

# Registration Procedures for Newly-admitted Students

Before Registration Day, please go to the NTOU website→Academic and Student Affairs System→Student Records→Student Information→Maintain Student Information, fill in the information, or the registration is considered incomplete.

The invoice for tuition fees will be sent to the students. If any student has not received it, he or she should inform the Division of Cashier of the situation.

1. Finish the payment at the Division of Cashier
2. International students in pursuit of dual degrees should bring the receipt of payment from their home university to the Division of Cashier for verification.

## Late Registration:

1. Finish the payment (Division of Cashier)
2. Fill in student information online
3. Hand in required documents to relevant divisions

Fail to make the payment or submit the required documents

Send the Student Record Form, photocopy of graduation certificate and relevant documents to the Division of Registration and Curriculum.

Finish the payment, hand in the required documents and finish the registration procedures (Please refer to Form of Registration Procedures.)

Registration day (Verification)

Completion of late ration

Fail to finish late registration

Completion of registration

Please refer to the University's Guidelines Governing Registration and Leave of Absence on Registration Day for the relevant late payment fine.

pass

Verification of payment

fail

Expulsion (Refer to Study Regulations)