

# Fu Jen Catholic University

## 2023-2024 Academic Year – Spring Semester

### Registration Guidelines

- **Start date of the Spring semester of the 2023-2024 academic year and Winter break office hours**
  1. Classes start on Monday, 26<sup>th</sup> February, 2024
  2. Winter break schedule: 22<sup>th</sup> January – 16<sup>th</sup> February (Monday through Thursday, 08:00-16:30). The university will be closed between 7<sup>th</sup> February and 15<sup>th</sup> February.
  3. Regular office hours will resume starting from 19<sup>th</sup> February.

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## 1. Registration

- Please register through the [Online Registration Portal](#)

Item	Mandatory	Details
<b>Confirmation of Student Status</b>	✓	You can check the “Basic Student Information” on the <a href="#">Student Management Information Portal</a> before enrollment to apply for various documents
<b>Fee Payment</b>	✓	<ol style="list-style-type: none"> <li>You can download the payment form directly from the Taishin Tuition Portal (<a href="https://school.taishinbank.com.tw/">https://school.taishinbank.com.tw/</a>) using your Student ID, and confirm your enrollment status on the FJCU Registration System during the enrollment period.</li> <li>Freshmen: Download the Tuition Payment Form and Swimming Pool Fee Payment Form.</li> <li>Students who have not completed their payments one month after the start of the semester will be withdrawn from the university.</li> </ol>
<b>Application for Fee Waivers</b>		<ol style="list-style-type: none"> <li>A fixed amount will be directly waived from the tuition and miscellaneous fee bill by the school (NT\$17,500 for the Day Division; NT\$7,500 for the School of Continuing Education; currently awaiting confirmation). Eligibility for the subsidy includes: <ol style="list-style-type: none"> <li>Students with Taiwanese citizenship.</li> <li>Bachelor’s degree students (including post-bachelor’s programs) within their standard period of study.</li> </ol> </li> <li>Exclusions: <ol style="list-style-type: none"> <li>Students who have already applied for tuition and fee reductions from the Ministry of Education or other governmental departments.</li> <li>Students who have transferred departments, taken a leave of absence, withdrawn, or been expelled, and then re-enrolled or resumed their studies in equivalent semesters or grades for which they have already received a reduction.</li> </ol> </li> </ol> <p>Note: As the Ministry of Education has not yet made an official announcement, the final application procedure and details will be announced separately.</p>
<b>Financial Assistance / Student Loans</b>		<ol style="list-style-type: none"> <li>Students who wish to apply for a <a href="#">Student Loan</a>, please visit the <a href="#">Student Management Information System</a></li> <li>Please submit the relevant documents to the Student Life Division in person or by mail before the deadline in accordance with your student status.</li> <li>If you are applying for both a tuition waver and a student loan, you must apply for the tuition waver first, and then include a payment receipt of the tuition waiver when applying for the student loan.</li> </ol>
<b>Selecting Elective Courses</b>	✓	Registered students who fail to complete the required course selection process will be withdrawn from the university.
<b>Submission and verification of academic credentials (Freshmen/transfer students)</b>	✓	When registering for admission, students must submit and verify their academic credentials documents in accordance with Article 4 of the Academic Policies: “Incoming freshmen and transfer students enrolling at the University shall report to campus to complete the enrollment and registration process before the deadline stipulated by the University. Barring extenuating circumstances, the offer of admission shall be rescinded for any student who fails to report by the deadline.”
<b>Deferment for Military</b>		Students must log into the <a href="#">Student Information Management System</a> and fill in their

Item	Mandatory	Details
Service		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 hand it in in person or by mail to the Student Life Division to defer military service.
Health examination		<ol style="list-style-type: none"> <li>1. Download the Fu Jen Catholic University Student Health Information Card from the Division of Sanitary website, fill out your basic information, and submit the card together with the health examination report to the Division of Sanitary (Cardinal Shan Library 1<sup>st</sup> floor).</li> <li>2. For more information about the physical health examination, you can visit the Division of Sanitary <a href="#">website</a>.</li> </ol>
Payment for group insurance		<p>All students enrolled at the university (including students on a leave of absence) are required to pay.</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. (See more information about <a href="#">group insurance regulations and insurance-related terms and conditions</a>).</p>
Check-in and registration for overseas students		<ol style="list-style-type: none"> <li>1. Overseas students must finish registration by 21<sup>st</sup> February 2024.</li> <li>2. 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 at the Overseas Students Office (4<sup>th</sup> floor, Fr. Schütte Building) in accordance with their student status below.</li> <li>3. International students should register at the International Student Center (Room A111 of the Cardinal Tien Memorial Hall).</li> </ol>
UCAN Common Competency Testing		Please take a competency assessment at the <a href="#">UCAN</a> (University Career and Competency Assessment Network) before <b>8<sup>th</sup> March 2024 (Friday)</b> to understand your current level of employability and create a plan to develop any lacking competencies, further improving your competitiveness in the workplace.

## 2. Important dates

Date	Fee	Course selection process	Credit waiver
<b>11<sup>th</sup> December 2023</b>		Pre-registration deadline (22 <sup>th</sup> December 2023 16:00)	
<b>19<sup>th</sup> January 2024</b>		Holistic Education Center course selection deadline (24 <sup>th</sup> January 2024 12:00)	
<b>29<sup>th</sup> January 2024</b>		Online course registration deadline (5 <sup>th</sup> February 2024 03:00)	
<b>1<sup>st</sup> February 2024 (New semester)</b>	Tuition and miscellaneous fees		Credit waiver application deadline (1 <sup>st</sup> March 2024)
<b>21<sup>st</sup> February 2024</b>			
<b>26<sup>th</sup> February 2024 (School day)</b>		Online add/drop period deadline (7 <sup>th</sup> March 2024 03:00)	
<b>7<sup>th</sup> March 2024</b>		1. Course selection error correction (7 <sup>th</sup> March 2024 – 14 <sup>th</sup> March 2024)	
<b>14<sup>th</sup> March 2024</b>		2. School of Continuing Education course selection (8 <sup>th</sup> March 2024 – 12 <sup>th</sup> March 2024)	

### Notes:

- Tuition and Fees Payment:
  - Payment deadline: 21<sup>st</sup> April 2024. Students who complete the procedures for suspension or withdrawal before the payment deadline are except from payment.
  - Students transferring during the Winter break should complete the payment within the registration period according to the <Winter Transfer Students Registration Notice>.
- Tuition Concessions/Student Loans (refer to section 6. Financial Aid for the schedule of each category):
  - Tuition Concessions:
 

First phase 12<sup>th</sup> December 2023 – 29<sup>th</sup> December 2023;

Second phase 2<sup>nd</sup> January 2024 – 12<sup>th</sup> January 2024.
  - Student Loans: Application to be completed before 19<sup>th</sup> February 2024.
- Course Registration: For detailed course registration schedules and procedures, see section 7. Course Registration, and follow the regulations for course selection each semester.
- Student Military Service: To be completed before 19<sup>th</sup> February 2024.
- Student ID Cards for New/Transfer Students: To be collected and distributed by departments a week after the start of classes.
- For announcements related to holistic education courses, please visit the website of the [Holistic Education Center](#).

### 3. Confirmation of student status and submission of academic credentials

#### 3-1. Confirmation of student status

Please log in to the [Student Management Information System](#) to confirm your basic student information before registration (21th February 2024).

Item	For self-confirmation	Visit the Registrar with the following information
Verify/update information	<ol style="list-style-type: none"><li>1. Mobile phone number</li><li>2. Personal e-mail address</li><li>3. English name</li></ol>	<ol style="list-style-type: none"><li>1. Name</li><li>2. Birthday</li><li>3. ID card number</li><li>4. Address</li><li>5. Registration of special status</li></ol>
Description	<ol style="list-style-type: none"><li>1. The English name should match that on your passport, or be in accordance with the Ministry of the Interior for those who do not have passports, to facilitate the application of relevant documents on campus (those who have not filled in an English name will not be able to apply for English documents).</li><li>2. Recent graduates are recommended to fill in their personal e-mail addresses to facilitate the issuance of digital degree certificates upon graduation.</li></ol>	<ol style="list-style-type: none"><li>1. For change of name, date of birth, and identity card number, please submit a copy of your household registration to the Registrar's Office and fill in the application form.</li><li>2. To change the address of your household registration, please fill in the application form at the Registrar's office with your ID card.</li><li>3. To confirm special status of indigenous students, students with disabilities, etc., please bring the relevant documents to the Registrar's office for confirmation of your status.</li></ol>
Confirm student information	The information includes: number of semesters enrolled, number of semesters suspended, etc. For more information, see: <a href="#">Student Management Information System</a> -> Student Status and Suspension Information	

#### 3-2. Verification of academic credentials for new students

Verification Deadline: New students/transfer students should complete their submission during the registration period. (Overseas Chinese and foreign students should submit in person to the Registrar's office on the day of registration, 21<sup>st</sup> February 2024.)

##### Required Documents:

1. New and transfer students: Submit photocopies of both sides of your ID card and high school diploma (those who have not obtained a diploma should submit a completion certificate and transcripts of all years).
2. Submit certificates and transcripts from the highest educational qualification or equivalent from foreign schools, which must be verified by the verified by an overseas officer of the R.O.C. or by an authority recognized by the Overseas Community Affairs Council.

##### Notes:

3. Transfer students, and new students of doctoral and master's programs obtaining early admission through screening tests, should submit registration materials in according with the registration instructions during the registration period.
4. For questions about the verification of academic credentials, please contact the [Registrar's office](#) (Office of Academic Affairs: Day Division 02-2905-3042; School of Continuing Education 02-2905-2298).

## 4. Miscellaneous fees

### 4-1. Fee payment

<b>Fee payment form</b>	Starting from 1 <sup>st</sup> February 2024, You can download the payment form directly from the Taishin Tuition Portal ( <a href="https://school.taishinbank.com.tw/">https://school.taishinbank.com.tw/</a> ) using your Student ID, and follow the steps on the payment form to pay.
<b>Payment deadline</b>	<b>21<sup>st</sup> February 2024</b> Please complete the fee payment before the payment deadline.
<b>Credit fees/language fees</b>	Payment period: 16 <sup>th</sup> April 2024 – 30 <sup>th</sup> April 2024 (Please log in to the Taishin Tuition Portal to check if you need to pay these fees)

### Students from mainland China

You can pay tuition after arriving in Taiwan by downloading and printing out the payment form from the Taishin Tuition Portal and then making the payment in New Taiwan dollars at a bank.

#### ※Payment instructions

1. You can find announcements and information related to paying tuition at the University Tuition and Fees Portal: <http://tuition.ga.fju.edu.tw/InchargeStudent/>.
2. 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,” after which your registration will be confirmed the next day together with other delayed registrations. You can confirm your registration status online through the following link: <http://register.fju.edu.tw/>
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.
4. Undergraduate students in their second year or above taking elective or supplementary swimming courses should register in advance at Ji Jian Building
5. By using a Fu Jen affinity credit card, you can enjoy 0% interest for 6 payment periods.
6. To protect your own rights, please confirm the payment status after completing the payment. (“Payment Cleared” means your payment was successful. You can print out a receipt for your records after completing the payment process.)

### 4-2. Refunds

1. **On or before 1<sup>st</sup> March 2024 (Friday):** 100% tuition, fees, and other charges are refunded to students applying for a leave of study or withdrawal.
2. **4<sup>th</sup> March 2024 (Monday) to 8<sup>th</sup> April 2024 (Monday):** Two third of tuition, fees, and other charges are refunded to students applying for a leave of study or withdrawal.
3. **9<sup>th</sup> April 2024 (Tuesday) to 20<sup>th</sup> May 2024 (Monday):** One third of tuitions, fees, and other charges are refunded to students applying for a leave of study or withdrawal.
4. **On or after 21<sup>st</sup> May 2024 (Tuesday):** No refund.

## ※Notes on refunds for suspension/withdrawal

1. Refunds will be processed in accordance with the Regulations for Refunds for Leaves of Absence and Withdrawal.
2. Since the completion date of suspension or withdrawal is closely related to the refund amount, to protect students' rights, please carefully read the refund standards and timetable for suspension and withdrawal in the [Tuition and Fees Search System](#) on the University's website.
3. Students who complete the suspension or withdrawal process before the fee payment deadline are not required to pay the fees.

## 5. Suspension of studies/admission deferral

### (1) Application for suspension of studies

- Application period:  
From 1<sup>st</sup> February 2024 to 7<sup>th</sup> June 2024.  
New Student Suspension System: 1<sup>st</sup> February 2024 – 23<sup>th</sup> February 2024.
- Application method:  
Current students: Obtain a leave of absence form from the Academic Affairs Office, Registration Division, or download it from the website of the [Office of Academic Affairs](#).  
New students: Please apply for a leave of absence via the [New Student Suspension System](#).
- Refund policy for suspensions and withdrawals:  
For the refund standards for suspensions and withdrawals, please refer to the [Tuition and Fees Search System](#) on the University's website.

### (2) Deferral of admission

- Application period:  
Each semester from the start of the semester (1<sup>st</sup> February 2024) until the first day of classes (26<sup>th</sup> February 2024).
- Application method:  
For the application form and required documents, please refer to the [Office of Academic Affairs](#).
- Eligible applicants:  
Those with illnesses or other extenuating circumstances (such as military service, pregnancy, childcare, or financial difficulties)

## 6. Financial aid measures

### 6-1. Fixed amount deductions

Students do not need to apply for this; the University will directly deduct the fixed amount from the tuition and miscellaneous fees bill. Eligible recipients must meet the following criteria:

- (1) Students of Taiwanese citizenship who are officially enrolled.
- (2) Bachelor's degree students (including post-bachelor's programs) within their standard period of study.

<b>Department</b>	Day Division	School of Continuing Education
<b>Deduction</b>	NT\$17,500	Unconfirmed

**Note:**

**For announcements and information regarding the fixed-amount deductions, please visit the website of the [Student Life Division](#).**

Additional note: As the Ministry of Education has not yet made an official announcement, the final application procedure and details will be announced separately.

The Ministry of Education has established these guidelines to implement educational equality and reduce the financial burden on families of students in private colleges and universities, enabling students to choose their departments and schools more suitably.

1. Excluded parties (no double deductions)

- 1) Those who have already applied for tuition reductions from the Ministry of Education or other governmental departments.
- 2) Students who have transferred, suspended, withdrawn, or been expelled from school and have already received reductions for the equivalent semester or grade during their repeat, resumption, or re-enrollment.

2. If the subsidy amount from other government departments exceeds the fixed-amount deduction and you wish to forgo this deduction, please apply for a full payment bill on the [Student Management Information System](#). After the next working day, once the your application has been reviewed and confirmed, please log in to the [Taishin Tuition Payment Portal](#) with your student ID to download the full payment slip.



## 6-2. Student loans

Students who wish to apply for a [Student Loan](#), please visit the [Student Management Information System](#), and go to any branch of the Bank of Taiwan to verify your identity and sign the contract. Please submit the relevant documents to the Student Life Division in person or by mail before the deadline in accordance with your student status. Detailed information is as follows:

Student status	Day Division	School of Continuing Education
Current students (including those delaying graduation)	Before 19 <sup>th</sup> February 2024	Before 29 <sup>th</sup> February 2024
Transfer students	Before 19 <sup>th</sup> February 2024	Before 29 <sup>th</sup> February 2024
Early admission	Before 19 <sup>th</sup> February 2024	--

### Notes:

For more information regarding student loan announcements and related information, please visit the website of the [Student Life Division](#).

1. If you are applying for both a tuition waiver and a student loan, you must apply for the tuition waiver first, and then include a payment receipt of the tuition waiver when applying for the student loan
2. **Students delaying graduation:** Students of the Day Division should download and print out the Delayed Graduation Student Loan Form (延修生貸款單) from the [Taishin Tuition Portal](#), and hand in the payment receipt to the Student Life Division; then, apply for the student loan with the inclusion of tuition and miscellaneous fees, so that after course selection is completed, in case of overpayment, the excess amount can be refunded to the Bank of Taiwan by the University. Students in the School of Continuing Education should first contact the Cashier Section of the Office of General Affairs (2905-2248) to register the desired number of credits to take. Once the payment slip is updated, they can proceed as normal.
3. **Transfer students:** Those unable to complete the application process prior to registration and those applying for tuition deductions should fill out the Student Loan Affidavit (就學貸款具結書) during registration.
4. **Students applying for a housing loan:** Please make sure that you have received a spot in a dormitory first, then download and print off the dormitory payment form and go to Taishin Bank. For **off-campus accommodation loans**, attach a photocopy of the rental contract.

The following documents are required (hand in personally or by mail):

- 1) **The University Copy (Form 2) of the Application Form & Notification of Loan Disbursement from the Bank of Taiwan** (students applying online must hand in a printed copy).
- 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. Different household registrations must be submitted separately. 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, off-campus housing or living expenses). Students who do not have a post office account may attach a copy of their bank book of a different financial institution, but must pay the remittance fee.
- 4) **Payment receipt for on-campus housing** (required if you are applying for an on-campus housing loan).
- 5) **Photocopy of your rental contract** (for those applying for an off-campus housing loan).

### 6-3. Application for tuition waivers

Students who wish to apply for tuition waivers can do so on the [Student Management Information System](#). Students who are eligible should submit their application to the Student Life Division before the deadline and according to the following criteria:

Student status	Day Division	School of Continuing Education
Current students (including those delaying graduation)	Period 1: 12 <sup>th</sup> December 2023 – 29 <sup>th</sup> December 2023 Period 2: 2 <sup>nd</sup> January 2024 – 12 <sup>th</sup> January 2024	Period 1: 12 <sup>th</sup> December 2023 – 29 <sup>th</sup> December 2023 Period 2: 2 <sup>nd</sup> January 2024 – 12 <sup>th</sup> January 2024
Transfer students	9 <sup>th</sup> January 2024 – 11 <sup>th</sup> January 2024	9 <sup>th</sup> January 2024 – 11 <sup>th</sup> January 2024
Early admission	Period 1: 12 <sup>th</sup> December 2023 – 29 <sup>th</sup> December 2023 Period 2: 2 <sup>nd</sup> January 2024 – 12 <sup>th</sup> January 2024	--

**Payment form download:** After 1<sup>st</sup> February 2024, you can download the payment form from the [Taishin Tuition Portal](#) using your student ID.

#### Notes:

**For announcements and information regarding tuition deduction and waivers, please visit the website of the [Student Life Division](#).**

1. Both the tuition waiver and the fixed-amount reduction are considered government subsidies, and only one can be chosen.
2. Starting this semester, due to the direct deduction of the fixed-amount deduction from the tuition and miscellaneous fees bill, there is currently no schedule for applications for tuition waivers after the start of classes. Students who wish to apply for tuition waivers must submit the relevant documents within the aforementioned period. If you are unable to complete the process within the mentioned period, please first contact the Student Life Division at 2905-3173 (Day Division students) or 2905-3890 (School of Continuing Education).
3. If you are applying for both a tuition waver and a student loan, you must apply for the tuition waver first, as the tuition and miscellaneous fees amount eligible for reduction must be deducted before applying for the student loan.

## 6-4. Grants

- **Lift-Off Grant Program for Disadvantaged Students (by MOE Sprout Project)**

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](#). You can also join the official [Project of Supporting Multi-Learning LINE group](#) to stay on top of the latest news

※The above mechanism is based on the approved plan from the Ministry of Education for 2023.

## 7. Course selection schedule

Course selection	Start date	End date	Description
<b>Pre-registration (current students only)</b>	11 <sup>th</sup> December 2023 09:00	22 <sup>nd</sup> December 2023 16:00	Pre-registration will be handled in accordance with the regulations outlined by each course unit. For more information on pre-registration (only for those departments offering pre-registration), please refer to the <a href="#">Course Registration Website</a> and the announcements of each course unit.
<b>Holistic Education Center courses</b>	19 <sup>th</sup> January 2024 09:00	24 <sup>th</sup> January 2024 12:00	1. General Education/Second Year Physical Education/Second Year English. 2. Applicable to undergraduate students only.
<b>Online course registration</b>	29 <sup>th</sup> January 2024 09:00	5 <sup>th</sup> February 2024 03:00	
<b>Cross-school electives</b>	19 <sup>th</sup> February 2024 09:00	14 <sup>th</sup> March 2024 16:00 (Day Division) 21:00 (School of Continuing Education)	
<b>Online add/drop period</b>	26 <sup>th</sup> February 2024 09:00	7 <sup>th</sup> March 2024 03:00	
<b>School of Continuing Education course selection</b>	8 <sup>th</sup> March 2024	12 <sup>th</sup> March 2024	
<b>Course selection error correction</b>	7 <sup>th</sup> March 2024	14 <sup>th</sup> March 2024	

### ※Notes

For the Course Registration Guidelines, please see the [Course Registration Website](#).

1. Students who are registered but fail to complete course selection in accordance with these guidelines will be suspended or withdrawn from the university.
2. After completing course selection, please make sure to confirm your course selection list. If you do not confirm online, you will be considered to not having objections to your list of selected courses, and no changes will be accepted after the deadline. (For questions, please reach out during the working hours of the Day Division or the School of Continuing Education).

## 8. Credit exemption

### Eligible applicants:

- students who have retaken the college entrance exam (including transfer students)
- Students who took master's or doctoral courses during their bachelor's or master's studies
- Those who took bachelor's or master's credit courses in continuing education

### Application period:

- Submit the required documents for exemption to the department office according to the department's schedule, and complete the exemption process by the first week of school (before 1<sup>st</sup> March 2024). Exemptions can only be applied for once in the year of admission; it cannot be reapplied for later.

### Required documents:

- Please prepare your original transcripts from your previous school (credit courses require an original credit certificate) and complete the application form for credit exemption (can be downloaded from the website of the [Office of Academic Affairs](#)).

### Notes:

- The exemption process is conducted in accordance with the [Fu Jen Catholic University Regulations for Student Credit Exemption](#).
- Transfer students, students who have retaken the college entrance exam, or students readmitted after changing departments, who are approved to change majors, take a minor or double major, may reapply for credit exemptions, but cannot change the credits of the previously exempted courses, nor apply for promotion to a higher academic year.

## 9. Dormitory application

### Confirm basic information:

- Please visit the [Student Management Information Center](#) to confirm your basic information.

### Application period:

- Complete the application process on the website of the [Dormitory Service Center](#) between 5<sup>th</sup> December 2023 and 8<sup>th</sup> December 2023.

※ For other dormitory-related information, please visit the website of the [Dormitory Service Center](#).

※ Dormitory beds are arranged by the University in accordance with Article 9 of the Fu Jen Catholic University Student Dormitory Management Regulations. If the household registration information does not match the original data, students who have been registered for more than one year and are approved upon review can change their allocation priority.

## 10. Military service

### Applicable to:

- All freshmen, transfer, and returning male students who hold R.O.C. citizenship (NOT REQUIRED FOR international students, overseas Chinese students without a ROC national ID card, and students from mainland China)

### Application Period and Required Documents:

- Application deadline: Before 19<sup>th</sup> February 2024.
- Application method: 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 to defer military service:

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

### Required documents:

1. Military Service Information Form (can be found on the [Student Management Information System](#); make sure the information is correct)
2. A copy of both sides of your personal ID card
3. Proof of current military status (Military Discharge Certificate; demobilization order)

### Notes:

- Information related to student military service is published on the [military service section](#) of the Student Life Division website.
- If you receive a draft order during the registration procedure and while the University is processing your military service information:
  1. 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.
  2. Reservists who receive a call-up order should apply for a Certificate of Enrollment at the Registrar's office and cancel the call-up order at the nearby reserve command.

## 11. Health examination

### Applicable to:

- Students who have not yet completed the student health examination since admission.
- Transfer students, early admission students.

### Process:

- download the **Student Health Information Form** from the website of the [Division of Sanitary](#) and visit the Fu Jen Catholic University Hospital for a health examination; health examinations can only be done by appointment. The checkup medical report and the student health information form should be submitted to the Division of Sanitary Office MD134 located at the first floor of the Paul Cardinal Shan Medical Building.
- Transfer students: Submit your health checkup documents from your previous school (same educational system only) within the past three years to the Division of Sanitary Office MD134 located at the first floor of the Paul Cardinal Shan
- Deadline: Please hand in all documents before **15<sup>th</sup> March 2024**.

### More information:

- For more information, join the Line group [@輔大愛健康](#), or visit the Division of Sanitary [website](#).

## 12. Student group insurance

### Applicable to:

- All students enrolled at the University (including students on a leave of absence) are required to pay for group insurance.
- Dual degree students who only need to pay the group insurance should take the payment receipt to the Student Life Division to complete the additional student group insurance application.

### Non-participants:

- 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 within two weeks after the start of the academic year (i.e. no later than 8<sup>th</sup> March 2024) to apply for withdrawal.

**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 regulations and insurance-related terms and conditions](#), please consult the Student Life Division.

### 13. Laboratory safety and hygiene training

#### **Applicable to:**

- New graduate students, assistants, and students who will work in a lab
- ✖Those who miss the laboratory Safety and Health and Biosafety Education Training should directly contact the Environmental Safety and Health Center.

#### **Safety and Health Training**

- Dates (choose one): 17<sup>th</sup> August 2023 (Thursday), 18<sup>th</sup> August 2023 (Friday), 31<sup>st</sup> August 2023 (Thursday), 1<sup>st</sup> September 2023 (Friday).
- Students in the following programs must take this training course:
- 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 Biomedical and Pharmaceutical Science; Ph.D. Program in Pharmaceutical Biotechnology; School of Medicine; Department of Clinical Psychology; Department of Public Health; Department of Nursing; and Department of Applied Arts.

#### **Biosafety training**

- Date: 14<sup>th</sup> October 2023 (Saturday)
- Students in the following programs must take this training course:
- Department of Life Sciences; Graduate Institute of Nutrition and Food Sciences; Department of Food Science; Department of Nutritional Sciences; Graduate Institute of Biomedical and Pharmaceutical Science; Ph.D. Program in Pharmaceutical Biotechnology; Department of Public Health; and the School of Medicine.

#### 14. Contact information for each unit

Unit	Item	Contact	Additional information
Office of General Affairs Cashier Section	Tuition / credit fees (including language fees) / refunds	Day Division: 2905-2618, 2405, 2367 SOCE: 2905-2248	
Office of Student Affairs Student Life Division	Group insurance / personal information verification	Day Division: 2905-3100 SOCE: 2905-2979	The <a href="#">FJCU Student Affairs LINE Group</a> integrates important operations of units related to the Office of Academic Affairs on campus (Student Life Division, Division of Sanitary, Resource Room, Career Development and Placement Office, Overseas Student Office, and Military Education and Student Safety Division) to provide students with first-hand information on academic affairs,
	Tuition waivers	Day Division: 2905-3173 SOCE: 2905-3890	
	Student loans	Day Division: 2905-2231 SOCE: 2905-2247	
	Military service	Day Division: 2905-3031 SOCE: 2905-2979	
	Financial assistance / living expenses grants	Day Division: 2905-3101 SOCE: 2905-2246	
Office of Student Affairs	Lift-Off Grant Program	2905-3803, 3865	
Office of Student Affairs Student Life Division	Health examination	2905-6705	
Office of Student Affairs Overseas Student Office	Registration for international students, overseas Chinese students, children of overseas R.O.C. diplomats, or repatriated Mongolian or Tibetan students	2905-3125	
Office of Student Affairs Career Development and Placement Office	UCAN Common Competency Assessment	2905-3011	
Military Education and Student Safety Division	Military training exemptions	Day Division: 2905-2885 SOCE: 2905-2801	
Office of Academic Affairs Registrar	Confirmation of student and registration status	Day Division: 2905-3042 SOCE: 2905-2298	For the various academic regulations, please refer to the website of the <a href="#">Office of Academic Affairs</a> .
	Verification of academic credentials / student ID		
	Suspension / admission deferral		
	Credit waivers		
Office of Academic Affairs Curriculum Division	Course registration (Course Registration Website)	Day Division: 2905-3097 SOCE: 2905-2285	



<b>Unit</b>	<b>Item</b>	<b>Contact</b>	<b>Additional information</b>
Holistic Education Center	Holistic Education Center course registration	2905-3120, 3121, 3128	
Environmental Safety and Health Center	Laboratory safety and hygiene training	2905-3021	
International Student Center	International student registration	2905-2544	
Dormitory Service Center	Dormitory application	2905-5268, 5269	