

## Registration Information for Students Enrolling in the 1<sup>st</sup> Semester, the 112<sup>th</sup> Academic Year (September, 2023)

Students are recommended to read the following information carefully for effective registration procedures.

- I. Students have to pay tuition by Sep. 8, 2023. Your payment will be accessed to online registration system. After three business days, you are able to confirm if your registration is completed via Tamkang University Registration Inquiry System (see Section II). If you have not yet received tuition bill, you can print tuition bill on the website: <https://school.ctcbank.com> or call 02-26215656 ext 2067, Office of Finance.
- II. Tamkang University Registration Inquiry System:
  - a. Open hours: from 9:00 a.m. Aug. 15, 2023 to 5:00 p.m. Sep. 28, 2023.
  - b. Website: <https://www.ais.tku.edu.tw/stureg/>
- III. Students who have not paid their credits fees or default of payment should go to Office of Finance (Engineering Building Room G401) to get receipts and then pay in the Cashier's Section of the Office of General Affairs (Business Building Room B304). Registrations have not completed until paying arrears. It is seen as completing registration when you pay tuition without arrears before Sep. 8, 2023. Selecting curriculum begins on Sep. 18, 2023. If you had arrears, you could not select curriculum in the curriculum online system.
- IV. Boarders have to pay accommodation fees by Sep. 1, 2023. (Accommodation bill will be available for printing on the following website: <https://school.ctcbank.com>) When a new semester begins, boarders who have not paid accommodation fees should go to Student Housing Guidance Section of the Office of Student Affairs to get receipts and then pay in the Cashier's Section of the Office of General Affairs.
- V. If you had not completed registration since Sep. 28, 2023. You had to visit website of Registration Section and Curriculum Section to download "students' report paper" (淡江大學學生報告用紙 ATRX-Q03-001-FM038) and "students' selecting courses report" (學生選課報告). After filling out these two forms, please hand in to the Registration Section of the Office of Academic Affairs and the Curriculum Section of the Office of Academic Affairs to complete your registration and select your curriculum.