



## STUDENT HANDBOOK 2025



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## Outline of Enrollment Information Timeline

This is just the outline of the information. Each unit may continue to update information. For further information, please visit website(<https://reg.aca.ntu.edu.tw/newstu/index.htm>).

If you are a domestic student or an overseas Chinese student, please click “碩博士班”, otherwise, please click “國際生(International Students)”. If there’s still some uncertainty, please get in touch with responsible units within the School. If you are an international student, you can also ask Office of International Affairs(NTU OIA).

### for International Students:

#### Before Arrival

<https://isss.ntu.edu.tw/degree-students/before-arrival/>

#### Upon Arrival

<https://isss.ntu.edu.tw/degree-students/upon-arrival/>

for Local Students & Mainland/Overseas Chinese Students: <https://reg.aca.ntu.edu.tw/newstu/GRA/INDEX.htm>

Month	Date	Event	for Local Students	for Mainland/Overseas Chinese Students	for International Students
June	14	Health Exam at NTU Hospital begins Fill in Orientation, Personal ID, Insurance, and Scholarship Information online <a href="#">Fill in the Online General Chinese Course Survey</a> <a href="#">Fill in Online Registration Information, and Authenticated Graduation Certificate and Transcript.</a>	DDL: Aug. 13		DDL: Aug. 29 DDL: 4 pm July 15 DDL: Aug 1 DDL: Aug. 29
July	1	<a href="#">Register NTU student online meet and greet</a>			DDL: July 23
Aug.	1	Fall semester begins Fall semester class schedule announced on myNTU Payment of tuition fees <a href="#">NTU mail is activated</a> Online application for course exemption begins Fill in basic health information and upload health exam table online			
			DDL: Aug. 12		DDL: Aug. 29
				DDL: noon 12 pm on Aug. 11	
			DDL: 4pm on Aug. 13		DDL: Aug. 29
	5	NTU Student Online Meet and Greet	Session 1: 10:30 am -12:30 pm Session 2: 3 pm -5 pm		



# Enrollment

Month	Date	Event	for Local Students	for Mainland/ Overseas Chinese Students	for International Students
Aug.	7	Online registration begins	DDL: 4 pm on Aug. 13		DDL: Aug. 29
	18	Pre-registration of 1 <sup>st</sup> stage course selection begins	DDL: Aug. 20		
	24	<b>Global MBA Orientation</b>			
	25	Pre-registration of 2 <sup>nd</sup> stage course selection begins	DDL: Aug. 26		
		OIA campus tour			
	27	OIA Orientation for New Coming Degree Students			
	31	General Chinese Course Placement Test for international students who would like to join a 1-year Chinese-Learning Course for free			
Sep.	1	Fall semester classes begin			
		Online course add/drop begins	Add ends at 6 pm on Sep. 13; drop ends at 8 am on Sep. 15		
	23	Online confirmation for course selection results begins	DDL: Sep. 26		
Oct.	7	Payment of credit fees	DDL: Oct. 17		



## Health Exam

To enroll in a Taiwanese university you are required to do a health exam similar to the exam already done during your visa application process. The health check-up has to be done **BEFORE** the online registration day.

Before you get to the hospital, read the instruction and download the health exam form:

### for International Students:

Instruction - <https://oia.ntu.edu.tw/en/internationalstudents/degreestudent/healthexam>

Form -

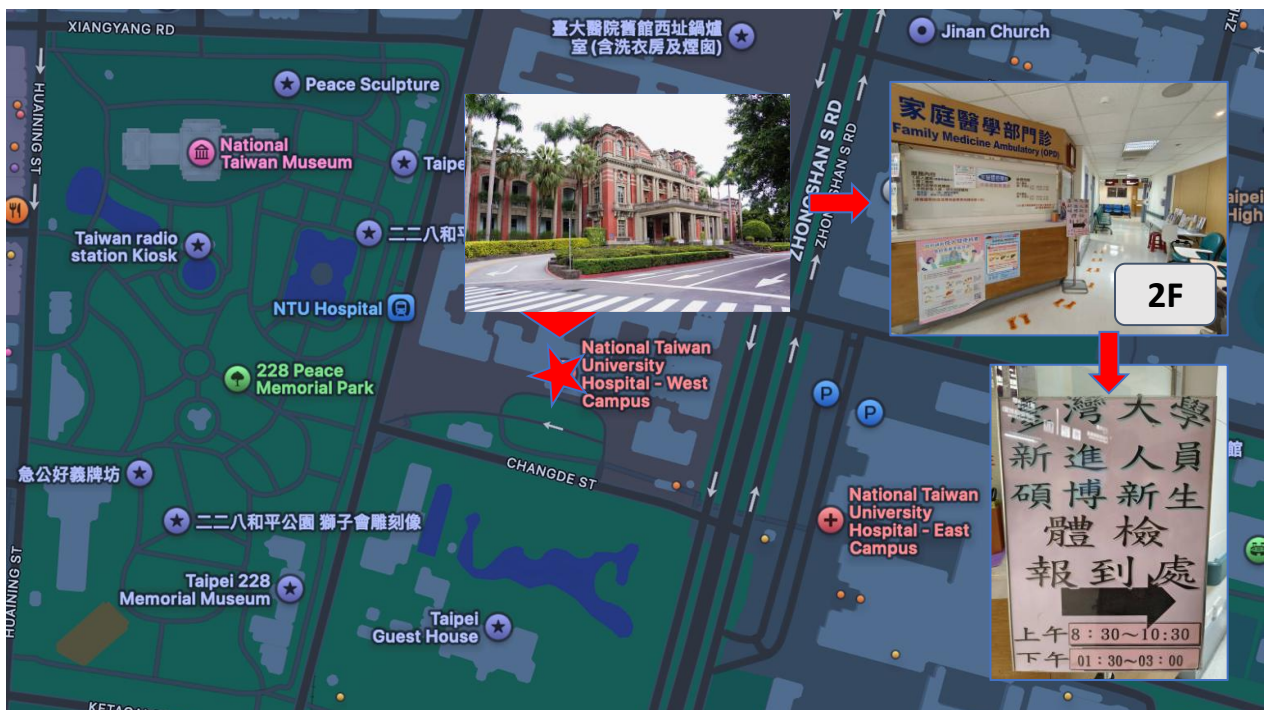
[https://shmc.ntu.edu.tw/cm/paragraph\\_file/9/48/113%E5%B9%B4%E6%96%B0%E7%89%88%E5%9C%8B%E9%9A%9B%E5%AD%B8%E4%BD%8D%E7%94%9F%E9%AB%94%E6%AA%A2%E8%A1%A8%E7%A2%A9%E5%8D%9A%E7%8F%AD%E9%AB%94%E6%AA%A2%E8%A1%A8%205.pdf](https://shmc.ntu.edu.tw/cm/paragraph_file/9/48/113%E5%B9%B4%E6%96%B0%E7%89%88%E5%9C%8B%E9%9A%9B%E5%AD%B8%E4%BD%8D%E7%94%9F%E9%AB%94%E6%AA%A2%E8%A1%A8%E7%A2%A9%E5%8D%9A%E7%8F%AD%E9%AB%94%E6%AA%A2%E8%A1%A8%205.pdf)

### for Local Students & Mainland/Overseas Chinese Students:

Instruction - [https://shmc.ntu.edu.tw/cm/paragraph\\_file/9/47/1-114-po\\_\(1\).pdf](https://shmc.ntu.edu.tw/cm/paragraph_file/9/47/1-114-po_(1).pdf)

Form - [https://reg.aca.ntu.edu.tw/newstu/doc/113/gra\\_graphychk.pdf](https://reg.aca.ntu.edu.tw/newstu/doc/113/gra_graphychk.pdf)

The health examination process takes about 2 hours. However, in some cases, it may take up to 8 hours depending on the number of patients waiting with you.



### NTU Hospital

Google Maps Location Link:

<https://goo.gl/maps/SiB4oyoGs9B2>

GPS: 25.041325, 121.517315

## NTU Student ID Number

**for International Students:** Please log in to the [Online Pre-Arrival Survey](#) and go to the “NTU Student ID Information” session to check your ID number.

**for Local Students & Mainland/Overseas Chinese Students:**

[https://gra103.aca.ntu.edu.tw/brochure\\_97/qry\\_regno.asp](https://gra103.aca.ntu.edu.tw/brochure_97/qry_regno.asp)

## NTU Mail

Email Account Activation

### 1. Account Details:

- Each student will be assigned an NTU email account.
- Email format: Your student ID number@ntu.edu.tw (e.g., RXX749XXX@ntu.edu.tw).
- Official announcements from NTU, the Office of Global MBA, and the GMBA Student Council will be sent exclusively to your NTU email.

### 2. Forwarding Emails:

- No official emails will be sent to your personal email.
- To forward NTU emails to your personal email, adjust the settings on the NTU mail website: [NTU Mail Settings](#). The instructions are in Chinese; contact the Computer and Information Networking Center for help.

### 3. Password Setup:

After your **NTU email account is activated on August 1st, 2025:**

- Go to [Password Change](#) to set a new password.
- Username: Your student ID number (e.g., RXX749XXX).
- Default password:
  - **With Taiwan National ID/Resident Certificate:** First letter of ID number (lowercase) + last four digits of ID number + birthdate (MM/DD).  
Example: ID A123456789, birth date Sep 30, 2002. Password: a67890930.
  - **Without Taiwan National ID/Resident Certificate:** "a" (lowercase) + birthdate (YYYYMMDD).  
Example: Birthdate Oct 4, 2005. Password: a20051004.

### 4. Login to NTU Mail:

Once your password is set, log in at [NTU Mail](#).

## NTU Student ID Card

You can receive your Student ID card in the basement of the [Putong lecture building](#) on **August 26 or September 2, between 8:30 am-12 pm and 1:30 pm-5 pm.**

Please remember to **bring your identification card** (or photo ID such as health insurance card, driver's license, passport, or resident certificate).

If you are unable to collect your student ID at the scheduled time, please bring the identification card to the Graduate Studies Office in Room 210 on the 2nd floor of the [Administration Building](#) on the main campus after the start of the semester.

## National Taiwan University Academic Calendar

For further information, please check the following website:

(English) <https://www.aca.ntu.edu.tw/w/acaEN/Calendar>

(中文) <https://www.aca.ntu.edu.tw/w/aca/calendar>

National Taiwan University  
Office of Academic Affairs

NTU Contact SiteMap 中 / EN search

About Us Current Student Faculty Staff Alumni Visitor FAQ

Academic Calendar Home / Academic Calendar

Keywords

### Academic Calendar

- 2025-2026 Academic Calendar ([xls](#))  
[Correction on May 20, 2025]
- 2024-2025 Academic Calendar ([xls](#))



## Manual Course Add Will Be Canceled

To improve teaching efficiency, the Academic Affairs Committee Meeting in Spring 2025 approved a resolution to shorten the course selection period after the semester begins. Beginning Fall 2025, the revised course selection schedule will be as follows:

- Drop deadline: Saturday of Week 2 by 23:59
- Add deadline: Monday of Week 3 by 23:59
- Manual course add in Week 3 will be canceled

The course add procedures for Type 1 and Type 2 courses will remain unchanged.

## Updated Type 3 Course Add Method

For Type 3 courses, registration and allocation will still take place during the first week, but from the second week onwards, course add must be done using permission numbers, replacing the previous manual course add process in the third week.

## Article 11 of the NTU Academic Regulations

Students who fail to pay tuition and fees on time, unless officially approved for deferred registration, will be considered unregistered and subject to dismissal. Students who have not applied for deferred registration and fail to pay tuition and fees within the first week of the semester will have their course registrations canceled by the Office of Academic Affairs on Thursday, September 11 at 8:00 a.m., and their course enrollment counts will be released to allow other students to add them.

Students are advised to carefully review the Course Selection Information on myNTU starting August 1, 2025, and pay close attention to the course selection guidelines provided by each course offering department.

## Degree Requirement

NTU Global MBA equips students with both the theoretical and practical knowledge of business, economics, finance, accounting, marketing, and management skills needed to excel in today's competitive and fast-changing global market. The program aims to transform students into future leaders in the global marketplace with exposure and awareness of both international and Taiwanese markets. The distinguished faculty and diverse student body stimulate thought-provoking discussions in class and challenge students to think creatively. In addition, the NTU Global MBA provides students with opportunities to join student exchange programs or dual degree programs with reputable partner schools to broaden their horizons and gain global awareness. Students also have an opportunity to intern at leading companies in Taiwan or other countries.

From Fall 2017, we offer students one-year or part-time options. Students may complete the program in less than two years. Up to 2023, we have 9 students who managed to graduate in one year.

The academic year commences annually in the Fall and begins in September while the Spring semester begins in February. The program requires students to complete 39 credits and submit a master's thesis.



Only core courses offered by Global MBA program are taken into consideration towards fulfilling students' graduation requirements. If you decide to take the two-year program, we recommend you take the majority of the core courses in your first year to gain a solid business foundation. Then based on your interests, select the specific electives that you would like to learn in detail.

## GMBA Honor Code

At NTU GMBA, we uphold the highest standards of academic integrity and professionalism. This document outlines key policies related to attendance, participation, and assignments.

### 1. Honor Code

GMBA students are expected to conduct themselves with integrity in all academic and professional activities. This commitment reflects our mission to develop ethical, innovative global business leaders.

### 1. Attendance Policy

**In-Person Requirement:** Active in-class engagement is essential. Except for courses or activities originally designed to be conducted online, students are expected to attend all sessions in person, including the thesis oral defense.

### Types of Leave

- **Approved Personal Leave:** may include illness, medical appointments, professional obligations, and family emergencies, etc.
- **Approved Official Leave:** Must be approved in advance by the instructor and filed through [NTU leave system](#) to be approved by GMBA director and relevant parties. Examples include:
  - Representing NTU or a government agency at official events (e.g., Hult Prize, exchange at HBS)
  - Performing university-assigned duties (e.g., university ambassador)
  - Military service
  - Legal obligations (with supporting documentation)
- **Unexcused Absence:** Missing over half of a class session or being clearly disengaged without prior approval.
- **Force Majeure:** Currently, GMBA does not recognize any force majeure exceptions. This is subject to change based on NTU policy updates.

More information can be found at <https://advisory.ntu.edu.tw/CMS/Page/95>

### **Grading Impact of Approved Personal Leave and Unexcused Absence**

It may vary by course and is subject to instructors' policies, due to differences in learning objectives and instructional design.

### **(Approved Personal Leave + Unexcused Absence) >25% Leading to Course Failure**

Students accumulating more than 25% absence (approved personal + unexcused) will receive an X (fail, equivalent to 0). Instructors may apply stricter penalties.

### 3. In-Class Participation

Engaged participation is integral to the GMBA learning experience. Students are expected to:

- Arrive on time and fully engage in all sessions
- Display name cards at all times
- Refrain from non-class activities (e.g., social media, phone use, headphones, listening to music)
- Stay updated via NTU COOL and contribute to discussions and group work
- Do not record, photograph, or share any class materials without permission

### 4. Remote Participation

For courses such as Asian Business Consulting or Global Management Forum, where remote participation is permitted due to collaboration with overseas institutions, students must:

- Join from a quiet, distraction-free location
- Keep your camera on throughout the session
- Do not share or record any class content
- Display names using “EnglishName\_StudentID” format
- Do not record, photograph, or share any class materials without permission

### 4. Assignment Policy

- All submitted work must reflect the student’s own efforts unless group work is clearly authorized
- Plagiarism, copying, or unauthorized help is strictly prohibited
- Violations may result in a failing grade, required resubmission, or referral to GMBA/NTU Academic Affairs for disciplinary action based on university regulations

### 4. Examination Policy

- All submitted work must reflect the student’s own efforts unless group work is clearly authorized
- Plagiarism, copying, or unauthorized help is strictly prohibited
- Violations may result in a failing grade, required resubmission, or referral to GMBA/NTU Academic Affairs for disciplinary action based on university regulations

### 4. Use of Generative AI in Academic Work

Unless explicitly permitted by the course instructor, the use of generative AI (e.g., ChatGPT, Gemini, Claude) is considered equivalent to receiving assistance from another person. Each instructor may establish their own policy regarding the use of generative AI, including whether it is permitted, restricted, or prohibited for specific tasks. Students are responsible for understanding and following these course-specific guidelines, and should consult the instructor if in doubt.



## Core Courses offered by GMBA

Financial Management	Organizational Behavior
Financial Reporting	Service and Operations Management
Management Accounting	Statistics and Data Analysis
Marketing Management	Strategic Management

## Elective Courses offered by GMBA

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Asian Business Consulting</li> <li>• AI Strategy for Business</li> <li>• Business Communication</li> <li>• Business Model Canvas: How to Build a Startup</li> <li>• Chinese Family Business</li> <li>• Crisis Management</li> <li>• Cross-Cultural Management</li> <li>• Cultivating Future Leaders with a Global Perspective in Industry</li> <li>• Digital Trends and Management in Cloud Computing</li> <li>• Entrepreneurship and Innovation</li> <li>• Enterprise Risk Management</li> <li>• ESG Investing</li> <li>• Fit to Lead</li> <li>• FMCG Management and Practices</li> <li>• From CFO to CEO</li> </ul> | <ul style="list-style-type: none"> <li>• Global Brand Strategy and Management</li> <li>• Global Entrepreneurial Financing and Sustainable Business</li> <li>• Global Management Forum (GMF)</li> <li>• Game Theory and Business</li> <li>• Human Resource Management</li> <li>• Investment: Lessons and Applications</li> <li>• Leadership Practice by Self-Coaching</li> <li>• Management Information System</li> <li>• Managing Strategic Alliances from a Global Perspective</li> <li>• Negotiation Strategies and Skills</li> <li>• Platform Strategy</li> <li>• Systems Thinking and Learning Organization</li> <li>• Thesis Writing</li> <li>• Wine and Spirit Cultural Business</li> <li>• Winning Strategies of Asian Semiconductor Industry in Global Chip Contest</li> </ul> |
|--|--|

## Elective Courses offered by 5 Departments at College of Management

Please search online

<https://nol.ntu.edu.tw/nol/guest/index.php>

Elective courses offered by departments of [Business Administration](#), [Accounting](#), [Finance](#), [International Business](#), and [Information Management](#).

## Elective Guidelines

In addition to GMBA, the [College of Management](#) has 5 departments ([Business Administration](#), [Accounting](#), [Finance](#), [International Business](#), and [Information Management](#)) that offer courses in the Bachelor, Master and PhD levels.

Elective courses at the Master/Graduate level (courses with "M" or "U" codes) offered by GMBA or by these 5 departments at the NTU College of Management can be used towards fulfilling Global MBA's graduation requirement. Among these U-or-M elective courses, up to six(6) credits of Chinese-taught courses can be counted toward graduation elective credits.

## Graduation Credits Example

	Offered By	Taught in	Plan 1	Plan 2	Plan 3
<b>Core Courses</b>	GMBA	English	24	24	24
<b>Elective Courses with M or U codes</b>	GMBA	English	15	12	9
	Five Departments	English			
	Five Departments	Chinese	0	3	6
<b>Thesis</b>	-	-	v	v	v

## Others

- If you are interested in an exchange or dual degree, please email [ntugmba@ntu.edu.tw](mailto:ntugmba@ntu.edu.tw).
- If the names of the taken courses are the same, only ONE can be used towards fulfilling a student's graduation requirement even if the curriculum numbers/curriculum identity numbers are different.

## Exchange Student Program

NTU College of Management has established a dynamic College-Level (Discipline-Specific) program of collaborations with leading business schools from around the world. Students have an opportunity to develop their networks, explore the international job markets, improve their language skills or simply immerse themselves in a new country and culture.

NTU College of Management Students can participate in the Exchange Program for one semester. For further information regarding credits for the Exchange Program, please refer to the “Transfer Credits” section of this handbook.

### Exchange Term

NTU CoM Students can participate in the Exchange Program for ONE semester.

### Application Procedures

1. Application information
2. Start your online application and pay the application fee
3. Announcement of results
4. Confirm the application result and pay the program fee.

### General Application Process Timeline

\*\*Timetable may vary every year, please refer to the announcement page.

### Costs

Students participating in the exchange program are exempt from tuition fees at the host schools, but are required to pay tuition fees to National Taiwan University and other associated living costs in host country also apply.

The costs for your exchange period will depend on your exchange destination and your own spending habits.

For further information about College-Level exchange program, please visit the website of CoM OIA at:

[https://management.ntu.edu.tw/en/ia/OutgoingExchange/program\\_overview](https://management.ntu.edu.tw/en/ia/OutgoingExchange/program_overview)

### University-level Exchange Program

In addition, the Office of International Affairs at National Taiwan University also provides opportunities for participating in Exchange Programs at the university level. The online application process generally begins in November each year. For further information and application deadlines, please visit the website of the Office of International Affairs, National Taiwan University. <https://studyabroad.ntu.edu.tw/en>

## Dual Degree Program

The highly competitive Global MBA dual degree program presents students with the opportunity to augment their education with a second master's degree from one of two partner schools. Students who decide to take the dual degree program must be aware of a longer study period in completion of the Global MBA program. An application process typically begins during students' third semester at NTU. See below for a profile on each participating institution.

More details under: <https://management.ntu.edu.tw/en/ia/Dual-DegreeProgram/overview>

### College Level Dual Degree

#### Kyoto Graduate School of Management, Japan

**Duration:** One year

**Application Procedure:** Applicants are selected by the College of Management. The application period is around mid-September and results will be announced around late September. For the detailed application procedure, please download the application guide.

**Tuition Fee:** Accepted students shall pay the tuition and credit fees of Global MBA Program and are exempt from the tuition and credit fees of Kyoto Graduate School of Management.

**Degree:** Full master degrees from Kyoto Graduate School of Management

For more details please click [HERE](#) or email [ntucomexchange@ntu.edu.tw](mailto:ntucomexchange@ntu.edu.tw)

#### Guanghua School of Management, Peking University, China

**Duration:** One year

**Application Procedure:** Applicants are selected by the College of Management. The application is around late September and results will be announced around late October. For the detailed application procedure, please download the application guide.

**Tuition Fee:** In addition to the tuition of NTU, students will need to pay application fee and tuition to Peking University. Students are required to pay the tuition of first year. Full-time MBA program tuition is RMB100,000. Please note the tuition fee is subject to change, please refer to Peking University MBA website for latest information.

**Degree:** Full master degrees from Guanghua School of Management, Peking University

For more details please click [HERE](#) or email [ntucomexchange@ntu.edu.tw](mailto:ntucomexchange@ntu.edu.tw)



## Dual Degree Program

### Program Level Dual Degree

MSc International Business Program, School of Management and Law,  
Zurich University of Applied Sciences (ZHAW)

**Duration:** One year

**Application Procedure:** Applicants are selected by GMBA. The application is around mid-August and results will be announced around late August. For the detailed application procedure, please download the application guide.

**Tuition Fee: Tuition Fee:** Accepted students shall pay the tuition and credit fees of the Global MBA Program and are exempt from the tuition and credit fees of ZHAW.

**Degree:** Full master degrees from School of Management and Law, Zurich University of Applied Sciences (ZHAW).

For more details please click [HERE](#) or email [ntugmba@ntu.edu.tw](mailto:ntugmba@ntu.edu.tw)

## Graduation Planning

### One-Year Schedule

Month	Agenda	Schedule
September	1st Semester	12 Core Credits 9 Elective Credits
October		
November		
December		
January	Winter Break	Thesis Preparation
February	2nd Semester	12 Core Credits 6 Elective Credits
March		
April		
May		
June	Summer Break	Master Thesis Completion
July Aug.		

### Two-Year Schedule

Month	Agenda	Schedule
September	1st Semester	6 Core Credits 6 Elective Credits
October		
November		
December		
January	Winter Break	Thesis Preparation
February	2nd Semester	6 Core Credits 6 Elective Credits
March		
April		
May		
June	Summer Break	Thesis Preparation
July Aug.		
September	1st Semester	6 Core Credits 3 Elective Credits
October		
November		
December		
January	Winter Break	Thesis Preparation
February	2nd Semester	6 Core Credits Master Thesis Completion
March		
April		
May		
June	Summer Break	
July Aug.		

## Graduation Planning

### One-and-a-half Year Schedule

	Option 1	Option 2
<b>Semester 1</b>	12 core credits + 5 elective credits	12 core credits + 6 elective credits
<b>Winter Break</b>	Thesis Preparation	Thesis Preparation
<b>Semester 2</b>	12 core credits + 5 elective credits	12 core credits + X* elective credits
<b>Summer Break</b>	Thesis Preparation	Thesis Preparation
<b>Semester 3</b>	5 elective credits	(9-X*) elective credits (studied in exchange or GMBA or CoM)
<b>Winter Break</b>	Master Thesis Completion	Master Thesis Completion

- Highly recommended  $X^* \geq 2$
- Students may transfer up to 7 credits for elective courses, and only master-level management-related courses are transferable. Credit transfers and the number of applicable credits are only applicable to new students or students who join the exchange program and it is subject to the discretion of the GMBA Committee.

### Academic Ethic Course

According to the regulations of National Taiwan University, graduate students admitted from the academic year 2018-2019 & onwards are required to complete and pass six hours of academic ethics courses. Online academic ethic courses are available here: <https://ethics.moe.edu.tw/>. After you complete the courses and pass the final exam, the certificate of completion can be downloaded from noon onwards on the very next day. Please show the certificate for the graduation application.

[Online Ethics Course Guideline](#)

## Course Selection Important Dates for 2025 Fall

The official course schedule ([online course information](#)) will be announced on 1<sup>st</sup> Aug., 2025.

The course pre-registration (<https://if192.aca.ntu.edu.tw/index.php?lang=en>):

- Stage I : Aug. 18 (Monday) to Aug. 20 (Wednesday), 9:00-next day 3:00 daily
- Stage II: Aug. 25 (Monday) to Aug. 26 (Tuesday), 9:00-next day 3:00 daily

Course add/drop: September 1 to September 13/ September 1 to September 15.

Details please check the official link:

<https://if192.aca.ntu.edu.tw/index.php>

## General Chinese Courses for International Graduate Students

International master's degree students are allowed to enroll in General Chinese Courses at the start of their first semester and these courses are taken consecutively for up to two semesters. There are no additional tuition fees for the Chinese Course if the student is enrolled as an international student. There may be, however, the cost of textbooks and other course materials.

The credits from the General Chinese Courses are considered as the student's overall GPA, but are excluded from the calculation of the graduation credit requirements.

	General Chinese	Enhancing Chinese	Applied Chinese
<b>Credits</b>	3	1	2
<b>Levels</b>	Elementary Levels 1-2 Intermediate Levels 1-2 Advanced Level 1-3	Elementary Intermediate High-intermediate	Advanced
<b>Contact Hours</b>	6 hours per week	4 hours per week	Varies
<b>Class Time</b>	Mon, Wed, Fri, 08:10-10:00 Mon, Wed, 18:25-21:05 Tue, Thu, 18:25-21:05	Tue, Thu, 08:10-10:00	For more info, visit <a href="#">NTU Online Course Information</a>

**Announcement for course registration and placement test:**

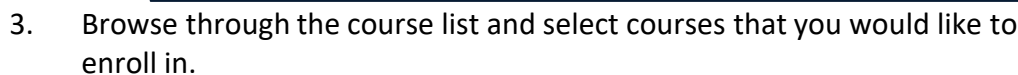
<https://oia.ntu.edu.tw/en/current-students/mandarin-for-international-students-o4jx/general-and-enhancing-chinese-sys9>



1. Find the courses you would like to enroll in.

<http://nol2.aca.ntu.edu.tw/nol/guest/index.php>

For English-taught courses, click on the “Courses Conducted in English” section.



- Please take note of the **Serial Number** for each course.
- The class time for NTU courses are listed as study blocks, please see the chart below (e.g., Wed234 = the class will be held on Wednesdays from 9:10~12:10)

- Selection method:

“2” Should an authorization code from the course instructor be needed, acquire it from the instructor before you add it to your selection.

**“3”**If there is a limitation on the number of people allowed for the course, please add your selection online and wait for allocation.

Block	Class Time	Block	Class Time	Block	Class Time
0	7:10-8:00	5	12:20-13:10	10	17:30-18:20
1	8:10-9:00	6	13:20-14:10	A	18:25-19:15
2	9:10-10:00	7	14:20-15:10	B	19:20-20:10
3	10:20-11:10	8	15:30-16:20	C	20:15-21:05
4	11:20-12:10	9	16:30-17:20	D	21:10-22:00

**Note: GMBA evening class(ABC) is 19:00-21:45.**

- To start registering for courses, please go to  
<https://my.ntu.edu.tw/Default.aspx?lang=eng>

There are 2 Online Course Selection Systems to balance the loading process; systems 1 and 2 are equivalent.

→ Click on the “Online Course Selection System 1”



- Click on the “preliminary course selection stage 1” section to enter
- Login with your Student ID and Password.
  - Account name = Your NTU student no.
  - For students with a R.O.C identification no., your default password = First alphabet of your ID + the last 4 digits of your ID no. e.g. If your ID No. = A123456789 password = a6789
  - For students without a R.O.C identification no., your default password = a + month and day of your birthday. e.g. if your birthday = 1 September password = a0901

7. Select Register, key in the course serial number and priority, and then press “Confirm”

8. Please log in to the registration system again after the stage 1 preliminary course selection period to ensure all courses selected have been successfully added.

**Note:**

- There are 3 stages to the NTU course selection, 1st stage online course selection, 2nd stage online course selection, and the last stage online add/drop period.
- It is very important that students log into the system during the confirmation period of each stage to ensure all courses selected have been successfully added.
- If course selection is unsuccessful during the 1st and 2nd stages of online course selections, you are advised to attend classes in the first week of class and add the courses during the online add/drop period.
- "Selection Method" is only for the course add/drop period (the last stage).

**Online Add/Drop Categories**

\*How to Add this Course (The number in the column of "Selection Method" indicates how you can add the course during the course add/drop period.)

'1' -- There is no upper limit on the number of students in the course. You are free to add the course online. Therefore, you can add your selection directly online.

'2' - The Instructor's authorization is required in order to add the course. Therefore, you are required to obtain an authorization code from the course instructor before adding this subject to the selection.

'3' - The waiting list will be taken until further notice.

If there is a limitation on the number of people allowed for the course, please add your selection online and wait for allocation.

## Course Withdrawal

For course withdrawal, students should apply online and print the application form with approval from the department head and submit the form to the Office of Academic Affairs before the deadline.

The online webpage can be found at <https://my.ntu.edu.tw>



- Application Period: Refer to the school calendar or date provided in the system.
- The withdrawn course(s) will still be shown on the applicants' official transcripts and will be marked as 'WITHHOLD'. Credits for withdrawn course(s) will not be included in the total credits of the semester.
- Applicants should pay full credit fees whether or not any course(s) is/are withdrawn. Those who have paid the credit fees but later withdraw a course(s) will not receive any refund; those who have not paid for the credit fees should still make full payment for the credit fees from the withdrawn course(s).
- Applicants should make up the credit fees without objection even if a course withdrawal is applied before the payment.
- Applicants may withdraw one course per semester only.
- Not less than one subject (including thesis) should be registered after withdrawal.

## How to Apply for a Leave of Absence

Please follow the instructions below to apply for a leave of absence:

### 1. Leave of Absence Application Form (Required)

● If your leave is within four semesters, you may complete the form online via myNTU and print it

NTU Life Information >

- Career Center One-on-One Consultation Appointment System
- Student Leave (student)
- Refund System of Tuition and Miscellaneous Fees
- Request for Leave of Absence(Chinese ver.)

休學申請表

1. 編輯「休學申請資料」及「退費申請資料」 2. 按「確定申請」 3. 列印「休學申請書」及申請「地圖書館還書」

處理申請： 1 1 1

本階段校理期間：

休學申請資料：

\*學號： NTU ID  
\*就讀系所組別： 企管碩士專班  
休學原因： 請選擇 Reason of taking leave of absence (it's in Chinese)  
休學學期數： 請選擇 Numbers of semesters  
\*辦理日期： Date of application  
\*電話： Contact phone number  
\*email：   
\*姓名： Name  
\*年級： Year of study  
是否為續休： ☐ You have applied leave of absence last semester and will continue it in this semester  
☐ You have not applied leave of absence last semester and will continue it in this semester  
行動電話： Mobile number  
\*地址： Contact address

- If your leave **exceeds four semesters**, . Please download the form at NTU OAA website(<https://www.aca.ntu.edu.tw/w/acaEN/FormsSet?subMenuId=21072012400919484&index=2>) and fill it out.

	About Us	Current Student	Faculty	Staff	Alumni	Visitor	FAQ
28	NATIONAL TAIWAN UNIVERSITY SYSTEM Inter-University Graduate Program Application Form					DOC	ODT PDF
29	Application for Replacement of Diploma					DOC	ODT PDF
▶ 30	Application for Leave of Absence					DOC	ODT PDF

### 2. Application Form for Graduate Students

- **Required only** if your leave exceeds four semesters. Please download the form at NTU OAA website(<https://www.aca.ntu.edu.tw/w/acaEN/FormsSet?subMenuId=21072012400919484&index=2>) and fill it out.

Secretariat			Undergraduate Academic Affairs Division		Curriculum Division		Graduate Academic Affairs Division	
Student Status and Enrollment Section			Grades Section					
NO.	Title						File	
▶ 41	Application Form(For Graduate Students)						DOC	ODT PDF

### 3. Leaving NTU Declaration Form

- **Required only** for international students. Please download and complete the form from the NTU OIA website: <https://iss.ntu.edu.tw/academics/leaving-ntu/>



## How to Apply for a Leave of Absence

### Advisor's Signature

- If you have a thesis advisor, please obtain their signature (physical or electronic) in the **"Thesis Advisor/Instructor Signature"** field on **Forms 1 and 2** before submission.
- If you do not yet have a thesis advisor, you may leave the signature field blank and submit the documents directly to the GMBA Office.

Form 1 - Leave of Absence Application Form

Please read the instructions before completing the following procedures.		
會簽程序【申請休學者請參閱本表說明並依序前往辦理休學離校手續】		
(1) 導師簽章 Thesis Instructor Signature	(2) 系所辦公室蓋章 Stamp of the Graduate Institute	(3) 系主任(所長)簽章 Signature of the Director of the Graduate Institute
↵ ↵ ↵	↵	↵

Form 2 - Application Form for Graduate Students

會簽意見欄 To be Completed by Course Instructor and Director of your Major Department			
指導教師簽名 Thesis Advisor Signature	↵	就讀系所所長簽名 Signature of the Director of your Major Department	↵

### Important Notice

- Email your leave of absence application documents to the GMBA Office ([ntugmba@ntu.edu.tw](mailto:ntugmba@ntu.edu.tw)) **at least ONE Week before** the university deadline to ensure timely processing.
- If you complete your leave of absence application before the first day of classes (i.e., by the last working day before the semester begins), you do not need to pay tuition and fees.
- If you apply after classes begin, you must first pay tuition and fees. Refunds will be issued based on the university's refund policy, as stated in the NTU academic calendar, once your leave of absence is approved.
- For more information, please contact Graduates Academic Affairs Division, Office of Academic Affairs at +886 2 3366 2388 ext 402 – 418.

### References

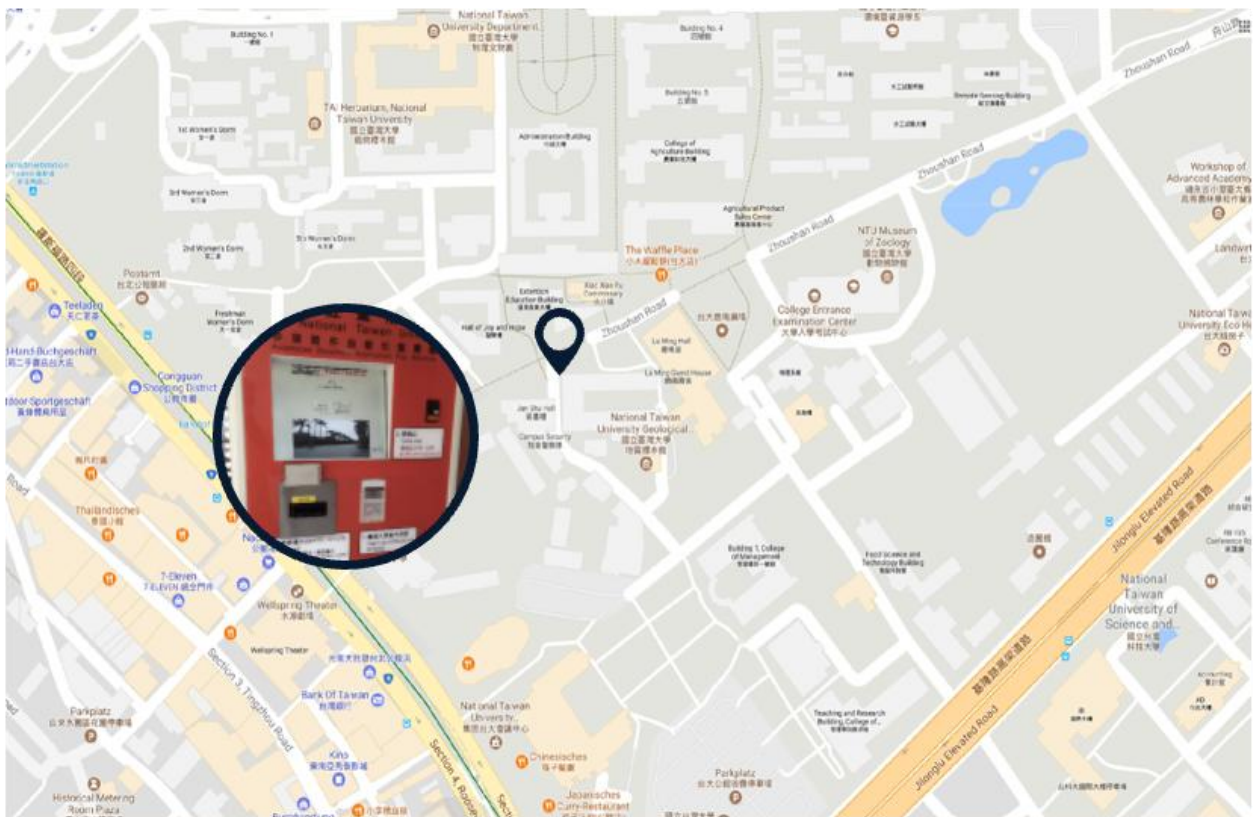
- Leave of Absence Procedure** - Office of International Affairs (NTU OIA):  
<https://isss.ntu.edu.tw/academics/leaving-ntu/>
- Policy on Leave of Absence from Graduate Studies** - Office of Academic Affairs (NTU OAA):  
[https://www.aca.ntu.edu.tw/w/acaEN/GAADService\\_21080410181832333](https://www.aca.ntu.edu.tw/w/acaEN/GAADService_21080410181832333)
- National Taiwan University Academic Regulations** (國立臺灣大學學則):  
<https://www.aca.ntu.edu.tw/w/acaEN/FormsSet?subMenuId=21072012400919484&index=2>



## Application for Official Documentations

For application of official documents such as official transcript, proof of enrollment, etc, students can either:

- Apply via the Automated Document Application Pay Machine located on 1<sup>st</sup> floor of the Administration Building 1. The instructions are both in English and Chinese. Log in with your student ID and password. There are three methods of payment ie EasyCard, bills, and coins; or
- Apply in person at Room 210 of Administration Building 1. The location of the Automatic Documentation Application Pay Machine is as follows:



### Administration Building I

Google Maps Location Link:

<https://goo.gl/maps/YQNDfEUGayK2>

GPS: 25.015811, 121.536692



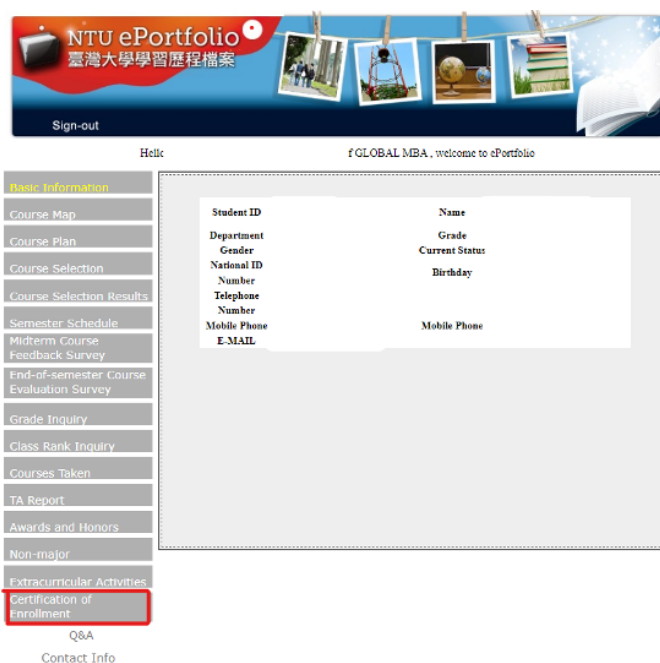
## Application & Downloading Certificate of Enrollment

Note: During Winter or Summer Vacation, students would not be able to download the Certificate of Enrollment on NTU ePortfolio. Please contact Office of Academic Affairs (Graduate Division for graduate students for application and downloading of Certification of Enrollment.

1) Go to website: <https://if163.aca.ntu.edu.tw/eportfolio/defaulteng.asp> and sign in:




2) Click on “Certificate of Enrollment” at the side bar.




## Application & Downloading Certificate of Enrollment

3) Enter your English name (as shown on the student ID card) in the online form.



National Taiwan University


Online System for the Certification of Enrollment



Welcome to use the Online System for the Certification of Enrollment

English name :

**The Certification of Enrollment is a PDF file. Please install ADOBE READER before you open the file.**


**If you have not installed it, click the icon on the right to download it.** 

If you have any questions, please contact:

Undergraduate Academic Affairs Division:  
Tel: 02-33662388#202~230

Graduate Academic Affairs Division:  
Tel: 02-33662388#403~412

Branch Office of Academic Affairs in the College of Medicine:  
Tel: 02-33662388#403~412



國立臺灣大學教務處  
National Taiwan University  
Office of Academic Affairs

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10617 臺北市羅斯福路四段一號 No. 1, Sec. 4, Roosevelt Road, Taipei, 10617 Taiwan(R.O.C)  
電話總機 ( phone ) : +886-2-3366-2388

## Application & Downloading Certificate of Enrollment

- Sample: Certificate of Enrollment printed from NTU e-portfolio

國立臺灣大學 113 學年度第2學期在學證明

National Taiwan University  
Certification of Enrollment  
Spring Semester 2025

2025/7/1

學號 Student ID Number	[REDACTED]
系所組 Major	電信工程學研究所 Graduate Institute of Communication Engineering
姓名 Name	[REDACTED]
年級 Year	1
學制 Program	碩士班 Master's Program
出生年月日 Date of Birth	[REDACTED]
身分證字號 ID Number	[REDACTED]





## Downloading Up-to-date GPA

- 1) Go to the website and sign in  
<https://if163.aca.ntu.edu.tw/eportfolio/>

**NTU ePortfolio**  
臺灣大學學習歷程檔案

**Sign-in**   Q&A   Manual   Contact Us   Chinese

*Experiences + Personalization + Opportunities = My ePo*

**NTU ePortfolio (ePo) offers the best way to record your college life by following means:**

- Combining all your official records at NTU, including grades, attendance record, semester schedule, etc.
- Simple to create and edit
- Demonstrating in the form of personalized web page, easy to show and share with friends
- Can be transformed into CV format and be printed out, helpful in pursuit of a job or higher education

**Have a go now!**

**News** [more...](#)

- 2017/12/22 [Online Course Questionnaire System, Spring Semester, Academic Year 2017-2018 \(2017/12/22 ~ 2018/01/04\)](#)
- 2017/06/02 [Online Course Questionnaire System, Spring Semester, Academic Year 2016-2017 \(2017/06/02 ~ 2017/06/15\)](#)
- 2017/02/20 [Office of Academic Affairs releases Student e-Portfolio Version 2.0 \(ePo 2.0\)](#)
- 2017/01/05 [Online Course Questionnaire System, Fall Semester, Academic Year 2016-2017 \(2016/12/23 ~ 2017/1/5\)](#)
- 2016/06/14 [Online Course Questionnaire System, Spring Semester, Academic Year 2016](#)

- 2) Click “Grade Inquiry” at the sidebar.

**Basic Information**

Student ID: \_\_\_\_\_ Name: \_\_\_\_\_

Department: \_\_\_\_\_ Grade: \_\_\_\_\_

Gender: \_\_\_\_\_ Current Status: Enroll

National ID Number: \_\_\_\_\_ Birthday: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**Grade Inquiry**

This inquiry result of grade is only for reference, it cannot be used as an official certificate.

The actual class rank must base on the data in the Office of Academic Affairs.

\*After approved at the second academic affairs meeting of second semester of academic year 2010-11, the letter grades are used in transcripts of semester/over the years from the academic year 2011-12. Letter grades will not be transferred to numerical grades any more.

This is your grade for 107-2 academic year:

The grade inquiry system will be available on June 24 at 15:00 for students who filled out the course evaluation form and will be available on June 27 at 10:00 AM for all students.

Semester	Course No.	Serial number	Class	Credits	Course Title	Grade	Remarks
1072							
1072							
1072							
1072							
1072							
1072							

Actual earned credits is: 18

The Letter Grades average is: 4.00

## Downloading Transcript of Academic Records

Students can either download the Official Result Transcript via:

1) Go to the website [Online Transcript Order System

[https://reg71.aca.ntu.edu.tw/transcript\\_eng/index.php/user/login](https://reg71.aca.ntu.edu.tw/transcript_eng/index.php/user/login).

Log in to order the official result transcript by using a credit card payment method; or

2) Go to the kiosk in front of the Office of Academic Affairs to print out the hard copy.



### National Taiwan University Online Transcript Order System

#### Sign In

04/25 18:00 ~ 04/26 10:00暫停本校網路成績單之申請及處理作業，不便之處尚請見諒。

Notice from the Post Office: Owing to the impact of COVID-19, the Post Office will stop sending mail to more than 100 countries (The countries may be updated at any time). Please go to the website, <https://www.post.gov.tw/post/internet/index.jsp> → English → News Center → Postal News, to make sure that the postal service is available for your destination. There will be no refund after the application is submitted. We apologize for any inconvenience this may cause.

Notice from the Post Office: Owing to the impact of COVID-19, mails sent to many provinces in Mainland China will be suspended from now on. Please go to the website, <https://www.post.gov.tw/post/internet/index.jsp> → English → News Center → Postal News, to make sure that the postal service is available for your destination. There will be no refund after the application is submitted. We apologize for any inconvenience this may cause.

Notice from the post office: Owing to the impact of COVID-19, the number of flights to the United States is decreasing. Therefore, the delivery time cannot be determined in the future. If it is urgent, it is recommended to go to the office of Academic Affairs to apply for documents and send the documents by other means, such as DHL and FedEx. We apologize for any inconvenience this may cause.

☒ Student ID number

☐ Chinese name

ID number

Date of birth

(Format: If your birthday is "February 6th of 1979", please fill in 19790206)

Service options ☒ Apply ☐ Track and Verify(paper) ☐ Track and Verify(electronical)

For those students who are still in school or graduated within last 5 years, please inquire your grades at [\[Grade Inquiry System\]](#)



## Downloading Transcript of Academic Records

- 1) Go to myNTU  
<https://my.ntu.edu.tw/Default.aspx?lang=eng&block>
- 2) Click on "Grade Inquiries"



- 3) Sign in



- 4) Click to download



## GMBA Freshman Credit Transfer Application Regulations

### A. Freshman Credit Transfer Application

Please check the designated time on the application system, and apply credit transfer via [http://curri.aca.ntu.edu.tw/aca\\_doc/waive\\_English.asp](http://curri.aca.ntu.edu.tw/aca_doc/waive_English.asp)

After online application, please send the following documents to GMBA Office. GMBA Office will review and notify the result of the application once it is completed.

1. Original transcripts
2. Course syllabus (with notation that the course is graduate-level)

### B. Notices for Credit Transfer for GMBA

1. GMBA core courses cannot be exempted.
2. For elective courses, the maximum of transferred credits is **7 credits**.
3. The academic record must be acquired within 10 years and the score must be over B (70 out of 100), according to the National Taiwan University Graduate Students Passing criteria. Alternatively, students can furnish supporting document(s) to prove the achievement in accordance with the passing criteria.
4. The approved application would transfer the credits to GMBA graduation credits, however, the credit fee is not deductible.
5. The designated time for credit transfer application is before mid-Aug., please check the exact date on the online application system and submit the application together with the required documents before the deadline.
6. Only the Chinese version is available on the online application system, therefore, international students may submit their applications by filling out the **Application form of Credit Transfer for Graduate Students** 國立臺灣大學研究生抵免學分申請書 which can be downloaded via [https://gmba.ntu.edu.tw/en/academics/document\\_downloads](https://gmba.ntu.edu.tw/en/academics/document_downloads).
7. For credit transfer applicants in the dual degree program, please follow the provisions between the two universities.
8. Please follow the school's relevant regulations for details not mentioned above.

## GMBA Exchanged Students Credit Transfer Application Regulations

### A. Preparation Before Going Exchange

1. Please complete the **Exchange Student Courses and Credits Transfers Application Form**國立臺灣大學學生擬赴國外交換研修課程及學分行前申請表 in the prior semester before going abroad, and provide the course syllabus (with notation that the course is graduate-level) to the GMBA office for approval. Please visit GMBA Website to download the form : [https://gmba.ntu.edu.tw/en/academics/document\\_downloads](https://gmba.ntu.edu.tw/en/academics/document_downloads)
2. Credits can be transferred is converted based on total number of actual lecture hours. (Weekly hours \* total lecture weeks, according to the course syllabus.) **18 actual lecture hours could be converted to 1 credit.** For example, a 3 credits course in 12 weeks could be transferred as  $3 \times 12 / 18 = 2$  credits in NTU. The number of lecture weeks in European university ranges from 13-16 weeks, which is shorter than NTU (18 weeks), normally the credits would not be transferred equally. For example, 2 credits from ECTS are transferred 1 credit in NTU, while credits from Peking University could be transferred equally.
3. After returning from the exchange, students are requested to fill in the academic performance on "myNTU" → "交換生國外成績登錄"(Academic Performance Entry for Exchange Students) for Office of Academic Affairs to has a record to check, regardless of application for credit transfer or score recording.

### B. Notices for Credit Transfer for GMBA Exchange Students

1. GMBA core courses cannot be exempted.
2. For elective courses, maximum of transferred credits is 7 credits.
3. The academic record must be acquired within 10 years and the score must be over B (70 out of 100), according to National Taiwan University Graduate Students Passing criteria. Or provide a supporting document to prove the achievement in accordance with the passing criteria.
4. The approved application would transfer the credits to GMBA graduation credits, yet the credit fee is not deductible.
5. Only Chinese version available for "交換生國外成績登錄"(Academic Performance Entry for Exchange Students), international students may find GMBA office for assistance.
6. For other unmentioned details, please follow school's relevant regulations.

## Tuition Fee Payment

The payment for each semester is separated into two parts:

1. The tuition and miscellaneous fees (NT\$31,500/Semester)
2. The credit fee (NT\$12,000/Credit)

The tuition and miscellaneous fees are fixed amounts to be paid at the beginning of the semester. Meanwhile, the credit fee is based on the number of credits for which the student is registered and is to be paid about a month after the semester begins. A letter of notification will be sent to the students' NTU mail regarding the payment schedule.

The copies of the billing statements can be found in the following:

<https://mis.cc.ntu.edu.tw/reg/default.asp>

There are various methods of tuition payment:

- Cash: the student needs to have a copy of the billing statement. For amounts equal or less than NT\$60,000, the fees may be paid at any convenience store. For amounts more than NT\$60,001, cash payments must be made at any post office branch.
- Direct deposit: Deposit your tuition payment with your tuition invoice at any counter at any branch of the Chinatrust Commercial Bank or post office (Processing fee will be paid by Chinatrust Commercial Bank).
- ATM transfer: Make a money transfer with your ATM card with the post office or any financial institution. A small amount of transfer fee may be applicable. Please refer to the instructions on the invoice for more information.
- Internet money transfer: To make money transfers over the Internet, please apply for this service with your financial institution and you will be informed about procedures by your bank.
- Telephone money transfer: If you have an account with Chinatrust Commercial Bank (and have applied for telephone money transfer service), you may make money transfers via telephone 24-7. Call the service hotline nearest you (Taipei Area, Chungli Area, Taichung Area, Tainan Area, Kaohsiung Area) and follow the instructions over the telephone (P.S. When asked to enter the recipient's account number, please enter the number printed on your tuition invoice).
- Inter-bank Remittance: You can make your tuition payments via inter-bank remittance at all financial institutions across the island (remittance fee: NT\$30~NT\$100)
  1. Fill out the inter-bank remittance form.
  2. Fill in Chinatrust Commercial Bank Chengdong Branch as your recipient bank.
  3. Fill in the account number on your invoice as the Recipient Account Number.
  4. Fill in National Taiwan University as the Recipient's Name.

## VISA Application

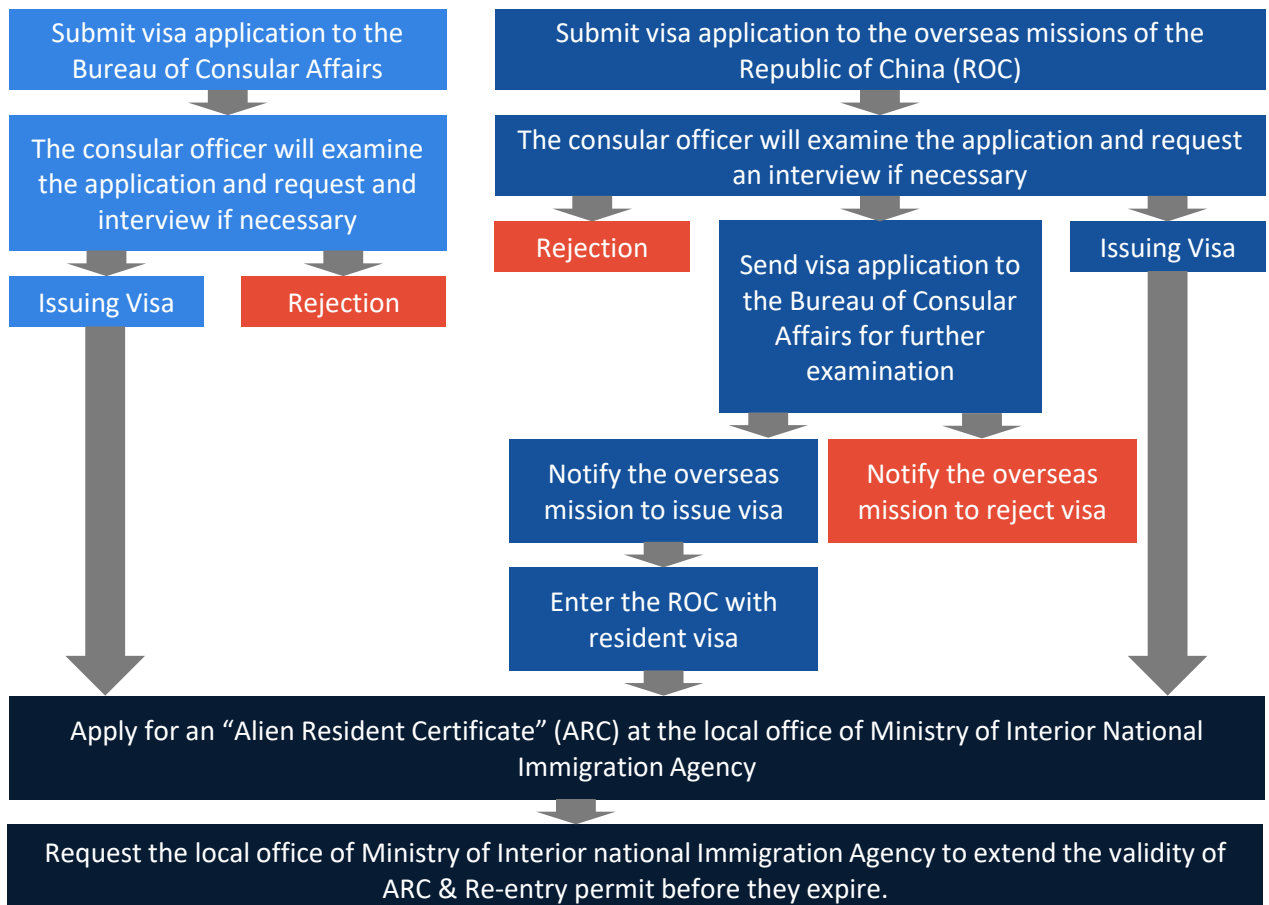
The following information is applicable to international students only; if students have questions related to this section in general, please contact the Office of International Affairs at (02) 3366 2007 or refer to <https://iss.ntu.edu.tw/campus-life/visa-arc/>.

### Resident Visa

Resident Visa holders (or ones who obtained Resident Visa within ROC by visa change) are required to apply for the Alien Resident Certificate (ARC) and Re-entry Permit at their local office of the Ministry of Interior National Immigration Agency within 30 days after their arrival.

### Required Documents

- Visa Application form
- Two 2-inch photos taken in the last six months (on the application form)
- Original passport with at least six months of validity and a photocopy of passport
- Original Admissions Notice to NTU and one photocopy of it
- Health Certificate, if applicable.
- Supporting documents or official letters of approval from a competent authority of the ROC; and other relevant documents.



## ARC Application or Renewal

For international students, the ARC serves as their temporary ID card which can prove their resident status in Taiwan. It is a very important document and international students are advised to take good care of it and pay attention to its expiration date.

For more details, please refer to: [Home > Campus Life > Visa/ARC](#).

Moreover, regardless whether international students have entered Taiwan with Resident Visa or obtained Resident Visa through visa change within Taiwan, please remember to apply for the ARC and Re-entry Permit at the local office of Ministry of Interior National Immigration Agency on the next day upon arrival or within 30 days of the issue of their resident visa.

**You have to apply for the ARC within 30 days after your arrival at Taiwan! The renewal of the ARC has to be done within 1 month before the expiry date.**

### ✂Online Application System

#### [Online Application System](#)

The National Immigration Agency (NIA) encourages foreign students to utilize the “Students Online Application System” website which allows foreign students to access various administrative applications including applying for an ARC.

If students have questions about using the “Students Online Application System” (<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>), contact the NIA service center (+886-800-024-111 or 02-2796-7162).

Detailed contact information can be found on the NIA website (<https://www.immigration.gov.tw/5475/5478/141386/127061/127076/>)

### Introduction

In order to allow foreign and overseas Chinese students to attend college and above in Taiwan, the students shall apply for a resident visa at an overseas Taiwan embassy before applying through the online registration and certification system for a resident visa at the National Immigration Agency of the Ministry of the Interior after arriving in Taiwan.

### Qualification

Any student with foreign nationality but not yet approved for naturalization in Taiwan may hold an admission permit/notice or certificate of enrollment and registration to fill out an application.



## ARC Application or Renewal

### Application

1. Foreign and overseas Chinese students who wish to attend school in Taiwan can apply through the online registration and certification system with an admission permit/notice or certificate of enrollment and registration provided by the attending school within 30 days after arriving in Taiwan.
2. After acquiring a residence permit upon arriving in Taiwan and getting enrolled, the foreign and overseas Chinese students who need to extend their stay in Taiwan due to academic requirements shall apply for a residence permit renewal online within 30 days before the residence permit expires.
3. After acquiring a residence permit upon arriving in Taiwan and getting enrolled, the foreign and overseas Chinese students who need to change their residence permit content shall apply for a residence permit alteration online.

### Inquiry

#### 1. Inquiry for Application Progress

After filling out and submitting the online application form, the foreign and overseas Chinese students may receive a set of confirmation numbers composed of 12-digit numbers. By gaining access to "application progress inquiry" under "progress inquiry", the students may key-in the conditions for inquiry so that the system will generate the relevant information automatically for the applicant to keep track of the progress.

#### 2. Inquiry for Priority

After filling out and submitting out the online application form, the foreign and overseas Chinese students may receive a set of confirmation numbers composed of 12-digit numbers. By gaining access to the "priority" section, the students may select from a wide range of services provided by the system to keep track of the progress.

### Online Payment

After the online application is reviewed and approved by the National Immigration Agency, please make your payment for the residence permit within 5 working days, with application content and price listed below:

1. Fee for of a one-year residence permit for foreign students: NT\$1,000.
2. Fee for of a two-year residence permit for foreign students: NT\$2,000. However, foreign students can only apply for 1 year residency, except scholarship students who have a certification of scholarship issued by the Ministry of Education, the Ministry of Foreign Affairs or other agencies.
3. Fee for of a three-year residence permit for foreign students: NT\$3,000. However, foreign students can only apply for 1 year residency, except scholarship students who have a certification of scholarship issued by the Ministry of Education, the Ministry of Foreign Affairs or other agencies.
4. Fee for for alteration or re-issuance of residence permit: NT\$500.

## ARC Application or Renewal

The system provides multi-payment options such as "international credit card", "ATM online", "virtual account payment", "e-government payment platform", and "payment at the four major convenience stores in Taiwan". Regarding the payment option of "International Credit Card", this platform does not support China UnionPay and American Express, and only JCB, VISA and MasterCard credit cards are used for online payment. After the payment is completed, no refund will be made.

Please be informed that the payment made at convenience stores takes 2 to 3 business days to be completed (including receipt of payment).

### E-residence Permit and Receipt Download

After the application is reviewed and approved by the National Immigration Agency and after the payment is made, foreign and overseas Chinese students who file the application will receive an email automatically sent by the system informing them that the e-residence permit and receipt are ready for download. By logging in the system, the foreign and overseas Chinese students are able to download their e-residence permits and receipts from "e-residence permit download" and "receipt download" in the "download section". Take the e-receipt to the service station in exchange for the IC card as a residence permit.

### Reference

1. [System User Guide](#)
2. [Application Information and Forms](#)

## ARC Application or Renewal

### Notes for First-time Application

1. Resident Visa holders (or ones who obtained Resident Visa within ROC by visa change) are required to apply for the Alien Resident Certificate and Re-entry Permit at the local office of the Ministry of Interior National Immigration Agency on the next day upon arrival or within 30 days of the issue of your resident visa.
2. If Alien Resident Certificate holders need to leave and Re-enter ROC within the valid period of their ARC, they should apply for re-entry permits while applying for ARC.

### Notes for ARC Extension

1. ARC application processing time: 10 working days (ARC can be picked up with the application fee receipt)
1. For overstaying foreigners who did not apply for ARC extension, their residence will be ceased by the authorized agency, and they may be expelled from Taiwan.
1. If you change your residence address or employer, you have to register the change with related documents at the service center of National Immigration Agency in your local residence within 15 days.
1. If you will continue your enrollment at NTU, you shall apply for an extension within 30 days before your period of residency expire.
1. Graduates seeking employment in Taiwan are required to provide a graduation certificate to extend their period of stay. The maximum extension is six months, starting from the month of graduation. If students have postponed their graduation, they are required to provide documentation to keep or extend their ARC. Students will be granted a maximum extension of one year, according to their academic situation.
1. Overstay:  
Overstay within 30 days (30th day excluded) but still enrolled: pay the fine and the application fee for the ARC extension  
  
Overstay more than 30 days (30th day included) and still enrolled: pay the fine and leave the country in 7 days to apply for a new visa to re-enter Taiwan
  - a) Overstay fine:
  - b) 1-10 days: NTD\$2,000
  - c) 11-30 days: NTD\$4,000
  - d) 31-60 days: NTD\$6,000
  - e) 61-90 days: NTD\$8,000
  - f) over 91 days: NTD\$10,000

## ARC Application or Renewal

7. If you plan to leave Taiwan during the enrollment period, please make sure before your departure that your ARC will still be valid when you return to Taiwan. If necessary, please renew your ARC at the service center of National Immigration Agency in your local residence.
8. If you apply to leave the school (suspension, withdrawal, and graduation), your ARC with the purpose of study will become invalid after you complete the related school-leaving procedure. You shall return the ARC to the service center of National Immigration Agency in your local residence and leave Taiwan within the prescribed period. If you would like to return to NTU after the suspension is over, you will need to re-apply a new visa to enter Taiwan.

For more details, please contact the National Immigration Agency

Website: <https://www.immigration.gov.tw/5475>

Address: No.15, Guangzhou St., Zhongzheng District, Taipei City

Business Hours: Taipei Office: Monday to Friday 8:00 – 17:00

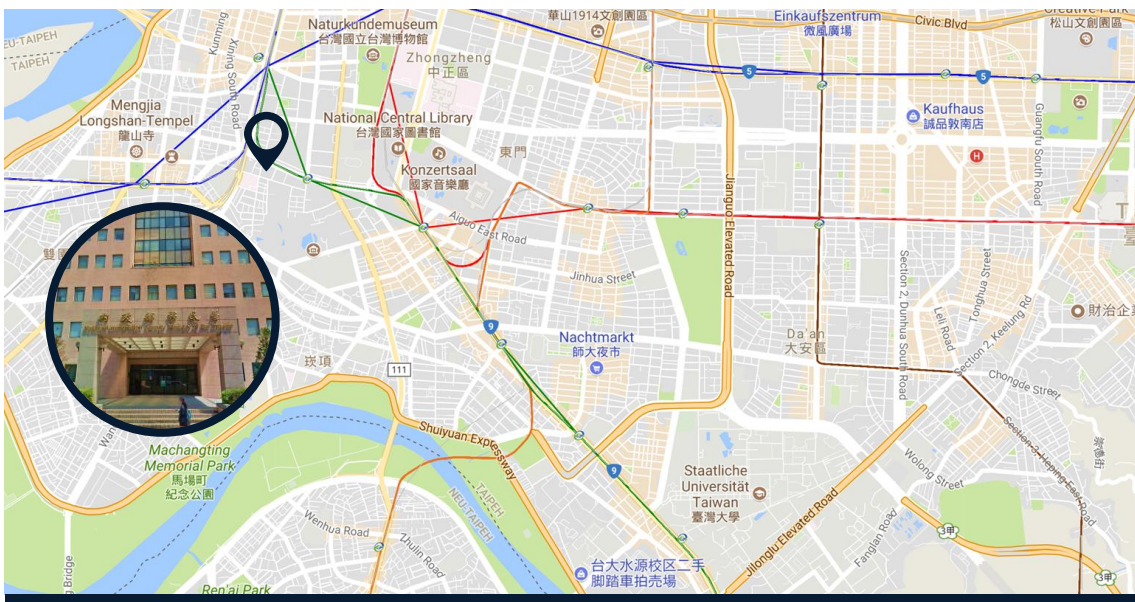
Other Branch Office: Monday to Friday 8:00 – 17:00

Tel: Main Line: (02)2388-9393

Automatic Answering Line: (02)2370-2797

Manual Answering Line: (02)2389-9983; 0800-024-111 (English, Japanese, and

Mandarin services available)E-mail: [boi@immigration.gov.tw3](mailto:boi@immigration.gov.tw3)



### Immigration Agency

Google Maps Location Link:

<https://goo.gl/maps/yrFgWJ9VX142>

GPS: 25.035980, 121.508051

## Work Permit

**Important reminder:** According to Taiwan regulations, work permits are required for every international student intending to work in Taiwan (either on campus or off campus). International students in Taiwan must obtain a valid work permit to work part-time or do internships, whether on or off campus. Working without a permit can result in fines ranging from NTD 30,000 to NTD 150,000 and immediate expulsion from Taiwan.

**Restrictions:** The maximum work hours are 20 hours per week, except during summer and winter vacation.

**Validity:** Maximum validity is one year.

### Other regulation:

1. According to the "Regulations on the Permission and Administration of the Employment of Foreign Workers," you can only apply for a student work permit if you are enrolled as a degree student in an university or have taken a one-year language course in Taiwan.
2. You can apply for a new work permit only if the original is lost.

### For the work permit application process:

<https://iss.ntu.edu.tw/work/work-permit/>

### For more information, please contact Workforce Development Agency:

Website: <https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>

Address: 10F, No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City

Phone: (02)8995-6000

Office Hours for Application Submission in Person: Monday to Friday, 8:30-17:30

E-mail: [wda@wda.gov.tw](mailto:wda@wda.gov.tw)

For the complete regulation, please refer to: Ministry of Labor [Employment Service Act](#)

The screenshot displays the NTU International Student Service website. The top navigation bar includes links for ABOUT, DEGREE/DUAL DEGREE, EXCHANGE / VISITING, VISITING RESEARCH, ACADEMICS, CAMPUS LIFE, WELLBEING, FINANCES, WORK, and INT ALUMNI. A red arrow points to the 'WORK' tab. Below the navigation bar, a banner reads: 'Find out how to get a work permit as an international student, ensuring compliance as you seek opportunities beyond the classroom'. The main content area is titled 'Work Permit' and lists several sections: 'Who Needs a Work Permit?', 'Work Hours Restrictions', 'Work Permit Validity', and 'Work Permit Application Process'. A red arrow points to the 'Work Permit Application Process' section. A dropdown menu on the right side of the page lists: 'Work Permit', 'Part-time/Internship', 'Work after Graduation', 'International Mentorship Program', 'Master Talk', and 'iNGO Academy'.



## Applying for Work Permit

### 2. Work Permit Application

#### 1) Online application website:

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>

Enter the website, and click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” button as following.



2) Enter your account information and sign in (if you don't have an account, please follow the next page to apply a new account.)



## Applying for Work Permit

•**Important reminder:** According to Taiwan regulations, work permits are required for every international student intending to work in Taiwan (either on campus or off campus). Students can start to work only after getting a work permit. If an international student works without a work permit, he/she may be fined for NT\$30,000 to NT\$150,000 and ordered to leave the country immediately!

1.Account Application (For first time applicants. If you already have an account, please sign in first and refer to [page 47](#) .)

1) Online application website:

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>

Enter the website, and click on the “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” button.



2) Click “Apply for an account”

3) Read the statement, and click “Apply”.

The screenshot shows the WDA website with the 'Apply' button highlighted in red. The website header includes the WDA logo and the text 'Workforce Development Agency (WDA)'. The main content area displays a table of announcements, with the 'Apply' button highlighted in red. The footer contains contact information and service hours.

4) Fill in the blanks; **fields marked with “\*” is required**. Please pay attention to the words in RED! After completing the form, click “confirm” to finish applying for an account.

The screenshot shows the 'Applying for a Student Account' form. Fields marked with asterisks (\*) are required. Red text provides additional instructions for certain fields. The form includes fields for account number, password, email, name, gender, nationality, passport number, UI number, school attended, and phone number. A red arrow points to the 'confirm' button at the bottom right.

外國留學生-碩士

foreign students - Master

外國留學生-博士

foreign students - Doctor

## Applying for Work Permit

5) Select “案件新增及管理”→ “260\_Student Application Management.”



勞動部勞動力發展署 外國專業人員工作許可申辦網  
Workforce Development Agency ET Work Permit

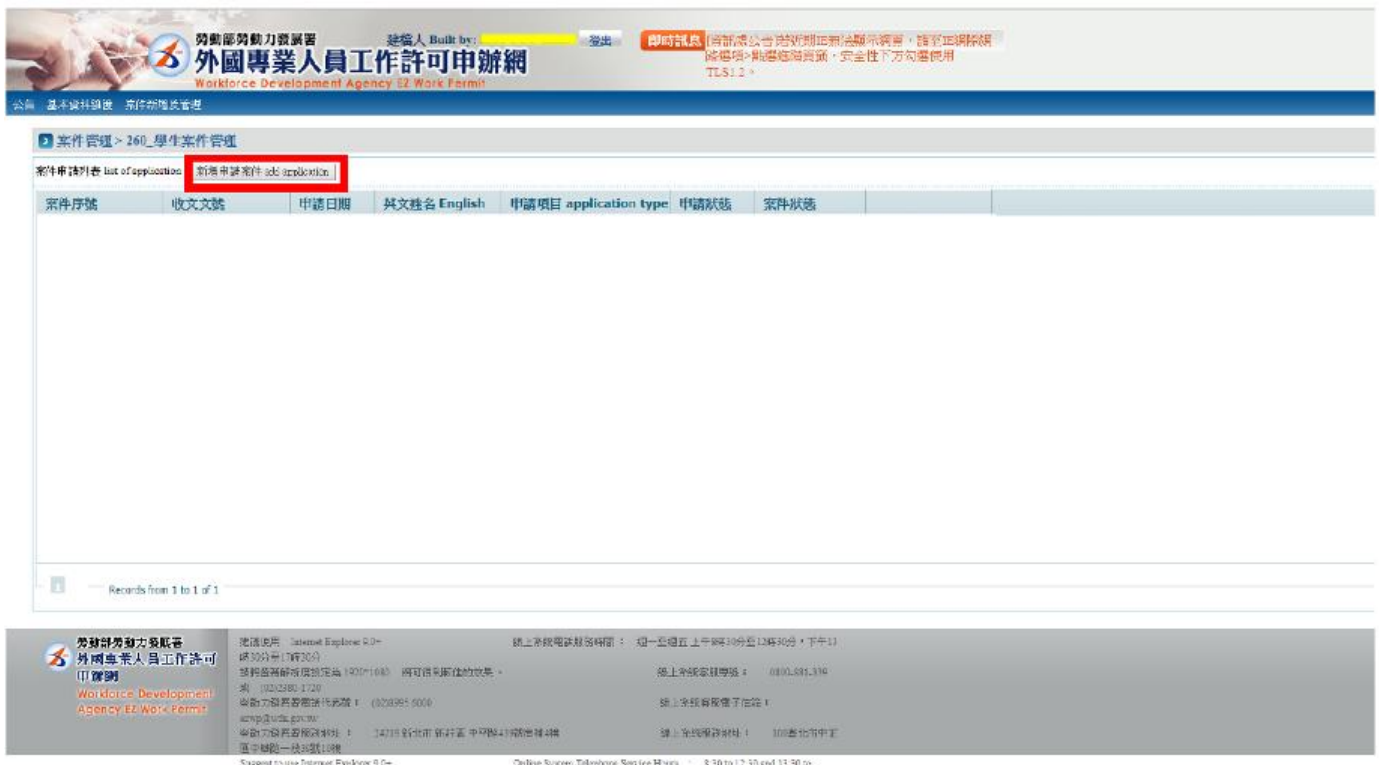
公告 基本資料維護 案件新增及管理

260\_Student Application Management\_260\_學生案件管理

系統公告/新聞	發佈日期 release	標題 title
系統公告system announcement	106-08-31	[資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。
系統公告system announcement	106-05-04	『外國專業人員工作許可資訊服務APP(手機)』將於106年6月1日起停止提供服務
系統公告system announcement	105-04-21	重要公告：『僱主申請聘雇第一類外國人其他應備文件』修正內容 Important Announcement: Content of the Amendment to "Other Documents r

Records from 1 to 9 of 9

6) Click “add application.”



勞動部勞動力發展署 外國專業人員工作許可申辦網  
Workforce Development Agency ET Work Permit

公告 基本資料維護 案件新增及管理

案件管理 > 260\_學生案件管理

新增申請案件 add application

案件序號	收文文號	申請日期	英文姓名 English	申請項目 application type	申請狀態	案件狀態
------	------	------	--------------	-----------------------	------	------

Records from 1 to 1 of 1

## International Students

Note: For “Faculty,” you must (1) use Chinese and (2) fill in the full title of your department, which can be found on your department website or your student ID card.

外國專業人員工作許可申辦網  
Worldwide Development Agency 87, West Palace  
服務處：海峽殖民地，華埠甘密街4號

**工作管理 - 大陆、学生工作管理**

---

**申請資料 information of application form**      **上傳檔案 upload file**

**重要注意事項 notice of document for application \*\***, 檔名請勿含保險公司英文 mark must not be empty

<b>申請類別 Categories of application : (Please check one)</b>		<b>申請類別 Type of application : (Please check one)</b>	
<input checked="" type="checkbox"/> 外國留學生 foreign students	<input type="checkbox"/> 工作許可 work permit		
<b>申請人姓名(中文) Name of applicant(Chinese)</b>	<input type="text"/>	<b>性別 Gender</b>	<input type="text"/>
<b>申請人姓名(英文) Name of applicant(English)</b>	<input type="text"/>	<b>國籍(地區) Nationality</b>	<input type="text"/>
<b>護照號碼 Passport number</b>	<input type="text"/>	<b>學歷證號-護照 AEC ID number</b>	<input type="text"/>
<b>出生年月日 Date of birth</b>	<input type="text"/>	<b>聯絡電話 Phone number</b>	<input type="text"/>
<b>就讀學校 School attended</b>	國立臺灣大學 National Taiwan University	<b>日夜班 Day/Night</b>	<input type="text"/>
<b>*系別 Faculty</b>	<input type="text"/>	<b>日夜校 Day School</b>	<input type="text"/>
<b>系分科 Specialty</b>	<input type="text"/>		
<b>*預計年級 Expected year</b>	<input type="text"/> 大學(四年制) 4-year university    1    年級/year    上學期 first semester    開始修業時間 expected study years		
<b>*學校地址及所在地 School Address :</b>	336    臺北市    大安區    羅斯福路+331號		
<b>*申請日期 Application time</b>	2017/11/15    傳真/Fax(MM/DD) 至 2018/11/15    傳真/Fax(MM/DD)		
<b>緊急聯絡人姓名 Emergency contact person Name:</b>	楊建    緊急聯絡人電話 Emergency contact person Tel: 0932333774		
<b>*是否親自收件 Please Check if pickup in person</b>	<input checked="" type="radio"/> NO <input type="radio"/> YES		
<b>為本人親到或委託代辦領取 (委託人簽名、印信、授權委託書等) Certificate Number of the Recipient (If the recipient is from the Republic of China, please fill out the person's personal ID number instead)</b>	<b>受領人姓名 Recipient Name :</b> <input type="text"/>		
<p>備註：</p> <p>可輸入500個字，最多可輸入10張圖，每張500個字可輸入。</p>			
<p>智測結果查詢：約在收到入學許可證後兩週內向申請書裏面下方指定之收信地址寄件，最少須攜帶智慧證照片。查詢對象： 1.本局核准在學的大陸生及僑務生；(臺北市民立高中部除外-由財研1科轉)、(台、港、澳)持短期回台簽證者及居留卡者，本局尚未辦理畢業。 To those who intend to collect the document in person, the designed pick-up person shall pick up the document at the Ministry's pick-up desk (10F., No.39, Sec. 2, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage) and attached with photographs of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail."</p>			
<p><b>智考費 examination fee/請費繳納使用：上傳完報上填妥後，需於規定期限前匯款至智考局。</b></p>			
<b>郵票金額 payment as post office</b>	第一-這筆由中央銀行不匯兌，需先扣除手續費及6%的金融人員，郵票戶名：財政部勞動動力發展署智考中心儲蓄戶    郵票帳號：19058848 Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor, Account number: 19058848		
<b>支票日期 remittance date</b>	<input type="text"/> 續輸入票號年月至月 10/16/18	<b>貼票地點 post office of remittance</b> <input type="text"/>	
<b>輸入郵票收據號碼 enter receipt number of postal remittance</b>	<input type="text"/> 續上筆    需於郵票收據背面填寫清楚，並請以正確方式匯款，才儘力避免錯誤 Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully to facilitate the operation!	<b>智考費金額 amount of examination fee</b> 100	
<p><b>保存暫存 save application</b>    <b>結束 close</b>    <b>選擇學校 submit to school for examination</b>    <b>列印申請單 print application form</b></p>			



## Applying for Work Permit

8) Click the “upload file” tab to switch to the documentation page.

The screenshot shows the 'WorkPermit' application system interface. The 'upload file' tab is selected and highlighted with a red box. The form includes sections for 'Applicant Information' and 'Application Details'. The 'Applicant Information' section includes fields for Name of applicant (Chinese), Name of applicant (English), Passport number, Date of birth, School attended, Faculty, and Study year. The 'Application Details' section includes fields for Type of application (Foreign students), Type of application (Please check one), ARC ID number, Phone number, and Day/Night. The 'upload file' tab is highlighted with a red box.

Upload the required documentations as stated in file title. The first three files, “Photocopy of student ID card”, “Photocopy of passport”, “Front and back of photocopy of the ARC” are required. “Certificate of Enrollment” could be uploaded under 其他(含學校要求文件) Others (including school required documents). After you have uploaded the required documents, click “confirm”.

Note: For “Photocopy of student ID card” file, you need to upload a scan of your student ID card and a current “Certificate of Enrollment (在學證明)” in Chinese version, which can be downloaded from NTU e-portfolio:

<https://if163.aca.ntu.edu.tw/eportfolio/defaulteng.asp>

Refer to “Download enrollment certificate” for the application of a “Certificate of Enrollment.”

The screenshot shows the 'WorkPermit' application system interface. The 'upload file' tab is selected and highlighted with a red box. The form includes sections for 'Applicant Information' and 'Application Details'. The 'Applicant Information' section includes fields for Name of applicant (Chinese), Name of applicant (English), Passport number, Date of birth, School attended, Faculty, and Study year. The 'Application Details' section includes fields for Type of application (Foreign students), Type of application (Please check one), ARC ID number, Phone number, and Day/Night. The 'upload file' tab is highlighted with a red box.



9) To complete your application, you have to pay the examination fee via post office, or ATM then fill in payment information found on the transaction receipt.

e.g. Transaction receipt issued by the post office:



You should fill in:

Remittance Date: 1061128

Receipt No.: 00000983

Post Office of Remittance: 000123

## Applying for Work Permit

10) After completing all procedures, click “submit for school examination”.

The screenshot shows a web-based application form for a work permit. The form is in Chinese and English. Key sections include:

- Emergency contact person:** Name and phone number fields.
- Pickup check:** A section with a 'Please Check if pickup in person' instruction and a 'NO'/'YES' selection.
- Certificate Number:** A field for the certificate number of the recipient.
- Recipient Name:** A field for the recipient's name.
- Payment at post office:** A section with a 'Development Agency, Ministry of Labor, Account number: 19058848' and a 'Remittance date' field.
- Final Step:** A red box highlights the 'submit for school examination' button.

Application will then be ready for review by the relevant offices.

The screenshot shows the 'Foreign Work Permit Application System' (外國專業人員工作許可申辦網). The main section is a table listing applications:

案件序號	收文文號	申請日期	英文姓名 English	申請項目 application type	申請狀態	案件狀態
		2017-11-21		工作許可 work permit	學校審核中 The school application is under examination	新增(Create)

At the bottom, there is a footer with contact information for the Workforce Development Agency, including phone numbers and email addresses.

**Note:** Fill out this quick survey (<https://forms.gle/e7GiKJ617Qs8ZYor6>) first and then inform your department coordinator about your work permit application after submission.



## Mandatory Pension Contribution & Voluntary Pension Contribution Claim

By fulfilling an employment procedure, international students may work as student assistants with NTU. As an employer, NTU must set aside a certain amount of money into a pension account each time when student assistants receive their salary. As soon as international students graduate from NTU and decide not to live and work in Taiwan, they can claim back their pension.

All these steps must be completed by international students and this should happen **after finishing NTU online de-registration procedure and before leaving Taiwan.**

- Step 1: Fill out the application form
- Step 2: Submit the form to GMBA office for approval
- Step 3: Go to NTU Cashier Division (at counter B3) with the following documents
  - The application form
  - A copy of your ARC
  - A copy of your bank book (must be the same while you have received salary from NTU)

**Note:** You should not close this bank account otherwise your pension money cannot be transferred into your account.

If you have other questions, please contact [ntugmba@ntu.edu.tw](mailto:ntugmba@ntu.edu.tw)

請領公自提儲金申請書

Mandatory Pension Contribution & Voluntary Pension Contribution claim applications

壹、自提儲金申請  
(Voluntary Pension Contribution claim)

姓名：  
(Name)

身份證(居留證)字號  
(ID No. / ARC No.)

--	--	--	--	--	--	--	--	--	--

服務單位：  
(Service Unit)

離職日期：  
(Date of Resignation)

申請日期：  
(Date of Application)

聯絡電話：  
(Phone Number)

單位戳章：  
(Service Unit Stamp)

貳、公提儲金申請  
(Mandatory Pension Contribution claim)

同意發給公提儲金  
(Agree to render Mandatory Pension)

單位主管核章  
(計劃主持人)  
(Director)

不同意發給公提儲金  
(Disagree to render Mandatory Pension)

單位主管核章  
(計劃主持人)  
(Director)

附註：依「各機關學校聘僱人員離職給與辦法」第六條規定，離職人員因違反契約所定義務而經服務機關學校予以解聘，或未經服務機關學校同意而於契約期限屆滿前離職者，僅發給自提儲金之本息。

請  
擇  
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## National Health Insurance (NHI)

### Background and Regulation:

According to National Health Insurance Act, any foreigner staying in Taiwan over six months is obligated to underwrite an insurance policy under NHI. **To be eligible for the NHI you only can leave Taiwan once and in total no more than 30 days during the first 6 month.**

### Process of Payment:

If you are eligible to underwrite an insurance policy under NHI, the cost of National Health Insurance (NHI) is included in the tuition fee every semester. Newly arrived students cannot underwrite an NHI insurance policy until they are in Taiwan for six months. Thus, they join the group medical insurance instead. For more details, please refer to the following NTU OIA website: <https://iss.ntu.edu.tw/wellbeing/insurance/>.

### Reference:

The Bureau of National Health Insurance Website: <https://www.nhi.gov.tw/English>

Address: 5th through 9th floor, No 15-1, Gong Yuan Rd, Taipei

Tel: (02) 2191 2006; 0800-030-598

Office Hour: Monday to Friday, 8.30am-12.30pm; 1.30pm-5.30pm

## Group Medical Insurance

Taiwan has a mandatory insurance policy which requires you to be covered by health insurance which is registered with the university. For the first six months of your stay in Taiwan, you may apply for the “Group Medical Insurance” organized by NTU. This application process can be completed during the on-site registration day for international students at NTU. You can also apply for an insurance plan in your home country. To use your personal insurance policy in Taiwan, it has to be certified by a local ROC consulate first.

For more details about the Group Medical Insurance, please refer to the following NTU OIA website: <https://iss.ntu.edu.tw/wellbeing/insurance/>.

**Please note: For the same symptoms, the Group Medical Insurance company only covers one visit per day. The maximum coverage per visit is TWD 1,000, and does NOT include the hospital or clinic registration fee.**



## GMBA Student Lounge

### Lounge Location & Access

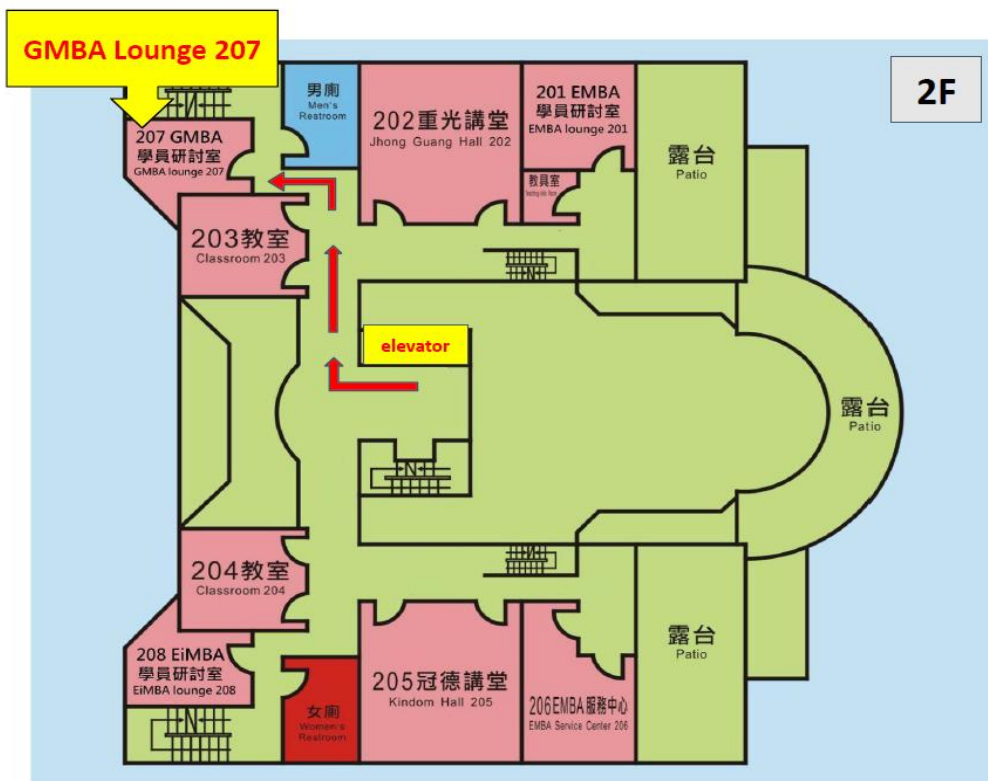
- The Global MBA Student Lounge is located on the 2nd floor of the College of Management, Building I, NTU.
- Your NTU student ID card serves as the access card to enter the lounge.
- The lounge is accessible 24/365. Please make responsible use of this privilege and respect the space and community.

### Lounge Usage Guidelines

To ensure a safe, respectful, and welcoming space for all GMBA students, please follow the rules below:

- The lounge is for NTU GMBA students only.
- Students are responsible for maintaining and keeping the lounge clean at all times.
- All unlawful activities, illegal and/or dangerous items are forbidden inside the lounge.
- Do not leave personal items, food, or drinks unattended.
- Before leaving, please ensure that all lights, air conditioning, projectors, TV are turned off, the space is cleaned, and close the door completely when leaving.
- Treat all equipment, electronics, desks, and chairs with care.

We appreciate your cooperation in keeping the GMBA Student Lounge a clean, functional, and respectful environment for the entire GMBA community.



## Reporting Lost Student ID Card

1. Go to myNTU and sign in <https://my.ntu.edu.tw/> (keep the language in Chinese)
2. Click on 學生專區 (Students) —> 個人資訊 (Personal Info)



3. Click on 學生、教職員工證卡片掛失/退費 (LOST)



4. Start the reporting process: Click on 卡片掛失(點選此處掛失)



NexSmart 碩良科技

歡迎使用碩良CMS系統

### 個人卡片掛失

功能選單

- 卡片掛失(點選此處掛失)

人員基本資訊

人員編號: [redacted] 中文姓名: [redacted] 英文姓名: [redacted]  
 身份證號: [redacted] 部門: [redacted] 人員類型: [redacted]  
 Email: [redacted] 職稱: [redacted] 出生年月: [redacted]  
 製卡次數: 0 外部卡號: [redacted]

個人卡片列表

持卡人姓名	啟用日期	外部卡號	卡片餘額	持卡人編號	卡片類型	卡片狀態
[redacted]	2010-09-04 14:29:21	[redacted]	0	[redacted]	學生卡	啟用

5. Agree to the term of Reporting Missing Student ID Card: Click on 同意 (Agree)



Back to myNTU 加入為常用服務 您好! 請記得「登出」!

### 掛失暨退費說明:

本網站僅受理學生證遺失掛失及退學退費申請, 其他因素請至教務處承辦單位辦理。

- 請同學確認申報填寫資料之正確性, 若有因數據填填造成損失時, 皆由同學自行負責。
- 學生證一經掛失暨退費申請後, 系統將立即通報校內卡務門禁系統及臺北智慧卡公司進行鎖卡, 故無法取消掛失, 請同學注意。
- 遺失:
  - 學生證如有遺失, 須先上網辦理掛失才能至教務處承辦單位辦理補發。
  - 臺北智慧卡公司於收到掛失申請24小時內鎖卡, 卡片若經鎖卡且尚有餘額時, 該公司將自餘額中扣除掛失手續費20元後退還卡片餘額(含押金), 鎖卡前學生證遭冒用之損失風險, 由同學自行負擔。
- 退學:
 

因退學因素需辦理退費者, 若其悠遊卡功能使用次數不足5次, 同學須自行負擔退費手續費20元, 辦理離校後學生證由校方收回。
- 卡片故障或其他因素:
  - 請至教務處承辦單位辦理。
  - 卡片故障原因需經教務處判定, 若經判斷明顯為人為因素損壞者, 同學需自費補卡, 另退卡手續費20元亦須由同學自付, 並自退費金額中扣除。若卡片故障非人為因素造成, 則補卡不需繳交費用。
  - 卡片故障之判別方式: 如卡片經目視有嚴重之彎曲、刮折、刮痕或惡意破壞等狀況, 判定為人為因素損壞, 學生須自費補卡。
  - 若卡片有其他因素(如更改姓名、換照片一等)需辦理退費時, 亦請教務處承辦單位辦理, 學生須自費補卡。

同意 離開

Your student ID card will be locked in the process and you will receive the money stored in it (\$20 NTD of which will be charged as service fee).

6.Fill your telephone number in the column 聯絡電話 (telephone), your cell phone number in column 行動電話 (cell-phone), and a frequently used e-mail in EMAIL.

申請人聯絡資訊：

Telephone Number

聯絡電話：\_\_\_\_\_ (必填,數字,不超過20位)

行動電話：\_\_\_\_\_ (選填,數字,不超過20位)

EMAIL：\_\_\_\_\_ (選填,文數字,不超過50位)

Cell phone

Verify your reason of reporting the missing Student ID Card: Select 遺失(Card Missing). If there is money stored in your Student ID, select 已儲值.

掛失或退費原因 (二擇一)：

☐ 遺失 ☐ 退學

學生證是否已儲值：☐ 已儲值 ☐ 未儲值



## 7. Choose the method you want to receive refunds

Back to myNTU 加入為常用服務

退費方式 (二擇一) :

☐ 以掛號方式郵寄退費單 (郵資由儲值餘額中扣除)

收件人: \_\_\_\_\_  
 郵遞區號: \_\_\_\_\_  
 收件地址: \_\_\_\_\_

☐ 以匯款方式退費: (匯款費用由儲值餘額中扣除)

戶名: \_\_\_\_\_  
 身分證號: \_\_\_\_\_  
 匯款銀行: \_\_\_\_\_  
 銀行代號: \_\_\_\_\_  
 帳號: \_\_\_\_\_

下一步 放棄申請

A. Choose this if you want to receive refund by registered mail.

B. Choose this if you want to receive refund by bank transfer.

A. if you want to receive refund by registered mail, select ☐ 以掛號方式郵寄退費單:

- ENTER your name in 收件人(receiver);
- ENTER your postal code in 郵遞區號(postal code);
- ENTER your valid address in 收件地址 (address)

A. if you want to receive refund through bank accounts, select ☐ 以匯款方式退費:

- ENTER the account owner's name in 戶名 (Depositor)
- ENTER your ID number in 身分證號 (Identification number)
- ENTER the name of your bank in 匯款銀行 (Bank name )
- ENTER the your bank code in 銀行代號 (Bank code )
- ENTER your account number in 帳號 (A/C No.)



## 8. Final confirmation

掛失暨退費申請資訊	
申請人聯絡資訊：	
聯絡電話：	0952123387
行動電話：	
EMAIL：	
掛失或退費原因：遺失	
學生證是否已儲值：已儲值	
退費方式：以掛號方式郵寄退費單	
收件人：	Shepard
郵遞區號：	?????
收件地址：	Udina's Office, Citadel, Galaxy
戶名：	
身分證號：	
匯款銀行：	
銀行代號：	
帳號：	
上一步	送出申請

You may review your personal information on this page. Click [上一步](#) to return to the last page if you want to edit any information. Click [送出申請](#) to finalize the report. Please note, once you proceed, your student ID card will lose its effect.

Successfully reported!



To obtain a new card, please follow these steps:

1. Go to the Cashier (出納組), pay a \$150 NTD fee and get a receipt. The Cashier is on 1F, Administration Building No.2.
2. Bring your receipt to the Office of Academic Affairs and apply for a new student ID card.
3. Obtain your new student card after the next day.

## Resources in NTU

### 1. Discussion Room in the Library

- Opening hours during semesters: 08:00-22:00, Monday to Saturday. 08:00-17:00, Sunday.
- Closed on national holidays and school holidays.
- Closed at 17:00 on the last Sunday of each month and reopened at 8:00 on the following Monday



### 2. NTU Sports Center

<https://rent.pe.ntu.edu.tw/>

### 3. Career Development Office of College of Management (CarDO)

<http://www.management.ntu.edu.tw/CARDO>

<https://www.facebook.com/cardo.ntu>

### 4. Student Clubs & Activities

<https://www.facebook.com/ntuisa>

[https://osa\\_activity.ntu.edu.tw/en](https://osa_activity.ntu.edu.tw/en)

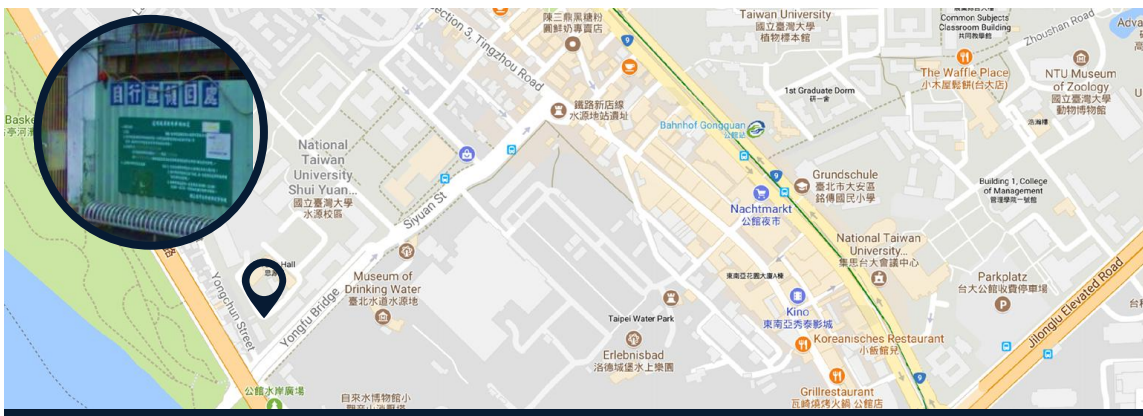
<https://my.ntu.edu.tw/activities/>

## Parking Information

- Please register for an on-campus parking pass at <https://my.ntu.edu.tw/ntupass>. The parking passes will be given via a lottery.
- The registration period usually starts in Aug. until mid-September for the first semester.
- There are many parking areas to register for, the one closest to Management Building is the GongGuan Parking Area (公館停車場).
- Fare for parking in the parking space is relatively inexpensive compared to parking spaces outside of NTU, it is usually around NT\$3500 per semester, however, the actual fare may vary from year to year.
- For more information, please search “臺大停車場,” or call the Office of General Affairs directly at (02) 3366 2234.

## Bike-Pass Registration

- Students who wish to ride bikes on campus should register for bike-pass to avoid the bike being towed away due to illegal parking on campus.
- Please visit <http://mybike.ntu.edu.tw/> to apply for your bike-pass. Once completed, you may go to the location below to pick up your bike-pass.
- Should your bike get towed on campus due to illegal parking, please also visit No. 18, ShuiYuan Street and bring your student ID to reclaim your bike.
- Used bike auction is also held at No.18, ShuiYuan Street. It is a good opportunity to purchase used-bike for only NT\$400. Please visit <http://mybike.ntu.edu.tw/> for specific dates on which the auctions are held.



### NTU Bike Management

Google Maps Location Link:

<https://goo.gl/maps/uRpndgirvMm>

GPS: 25.012428, 121.528458

## Useful Links & Important Offices

### National Taiwan University Academic Calendar



**myNTU** - <https://my.ntu.edu.tw/>

course registration, grades inquiries, online course information



**NTU Cool** - <https://cool.ntu.edu.tw/>

online teaching platform, course materials, syllabus



**Health Center** - <https://shmc.ntu.edu.tw/en/>

appointment schedule, online registration



### GMBA Student Council

[https://gmba.ntu.edu.tw/en/student life/gmba st council](https://gmba.ntu.edu.tw/en/student_life/gmba_st_council)



### 教務處研教組

#### Graduates Academic Affairs Division, Office of Academic Affairs

<http://www.aca.ntu.edu.tw/>

Address: Room 201, 2nd floor of the 1st Admin. Build.

Tel: (02) 3366 2388#403~412

### 總務處出納組

#### Cashier Division, Office of General Affairs

[https://ga.ntu.edu.tw/cashier/main en/index.aspx](https://ga.ntu.edu.tw/cashier/main_en/index.aspx)

Address: 1st floor of the 2nd Admin. Build.

Tel: (02) 3366 2013

### 國際學生事務處

#### Office of International Affairs

<http://oia.ntu.edu.tw/>

Address: Room 418, the 4th floor of the 2nd Admin. Build.

Tel: (02) 3366 2007; (02) 2362 6801; Fax (02) 2362 0096

### 圖書館

#### National Taiwan University Library

<http://www.lib.ntu.edu.tw/>

Tel: (02) 3366 2353 (Circulation) | (02) 3366 2326 (Reference)

