

National Taipei University of Technology

Enrollment Notice for New Undergraduate Students Fall Semester 2024

Students must read this **Enrollment Notice** and **Guide for New Students** carefully before registration.

➤ Important Events

WHEN	WHAT	HOW & WHERE
Aug. 19	Student ID Announced	Student ID will be announced on OIA website: https://oia.ntut.edu.tw/
Aug. 21, 09:00- Sep. 3, 17:00	New Students Info Key-in & Course Pre-selection	Students are allowed to select courses from their own departments/programs: Taipei Tech Portal Instruction: https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/809002671.pdf
Aug. 22-Sep. 5	Pay Tuition / Campus Fees	Pay by credit card / debit card https://fstbcc.ntut.edu.tw/
Aug. 27	Dormitory Space Announcement	New students will be allocated to On-Campus Dormitory (NT 10,900 per semester). Room number will be announced on OIA website.
Aug. 31	Dormitory opens	Students should prepare cash for the trip to campus. For detailed info to campus, please refer to Guide for New Students .
Sep. 2	Health Check	Compulsory for all new students. Please prepare at least NT 600 to attend Health Check on campus. Location: Integrated Technology Complex building (No. 20) https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en
Sep. 3	Exams for Bachelor Freshmen	<ul style="list-style-type: none"> ● English Proficiency Examination (Students from the Departments of English do not need to attend the exam) ● Fundamental Mathematics Examination (Students from the Departments of Business Management, Industrial Design, Architecture, and English, do not need to attend the exam)

		<p>For those who are required to take the exam, if you do not take it, you will be assigned to take Fundamental English course and Fundamental Calculus course.</p> <p>Location: Room 326, Sixth Academic Building(No. 7)</p> <p>六教 326</p> <p>https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en</p>
Sep. 4-5	大學入門新生營 /First step to achieving the goals of universities	<p>Compulsory for all the new undergraduate, except for those enrolled in the <u>International Bachelor Program in Interaction Design and Innovation</u>.</p> <p>Location: Chiang Kai-Shek Memorial Hall (No. 19)</p> <p>https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en</p> <p>***Please arrive No. 19 no later than 8:30 on Sep. 4</p>
Sep. 6	New student Orientation	<p>Shih-Hsiung Hall, 1F, Integrated Technology Complex building (No. 20)</p> <p>https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en</p>
Sep. 6 13:30-16:40	Safety and Hygiene Training 安環中心	<p>9F, Administration Building (No.18)</p> <p>https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en</p> <p>* Required for students who needs to attend laboratories</p>
Sep. 6-30	Enrollment Online	To complete the registration, please upload all the required documents to the enrollment link .
Sep. 9, 09:00- Sep. 20, 17:00	On-line Course Add/Drop Period	<p>Students are allowed to select courses from other departments/programs: Taipei Tech Portal</p> <p>Instructions (PDF & VIDEO):</p> <p>https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/140102348.pdf</p>
Sep. 9	Class begins	

* [行事曆 113-1/113-2](#)

* [Academic Calendar 2024/2025](#)

教務處 OAA: Office of Academic Affairs

Rules of OAA: <https://oaa.ntut.edu.tw/p/412-1008-13399.php?Lang=en>

Forms & Applications of OAA: <https://oaa.ntut.edu.tw/p/412-1008-12760.php?Lang=en>

➤ **Enrollment Documents to be Submitted Online**

Please submit the following documents to the Online [Enrollment System](#) as soon as you have everything ready.

1. Please fill out the personal information on the system.
2. Please upload the **scanned files** of the following documents to the system:

Documents	Instructions/Reminders
1. Enrollment Form	<ol style="list-style-type: none"> 1. Please download the template of the enrollment form from the system and complete the form. 2. Please sign on enrollment form by hand (not by typing). 3. Please provide at least one emergency contact person who is your relative and please state your relationship.
2. Verified Diploma	<ol style="list-style-type: none"> 1. Please upload the verification page along with the diploma as well as the transcript. 2. Temporary degree certificate is not acceptable. 3. Non-Taiwan transcripts / diplomas / degrees must be verified by the Taiwan Embassy, Consulate, or Representative Office in the country of the institution where the transcripts/diplomas/degrees were issued.
3. Verified Transcript	
4. Tuition Receipt	<ol style="list-style-type: none"> 1. Please upload the official tuition receipt from Taipei Tech which should be send to your email address after your online payment. (Please check the spam email as well.) 2. Please contact Ms. Jenny if you are still unable to find the file (jennyyu@mail.ntut.edu.tw).
5. ARC (Front and Back)	<p>Detailed information for applying for the resident visa and ARC: https://www.boca.gov.tw/cp-166-283-c4da3-2.html</p> <p>The ARC will relate to insurance, scholarship, and dormitory, and all other important documents during your study at NTUT.</p>
6. The Cover of the Bank Account Passbook	<ol style="list-style-type: none"> 1. You must have the ARC in order to open a bank account. 2. You can open a bank account at any Post office or bank in Taiwan. 3. Please upload the cover page of the passbook that has your name and the account number.
7. Scholarship Terms of Agreement (Only for Scholarship Recipients)	<p>Please download the template on the system according to the scholarship you receive, read through the template carefully and sign by hand.</p> <p>*You do not need to upload it if you do not receive any</p>

	scholarship from Taipei Tech.*
8. Taiwan Scholarship Certificate (Only for Taiwan Scholarship Recipients)	For Taiwan Scholarship Recipients (MOFA/MOE), please upload your Taiwan Scholarship Certificate.

3. For Scholarship Recipients, after you completed the enrollments and are approved by the OIA, OIA will then start issuing your first monthly stipend around 10-14 working days (Example: if your enrollment is approved by the OIA in the 2nd week of September, generally you will receive your stipend around the last week of September)

➤ **First step to achieving the goals of universities (Sep. 4-5)**

New students, except for those enrolled in the International Bachelor Program in Interaction Design and Innovation, should attend **First step to achieving the goals of universities** 大學入門新生營.

It is a campus-wide course provided for all of the first-year students at this school. The course is designed to help first-year students to achieve the following aims and objectives.

<https://aps.ntut.edu.tw/course/tw/Curr.jsp?format=-2&code=1400098>

➤ **Years of Studies & Credits for Graduation**

The University adopts the system of academic years and credit units. The years of study shall not exceed 4 years, with at least 128 credit units fulfilled in all departments of the four-year college.

Rule of OAA: [A1 National Taipei University of Technology Academic Policy](#)

List of Credits for Graduation: <https://aps.ntut.edu.tw/course/en/Cprog.jsp?format=-2&year=2023>

➤ **Course Selection**

✧ New Students Info Key-in & Course Pre-selection: **Aug. 21, 09:00-Sep. 3, 17:00**

[Instructions of Freshmen Course Selection System \(PDF\)](#)

✧ Adding/Dropping from Courses: **Sep. 9, 09:00-Sep. 20, 17:00**

[Instructions of Online Add/Drop Course Selection System \(PDF\)](#)

✧ Rule of OAA: [E1 National Taipei University of Technology Policy on Student Course Selection](#)

Notice: The minimum and maximum enrollments applicable

Identity	Minimum Enrollment	Maximum Enrollment
Freshmen, Sophomores, Juniors	16 or <u>12</u> (for Foreign Students Only)	25
Seniors	9	25
Deferred Graduation	At least one course	25

※ **Foreign students enrolled pursuant to the University's "Admission Policy for Foreign Students" shall enroll in at least 12 credit units per semester.**

➤ **Credit Transfer / Waiver**

Credit Transfer/Waiver by Repeated/Make-up Course:

Pursuant to Article 15 of the NTUT “Policy on Course Credit Substitutions and Waivers,” if the mandatory course is cancelled, changes its name or credits, the preliminary review unit of credit transfer/waiver may offer a similar alternative subject to transfer students by school or major, students during the course replacement process or repeating/making up for that course. However, the total credits required for graduation remain the same according to the NTUT Academic Rules and cannot be reduced.

Rule of OAA: [D1 NTUT Policy on Course Credit Substitutions and Waivers](#)

Forms & Applications of OAA: [D4 Application Form of Credit Waiver for Newly-Entered Freshmen](#)

➤ **Credit Waiver of English Program**

✧ *Qualification for an eight credit exemption of English Courses:*

- (1) Foreign student from native English-speaking countries can exempt language testing with approval from the Taipei Tech Department of English.
- (2) TOEIC score of 945 or higher. (Or CEFR Level on C1 Mastery)

✧ *Qualification for a four credit exemption of English Courses:*

- (1) Foreign students from non-native English-speaking countries can provide proof that English is the primary language of their formal education with approval from the Department of English.
- (2) TOEIC score of more than 800. (Or CEFR Level on B2 Effective Operational Proficiency)

Forms & Applications of OAA: [D2 Application for Credit Waiver of English Program](#)

➤ **Minimum English Proficiency Requirements for Graduation**

Each student admitted to the four-year college of the day division from the Academic Year 2012 must meet one of the following English proficiency test criteria to pass the minimum English proficiency requirements for graduation:

- (1) NTUT “English Proficiency Test for Minimum Graduation Requirement” Level A or Level B.
- (2) Scoring in accordance with CEFR level B1 on English proficiency tests provided by reputable international or local institutions listed in Schedule 1 of I3.

[The minimum English proficiency requirements for graduation application to the undergraduate students of the Department of English.](#)

RULE of OAA: [I3 NTUT Guidelines for Minimum English Proficiency Requirements for Graduation](#)

Forms & Applications of OAA: [I4 Application Form for Registering English Proficiency Test Result](#)

◇ Estimated Costs Per Semester

Students who do **not** receive any scholarships:

Cost Category	TWD	Cost Category	TWD
<u>Tuition & Fees</u>	NT 54,837	National Health Insurance	NT 4,956
Internet	NT 400	Campus Insurance	NT 274
			NT 60,467

Students who receive **MOFA Scholarship or Taipei Tech Hua Yu Scholarship 華語獎學金**:

Cost Category	TWD	Cost Category	TWD
Tuition & Fees	NT 27,419	National Health Insurance	NT 4,956
Internet	NT 400	Campus Insurance	NT 274
			NT 33,049

Students who receive **MOE Scholarship or Taipei Tech President Award 校長獎**:

Cost Category	TWD	Cost Category	TWD
Tuition & Fees	NT 0	National Health Insurance	NT 4,956
Internet	NT 400	Campus Insurance	NT 274
			NT 5,630

※ **All the fees listed in the tables above are estimates only. For the exact amount of fees payable, please refer to the printed fee payment bill.**

※ **For all scholarship recipients: Please still prepare around 2-3 months of living expenses due to the enrollment process.**

➤ Tuition & Dorm Bills

Please make sure all the information shown is correct before making payments. If any information is incorrect, or should you require assistance, please contact the OIA office.

*****IMPORTANT*****

Students are strongly advised to complete all tuition and payments before deadline. Students who fail to pay their tuition and fees before the deadline will be penalized in accordance with university regulations and face the consequences of expulsion and deportation.

➤ Dormitory Information

New students of FALL Intake are eligible to apply to reside at Taipei Tech Dormitories for the **first 2 years ONLY**. Residence spaces at Taipei Tech Dormitories from the 3rd year onwards will be decided by lottery and not guaranteed to all. Students entering their 3rd year of study should be prepared to reside elsewhere.

Students who have requested for Taipei Tech dormitory spaces can move in the dormitories on the opening day (**August 31**). Students who arrive before the opening date will NOT be admitted to the

dormitories and must arrange for their own accommodation until the dormitories are open.

Detailed info about Taipei Tech Dormitory, please refer to **Guide for New Students**.

➤ **Health & Insurance**

International students must register for health insurance during their stay in Taiwan. Students staying in Taiwan with a valid Alien Resident Certificate (ARC) for over six months continuously must enroll in National Health Insurance (NHI). Prior to registering for NHI, we will automatically enroll you in Group Medical Insurance.

Note: If you would like to use another insurance that you have purchased from your home country instead of joining Group Medical Insurance, you must have the insurance verified by the Taiwan Embassy/Mission in your home country.

The Group Medical Insurance fee is a one-time payment.

NTD 3,000 for 6 months (NTD 500 per month *Price subjects to adjustment).

See here for more detail: <https://oia.ntut.edu.tw/p/412-1032-13822.php?Lang=en>

➤ **Contact List (02-2771-2171)**

Office	Duty	Staff	Ext.
Office of International Affairs	Enrollment	Anna	6514
	Scholarship	Jenny	6515
	National Health Insurance	Vivien	6525
	Work permit	Amanda	6518
Office of Student Affairs 1F, Second Academic Building	Health check	Ms. Jiang	1263
Office of Student Affairs 1F, Administration Building	Dormitory	Mr. Wei	1218