

Admission Handbook in 2025 Academic year
Public and Non-Profit Preschool in New Taipei City

Announcement Date: April 11th, 2025

Announcement Number: 1140645263 (ECE,NTPC)

I. Enrollment Procedure

Enrollment Procedure in 2025 Academic year

Public and Non-Profit Preschool in New Taipei City

Eligibility for Registration

1. Age

- Preschoolers from the age of 3 to the age when they begin elementary school (Born from September 2nd, 2019 to September 1st, 2022)
- Preschoolers over the age of 2 but under the age of 3 (Born from September 2nd, 2022 to September 1st, 2023)

2. Eligibility

- Preschoolers whose households are set up in New Taipei City
- preschoolers whose households are temporarily set up in New Taipei City and own their legal guardian.
- Non-R.O.C. preschooler who currently lives in New Taipei City, and ethnic Chinese preschoolers.
- Preschoolers who are about to be adopted in accordance with the ruling of the court (the trial stage of adoption). The adopter's household registration is required to set up in New Taipei City.

Announcement Date for Enrollment Slots: 9:00 a.m., May 15th, 2025 (Thursday)

Registration Date: 10:00 a.m., May 16th, 2025 (Friday) - 4:00 p.m., May 22nd, 2025 (Thursday)

- The applicant is allowed to apply for more than one preschool for every preschooler.
- Applicants are not allowed to register or change the order of priority after the deadline of the registration time.
- Drawing lots is required for all applicants of their priority orders (not in the order of registration time).

Eligibility Confirmation: May 23rd, 2025 (Friday) - May 27th, 2025 (Tuesday).

- Qualified Application
- Disqualified Application

Notify the applicants to deliver additional documents via text messages.

Deadline for additional documents: 4:00 p.m. May 29th, 2025.

Drawing Lots: 12:00 p.m., June 3rd, 2025 (Tuesday).

Announcement for Admitted and Waitlisted Students: 3:00 p.m., June 3rd, 2025 (Tuesday).

Completion of Online Registration: 3:00 p.m., June 3rd, 2025 (Tuesday) - 6:00 p.m., June 4th, 2025 (Wednesday)

II. Eligibility for Registration

1. Age

- (1) All preschools are allowed to recruit preschoolers from the age of 3 to the age when they begin elementary school (Born from September 2nd, 2019 to September 1st, 2022).
- (2) All preschools with permission issued by New Taipei City Government are allowed to recruit preschoolers over the age of 2 but under the age of 3 (Born from September 2nd, 2022 to September 1st, 2023)

2. Basic Required Eligibility: Preschoolers who meet one of the requirements are allowed to register.

- (1) Preschoolers' household registrations are set up in New Taipei City. However, some preschoolers are not restricted to the policy, such as preschoolers who are referred by related government agencies, placed preschoolers, preschoolers whose either parent or grandparent is still an official staff at the school or at the affiliated preschool during the 2025 Academic year, and Indigenous preschoolers.
- (2) Preschoolers' household registrations are temporarily set up in New Taipei City and have their own legal guardians. (Household certificate is the required documentary evidence). Registration is only allowed when both parties set up their household registrations in the same household.
- (3) Non-R.O.C. preschooler who currently lives in New Taipei City, and ethnic Chinese preschoolers.
- (4) Preschoolers who are about to be adopted in accordance with the ruling of the court (the trial stage of adoption). The adopter is required to set up his/her household registration in New

Taipei City, but adopted preschoolers are not restricted to the policy.

3. Eligibility for Enrollment Registration: Preschoolers who meet the basic requirements mentioned above, and meet one of the requirements mentioned below are allowed to register in the following orders.

- (1) Preschoolers with necessary needs of assistance in accordance with law. The following preschoolers mentioned below are all considered first priority.
 - Preschoolers who are physically challenged or mentally challenged: The privilege is only applied to preschoolers whose eligibility is confirmed by New Taipei City Government prior and who complete their registration before 4:00 p.m. May 1st, 2025 (Thursday).
 - Indigenous preschoolers
 - Preschoolers from low-income family
 - Preschoolers from mid/low-income family
 - Preschoolers from families in hardship
 - Preschoolers whose either parent or legal guardian suffers from moderate/severe physical or mental disabilities.
- (2) Preschoolers whose household registrations have been set up for at least two years (including prior to July 31st, 2023) in the particular districts confirmed by the city as remote areas where the affiliated preschools of schools are located.
- (3) Preschoolers whose household registrations have been set up for at least two years (including prior to July 31st, 2023) in the districts confirmed by the city as non-urban and non-mountainous schools in the previous year and remote areas with inadequate public transportation where the affiliated preschools of schools are located.
- (4) Preschoolers who are referred by related government agencies or placed preschoolers.
- (5) Children or grandchildren of the preschool and its affiliated school staff (those who are in service during the 2025 academic year) are limited to one-third of the total approved number of children (including those who stay in the preschool and are admitted directly). In the 2025 academic year, if the schoolteachers are relocated to other schools due to their original schools being overfilled or relocating to assist other schools, the privilege will still apply to them. The school staff includes official administrative staff, teachers, and government-approved contract-based staff in public preschools). However, substitute teachers, contingent workers, contract employees, additional teachers outside the school official system, temporary staff for school innovation or projects, etc. are not included in this privilege.
- (6) Preschoolers from family with three or more children: The applicants are required to deliver the

household certificate that shows either parent of the children is the same. The household registration of the children is required to set up in the same household based on the orders of their birthdays.

- (7) Preschoolers whose elder sisters or brothers are still the students of the preschool in 2025 academic year. The privilege is reserved for the preschoolers choosing the approach of direct admission to the next year's program in the same preschool. Graduates of the preschool in 2024 academic year are not included.
- (8) The following preschoolers mentioned below are all considered the 8th priority to register.
 - Preschoolers whose household registrations are set up or with legal guardians whose household registrations are temporarily set up or live in the administrative branch district of New Taipei City. Further information of the administrative branch districts can be found on the appendix page (P10).
 - Preschoolers whose household registrations are set up or with legal guardians whose household registrations are temporarily set up or live in the school districts of public primary schools in New Taipei City, specifically for children registered in the affiliated preschools of these schools. Information of public elementary school districts in 2025 academic year can be found in our official website. Please visit <https://kidedu.ntpc.edu.tw> and click Recruitment and Tuitions for more information.
- (9) Preschoolers whose household registrations are set up or with legal guardians whose household registrations are temporarily set up, Non-R.O.C. preschoolers who live in New Taipei City and ethnic Chinese preschoolers.

III. Stages of Enrollment Policies and Dates

1. Official Websites for the Announcement of Enrollment

- (1) Education Department, New Taipei City ([http:// www.ntpc.edu.tw](http://www.ntpc.edu.tw)). Please click Electronic Bulletin Boards for more information.
- (2) Early Childhood Education, New Taipei City ([http:// kidedu.ntpc.edu.tw](http://kidedu.ntpc.edu.tw)). Please click Recruitment and Tuitions for more information.
- (3) Public and Non-Profit Preschool, New Taipei City (<http://kid123.ntpc.edu.tw>). Please click Recruitment for more information.

2. Details of Enrollment for preschoolers who choose the approach of direct admission to the next year's program in the same preschool and preschoolers who suffer from physical or mental disabilities and are confirmed by the city government.

- (1) All public preschools and non-profit preschools are required to complete their enrollment at this stage before required time.
- (2) Preschoolers who forfeit the right to be placed or to choose the approach of direct admission. If the preschoolers forfeit the right and would like to transfer to other preschool, it is required that the parents should apply for an affidavit letter from the original school to prove it before they are allowed to register a new one again.
- (3) Placed preschoolers who are not confirmed by the city government or do not complete their enrollment before the required time are disqualified from the privilege of enrollment priority.

3. Procedure and Dates of Enrollment Registration:

- (1) Announcement of Enrollment Slots: 9:00 a.m., May 15th, 2025 (Thursday). Please visit <https://kid123.ntpc.edu.tw> for more information.
- (2) Registration: 10:00 a.m., May 16th, 2025 (Friday) - 4:00 p.m., May 22nd, 2025 (Thursday)
- (3) Details of Registration:
 - Registration is only available online. Applicants are required to sign up for registration online.
 - Applicants is allowed to apply for at least one school for every preschooler.
 - After signing up for registration online, all applications will be reviewed for eligibility. Applications confirmed eligible for registration will be distributed based on the identity and priority order of the applicants.
 - Detailed instruction of the registration system can be downloaded from the official enrollment website. Please read the instruction thoroughly before signing up for registration.
 - Applicants are not allowed to register or change the priority order after 4:00 p.m. May 22nd, 2025. Please complete the registration in advance.
- (4) Qualification Review: Please refer to appendix 2 for applicable methods of enrollment registration qualification and required documentary evidence.
 - Systematic review is adopted in principle. All applications are reviewed for qualification based on the database of the municipal household registration and social welfare agencies and then qualification comparison is performed by the system. The deadline date of data statistic is April 25th, 2025.
 - Applicants are required to deliver documentary evidence to the review team of Education Department, New Taipei City for manual review if some of the qualifications cannot be reviewed.
 - Review Time and Procedure: Friday, May 23rd, 2025 - Tuesday, May 27th, 2025.
 - Time and Procedure for Additional Document:

- If the required uploaded documents are not complete, parents or legal guardian of the preschoolers will be notified via a text message sent by the system and are required to upload additional document no later than 4:00 p.m. May 29th, 2025 (Friday) to complete registration. Only after the inspection is correct will the application be eligible for the registration. Overdue application will not be accepted.
- If the identity of the preschoolers or the priority qualification does not meet the requirement, or the applicants do not upload complete additional documents within required time, the preschoolers are only allowed to register with the eligible identity that meets the qualification. If the qualification is not met, the registration will be deemed invalid. At this stage of enrollment, the applicants are not allowed to change the order of their priority school.

(5) Registration Notes:

- If the documentary proofs uploaded are found forged, altered, or false, the applicants' admission qualification will be revoked, and their legal responsibilities can be reserved for further investigation.
- Registration and uploaded additional documents at this stage will only be notified by text messages. Parents must fill in the correct mobile phone number and pay attention to mobile phone text messages and related phone setting to avoid missing important information and reminders.

(6) Enrollment Method: After the registration deadline, the Education Department of New Taipei City will conduct an open event of computer drawing lots.

- Rules of Admission:
 - Preschoolers with necessary needs of assistance in accordance with law are considered as the first priority and distributed for admission by the computer drawing system despite their ages. Those who are picked by the system are allowed to register their priority preschools. Every preschooler is only allowed to be distributed to one school. If all the registered preferences are filled, no more preschoolers will be admitted. Those who are not admitted will be arranged as backups based on their first preference order.
 - The distribution admission for the applicants with the right of the 2nd to the 9th priority is based on the following orders: identity, age, applicants' priority school. First, all registered preschoolers are prioritized into several groups based on prioritized identities of registration, and then the computer draws lots for them according to age, i.e., age 5, age 4, age 3, age 2. Finally, the selected preschoolers are distributed to their priority schools

based on their identities and the order of their priority schools. Every preschooler is only allowed to be distributed to one school. If all the registered preferences are filled, no more preschoolers will be admitted. Those who are not admitted will be arranged as backups based on their first preference order.

- Parents or legal guardians with multiple births are allowed to decide whether to draw lots together or separately and ensure to check on the enrollment website.
 - For the admission of multiple births with the same lot, if the number of admission vacancies is more than the number of multiple births, they will be admitted at the same time. Conversely, if the number of admission vacancies is less than the number of multiple births, all siblings will be placed in the next preference order for distribution.
 - Date of Drawing Lots for Admitted and Waitlisted Students: It will start at 12:00 p.m. June 3rd, 2025 (Tuesday). If there are still applicants left who cannot be admitted as first-choice students after all the drawing sequences, we will make sure to place them on the waiting list based on their first preference order in sequence. Each child can be placed on the waiting list for up to one preschool. The admission results will be available for online inquiry on the official enrollment website after 3:00 p.m.
- (7) Details of Registration Completion: All applicants are required to complete their registration online.
- Students being admitted in the distribution: 3:00p.m. June 3rd, 2025 (Tuesday) - 6:00 p.m., June 4th, 2025 (Wednesday).
 - Reminders: Parents or legal guardians of the admitted students are required to complete the registration online within the appointed time. Those who do not follow the rule are considered forfeiting their admission rights.
4. To comply with the policies of the Ministry of Education (MoE), the city has gradually implemented a reduction in the number of children per class from the 2023 Academic year to the 2025 Academic year. The goal is to have a maximum ratio of one teacher or caregiver to 12 students (henceforth the teacher-student ratio), aiming to enhance the quality of educational and caregiving services for preschoolers. Therefore, if there are vacancies remaining and no backups after the distribution, and if these vacancies are sufficient to adjust the teacher-student ratio, then the ratio will be adjusted accordingly.
5. After completing the enrollment, registration, and admission process, each preschool in remote areas will handle subsequent vacancy registration on its own. The list of schools in remote areas will be announced on the city's website (Click the website category "Early Childhood

Education - Recruitment and Tuitions”). Please note that other preschools will not accept subsequent vacancy registration due to the policy of reducing the teacher-student ratio. If there are still openings afterwards, all the information will be announced.

6. Reminders and Supplementary Rules:

- (1) If the registered students fail to complete the registration procedure within appointed time (tuition payment included), they will be deemed to have given up their studies after three notifications. The preschool should make a written record for future inspection, notify the waitlisted candidates in sequence, and continue filling vacancies until all positions are filled.
- (2) The reserved waiting register for this school year is valid until the day before the direct admission registration for public and non-profit preschools in the 2026 school year.
- (3) According to the “Guidelines for Subsidizing Public Preschools to Provide Extended Care Services” (henceforth the Guidelines) and the policies of the city’s public education and care service institutions, the extended care services are available from 4 pm to 6 pm during the regular semester period. However, if parents require the service to be extended until 7 pm, it can be arranged according to their needs, and a fixed fee will be charged for the additional hours from 4 pm to 7 pm. The charges for extended care services are based on the latest regulations set by the government. During the winter and summer vacations, extended care services will be provided for a minimum of one week and 6 to 8 weeks, respectively.

IV. Others

1. Recruitment

- (1) Review of Admission Qualification: The review team of Education Department, New Taipei City is responsible for the view of qualification for new students.
- (2) Each school (preschool) should form a working group for recruitment. The group is responsible for filling in the admission vacancies, answering questions from parents who register schools for their children, providing necessary assistance for the parents, and notifying the parents or legal guardians with updated information after the completion of registration, such as admission for students on the waiting list, and so on.
- (3) The enrollment procedure should be carried out in accordance with the handbook. The announcement of the handbook should be posted on the websites of all preschools or be put in a place of the school entrance where people can easily see. As for the personal information of the preschoolers, all staff should be obligated to keep it confidential.
- (4) After the end of registration, all preschools in remote areas with admission vacancies should announce the place and time for further registration. School staff should thoroughly check the

qualifications of the applicants. If they meet the requirements, they are allowed to register. Other preschools will not accept subsequent registrations for vacancies due to the policies of reducing the teacher-student ratio. If there are still openings afterwards, all the information will be announced.

- (5) When registering and processing waitlist substitutions for preschools, school staff should thoroughly check the qualifications of the applicants. If they meet the requirements, they are allowed to register.

2. All the documents and register of the enrollment should be properly kept for 3 years.

Appendix I: Nine Administrative Branch Districts of New Taipei City

Branch Dist.	District	Branch Dist.	District
Banqiao Branch Dist.	Banqiao Dist. Tucheng Dist.	Ruifang Branch Dist.	Gongliao Dist. Pingxi Dist. Shuangxi Dist. Ruifang Dist.
Sanying Branch Dist.	Sanxia Dist. Yingge Dist. Shulin Dist.	Tamsui Branch Dist.	Tamshui Dist. Shimen Dist. Sanzhi Dist.
Shuang-Ho Branch Dist.	Zhonghe Dist. Yonghe Dist.	Sanchong Branch Dist.	Sanchong Dist. Luzhou Dist.
Qixing Branch Dist.	Jinshan Dist. Wanli Dist. Xizhi Dist.	Xinzhuang Branch Dist.	Xinzhuang Dist. Taishan Dist. Wugu Dist. Linkou Dist. Bali Dist.
Wen-Shan Branch Dist.	Xindian Dist. Wulai Dist. Shenkeng Dist. Pinglin Dist. Shiding Dist.		

Example

John is a preschooler whose real age is five in 2025 academic year. His household registration is set up in Tucheng Dist., New Taipei City. Due to the fact that both Tucheng Dist. and Banqiao Dist. are categorized into the same branch district, if John's parents would like to apply for the Affiliated Preschool of Banqiao Elementary School for their child, they will be allowed to have the priority to do so since John is one of the children whose household registration is set up or temporarily set up in the branch district where the affiliated preschool is located in.

Appendix II: Eligibility for Registration and Required Documents

1. For applicants who can be confirmed by the system:
 - The enrollment system is linked to the system of the city's social welfare and civil affairs databases. (Deadline: April 25th, 2025) The registration is not complete until both the identity and the eligibility of the preschoolers are confirmed.
 - Sources of System Confirmation:
 - Information of household registration in the system: Household registration of the preschoolers (registration date included), household registration for the guardians of the preschoolers whose household are temporarily set up in New Taipei City.
 - Information of social welfare in the system: Social welfare documents issued by New Taipei City, documentary evidence of either parent or legal guardian suffering from moderate/severe physical or mental disabilities.
2. For applicants who cannot be confirmed by the system:
 - For the applicants who cannot be fully confirmed by the system and those who set up their household in New Taipei City or receive social welfare documentary evidence after the deadline, it is required to upload related documentary evidence onto the registration website for confirmation. (Deadline: April 25th, 2025)
 - For applicants who do not deliver social welfare documentary evidence issued by New Taipei City, it is required to upload related document proof onto the registration website for confirmation.

Priority	Eligibility	Registration Instructions		Note
		Required Documents: 1. Household certificate of the preschooler 2. Copy of documentary evidence for the eligibility of the preschooler	Registration Completion	
1	Indigenous preschoolers	The identity of the Indigenous preschoolers must be noted on the household certificate.	System confirmation or upload the documentary evidence onto the registration website.	Indigenous preschoolers whose households are not registered in New Taipei City are required to upload documentary evidence onto the registration website for confirmation.
	Preschoolers from low-income family or mid/low-income family, families in hardship	Documentary evidence of mid/low income family regulated by Public Assistance Act is required.		Applicants eligible for social welfare benefits but whose social welfare certification is not issued by the social welfare authority of New Taipei City must upload relevant supporting documents to the enrollment website.

Priority	Eligibility	Registration Instructions		Note
		Required Documents: 1. Household certificate of the preschooler 2. Copy of documentary evidence for the eligibility of the preschooler	Registration Completion	
	Preschoolers whose either parent or legal guardian suffers from moderate/severe physical or mental disabilities.	It is required to provide the Disability Card issued by the government or related documentary evidence of either parent or legal guardian suffering from moderate/severe physical or mental disabilities.	Applicants are required to upload the documentary evidence onto the registration website for confirmation.	
2	Preschoolers whose household registrations have been set up for at least two years (including prior to July 31 st , 2023) in the particular districts confirmed by the city as remote areas where the affiliated preschools of schools are located	Both moving-out and moving registrations should be noted on the household certificate.	Applicants are required to upload the documentary evidence onto the registration website for confirmation.	

Priority	Eligibility	Registration Instructions		Note
		Required Documents: 1. Household certificate of the preschooler 2. Copy of documentary evidence for the eligibility of the preschooler	Registration Completion	
3	Preschoolers whose household registrations have been set up for at least two years (including prior to July 31 st , 2023) in the districts confirmed by the city as non-urban and non-mountainous schools in the previous year and remote areas with inadequate public transportation where the affiliated preschools of schools are located.	Both moving-out and moving registrations should be noted on the household certificate.		Applicants are required to upload the documentary evidence onto the registration website for confirmation.
4	Preschoolers who are referred by related government agencies or placed preschoolers	Documentary evidence of referral or placement is required.		Applicants are required to upload the documentary evidence onto the registration website for confirmation.

Priority	Eligibility	Registration Instructions		Note
		Required Documents: 1. Household certificate of the preschooler 2. Copy of documentary evidence for the eligibility of the preschooler	Registration Completion	
5	Children or grandchildren of the preschool and its affiliated school staff (those who are in service during the 2025 academic year).	An employment certificate that shows either parent, grandparent, or maternal grandparent is an official staff at the school. The parent is required to stay employed at the school on August 1st, 2025.		Applicants are required to upload the documentary evidence onto the registration website for confirmation.
6	Preschoolers from family with three or more children	Proof of family with three or more children is required to be noted on the household certificate. If the children's household registrations are different, all household certificates or household registration transcripts should be provided.		Applicants are required to upload the documentary evidence onto the registration website for confirmation.

Priority	Eligibility	Registration Instructions		Note
		Required Documents: 1. Household certificate of the preschooler 2. Copy of documentary evidence for the eligibility of the preschooler	Registration Completion	
7	Preschoolers whose elder sisters or brothers are still the students of the preschool in 2025 academic year	Proof of siblings having the same father or mother is required to be noted on the household certificate. If listed under different households, the household certificate or household registration transcript of all children should be provided.	Applicants are required to upload the documentary evidence onto the registration website for confirmation.	
8	Preschoolers whose household registrations are set up or with legal guardians whose household registrations are temporarily set up or live in the administrative branch district of New Taipei City.	Household certificate is required.	System confirmation or upload the documentary evidence onto the registration website.	Applicants are required to upload the documentary evidence onto the registration website whose household registrations are temporarily set up or live in the administrative branch district of New Taipei City.

Priority	Eligibility	Registration Instructions		Note
		Required Documents: 1. Household certificate of the preschooler 2. Copy of documentary evidence for the eligibility of the preschooler	Registration Completion	
	Preschoolers whose household registrations are set up or with legal guardians whose household registrations are temporarily set up or live in the school districts of public primary schools in New Taipei City, specifically for children registered in the affiliated preschools of these schools.	Household certificate is required.	System confirmation or upload the documentary evidence onto the registration website.	Applicants are required to upload the documentary evidence onto the registration website whose household registrations are temporarily set up or live in the school districts of public primary schools in New Taipei City, specifically for children registered in the affiliated preschools of these schools.

Priority	Eligibility	Registration Instructions		Note
		Required Documents: 1. Household certificate of the preschooler 2. Copy of documentary evidence for the eligibility of the preschooler	Registration Completion	
9	Preschoolers whose household registrations are set up in New Taipei City	Household certificate is required.	System confirmation or upload the documentary evidence onto the registration website.	If applicants with multiple births are participating in the draw together, applicants are required to upload documentary evidence onto the registration website.
	Preschoolers with legal guardians whose household registrations are temporarily set up in New Taipei City	The household certificate for the preschoolers is required. (e.g. The preschooler's identity must be noted on the appellation column of the certificate, and the legal guardians must set up in the same household.	Applicants are required to upload the documentary evidence onto the registration website for confirmation.	
	Non-R.O.C. preschoolers who live in New Taipei City and ethnic Chinese preschoolers	Passport and residence certificate	Applicants are required to upload the documentary evidence onto the registration website for confirmation.	

Priority	Eligibility	Registration Instructions		Note
		Required Documents: 1. Household certificate of the preschooler 2. Copy of documentary evidence for the eligibility of the preschooler	Registration Completion	

* Important Reminders:

1. Preschoolers whose household registrations are set up in New Taipei City on or after April 25th, 2025, or who obtain social welfare certification, thereafter, must upload the documentary evidence onto the registration website for confirmation.
2. If the preschoolers are about to be adopted in accordance with the ruling of the court (the trial stage of adoption), applicants for the preschoolers are required to deliver related documents that include the adopter's household certificate, a legitimate contract for the trial stage of adoption between the adoption agency and the adopter / the person placing out a child for adoption, and other related documents. All documentary evidence should be uploaded onto the registration website.