

Registration Information for Students Enrolling in the 2nd Semester, the 113th Academic Year (Spring, 2025)

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

- I. Students have to pay tuition before Feb. 14, 2025. 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. Feb. 13, 2025 to 5:00 p.m. Mar. 7, 2025.
 - 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 Feb. 14, 2025.
- IV. Boarders have to pay accommodation fees before Feb. 14, 2025. (Accommodation bill will be available for printing on the following website: <https://school.ctcbank.com>).
- V. Tamkang University Spring 2025 Enrollment Schedule and Information, Please check the Academic Affairs Office website under "Latest News". Starting from the Fall 2024, the add/drop course period will be moved to the first week of the semester. The opening times for each grade level can be found on the Academic Affairs Office website under "Latest News" or in the course query system under "Course Selection, Exams, Registration, and Payment Information." Website: <https://azquery.tku.edu.tw/acad/>
- VI. If you had not completed registration since Mar. 10, 2025. You had to visit website of the Center for Registration-Curriculum Development 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 Center for Registration-Curriculum Development of the Office of Academic Affairs to complete your registration and select your curriculum.