

Taiwan Tech Policy for International Students in Response to Covid-19 Crisis

2021 Spring Semester for New Student (Graduate Students)

* This policy, except for course selection, is applied only for newly-admitted international students who are currently outside Taiwan.

* International students in Taiwan should register and attend the classes in person.

2021.02.02

Date	Schedule	Detail
Feb. 2 Feb. 18	Online Registration	<ul style="list-style-type: none"> Please complete online registration by filling out the Payment Authorization Form attached to email and uploading it here with the subject line “student ID_name (e.g. M109XXXXX_ALEX WANG).” Students need to pay their tuition fees successfully before Feb. 18 to complete their registration procedure; otherwise, it will be regarded as voluntarily giving up their admission. Please be informed that we will have a lunar new year holiday from Feb. 9 to Feb. 17. Your email will not be replied during the break. You are strongly suggested to register before Feb. 8 so that we can provide timely assistance to you if you have any question. This payment term is not applicable to newly-admitted international students in Taiwan. They need to physically register and submit documents at Taiwan Tech on Feb. 19, 20, or 22. Please refer check-in information here.
Feb. 8 (9:00 a.m.) Feb. 19 (5:00 p.m.)	Course Preliminary Selection (for international new students only)	<p>Course Selection system: Course Catalog System:</p> <ul style="list-style-type: none"> Please log in to the above system to select courses with the Student ID No. and Passwords that have been e-mailed to you. Please DO NOT select the courses offered by NTU and NTNU(course code starting with 3N and 3T. e.g. 3N1005701, 3T1512701) from your course selection system. Please be informed that we will have a lunar new year holiday from Feb. 9 to Feb. 17. Your email will not be replied during the break. You are strongly suggested to select your courses before Feb. 8 so that we can provide timely assistance to you if you have any question.
Feb. 22 (9:00 a.m.) March 8 (5:00 p.m.)	Course Adding and Dropping (all students)	<p>Course Selection system: Course Catalog System:</p> <ul style="list-style-type: none"> You can still select courses during this period. The stage is on the basis of first forestalls to win. Please log in to the above system to select courses with the Student ID No. and Passwords that have been e-

Date	Schedule	Detail
		<p>mailed to you.</p> <ul style="list-style-type: none"> ● The Authorization Code Operation: When a class is full of its capacity, please send e-mail to the instructor of the class, state your situation and request for an authorization code. After receiving an authorization code, add the course in the course selection system. ● Please DO NOT select the courses offered by NTU and NTNU(course code starting with 3N and 3T. e.g. 3N1005701, 3T1512701) from your course selection system
<p>May 3 (9:00 a.m.) to May 20 (5:00 p.m.)</p>	<p>2nd Course Withdrawal Period</p>	<ul style="list-style-type: none"> ● Please withdraw via the Course Selection System, print out the application form, and email it before May 20 to the Registrar Section/Graduate Studies, Academic Affairs Office.(contact information will be provided later) ● The paid credit fees are not refundable. The courses dropped will be marked as “W”(withdrawn) on the transcript.

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No.	Question	Answer
1.	Taiwan has not lifted its general travel ban for foreign nationals, how do I register and take courses if I cannot enter Taiwan?	<p>Taiwan Tech provides online registration and remote courses during the time students are unable to enter Taiwan.</p> <p>Online registration Period:</p> <p>Feb. 2 to Feb. 18, 2021</p> <ul style="list-style-type: none">● Please complete online registration by filling out the Payment Authorization Form attached with email and uploading it here with the subject line “student ID_name(e.g. M109XXXXX_ALEX WANG).” Students need to pay their tuition fees successfully before Feb. 18 to complete their registration procedure; otherwise, it will be regarded as voluntarily giving up their admission.● This payment term is not applicable to newly-admitted international students in Taiwan. They need to physically register and submit documents at Taiwan Tech.
2.	How do I select courses?	<p>Course Preliminary Selection</p> <p>Feb. 8(9:00 a.m.)-Feb. 19 (5:00 p.m.)</p> <p><u>Course Selection system:</u></p> <p><u>Course Catalog System:</u></p> <ul style="list-style-type: none">● Please log in to the above system to select courses with the Student ID No. and Passwords that have been e-mailed to you.● Please DO NOT select the courses offered by NTU and NTNU(course code starting with 3N and 3T. e.g. 3N1005701, 3T1512701) from your course selection system. <p>Course Adding and Dropping Period: (Online)</p> <p>Feb. 22 (9:00 a.m.), -March 3 (5:00 p.m), 2021</p> <p><u>Course Selection system:</u></p> <p><u>Course Catalog System:</u></p>

		<ul style="list-style-type: none"> ● You can still select courses during this period. ● The stage is on the basis of first forestalls to win. ● Please log in to the above system to select courses with the Student ID No. and Passwords that have been e-mailed to you. ● The Authorization Code Operation: When a class is full of its capacity, please send e-mail to the instructor of the class, state your situation and request for an authorization code. After receiving an authorization code, add the course in the course selection system. ● Please DO NOT select the courses offered by NTU and NTNU(course code starting with 3N and 3T. e.g. 3N1005701, 3T1512701) from your course selection system When Taiwan lifts its travel bans, all the remote courses are going to discontinue. Please come to Taiwan to physically attend classes.
3.	What should I do if the courses I take do not offer remote options?	By Feb. 22, if such situation happens, please contact the instructor directly.
4.	How do I withdraw courses after course adding and dropping period?	<p>You can withdraw your courses during 2nd Course Withdrawal Period May 3(9:00 a.m.)to May 20(5:00 p.m.)</p> <ul style="list-style-type: none"> ● Please withdraw the class via the Course Selection System, print out the application form, and send it before May 20 to the Registrar Section/Graduate Studies, Academic Affairs Office. (contact information will be provided later) ● The courses dropped will be marked as “W”(withdrawn) on the transcript. ● Courses from NTU and NTNU cannot be dropped during 2nd Course Withdrawal Period.
5.	I am already in Taiwan. Can I register online and take remote courses?	No. please register and take courses physically; otherwise, you will get an “X” for your remote courses.
6.	Once the travel ban is lifted, can I still take remote courses?	No, please come to Taiwan to continue your studies. All the remote classes will discontinued after Taiwan opens its border. If you don’t come to Taiwan, please apply for a leave of absence.
7.	How can I apply for a leave of absence?	<ul style="list-style-type: none"> ● After you register online, please fill out the application form. If the reason for your application is related to COVID-19, you also need to fill out the application form for study assistance due to COVID-19. You can apply for a leave for one semester. The period will not be counted to your leave of absence period. ● The tuition and fees you have paid will be refunded to you in accordance with related regulations in the following semester when you come to Taiwan for registration.

		<ul style="list-style-type: none"> ● Please submit your application here.
8.	Can I defer my studies to next semester?	<ul style="list-style-type: none"> ● According to NTUST General Academic Regulations, students who are pregnant, fulfilling their military service, nursing kids under 3 years old, suffering from serious illness or from other irresistible reasons are eligible to apply for admission deferral. ● Please provide related documents here. ● Please complete the Request for Deferral of Admission Form and upload it here before Feb. 18, 2021.
9	I am in my own country. If I do not register before Feb. 18, will my admission be canceled?	Yes, your admission eligibility to Taiwan Tech will be canceled if you do not register online before Feb. 18, 2021.
10	Scholarship Status	<ul style="list-style-type: none"> ● In case the travel restrictions for Taiwan have not been lifted, and you will take courses online in the upcoming semester, the following regulations hold for scholarship recipients: <ol style="list-style-type: none"> NTUST Scholarship (full scholarship / partial scholarship) recipients: The payment of the monthly scholarship instalments will be cancelled during the distance learning period. Payments will be resumed once you arrive in Taiwan and complete enrollment for the new semester at NTUST. Taiwan Scholarship (MOFA / MOE) recipients: Please check with the Taiwan Embassy or Mission Abroad on your scholarship eligibility and payment. ● In case the travel restrictions for Taiwan have NOT been lifted, and you wish to apply for a leave of absence for the first semester after online registration: <ol style="list-style-type: none"> NTUST Scholarship recipients may hold their scholarship eligibility if the reason to apply for a leave of absence is one of the following: pregnancy, fulfilling military service, nursing kids under three years old, suffering from serious illness or from other irresistible reason (Please provide supporting documents). Scholarship eligibility can be resumed once you arrive in Taiwan and complete enrollment for the new semester at NTUST. Scholarship eligibility will be canceled if none of the above-mentioned reasons apply, or if not no reason for an application for leave of absence is given. Taiwan Scholarship (MOFA / MOE) recipients: Please check with the Taiwan Embassy or Mission Abroad on your scholarship eligibility and payment.

		<ul style="list-style-type: none"> ● In case the travel restrictions of Taiwan have been lifted, and you wish to apply for a leave of absence after online registration: I. NTUST Scholarship recipients may hold their scholarship eligibility if the reason to apply for a leave of absence is one of the following: pregnancy, fulfilling military service, nursing kids under three years old, suffering from serious illness, suffering from other irresistible reason or no flight to Taiwan (Please provide supporting documents). Scholarship eligibility can be resumed once you arrive in Taiwan and complete enrollment for the new semester at NTUST. Scholarship eligibility will be canceled if none of the above-mentioned reasons apply, or if not no reason for an application for leave of absence is given. II. Taiwan Scholarship (MOFA / MOE) recipients: Please check with the Taiwan Embassy or Mission Abroad on your scholarship eligibility and payment. <p>Applying for admission deferral:</p> <ul style="list-style-type: none"> I. NTUST Scholarship recipients may hold their scholarship eligibility if the reason to apply for admission deferral is one of the following: pregnancy, fulfilling military service, nursing kids under three years old, suffering from serious illness or from other irresistible reason(Please provide supporting documents). Scholarship eligibility can be resumed once you arrive in Taiwan and complete enrollment for the new semester at NTUST. II. Taiwan Scholarship (MOFA / MOE) recipients: Please check with the Taiwan Embassy or Mission Abroad on your scholarship eligibility and payment.
11	When I have questions, who should I contact with?	<p>Academic Affairs: admission@mail.ntust.edu.tw</p> <p>Scholarship: oia@mail.ntust.edu.tw</p>
12	Useful link	<ul style="list-style-type: none"> ● Course Selection system: https://stuinfosys.ntust.edu.tw/NTUSTSSOServ/SSO/Login/CourseSelection ● Course Catalog System: https://querycourse.ntust.edu.tw/querycourse/ ● Online Registration: https://forms.gle/w8CJZXhitVcpNcq7 ● Download Leave of Absence Form

<https://www.academic.ntust.edu.tw/p/412-1048-8234.php?Lang=en>

- **Upload Leave of Absence Form and Admission Deferral Form**

<https://forms.gle/gsRCd3wvVFfzSQEdA>

- **COVID-19 Prevention**

<https://admission-r.ntust.edu.tw/p/412-1052-9222.php?Lang=en>