

REGISTRATION FOR SPRING 2026 SEMESTER

(Undergraduate and Graduate Programs)

I. DATES

Registration period including preparation of schedule and consultation with advisors	: December 1– December 5
Beginning of Classes	: January 12
Schedule Changes	: January 12– 16
Last day for Late Registration	: January 16
Process statement of fees and installment forms	: January 21 – 26
Payment of fees	: January 30 – February 4

II. REGISTRATION PROCEDURE

A. PAYMENT OF RESERVATION FEES

Prior to registration, starting **November 17**, USD 250 reservation fee (*not refundable*) should be paid. This will be considered towards tuition fees for the Spring semester. **Intensive students** should pay the reservation fee after they pass their Intensive English course.
(Students have till December 5 to pay the reservation fee, after that they will be fined late penalty.)

B. REGISTRATION INCLUDING PREPARATION OF SCHEDULE AND CONSULTATION WITH ADVISORS:

Prior to and during the registration period, **November 10 to December 5**, the advisors will be available for consultation through email, in person during their office hours, or by appointment for students who need registration advice.

On-line registration will take place in the following order:

December 1	: Seniors, MA/MBA students
December 2	: Juniors, MA/MBA students
December 3	: Sophomores, MA/MBA students
December 4 – 5	: Special students, Freshmen, Sophomores, Juniors, Seniors, MA/MBA students
January 12 – 16	: Intensive students

Important Notes:

- Students who fail to register during the registration period will be fined USD 50 late registration fee.
- **Graduate Program students** should register for 399 and pay for university miscellaneous expenses every semester in which Thesis/Project research or writing is in progress. The indicative letters A, B, C... should be added to 399.

C. PAYMENT OF FEES

Payment of fees will take place from **January 30 to February 4**.

FAILURE TO COMPLETE PAYMENT BY THE SET DEADLINE WILL RESULT IN PAYING A SET PENALTY PER DAY.

III. CLEARANCE FOR GRADUATION

Senior students expecting to graduate in Spring 2026 are required to submit an online Application for Graduation through the Online Petition.

For further guidance, you may click on [Application for Graduation Petition](#).

III. CHANGE OF SCHEDULE AND LATE REGISTRATION

Change of schedule and late registration will take place from **January 12 to 16**.

IV. BEGINNING OF CLASSES

Spring semester classes will begin on **January 12**.