

# UTaipei 2022 Academic Year (First Semester) Registration Guidelines

111.09.15

## School Starts/Registration: September 12 (Mon), 2022

- ✘ New Undergraduate students must verify personal ID and Certificate of Graduation at registration. Student No. inquiry available for new students starting from August 1, and new students admitted through Advanced Subjects Tests (AST) and transfer students starting from August 22: Homepage/Useful Links/School Administration System.
- ✘ According to school regulations, students will be asked to withdraw from school if they do not complete registration and tuition payment within two weeks after the school starts without applying for leave and receiving school approval. To apply for "Late Registration," please submit application to Registrar Division, Office of Academic Affairs, UTaipei, by September 23 (Fri), 2022.

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](http://my.utaipei.edu.tw/utaipei/index_sky.html)

Tia-Mu Campus: (02)2871-8288

What	Date/Who	Details	Administrative Unit/Extension Number																	
Print Tuition Payment Invoice and Payment	I. Download and print the tuition payment invoice from the School Administration System, and complete payment by deadline. II. Step 1: Tuition and Miscellaneous Fees (1) Period for Tuition Invoice Printing and Payment: September 1 (Thu) to September 14 (Wed), 2022. (2) Payment Options: Credit card, convenience store, Taipei Fubon counter, ATM, pay.taimei (Taipei City Government Smart Payment Platform). ※ Extended invoice printing period for students applying for student loans: September 15 (Thu) to September 26 (Mon); payment options: Taipei Fubon counter and ATM only. III. Step 2: Credit Fees (1) Period for Credit Fees Invoice and Payment: October 5 (Wed) to October 19 (Wed), 2022. (2) Payment Options: Credit card, convenience store, Taipei Fubon counter, ATM, pay.taimei (Taipei City Government Smart Payment Platform).	I. This semester's payment options include: (1) Stage 1 Payment: Most students pay tuition and fees, as well as collection charges; graduate students and doctoral students pay basic tuition and fees, and collection charges; delayed graduation students pay safety insurance. (2) Stage 2 Payment: Extended study undergraduate students, teacher education students, and graduate and doctoral students pay credit fees. II. Payment Options: (1) Taipei Fubon Bank Counters. (2) ATM Remittance. (3) Credit Cards. (4) Convenience Stores. (5) Smart Payments. [Credit cards and smart payments options are not applicable to those with corrected or changed payment invoice amounts] Credit card payment webpage: <a href="https://www.27608818.com">https://www.27608818.com</a> . Codes of Different Programs: 8814602201. Taipei City Government Smart Payment Platform: <a href="https://pay.taimei/v2/Index">https://pay.taimei/v2/Index</a> . III. 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) 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: <a href="https://ebank.taimeifubon.com.tw/EGOV/index">https://ebank.taimeifubon.com.tw/EGOV/index</a> (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, Qinpu Building 1F: 4173  Tian-Mu Campus: Cashier, Office of General Affairs, Admin. Building 1F: 7622, 7623  Health Promotion Center, Admin. Building 1F: 1202																	
	<table border="1"> <thead> <tr> <th>Stage</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td>General Education Course Selection (Excluding Military Education, Physical Education)</td> <td>June 14 (Tue) 19:00</td> <td>June 15 (Wed) 19:00</td> </tr> <tr> <td>Returning Students Online Course Selection (Including readmitted students, transfer students from other departments) (Including General Education Courses)</td> <td>June 15 (Wed) 19:00</td> <td>June 18 (Sat) 17:00</td> </tr> <tr> <td>New Students Online Course Selection (Only first-year students; including General Education Courses)</td> <td>September 7 (Wed) 19:00</td> <td>September 8 (Thu) 10:00</td> </tr> <tr> <td>Online Course Add/Drop (Including first-year students)</td> <td>September 8 (Thu) 17:00</td> <td>September 18 (Sun) 17:00</td> </tr> <tr> <td>Manually Add/Drop Courses</td> <td>September 16 (Fri) 9:00</td> <td>September 16 (Fri) 17:00</td> </tr> </tbody> </table>	Stage	Start Time	End Time	General Education Course Selection (Excluding Military Education, Physical Education)	June 14 (Tue) 19:00	June 15 (Wed) 19:00	Returning Students Online Course Selection (Including readmitted students, transfer students from other departments) (Including General Education Courses)	June 15 (Wed) 19:00	June 18 (Sat) 17:00	New Students Online Course Selection (Only first-year students; including General Education Courses)	September 7 (Wed) 19:00	September 8 (Thu) 10:00	Online Course Add/Drop (Including first-year students)	September 8 (Thu) 17:00	September 18 (Sun) 17:00	Manually Add/Drop Courses	September 16 (Fri) 9:00	September 16 (Fri) 17:00	1. All students shall select courses online; only those who meet specific identify rules may select courses manually. Refer to: School Homepage/Useful Links/Office of Academic Affairs/Curriculum Division/Downloads/Student Related/"Manual Course Selection Form". 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. 3. Course Structure: Please refer to website of each department (institute) or contact each department (institute). 4. Schedule Inquiry: School Homepage/Useful Links/School Administration System, or School Homepage/Students/Course Inquiry. 5. Course Selection Rules: School Homepage/Administration/Office of Academic Affairs/Curriculum Division/Course Selection Rules/Semester Course Election Rules. 6. Course Selection System Tutorial Video: Office of Academic Affairs/Curriculum Division/Menu/Course Selection Instructions. Graduate and doctoral students, extended study undergraduate students and Teacher education students who have passed the screening tests of UTaipei Center for Teacher Education and Career Development, shall pay credit fees before the announced deadline.
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<b>Certificate of Student Status Application</b>	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	<p>1. "Certificate of Student Status" may be applied through one of the following methods:</p> <p>(1) If the student needs the Certificate of Student Status stamped, please complete 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.</p> <p>(2) Apply for "Certificate of Student Status" using vending machines on campus (Bo-Ai: Gong-Cheng Building 1F/Tian-Mu: Hong-Tan Building 1F). <b>The fee is TWD20/copy.</b> Submit to Registrar Division, Office of Academic Affairs, for stamping and immediate pickup.</p> <p><b>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.</b></p>										
<b>Credit Exemption Application</b>	<p>1. New Students, Transfer Students: September 5 (Mon) to 8 (Fri), 2022, 9:00~11:30 and 14:00~16:30.</p> <p>2. Foreign Students: Within one week from the day of registration.</p>	<p>1. Please go to School Homepage/Useful Links/School Administration System/Register/Login/Academic Affairs Information System Login/<b>Credit Exemption Application.</b></p> <p>2. Complete required forms and attach required verification documents .</p> <p>3. Upon approval by departments/institutes, Office of Academic Affairs will complete the credit exemption procedure.</p> <p>4. Please safely keep all copies of documents.</p>										
<b>New Student Dormitory Application</b>	<p>1. Online application only. Late applications are not accepted.</p> <p>2. Time:</p> <p>(1) New Undergraduate Students: August 8 (Mon) 9:00 to August 12 (Fri) 12:00, 2022.</p> <p>(2) AST New Undergraduate Students: August 12 (Fri) 14:00 to August 17 (Wed) 17:00, 2022.</p> <p>(3) New Graduate Students at Bo-Ai Campus: August 8 (Mon) 9:00 to August 12 (Fri) 12:00, 2022.</p>	<p>1. Go to the Student section on School Homepage: <b>Dormitory and Rental Services</b> and read all related rules; read the public announcement on the webpage and log into School Administration System to submit application (<a href="http://utdormitory.utapei.edu.tw/bin/home.php">http://utdormitory.utapei.edu.tw/bin/home.php</a>).</p> <p>2. Bo-Ai Campus New Students: New undergraduate students, 2022 transfer students, first-year readmitted students, and new grad students (with limited number of beds for graduate students, applications will be selected through a computer draw. Results are projected to be announced on August 19 (Fri), 2022).</p> <p>3. Tian-Mu Campus New Students: New undergraduate students, 2022 transfer students, first-year readmitted students. (Due to limited number of beds, dormitory application is currently not open to new graduate students).</p>	<p><b>Bo-Ai Campus:</b> Military Education and Student Safety Division, Admin. Building 3F: 1235</p> <p><b>Tian-Mu Campus:</b> Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7911</p>									
<b>New Student Orientation (Undergrad)</b>	<p>1. Time: September 6 (Tue) and 7 (Wed), 2022.</p> <p>2. Who: New Undergraduate Students on both Campuses (Including Transfer Students)</p> <p>3. Location: Report to Gymnasium on Tian-Mu Campus before 8:00 on September 6 (Tue), 2022.</p>	<p>1. New Student Orientation starts at 9:00 on September 6 (Tue), 2022 (New graduate and doctoral student orientation and new in-service program student seminar will be organized separately by respective departments and institutes).</p> <p>2. Please be properly dressed; undershirts, tank tops, and slippers are prohibited.</p> <p>3. Please wear masks, bring your own rain gear, reusable utensils, cups (no beverages in the venue).</p> <p>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.</p>	<p><b>Bo-Ai Campus:</b> Student Assistance Division, Admin. Building 3F: 1211, 1212</p> <p><b>Tian-Mu Campus:</b> Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7915</p>									
<b>Student Health Examination</b>	<p><b>Bo-Ai Campus</b></p> <p>1. Time: 8:30-15:00. August 31 (Wed), 2022.</p> <p>2. Location: Bo-Ai Campus – Gong-Cheng Building B1 Basketball Court.</p> <p>3. Who: New first-year, transfer, full-time first-year graduate and doctoral students.</p> <p><b>Tian-Mu Campus</b></p> <p>1. Time: 8:00-11:30. September 16 (Fri), 2021. (New students ends at 12:00)</p> <p>2. Who: New first-year, first-year graduate and doctoral students, returning College of Kinesiology students of specific athletic sport training, transfer students, readmitted students.</p> <p>3. Location: Tian-Mu Campus – Gymnasium.</p>	<p>1. Please wear a mask. Please pay for the health examination onsite (Version A: TWD 500; Version B: TWD 650).</p> <p>2. Students of low-income families must provide a copy of the Low-Income Proof issued by the government for health examination fee exemption.</p> <p>3. Students who are unavailable on the day of health examination must go to a designated health examination center, or visit Health Promotion Center, Office of Student Affairs, website to download "2022 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 18 (Tue), 2022.</p> <p>4. New students of Bo-Ai Campus and College of City Management are applicable to Version A; students of College of Kinesiology and Department of Dance are applicable to Version B (Health Examination Forms are available on Health Promotion Center webpage).</p> <p>5. New students of Bo-Ai Campus and College of City Management may have breakfast on the day of health examination; students of College of Kinesiology and Department of Dance must not eat any food (only small amount of water) six hours before the examination.</p> <p>6. Please dress casually, and avoid tops or dresses with buttons</p>	<p><b>Bo-Ai Campus:</b> Health Promotion Center, Qinpu Building 1F: 4173</p> <p><b>Tian-Mu Campus:</b> Health Promotion Center, Admin. Building 1F: 1201</p>									

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		or metal accessories.	
<b>Tuition and Miscellaneous Fee Exemption Application</b>	<p>1. Time: August 1 (Mon) to September 8 (Thu), 2022.</p> <p><b>2. Applications after September 1 (Thu), 2022, are not applicable to payment options of credit cards or smart payment platform.</b></p> <p>3. Who: Undergraduate, graduate, in-service programs, doctoral students (Excluding extended study students).</p>	<p>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).</p> <p>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.</p> <p>3. Application Guidelines: School Homepage/Office of Student Affairs, Student Assistance Division/Financial Aid and Related Affairs/1. Tuition and Miscellaneous Fee Exemption; or call for inquiry.</p> <p>※ Student loan applicants must complete Tuition and Miscellaneous Fee Exemption Application first.</p>	<p><b>Bo-Ai Campus:</b> Student Assistance Division, Admin. Building 3F: 1212</p> <p><b>Tian-Mu Campus:</b> Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7913</p>
<b>Scholarship and Bursary Application</b>	<p>1. School Scholarship and Bursary: September 8 (Thu) to September 15 (Thu), 2022.</p> <p>2. MOE Education Property Foundation and other External Financial Aids: Refer to campus webpages for time and more details.</p>	<p>Refer to campus webpages for time and more details of other internal and external scholarships and bursaries:</p> <p><b>Bo-Ai Campus:</b> [Scholarship and Bursary Section] on webpage of Student Assistance Division, Office of Student Affairs.</p> <p><b>Tian-Mu Campus:</b> Extracurricular Activities webpage/Division of Student Affairs at Tian-Mu Campus</p>	
<b>Student Loan Application</b>	<p>1. Application on School Administration System, Bank Identification Verification, and Submission of Application Documents: September 1 (Thu) to September 26 (Mon), 2022.</p> <p>2. Print Payment Invoice Time: September 1 (Thu) to September 26 (Mon), 2022.</p> <p>3. After September 27 (Tue), 2022, please go to Cashier, Office of General Affairs, for printing of payment invoice (Bo-Ai Campus: Ms. Chen at extension 1333; Tian-Mu Campus: Mr. Hsieh at extension 7622).</p>	<p>1. Application Procedure:</p> <p>(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.</p> <p>(2) Visit Taipei Fubon Bank "Student Loan" section <a href="https://school.taipeifubon.com.tw/">https://school.taipeifubon.com.tw/</a> to complete applicant information; print "Student Loan Application/Appropriation Notice," which consists of three copies, and complete confirmation of personal information by September 26 (Mon), 2022.</p> <p>(3) Submit the following documents by September 26 (Mon), 2022, to complete internal review of documents (submission of documents also required for online application of student loan):</p> <p>i. Taipei Fubon Bank Student Loan Appropriation Notice</p> <p>ii. Copy One of Tuition and Miscellaneous Fee Payment Invoice</p> <p>iii. Payment receipt for fees not applicable to student loan (Copy Two of Tuition and Miscellaneous Fee Payment Invoice) or remittance details.</p> <p>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</p> <p><b>v. Submit the hardcopies of the above 4 documents to Office of Student Affairs to complete the application of student loan.</b></p> <p>2. Application Guidelines: School Homepage/Office of Student Affairs/Student Assistance Division/Financial Aid and Related Affairs/4. Student Loan; or call for inquiry.</p>	<p><b>Bo-Ai Campus:</b> Student Assistance Division, Admin. Building 3F: 1212</p> <p><b>Tian-Mu Campus:</b> Division of Student Affairs at Tian-Mu Campus, Admin. Building 2F: 7925</p>
<b>Teacher Education Program Credit (Including Advanced Placement Course) Exemption Application</b>	<p>1. Who:</p> <p>(1) Students attending the Teacher Education Program admitted to UTaipei through recommendation or screening tests.</p> <p>(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.</p> <p>(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.</p> <p>2. Time: Same as Office of Academic Affairs</p>	<p>1. School Homepage/Useful Links/School Administration System/Teacher Education Program Credit Exemption Application.</p> <p>2. Please complete related information, print the application, attach related verification documents, and submit to Teacher Education Program Division.</p>	<p>Bo-Ai Campus: Teacher Education Programs Division, Gong-Cheng Building 3F: 8332</p> <p>Tian-Mu Campus: Teacher Education Programs Division, Science and Info Building 4F: 3703</p>
<b>Print Teacher Education Program Credit Fee Invoice and Course Selection Fee Payment</b>	<p>1. Who:</p> <p>(1) Teacher education students who have passed the screening tests of UTaipei Center for Teacher Education and Career Development.</p> <p>(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)</p> <p>2. Printing Invoice and Payment: Same as Office of General Affairs.</p> <p>3. Payment Options: Credit card, convenience stores, at Taipei Fubon Bank counters, ATM remittance, Taipei City Government Smart Payment Platform.</p>	<p>1. State financed students do not have to print payment invoice (including Tuition and Miscellaneous Fee Payment Invoice).</p> <p>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.</p> <p>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.</p>	<p>Bo-Ai Campus: Comprehensive Planning Division (State Financed Student), Gong-Cheng Building 3F: 8352; Teacher Education Programs Division: 8332</p> <p>Tian-Mu Campus: Teacher Education Programs Division, Science and Info Building 4F: 3703</p>