

NCHU 2022 Fall Semester

Physical Registration Schedule for International Students

DS - Degree Seeking

Documents that you need to get ready for the report day:

Degree Seeking Students,

please bring the following documents

- 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 a copy of

- Both Sides of ARC *1
- Taiwan Govt. Scholarship Certificate*1
- NHI Card*1
- Post Office Account Book*1
- Health Check Report (both Form B & NCHU student Health report)

1) Dormitory check in: 8:30-17:00, Aug 26 & Aug 27, 2021

Male Dorm [map 71-75] Female Dorm

2) Report to OIA: Aug 30, 2022 DS report time: 10:00-12:00

1st stop: OIA

2nd stop: Your department office

3) Orientation: 9:30-12:30, Aug 31, 2022 3rd meeting room, Administration Building

Bring the documents given on the report day (in the gift bag) & Pen & Personal information documents; Student handbook (digital file)

4) Student ID card

Student ID card will be issued with an Email notice when it's ready.

Pick up at Office of International Affairs

Before claiming your student ID card, you must finish

- a. Paying fees (ex. tuition, dormitory, insurance)
- b. Selecting Courses
- c. Hand in the copy of R.O.C. number sheet and Post Office account passbook

**Aug. 31 – Sep. 23 ,
you have to complete
the following applications by yourself**

* Please ignore if you have completed

1) Immigration Agency

R.O.C. number

• You need:

- a. application form
- b. original and a photocopy of passport

ARC

- a. Apply Online
- b. 2-inch photo *1
- c. NT1,000 application fee
- d. Original and copy of passport
- e. Original and copy of Resident Visa
- f. Original and copy of NCHU admission

2) Post office to open an Account

• Post Office Account (for scholarship/ part-time job/insurance reimbursement) --**Hand in before Sep. 23**

• You need:

- a. Application form
- b. CRS Self-Certification Form
- c. Photocopy of passport personal info & Visa page
- d. Photocopy of ROC No sheet
- e. Signature (seal) – optional
- f. NT\$100 (deposit)

3) Hospital to do the Health Check

Depends

NCHU 2022 Fall Semester

Important Schedule for International Students

DS - Degree Seeking

1) About Dormitory

Deadline of Cancel : **Aug. 15**

Notice:

A. Students who complete all the application procedures for dormitory but cancel it via email before **Aug. 15, 2022** shall be exempt from paying the dormitory fee.

B. Students who cancel the reservation between **Aug. 15 and Aug 22, 2022** shall pay the cancellation fee of TWD 1,000.

C. Students who cancel it **between Aug 23 and Sep 5** shall first pay the accommodation fee and they will be refunded after deducting the daily accommodation fee (2% of the total accommodation fee times the number of days between August 22 to the date of application for cancellation).

D. Students who cancel the dormitory room during the **first day of the semester** to the **last working day of the 9th week** get 50% refund.

E. Students who cancel the dormitory room after the last working day of 9th week shall not get any refund.

Email for Canceling:

Male Dorm: maledormitory@dragon.nchu.edu.tw

Female Dorm:

femaledormitory@dragon.nchu.edu.tw

2) About Course selection – Undergraduate Students

Agenda for undergraduate student	Time	Target
Course Primary Selection Online 網路初選	Aug. 29 10:00 am - Aug. 30, 08:00 am	4 th & 5 th -year students
	Aug. 30, 10:00 am - Aug. 31, 08:00 am	3 rd -year students
	Aug. 31, 10:00 am – Sep. 1, 08:00 am	2 nd -year students
	Sep. 1, 10:00 am - Sep. 2, 08:00 am	1 st -year students
All undergraduate courses 跨系選課	Sep. 2, 10:00 am - Sep. 3, 08:00 am	All undergraduate
Add-in and drop course online 線上加退選	Sep. 5, 10:00 am - Sep. 10, 08:00 am	All undergraduate
Special Case Request 特殊情形加退選	Sep. 12, 10:00 am - Sep. 17, 08:00 am	All undergraduate
Application for course withdrawal 停修申請	Nov. 7, 10:00 am - Dec. 3, 08:00 am	All undergraduate

3) About Course selection – Master & Ph. D. Students

Agenda for Master & Ph. D. student	Time	Target
Course Primary Selection Online 網路初選	Aug. 29, 10:00 am – Sep 3, 08:00 am	Master & Ph. D. DS
Course Add-in & Drop Online (All courses) 線上加退選	Sep 5, 10:00 am – Sep 12, 08:00 am	
Application for course withdrawal 停修申請	Nov. 7, 10:00 am - Dec. 3, 08:00 am	

4) Registration Procedure

A. Complete online course selection.

B. Pay tuition, miscellaneous, and other fees listed on the tuition bill between Aug 26~ Sep 19.

C. Hand in “R.O.C no sheet” “Post office Account book” and wait for OIA’s notice to collect your student ID card. Before claiming your card, please be sure that you’ve made fee payment and finished course selection.

5) Registration Deadline

12:00 pm, September 23, 2022