

# NCHU 2021 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. 30 & Aug. 31, 2021**

Male Dorm [map 71-75] Female Dorm

### 2) **Report to OIA: Sep. 10, 2021** **DS report time: 10:00-12:00**

1st stop: OIA

2nd stop: Your department office

### 3) **Orientation: 14:00-16:00, Sep.10,2021** **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

**Aug. 31 – Sep. 30 ,  
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. 30**

• 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 2021 Fall Semester

## Important Schedule for International Students

DS - Degree Seeking

### 1】 About Dormitory

#### Deadline of Cancel :Sep. 1

##### Notice:

A. Students who complete all the application procedures for dormitory but cancel it via email by **Sep. 1, 2021** shall be exempt from paying the dormitory fee.

B. Students who cancel the reservation between **Sep. 1 and Sep. 15, 2021** shall pay full dormitory fee to complete the registration procedures, and get a **70% refund** in one month after the payment.

C. Students who cancel it **between Sep. 15 and November 16, 2021** 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 November 16, 2021** shall **not get any refund**.

已完成住宿申請手續後，因故退宿者，於開學日前14日前申請退宿者，可申請更換註冊繳費單，免繳宿費。開學日前十四日內申請退宿者，須先完成繳納宿費後，退還宿費百分之七十；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:

Male Dorm: [maledormitory@dragon.nchu.edu.tw](mailto:maledormitory@dragon.nchu.edu.tw)

Female Dorm:

[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	Sep. 3, 10:00 am - Sep. 4, 08:00 am	Grade 4&5
	Sep. 6, 10:00 am - Sep. 7, 08:00 am	Grade 3
	Sep. 7, 10:00 am - Sep. 8, 08:00 am	Grade 2
	Sep. 8, 10:00 am - Sep. 9, 08:00 am	Grade 1
All undergraduate courses 跨系選課	Sep. 9, 10:00 am - Sep. 10, 08:00 am	DS students
Add and drop course on line 線上加退選	Sep. 22, 10:00 am - Sep. 29, 08:00 am	DS students
Special Case Request 特殊情形加退選	Sep. 30, 10:00 am - Oct. 6, 08:00 am	DS students
Application for course withdrawal 停休申請	Nov. 24 - Dec. 15	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	Sep. 03, 10:00 am - Sep. 10, 08:00 am	Master & Ph. D. DS
Course Add-in & Drop Online (All courses) 線上加退選	Sep. 22, 10:00 am - Sep. 29, 08:00 am	
Special Case Request 特殊情形加退選	Sep. 30, 10:00 am - Oct. 06, 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.31~ Sep.30**

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 30, 2021**

# NCHU 2021 Fall Semester-Study at Ease Project

## Students who will delay arrival in Taiwan only

### 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)

#### Deadline:

**August 9~August 20, 2021**

### 2] About Course selection – Undergraduate Students

Agenda for undergraduate student	Time	Target
Per-Selection by submitting Study at Ease	Before August 20	Study at Ease Project applicants
Course Primary Selection Online 網路初選	Sep. 3, 10:00 am - Sep. 4, 08:00 am	Grade 4&5
	Sep. 6, 10:00 am - Sep. 7, 08:00 am	Grade 3
	Sep. 7, 10:00 am - Sep. 8, 08:00 am	Grade 2
	Sep. 8, 10:00 am - Sep. 9, 08:00 am	Grade 1
All undergraduate courses 跨系選課	Sep. 9, 10:00 am - Sep. 10, 08:00 am	DS students
Add and drop course on line 線上加退選	Sep. 22, 10:00 am – Sep. 29, 08:00 am	DS students
Special Case Request 特殊情形加退選	Sep. 30, 10:00 am - Oct. 6, 08:00 am	DS students
Application for course withdrawal 停休申請	Nov. 24 - Dec. 15	DS student

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

Agenda for Master & Ph. D. student	Time	Target
Per-Selection by submitting Study at Ease	Before August 20	Study at Ease Project applicants
Course Primary Selection Online 網路初選	Sep. 03, 10:00 am - Sep. 10, 08:00 am	Master & Ph. D. DS
Course Add-in & Drop Online (All courses) 線上加退選	Sep. 22, 10:00 am - Sep. 29, 08:00 am	
Special Case Request 特殊情形加退選	Sep. 30, 10:00 am– Oct. 06, 08:00 am	

### 4] Registration Procedure

- Complete Study at Ease application selection and course pre-selection.
- Complete Course Primary Selection Online
- Pay tuition, miscellaneous, and other fees listed on the tuition bill between **Aug.31~Sep.30**
- Online registration & upload documents between **Sep 1~Spe 9**.

### 5] Course start:

**September 15, 2021**