

Dear all,

Here is a summary of the registration procedures for students in **the 113-2 semester**. Detailed registration instructions have been posted in the announcements section on the website of the Academic Affairs Office at NDHU:

- I. Students are required to pay tuition and fees before **February 17th, 2025 (Monday)** and update their status information in the **【[Online Registration System](#)】**. Failure to do so will result in the inability to continue schooling.

A. Pay tuition and fees:

1. Payment period: **January 20th ~ February 17th, 2025**
2. Students are encouraged to download payment slips from the Tuition and Miscellaneous Fees section on the website of the Bank of Taiwan. The school doesn't provide printed payment slips as we support energy conservation and carbon reduction.

Access the payment slip download via the following path: NDHU's homepage → Tuition and Miscellaneous Fees Area → Tuition and Miscellaneous Fees section on **the Bank of Taiwan's website** → **【[Bill Inquire \(previously referred to as 'Student Login'\)](#)】**

3. The tips of login:
 - a. Collection category :

(1) For tuition and fees ,credit fees, student union fees and accommodation back payment fees: 111332

(2) To inquire about student union fees, accommodation back payment and other related fees for the academic year 2023 and earlier:111942

- b. ID card number: ARC number
 - c. Student number
 - d. Identifier: Birthday applicable for the Republic of China era (in the format YYYYMMDD, totaling 7 digits). For example, May 3, 1981 please enter 0700503
4. After logging in, ensure the correct payment slip is selected for payment, then click 'Search'. Afterwards, archive it (with your ARC number) and print it on A4 paper.
If downloading is inconvenient, you can contact the Cashier Section of the General Affairs Office to request assistance. (Tel: 03-8906366, Fax: 03-8900133)
 5. Payment methods encompass Bank of Taiwan, post offices, convenience stores, credit cards, ATM, and online banking transfers (select 'Payment'). Furthermore, mobile payment tools like TAIWAN PAY, iPASS MONEY, JKO PAY, and EASY WALLET are accepted, with handling fees contingent upon the displayed amount on each method's respective payment page.
(Please refer to the tutorial on NDHU homepage → Tuition and Miscellaneous Fees Area → **【[Teaching Screen for the Payment Slip Printing Process](#)】**)

B. Online registration:

Between February 4th to February 17th, 2025, please log in the **【[Online Registration System](#)】** to confirm or update your personal information, and click 「Update Information」.

- II. To check the registration status and print the student certificate:

Students who have completed the registration procedures (including tuition payment and online registration) can access the [【e-Portfolio】](#) to review the list and print their student certificate.

III. Students can check the scores or apply transcripts online by themselves.

A. Check the scores: [【e-Portfolio】](#) → Score Query

B. Requesting transcripts:

Students can print transcripts themselves at Room 102 on the 1st floor, outside Room 401 on the 4th floor of the administration building, and next to the service desk on the first floor of the library.

C. Requesting Ranking Certificates:

Please access the [【Student Online Application Document System】](#) to submit your application.

We recommend using ATM transfer or online banking for faster payment processing.

教務處註冊組

Registry Division, Office of Academic Affairs

03-8906112~6116