

## Notice about Online Registration of Academic Records for Students Who Have Completed Exchange Programs in Fall 2023.

Students who are accepted for the exchange program in Fall 2023 may now get access to the online registration system of academic records. Please comply with the relevant procedure accordingly.

1. Within two months of their return, students shall enter details of their courses taken overseas via the “Transcript Registration System of Exchange Semester,” and submit the original documents of transcripts with their student ID and name to their department offices.
2. **All entries shall be filled in English.**
3. Please note: Course titles, credit points and grades shall be consistent with those of English transcripts. All courses taken shall be entered.
4. If courses taken are not entered, according to the NTU regulations, “The student did not complete enough courses at the host university to satisfy NTU’s course-load requirements for exchange students.” will be marked on the academic transcript.