

Fu Jen Catholic University

2025-2026 Academic Year – Spring Semester

Registration Guidelines

- **Start date of the Spring semester of the 2025-2026 academic year and Winter break office hours**

1. Classes start on Monday, 25th February, 2026
2. Winter break schedule: 19th January – 6th February, 2026 (Monday through Thursday, 08:00-16:30).
The university will be closed between 13th February and 22nd February.
3. Regular office hours will resume starting from 9th February.
(Day division: 08:00-16:30. SOCE: 15:00-22:00)

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1. Registration

During the registration period (2nd February – 24th March, 2026), please log in to the Student Information System and go to the right-hand menu → Current Semester Registration Status to check whether your registration and verification items have been completed.

Item	Mandatory	Details
Confirmation of Student Status	✓	Please check your “Basic Student Information” on the Student Management Information System during the enrollment period and click “Save” to complete verify/update your information, allowing you to apply for various university documents. Step-by-step instructions can be found here .
Fee Payment	✓	<ol style="list-style-type: none"> You can download the payment form directly from the Taishin Tuition Portal (https://school.taishinbank.com.tw/) using your Student ID, and confirm your enrollment status on the FJCU Registration System during the enrollment period. More information about how to pay can be found at the Tuition and Fees section. Freshmen: Download the Tuition Payment Form and Swimming Pool Fee Payment Form. Students who have not completed their payments one month after the start of the semester will be withdrawn from the university.
Application for Tuition and Fee Waivers		<ol style="list-style-type: none"> A fixed amount will be directly waived from the tuition and miscellaneous fee bill by the school (NT\$17,500 for the Day Division; 50% of the total bill for the School of Continuing Education, up to a maximum of NT\$17,500). Eligibility for the subsidy includes: <ol style="list-style-type: none"> Students with Taiwanese citizenship. Bachelor’s degree students (including post-bachelor’s programs) within their standard period of study. Exclusions: <ol style="list-style-type: none"> Students who have already applied for tuition and fee reductions from the Ministry of Education or other governmental departments (e.g. Directorate-General of Personnel Administration, education subsidies for children of civil servants, education subsidies for retired officers and soldiers through the Veteran’s Affairs Council, etc.) Students who have transferred departments, are delaying graduation, or who have 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 (Specialized year 4 and 5 are equivalent to the first and second year of university).
Financial Assistance / Student Loans		<ol style="list-style-type: none"> Students who wish to apply for a Student Loan, please visit the Student Management Information System. After applying for a student loan at the Bank of Taiwan, please submit the relevant documents to the Student Life Division. 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.
Selecting Elective Courses	✓	<ol style="list-style-type: none"> Registered students who fail to complete the minimum credit requirement will be ordered to take a leave of absence. If they have reached the maximum allowed duration, they will instead be withdrawn from the university. For the “Student Course Selection Instructions,” please visit the Course Registration Website.
Submission and verification of academic credentials (Freshmen/transfer students)	✓	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.”
Deferment for Military Service		Male students who were admitted prior to this semester, transferred during the winter break, or returned from a leave of absence (students without ROC nationality are exempt) must log into the Student Information Management System 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 hand it in in person or by mail to the Student Life Division to defer military service no later than one week after the semester starts. This is

Item	Mandatory	Details
		required in order to apply for deferment of conscription or postponed call-up procedures and to avoid losing eligibility for such deferments.
Health examination		<ol style="list-style-type: none"> In accordance with university regulations, all students must complete a health examination before admission. Health examination reports must be submitted to the Division of Sanitary (Room MD134, 1st floor, Paul Cardinal Shan Medical Building). For more information about the physical health examination, you can visit the Division of Sanitary website.
Payment for group insurance		<ol style="list-style-type: none"> All students enrolled at the university (including students on a leave of absence) are required to pay. 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.
Check-in and registration for overseas students		<ol style="list-style-type: none"> Overseas Chinese students, mainland Chinese students, students whose parent serves as an overseas diplomat for the R.O.C., and repatriated Mongolian and Tibetan students should register at the Overseas Students Office (Multifunctional Conference Room, Yisheng Dormitory) in accordance with their student status on 25th February 2026. International students should register at the International Student Center (Room A117, Cardinal Tien Memorial Building) on 23rd February 2026.

2. Important dates

*Time listed in 24-hour format

Date	Fee	Course selection process	Credit waiver
16th December 2025		Pre-registration period (16 th December – 23 rd December 16:00)	
22nd January 2026		Holistic Education Center course selection period (22 nd January – 26 th January 12:00)	
1st February 2026 (New Semester)	Tuition and miscellaneous fees		
5th February 2026		Online course registration period (5 th February – 12 th February 03:00)	Credit waiver application period (1 st February – 3 rd March)
12th February 2026		<ol style="list-style-type: none"> Inter-university course selection (12th February – 16th March) Online add/drop period (26th February – 9th March) Course selection error correction (9th March – 16th March) Cross-division course selection (10th March – 16th March) 	
25th February 2026			
9th March 2026			
16th March 2026			

Notes:

- During the registration period (2nd February 2026 – 24th February 2026), please log in to the Student Information System and go to the right-hand menu → Current Semester Registration Status to check whether the registration and verification items have been completed.
- The payment deadline is 13th February 2026. Students who complete the procedures for suspension or withdrawal before the payment deadline are exempt from payment in accordance with the university's regulations.
- Tuition Waivers / Student Loans (please refer to Section 6: Financial Aid Measures of this document for details based on individual eligibility):

(1) Tuition Waivers: 16th December 2025 – 2nd January 2026

(2) Student Loans: 15th January 2026 – 11th February 2026

4. Course Registration: For detailed course registration schedules and procedures, please refer to section 7 (Course Selection) of this document, or the course selection instructions provided each semester.
5. For detailed information on the Holistic Education Curriculum, please refer to Section 7 (Course Selection) of this document.
6. Student Military Service Registration must be completed by 4th March 2026.
7. Student ID cards for new and transfer students will be distributed one week after the start of classes.

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 during the registration period.

Item	For self-confirmation	Visit the Registrar with the following information
Verify/update information	<ol style="list-style-type: none"> 1. Mobile phone number 2. Personal e-mail address 3. English name 	<ol style="list-style-type: none"> 1. Name 2. Birthday 3. ID card number 4. Address 5. Registration of special status (e.g. indigenous students, students with disabilities)
Description	<ol style="list-style-type: none"> 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). 2. Recent graduates are recommended to fill in their personal e-mail addresses to facilitate the issuance of digital degree certificates upon graduation. 	<ol style="list-style-type: none"> 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. 2. To change the address of your household registration, please fill in the application form at the Registrar's office with your ID card. 3. Students with special statuses, such as Indigenous students or students with disabilities, should bring the relevant supporting documents to the appropriate office and to the Registrar for registration. 4. Overseas Chinese students, students from Mainland China, and international students should bring a valid ARC (Alien Resident Certificate) to the Registrar for registration.
Confirm student information	<p>The information includes: number of semesters enrolled, number of semesters suspended, etc. For more information, see: Student Management Information System -> Student Status and Suspension Information</p>	
Proof of Enrollment application	<ol style="list-style-type: none"> 1) Log in to the Student Information Platform → from the menu on the right side, once your registration status for the current semester shows “Registered”, you may apply for the new semester’s enrollment verification. 2) Digital Enrollment Verification: Log in to the Student Information Platform → Menu → Digital Academic Documents → Download Digital Enrollment Certificate. 3) Paper Enrollment Verification: Go to the university’s Office of Academic Affairs self-service kiosk, insert coins, and print the document immediately. 	

3-2. Verification of academic credentials for new students

Verification Deadlines:

1. New Students and Transfer Students Admitted via Internal Admissions Channels:
Follow the instructions provided in the respective admissions guidelines and submit the required documents through the Admissions Information Platform during the check-in period.
2. Overseas Chinese Students & New International Students:
Submit verified documents in person to the Registrar before the registration deadline: 25th February 2026.

Required Documents:

- **New Students and Transfer Students must submit:**
 1. Both sides of the National ID Card
 2. Graduation Certificate or a course completion certificate and transcripts of all years.
- **For those with foreign academic qualifications or equivalent** (including transcripts from all years):
 1. Academic certificate and transcripts verified by an overseas officer of the R.O.C. or by an authority recognized by the Overseas Community Affairs Council.
 2. Local Students: National ID (front and back) and Entry/Exit Record.
Overseas Chinese/Mainland Chinese/International Students: Identity documents (e.g., passport, ARC).
- **For those with academic documents from Mainland China** (including transcripts from all years):
 1. Academic certificate and transcripts notarized by a public notary office in China and verified by a Taiwanese government-designated agency, or certified by an authorized accreditation center in China.
 2. Local Students: National ID (front and back) and Entry/Exit Record.
Overseas Chinese/Mainland Chinese/International Students: Identity documents (e.g., passport, ARC).

Note:

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

- **Download Payment Slip:**

Please log in using your student ID at the [Taishin Tuition Portal](#) to download your payment slip. Follow the instructions provided on the slip for payment.

Payment Slip Download Schedule by Student Type:

Payment Slip	Starting from 1 st February 2026, please log in at the Taishin Tuition Portal using your student ID to download your payment slip. Follow the instructions provided on the slip for payment.
Payment Deadline	All fees must be paid by 13 th February 2026.
Credit Fees / Language Practice Fees	Payment period: 16 th April (Thursday) – 30 th April (Thursday) 2026. (Please log in to the Taishin Tuition Portal with your student ID to check whether additional payment is required.)

※Overseas students 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. After payment, please wait until your payment status on the Taishin Tuition Portal reads “**Payment Cleared,**” after which your registration will be confirmed the next day.
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.
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 24th February 2026 (Tuesday):** 100% tuition, fees, and other charges are refunded to students applying for a leave of study or withdrawal.
2. **25th February 2026 (Wednesday) to 8th April 2026 (Wednesday):** Two third of tuition, fees, and other charges are refunded to students applying for a leave of study or withdrawal.
3. **9th April 2026 (Thursday) to 20th May 2026 (Wednesday):** One third of tuitions, fees, and other charges are refunded to students applying for a leave of study or withdrawal.
4. **On or after 21st May 2026 (Thursday):** 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:
1st February 2026 - 29th May 2026.
New Student Suspension System: 1st February 2026 – 24th February 2026.
- Application method:
Current students: Obtain a leave of absence form from the Registrar (Office of Academic Affairs), or download it from the website of the [Office of Academic Affairs](#).
New students: Please apply for a leave of absence via the [Student Information Platform](#) -> Menu List -> Leave of Absence, Withdrawal, or Resumption of Studies.
(After the start of classes, new students must follow the leave of absence/withdrawal procedures using the official withdrawal form.)
- 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 (1st February 2026) until the first day of classes (25th February 2026).
※*This does not include the first day of classes*
- 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. Tuition and Fee Waivers

Students do not need to apply for this; the University will directly deduct the 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.

Department	Day Division	School of Continuing Education
Application for Tuition and Fee Waivers	NT\$17,500	50% of each credit fee, up to a maximum of NT\$17,500 per semester

1. Important Notes:

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

- (1) 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.
- (2) Excluded parties (no double deductions):
 - Students who have already applied for tuition and fee reductions from the Ministry of Education **or other governmental departments (e.g. Directorate-General of Personnel Administration, education subsidies for children of civil servants, education subsidies for retired officers and soldiers through the Veteran's Affairs Council, etc.)**.
 - Students who have transferred, delayed graduation, taken a leave of absence, 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. Procedure for forfeiting fixed-amount deductions and exemptions:

If the subsidy amount from other government departments (e.g. Directorate-General of Personnel Administration, Veteran's Affairs Council, etc.) exceeds the amount of the tuition and fee waivers and you wish to forgo this deduction, the process to forfeit deductions or exemptions is as follows:

- (1) New students and transfer students should apply for a full payment bill on the [Student Management Information System](#). Within two working days, once 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.
- (2) Bachelor's students who have already filled out their forfeiture declaration in the [Student Management Information System](#) do not need to apply again, and can directly download the full payment slip
- (3) Those receiving internal educational benefits and reductions do not need to process the forfeiture online; the responsible unit will directly deduct the tuition and fee waivers from the 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 11 th February 2026	Before 11 th February 2026
Transfer students	Before 11 th February 2026	Before 11 th February 2026
Early admission students	Before 11 th February 2026	-

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 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

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:** For student loans, transfer students are considered to be in a new academic program. The student and their parents must bring the following to any branch of the Bank of Taiwan to complete the in-person loan agreement process:

- National ID cards
- A detailed household registration transcript (prepare 2 copies: one for the bank and one to submit to the school)
- The tuition and miscellaneous fee payment slip

After completing the process, the loan agreement documents must be submitted to the Student Life Division within the specified deadline.

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 and student loan information.

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 from a different financial institution under the student's name. A remittance handling fee will be charged and must be paid by the student.
- 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](#) (after filling out the information, print your form and sign it). 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)	2025/12/16 - 2026/01/02	2025/12/16 - 2026/01/02
Transfer students	2026/01/09 - 2026/01/22	2026/01/09 - 2026/01/22
Early admission students	2025/12/16 - 2026/01/21	--

1. Download Payment Slip:

You can download the payment form from the [Taishin Tuition Portal](#) using your student ID. The payment deadline is 13th February 2026.

2. Notes:

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

1. Both the tuition deduction and waivers are considered government subsidies, and only one can be chosen.
2. Due to the direct deduction of the tuition and miscellaneous fees waivers, students who wish to apply for tuition waivers must submit the relevant documents within the aforementioned period to avoid discrepancies in the amount due. If you are unable to complete the process within this 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 the [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 information is subject to official approval by the Ministry of Education in 2026.**

7. Course selection schedule

7-1. Course Selection

Course selection	Start date	End date	Description
Pre-registration (current students only)	16 th December 2025 09:00	23 rd December 2025 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 Course Registration Website and the announcements of each course unit.
Holistic Education Center courses	22 nd January 2026 09:00	26 th January 2026 12:00	1. General Education/Second Year Physical Education/Second Year English. 2. Applicable to undergraduate students only.
Online course registration	5 th February 2026 09:00	12 th February 2026 03:00	
Cross-school electives	12 th February 2026 12:00	16 th March 2026 16:00 (Day Division) 21:00 (SOCE)	
Online add/drop period	26 th February 2026 09:00	9 th March 2026 03:00	
Cross-departmental course selection	10 th March 2026 09:00 (Day Division) 16:00 (SOCE)	12 th March 2026 16:00 (Day Division) 21:00 (SOCE)	
Course selection error correction	9 th March 2026 12:00 (Day Division) 16:00 (SOCE)	16 th March 2026 16:00 (Day Division) 21:00 (SOCE)	

*Time listed in 24-hour format

※Notes

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

1. Students who fail to meet the minimum credit requirement after the deadline for error correction will be ordered to take a leave of absence. If they have reached the maximum allowed duration, they will instead be 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).

7-2. Credit exemption

Eligible applicants:

- New students (including early admission students, those who have retaken the college entrance exam, and 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 3rd March 2026). 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](#)).
- Applicants with foreign academic qualifications must complete the verification of their credentials in accordance with the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education before they are eligible to apply for credit transfer.

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.

8. 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 application website of the [Dormitory Service Center](#) between 17th November 2025, 08:00 and 21st November 2025, 16:00. Late applications will not be processed.
 - For information on waitlisted applications, please directly contact the dormitories after the start of the semester.
- ※ 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.

9. Military service

Applicable to:

- Freshmen students admitted through early admission, those transferred during the Winter break, and returning students (male students only; NOT REQUIRED FOR students without R.O.C. citizenship)

Application Period and Required Documents:

- Application deadline: Before 4th March 2026 (Wednesday).
 - Application method: Either in person or through registered mail.
- Applicants should mail their documents to the following address, depending on their student status:

Day Division:

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

School of Continuing Education:

Coordinator for Student Military Service Issues

School of Continuing Education Building (2F), Office of Academic Affairs Night School Section

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. All male students must complete the Military Service Information Form by filling out each required field in the Student Information Management System, and upload supporting documents that verify their current military service status.
Failure to do so may result in the loss of rights related to deferment or postponed conscription.
 2. Students must bring their 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.
 3. 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.

10. Health examination

Applicable to:

- New students (including international students and those with early admission) and transfer students.
- Students who have not yet completed the student health examination since admission (including students resuming their studies).

Procedures to Complete:

- Please visit the website of the [Health Center](#) to download the Fu Jen Catholic University Student Health Examination Form. Bring the form to any medical institution or health examination center for your checkup. Submit both the health examination report and the Student Health Examination Form to the Division of Sanitary (Room MD134, 1st floor, Paul Cardinal Shan Medical Building).
- According to Article 3 of the Fu Jen Catholic University New Student Health Examination Guidelines, health check-up reports issued within six months prior to enrollment are also accepted. Please refer to the website of the Division of Sanitary for details.

- Transfer students: Submit a health examination report from your previous school, conducted within the last six months, to the Division of Sanitary (Room MD134, 1st floor, Paul Cardinal Shan Medical Building).
- Submission deadline: 27th March 2026

Related Information

For more information about the physical health examination, you can visit the Division of Sanitary [website](#).

11. 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 3rd March 2026 (Monday)) 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 refer to the website of the [Student Life Division](#).

12. Laboratory safety and hygiene training

Applicable to:

- All new personnel in on-campus laboratories and internship sites, including research assistants, graduate students, and project students, who are required to participate in full.

Safety and Health Training

Students in the following programs must take this training course:

Department of Applied Arts; Ph.D. Program in Pharmaceutical Biotechnology; Graduate Institute of Biomedical and Pharmaceutical Science; School of Medicine; Department of Clinical Psychology; Department of Public Health; Department of Nursing; Graduate Institute of Applied Science and Engineering; Department of Chemistry; Department of Physics; Department of Life Sciences; Department of Computer Science and Information Engineering; Department of Electrical Engineering; Graduate Institute of Nutrition and Food Sciences; Department of Food Science; Department of Nutritional Sciences; Department of Restaurant, Hotel and Institutional Management; Department of Textiles and Clothing.

Biosafety training

Students in the following programs must take this training course:

Ph.D. Program in Pharmaceutical Biotechnology; Graduate Institute of Biomedical and Pharmaceutical Science; School of Medicine; Department of Public Health; Department of Chemistry; Department of Life

Sciences; Graduate Institute of Nutrition and Food Sciences; Department of Food Science; and the Department of Nutritional Sciences.

× For information on various educational training sessions, please visit the Environmental Safety and Health Center website.

× Those who miss the training should directly contact the Environmental Safety and Health Center: 2905-3021, or 3963.

13. 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 FJCU Student Affairs LINE Group integrates important operations of units related to the Office of Academic Affairs on campus (Career Development and Placement Office, Overseas Student Office, and Resource Room) to provide students with first-hand information on academic affairs,
	Ministry of Education Financial Assistance	Day Division: 2905-3173 SOCE: 2905-3890	
	Executive Yuan Tuition and Fee Waivers	Day Division: 2905-3743 SOCE: 2905-2979	
	Student loans	Day Division: 2905-2231 SOCE: 2905-2247	
	Military service	Day Division: 2905-3031 SOCE: 2905-2979	
	Student Assistance Program for Disadvantaged Students in Colleges and Universities (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 Resource Room	Special Education student counseling	2905-3148	
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	
Military Education and Student Safety Division	Military training exemptions	Day Division: 2905-2885 SOCE: 2905-2801	
Division of Sanitary, Health Center	Student Health Examination	2905-6705	
Office of Academic Affairs Registrar	Confirmation of student and registration status	Day Division: 2905-3042, 2221 SOCE: 2905-2298	For related academic regulations, please refer to the website of the Office of Academic Affairs .
	Verification of academic credentials / student ID		
	Admission deferral / Suspension		
	Credit waivers		
Office of Academic Affairs Curriculum Division	Course registration (Course Registration Website)	Day Division: 2905-3097 SOCE: 2905-2285	
Holistic Education Center	Holistic Education Center course registration / English course deferral / Information Literacy Competency	2905-3120, 3121, 3122, 3128	
Environmental Safety and Health Center	Laboratory safety and hygiene training	2905-3021, 3963	
International Student Center	International student registration	2905-6376	
Dormitory Service Center	Dormitory application	2905-5265, 5269	