



NCCU Enrollment Guideline for Fall 2020

1. Student ID Number Card

- ◆ Student ID number (login ID) has been provided individually. The default password (8 digits) will be “nccu” plus your date of birth, such as nccu0824.
- ◆ When new students log in to iNCCU, please use the default password provided. However, **for the second time log in, the system will require you to change the default password for security reasons.**
 - ※ [How to Change INCCU Password](#)
 - ※ [Change INCCU Password \(English\)](#)
 - ※ [How to check& change personal information in INCCU](#)
- ◆ The announcements from NCCU (except OIC) will be sent to your NCCU e-mail. Some emails are provided in Chinese only. Please check it regularly to avoid missing the important information. If you prefer using personal accounts, you may forward messages on NCCU email account to personal one.
- ◆ [English Setting & Auto-Forward Setting](#)

2. Accommodation

On-campus dorm

- ◆ As long as you have chosen dorm application on the enrollment form, we will send your application to the Student Housing Service Office. The dorm housing arrangement can be found on [INCCU](#) now.
- ◆ [How to know your dorm room number and roommate:](#)
- ◆ New students would be arranged by the Student Housing Service Office; therefore, undergraduate students will stay at 4-person rooms, master students at double rooms, and doctoral students at single rooms.
- ◆ Dorms are located on uphill campus and with limited restaurant options, but you can take school bus for 5 minutes to downhill campus.
- ◆ [Cancellation Policy](#): Late cancellation will result in processing fee or partial dorm fee payment. If you will cancel campus dorm application, please email to the Student Housing Service Section by **11:59pm, August 30 (Taiwan time), so that there won't have any charge.**
 - ✓ Contact:
Undergraduates: Ms. Chen, nccudorm@nccu.edu.tw
Graduates: Mr. Tseng, grad_dorm@nccu.edu.tw



- ◆ **Online Fire Safety Course and Test (for campus housing students only)**
 - ✓ **ALL new campus dorm residents are required to watch the online course and pass the test.**
 - ✓ **OIC will email you the links of online course and the test later. For inquiries, please contact Thomas at OIC. Contact: 123076@nccu.edu.tw**
 - ✓ Need to complete the online course and pass the test by **Oct. 30, 2020**.
 - ✓ If the student does not complete the above-mentioned course and pass test without legitimate justification, he/she will receive **8-10 penalization points** according to the Campus Students Dormitory Management and Counseling Regulation, if **more than 10 points have been accumulated, the student would be asked to MOVE OUT.**

Off-campus housing

◆ English Website

- ✓ <http://www.rentaltw.com/>
- ✓ <http://www.mangoroc.com/>
- ✓ <http://www.borderless-house-zh.com/>

(Borderless-House is available for short rental and can live in shared housing with local students if you want to practice your Mandarin)

- ✓ http://intaieipartments.blogspot.tw/2013_11_01_archive.html

(All inquiry and negotiation is done by email and only accept contracts from September 1st to August 31st (one year base) rental. The option of finding a replacement in case the tenant needs to leave earlier is possible)

- ✓ Heshan Residence: (Male Only) ~The interview (could be done via Skype) is required for potential resident. The monthly price varied depending on the size of the room.
<http://www.tecea.org/heshanresidence> (bilingual)
<https://www.facebook.com/heshanresidence/> (Chinese)
- ✓ Wenshan Residence: (Female Only) ~The interview (could be done via Skype) is required for potential resident. The monthly price varied depending on the size of the room.
<http://www.wenshanresidence.com/> (bilingual)



◆ **Chinese Website**

- ✓ [Housing Service Section](#)
- ✓ <http://rent.591.com.tw/house-rentSale-1.html>
(Most of the housing is for one year rental contract on this website)
- ✓ Heshan Residence: (Male Only) ~The interview (could be done via Skype) is required for potential resident. The monthly price varied depending on the size of the room.
- ✓ <http://www.tecea.org/heshanresidence> (bilingual)
- ✓ <https://www.facebook.com/heshanresidence/> (Chinese)
- ✓ Wenshan Residence: (Female Only) ~The interview (could be done via Skype) is required for potential resident. The monthly price varied depending on the size of the room.
- ✓ <http://www.wenshanresidence.com/> (bilingual)

3. Important Dates:

◆ **Before Aug. 31**

- ✓ Undergraduate students intend to enroll in the upper-year class (Sophomore or above), please submit the certificate of completion and the transcripts to your departments.

◆ **Aug. 31- Sep. 2: 2nd-phase Online Course**

- ✓ **Second selection period is for: ALL COURSES!!!**
- ✓ **We strongly advise you NOT to miss either of the course selection phases.**
- ✓ **For more course selection questions, please feel free to contact your department offices because each department has different graduation requirement. Thus they know better your required and selective courses.**

◆ **Sep. 5-6: [NCCU Health Check](mailto:health@nccu.edu.tw)** (For assistance, please contact Health Check Center: health@nccu.edu.tw)

- ✓ **Mandatory:** CAN'T be substituted by the Health Exam for Resident Visa. Please kindly note that NCCU Health Exam required for all new students is different from the one for the Resident Visa application. Health check for resident visa application is regulated by the Ministry of Foreign Affairs in Taiwan.
- ✓ **For students who are not allowed to attend On-Campus Health Examination on Sep. 5 or 6 due to self quarantine or self-health management, please go to the Chi Hsin Clinic for health examination.**



- ✓ Chi Hsin Clinic (啟新診所)
- ✓ Examination date: Sep. 7 (Mon.) to Oct. 8 (Thur.)
- ✓ Examination time: Mon.-Fri, 8:00 ~ 12:00, 13:00 ~ 19:00 (Check in before 18 : 30)
- ✓ Sat.-13:00~16:30 (Check in before 16 : 00)
- ✓ Address: 4th Floor, No.42, Section 3, Jianguo North Road, Taipei City
- Phone: (02) 2507-0723, (02)7709-1119
- Fee: 600 NTD (700 NTD from Oct. 9)
- Reservation is required:
https://service.ch.com.tw/group_check/Online_Reg.aspx?tp=sh

◆ **Sep. 7: Orientation Agenda**

- ✓ **Those who are in the home quarantine and self-health management period cannot attend.**
- ✓ Time: 12:40pm~4:00pm
- ✓ Venue: #203 , Research Building
- ✓ **Sign up first:**
<https://docs.google.com/forms/d/e/1FAIpQLSfA8Wwjyg8T59LDc2fDEKpBl7ZWEgs0k1EDYLwo9WVqIHVWwg/viewform>

◆ **Sep. 11: Enrollment Day (One Stop Registration)**

- ✓ **Those who are in the self quarantine and self-health management period cannot attend. OIC will email you another date of Enrollment Day.**
- ✓ If you have submitted the **ORIGINAL** photocopies of verified diploma and transcripts (including translations, if applicable), you may skip Station A and go to Station B (Insurance).
- ✓ **** These educational documents with the verification stamps (original or photocopy) of the relevant offices will be considered ORIGINAL**

◆ **Sep. 14: New Semester Starts**

◆ **Sep. 14, 9:00am- Sep. 21, 5:00pm: Online Add-Drop Course Period**

◆ **Sep. 18: Tuition Payment Deadline**

- ✓ Registration (payment) Notice: [English](#)
- ✓ Tuition Standard List: [Undergraduate](#); [Graduate](#); [Other Fees](#)



- ✓ [Bill and payment receipt system](#)
- ✓ You may make the payment in CASH (New Taiwan Dollars) at any First Bank branch in Taiwan, at the temporary First Bank counter in the Cashier office (5F, Administration Building, 10:30AM to 1:00PM, Mon.-Fri.), and convenient stores (max. payment: NT40,000 and additional handling fee required: NT\$15)
- ✓ It CAN'T be paid in installment and student loans are for local students only.

◆ **Oct. 26-Nov. 6: (credit tuition/language facility fees)**

- ✓ [Bill and payment receipt system](#)
- ✓ Graduate students will have to pay first and second payment unless you don't take any courses in the semester.
- ✓ Credit tuition depend on how many credits you take.
- ✓ **Log in to the system during this period to confirm if you need to pay. If the credit/language facility fees are not paid on time, you will receive a grade of zero in these courses**, according to Registration Notice.

4. Useful Links and Info.

- ◆ [NCCU Map](#) (IE 7 or above only)
- ◆ **Locations of Important Offices in the Administration Building:**
 - ✓ 3F: Student Housing Service Office
 - ✓ 4F: Registration Office
 - ✓ 5F: Cashier Office (Temporary First Bank branch inside: 10:30am-1:00pm, Mon.-Fri.)
 - ✓ 8F: Office of International Cooperation, OIC
- ◆ [Each Department / Program Location Map](#)
- ◆ [Postal/Banking](#) (Optional)
- ◆ Course Selection: [Schedule](#)
- ◆ 2020-2021 Academic Calendar: [English](#)