國立陽明交通大學
NATIONAL YANG MING CHIAO TUNG UNIVERSITY

Notice of Registration (Current Students) for the 1st Semester of Academic Year 2023

[Please ignore this message if you are withdrawing or have withdrawn from school.]

Important Dates for the 1st Semester of Academic Year 2023

The 1st Semester class begin: September 11, 2023

The period of paying for tuition and fees: August 18 to September 13, 2023

The period of paying for credit fees: October 16 to October 27, 2023

YM Campus：(02) 2826-7000   CT Campus：(03) 571-2121

Item	Date	Description	Division/Ext.
Inquire about the student status and academic records	See the description	Students may inquire about their status and academic records at NYCU via **[NYCU Portal]** at https://portal.nycu.edu.tw/. Click "NYCU" → Link to "Grading System" to make an inquiry. Teachers should submit grades of the previous semester before September 8, 2023. Any request for correcting grades should be submitted before September 15, 2023. If students have any question regarding their grades, they should check with their teachers before the above-mentioned dates.	**Division of Registrar** YM Campus 62203 CT Campus 31999
Delayed registration	See the description	According to the NYCU Academic Regulations, the registration period will end three days after the date when the class starts as identified in the calendar of each semester. Students should pay tuition and fees due to the school within three days after the date when the class starts as identified in the calendar for each semester. **Current students who have failed to complete registration (or pay for the school) should, within two weeks after the date when the class starts as identified in the calendar**, submit a delayed payment request to the Office of Academic Affairs for approval after the request has been reviewed and approved by their advisor (or class mentor) and the head of their academic unit or, in the case of a foreign student, the Office of International Affairs. Students who have failed to make a full payment within	**Division of Registrar** YM Campus 62203 CT Campus 31999 **Departmental offices** **Office of International Affairs**

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		three days after the date when the class starts as identified in the calendar, or who have failed to complete the process of delayed payment request within two weeks after the date when the class starts as identified in the calendar will be deemed as having failed to register and be expelled as a result. **Students who have completed a delayed payment request should make the payment by the deadline as requested. Failure to do so will result in their expulsion**.	YM Campus 62244 CT Campus 50666
A temporary leave	Payment may be waived if the request for a temporary leave is completed by September 11, 2023	I. **Payment of tuition and fees may be waived for students who have completed the request for a temporary leave by the date when the class starts as identified in the calendar.** Students intending to submit a request for a temporary leave after the date when the class starts as identified in the calendar should complete their registration and make a full payment before doing so. II. Current students can take a temporary leave for up to four semesters. They are allowed to request for an extension to this time limit when they are obligated to perform compulsory military service, or when they are pregnant, giving birth, or taking care of a child at or below the age of three. III. Students should contact their department and advisor before submitting a request for a temporary leave. (**To request for a temporary leave**: NYCU Portal → Grading System → Student Status 學籍→ Student Status Change 學籍異動. After students have made a request via the online system and printed out the request form, they must have the request form signed by their department before submitting it to the relevant unit.)	**Departmental offices** **Division of Registrar** YM Campus 62203 CT Campus 31999
Paying for tuition and fees	The period of making the payment: 8/18–9/13	I. Please go to **[NYCU Portal]** and click **[Tuition System]** or directly go to the **Tuition System 學雜費系統** at https://tuition.nycu.edu.tw to download and print out a registration bill. ◆ The new version of the **Tuition System** is best viewed in Google Chrome and Firefox.	**Division of Cashier** YM Campus 62080

Item	Date	Description	Division/Ext.
		◆ An introduction clip to the new version of the **Tuition System**: https://www.youtube.com/watch?v=NhByX6OflNo II. Three days after you have make your payment, you may go to **[NYCU Portal]** and click **[Tuition System]** or directly go to the **Tuition System** to download your payment receipt with an "e-seal for payment of tuition and fees." III. Postgraduate students admitted before School Year 2021 (inclusive) and undergraduate students with an extended study period should pay the basic tuition and fees per semester, along with credit fees based on the credits taken. Postgraduate students with all of the credits to graduate may apply for the "Exemption From Payment of Credit Fees by Masters/Doctoral Program Students" according to relevant requirements. IV. Postgraduate students admitted in School Year 2022 (except the Degree Program of Global Business Administration) should pay for the full tuition and fees for the first two school years, and only basic tuition and fees for the 3rd school year (without credit fees) until graduation. List of Tuition and Fees for School Year 2023: https://aa.nycu.edu.tw/reg/tuition-fee/	CT Campus 51803
Paying for credit fees	The period of making the payment: 10/16–10/27	Postgraduate students admitted before School Year 2021 (inclusive), students admitted to the Degree Program of Global Business Administration, part-time students for a master's degree, students admitted to education programs, students taking individual instruction courses of the Music Institute, and undergraduate students with an extended study period should pay for credit fees and complete the steps described above within the payment period.	
Certificate of enrollment	See the description.	Three days after you have make your payment, you may go to **[NYCU Portal]** at https://portal.nycu.edu.tw/ and click "NYCU" → Link to "Grading System" → Student Status 學	**Division of Registrar YM**

Item	Date	Description	Division/Ext.
		籍→ Personal Account 個人管理→ Download the "Certificate of Enrollment" 下載「在學證明單」	Campus 62203 CT Campus 31999
Course registration	See the description.	I. To check out the course registration website, please go to **[NYCU Portal]** at https://portal.nycu.edu.tw and click "NYCU" → "Online Course Registration System" II. For Information on course registration: Please see "Latest News" on the website of the Division of Curriculum or "Course Schedules" on the "Online Course Registration System" → "Instructions for Course Registration." For the required number of credits of an undergraduate student for each semester, please refer to the Article 32 of NYCU Academic Regulations.	**Division of Curriculum** YM Campus 62038~62039 CT Campus 50421~50425
Student's car/motorcycle parking permits	See the description.	I. For the application period of student's car/motorcycle parking permits in Academic Year 2023, please see **the latest news on the website of the YM /CT Campus of Division of General Affairs**. II. **YM Campus**: "NYCU Portal": https://portal.nycu.edu.tw→ NYCU Campus→ Office of General Affairs→Parking ID Application (YM Campus) **CT Campus**："NYCU Portal": https://portal.nycu.edu.tw→ NYCU Campus→ Office of General Affairs→Parking Permit (CT Campus)	**The Division of General Affairs** YM Campus 62214,62300 CT Campus 50092
Protection of personal information	See the description.	I. NYCU students' personal information will be retained permanently. In accordance with the Personal Data Protection Act, such information may be collected, processed and used for legal purposes. II. To change your name, gender, National ID Number, date of birth, registered address or mailing address, please go to "Application Forms" on the website of the Division of Registrar at https://aa.nycu.edu.tw/reg/regulation/ to download the "NYCU Updating Personal Information Form" and submit it along with relevant documents when you file	

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		your application. III. Students may inquire about their status and academic records at NYCU via **[NYCU Portal]** at https://portal.nycu.edu.tw/. Click "NYCU" → Link to "Grading System" to make an inquiry.	