

# NCHU 2022 Spring Semester

## Important Schedule for Students who are in Taiwan

DS - Degree Seeking

### 1) About Dormitory

#### Deadline of Cancel January 15

**Notice:**

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

B. Students who cancel the reservation between **January 15 and January 31, 2022** shall pay full dormitory fee to complete the registration procedures, and get a **60% refund** in one month after the payment.

C. Students who cancel it **between Feb 1 and April 15, 2022** shall pay full dormitory fee to complete the registration procedures, and get a **50% refund** in one month after the payment.

D. Students who cancel the dormitory room **after April 15, 2022** shall **not get any refund**.

已完成住宿申請手續後，因故退宿者，於**1月15日前**申請退宿者，可申請更換註冊繳費單，免繳宿費。1月31日前申請退宿者，須先完成繳納宿費後，退還宿費百分之六十；開學日起第九週最後一個上班日以前申請退宿者，退還宿費百分之五十；第九週最後一個上班日結束後申請退宿者，所收取之宿費，全數不予退還。（均依學校公布之當學年度行事曆為準則）

**Email for Canceling:**

Before Jan 15: [oiastudent@email.nchu.edu.tw](mailto:oiastudent@email.nchu.edu.tw)

After Jan.15: [maledormitory@dragon.nchu.edu.tw](mailto:maledormitory@dragon.nchu.edu.tw)

[femaledormitory@dragon.nchu.edu.tw](mailto: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	Jan. 24 , 10:00 am - Jan. 25, 08:00 am	Grade 4&5
	Jan. 25 , 10:00 am - Jan. 26, 08:00 am	Grade 3
	Jan. 26 , 10:00 am - Jan. 27, 08:00 am	Grade 2
	Jan. 27 , 10:00 am - Jan. 28, 08:00 am	Grade 1
All undergraduate courses 跨系選課	Jan. 28 , 10:00 am - Jan. 29, 08:00 am	All DS students
Add and drop course on line 線上加退選	Feb. 14 , 10:00 am Feb. 19, 08:00 am	DS students
Special Case Request 特殊情形加退選	Feb. 21 , 10:00 am Feb. 26, 08:00 am	DS students
Application for course withdrawal 停休申請	Apr. 25 - May. 13	DS student

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

Agenda for Master & Ph. D. student	Time	Target
Course Primary Selection Online 網路初選	Jan. 24 , 10:00 am - Jan. 27, 08:00 am	Master & Ph. D.
Course Add-in & Drop Online (All courses) 線上加退選	Feb. 14 , 10:00 am Feb. 21, 08:00 am	
Special Case Request 特殊情形加退選	Feb. 21 , 10:00 am Feb. 26, 08:00 am	

### 4) Registration Procedure

A. Complete online course selection.

B. Pay tuition, miscellaneous, and other fees listed on the tuition bill between **Jan 29~ Feb 14**

C. Hand in “R.O.C number sheet” or “ARC”, “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

**15:00pm, February 25, 2022**

# NCHU 2022 Spring Semester

## Important Schedule for Students who are in Taiwan

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, Feb 8 & Feb 9, 2022

Male Dorm [map 71-75] Female Dorm

### 2) Report to OIA: Feb 10, 2022

**DS report time: 10:00-11:30**

1st stop: OIA

2nd stop: Your department office

### 3) Orientation: 14:00-16:00, Feb 10, 2022

3<sup>rd</sup> 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

**Feb 10 –Feb 23 ,  
you have to complete  
the following applications by yourself**

\* Please ignore if you have complete

### 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 Feb 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) NCHU Student Health Check

Feb 9~ Feb 11 1F, Huisun Hall

# NCHU 2022 Spring Semester-Study at Ease Project

## Students who will delay arrival in Taiwan only

### 3] About Course selection – Master & Ph. D. Students

Agenda for Master & Ph. D. student	Time	Target
Per-Selection by submitting Study at Ease 安心就學預選課	<b>Before January 7</b>	<b>Study at Ease Project applicants</b>
Course Primary Selection Online 網路初選	Jan. 24 , 10:00 am - Jan. 27, 08:00 am	Master & Ph. D.
Course Add-in & Drop Online (All courses) 線上加退選	Feb. 14 , 10:00 am - Feb. 21, 08:00 am	
Special Case Request 特殊情形加退選	Feb. 21 , 10:00 am - Feb. 26, 08:00 am	

### 4] Registration Procedure

- Submit Study at Ease application selection and course per-selection before **January 7**.
- Complete Course Primary Selection on the system.
- Pay tuition, miscellaneous, and other fees listed on the tuition bill between **January 29~ February 14**.
- Online registration & upload documents between **February 7~ February 11**.

### 5] Course start:

**February 14, 2022**

### 2] About Course selection – Undergraduate Students

Agenda for undergraduate student	Time	Target
Per-Selection by submitting Study at Ease	<b>Before January 7</b>	Study at Ease Project applicants
Course Primary Selection Online 網路初選	Jan. 24 , 10:00 am - Jan. 25, 08:00 am	Grade 4&5
	Jan. 25 , 10:00 am - Jan. 26, 08:00 am	Grade 3
	Jan. 26 , 10:00 am - Jan. 27, 08:00 am	Grade 2
	Jan. 27 , 10:00 am - Jan. 28, 08:00 am	Grade 1
All undergraduate courses 跨系選課	Jan. 28 , 10:00 am - Jan. 29, 08:00 am	DS students, Pax
Add and drop course on line 線上加退選	Feb. 14 , 10:00 am - Feb. 19, 08:00 am	DS students, Pax
Special Case Request 特殊情形加退選	Feb. 21 , 10:00 am - Feb. 26, 08:00 am	DS students, Pax
Application for course withdrawal 停休申請	Apr. 25 - May. 13	DS student, Pax

### 1] Study at Ease Project

#### Qualification:

Student who is delayed arrival in Taiwan and unable to register as scheduled due to the COVID-19 pandemic.

#### How:

- Course inquiry :[Here](#)
- Fill in the Application form & write down your course pre-selection list.
- Submit the application form to Division of Registration.

#### Contact:

Ms. Wang, Division of Registration  
Email: [registra@dragon.nchu.edu.tw](mailto:registra@dragon.nchu.edu.tw)

#### Application:

**January 3~January 7, 2022**

# NCHU 2022 Spring Semester

## Students who will delay arrival in Taiwan only

DS - Degree Seeking

### Online Registration:

Feb 7~ Feb 11, 2022

### Documents that you need to get ready for registration:

**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: The day of check out from the self health management period

Male Dorm [map 71-75] Female Dorm

### 2) Report to OIA: **Please make an appointment first.**

1st stop: OIA (bring all registration files)  
2nd stop: Your department office

### 3) Orientation: 14:00-16:00, Feb 10, 2022

3<sup>rd</sup> 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

**You need to complete the following applications after the self-health management period 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 within one week**

- 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) NCHU Student Health Check

The week you finish the self-health management