

National Kaohsiung University of Hospitality and Tourism
Fall Semester 2025
New Undergraduate Student Registration Guidelines

Item	Instructions	Engaging units and extensions
	School starts from September 8, Monday.	
New Enrollees	Website: https://www.nkuht.edu.tw/p/412-1000-1052.php?Lang=zh-tw	
Freshman Orientation	Time: September 6 & September 7 Website: https://student.nkuht.edu.tw/p/404-1005-5962.php?Lang=zh-tw	Student Services Section Ext.13201~13204
Dormitory Check in	Time: September 6 8:00am to 2:00pm. Place: Student dormitory 精誠樓&勤樸樓 1F	Student Housing Services Section Ext. 41110~41112 、 42110~42112
Tuition Payment	Please be mindful of the latest news from Cashier's office Website: https://webap6.nkuht.edu.tw/student/ Account: Student ID & Password: yyyymmdd (birth)	Division of Cashier Ext.15300~15303
Uniform measure	September 07(Sun.)~September 08 (Mon.)	Ext.50003
MyNKUHT(Portal)	MyNKUHT Website: https://cip.nkuht.edu.tw If <u>MyNKUHT</u> (Portal) out of service, please connect ext. 14301~14305 Account: Student ID & Password: yyyymmdd (birth)	Library and Information Services Office Ext. 14301~14305

Item	Instructions	Engaging units and extensions
Information Services	<p>1.EMAIL - provides dual Account (GMAIL and Windows Live mail) (Ext: 14200 、 14202)</p> <ul style="list-style-type: none"> - GMAIL : E-mail account number for the student number , ex:49911001@stu.nkuht.edu.tw . get mail address : http://gmail.com - Windows Live mail : E-mail account number for the student number , ex:49611001@live.nkuht.edu.tw . get mail address : https://portal.microsoftonline.com/ <p>2.Network Authentication - Hostel Internet authentication using the account number for the school (Ext: 14200 、 14202)</p> <ul style="list-style-type: none"> - Daily 10GB network traffic limit <p>3.LDAP - Account number for the school (Ext: 14301~14305)</p> <p>4. After students graduate or drop out, their Microsoft Live mail and Google Workspace accounts will be deleted.</p> <p>5. The dormitory network committee is maintained and managed by Chunghwa Telecom, which is not regulated by the school's Internet usage rules. Please bring your own dormitory rooms and public area network lines.</p>	Library and Information Services Office Ext.14200~14203 14301~14305

Item	Instructions				Engaging units and extensions	
Health checkup and uniform measure schedule	I.	Health checkup and uniform measure’s date : 114/09/07 Sun				Physical Education and Health Center Ext.19101 、19103 Uniform Ext.50003
	II.	Health checkup and uniform measure’s location: Gymnasium (Please arrive 15 minutes in advanced to the location, and make sure to proceed with the roll call)				
	III.	Description:				
	(1).	Do not eat or drink at least 6 hours prior to the check-up.(water however) after the health checkup, we’ll provide fresh milk and dorayaki on each.				
	(2).	Health checkup include urine routine, to avoid urination before 1 hour fo checkup.				
	(3).	Student Health Examination Form must write on site.				
	(4).	Checkup fee: 750NTD (Pay the fee at the scene) Please also remember to bring self-identification card.				
	(5).	Wear reminds: Do not have the button and sequin on the clothes and do not wear fluorescent clothing. It would be affect X-ray interpretation.				
	(6).	Do not absence on the day and do not apply the eye ointment. Please wear normal glasses if you have vision correction.				
	(7).	When you are doing the health checkup please do with your class at the same time.				

Item	Instructions	Engaging units and extensions												
Foreign students and overseas Chinese join the Health insurance/ national health insurance terms	<p>Foreign students and overseas Chinese join the Health insurance/ national health insurance terms</p> <p>NOTICES:</p> <p>Foreign students and overseas Chinese don't have National Identification Card of the Republic of China, but Residence in Taiwan over 6 months. According to regulations, need to join the National Health Insurance and need to pay 6 months of health insurance premium costs at a time. Foreign students and overseas Chinese- 826NTD/ month. Overseas Chinese(Office of International Affairs that offer certificate of low income)413NTD/ month.</p> <p>※After you come to Taiwan for 6 months. Whether foreign students or overseas Chinese, all must join National Health Insurance.</p> <table><tr><td>2025 all semester Foreign students and overseas ChineseNational Health Insurance fee</td><td>Price/ Month</td><td>Quantity</td><td>Total amount</td></tr><tr><td>Foreign students and overseas Chinese</td><td>826 元(NTD)</td><td>6 Months/A semester</td><td>4,956 元(NTD)</td></tr><tr><td>Overseas Chinese(Office of International Affairs that offer certificate of low income)</td><td>413 元(NTD)</td><td>6 Months/A semester</td><td>2,478 元(NTD)</td></tr></table> <p>Foreign students need to join the Medical insurance at Health Center in school by yourself. Join Medical insurance and National Health Insurance please refer to related content https://pe.nkuht.edu.tw/p/404-1012-10565.php?Lang=zh-tw</p> <p>If need to enrollment National Health Insurance, please prepare one 2-inch recent photo and one color of Alien Resident Certificate(ARC) to Health Center.</p>	2025 all semester Foreign students and overseas ChineseNational Health Insurance fee	Price/ Month	Quantity	Total amount	Foreign students and overseas Chinese	826 元(NTD)	6 Months/A semester	4,956 元(NTD)	Overseas Chinese(Office of International Affairs that offer certificate of low income)	413 元(NTD)	6 Months/A semester	2,478 元(NTD)	Physical Education and Health Center Ext.19101 、 19103
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Item	Instructions	Responsible units and extensions																		
Mandarin & English Test	114 學年度新生語文分級測驗時間表 2025-2026 Freshmen Language Placement Test Schedule	Language Center																		
	本分級測驗由各系學生依以下時段自行以手機或電腦以線上方式執行。 最新資訊請至語文中心網頁 https://languages.nkuht.edu.tw/main.php 之「新生分級測驗」查詢 The language placement tests will be implemented online. While the Language Center recommends using a computer, the tests may be taken on a smartphone. Please note the following rules and visit the Language Center website at https://languages.nkuht.edu.tw/index.php?Lang=en for more information.	Mandarin Language Section x19611																		
	一、英文分級測驗日期:114 年 8 月 26 日(二)、8 月 27 日(三)、8 月 28 日(四) English Placement Testing Date: August 26 (Tue) & August 27 (Wed) & August 28 (Thu) 二、華語分級測驗日期: 114 年 8 月 26 日(二)、8 月 27 日(三)、8 月 28 日(四) Mandarin Placement Testing Date: August 26 (Tue) & August 27 (Wed) & August 28 (Thu) 三、測驗說明 Testing Rules: 1. 各班請依表列時間做線上測驗。 Students should follow the timetable to finish the online placement test. 2. 本籍生僅需參加英文能力測驗。 Taiwanese students must take the English placement test. 3. 境外生(含外籍生、僑生及港澳生)及交換生需參加華語文、英文能力二種測驗;惟中籍學生僅需參加英文能力測驗。 Degree-seeking international students and exchange students must take both English and Mandarin placement tests; students from China only need to take the English placement test. 4. 測驗時間皆為 1 小時。The testing time is one hour. 5. 如有測驗相關問題,請洽語文中心 19601、19611、19621。 For questions regarding the placement tests, please contact the Language Center extensions at 19601, 19621 or 19611.	Foreign Language Section x19621 Technician x19601																		
<table><tr><th colspan="2">114/8/26(二) August 26 (Tuesday), 2025 英文分級測驗 English Placement Test</th></tr><tr><th>班級 Class Day School</th><th>測驗實施時間 Time</th></tr><tr><td>日四技旅館一 A DAY Dept. of Hotel Management Class 1A</td><td>8/26(二)08:00-09:00 Aug. 26 (Tue) 08:00-09:00</td></tr><tr><td>日四技旅館一 B DAY Dept. of Hotel Management Class 1B</td><td>8/26(二)08:00-09:00 Aug. 26 (Tue) 08:00-09:00</td></tr><tr><td>日四技旅館一 C DAY Dept. of Hotel Management Class 1C</td><td>8/26(二)09:10-10:10 Aug. 26 (Tue) 09:10-10:10</td></tr><tr><td>日四技餐飲一 A DAY Dept. of Food and Beverage Management Class 1A</td><td>8/26(二)09:10-10:10 Aug. 26 (Tue) 09:10-10:10</td></tr><tr><td>日四技餐飲一 B DAY Dept. of Food and Beverage Management Class 1B</td><td>8/26(二)10:20-11:20 Aug. 26 (Tue) 10:20-11:20</td></tr><tr><td>日行銷一 A DAY Dept. of Hospitality and M.I.C.E. Marketing Management Class 1A</td><td>8/26(二)10:20-11:20 Aug. 26 (Tue) 10:20-11:20</td></tr><tr><td>日應日一 A DAY Dept. of Applied Japanese Class 1A</td><td>8/26(二)11:30-12:30 Aug. 26 (Tue) 11:30-12:30</td></tr></table>			114/8/26(二) August 26 (Tuesday), 2025 英文分級測驗 English Placement Test		班級 Class Day School	測驗實施時間 Time	日四技旅館一 A DAY Dept. of Hotel Management Class 1A	8/26(二)08:00-09:00 Aug. 26 (Tue) 08:00-09:00	日四技旅館一 B DAY Dept. of Hotel Management Class 1B	8/26(二)08:00-09:00 Aug. 26 (Tue) 08:00-09:00	日四技旅館一 C DAY Dept. of Hotel Management Class 1C	8/26(二)09:10-10:10 Aug. 26 (Tue) 09:10-10:10	日四技餐飲一 A DAY Dept. of Food and Beverage Management Class 1A	8/26(二)09:10-10:10 Aug. 26 (Tue) 09:10-10:10	日四技餐飲一 B DAY Dept. of Food and Beverage Management Class 1B	8/26(二)10:20-11:20 Aug. 26 (Tue) 10:20-11:20	日行銷一 A DAY Dept. of Hospitality and M.I.C.E. Marketing Management Class 1A	8/26(二)10:20-11:20 Aug. 26 (Tue) 10:20-11:20	日應日一 A DAY Dept. of Applied Japanese Class 1A	8/26(二)11:30-12:30 Aug. 26 (Tue) 11:30-12:30
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Item	Instructions	Engaging units and extensions
Credits Transferred or Exempted	<p>Credits taken in prior college or university may be transferred or exempted after the Department Course Committee's evaluation.</p> <p>Download the application form and submit it with your notarized transcript and course online to the Registration and Curriculum Section before September 19.</p>	Registration and Curriculum Section Ext.12101 、12103 、12104
Regulations for refunds for leaves of absence and drop-outs	<p>Students should follow the Main Points on the Refunds for Leaves of Absence and Drop-outs for College Students :</p> <ol style="list-style-type: none"> 1. Students who have applied for a leave of absence or drop-out before (or on) the registration day do not need to pay any fees. For those who have paid, they should have the full amount refunded. 2. Students who have applied for a leave of absence or drop-out from the next day after the registration day to one day before classes officially begin (the beginning of school) will have 2/3 the tuition, all incidentals, and all other fees refunded. 3. Students who have applied for a leave of absence or drop-out after classes have officially begun (the beginning of school), but within 1/3 of the semester will have 2/3 of the total sum of tuition and fees and other fees refunded. 4. Students who have applied for a leave of absence or drop-out after classes have officially begun (the beginning of school) beyond 1/3 of the semester but within 2/3 of the semester will have 1/3 of the total sum of tuition and fees and other fees refunded. 5. Students who have applied for a leave of absence or drop-out after classes have officially begun (the beginning of school) beyond 2/3 of the semester will not have the paid fees refunded. 	Registration and Curriculum Section Ext.12101 、12103 、12104

Notices: The tuition payment day is due on September 8. Be sure to pay before that. In accordance with the Regulations 9, students shall make the tuition and fee payments or before the day when each semester starts (the exact date is published in the academic calendar of the university).

Language Center

Location: 1F, International Building (H Building)

H103 Foreign Languages Section/Mandarin Section/ Technician Section

H102 Director's Office/ Bilingual and EMI Teaching and Learning Project Office

Contact: Mandarin Section x19611; Foreign Languages Section x19621; Technician Section x19601

English Proficiency Graduation Requirements

1. NKUHT students must meet their Departments or Programs' graduation requirement for English proficiency. Please refer to your Department or Program guidelines for specifics.

Students with English proficiency certificates meeting the graduation requirement should submit their documents online for review before Midterm Week of the second semester in their senior year at <https://webap6.nkuht.edu.tw/student/login.aspx>. (NKUHT (Portal)- Student Information System- Research and Development-Certificate Application)

2. The online English self-study system may be accessed at <https://easytest.nkuht.edu.tw>. Your account number and password are initially set as your student NKUHT (Portal) account number and password.
3. Remedial Measures
 - a. According to the NKUHT's "English Proficiency Graduation Requirement" rules, students can take the course "English Proficiency Development and Assessment" (2 hours for 2 credits) offered by the University in the second semester, but the course credits will not be included in the calculation of graduation credits. The course will be taken in accordance with the University's regulations. Students who pass the final examination of the course will be deemed to have passed the University's English Proficiency Requirement.
 - b. Students in Junior College years 1-4, 4-Year College years 1, 2 and 3, and Graduate School years 1 are not permitted to take the regular course titled "English Proficiency Development and Assessment." However, 4-Year College students who are required to do an off-campus internship year 4 may take the course in Year 3.
4. For further details, consult the "NKUHT Rules College English Language Proficiency Graduation Requirement" rules. (Language Center webpage/Downloads/Administration)

Exempting General Education (GE) English Courses

1. **Requirements:** new students may exempt GE English courses if they meet one of the following requirements.
 - a. An English proficiency test score equivalent to CEFR B2 or higher from within the past two years.
 - b. A (vocational) high school or higher diploma from an English-speaking country
2. **Exempted Courses:** English Listening/Speaking I, English Listening/Speaking II, English Reading/Writing I, and English Reading/Writing II (Four courses, 8 credits)
3. **After passing the exemption review, students are required to complete 8 credits of General Education courses for Juniors /Seniors to make up for the exempted General English credits.**
International Students shall follow the applicable regulations of the Mandarin Language courses.
4. **Application Time:** applications will only be accepted **starting from the first day of the Fall semester through the first week of the Winter semester at NKUHT.** Late applications will not be accepted.

5. **Application Submission:** First floor of the International Building (H Building) at the Foreign Language Section (H103).
6. For further details, consult the 'NKUHT Rules for Academic Credit Exemption for 4-Year College General Education English Courses' rules. (Language Center webpage/Downloads/Administration)

Guidelines Governing the Rewards for Students' Achievement on English Proficiency Test

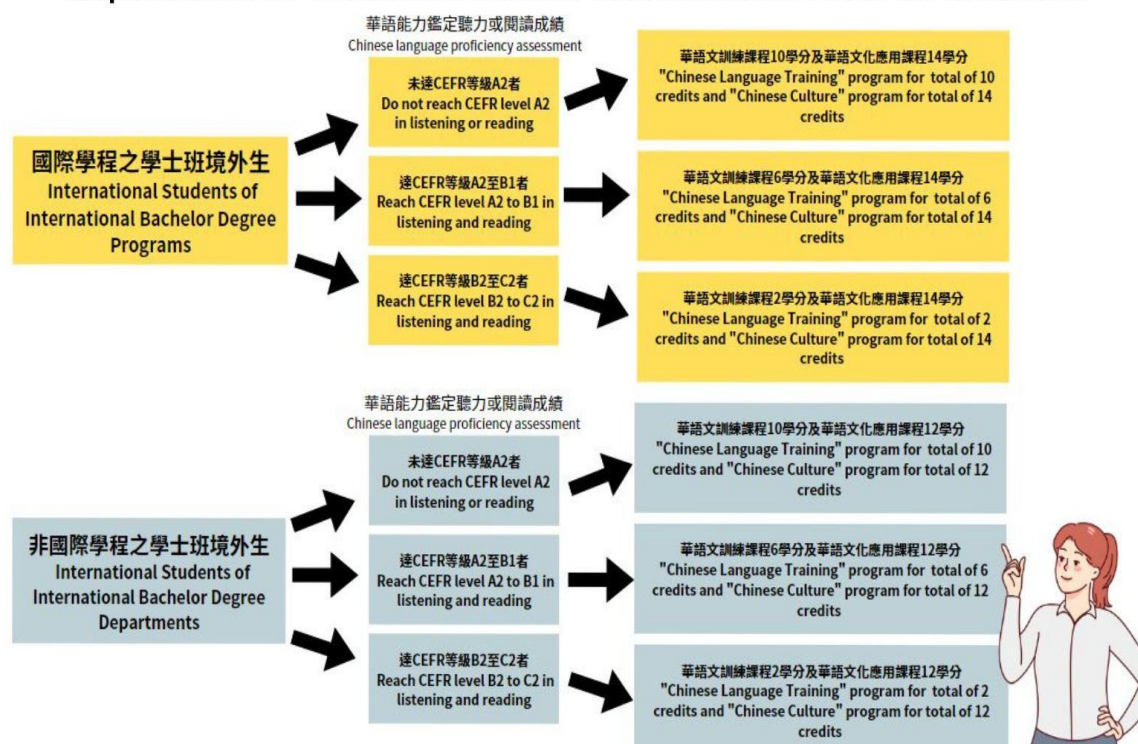
1. In order to encourage students to enhance their English ability and their competitiveness in the future, the school has specially formulated these guideline.
2. The targets for rewards in these Guidelines are students who have registered for the current school term and have an the English Proficiency Test listed in these Guidelines and meet the reward standards at all levels.
3. The rewards of these Guidelines are divided into two levels. (Please see website for details: Language Center webpage/Downloads/Students) Students may apply for the reward if they passed these standards in this Guidelines in the current year or the previous year.
4. Only the students in the departments and programs which have set on English graduation requirement (type A) in five-year junior college, four-year university, and graduate school may apply for the rewards in these Guidelines.
5. Each student can apply for the reward once. Application from international students is limited to those who are from non-English speaking countries. Nevertheless, if a grant is received through the same certificate, then THIS VERY certificate is not allowed to file any application for rewards again.
6. Application time: Application is collected once every semester; the deadline for the Fall semester is November 30, and the deadline for the Winter semester is May 30. Late application will not be accepted.
7. Application Procedure: Students should fill in the application form, attach the original English certificate and one copy, provide a copy of a valid student ID with the registration stamp of the semester, and include a copy of the cover page of their own passbook/bankbook. Then, all the documents should be sent to the Language Center for processing before the deadline. (Language Center webpage/Downloads/Students)
8. The amount and source of the funds for the rewards:
 - a. The total amount of rewards is based on the budget for the year.
 - b. The funds for these Guidelines are covered by the MOE project subsidy or the annual budget of the school funds.

Notes on Mandarin Courses for International Students

Due to the class division system implemented in the Chinese language training program and the Chinese culture program, international students who wish to add or drop these courses should go to the Language Center during the add/drop period to fill out the "Add/Drop Form." In accordance with the "Implementation Rules Governing Mandarin Language Studies for International Students," students are required to complete the designated Mandarin credits before graduation.

外國學生修讀華語課程規定說明

Requirements for Mandarin courses for international students are as follows:



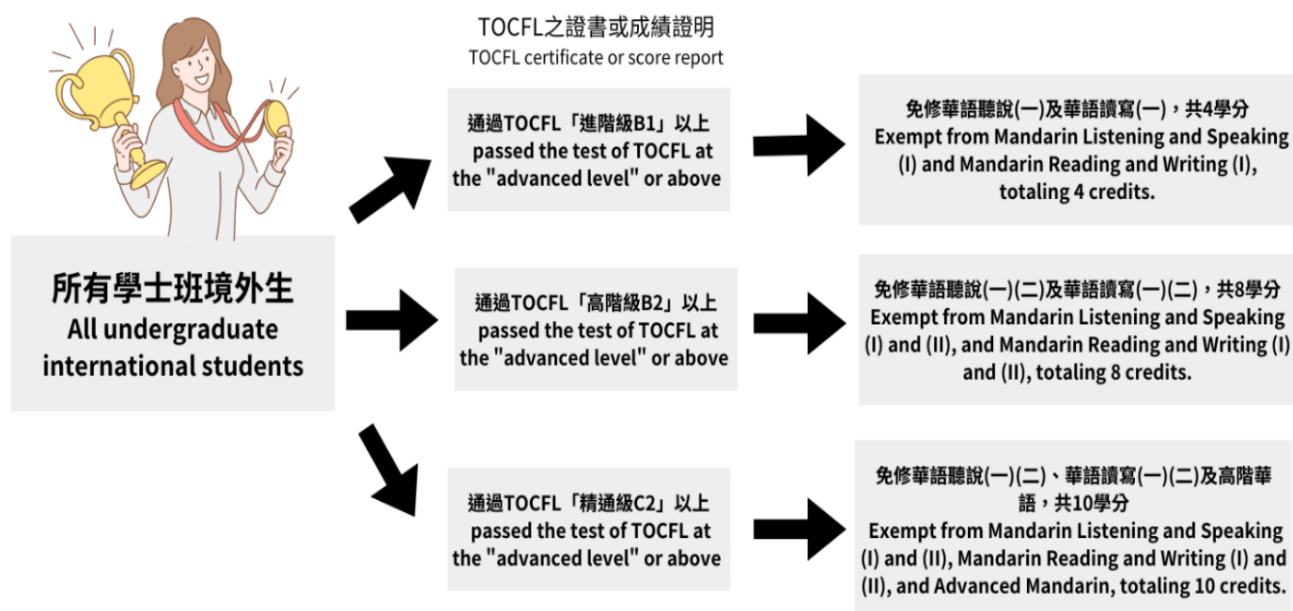
上述華語文訓練課程及華語文化應用課程，僅限選讀語文中心開設之相關課程。

The above-mentioned Chinese Language Training programmes and Chinese Cultural Applications programmes are restricted to those offered by the Language Center only.

Freshman international students: During the course selection period for both semesters, the Language Center will automatically assign appropriate Chinese language training and some Chinese culture courses to freshman international students based on the results of the "Mandarin Proficiency Placement Test" taken upon entry. If international students do not wish to take these courses, they must go to the Language Center to fill out an application form to withdraw from the courses.

華語課程免修規定說明

Explanation of Exemption Regulations for Mandarin Courses:



Those who wish to apply for exemption from Mandarin courses should submit a valid TOCFL certificate or score report obtained within two years prior to enrollment. The application, including both the original and one copy of the relevant documents, must be submitted to the Language Center from the start of the first semester after freshman enrollment until one week after the start of the following semester.



Implementation Rules Governing Mandarin Language Studies for International Students



Add/Drop Form

General Affairs Office

Environment Safety and Sanitation Section (ext.15603)

1. Recycle & Keep Clean Precautions on campus

- Recycle trash

Trash classify into “Recycle”, “Kitchen waste recycling” and “General garbage” also separate deal with and put them into bag to Resource recovery field, Checking by Broken bag.

- Cause messy of penalize

Please follow the rules put trash, kitchen waste and waste on particular location.

If have jettison, depose and improper transfer with abandon further bring about greasy on the ground, will receive severe punishments.

- Location & Rules

(1). Recycle bucket location

Building	Location
Administration Building	1F~4F ,7F pantry room
Instructional Building	1F beside elevator
Humanities Building	1F to 2F 、3F to 4F stairs corner
International Building	1F stairs 、2F Toilet door
Professional Building (II)(D)	6F Pantry
Gymnasium(I 、 J)	Main Building Basement Stairwell 、 Auxiliary building 1F corridor

(2). General garbage & Recycle transfer to resource recovery field and follow the rules conduct recycling.

(3). Kitchen waste & Waste oil : “Kitchen waste recycling area” and Waste oil storage setting on professional building (I).

If have jettison with abandon further bring about greasy, will receive severe punishments.

Don't throw gas canisters in the trash. Put them in the metal recycling bin to avoid explosions.

- Student applied for parking permit

1.Procedure : First to lodging counseling section download application form → Fill out complete application form → pay the fee on machine ([Digital mobile payment] Administration Building 1F) → take the receipt and application form to Environment Safety and Sanitation Section.

2.Time : 9:00a.m. – 15:30 p.m.

(pay the fees before 16:00p.m. to accounting office)

3.Parking permit fees : automobile NT\$750, scooter NT\$150