

## NCHU 2025 Fall Semester

### 1 Dormitory check in

08:30-17:30, Aug 28-29, 2025

- Male Dorm :  
145 Xingda Rd, South Dist., Taichung
- Female Dorm :  
295 Guoguang Rd, South Dist., Taichung

### 2 Report to OIA

09:00-14:00, Sep 2, 2025

- 1st stop: 3<sup>rd</sup> meeting room @3F, Admin Bldg
- 2nd stop: Your department office

Bring the following documents(Original & copy):

- Admission Letter \*1
- Verified Diploma \*1
- Verified Transcript \*1
- Passport \*1 (personal page)
- Passport \*1 (visa page)
- 2-inch Photos \*2

if applicable, please bring: (copy)

- Both Sides of ARC \*1
- Taiwan Govt. Scholarship Certificate\*1
- NHI Card\*1
- Post Office Account Book\*1
- Health Check Report

### 3 Orientation

09:00-12:00, Sep 4, 2025

- International Conference Hall @7F, Library

Bring the :

- Pen
- Personal information document
- Student handbook (digital file)
- Documents given on the report day

### 4 Student ID card

- OIA @3F at Admin. building

- Student ID card will be issued with an Email notice when it's ready.
- Before claiming your student ID card, you must finish the registration Procedure:

- Paying fees (before Sep. 23)
- Selecting courses online
- Update Student Affairs Information System online.
- Hand in the copy of ROC Number sheet (or ARC) and the post Office account passbook.



### Complete the following applications by yourself

Sep 8 – Sep 26, 2025

Please ignore if you have completed

#### Immigration Agency | Apply ROC No.

R.O.C. number sheet

- Application form
- Original and copy of passport \*1

#### Post office | Open an Account

- Post Office Account: for scholarship/ part-time job/insurance reimbursement

Bring the :

- Application form
- Copy of passport \*1  
(personal page, visa page)
- Copy of ROC No sheet
- CRS Self-Certification Form
- Signature (seal) – optional
- Deposit NT\$100

#### Immigration Agency Online system | Apply ARC

Online Application

- 2-inch photo \*1
- Original & copy of passport \*1  
(personal page, visa page)
- Original & copy of NCHU admission
- Application fee NT1,000

NCHU Health Check Sep 4 – Sep 5  
@1F, Huisun Hall

# NCHU 2025 Fall Semester

## 1 Regarding Dormitory

### Deadline of Cancel

- **New Student:** Aug 18<sup>th</sup>, 2025
  - **Current Student:** May 20<sup>th</sup>, 2025
- Students who complete all the application procedures for dormitory but cancel it via sending email to OIA before the deadline shall be exempted from paying the dormitory fee.
  - Those who cancel their beds 14 days before the start of the semester shall pay a cancellation fee of TWD 1,000.
  - Students who cancel it after the assigned deadline, you shall pay the accommodation fee **first** and you will be refunded **70%** of the accommodation fee.
  - Students who cancel the dormitory room **after 14 days of the semester(15<sup>th</sup> day) to the last working day of the 9th week** shall get 50% refund.
  - Students who cancel the dormitory room after the last working day of the 9th week shall not get any refund.
- \* Student who ask to cancel the dormitory after cancellation deadline will need to contact the dormitory in person, pay the whole accommodation fee first then apply for a refund.

### Email for Canceling:

- Male Dorm:  
maledormitory@dragon.nchu.edu.tw
- Female Dorm:  
femaledormitory@dragon.nchu.edu.tw

## 2

## Course selection

### Undergraduate Students

	Time	Target
Course Primary Selection Online 網路初選	Sep. 01, 10:00 am- Sep. 02, 08:00.am	4th & 5th-year students
	Sep. 02, 10:00 am- Sep. 03, 08:00.am	3rd-year students
	Sep. 03, 10:00 am- Sep. 04, 08:00.am	2nd-year students
	Sep. 04, 10:00 am- Sep. 05, 08:00.am	1st-year students
All undergraduate courses 跨系選課	Sep. 05, 10:00 am- Sep. 06, 08:00.am	All undergraduate
Add-in and drop course online 線上加退選	Sep. 08, 10:00 am- Sep. 12, 08:00.am	All students
Special Case Request 特殊情形加退選	Sep. 15, 10:00 am- Sep. 20, 08:00.am	All undergraduate
Application for course withdrawal 停修申請	Nov. 11, 10:00 am- Dec. 05, 17:00.pm	All students

### Master & Ph. D. Students

	Time	Target
Course Primary Selection Online 網路初選	Sep. 01, 10:00 am- Sep. 03, 08:00.am	Master & Ph.D. Degree-Seeking students
Course Add-in & Drop Online (All courses) 線上加退選	Sep. 08, 10:00 am- Sep. 14, 08:00.am	
Application for course withdrawal 停修申請	Nov. 10, 10:00 am- Dec. 05, 17:00.pm	

## 3

## Registration

### Deadline:

5:00 pm, September 26, 2025

