

Taipei Medical University

Registration Guide

**Enrollment for International Students
Spring Semester, 2026**

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Taipei Medical University Spring Semester 2026

Information for International Graduate Student Registration

I. Registration Timetable

【Note】 All times in this table are in Taiwan Time (UTC+8).

Schedule (Year 2026)	Item	Division in Charge	Page
3 rd Feb. – 11 th Feb.	Fill in Personal Information	Registration Section	P.6
3 rd Feb. – 11 th Feb.	Fill in Student Status	Life Guidance Section	P.6
3 rd Feb. – 8 th Feb.	Upload Photo	Registration Section	P.6
4 th Feb. – 9 th Feb.	Pay Tuitions & Insurance Fees	Cashier Section	P.7
3 rd Feb. – 28 th Feb.	Confirm Your Scholarship Type & Your Medical Insurance Status	International Students Section	P.7
3 rd Feb. – 11 th Feb.	Laboratory Safety and Health Training (Online)	Occupational Safety Section	P.7
3 rd Feb. – 11 th Feb.	TMU Student Mental Health Survey	Student Counseling Center	P.7
3 rd Feb. 9AM – 5 th Feb. 5PM	Course Selection	Curriculum Section	P.9
6 th Feb. – 10 th Feb.	Application for Course Credit Transfer/ Waiver	Registration Section	P.10-P.11
11 th Feb.	On-site Registration (Registration in Person)	Registration Section	P.8
23 rd Feb.	First Day of Classes		

II. Contact Information and Campus map

■ Contact Information for Each division

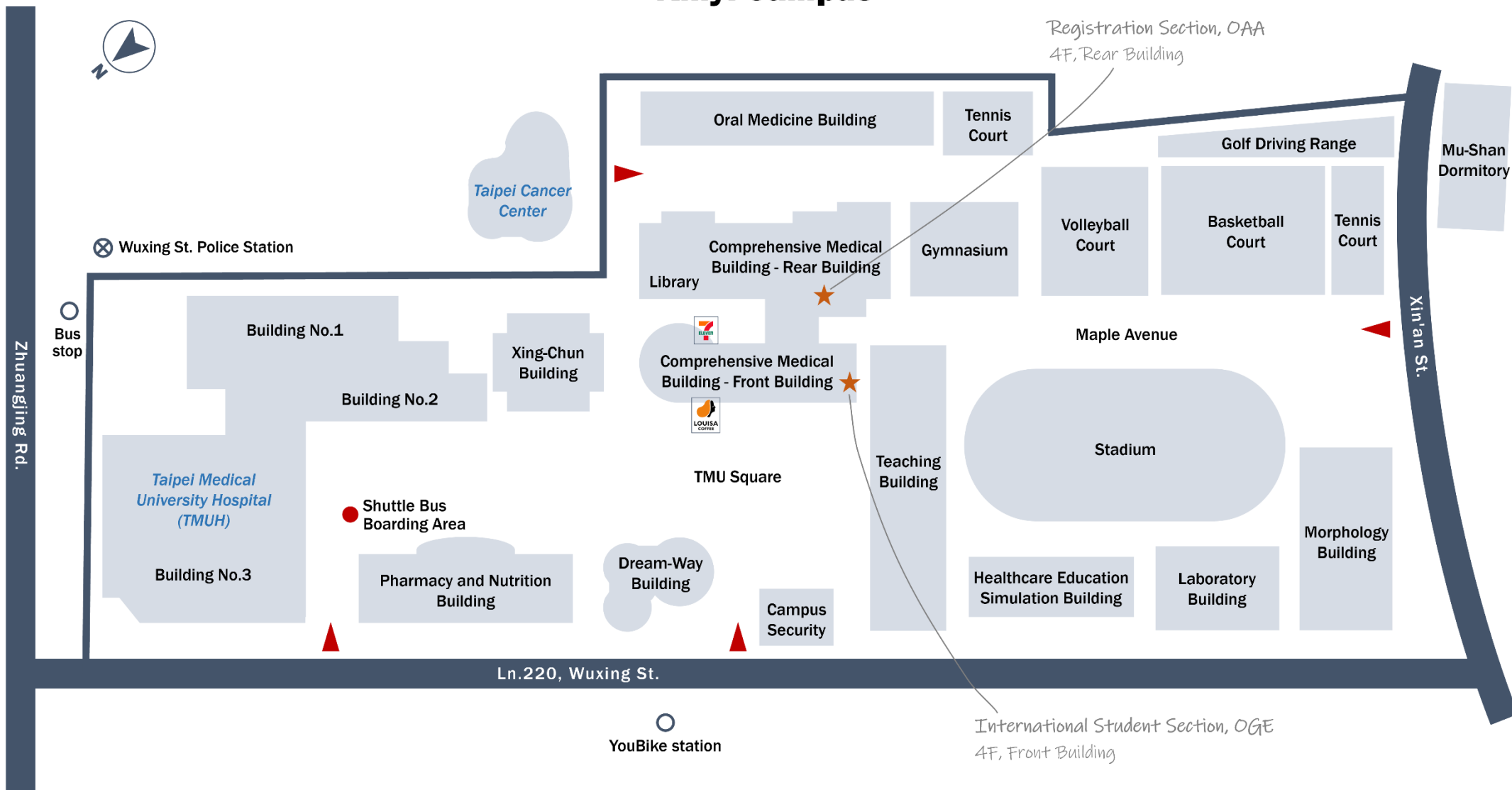
Xinyi Campus: +886-2-27361661

Shuangho Campus: +886-2-66202589

Division		Extensions	Email
Office of Academic Affairs	Registration Section	Xinyi 2110, 2111, 2115, 2116, 2118, 22116	registration@tmu.edu.tw
	Curriculum Section	Xinyi 2121–2124, 2127–2128 Shuangho 10441	cursec@tmu.edu.tw
Office of Student Affairs	Student Life Guidance Section	Xinyi 2213	joyce914@tmu.edu.tw
	Student Counseling Center	Xinyi 2233	wct2022@tmu.edu.tw
Office of General Affairs	Cashier Section	Xinyi 2332	colleen@tmu.edu.tw
Office of Global Engagement	International Student Section	Xinyi 2691 (Scholarship) Xinyi 2710 (Medical Insurance)	iss@tmu.edu.tw
Office of Environmental Protection and Occupational Safety	Occupational Safety Section	Xinyi 2044 Shuangho 10461, 10462	safety@tmu.edu.tw
Xinyi Campus: +886-2-27361661 Shuangho Campus: +886-2-66202589			

■ Campus map

Taipei Medical University Xinyi Campus



Taipei Medical University Shuangho Campus



III. New Student Registration Process

Congratulations on your admission to the Taipei Medical University! The first day of classes of the Spring Semester 2026 starts on Monday, February 23rd, 2026.

New Students must complete registration within the scheduled dates. All rules and information regarding academic and student affairs not only are announced on the official website, but also sent emails registered under your student ID number (student ID number@tmu.edu.tw), such as course selection, credits transfer/waiver, transcript, leave policy and scholarship. Please check your inbox and official website 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/>

- *Account: Student ID (both uppercase and lowercase letters are accepted.)

- *Password: tm+yyyymmdd (date of birth)

■ Registration Requirements and Steps

1. Please refer to the following table for dates and information regarding registration for new students (see the next page).
2. Students are required to log in to the “**Registration Form**” website and fill out all the necessary information. Once completed, and 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:** <https://reurl.cc/0j8yRo>
 - *Account: Student ID (both uppercase and lowercase letters are accepted.)
 - *Password: yyyymmdd (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.

Date	Item	Description	Contact
2026.02.03 to 2026.02.11	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/ <p>*Account: Student ID (both uppercase and lowercase letters are accepted.)</p> <p>*Password: tmuyyyymmdd (date of birth)</p> <p>1. Fill in “Personal Information”</p> <p>(1) Students should complete it that can choose course, apply for credits waivers, etc.</p> <p>(2) The information is for contact purposes like important notifications from TMU, please fill it in correctly.</p> <p>(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> <p>2. Fill in “Student Status” and click “SEND” after completing it.</p>	Life Guidance Section joyce914@tmu.edu.tw
2026.02.03 to 2026.02.08	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/ <p>*Account: Student ID (both uppercase and lowercase letters are accepted.)</p> <p>*Password: tmuyyyymmdd (date of birth)</p> <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 Feb. 8th, 2026 may not receive the student ID card on the first day of the classes. 	Registration Section registration@tmu.edu.tw

Date	Item	Description	Contact
2026.02.04 to 2026.02.09	Pay Tuitions & Fees	<p>Print the Bill from the system and complete tuitions & fees payment.</p> <ul style="list-style-type: none"> • https://eschool.landbank.com.tw/index.aspx • Path: Student Login →Key in “School Name: Taipei Medical University”, student ID, birthday, and captcha →click “OK” → click “Bill” 	Cashier Section colleen@tmu.edu.tw
2026.02.03 to 2026.02.28	Confirm Your Scholarship Type & Your Medical Insurance Status	<p>Upload your proof documents through the registration form (https://reurl.cc/0j8yRo)</p> <p>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 February.</p>	International Students Section iss@tmu.edu.tw
2026.02.03 to 2026.02.11	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) <p>*Pass the English quiz and the Stamp for registration will show up in 2 days.</p> <p>*If you printed this procedure sheet before the mark appeared, go to the office of the Environmental Safety Section (Gym 1F) and stamp it.</p>	Occupational Safety Section safety@tmu.edu.tw
2026.02.03 to 2026.02.11	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> <p>Please access the website at: https://forms.gle/sTmQhQim2kzvPo13A</p>	Student Counseling Center wct2022@tmu.edu.tw

■ On-site Registration

All new students must register in person at the university site.

Date	Item	Description	Contact
2026.02.11	Registration in Person	<ul style="list-style-type: none"> • Date: February 11th, 2026 AM9:00-12:00, PM2:00-5:00 • 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), all 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 on the first day of the classes. 	Registration Section registration@tmu.edu.tw

IV. Course Selection

Date	Item	Description	Contact
2026.02.03 to 2026.02.05	Course Selection Please log in to the Academic & Student Affairs Information System at https://newacademic.tmu.edu.tw/	Course pre-selection <ul style="list-style-type: none"> • Date: from 9:00 AM, February 3rd, 2026 to 5:00 PM, February 5th, 2026 • Steps: Course Selection→ Course Selection →Course Add/Drop 	Curriculum Section cursec@tmu.edu.tw Administrative Advisor
		Priority preference registration <ul style="list-style-type: none"> • Date: from 9:00 AM, February 10th, 2026 to 5:00 PM, February 12th, 2026 • Students who select courses whose maximum capacity has been reached must fill in priority preference for selection. • Steps: Course Selection→ Course Selection → Priority Weight 	
		Course add/drop <ul style="list-style-type: none"> • Date: from 12:10 PM, February 23rd, 2026 to 1:00 PM, March 5th, 2026 • 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” • Steps: Course Selection → Course Selection → Special Application for Course Add/Drop • Please be sure to review the Course Selection Related Schedule and precautions for the detailed information. Link: https://aca.tmu.edu.tw/ (Office of Academic Affairs/ Curriculum Section/ Latest News) 	
2026.02.23	First Day of Classes	Spring semester, 2026	

V. 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. 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.
4. 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.
5. Please refer to the following table for instructions on Course Credit Transfer/Waiver applications:

Application Procedure	Contact
<p>Students who apply for Course Credit Transfer/Waiver must complete the following two steps. 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, February 6th to 5:00 PM, February 10th, 2026 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 you apply to transfer credits on the transcript and write your Student ID on the upper right corner of the transcript. b. Transcripts from school 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>B. Syllabus for each course applied for should be uploaded individually,</p>	<p>Registration Section registration@tmu.edu.tw</p>

Application Procedure	Contact
<p>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, February 6th to 5:00 PM, February 10th, 2026</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.</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>	