

Taipei Tech Enrollment Notice for Current Students (Spring 2024)

2023.12.21 updated

Dates	Title	Instructions	Contacts
2024 Feb. 6 to Feb. 16	Tuition & miscellaneous fees	<ol style="list-style-type: none"> Please log in to the website of the Bank of Taiwan (https://school.bot.com.tw/newTwbank/StudentLogin.aspx) through the student ID number, A.R.C and date of birth to download and print out the bill for the current semester. Please pay the bill before February 16, 2024 at the convenience stores/ ATM/ Bank of Taiwan/ Internet banking/ credit cards. There will be two payment phases for students who applied for deferred graduation. Current payment phase (the first payment phase) would require students who applied for deferred graduation to pay for half of the miscellaneous fees, insurance fees, and internet fees. (Credit fees and complementary fees for those who enroll over 9 credits should be paid during the second payment phase.) 	Payroll & Cashiers: ext. 1364
February 19, 2024 Classes Begin (Enrollment Deadline)			
Feb. 19 to Mar. 1	Online Course Selection	<p>Online Course Selection for Spring 2024:</p> <ol style="list-style-type: none"> The course selection system will be open from February 19, 2024 (Mon.) 9 a.m. to March 1, 2024 (Fri.) 5 p.m. For graduating undergraduates or students applied for deferred graduation, the start date will be February 16, 2024 (Fri.) 9 a.m. Only when the approval procedures are completed would the students successfully add the course. Please abide by regulations of upper and lower credit limit, and courses with schedule conflicts would not be acceptable. Considering the need of the course arrangement of Service Learning, please complete the course selection procedures before February 23, 2024 (Fri.) 5 p.m. 	Registrar's Division: ext. 1114, 1115,1116, 1117, 1118, or 1119 Extracurricular Activities Division: ext. 1288, 1289
from Mar. 4	Course Selection Results Confirmation	<ol style="list-style-type: none"> Students may be able to confirm the course selection results from March 4, 2024 (Mon.). Please contact the Registrar's Division before the 4th week after the class begins if there is any problem with the result. Those who do not confirm the course selection results may not be able to withdraw courses, nor conduct preliminary course selection during final weeks. 	Registrar's Division: ext. 1114, 1115, 1116, 1117, 1118 or 1119

Dates	Title	Instructions	Contacts
Mar. 22 to Mar. 29	Credit fees & complementary fees	<p>※ Second Payment Phase ※</p> <p>1. Students who applied for deferred graduation may be able to download, print out, and pay the credit fees bill at the convenience stores/ ATM/ Bank of Taiwan/ Internet banking/ credit cards during March 22, 2024 to March 29, 2024:</p> <p>(1) Those who enroll less than 8 credits (including 8 credits) should pay the credit fees; if the students only register for zero- credit courses, they would be charged by hours.</p> <p>(2) Those who enroll more than 9 credits (including 9 credits) should pay half of the miscellaneous fees and full tuition fees.</p>	Payroll & Cashiers: ext. 1364
Before Apr. 19	Off- Campus Internship	<p>1. Students who take the OFF-CAMPUS INTERNSHIP for the whole semester/ academic year should not take any other course. Please drop the rest of the courses during the online add/drop period.</p> <p>2. Waive for the miscellaneous fees: Students who take the OFF-CAMPUS INTERNSHIP would be refunded for one fifth of the miscellaneous fees. Please submit the following documents for refunding:</p> <p>(1) a copy of the bank book</p> <p>(2) receipt of the tuition fees & miscellaneous fees</p> <p>3. off-campus internship is a mandatory course for undergraduate programs and 5-year junior college programs, please contact the department office to complete the course through matching with a co-op company during summer vacation prior to the senior year.</p>	Registrar's Division: ext. 1118 Office of Research & Development ext. 1451
	Application for Certificate of Enrollment	<p>1. To apply for the Certificate of Enrollment, please complete the registration procedures by paying the above-mentioned fees and finishing the course selection process in advance to obtain a valid registration status.</p> <p>2. To confirm the registration status, please do as the following instructions: Please log in to the Taipei Tech Portal > System of Student Affairs > Students Query System > Class and Mentor > check if there is a reference mark “※” that represents a valid registration status</p> <p>3. After confirming the registration status, please visit the Joint Service Center (located at the 1st floor of the 3rd academic building) and print out the Certificate of Enrollment through the automatic payment machine (each student may apply for one Certificate of Enrollment for free each semester).</p>	Registrar's Division: ext. 1112, 1113, 1114, 1115, 1116, 1117, 1118, or 1119