese students.)	1.Required 2.After Form 2 is submitted, this field cannot be changed in the system, if the information is incorrect, please contact the Registration Section of the Office of Academic Affairs. 3.If available in registration information, it will be pre-filled
Postal Address	First, select city/county on the left. The right side will then show corresponding districts/townships. Please enter the remaining address details in the field below. (Maximum of 200 words or 100 full Chinese characters) (Only a text input field is provided for overseas Chinese, international, and Mainland Chinese students.)	
Permanent Telephone Number	All must be numbers. Divided into two fields: Area Code - Phone Number. Area code (1-5 digits) can start with a "+" Phone number (5-12 digits)	1.Required 2.After Form 2 is submitted, this field cannot be changed in the system, if the information is incorrect, please contact the Registration Section of the Office of Academic Affairs. 3.If available in registration information, it will be pre-filled

Permanent Code

Enter a 3-digit postal code that matches your address region, **you may select a township/district from the list below, and the postal code will be filled in automatically.** (Not displayed for overseas Chinese, international, and Mainland Chinese students.)

- 1.Required
- 2.After Form 2 is submitted, this field cannot be changed in the system, if the information is incorrect, please contact the Registration Section of the Office of Academic Affairs.
- 3.If available in registration information, it will be pre-filled

Permanent Address

First, select city/county on the left. The right side will then show corresponding districts/townships. Please enter the remaining address details in the field below. (Maximum of 200 words or 100 full Chinese characters) (Only a text input field is provided for overseas Chinese, international, and Mainland Chinese students.)

Enrollment Information

補習學校 Enrollment Qualification | 分發生 Enrollment Channel

Graduation Year

R.O.C 114(A.D.2025)

Graduated(Complete)/School Noncompletion(Incomplete)
Graduated

Previous School
例: 臺北市立建國高中
國立臺北大學附屬三峽高級中等學校

Title of Study
Not required for high school/senior high school graduates.
普通科

Telephone *
Area code (1-5 digits) can start with a "+"
Phone number (5-12 digits)

Required - number of characters range (5 - 12)

Postal Code *
Please fill in the three-digit postal code.
234

Postal Address *
 中區 東區 南區 西區 北區 北屯區
 西屯區 南屯區 太平區 大里區 霧峰區
 烏日區 豐原區 后里區 石岡區 東勢區
 和平區 新社區 潭子區 大雅區 神岡區
 大肚區 沙鹿區 龍井區 梧棲區 清水區
 大甲區 外埔區 大安區

31 street between 82.83, Chan Aye Tharzan, Mandala

Not displayed for overseas Chinese, international, and Mainland Chinese students.

Area code (1-5 digits) can start with a "+"
Phone number (5-12 digits)

Contact Information

Accommodation Status
Choose here

Email *
(Please try to use the school mailbox instead of Yahoo mail or Hotmail due to the real letters from the school.)
sfe
Incorrect format or input range

Cellphone *
(Ex: 0912345678. Please do not add any other symbols.)
嗨
Incorrect format or input range

Please follow email format guidelines.

Permanent Telephone Number *
Area code (1-5 digits) can start with a "+"
Phone number (5-12 digits)

+8864 - 55465768

Permanent Code *
Please fill in the three-digit postal code.
456

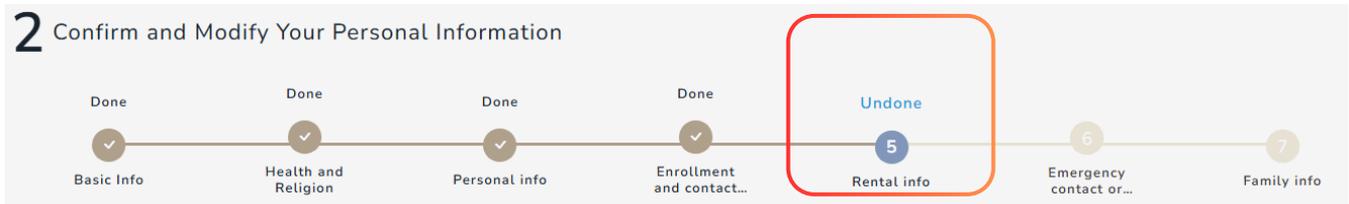
Permanent Address *
 宜蘭市 頭城鎮 礁溪鄉 壯圍鄉 員山鄉
 羅東鎮 三星鄉 大同鄉 五結鄉 冬山鄉
 蘇澳鎮 南澳鄉

xxx路00號1樓

Not displayed for overseas Chinese, international, and Mainland Chinese students.

Form2: Confirm and Modify Your Personal Information

2-5: Rental info



Field Descriptions

Field Name	Description	Restrictions/Conditions
Landlord	If you are renting off-campus, please fill in the landlord's name.	1.Optional 2.Maximum of 50 words or 25 full Chinese characters.
Landlord's Phone Number	If you are renting off-campus, please fill in the landlord's contact number.	Optional,only accept number (8-15)
Postal Code of Your Rental House	Enter a 3-digit postal code. Ensure it matches the corresponding address region.	Optional
Rental House Address	If you are renting off-campus, please fill in the address. First, select city/county on the left. The right side will then show corresponding districts/townships Please enter the remaining address details in the field below. (Maximum of 200 words or 100 full Chinese characters.)	Optional
Starting Date of Rental	If you are renting off-campus, please fill in the start date of the lease. Please note that the "start" time must be earlier than the "end" time.	Optional, but please ensure correct date format.(YYYY-MM-DD)
Ending Date of Rental	If you are renting off-campus, please fill in the end date of the lease. Please note that the "end" time must be later than the "start" time.	Optional, but please ensure correct date format.(YYYY-MM-DD)

Rental Information

Landlord

晚日樓你好

Landlord's Phone Number

如: 025446565、455787878

0286741111

Postal Code of Your Rental House

Please fill in three-digit postal code. [Click to query](#)
If it is a 3+3 code, please enter the first three digits.

320

Rental House Address

彰化縣

- 彰化市
- 芬園鄉
- 花壇鄉
- 秀水鄉
- 鹿港鎮
- 福興鄉
- 線西鄉
- 和美鎮
- 伸港鄉
- 員林市
- 社頭鄉
- 永靖鄉
- 埔心鄉
- 溪湖鎮
- 大村鄉
- 埔鹽鄉
- 田中鎮
- 北斗鎮
- 田尾鄉
- 埤頭鄉
- 溪州鄉
- 竹塘鄉
- 二林鎮
- 大城鄉
- 芬苑鄉
- 二水鄉

測試地址

Starting Date of Rental

2025/01/15

Ending Date of Rental

2025/01/31

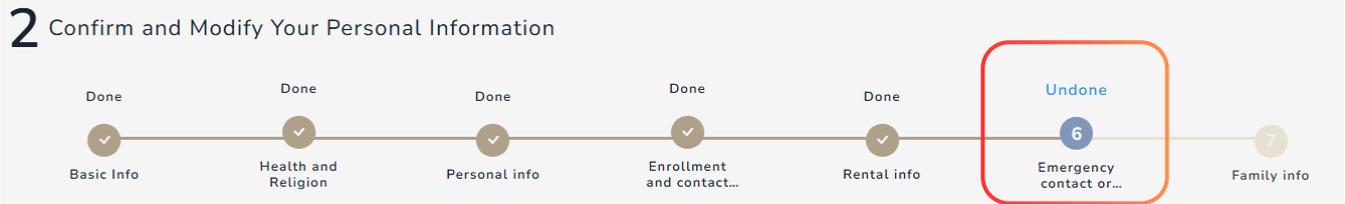
[Back](#) [Next](#)

Please note that the "start" time must be earlier than the "end" time.

Please note that the "end" time must be later than the "start" time.

Form2: Confirm and Modify Your Personal Information

2-6: Emergency contact or guardian



Field Descriptions

Field Name	Description	Restrictions/Conditions
Name	Emergency contacts name. The information from Form 1 will be pre-filled.	Required
Gender	Emergency contacts gender.	Required
Relationship	Emergency contacts relationship. (e.g. father and son) the information from Form 1 will be pre-filled.	Required
Are you a child of a new immigrant?	Is either of your parents a new immigrant? (For domestic students only)	Optional, this field will not appear for overseas Chinese, international, or mainland Chinese students.
Occupation	Emergency contacts occupation.	Required
Phone Number	1.Do not enter the student' s own number for emergency contacts. 2.The information from Form 1 will be pre-filled.	Required

Emergency Contact or Custodian Contact

Name *
李@@

Gender *
 Male Female

Relationship *
E.g. Father and Daughter, Mother and Son, Spouse etc.
Mother

是否為新住民子女?
 否 是

Occupation *
E.g. Industry and Commerce, Freelance, Housewife etc.
Commerce

Phone Number *
如: 0912345678、02-23456789
0911111111

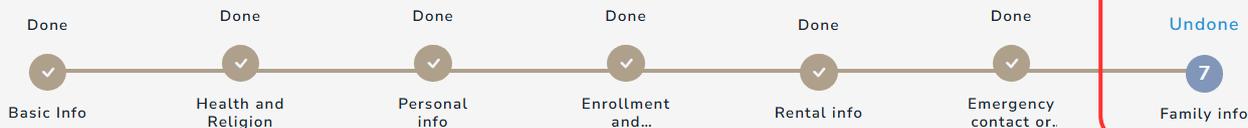
This field will not appear for overseas Chinese, international, or mainland Chinese students.

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Form2: Confirm and Modify Your Personal Information

2-7: Family info

2 Confirm and Modify Your Personal Information



Field Descriptions

Field Name	Description	Restrictions/Conditions
Title	Family Relationship Titles (e.g., Father, Mother, Older Brother, Older Sister)	1.Optional. 2.Maximum of 50 words or 25 full Chinese characters.
Name	Family Member name.	1.Optional. 2.Maximum of 50 words or 25 full Chinese characters.
Occupation	Family Member occupation.	1.Optional. 2.Maximum of 50 words or 25 full Chinese characters.
Phone Number	Family Member Phone (Mobile).	1.Optional. 2.Maximum of 50 words or 25 full Chinese characters.

Family Member

● 新增一家屬資料

Title 姓名
123 456

Phone Number
電話(手機)

Occupation 電話(手機)
789

Click the "Add" button to add up to 8 family members.

● 新增一家屬資料

Title 姓名
測試 hihi

Occupation 電話(手機) Occupation
ewwr

Name

Phone Number

(You may add up to 8 family members. If not needed, you may proceed to submit Form 2 directly.)

+ 新增

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Autobiography

3-1: Autobiographical content

Autobiography

Field Descriptions

Field Name	Description	Restrictions/Conditions
Autobiographical content	Write your autobiography	Required, Character limit: 1 to 1600 characters

3 Write your autobiography

Write your autobiography

The writing content includes the following

- 1. Your Family
- 2. Learning experience
- 3. Interests and expertise
- 4. Living situation
- 5. Thoughts and Beliefs
- 6. Outlook on life
- 7. Self-examination of gains and losses, advantages and disadvantages
- 8. What are your future plans and aspirations?

Autobiographical content *

Your instructor will see the content

hihi

Autobiographical content *

Your instructor will see the content

<script>

Please enter legal characters (cannot contain: <,&,\$...)

8 / 1592 word(s)

Please avoid entering special characters like <, >, &, \$, or \ are not allowed to prevent submission errors

Submission Confirmation Page

After submitting your autobiography, the system will redirect to the "Form Completed" confirmation page.

General Student View



After clicking the button, you will enter the student system homepage. From then on, logging into the student system will directly take you to the homepage.

International Student View



Click the button to print the International Student Registration Procedure Form.



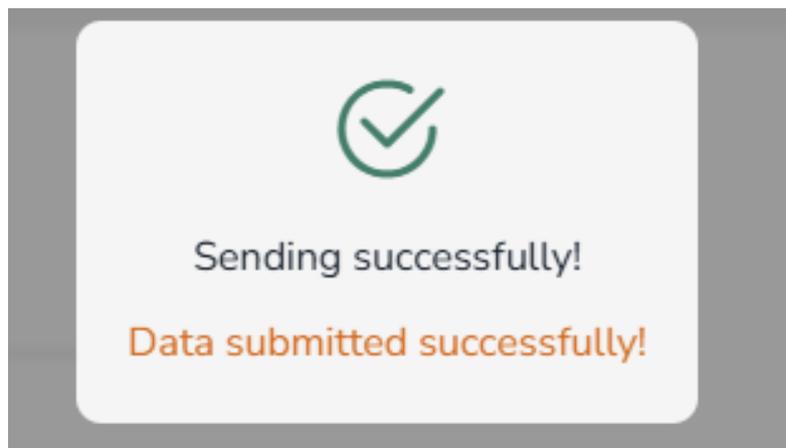
To modify your personal information or autobiography later, please log in to the student system and click the following two links to make changes.

Submission Successful

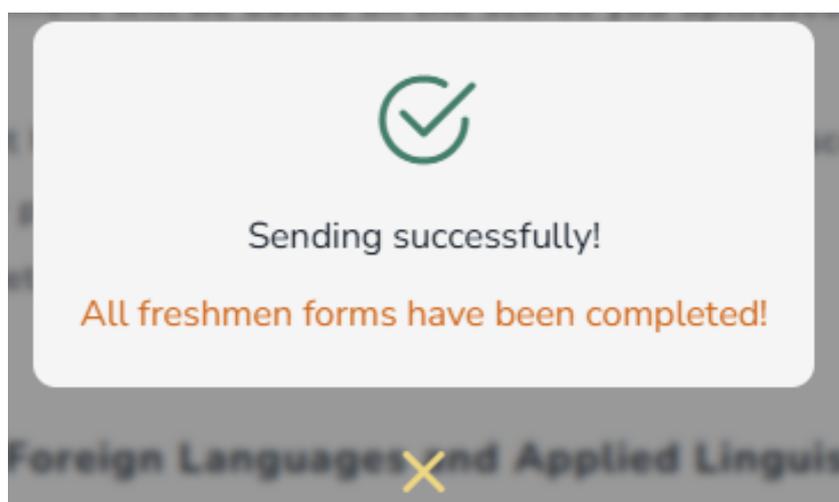
Description

| Submitted Form | Display timing | Behavior |
|----------------|---|---|
| Form 1 | The message will be shown if Form 1 is submitted successfully and data is saved correctly. | Redirects to Form 2 after successful submission. |
| Form 2 | The message will be shown if Form 2 is submitted successfully and data is saved correctly. | Redirects to Autobiography after successful submission. |
| Autobiography | The message will be shown if the autobiography is submitted successfully and data is saved correctly. | Redirects to Submission Confirmation Page after successful submission. |

Form1 / Form2 Submitted-Successful Submission



Autobiography Submitted-Successful Submission



Failed Submission

(Click 'X' to close. You can correct the information and resubmit.)

Error Message Descriptions

| No | Error Message | Display Text |
|------|--|--|
| e01 | Required Field Not Filled | Some required fields are missing. Please check your entries. |
| e02 | File/Photo Upload Failed | The reason for upload failure will be shown, such as incorrect file format or upload period not available. |
| e03 | Field Exceeds Maximum Character Limit | Some input fields exceed the maximum allowed length. Please check your content. |
| e04 | Invalid characters used (<, &, \$, ...) | Data not submitted. Please use only valid characters (cannot include: <, &, \$, ...). |
| e05 | Rental End Date < Rental Start Date | The Ending Date of Rental must not be earlier than the Starting Date of Rental. |
| e06 | Postal Code Exceeds 3 Digits | The length of Postal Code or Permanent Code more than 3-digit. |
| e061 | The postal code does not match the selected area | Postal Code(Permanent Code),the selected area cannot be matched, please change to correct zip code. |
| e07 | Invalid date format for birth date | The date format for birth date is incorrect or not filled in. |
| e08 | Invalid date format for ARC expiration | ARC (Alien Resident Certificate) expiration date is incorrectly formatted or missing. |
| e09 | Height or Weight is Not a Number or Out of Range | The height or weight value is out of range or not a number. |

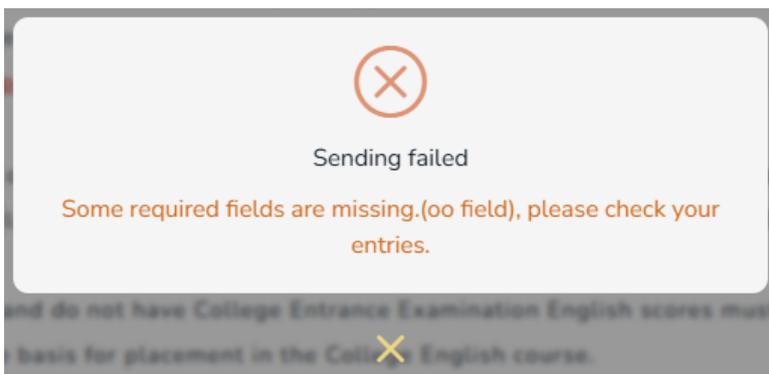
| No | Error Message | Display Text |
|-----|--|--|
| e10 | Invalid format for contact phone/emergency contact/landlord number | Telephone, Permanent Telephone Number (page 4), emergency contact phone number (page 6), and landlord's phone number (page 5) only accept + and - symbols and numbers. |
| e11 | Mobile Number Contains Non-Digit Content | The cellphone only accept digits. |
| e12 | Other Issues | A system error has occurred. The system administrator has been notified and will address the issue immediately. If problems persist after multiple attempts, please check whether any field exceeds character limits or contains invalid date formats. |
| e13 | Failed to receive form data | An error occurred while receiving the submitted form content. |

There might be other unrecognized errors. Please provide your student ID and a screenshot to the Registration Section (Office of Academic Affairs) for assistance.

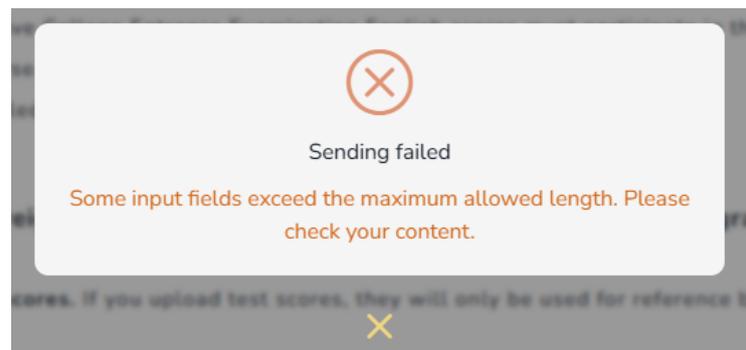
Error Message screenshot

(Click 'X' to close. You can correct the information and resubmit.)

e01-Required Field Not Filled



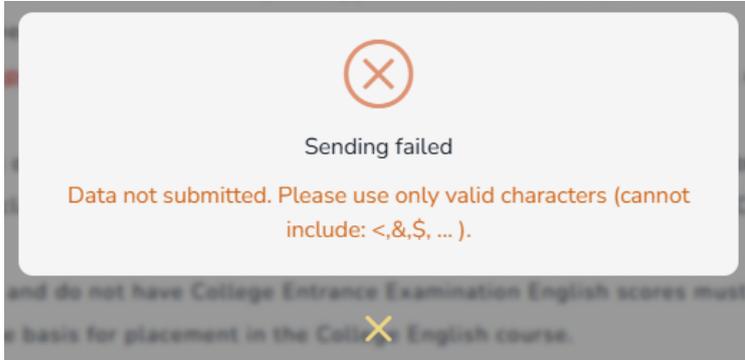
e03-Field Exceeds Maximum Character Limit



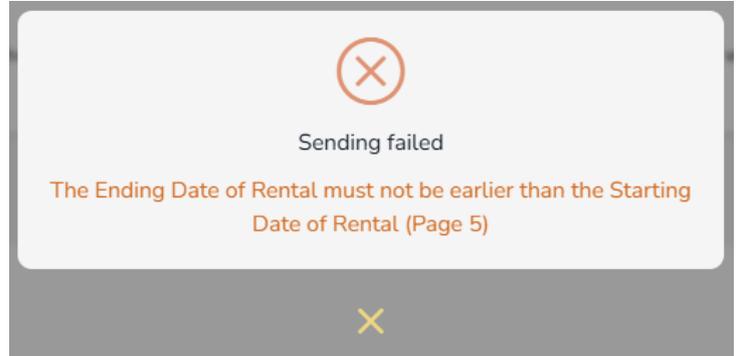
Error Message screenshot

(Click 'X' to close. You can correct the information and resubmit.)

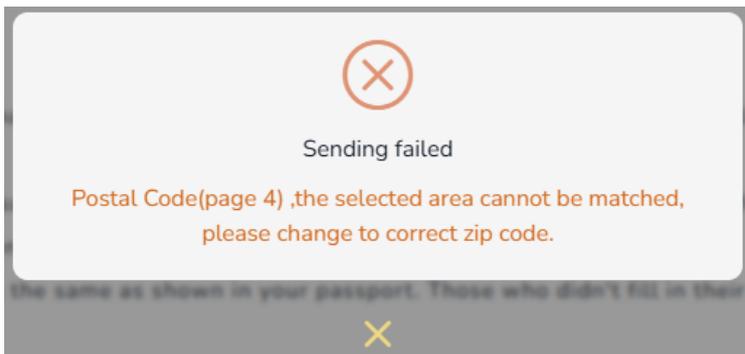
e04-Invalid characters used (<, &, \$, ...)



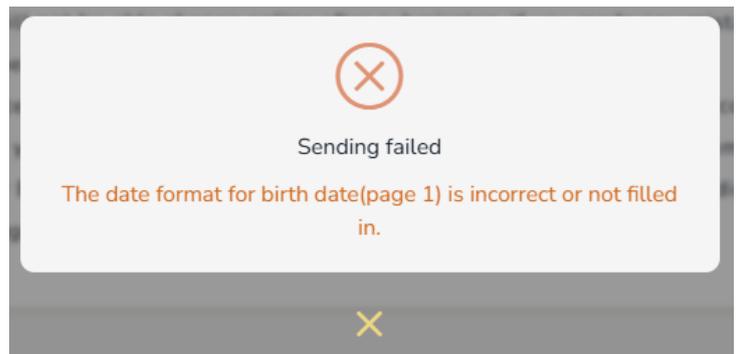
e05-Rental End Date < Rental Start Date



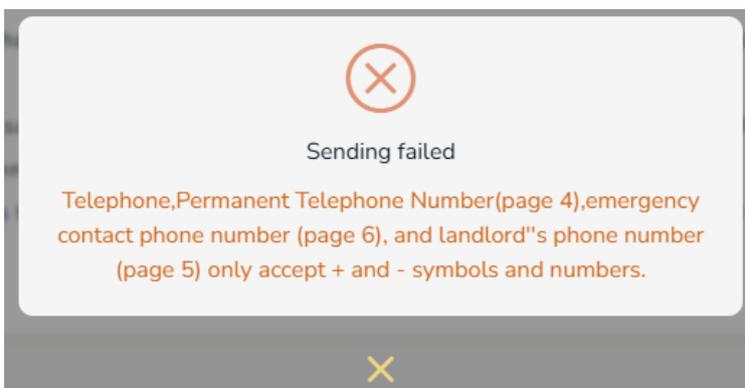
e061-The postal code does not match the selected area



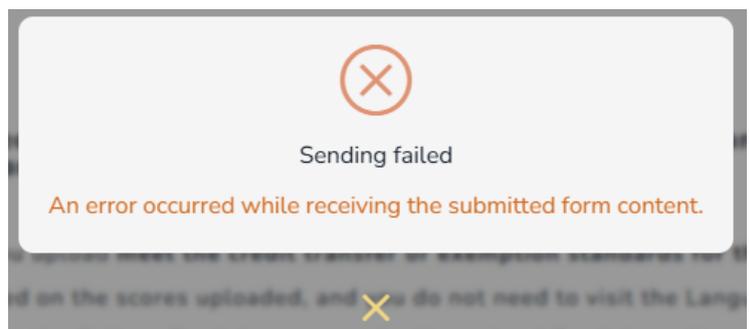
e07-Invalid date format for birth date



e10-Invalid format for contact phone/emergency contact/landlord number



e13-Failed to receive form data





國立臺北大學
National Taipei University