

Taipei Medical University

Enrollment for **International Students**  
Academic Year 2022-2023

**Registration**

# Table of Contents

<b>I. New Student Registration .....</b>	<b>1</b>
<b>II. Important Dates for New Student Registration.....</b>	<b>4</b>
<b>III. Course Credit Waiver .....</b>	<b>5</b>

## **Taipei Medical University Fall Semester 2022: Information for International Graduate Student Registration**

Dear Student,

Congratulations on your admission to the Taipei Medical University! The first day of classes of the Fall Semester 2022 starts on Monday, September 12<sup>th</sup>, 2022.

New Students must complete registration within the scheduled dates. All information from the University will be sent via email registered under your student ID number. Please check your inbox on a regular basis so that you do not miss any important notification.

In the future, Graduate students have to apply for a thesis/dissertation defense that shall be subject to the following guidelines: (1) Student should complete the course “*Research Ethics*”, (2) Student should complete the required courses and credit, requirements stipulated by their department/ institute/ program in accordance with the relevant regulations stipulated. Please refer to “TMU Implementation Guidelines of Mater and PhD Degree Examination” and the rule of degree requirements for program/ institute/ department.

The registration procedures are subject to change accordingly with COVID-19 related policies announced by Taiwan Central Epidemic Command Center and TMU. For updates and news, visit <http://aca.tmu.edu.tw/> (Registration Section/ Latest News)

### **I. New Student Registration**

1. Please refer to the following table for dates and information regarding registration for new students. The New Students have to login the website of “Registration form”. Please confirm all items show “**OK**” and print it.

Registration form (website) : <https://reurl.cc/0j8yRo>

2. The New Students have to visit the Registration Section at TMU **in person** for registration. Please bring Registration form (print it online) as well as the **original copy of your passport, transcript, and certificate for the highest academic degree obtained, both verified by the ROC embassies and missions abroad.**
3. Students who wish to reserve their admission qualification must apply online at the Academic & Student Affairs Information System before September 8<sup>th</sup>, 2022. Please refer to [Appendix] for further instructions. Late application will be deemed to have waived the qualification for admission. Application: <https://newacademic.tmu.edu.tw/>

Date	Item	Note	Section
2022.08.15 to 2022.09.08	Fill out Personal Information & Student Status	<p>Log into the Academic &amp; Student Affairs Information System and complete following item.</p> <ul style="list-style-type: none"> <li>• <a href="https://newacademic.tmu.edu.tw/">https://newacademic.tmu.edu.tw/</a></li> </ul> <p>* Account: Student ID * Password: tmu &amp; Date of birth (yyyymmdd)</p> <p>1. Fill in “<i>Personal Information</i>” (1) Students should complete it that can choose course, apply credits waiver, etc. (2) The information is for contact purpose like important notification from TMU, please fill in correctly.</p> <p>2. Fill in “<i>Student Status</i>” and click SEND after you complete.</p>	Life Guidance Section ext. 2213
2022.08.16 to 2022.09.05	Pay Tuitions & Fees	<p>Print the Bill on the system and complete tuitions &amp; fees payment.</p> <ul style="list-style-type: none"> <li>• <a href="https://eschool.landbank.com.tw/index.aspx">https://eschool.landbank.com.tw/index.aspx</a></li> </ul> <p>• Path: Student Login → Key in “School Name: 臺北醫學大學”, student ID, birthday and captcha → click “OK” → click “列印繳費單”</p>	Cashier Section ext.2332
2022.08.15 to 2022.09.08	TMU Student Mental Health Survey	<p>Every incoming student needs to complete the TMU Student Mental Health Survey, which takes about 5-10 minutes.</p> <ul style="list-style-type: none"> <li>• Please access the website at <a href="https://reurl.cc/moo6Z1">https://reurl.cc/moo6Z1</a></li> </ul>	Student Counseling Center ext. 2233
2022.08.08 to 2022.08.15	Confirm Your Scholarship Type & Your Medical Insurance Status	<p>Upload your proof documents through the Registration form (<a href="https://reurl.cc/0j8yRo">https://reurl.cc/0j8yRo</a>)</p>	International Students Section ext. 2710
2022.09.05	Laboratory Safety and Health Training (Online Course)	<p><b>Time:</b> 8:40 AM - 5:00 PM, September 5<sup>th</sup>, 2022</p> <p>Access the website at <a href="http://my2.tmu.edu.tw/course/1335">http://my2.tmu.edu.tw/course/1335</a></p> <p>Find Teaching Materials → 2022 Educational Training course for international students. Go Quizzes after course → 2022 Educational Training quiz.</p>	Office of Environmental Protection and Occupational Safety ext.2041~2044

Date	Item	Note	Section
2022.08.16 to 2022.09.08	Verification of Student Status and Academic Degrees	<ul style="list-style-type: none"> <li>• <b>Date:</b> 2022.08.16~09.08, AM9:00~12:00, PM2:00~5:00, Not include holiday &amp; Wed. in summer vacation.</li> <li>• <b>Location:</b> Registration Section, 4F., Comprehensive Medical Building (Rear Building)</li> <li>• <b>Documents Required:</b> <ul style="list-style-type: none"> <li>(1) Registration form <a href="https://reurl.cc/0j8yRo">https://reurl.cc/0j8yRo</a></li> <li>(2) Passport (original and photocopy)</li> <li>(3) Transcript (original and photocopy) and the certificate for the highest academic degree obtained (original), both verified by the ROC embassies and missions abroad.</li> </ul> </li> </ul>	Registration Section ext.2110~2118

## II. Important Dates for New Student Registration

Date	Item	Note	Section
<p><b>2022.08.30</b> to <b>2022.09.01</b></p>	<p><b>Course Selection</b></p>	<p><b>1. Date</b> From 9:00 AM, August 30<sup>th</sup>, 2022 to 5:00 PM, September 1<sup>st</sup>, 2022</p> <p><b>2. Course Selection for New Student</b> (1) Please log into the Academic &amp; Student Affairs Information System at <a href="https://newacademic.tmu.edu.tw/">https://newacademic.tmu.edu.tw/</a></p> <ul style="list-style-type: none"> <li>• Steps: Course Selection→ Course Selection→Course add/drop</li> </ul> <p>(2) Special Application</p> <ul style="list-style-type: none"> <li>• From 12:10 PM, September 12<sup>th</sup>, 2022 to 1:00 PM, September 21<sup>st</sup>, 2022</li> <li>• Courses for credit transfer and retake, or elective courses provided by other departments.</li> <li>• Steps: Course Selection→ Course Selection→ Special application for course add/drop</li> </ul>	<p>Curriculum Section ext.2122</p> <p>Administrative Advisor</p>
<p><b>2022.09.12</b></p>	<p><b>First Day of Classes</b></p>	<p>Fall semester, 2022</p>	

### III. Course Credit Waiver

**【Notes】**

1. Only applicable to credits received from courses completed before admission to TMU.
2. Application for course credit waiver must be completed in the academic year of enrollment by the deadline. Late application will not be accepted.  
For students who wish to apply for suspension from school, application for course credit waiver must be completed before the start of suspension and will not be accepted after the students return to school. Students who fail to complete applications in accordance with relevant preceding regulations, thus affecting their rights, shall be held liable for the consequences that such actions may cause.
3. Courses taken after enrollment, including those where students have received grades or dropped out, are not eligible for course credit waiver.
4. If program/ department approves to waive any course credits of TMU with the course of pre-school, whatever the one or combine multiple courses of pre-school, this course of pre-school will not be approved to waive anymore.
5. Please refer to the following table for instructions on applications for course credit waiver:

Date	Item	Note	Section
2022.08.29 to 2022.09.01	Application for waiving credits	<p>Students who apply for course credit waiver shall be subject to the following 2 steps: (1) Complete online application at the Academic &amp; Student Affairs Information System and click “SEND”, (2) Submit a hard copy of transcript for all semesters from the pre-school. Not complete any steps within the given timeframe, the application will be deemed unsuccessful and will not be accepted.</p> <p><b>1. Online Application</b></p> <p>(1) Date: 9:00 AM, August 29<sup>th</sup>, 2022 - 5:00 PM, September 1<sup>st</sup>, 2022 Late application will not be accepted.</p> <p>(2) Upload the digital document include of transcript for all semesters and the syllabus from the pre-school (file type: pdf). The digital document must be clear by scanning, don’t take photo. Otherwise the application will not be accepted.</p> <p>(3) If score of the transcript from the pre-school is not percentile, please provide the <i>Grade Legend</i>.</p> <ul style="list-style-type: none"> <li>• Log in at <a href="https://newacademic.tmu.edu.tw/">https://newacademic.tmu.edu.tw/</a></li> <li>• Steps: Choose Course Credit Waiver → Apply for Course Credit Waiver</li> </ul>	Registration Section ext. 2110~2118

Date	Item	Note	Section
		<p><b>2. Submitting hard copy of transcript</b>            (1) Date: 9:00 AM, August 29<sup>th</sup>, 2022 - 5:00 PM, September 1<sup>st</sup>, 2022.            (2) <u>Send or deliver in person</u> the original copy of transcript for all semesters to the Registration Section from the school where the student graduated or withdrawal. Transcript for current semester/year will not be accepted.</p> <p><b>3. Confirming the result of application:</b>            Please confirm at the Academic &amp; Student Affairs Information System on term begins second week.</p>	