



國立臺北科技大學

National Taipei University of Technology

114 學年度第 1 學期大學部入學須知

**Enrollment Notice for New Undergraduate Students
Fall Semester 2025**Students must read this **Enrollment Notice** and **Guide for New Students** carefully before registration.➤ **Important Events 重要事項**

WHEN	WHAT	HOW & WHERE
Aug. 14	學號公告 Student ID Announced	Student ID will be announced on OIA website: https://oia.ntut.edu.tw/
Aug. 20, 09:00- Sep. 2, 17:00	基本資料填寫 & 新生選課 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. 21-Sep. 4	繳交學費 Pay Tuition / Campus Fees	Pay by credit card / debit card https://fstbcc.ntut.edu.tw/
Aug. 26	宿舍房號公告 Dormitory Room number Announcement	New students will be allocated to On-Campus Dormitory (NT 10,900 per semester). Room number will be announced on OSA website. https://osa.ntut.edu.tw/
Aug. 30	宿舍開放 Dormitory opens	Students should prepare cash for the trip to campus. For detailed info to campus, please refer to Guide for New Students .
Sep. 1	新生健檢 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. 2	新生測驗 Exams for Bachelor Freshmen	● English Proficiency Examination English language test waivers : NOT required for students who are with Department of English and International Interaction Design

		<p>program.</p> <ul style="list-style-type: none"> ● Fundamental Mathematics Examination <p>Mathematics test waivers :</p> <p>NOT required for students who are with Department of English, Industrial Design, Architecture, International Semiconductor program, and International Interaction Design program.</p> <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 210, Third Academic Building(No. 13) https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en</p>
Sep. 3-4	大學入門新生營 /First step to achieving the goals of universities	<p>Compulsory for all the new undergraduate, except those enrolled in the <u>International Semiconductor program, and International Interaction Design program</u>.</p> <p>Location: Student Activity Center (No. 19) 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. 3</p>
Sep. 5 TIME: 9:30-12:30	新生說明會 New student Orientation	<p>Location: Conference Hall, B1, Hong-Yue technology Research Building (No. 6) https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en</p>
Sep. 5 13:30-16:30	安全衛生講座 Safety and Hygiene Training	<p>Location: Conference Hall, B1, Hong-Yue technology Research Building (No. 6) 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. 9~Oct 31	線上繳交註冊資料 Enrollment Online	<p>To complete the registration, please upload all the required documents to the enrollment link.</p> <p>Please follow the instruction on the next page.</p> <p>If you are unable to complete the enrollment by Oct 30, please contact Ms. Jenny (jennyyu@mail.ntut.edu.tw) to protect your</p>

		scholarship eligibility.
Sep. 8, 09:00- Sep. 19, 17:00	線上加退選 On-line Course Add/Drop Period	Students are allowed to select courses from other departments/programs: Taipei Tech Portal Instructions (PDF & VIDEO): https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/140102348.pdf (From Step 7)
Sep. 8	學期開始 Class begins	

* [行事曆 114-1/114-2](#)

* [Academic Calendar 2025/2026](#)

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** 線上繳交註冊資料

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 填寫註冊表格	<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 your name 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 學歷認證	1. Please upload the <u>verification page</u> along with the <u>diploma</u> as well as the <u>transcript</u> .
3. Verified Transcript 成績單	2. Temporary degree certificate is not acceptable. <ol style="list-style-type: none"> 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.
4. Tuition Receipt 學費收據	<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) 居留證	Detailed information for applying for the resident visa and ARC: https://www.boca.gov.tw/cp-166-283-c4da3-2.html The ARC is related to insurance, scholarship, and dormitory, and other important documents during your study at Taipei Tech.
6. The Cover of the Bank Account Passbook 帳戶存摺封面	<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	Please download the template on the system according to the

Agreement (For Scholarship Recipients) 獎學金條款(獎學金受獎者)	scholarship you receive, read through the template carefully and sign by hand. *You do not need to upload it if you do not receive any scholarship from Taipei Tech.*
8. Taiwan Scholarship Certificate (For Taiwan Scholarship Recipients) 台灣獎學金證明(台灣獎學金受獎者)	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. 3-4) 大學新生入門營

New students, except those enrolled in International Semiconductor program, and International Interaction Design program, should attend **First step to achieving the goals of universities**.

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** 修業年限&畢業學分

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=2025>

➤ **Course Selection** 線上選課

✧ New Students Info Key-in & Course Pre-selection: Aug. 20, 09:00-Sep. 2, 17:00

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

✧ Adding/Dropping from Courses: Sep. 8, 09:00-Sep. 19, 17:00

[Instructions of Online Add/Drop Course Selection System \(PDF\)](#) (From Step 7)

✧ 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 (for Foreign Students Only)</u>	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** 學分抵免

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** 英文課抵免

✧ *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** 英語能力畢業門檻

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 學費概估

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

Cost Category	TWD	Cost Category	TWD
Tuition & Fees	NT 47,378~ NT 54,837	National Health Insurance (Only available after staying in Taiwan for at least 6 months)	NT 4,956
Internet	NT 400	Campus Insurance	NT 400
NT 53,134 ~ NT 60,593			

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 23,339~ NT 26,896	National Health Insurance (Only available after staying in Taiwan for at least 6 months)	NT 4,956
Internet	NT 400	Campus Insurance	NT 400
NT 29,095~ NT 32,652			

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 (Only available after staying in Taiwan for at least 6 months)	NT 4,956
Internet	NT 400	Campus Insurance	NT 400
NT 5,756			

✘ **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.**

✘ **All scholarship recipients are advised to prepare sufficient funds to cover at least 2 to 3 months of living expenses upon arrival in Taiwan, as the scholarship disbursement process may take some time after enrollment.**

➤ Tuition & Dorm Bills 學費&宿舍費

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** 宿舍資訊

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 30**). 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** 健康保險

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** 人員職掌

Office	Duty	Staff	Email
Office of International Affairs	Enrollment	Anna	intstudy@ntut.edu.tw
	Scholarship	Jenny	intstudy@ntut.edu.tw
	National Health Insurance	Vivien	wacvoia@ntut.edu.tw
	Work permit	Amanda	hwang@ntut.edu.tw
Health Center 1F, Second Academic Building	Health check	Ms. Jiang	momom155@ntut.edu.tw
Office of Student Affairs 1F, Administration Building	Dormitory	Mr. Wei	whr1120615@ntut.edu.tw