

NCHU 2025 Spring Semester

1 Dormitory check in

08:30-17:30, Feb 7-Feb 8, 2025

- Male Dorm :
145 Xinda Rd, South Dist., Taichung
- Female Dorm :
295 Guogung Rd, South Dist., Taichung

2 Report to OIA

09:30-11:30, Feb 11, 2025

- 1st stop: 3rd 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

14:00-16:00, Feb 11, 2025

- 3rd meeting room @3F, Admin Bldg

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 Feb 17)
 - Selecting courses online
 - Update Student Affairs Information system online.
 - Hand in the copy of ROC Number sheet (or ARC) and post Office account passbook

Complete the following applications by yourself

Feb 17 – Feb 28, 2024

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

Health Check – Taichung Hospital

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1 Regarding Dormitory

Deadline of Cancel

- **New Student: Dec 30th, 2024**

- 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(15th 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 for canceling the dormitory after cancellation deadline will need to contact the dormitory in person, pay the whole accommodation fee first then apply for refund.

Email for Canceling:

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

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Course selection

Undergraduate Students

	Time	Target
	Feb. 10, 10:00 am- Feb. 11, 08:00.am	4th & 5th-year students
Course Primary Selection Online 網路初選	Feb. 11, 10:00 am- Feb. 12, 08:00.am	3rd-year students
	Feb. 12, 10:00 am- Feb. 13, 08:00.am	2nd-year students
	Feb. 13, 10:00 am- Feb. 14, 08:00.am	1st-year students
All undergraduate courses 跨系選課	Feb. 14, 10:00 am- Feb. 15, 08:00.am	All undergraduate
Add-in and drop course online 線上加退選	Feb. 17, 10:00 am- Feb. 21, 08:00.am	All students
Special Case Request 特殊情形加退選	Feb. 24, 10:00 am- Mar. 1, 08:00.am	All undergraduate
Application for course withdrawal 停修申請	Apr. 21, 10:00 am- May. 16, 17:00.pm	All students

Master & Ph. D. Students

	Time	Target
Course Primary Selection Online 網路初選	Feb. 10, 10:00 am- Feb. 12, 08:00.am	Master & Ph.D. Degree-Seeking students
Course Add-in & Drop Online (All courses) 線上加退選	Feb. 17, 10:00 am- Feb. 23, 08:00.am	
Application for course withdrawal 停修申請	Apr. 21, 10:00 am- May. 16, 17:00.pm	

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Registration

Deadline:

5:00 pm, February 28, 2024



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