

UTaipei 2023 Academic Year (Second Semester) Registration Guidelines

First Day of School/Registration Day: February 19 (Mon), 2024

- ※ According to University of Taipei Academic Regulations, students shall complete registration, fee payment and course selection by the deadline. Failure to comply with the regulation will result in withdrawal from the University. If students withdraw from the University due to not complete registration and Tuition Payment or any personal reasons, overdue payment would not be allowed and will be rejected. If there is a delay due to unforeseen circumstances, students must apply for a leave of absence of no longer than two weeks. To apply for "Late Registration," please submit application to Registrar Division, Office of Academic Affairs, UTaipei, by March 1 (Fri), 2024.
- ※ Student ID No. inquiry available for early-admission graduate students, transfer students, and foreign students admitted for spring classes starting from February 2 (Fri), 2024: School Homepage/Useful Links/School Administration System.

UTaipei Homepage: <http://www.utaipei.edu.tw>

Bo-Ai Campus: (02)2311-3040

School Administration System: http://my.utaipei.edu.tw/utaipei/index_sky.html

Tia-Mu Campus: (02)2871-8288

Item	Date/Target	Details	Administrative Unit/Extension Number																							
Print Tuition Payment Invoice and Payment	<p>1. Reference for Tuition and Incidental Fees https://reg.utaipei.edu.tw/p/412-1031-79.php?Lang=zh-tw</p> <p>2. Download and print the tuition payment invoice from the School Administration System, and complete payment by the deadline. In accordance with Letter from the Department of Education, school use cashless payment system.</p> <p>3. Stage 1: Tuition and Miscellaneous Fees</p> <p>(1) Period for Tuition Invoice Printing and Payment: February 1 (Thur) to February 21 (Wed), 2024.</p> <p>(2) Payment Options: Convenience Stores, Credit Cards, ATM/Online Bank Transfer, Taipei Fubon Bank Counters, pay.taipei.</p> <p>※Extended invoice printing period for students applying for student loans: February 22 (Thur) to February 23 (Fri), 2024; payment options: ATM/Online Bank Transfer and Taipei Fubon counter only.</p> <p>4. Stage 2: Credit Fees</p> <p>(1) Period for Credit Fees Invoice and Payment: March 12 (Tues) to March 21 (Thur), 2024.</p> <p>(2) Payment Options: Convenience Stores, Credit Cards, ATM/Online Bank Transfer, Taipei Fubon Bank Counters, pay.taipei.</p> <p>5. Overdue Payment Options: ATM/Online Bank Transfer and Taipei Fubon counter only.</p>	<p>1. This semester's payment stages include:</p> <p>(1) Stage 1 Payment: Undergraduate students pay tuition and fees, as well as collection charges; graduate students and doctoral students pay basic tuition and fees, and collection charges; extended study undergraduate students pay safety insurance.</p> <p>(2) Stage 2 Payment: Extended study undergraduate students (less than 9 credits), teacher education students, and graduate and doctoral students pay credit fees. Extended study undergraduate students (9+ credits) pay tuition and fees.</p> <p>2. Payment Options:</p> <p>(1) Convenience Stores.</p> <p>(2) Credit Cards.</p> <p>(3) ATM/Online Bank Transfer.</p> <p>(4) Taipei Fubon Bank Counters.</p> <p>(5) pay.taipei (Taipei City Government Smart Payment Platform). [Credit cards and smart payment options are not applicable to those with corrected or changed payment invoice amounts] Credit card payment webpage: https://www.27608818.com. UT Code: 8814602201. pay.taipei (Taipei City Government Smart Payment Platform): https://pay.taipei.</p> <p>3. Proof of Payment (Download and Print from same Page for Invoice)</p> <p>(1) Please download and print proof of payment after 3 working days for payments at bank counters or via ATM remittance.</p> <p>(2) Please download and print proof of payment 5 working days after the payment deadline for payments via credit cards or smart payments.</p> <p>(3) Please print and download proof of payment after at least 7 working days for payments at convenience stores due to different bookkeeping practices.</p> <p>(4) Taipei Fubon Bank Proof of Payment Inquiry: https://ebank.taipeifubon.com.tw/EGOV/index (Click "Tuition and Fees Proof of Payment" at Bottom-Right Corner of Page)</p>	<p>Bo-Ai Campus: Cashier, Office of General Affairs, Admin. Building 1F: 1333</p> <p>Health Promotion Center, Qinpu Building 1F: 4173</p> <p>Tian-Mu Campus: Cashier, Office of General Affairs, Admin. Building 1F: 7622, 7623</p> <p>Health Promotion Center, Admin. Building 1F: 1202</p>																							
	<table border="1"> <thead> <tr> <th>Stage</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Assignments of Weights on Courses (Only General Education Courses and Physical Education Courses)</td> <td>January 3 (Wed) 09:00</td> <td>January 4 (Thur) 17:00</td> </tr> <tr> <td>Results of Assignments</td> <td colspan="2">From January 8 (Mon) 09:00</td> </tr> <tr> <td>One Online Course Selection (Including readmitted students, transfer students from other departments) (Including General Education Courses)</td> <td>January 8 (Mon) 19:00</td> <td>January 12 (Fri) 17:00</td> </tr> <tr> <td>Two Online Course Add/Drop (Including early admission students and transfer students)</td> <td>February 15 (Thur) 10:00</td> <td>February 25 (Sun) 17:00</td> </tr> <tr> <td>Manually Add/Drop Courses</td> <td>February 23 (Fri)09:00 February 26 (Mon)09:00</td> <td>February 23 (Fri)17:00 February 27 (Tues)17:00</td> </tr> <tr> <td>Course Selection Confirmation (Online)</td> <td>February 27 (Tues) 09:00</td> <td>February 29 (Thur) 17:00</td> </tr> <tr> <td>Interschool Course Selection</td> <td>February 19 (Mon) 09:00</td> <td>February 23 (Fri) 17:00</td> </tr> </tbody> </table>	Stage	Start	End	Assignments of Weights on Courses (Only General Education Courses and Physical Education Courses)	January 3 (Wed) 09:00	January 4 (Thur) 17:00	Results of Assignments	From January 8 (Mon) 09:00		One Online Course Selection (Including readmitted students, transfer students from other departments) (Including General Education Courses)	January 8 (Mon) 19:00	January 12 (Fri) 17:00	Two Online Course Add/Drop (Including early admission students and transfer students)	February 15 (Thur) 10:00	February 25 (Sun) 17:00	Manually Add/Drop Courses	February 23 (Fri)09:00 February 26 (Mon)09:00	February 23 (Fri)17:00 February 27 (Tues)17:00	Course Selection Confirmation (Online)	February 27 (Tues) 09:00	February 29 (Thur) 17:00	Interschool Course Selection	February 19 (Mon) 09:00	February 23 (Fri) 17:00	<p>1. All students shall select courses online; only those who meet specific identify rules may select courses manually. Refer to: School Homepage/Administration/Office of Academic Affairs/Curriculum Division/Downloads/Student Related/"Manual Course Selection Form".</p> <p>2. Course Selection System Address: School Homepage/Useful Links/School Administration System; enter account and password, and click "Student Quick Login" during course selection period.</p> <p>3. Course Structure: Please refer to website of each department (institute) or contact each department (institute).</p> <p>4. Schedule Inquiry: School Homepage/Useful Links/School Administration System, or School Homepage/Students/Course Inquiry.</p> <p>5. Course Selection Requirements: School Homepage/Administration/Office of Academic Affairs/Curriculum Division/Course Selection Rules/Semester Course Election Rules.</p> <p>6. Course Selection System Tutorial Video: School Homepage/Administration/Office of Academic Affairs/Curriculum Division/ Menu/Course Selection Instructions.</p> <p>7. Graduate and doctoral students, extended study undergraduate students, and teacher education students admitted by the Center for Teacher Education and Career Development by recommendation and screening, shall pay credit fee within announced deadline.</p>
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Certificate of Student Status Application	In accordance with Letter Tai (66) Gao No. 29901 issued by Ministry of Education on October 15, 1977, a copy of both the front and back of student ID card is recognized as Chinese Certificate of Student Status.	1. "Certificate of Student Status" may be applied through one of the following methods: (1) After payment, the Certificate of Student Status could be shown on School Administration System Webpage (School Homepage/Useful Links/School Administration System/Register/Login/Academic Affairs Information System Login/Certificate of Student Status). (2) For the Certificate of Student Status stamped, download the application form (School Homepage/Administration/Office of Academic Affairs/Registrar Division/Downloads) and attach copies of both the front and back of the student ID card. Submit the form with Tuition and Fees Proof of Payment and Student ID Card to Office of Academic Affairs for stamping. Free of charge. (3) Apply for "Certificate of Student Status" using vending machines on campus (Bo-Ai: Gong-Cheng Building 1F). The fee is TWD20/copy. Submit to Registrar Division, Office of Academic Affairs, for stamping and immediate pickup. 2. Payments made at convenient stores require 7 days to be processed, and payments made by credit cards require 5 days to be processed; therefore, if a student is in urgent need of a "Certificate of Student Status" before the payment can be processed, convenience store/credit card proof of payment is required for the application.	
Credit Transfer and Exemption Application	1. Transfer Students: February 12 (Mon) to February 23 (Fri), 2024. 2. Foreign Students: Within one week from the day of registration.	1. Online application: Please go to School Homepage/Useful Links/School Administration System/Register/Login/Academic Affairs Information System Login/Credit Exemption Application and select "Credit Transfer and Exemption Application for Required and Selection Courses (Including General Education Course)". 2. Complete required forms and attach required verification documents. 3. Upon approval by departments/institutes, Office of Academic Affairs will complete the credit transfer or exemption procedure. 4. Please safely keep all copies of documents.	
Dormitory Application	1. Students who have already completed all procedures for dormitory application are deemed to have renewed the application for the second semester. The fee will be listed on the invoice with the registration fee and shall require no additional procedures. 2. Students who are new applicants for dormitory, please contact person in charge via phone first for availability inquiry, and go to the campus administrative offices listed in the right column for application.	1. UTaipei Dormitory and Rental Services: https://utdormitory.utaipei.edu.tw 2. Students who do not want to renew their dormitory application shall complete the procedures of moving out 14 days before the semester starts. Students who apply for moving out after the semester starts must pay 1/3 of the dormitory fee according to the regulations before they can complete the moving out procedures.	Bo-Ai Campus: Military Education and Student Safety Division, Admin. Building 3F: 1233 Tian-Mu Campus: Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7911
Tuition and Miscellaneous Fee Exemption Application	1. Time: December 20 (Wed), 2023 to January 19 (Fri), 2024. 2. Applications after February 1 (Thur), 2024 are not applicable to payment options of credit cards or smart payment platform. 3. Target: Undergraduate, graduate, in-service programs, doctoral students (Excluding extended study students).	1. Applicants meeting the criteria must submit online applications (Method: Application/Student Affairs Information Application/Tuition and Miscellaneous Fee Exemption Application Procedure/Tuition and Miscellaneous Fee Exemption Application). 2. After completing online application, submit the affidavit and all original copies of identification documents by the deadline. Please refer to the Tuition and Miscellaneous Fee Exemption page for the list of required documents. 3. School Homepage/Office of Student Affairs/Student Assistance Division/Tuition and Miscellaneous Fee Exemption; or call for inquiry. ※ Student loan applicants must complete Tuition and Miscellaneous Fee Exemption Application first.	Bo-Ai Campus: Student Assistance Division, Admin. Building 3F: 1212 Tian-Mu Campus: Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7912
Scholarship and Bursary Application	1. School Scholarship and Bursary: February 1 (Thur) to February 26 (Mon), 2024. 2. MOE Education Property Foundation and other External Financial Aids: Refer to campus webpages for time and more details.	Refer to campus webpages for time and more details of other internal and external scholarships and bursaries: Bo-Ai Campus: [Scholarship and Bursary Section] on webpage of Student Assistance Division, Office of Student Affairs. Tian-Mu Campus: Extracurricular Activities webpage/Division of Student Affairs at Tian-Mu Campus.	Bo-Ai Campus: Student Assistance Division, Admin. Building 3F: 1212 Tian-Mu Campus: Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7925
Student Loan Application	1. Application on School Administration System, Bank Identification Verification, Submission of Application Documents, and Print Payment Invoice Time: February 1 (Thur) to February 23 (Fri), 2024. 2. After February 26 (Mon), 2024, please go to Cashier, Office of General Affairs to print the invoice (Bo-Ai Campus Ms. Lu, extension 1333; Tian-Mu Campus, Ms. Chou, extension 7622).	1. Application Procedure: (1) Apply on School Administration System and print payment invoice (including payment invoice for fees not applicable to student loan); students eligible for fee exemption must complete Tuition and Miscellaneous Fee Exemption Application before applying for student loan. (2) Visit Taipei Fubon Bank "Student Loan" section https://school.taipeifubon.com.tw/ to complete applicant information; print "Student Loan Application/Appropriation Notice," which consists of three copies, and complete confirmation of personal information by February 23 (Fri), 2024. (3) Submit the following documents by February 23 (Fri), 2024, to complete internal review of documents (submission of documents also required for online application of student loan): i. Taipei Fubon Bank Student Loan Appropriation Notice ii. Copy One of Tuition and Miscellaneous Fee Payment Invoice iii. Payment receipt for fees not applicable to student loan (Copy Two of Tuition and Miscellaneous Fee Payment Invoice) or remittance details. iv. Students applying for loans for additional items must also submit copy of the cover of personal postal passbook for the purpose of appropriation of fund. v. Submit the hardcopies of the above 4 documents to Office of Student Affairs to complete the application of student loan. 2. Application Guidelines: School Homepage/Office of Student Affairs/Student Assistance Division/Student Loan; or call for inquiry.	Tian-Mu Campus: Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7925

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Student Group Insurance	1. Student Group Insurance payment is included in the registration fee payment procedures. 2. Refer to Office of General Affairs' payment instruction for instructions on printing of invoice, payment methods, and payment deadline	1. Current students are the insured and shall complete payment for student group insurance before the payment deadline of registration fee. 2. Deferred students can still purchase student group insurance during time of deferral according to the regulations. Please complete payment for student group insurance before the payment deadline of registration fee. Deferred students who do not participate in student group insurance shall complete the application and submit affidavit before the semester starts. 3. Insurance related website: School homepage/Administration/Office of Student Affairs/Health Promotion Center.	Bo-Ai Campus: Health Promotion Center, Qinqu Building 1F: 4173 Tian-Mu Campus: Division of Student Affairs at Tian-Mu Campus. Admin. Building 1F: 1202
Overseas Chinese and Foreign Students Universal Health Insurance Fee	Targets: Overseas Chinese and foreign students who have lived in Taiwan for at least six months and have no insured person to enrol through.	1. For overseas Chinese and foreign students who are eligible and must enroll through UTaipei, six months of UHI fee will be collected in the registration form. 2. For issues relating to UHI of overseas Chinese and foreign students, please visit UTaipei Health Promotion Center Health Insurance for Foreign Students section: https://health.utapei.edu.tw/p/412-1036-4089.php?Lang=zh-tw	Bo-Ai Campus: Health Promotion Center, Qinqu Building 1F: 4172 Tian-Mu Campus: Division of Student Affairs at Tian-Mu Campus. Admin. Building 1F: 1202
Foreign Student Medical Insurance	Target: Students who are not R.O.C. nationals.	1. Non-R.O.C. national and Mainland Chinese students: Central Epidemic Command Center's (CECC) adjustment of eligibility criteria, requiring Non-R.O.C. nationals not enrolled in the NHI program should pay their medical expenses during their isolation period if they are diagnosed with COVID-19 in Taiwan, which will take effect on January 1, 2023. Non-R.O.C. national and Mainland Chinese students arriving in Taiwan must purchase own insurance policy effective at least six months from the day of arrival (submit proof of purchase); if you are not insured, please go to Health Promotion Center upon arrival in Taiwan to enroll in Health and Medical Insurance for International Students. (Note that group insurance is not available if the group is less than five people, and the students will be required to purchase personal health and medical insurance) 2. Overseas Chinese students and students from Hong Kong and Macau: Central Epidemic Command Center's (CECC) adjustment of eligibility criteria, requiring Non-R.O.C. nationals not enrolled in the NHI program should pay their medical expenses during their isolation period if they are diagnosed with COVID-19 in Taiwan, which will take effect on January 1, 2023. Overseas Chinese students and students from Hong Kong and Macau arriving in Taiwan must purchase own insurance policy effective at least six months from the day of arrival (submit proof of purchase); if you are not insured, please go to Health Promotion Center upon arrival in Taiwan to enroll in Health and Medical Insurance for International Students (Note that group insurance is not available if the group is less than five people, and the students will be required to purchase personal health and medical insurance). For overseas Chinese students studying in Taiwan for the first time, please enroll in Health and Medical Insurance for Overseas Chinese Students.	Bo-Ai Campus: Health Promotion Center, Qinqu Building 1F: 4172 Tian-Mu Campus: Division of Student Affairs at Tian-Mu Campus. Admin. Building 1F: 1202
Teacher Education Program Credit (Including Advanced Placement Course) Transfer and Exemption Application	1. Target: (1) Students attending the Teacher Education Program admitted to UTaipei through recommendation or screening tests. (2) Students, who have obtained Teacher Education Program qualification in other schools, admitted to UTaipei through transfer entrance exam, and admitted to UTaipei's Teacher Education Program through recommendation or screening tests. (3) Students admitted to UTaipei through (transfer) entrance exam and have obtained Teacher Education Program qualification in other schools, who have been approved by the original school and UTaipei to continue to complete Teacher Education Program at UTaipei, while taking up the quota of teacher education students of the original school, due to alteration of student status. 2. Time: February 5 (Mon) to February 17 (Sat), 2024.	1. Online application: Please go to School Homepage/Useful Links/School Administration System/Register/Login/Academic Affairs Information System Login/Credit Exemption Application and select "Credit Exemption Application for Teacher Education Program". Then follow the instructions and set the courses. 2. Upload the supporting documents and submit: Select "attachments" or go to School Administration System/Teacher Education Program Information System Login/Teacher Education Program Credit Transfer and Exemption Application. Then attach the admission announcement, transcript, syllabus etc., set the priority and submit.	Bo-Ai Campus: Teacher Education Programs Division, Center for Teacher Education and Career Development, Gong-Cheng Building 3F: 8332、8321 Tian-Mu Campus: Teacher Education Programs Division, Science and Info Building 4F: 3702
Print Teacher Education Program Credit Fee Invoice and Course Selection Fee Payment	1. Target: (1) Teacher education students who have passed the screening tests of UTaipei Center for Teacher Education and Career Development. (2) Teacher education grad students who have been selected by teacher education departments. (State financed students and graduate teacher education students recommended by teacher education programs do not have to pay) 2. Printing Invoice and Payment: Same as Office of General Affairs. 3. Payment Options: Convenience Stores, Credit Cards, ATM/Online Bank Transfer, Taipei Fubon Bank Counters, pay.taipei.	1. State financed students do not have to print payment invoice (including Tuition and Miscellaneous Fee Payment Invoice). 2. Students who apply to forfeit Teacher Education Program qualification (teacher education students) must complete the application during the course add/drop period according to UTaipei rules. Students who fail to meet the deadline will not be refunded. 3. Teacher education students who intend to apply for student loan must calculate Teacher Education Program elective course credits and confirm by Stage 1 Course Selection; avoid adding/dropping courses during Stage 2 Course Selection, so that the difference between the amount of student loan and credit fees will not be too significant.	Bo-Ai Campus: Comprehensive Planning Division (State Financed Student), Gong-Cheng Building 3F: 8352; Teacher Education Programs Division: 8332、8321 Tian-Mu Campus: Teacher Education Programs Division, Science and Info Building 4F: 3702

Item	Date/Target	Details	Administrative Unit/Extension Number
<p>Leave of Absence or Withdrawal</p>	<p>The base date of the refund of 1/3 of the semester: March 29 (Fri), 2024 The base date of the refund of 2/3 of the semester: May 10 (Fri), 2024 Application Deadline: May 31 (Fri), 2024</p>	<p>1. Application Procedure: Submit the application form for Suspension of Schooling/Termination of Studies. The procedure is completed after approval. (Download: School Homepage/Administration/Office of Academic Affairs/Registrar Division/Downloads) 2. Refund of Fees: Exempt from payment before the first day of classes; tuition & fees and other fees will be refunded in proportion to the semester remaining after the classes begin. 3.Reference (1) UT 2023 Academic Year Calendar https://my.utapei.edu.tw/utapei/zsp_pro/zsp800.jsp (2) Tuition Fee Refund Standards for Withdrawal or Leave of Absence https://reg.utapei.edu.tw/var/file/31/1031/img/926/451318985.pdf</p>	<p>Bo-Ai Campus: Curriculum Division, Registrar Division, Office of Academic Affairs, Admin. Building 1F: 1112、1122、1123</p> <p>Tian-Mu Campus: Curriculum Division, Registrar Division, Office of Academic Affairs, Admin. Building 1F: 7504、7515</p>

※ **Registration Guidelines:** <https://reg.utapei.edu.tw/p/412-1031-2077.php?Lang=zh-tw> (If there is any change to the above information, the latest announcement shall prevail.)

※ In case of any discrepancy between the English and the Chinese versions of University of Taipei Academic Regulations, the Chinese version shall prevail.

January 2024