

UTaipei 2026 Academic Year (Fall Semester) Registration Guidelines

First Day of School/Registration Day: September 7 (Mon.), 2026

※ 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. Once students are ordered to withdraw from the university or withdraw from study voluntarily, 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 September 18 (Fri.), 2026.

※ New Undergraduate students must verify personal ID and Certificate of Graduation at registration. Student ID No. inquiry available for new students and transfer students starting from August 3 (Mon.), 2026, and new students admitted through Advanced Subjects Tests (AST) starting from August 21 (Fri.), 2026: School Homepage/Useful Links/School Administration System.

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

Bo-Ai Campus: (02)2311-3040

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

Tia-Mu Campus: (02)2871-8288

Item	Date/Target	Details	Administrative Unit/Extension Number
Print Tuition Payment Invoice and Payment	1. Reference for Tuition and Incidental Fees https://reg.utapei.edu.tw/p/412-1031-79.php?Lang=zh-tw 2. Download and print the tuition payment invoice from the School Administration System, and complete payment by deadline. In accordance with Letter from the Department of Education, school use cashless payment system. 3. Stage 1: Tuition and Miscellaneous Fees (1) Period for Payment: September 1 (Tue.) to September 7 (Mon.), 2026. (2) Period for Print: September 1 (Tue.) to September 23 (Wed.), 2026. (3) Payment Options: Convenience Stores, Credit Cards, ATM/Online Bank Transfer, Taipei Fubon Bank Counters, pay.taipei. 4. Stage 2: Credit Fees (1) Period for Payment: October 5 (Mon.) to October 16 (Fri.), 2026. (2) Period for Print: October 5 (Mon.) to November 27 (Fri.), 2026. (3) Payment Options: Convenience Stores, Credit Cards, ATM/Online Bank Transfer, Taipei Fubon Bank Counters, pay.taipei. 5. Overdue Payment Options: ATM/Online Bank Transfer and Taipei Fubon counter only.	1. This semester’s payment stages include: (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. Students of 30+ University Pilot Program pay collection charge. (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. Students of 30+ University Pilot Program pay credit fees. Credit fees for the Teacher Education Program shall be charged and administered in accordance with the regulations of the Teacher Education Center. 2. Payment Options: (1) Convenience Stores. (2) Credit Cards. (3) ATM/Online Bank Transfer. (4) Taipei Fubon Bank Counters. (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. 3. Proof of Payment (Download and Print from same Page for Invoice) (1) Please download and print proof of payment after 3 working days for payments at bank counters or via ATM remittance. (2) Please download and print proof of payment 5 working days after the payment deadline for payments via credit cards or smart payments. (3) Please print and download proof of payment after at least 7 working days for payments at convenience stores due to different bookkeeping practices. (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)	Bo-Ai Campus Cashier, Office of General Affairs, Admin. Building 1F: 1333 Health Promotion Center, Qinqu Building 1F: 4173 Tian-Mu Campus Cashier, Office of General Affairs, Admin. Building 1F: 7622, 7623

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Course Selection	<table><tr><td colspan="2">Stage</td><td>Start</td><td>End</td></tr><tr><td rowspan="7">One</td><td>Assignments of Weights on Courses (Only General Education Courses and Physical Education Courses)</td><td>June 16 (Tue.) 09:00</td><td>June 17 (Wed.) 17:00</td></tr><tr><td>Results of Assignments</td><td colspan="2">June 22 (Mon.) 09:00</td></tr><tr><td>Online Course Selection (Including readmitted students, transfer students from other departments) (Including General Education Courses)</td><td>June 22 (Mon.) 19:00</td><td>June 26 (Fri.) 17:00</td></tr><tr><td>Assignments of Weights on Courses for first-year students (Only General Education Courses and Physical Education Courses)</td><td>September 1 (Tue.) 09:00</td><td>September 2 (Wed.) 12:00</td></tr><tr><td>Results of Assignments for first-year students</td><td colspan="2">September 2 (Wed.) 17:00</td></tr><tr><td>First-year students Online Course Selection</td><td>September 2 (Wed.) 19:00</td><td>September 3 (Thu.) 10:00</td></tr><tr><td rowspan="2">Two</td><td>Online Course Add/Drop (Including first-year students and transfer students)</td><td>September 3 (Thu.) 10:00</td><td>September 13 (Sun.) 17:00</td></tr><tr><td>Manually Add/Drop Courses</td><td>September 14 (Mon.) 09:00</td><td>September 16 (Wed.) 17:00</td></tr><tr><td colspan="2">Course Selection Confirmation (Online)</td><td>September 16 (Wed.) 09:00</td><td>September 18 (Fri.) 17:00</td></tr><tr><td colspan="2">Interschool Course Selection</td><td>September 7 (Mon.) 09:00</td><td>September 11 (Fri.) 17:00</td></tr></table>			Stage		Start	End	One	Assignments of Weights on Courses (Only General Education Courses and Physical Education Courses)	June 16 (Tue.) 09:00	June 17 (Wed.) 17:00	Results of Assignments	June 22 (Mon.) 09:00		Online Course Selection (Including readmitted students, transfer students from other departments) (Including General Education Courses)	June 22 (Mon.) 19:00	June 26 (Fri.) 17:00	Assignments of Weights on Courses for first-year students (Only General Education Courses and Physical Education Courses)	September 1 (Tue.) 09:00	September 2 (Wed.) 12:00	Results of Assignments for first-year students	September 2 (Wed.) 17:00		First-year students Online Course Selection	September 2 (Wed.) 19:00	September 3 (Thu.) 10:00	Two	Online Course Add/Drop (Including first-year students and transfer students)	September 3 (Thu.) 10:00	September 13 (Sun.) 17:00	Manually Add/Drop Courses	September 14 (Mon.) 09:00	September 16 (Wed.) 17:00	Course Selection Confirmation (Online)		September 16 (Wed.) 09:00	September 18 (Fri.) 17:00	Interschool Course Selection		September 7 (Mon.) 09:00	September 11 (Fri.) 17:00	- 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”. - Course Selection System Address: School Homepage/Useful Links/School Administration System; enter account and password, and click “Student Quick Login” during course selection period. - Course Structure: Please refer to website of each department (institute) or contact each department (institute). - Schedule Inquiry: School Homepage/Useful Links/School Administration System, or School Homepage/Students/Course Inquiry. - Course Selection Requirements: School Homepage/Administration/Office of Academic Affairs/Curriculum Division/Course Selection Rules/Semester Course Election Rules. - Course Selection System Tutorial Video: School Homepage/Administration/Office of Academic Affairs/Curriculum Division/ Menu/Course Selection Instructions. - 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.	Bo-Ai Campus Curriculum Division, Registrar Division, Office of Academic Affairs, Admin. Building 1F: 1112、1122、1123 Tian-Mu Campus Curriculum Division, Registrar Division, Office of Academic Affairs, Admin. Building 1F: 7504、7515
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Certificate of Enrollment 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 Enrollment.			“Certificate of Enrollment” may be applied through one of the following methods: - After payment, the Certificate of Enrollment could be shown on School Administration System Webpage (School Homepage/Useful Links/School Administration System/Register/Login/Academic Affairs Information System Login/Certificate of Enrollment). - For the Certificate of Enrollment 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. - Apply for “Certificate of Enrollment” 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. Payments made at convenient stores require 7 working days to be processed, and payments made by credit cards require working 5 days to be processed; therefore, if a student is in urgent need of a “Certificate of Enrollment” before the payment can be processed, convenience store/credit card proof of payment is required for the application.																																							

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		3. Applicants for student loans must first settle all non-loanable fees before the Certificate of Enrollment can be issued.	
Credit Transfer and Exemption Application	1. New Students, Transfer Students: August 31 (Mon.) to September 4 (Fri.), 2026. 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 exemption procedure. 4. Please safely keep all copies of documents.	
Suspension of Study or Withdrawal from Study	1.Time: (1) The base date of the refund of 1/3 of the semester: October 16 (Fri.), 2026 (2) The base date of the refund of 2/3 of the semester: November 27 (Fri.), 2026 (3) Application Deadline: December 18 (Fri.), 2026 2. Suspension extension application deadline for graduate students: September 30 (Wed.), 2026	1. Application Procedure: Submit the application form for Suspension of Schooling/Termination of Studies. The procedure is finished 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 Academic Calendar https://my.utapei.edu.tw/utapei/zzp_pro/zzp800.jsp (2) UT Tuition and Fee Refund Standards for Withdrawal and Leave of Absence https://reg.utapei.edu.tw/var/file/31/1031/img/926/UTTuitionandFeeRefundStandardsforWithdrawalandLeaveofAbsence(publishedinMarch2023).pdf	Bo-Ai Campus Curriculum Division, Registrar Division, Office of Academic Affairs, Admin. Building 1F: 1112、1122、1123 Tian-Mu Campus Curriculum Division, Registrar Division, Office of Academic Affairs, Admin. Building 1F: 7504、7515
New Student Dormitory Application	1. Online application only. Late applications are not accepted. 2. Time: (1) New Undergraduate Students: August 7 (Fri.) 9:00 to August 12 (Wed.) 12:00, 2026. (2) AST New Undergraduate Students: August 21 (Fri.) 9:00 to August 24 (Mon.) 17:00, 2026. (3) New Graduate Students at Bo-Ai Campus: August 7 (Fri.) 9:00 to August 12 (Wed.) 12:00, 2026.	1. UTaipei Dormitory and Rental Services: https://utdormitory.utapei.edu.tw ; or go to the Student section on School Homepage: Dormitory and Rental Services and read all related rules; read the public announcement on the webpage and log into School Administration System to submit application. 2. Bo-Ai Campus New Students: New undergraduate students, 2026 transfer students, first-year readmitted students, and new graduate students (As the number of beds available for graduate students is limited, applicants will be selected by computerized lottery if the number of applications exceeds the number of available beds. The results are expected to be announced on August 18 (Tue.), 2026.) 3. Tian-Mu Campus New Students: New undergraduate students, 2026 transfer students, first-year readmitted students. (Due to limited number of beds, dormitory application is currently not open to new graduate students).	Bo-Ai Campus Student Assistance Division, Admin. Building 3F: 1233、1234 Tian-Mu Campus Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7913
New Student Orientation (Undergrad)	1. Time: September 1 (Tue.) and 2 (Wed.), 2026. 2. Target: New Undergraduate Students on both Campuses (Including Transfer Students). 3. Location: Report to Gymnasium on Tian-Mu Campus before 7:40 on September 1 (Tue.), 2026.	1. New Student Orientation starts at 9:00 on September 1 (Tue.), 2026 (New graduate and doctoral student orientation and new in-service program student seminar will be organized separately by respective departments and institutes). 2. Please be properly dressed; undershirts, tank tops, and slippers are prohibited. 3. Please bring your own rain gear, reusable utensils, cups (no beverages in the venue). 4. New Student Orientation is a major assembly, and therefore, conduct score will be deducted by one point for unexcused absence according to school rules.	Tian-Mu Campus Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7905
Student Health Examination	Bo-Ai Campus 1. Time: September 1 (Tue.), 2026, 13:00-16:00. 2. Target: New undergraduate students, New students admitted through the 30+ University Pilot Program, new graduate and doctoral students, transfer students. 3. Location: Bo-Ai Campus – Gong-Cheng Building B1 Basketball Court.	1. On the day of the health examination, please wear a face mask and bring the required examination fee. For details of the fee, please refer to the Health Examination Section of the Health Promotion Center, Office of Student Affairs website. 2. Students who are unavailable on the day of health examination must go to a designated health examination center, or visit Health Promotion Center,	Bo-Ai Campus Health Promotion Center, Qinqu Building 1F: 4173 Tian-Mu Campus Health Center, Admin. Building 1F: 1201

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	Tian-Mu Campus 1. Time: September 2 (Wed.), 2026, 8:00-12:00. 2. Target: New undergraduate students, new graduate and doctoral students, transfer students. 3. Location: Tian-Mu Campus – Gymnasium.	Office of Student Affairs, website to download “2026 Student Health Examination Card” and visit other hospitals. The form must be submitted via registered letter or in person to Health Promotion Center by October 7 (Wed.), 2026. 3. Please dress casually, and avoid tops or dresses with buttons or metal accessories.	
Tuition and Miscellaneous Fee Waiver/Reduction Application	The application period for tuition and miscellaneous fee waivers/reductions for the first semester of Academic Year 2026–2027 is from June 2, 2026 (Tue.) to September 18, 2026 (Fri.), inclusive of both new and continuing students. 1. Online Application Access the application system via the University's website: UTaipei Homepage/School Administration System/Tuition and Fee Waiver/Reduction Application. Complete the required information and print out the application form. 2. Submission of Documents Submit the completed application form together with all required supporting documents to the Office of Student Affairs or the designated staff member of the Student Affairs Division at your campus/branch by September 18, 2026 (Fri.). The application process will be considered complete upon submission. 3. Eligible Applicants Undergraduate students, master's students, in-service master's program students, and doctoral students.	1. Applicants meeting the criteria must submit online applications via School Administration System (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. Application Guidelines: 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: 1214 Tian-Mu Campus Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7911
Student Loan Application	Application on School Administration System, Bank Identification Verification, Submission of Application Documents, and Print Payment Invoice Time: September 1 (Tue.) to September 23 (Wed.), 2026.	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 September 23 (Wed.), 2026. (3) Submit the following documents by September 23 (Wed.), 2026, to complete internal review of documents (submission of documents also required for online application of student loan): i. Payment receipt for fees not applicable to student loan (Copy Two of Tuition and Miscellaneous Fee Payment Invoice) or remittance details. ii. 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. 2. Application Guidelines: School Homepage/Office of Student Affairs/Student Assistance Division/Student Loan; or call for inquiry. 3. The applicant must settle fees such as the swimming pool cleaning fee, student ID card processing fee, student union fee, thesis supervision fee, and internet fee.	Bo-Ai Campus Student Assistance Division, Admin. Building 1F: 1214 Tian-Mu Campus Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7925
Scholarship and Bursary Application	1. School Scholarship and Bursary: September 1 (Tue.) to September 14 (Mon.), 2026. 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: 1213、1235 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. Students on a leave of absence are still eligible to enroll in the Student Group Insurance in accordance with relevant regulations. During the registration and tuition payment period of the semester, please visit the Health Promotion Center on either campus to obtain the Insurance Enrollment Confirmation Form. Subsequently, proceed to the Cashier Division to request a payment slip and complete the payment process. If you do not wish to participate in the Student Group Insurance during the semester in which you are taking a leave of absence, please sign the Insurance Waiver Declaration and submit it together with the application form for suspension of study. 3. Insurance related website: School homepage/Administration/Office of Student Affairs/Health Promotion Center/About Insurance.	Bo-Ai Campus Health Promotion Center, Qinqu Building 1F: 4173 Tian-Mu Campus Division of Student Affairs at Tian-Mu Campus. Admin. Building 2F: 7924
Foreign Students Universal Health Insurance Fee	Target: foreign students who have lived in Taiwan for at least six months and have no insured person to enrol through.	1. For 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 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 2F: 7924
Foreign Student Medical Insurance	Target: Overseas students who are not yet eligible for health insurance.	1. Overseas students arriving in Taiwan must purchase own insurance policy effective at least six months from the day of arrival (submit proof of purchase). 2. 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 Teacher Education Programs Division, Center for Teacher Education and Career Development, Gong-Cheng Building 3F: 8321、8332 Tian-Mu Campus Teacher Education Programs Division, Science and Info Building 4F: 3702
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: August 31 (Mon.) to September 4 (Fri.), 2026.	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 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
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 graduate 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. Period for Payment: October 5 (Mon.) to October 16 (Fri.), 2026. 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. 4. Teacher education students shall pay the teacher education program credit fee within announced Stage 2 Payment deadline.	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

※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.)