

Taipei Medical University

Registration Guide

**Enrollment for
International Graduate Students
Fall Semester, 2025**

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Taipei Medical University Fall Semester 2025: Information for International Graduate Student Registration

Dear Students,

Congratulations on your admission to Taipei Medical University! The first day of classes for the Fall Semester 2025 will be on Monday, September 8th, 2025.

New students must complete registration within the scheduled dates. All rules and information regarding academic and student affairs are not only announced on the official website, but are also sent via emails registered under your student ID number (student ID number@tmu.edu.tw), such as course selection, credits transfer/waivers, transcripts, leave policy and scholarships. Please check your inbox and official websites on a regular basis so that you do not miss any important notifications.

In the future, Graduate students will have to apply for the thesis/dissertation defense that shall be subject to the following guidelines: (1) Students must successfully complete the course “Research Ethics” before applying thesis/dissertation defense, (2) Students must fulfill all the required courses and credits as specified by the relevant regulations of their department, institute, or program. Students can check their progress in credits and requirements by accessing the **Academic & Student Affairs Information System**. Please refer to “Taipei Medical University Enforcement Rules for the Master's and Doctoral Degree Examinations” as well as the specific rules and regulations regarding degree requirements for your program, institute, or department. If you have any questions related to graduation requirements and the rules of your department, kindly contact the administrative advisor or secretary of your department.

• Academic & Student Affairs Information System: <https://newacademic.tmu.edu.tw/>

I. New Student Registration

1. Please refer to the following table for dates and information regarding registration for new students.
2. Students are required to log in to the “**Registration Form**” website and fill out all the necessary information. Once completed, students should confirm that all items show “**OK**” (except for the registration section). Then, print the form for their records as the final step.
 - Registration Form (link) : <https://reurl.cc/0j8yRo>
 - *Account: Student ID (both uppercase and lowercase letters are accepted.)
 - *Password: yyyyymmdd (date of birth)
3. Students have to visit the Registration Section at TMU **in person** for registration. Please bring the printed online [Registration Form](#) as well as the **payment receipt, original copy of your passport, transcript, and certificate for the highest academic degree obtained, all verified by ROC embassies and missions abroad**. If overdue, admission will be deprived.
4. Students who need to reserve their admission qualification due to personal reasons, must apply online at the Academic & Student Affairs Information System before **September 3rd, 2025**. Please refer to [\[Appendix\]](#) for further instructions. Late applications will be deemed to have waived the qualification for admission. Application:
 - Academic & Student Affairs Information System: <https://newacademic.tmu.edu.tw/>
 - *Account: Student ID (both uppercase and lowercase letters are accepted.)
 - *Password: tmu+yyyyymmdd (date of birth)

Date	Item	Note	Section
2025.08.04 to 2025.09.03	Fill in Personal Information & Student Status	<p>Log in to <i>the Academic & Student Affairs Information System</i> and complete the following items.</p> <ul style="list-style-type: none"> • Link: https://newacademic.tmu.edu.tw/ *Account: Student ID (both uppercase and lowercase letters are accepted.) *Password: tmuyyyymmdd (date of birth) <p>1. Fill in “Personal Information”</p> <ol style="list-style-type: none"> (1) Students should complete it that can choose course, apply for credits waivers, etc. (2) The information is for contact purposes like important notifications from TMU, please fill it in correctly. (3) Students can first fill in the contact information in their home country, including residential address and phone number. Upon obtaining ARC, they must update this information to reflect their Taiwan address and contact details. <p>2. Fill in “Student Status” and click “SEND” after completing it.</p>	<p>Life Guidance Section</p> <ul style="list-style-type: none"> • Ext. 2213 (Xinyi Campus) • Email: joyce914@tmu.edu.tw
2025.08.04 to 2025.08.20	Upload Photo	<p>Log in to <i>the Academic & Student Affairs Information System</i>.</p> <p>Check function under “Enrollment Status” → “Student Photo” → “Upload Photo”</p> <ul style="list-style-type: none"> • Link: https://newacademic.tmu.edu.tw/ *Account: Student ID (both uppercase and lowercase letters are accepted.) *Password: tmuyyyymmdd (date of birth) <ul style="list-style-type: none"> • The "Upload Photo" option will not be displayed in the left menu until "Personal Information" and "Student Status" are saved and submitted. • The photo will be used to create your student ID card. Students who do not upload a photo by Aug. 20th, 2025 may not receive the student ID card on the first day of the fall semester. 	<p>Registration Section</p> <ul style="list-style-type: none"> • Ext. 2110~2118 (Xinyi Campus) • Email: registration@tmu.edu.tw

Date	Item	Note	Section
2025.08.08 to 2025.08.13	Pay Tuitions & Fees	Print the Bill from the system and complete tuitions & fees payment. <ul style="list-style-type: none"> • https://eschool.landbank.com.tw/index.aspx • 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” 	Cashier Section <ul style="list-style-type: none"> • Ext. 2332 (Xinyi Campus) • Email: colleen@tmu.edu.tw
2025.08.04 to 2025.09.03	TMU Student Mental Health Survey	Every incoming student needs to complete the TMU Student Mental Health Survey, which takes about 5-10 minutes. <ul style="list-style-type: none"> • Please access the website at: https://forms.gle/1tfUmowhZj5YSTr8A 	Student Counseling Center <ul style="list-style-type: none"> • Ext. 2233 (Xinyi Campus) • Email: wct2022@tmu.edu.tw
2025.08.04 to 2025.09.03	Confirm Your Scholarship Type & Your Medical Insurance Status	Upload your proof documents through the registration form (https://reurl.cc/0j8yRo) The stipends for the TMU scholarship will begin in the month you complete your registration. However, the earliest stipend payment you may receive will be in September.	International Students Section <ul style="list-style-type: none"> • ext.10449 (Shuang-Ho Campus) • Email: iss@tmu.edu.tw
2025.08.04 to 2025.09.03	Laboratory Safety and Health Training (Online)	<ul style="list-style-type: none"> • Link: https://im.tmu.edu.tw/course/10225 • Path: Quizzes after course→2025 Educational Training quiz • Account: Same as TMU account (Click “Google Login” to login) *Pass the English quiz and the Stamp for registration will show up in 2 days. *If you printed this procedure sheet before the mark appeared, go to the office of the Environmental Safety Section (Gym 1F) and stamp it. 	Office of Environmental Protection and Occupational Safety <ul style="list-style-type: none"> • Ext. 2044 (Xinyi Campus) • Ext.10462 (Shuang-Ho Campus) • Email: safety@tmu.edu.tw

Date	Item	Note	Section
2025.08.21 to 2025.09.03	Registration in Person	<ul style="list-style-type: none"> • Date: from 9:00 AM, August 21th to 5:00 PM, September 3rd, 2025 (excluding holidays and Wednesdays during summer vacation) • Location: Registration Section, 4F., Comprehensive Medical Building (Rear Building), Xinyi Campus • Documents Required: <ul style="list-style-type: none"> (1) Payment receipt (2) Registration form https://reurl.cc/0j8yRo *Account: Student ID (both uppercase and lowercase letters are accepted.) *Password: yyyymmdd (date of birth) (3) Passport (original) (4) Transcript (original) and the certificate of the highest academic degree obtained (original), both verified by ROC embassies and missions abroad. • Student ID card: After completing registration, please collect your student ID card at the registration office where your department is located, when the Fall semester of 2025 begins. 	Registration Section • Ext. 2110~2118 (Xinyi Campus) • Email: registration@tmu.edu.tw

II. Important Dates for New Student

Date	Item	Note	Section
2025.08.26 to 2025.08.28	Course Pre- Selection	<ul style="list-style-type: none"> • Date: from 9:00 AM, August 26th, 2025 to 5:00 PM, August 28th, 2025 • Please log in to the Academic & Student Affairs Information System at https://newacademic.tmu.edu.tw/ • Steps: Course Selection→ Course Selection→ Course Add/Drop 	
2025.09.02 to 2025.09.04	Priority Preference Registration	<ul style="list-style-type: none"> • Date: from 9:00 AM, September 2nd, 2025 to 5:00 PM, September 4th, 2025 • Students who select courses whose maximum capacity has been reached must fill in priority preference for selection. • Steps: Course Selection→ Course Selection→ Priority Weight 	Curriculum Section 6620-2589 • Ext. 10441 (Shuang-Ho Campus)
2025.09.08 to 2025.09.17	Course Add/Drop	<ul style="list-style-type: none"> • Date: from 12:10 PM, September 8th, 2025 to 1:00 PM, September 17th, 2025 • Steps: Course Selection→Course Selection→ Course Add/Drop • To add courses for credit transfer and retake, or elective courses provided by other departments, please add through “Special Application for Course Add/Drop” <p>Steps: Course Selection→ Course Selection→ Special Application for Course Add/Drop</p> <p>Please be sure to review the Course Selection Related Schedule and precautions for the detailed information.</p> <p>Link: https://aca.tmu.edu.tw/ (Office of Academic Affairs/ Curriculum Section/ Latest News)</p>	• Email: cursec @tmu.edu.tw Administrative Advisor
2025.09.08	First Day of Classes	Fall semester, 2025	

III. Course Credit Transfer/Waiver

【Notes】

1. Only applicable to credits earned from courses completed before admission to TMU.
2. Course Credit Transfer/Waiver applications must be completed before the deadline in the academic year of admission. Late application will not be accepted.
If students wish apply for suspension in this semester of admission, they must complete credit transfer/waiver process before the suspension. Application will not be accepted after resumption. 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 admission, including those where students have received grades or from which courses they have withdrawn, are not eligible for Course Credit Transfer/Waiver.
4. If a department or program approves the transfer of any TMU course credits to match a course (or combined courses) from the previous school, that course from the previous school will no longer be eligible for transfer again.
5. If the credits applied for transfer were included in the graduation requirements for the student’s previous degree, the transfer shall not be approved; however, the student may be waived from taking a course with the same title with the approval of the department, program, or other relevant academic units. In such cases, the credit must be made up by taking courses assigned by the department or program.
6. Please refer to the following table for instructions on Course Credit Transfer/Waiver applications:

Application Procedure	Section
<p>Students who apply for course credit transfer must complete the following <i>two steps</i>. If the applicant does not complete all steps within the given timeframe, the application will be considered unsuccessful and will not be accepted.</p> <p>1. Online Application</p> <ul style="list-style-type: none"> • Link: https://newacademic.tmu.edu.tw/ • Check function under “Choose Course Credit Transfer” → “Apply for Course Credit Transfer” <p>(1) Date: from 9:00 AM, August 26th to 5:00 PM, August 29th, 2025 During the application period, the system is open 24 hours. The application cannot be modified after submission. Incomplete application and late applications will not be accepted.</p> <p>(2) Upload digital documents (only PDF file are accepted, if there are multiple pages, please merge them into one file)</p> <p>A. Transcript for all semesters from the previous school</p> <ol style="list-style-type: none"> a. Please mark the courses that you apply to transfer credits on the transcript and write your Student ID on the upper right corner of the transcript. b. Transcripts from schools overseas must be verified by ROC embassies and missions abroad. c. If the grading system on the transcript is not based on percentiles, please provide the grade scale or legend. 	<p>Registration Section</p> <ul style="list-style-type: none"> • Ext. 2110~2118 (Xinyi Campus) • Email: registration@tmu.edu.tw

Application Procedure	Section
<p>B. Syllabus for each course applied for should be uploaded individually, including the detailed course schedule, as well as the course weight, and class hours from the previous school.</p> <p>C. All digital documents must be scanned clearly, do not take photos. The application will not be accepted if the file is not in PDF format, or if the content is incomplete, untrue, or unclear making it difficult to review.</p> <p>2. Submitting original hard copy transcripts (No returns)</p> <p>(1) Date: from 9:00 AM, August 26th to 5:00 PM, August 29th, 2025</p> <p>(2) Transcripts must be enclosed in an envelope labeled with: “Application for Credits Transfer, Student ID Number, and Student Name”. Students must send or personally deliver the original transcripts for all semesters from the previous school to the Registration Section at Xinyi Campus. On August 27th, 2025, original hard copy submissions will not be accepted due to the summer break.</p> <p>A. Transcripts must match the uploaded documents, including the print date. Inconsistent documents or transcripts for only current semester/year will not be accepted.</p> <p>B. Students submitting transcripts from overseas institutions are required to provide the original and one photocopy, verified by ROC embassies and missions abroad. Originals will be returned after verification by the Registration Section.</p> <p>C. Bachelor's degree students who take graduate courses, and master's/doctoral degree students applying for credit transfer due to having already obtained a master's or doctoral degree, must provide proof of non-graduation credits at the same time.</p> <p>3. Confirmation of Application Results</p> <p>(1) Please check the results on the Academic & Student Affairs Information System in the second week after the semester begins.</p> <p>(2) Results cannot be changed after approval. If any information is found to be invalid or false, the approved transferred or waived courses will be cancelled.</p>	