

Fu Jen Catholic University

2020-2021 Academic Year

Day Division

Registration Guidelines for New Students

I. Classes begin on Monday, September 14, 2020

II. Registration:

- (1) Please register in person at the University if you are an international student, an overseas Chinese student, a student whose parent serves as an overseas diplomat for the R.O.C., or a repatriated Mongolian or Tibetan student. All other students should read the “What” column below and complete registration by the deadlines. Registration is complete only after review and confirmation by the Registrar.
- (2) To get started, please visit the University homepage (<http://www.fju.edu.tw>) and log into the [Student Information Portal](#) with the LDAP account number and password provided in your Admission Notice, then complete the required forms and familiarize yourself with what needs to be done.
- (3) The university will be closed for summer vacation from 17th August until 21st August. Offices will resume summer hours starting 24th August (Mondays to Thursdays, 8:00 – 16:30).



Office of General Affairs			
Dates	What	Details	Office/Telephone
10/08/2020 to 09/09/2020	Undergrads		
	Download: Tuition Payment Form Swimming Pool Fee Payment Form	<ol style="list-style-type: none">1. Beginning 10th August, you can download the payment form directly from the Taishin Tuition Portal (https://school.taishinbank.com.tw/), or through the following route: University Homepage > Tuition and Fees > Payment Platforms > Taishin Tuition Portal. Please follow the steps on the payment form to pay.2. Students from Mainland China should pay tuition after arriving in Taiwan by downloading and printing off the payment form from the Taishin Tuition Portal and then making the payment in New Taiwan dollars at a bank.3. Payments must be made by 9th September 2020. Please check your	Cashier Office of General Affairs +886-2-2905-2405 +886-2-2905-2618 +886-2-2905-2367


	<p>Graduate Students (and students in the two-year nursing program)</p> <p>Download: Tuition Payment Form</p>	<p>payment status on the Taishin Tuition Portal. (“Payment Cleared” means your payment was successful. You can print out a receipt for your records after completing the payment process.) For an approximate time on how long it will take for your payment to clear, please read Frequently Asked Questions (No. 2) at the Tuition and Fees section.</p> <p>4. You can find announcements and information related to paying tuition at the University Tuition and Fees Search System: http://tuition.ga.fju.edu.tw/InchargeStudent/.</p> <p>※ Late Registration Online: If you are paying after the deadline, you will have to go through the procedure for late registration. Please wait until your payment status on the Taishin Tuition Portal reads “Payment Cleared,” then check the next day to confirm your registration status online: http://register.fju.edu.tw/</p> <p>5. Payments</p> <p>(1) Payment Options:</p> <ol style="list-style-type: none"> i) In person: Go to the Chunghua Post Office, a banking institution, or a Farmers’ or Fishermen’s Association. ii) At an ATM iii) Remittance at a banking institution iv) Online banking v) Online credit card payment <p>(Once again, please make sure to monitor your payment status. See the FAQs available on the portal.)</p> <p>(2) If you are paying by a check dated for the deadline, please make sure that you hand in the check at Taishin Bank 4 working days before the deadline. Checks take 3 to 4 working days to process.</p> <p>(3) If you are paying tuition and miscellaneous fees or tuition and fees charged per credit (including language practice fees) past the deadline, or you have not paid in full, please do so. Article 10 of the Fu Jen Catholic University Academic Policies states: Students who have completed the registration procedure but who have not paid tuition and fees or have not paid in full may not register for the next semester. The University will not issue a degree to graduating students who have not paid in full.</p> <p>By using a Fu Jen affinity credit card, you can enjoy 0% interest for 6 payment periods.</p>	
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<p>03/11/2020 (Tuesday) to 17/11/2020 (Tuesday)</p>	<p>Pay Credit Fees and Language Practice Fees</p>	<p>Who needs to pay?</p> <ol style="list-style-type: none"> 1. Students pursuing a minor or double major, as well as students in a credit program that offers courses separately. 2. Students enrolled in the Teacher Education Program. 3. Students taking language practice courses. 4. Undergraduates, MA students, PhD students, and in-service students that are taking 9 credits or less. <p>If one of the above situations applies to you, please download the payment form from the following website: http://school.taishinbank.com.tw</p> <p>If you're taking courses from another department or graduate institute for which credits are not recognized by your home program as counting toward graduation requirements, you will also need to pay fees charged per credit based on the standards of the department or graduate institute offering the course. You'll need your home program to supply a statement verifying that it does not recognize the credits. Take that statement to the Cashier in order to pay your fees.</p> <p>Please go to the website below for related information and announcements: http://tuition.ga.fju.edu.tw/InchargeStudent/</p>	<p>Cashier Office of General Affairs +886-2-2905-2405 +886-2-2905-2618 +886-2-2905-2367</p>
	<p>Refunds for a Leave of Study or Withdrawal</p>	<ol style="list-style-type: none"> 1. Tuition refunds are processed in accordance with the Regulations for Refunds for Leaves of Absence and Withdrawal. 2. The amount of the refund is determined by the date on which the leave of absence is granted. Please refer to the information included in the Tuition and Fees Search System: http://www.ga.fju.edu.tw/wordfile/rule/休退學費辦法-new.pdf for more information about the relevant timeline. <p>Important dates:</p> <ol style="list-style-type: none"> (1) On or before 9th September 2020 (Wednesday): 100% tuition and fees and all other charges are refunded (2) 10th September 2020 (Thursday) to 11th September 2020 (Friday): 2/3 of tuition and 100% fees and all other charges are refunded (3) 14th September 2020 (Monday) to 26th October 2020 (Monday): 	<p>Cashier Office of General Affairs +886-2-2905-2618 +886-2-2905-2405 +886-2-2905-2367</p>


		<p>2/3 of tuition, fees, and all other charges refunded.</p> <p>27th October 2020 (Tuesday) to 8th December 2020 (Tuesday):</p> <p>(4) 1/3 of tuition, fees, and all other charges are refunded</p> <p>(5) On or after 9th December 2020 (Wednesday): No refund</p>	
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Dormitory Service Center			
Date	What	Details	Unit/Telephone
Before 15/08/2020	Apply for on-campus residency	<p>Only hard copy applications are accepted. Please print out the Housing Application Form from the Student Information Management System and mail it along with the necessary documents to the Dormitory Service Center (located on the 2nd floor of the Yi Sheng Dormitory) by 15th August. (Make sure it is postmarked so we know it was mailed before the deadline).</p> <p>For information about on-campus housing, please visit the webpage of the Dormitory Service Center: http://www.dsc.fju.edu.tw/</p>	<p>Dormitory Service Center</p> <p>+886-2-2905-5269</p> <p>+886-2-2905-5268</p>





Office of Student Affairs			
Date	What	Details	Unit/Telephone
Before 09/09/2020	Fill out personal information online 	<p>Please verify your personal information online.</p> <ol style="list-style-type: none"> Log into the Student Information Management System with your LDAP account number and password. Website: http://smis.fju.edu.tw/freshman/ <p>You must provide your cell number and email. Please fill in your name in English as it appears in your passport. This will facilitate future applications you make for personal documents at the University.</p>	<p>Student Life Division</p> <p>Office of Student Affairs</p> <p>+886-2-2905-3100</p>
03/08/2020 to 13/08/2020 Late Applications: 14/09/2020 to	Application for tuition waivers 	<ol style="list-style-type: none"> For details, please search the Student Information Management System: http://smis.fju.edu.tw/freshman/ If you qualify for a tuition waiver, please submit your application to the Student Life Division between 3rd August to 13th August 2020. 	<p>Student Life Division</p> <p>Office of Student Affairs</p> <p>+886-2-2905-3173</p>

<p>18/09/2020</p>		<p>If you cannot apply during the dates above, you can submit a late application between 14th September to 18th September 2020.</p> <p>Before submitting a late application, you must pay your tuition and fees in full, then bring the original copy of your payment receipt along with your application form and the necessary documents to the Student Life Division.</p> <p>3. If you are applying for both a tuition waiver and a student loan, you must apply for the waiver first.</p>	
<p>10/08/2020 to 07/09/2020</p>	<p>Apply for Student Loans</p> 	<ol style="list-style-type: none"> 1. For details, please search the Student Information Management System: http://smis.fju.edu.tw/freshman/ 2. If you would like to apply for a student loan, first register at the Student Information Management System and then go to any branch of the Bank of Taiwan to verify your identity and sign the contract. Please submit the following documents to the Student Life Division in person or by mail before 7th September 2020: <ol style="list-style-type: none"> (1) The University Copy (Form 2) of the Application Form & Notification of Loan Disbursement from the Bank of Taiwan. (2) The original or photocopy of your Household Registration Certificate. (The certificate must include you and your parents. If you are married, it must include your spouse. Please note that the memo column cannot be left blank.) (3) Photocopy of your bank book from the Chunghwa Post Office (Required if you are applying for an extra loan for textbooks or off-campus housing). (4) Payment receipt for dormitory (Required if you are applying for an on-campus housing loan). 3. If you would like to apply for a loan, please make sure to apply for a tuition waiver first, then take your payment receipt showing the waiver when you apply for the loan. Documents for the loan should be handed in before 9th September 2020. 4. If you're applying for a housing loan, please make sure that you've received a spot in a dormitory first, then download and print off the dormitory payment form and go to Taishin Bank to verify your identity. Before 7th September, take the dormitory payment form along with loan forms to the Student Life Division in order to receive a temporary grant to delay payment. Once this is done, make sure to call the dormitory you will be staying in before the 	<p>Student Life Division Office of Student Affairs +886-2-2905-2231</p>





		<p>deadline to notify them of the situation. (They could cancel your reservation if they don't know you've received permission to delay payment.)</p>	
<p style="text-align: center;">Before 07/09/2020</p>	<p>Registration for military service (NOT REQUIRED FOR international students, overseas Chinese students without an ROC national ID card, and students from mainland China)</p> 	<p>1. All male students who hold R.O.C. citizenship must log into the Student Information Management System (http://smis.fju.edu.tw/freshman/) and fill in their military service information. Please print out the service information form, paste a copy of both sides of your personal ID onto the form, and then send it by registered mail to the following address by 7th September 2020 in order to defer military service:</p> <p>Coordinator for Student Military Service Issues Student Life Division, Office of Student Affairs Fu Jen Catholic University 510, Zhongzheng Rd. Xinzhuang District, New Taipei City 24205</p> <p>If a male student does not submit the required documents, he cannot complete registration. In order to complete registration, male students must submit all documents before the deadline for new student registration.</p> <p>2. New students must submit the following documents based on their status:</p> <p>(1) Students who have not performed military service must submit the military service information form (every male student with R.O.C. citizenship must submit this form).</p> <p>(2) Reservists who have completed military service must submit: [1] a copy of both sides of the Military Discharge Certificate; [2] the military service information form.</p> <p>(3) Students who are exempt from service must submit: [1] a copy of the Certificate of Service Exemption; [2] the military service information form.</p> <p>(4) Students who have completed substitute services, those who are current soldiers, those who are suspended from service, and those who have completed regular service must submit: [1] copies of related documents proving their status; [2] the military service information form.</p> <p>★ If you receive a draft order during the registration procedure and</p>	<p style="text-align: center;">Student Life Division Office of Student Affairs +886-2-2905-2231</p>

		<p>while the University is processing your military service information, please bring your Student ID and receipt for tuition payment to apply for the Certificate of Study to Defer Conscription at the Student Life Division of the Office of Student Affairs.</p> <p>★ If you change the address in your household registry after you have received the military service information in the mail, please visit the Student Life Division with a copy of both sides of your national ID to update your military service information.</p> <p>★ 1. Students born in the year 1994 to 2002, and have studied locally or overseas (including in Hong Kong, Macau, or the Mainland area) may apply to register in military training courses over the summer vacations in 2 consecutive years. If you desire to do so, make sure to complete your application before 5pm on 15th November 2020</p> <p>2. Students born in 2003 (and voluntarily wish to settle their military service administrative procedures before they are 18), please complete all procedures before 15th November 2020.</p> <p>3. Students may, based on interest, visit www.nca.gov.tw by 15th November 2020 and apply to register in military training courses over the summer vacations in 2 consecutive years. Please note that if there are not enough trainers to meet the number of applicants, students will be admitted to training courses via raffle.</p>	
<p>09/09/2020</p>	<p>Check-in and register (for overseas Chinese students, students from mainland China, students whose parent serves as an overseas diplomat for the R.O.C., and repatriated Mongolian and Tibetan students)</p> 	<p>1. Overseas Chinese students, students whose parent serves as an overseas diplomat for the R.O.C., repatriated Mongolian and Tibetan students, and mainland Chinese students should register on 9th September. Further details can be found at the website of the Division of Overseas Chinese Students and Students from Mainland China: http://overseas.fju.edu.tw/</p> <p>2. Overseas Chinese students, students whose parent serves as an overseas diplomat for the R.O.C., and repatriated Mongolian and Tibetan students who are registering as regular students should take their supporting documents and register at the Registrar.</p>	<p>Division of Overseas Chinese Students and Students from Mainland Office of Student Affairs +886-2-2905-3125</p>
<p>11/09/2020</p>		<p>Only new undergraduates are required to attend these events. Failure to attend will be considered an unexcused absence. More information is</p>	<p>Student Life Division</p>

	 <p>Attend Freshmen Induction Ceremony and Counseling Session (Note: this applies to international and overseas Chinese students)</p>	<p>available on the Student Information Management System. Please check in at the time and location specified in the guidelines.</p> <p>Please submit a copy of your personal ID and a copy of your high school diploma. (These documents should be printed on A4-size paper and stapled together. Please write your name, student number, and program in the margins.)</p> <p>The following students will have already submitted their academic documents and personal ID at check-in and do not need to re-submit them: in-service students in a two-year program; students admitted for athletic excellence; post-baccalaureate law students; transfer students; international students; and students from mainland China.</p>	<p>Office of Student Affairs +886-2-2905-2270</p>
<p>Refer to Sanitation Division website for details</p>	<p>Health examination for freshmen</p>	  <ol style="list-style-type: none"> When: 1st September 2020 (Tuesday) to 30th September 2020 (Wednesday). Exact date to be determined by online pre-registration. Refer to the Sanitation Division website for details. Where: Fu Jen Catholic University Hospital Bring the fee (please refer to announcements) and your personal ID (passport/ARC) when you go to the Fu Jen Catholic University Hospital for your health exam and fitness test at the time and date as per your online pre-registration. The fee must be paid on-site in cash. <p>For more information about the physical exam and fitness test, please check the website of the Sanitation Division (http://health.dsa.fju.edu.tw) or join our Line group:</p> 	<p>Student Life Division Office of Student Affairs +886-2-2905-6705</p>
<p>29/09/2020 to 20/10/2020</p>	<p>Apply for Financial Assistance for Disadvantaged Students</p>	<ol style="list-style-type: none"> This assistance helps cover tuition and miscellaneous fees. Please visit the website of the Student Life Division for details. If you'd like to apply, please download the application form from the 	<p>Student Life Division Office of Student Affairs</p>

		<p>Student Information Management System.</p> <p>2. If the annual income of your household is below NT\$700,000 and you are eligible to apply, please submit your application to the Student Life Division by the deadline. To apply, please bring the application form and a copy of your Household Registration Certificate. The Certificate must be from September 2020 onwards, and include you and both parents.</p>	<p>+886-2-2905-3101</p>
<p>07/09/2020 to 11/09/2020</p>	<p>Apply for Grant for Living Expenses</p> 	<ol style="list-style-type: none"> 1. This grant helps cover students' living expenses. Recipients must perform three months of service-learning at the university. For more information, please visit the website of the Student Life Division. 2. The number of available grants varies each year. Please check before applying. 3. If the annual income of your household is below NT\$700,000, and you are not receiving financial assistance from the government, a student loan for living expenses through the university, or the Bursary for Low-Income Students, you may bring the application form and the necessary documents to apply at the Student Life Division. 4. 	<p>Student Life Division Office of Student Affairs +886-2-2905-3101</p>
<p>07/09/2020 to 11/09/2020</p>	<p>Apply for Bursary for Low-Income Students</p> 	<ol style="list-style-type: none"> 1. This grant helps cover students' living expenses. Recipients must perform three months of service-learning at the university. For more information, please visit the website of the Student Life Division. 2. The number of available grants varies each year. Please check before applying. <p>Please visit the website of the Student Life Division to find out about eligibility and required documents. Gather the required documents and submit them with the application form to your program's office by the deadline.</p>	<p>Your program's office</p>
<p>01/08/2020 to 09/09/2020</p>	<p>Payment for group insurance</p> 	<ol style="list-style-type: none"> 1. The deadline to pay is 9th September 2020. 2. All students enrolled at the university (including students on a leave of absence) are required to pay. 3. Please download the form from either site below: https://school.taishinbank.com.tw 	<p>Student Life Division Office of Student Affairs +886-2-2905-3100</p>

		<p>http://tuition.ga.fju.edu.tw/InchargeStudent</p> <p>(Insurance is included as part of your payment of tuition and miscellaneous fees.)</p> <p>4. Dual degree students from partner institutions must pay group insurance as well. Please take the payment form to the Student Life Division.</p> <p>5. Please visit the website below for regulations and payment details: http://life.dsa.fju.edu.tw</p> <p>According to Ministry of Education regulations, students who opt out of group insurance are ineligible to receive scholarships and other forms of financial assistance. Students must likewise sign a written declaration if they wish to opt out. If you would like to opt out, please bring your proof of payment and the declaration form (available for download at the Student Life Division website) to the Student Life Division no later than 29th September 2020. Late applications will not be considered. Students without insurance will be liable for any medical costs incurred during their stay in Taiwan. To learn more about group insurance, please visit the website of the Student Life Division.</p>	
After registration	Registration of certificates obtained from external organizations	<p>1. Please log into the Student Information Portal (via the University Homepage > Students) using your LDAP account number and password. Then, click on Web Services and enter the Student Certification Management System. Fill in the relevant information of your certificate (including language, professional skills, national examinations, computer skills etc.). Bring the original copy of the certificate(s) to your program's office to complete verification.</p> <p>2. Website: http://140.136.251.114/FjuLicense/Login.aspx</p> <p>3. If the system does not include the name of the certificate you possess, please inform your department secretary who will relay the message to the programmer to have it manually added.</p>	Office of Student Affairs +886-2-2905-6411
After registration	FJCU Student Affairs LINE Group	<p>The FJCU Student Affairs LINE Group gives you access to the latest information from the many divisions that comprise the Office of Student Affairs (Student Life Division, Student Activity Division, Student Health Division, Career Development and Placement Center, Student Learning Center, and Office of Military Instruction).</p> <p>1. Scan the QR code below to join.</p>	Office of Student Affairs +886-2-2905-6411

			
Application possible after enrolment	Lift-Off Grant Program for Disadvantaged Students (by MOE Sprout Project)	<p>1. Eligibility: an applicant must be currently enrolled and meet one of the following requirements:</p> <ol style="list-style-type: none"> (1) They come from a low-income household (2) They have middle to low income status (3) They or one of their parents have a disability (4) Their parents or grandparents qualify as a family in hardship (5) They are an indigenous student who qualifies for tuition waivers (6) They have been awarded an MOE grant for disadvantaged students <p>2. Grant Categories:</p> <ol style="list-style-type: none"> (1) Diversified learning and service (2) Improved grades (3) Outstanding grades (4) Taking professional certification test: (5) Obtaining professional certification (6) Successful employment matching (7) Healthcare <p>3. For more information, please refer to Fu Jen Catholic University Regulations Governing the Lift-Off Grant Program or visit the website of the Project of Supporting Multi-Learning.</p> <p>~ Join the official Project of Supporting Multi-Learning LINE group to stay on top of the latest news</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>官網</p> </div> <div style="text-align: center;">  <p>LINE@ 深耕♥起飛 深耕♥起飛</p> </div> <div style="text-align: center;">  <p>申請表單下載</p> </div> </div>	Office of Student Affairs +886-2-2905-3803

Office of International Education			
Date	What	Details	Unit/Telephone
08/09/2020 to 09/09/2020	Registration for international freshmen students	<ol style="list-style-type: none"> 1. Please register at the International Student Center (Room A111 of the Cardinal Tien Memorial Hall). More details can be found at the following website: http://isc.oie.fju.edu.tw/ 2. International students who have been admitted as regular students should register by bringing required documents to the Registrar (Room YP209, Cardinal Yu Pin Memorial Building). 	International Student Center, Office of International Education +886-2-2905-2544

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Office of Academic Affairs			
Dates	What	Details	Unit/Telephone
14/09/2020 to 30/09/2020	Confirm Registration/ Re-register	<ol style="list-style-type: none"> 1. Please use your LDAP account and password, and follow this route: University homepage > Students > Student Information Portal > Enrollment/Registration > Online Registration System. 2. If you have not registered or have not completed registration, please go to the relevant administrative divisions in person to do so. 3. Students who have not registered by 13th October will be expelled from the University, as stipulated in Article 9 of Fu Jen Catholic University Academic Policies. 	Office of Academic Affairs Registrar +886-2-2905-3042
	Submit Academic Records for freshmen undergraduate students	<p>Freshmen (including overseas Chinese students) should submit a copy of your personal ID and a copy of your high school diploma. (These documents should be printed on A4-size paper and stapled together. Please write your name, student number, and program in the margins.)</p> <p>The following students will have already submitted their academic documents and personal ID at check-in and do not need to re-submit them: in-service students in a two-year program, outstanding student-athletes admitted for excellence in athletics, post-baccalaureate law students, transfer students, international students, and students from mainland China.</p>	Office of Academic Affairs Registrar +886-2-2905-3042
	Submit Verified Academic Documents (students admitted by the Overseas Chinese Students Admission Committee, including students from Hong Kong and Macau)	<ol style="list-style-type: none"> 1. In accordance with Article 6, paragraph 1, subparagraph 2 of the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, overseas Chinese students should have their highest academic degree or its equivalent, as well as their academic transcripts, verified by an overseas officer of the R.O.C. or by an authority recognized by the Overseas Community Affairs Council before submitting them for studies in Taiwan. 2. The diploma and transcripts must be verified by a certification authority recognized by the Overseas Community Affairs Council. 	

<p>01/08/2020 to 14/09/2020</p>	<p>Defer enrollment</p>	<p>Newly admitted students who cannot enroll in the University in the current semester due to illness or special circumstances (such as military service, pregnancy, parenting, or financial difficulties) may apply to defer enrollment for up to one year (student participating in the MOE Youth Education and Employment Savings Account Program may defer up to three years). Please file your application before classes begin (14th September). You do not need to pay tuition or fees once the deferral is granted.</p> <p>Please prepare the following documents: the application form, supporting documents (e.g.: a medical certificate from a hospital, current military service records, or a low-income statement), a copy of your academic transcripts, and a copy of both sides of your national ID. (Please follow this route to apply: Office of Academic Affairs website > Information > Forms > Deferred Enrollment Request Form)</p>	
	<p>Application for Leave of Absence</p>	<p>You may request a leave of absence provided that you have enrolled in the University. Applications start before classes begin. You may ask for the Leave of Absence Request Form at the Registrar or download the form from the website of the Office of Academic Affairs: http://www.academic.fju.edu.tw (Office of Academic Affairs website > Information > Forms > Leaving the University > Leave of Absence Request Form.</p> <p>Please visit the website for details on refunds.</p>	
	<p>Collection of Student ID</p>	<p>Within a week after classes begin, the Registrar will notify your class leader to pick up and distribute student ID's for your class.</p>	
<p>01/08/2020 to 14/09/2020</p>	<p>Obtain Certificate of Study</p>	<p>Please complete registration if you need a certificate of study. After classes begin, you can bring your Student ID and apply for the certificate by using the Automatic Service System located on the second floor of the Cardinal Yu Pin Administrative Building. You can also make a copy of both sides of your Student ID and take it to the Registrar at the Office of Academic Affairs, where it will be stamped to prove your enrollment.</p>	
<p>14/09/2020 to 21/09/2020</p>	<p>Transfer of credits</p>		

		<p>An application to transfer credit must be made within a week after classes begin by going to all related programs. The Credit Transfer Request Form can be downloaded from the Office of Academic Affairs website. The following students may apply: students who have retaken the college entrance exam; students who took courses in a master's program while working toward their bachelor degree; students who took courses in a doctoral program while working toward their master's degree; and students who took courses at the School of Continuing Education before enrolling.</p> <p>Students MUST apply when they begin their studies at the University. Late applications will not be accepted.</p>	
	Register as student with special status	<p>If you have special status (e.g. you are an aboriginal student or hold a Disability Card), but this was not noted on your Admission Notice, please bring supporting documents to the Registrar within two weeks after classes begin.</p> <p>Late applications will not be accepted; the student will be considered as voluntarily forfeiting related rights and benefits.</p>	
Refer to the Regulations for Course Selection and Registration for more details	Course selection	<p>For more information on course selection, please head to the school's course selection website and download the relevant guidelines.</p> 	<p>Curriculum Division +886-2-2905-3097</p>

Holistic Education Center			
When	What	Details	Unit/Telephone
10/09/2020	Take the English and Chinese Placement Tests (for overseas Chinese students, international students, students from mainland China,	<p>Test time: Thursday, 10th September 2020 at 14:00</p> <p>Where: School of Continuing Education Building</p> <p>Room numbers:</p> <p>ES217: Overseas Chinese students</p> <p>ES317: International students</p>	<p>Holistic Education Center</p> <p>Chinese: +886-2-2905-3120</p> <p>English:</p>

	students in in the Bachelor Program of Catholic Studies, and outstanding athletes not enrolled in the Department of Physical Education)	ES417: Students from mainland China, students in in the Bachelor Program of Catholic Studies, and outstanding athletes not enrolled in the Department of Physical Education	+886-2-2905-3121
22/08/2020 (09:00) to 25/08/2020 (12:00)	Add Holistic Education Courses to Wish List	<ol style="list-style-type: none"> 1. The University will be closed from 17th August through 21st August 2020. Normal office hours will resume on 24th August 2020. If you have any questions, please contact the University on weekdays from 8 am until 4:30 pm. 2. New students will be registered in their program's required courses by the program's coordinator. However, students must register in Holistic Education courses by themselves during registration period. 3. You can download the Course Selection and Registration Guidelines at http://www.course.fju.edu.tw, then register for courses in accordance with regulations. <p>If you are unable to register for courses at this stage, please be sure to register during initial registration or the add/drop period.</p>	<p>Curriculum Division, Office of Academic Affairs</p> <p>+886-2-2905-3097</p> <p>Holistic Education Center</p> <p>+886-2-2905-3120 +886-2-2905-3121 +886-2-2905-3122</p>

	<p>Register and Verify Certifications for Information Literacy Obtained from Other Institutions</p>	<p>Information literacy is a graduation requirement. Students must pass a proficiency test or submit certifications in order to graduate.</p> <p>Please log into the Student Information Portal (via the University Homepage > Students) using your LDAP account number and password. Then, click on Web Services and enter the Student Certification Management System. Photograph or scan a copy your certification (which conforms to FJCU requirements) and upload it to the system after completing the required information, then take the original copy to the secretary of your home program for verification. (The system is always available, so certifications can be uploaded any time.)</p> <p>Additional information:</p> <p>Notes:</p> <p>Please note that proof of information literacy is only valid for three years. If you were admitted for the 2019-2020 academic year, your certification must have been obtained after 1st August 2017.</p> <p>For more information on test standards, please visit the website of the Holistic Education Center and click on Fundamental Skills Courses.</p>	
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Health, Safety, and Environmental Protection Center

When	What	Details	Office/Telephone
04/09/2020 18/09/2020 19/09/2020 26/09/2020	<p>Training for laboratory safety and hygiene</p> <p style="text-align: center;">Who?</p> <p>New graduate students, assistants, and students who will work in a lab</p>	<ol style="list-style-type: none"> Graduate students in the following programs must take the training courses: Graduate Institute of Applied Science and Engineering; Department of Chemistry; Department of Physics; Department of Life Sciences; Department of Electrical Engineering; Graduate Institute of Nutrition and Food Sciences; Department of Food Science; Department of Nutritional Sciences; Department of Textiles and Clothing; Department of Restaurant, Hotel and Institutional Management; Graduate Institute of Basic Medicine and Pharmaceutical Science; Department of Clinical Psychology; Department of Public Health; Department of Nursing; and Department of Applied Arts. Ms. Jing-Ping Fu is the coordinator at the Health, Safety, and Environmental Protection Center. She can be reached by phone at 2905-3021. 	<p>Health, Safety, and Environmental Protection Center +886-2-2905-3021</p>
17/10/2020	<p>Training for laboratory safety and hygiene</p> <p style="text-align: center;">Who?</p> <p>Graduate students working in a lab</p>	<ol style="list-style-type: none"> Graduate students in the following programs must take the training courses: Department of Life Sciences; Graduate Institute of Nutrition and Food Sciences; Department of Food Science; Department of Nutritional Sciences; Graduate Institute of Basic Medicine and Pharmaceutical Science; Department of Public Health; and the School of Medicine. Ms. Jing-Ping Fu is the coordinator at the Health, Safety, and Environmental Protection Center. She can be reached by phone at 2905-3021. 	<p>Health, Safety, and Environmental Protection Center +886-2-2905-3021</p>

**Note: Scan the QR code for the academic regulations
 (academic regulations, student status, academic results)**

