

Waiting List Application for Graduate Program Accommodation of the 112th Academic Year

	Instruction
A. Eligibility	<p>International graduate program degree students who do not have on-campus accommodation yet in the 112th academic year.</p> <p>Conditions: The above-mentioned students are eligible for the application under the following conditions:</p> <ol style="list-style-type: none"> 1. Having no unpaid bill(s). Check your payment record here: https://dorm.osa.ncku.edu.tw/index_schleave.php 2. Having no or less than 10 violation point(s). Check your Bonus & Violation Point record here: https://dorm.osa.ncku.edu.tw/index_dormstu.php To eliminate all violation points, applicants may apply with HSD, with each point converted into a three-hour campus service. 3. Not being suspended of the right to dormitory accommodation. 4. Having completed the required health checkup.
B. How to Obtain a Serial Number	<p>Please register here: https://dorm.osa.ncku.edu.tw/index_cdd.php</p> <p>Stage 1—10 AM, August 01 -10 AM, August 15: A serial number will be randomly assigned to students who register by the end of stage 1. The serial number list is open for inquiry from 18:00, August 15.</p> <p>Stage 2—10 AM, August 16 -10 AM, September 11: The serial number will be assigned in chronological order. The applicant may check their serial number right after their registration.</p>
C. Confirm and register for vacancies	<ol style="list-style-type: none"> 1. Vacancies are allocated by the serial number order. 2. The serial numbers open for registration will be announced at 10:30 AM of every working day, from August 17 to September 11. The applicants shall visit the website of Housing Service Division (http://housing.osa.ncku.edu.tw/bin/home.php) every working day. 3. Once the applicant's serial number is open for registration, the applicant shall contact the responsible personnel by phone during designated time to confirm and register their dorm preference by 10:30 AM of next working day. 4. Those who fail to do so are regarded as giving up their priority for on-campus accommodation and their serial number is null and void from 10 AM of next working day.
D. Responsible personnel	Ms. Lin. Tel: (06)275-7575# 86357 or (06)275-7575# 86353 (English service available)
E. Remarks	<ol style="list-style-type: none"> 1. Students who cancel their accommodation after a phone confirmation will be charged NT\$ 250 handling fee and NT\$ 150 per day from the check-in day till the cancellation procedures are completed. 2. All serial numbers are null and void from 10 AM September 12, 2023. 3. For more details of check-in dates and charge standard, please refer to Attachment 1 & Attachment 2.

Attachment 1. Registration Instructions for Degree Students of Graduate Program

Identity		Announced Dates of Serial Numbers Open for Registration	Vacancy Registration Time	Charge* Standard	Open for Check-in*
A. International returning degree students of graduate program	A1. Full-term boarders of 2023 summer	10:30 AM, Aug. 17	Aug. 17 : 13:00-17:00 & Aug. 18 : 09:00-12:00 & 13:00-17:00	18 weeks	Aug. 22: 09:00-12:00 、 13:00-17:00 & Aug. 23: 09:00-12:00
		10:30 AM, Aug. 21	Aug. 21: 11:00-12:00 & 13:00-17:00, Aug. 22: 09:00-10:00	18 weeks	Aug. 23: 09:00-12:00
		10:30 AM on working days between Aug. 24 & Aug. 30	Announced day: 11:00-12:00 & 13:00-17:00, Next Working day of announced day: 08:00-10:00	18 weeks	Sep. 01: 09:00-12:00, 13:00-17:00 & Sep. 03: 09:00-12:00 ; 09:00-12:00 and 13:00-17:00 of working days starting from Sep. 04. Students who wish to check in by Sep .01 shall apply for short-term stay two working days before checking in and the charge is NT\$ 150 per day. Late application will be charged a handling fee of NT\$ 250.
		10:30 AM on working days between Aug. 31 & Sep. 11	Announced day: 11:00-12:00 & 13:00-17:00, Next Working day of announced day: 08:00-10:00	on weekly basis	09:00-12:00 and 13:00-17:00, from the third working days after vacancy registration is done. Students who wish to check in earlier than the said time shall apply for early check in two working days before checking in and the charge is NT\$ 150 per day. Late application will be charged a handling fee of NT\$ 250.
	Identity	Announced Dates of Serial Numbers Open for Registration	Vacancy Registration Time	Charge* Standard	Open for Check-in*
	A2. Short-term boarders of 2023 summer & A3. Non-boarders of 2023 summer	11:00, Aug. 17	Aug. 17 : 13:00-17:00 & Aug. 18 : 09:00-12:00 & 13:00-17:00	18 weeks	Sep. 01: 09:00-12:00, 13:00-17:00 & Sep. 03: 09:00-12:00 ; 09:00-12:00 and 13:00-17:00 of working days starting from Sep. 04.
		11:00, Aug. 21	Aug. 21: 11:00-12:00 & 13:00-17:00, Aug. 22: 09:00-10:00	18 weeks	Students who wish to check in by Sep .01 shall apply for short-term stay two working days before checking in and the charge is NT\$ 150 per day. Late application will be charged a handling fee of NT\$ 250.
		10:30 AM on working days between Aug. 24 & Aug. 30	Announced day: 11:00-12:00 & 13:00-17:00, Next Working day of announced day: 08:00-10:00	18 weeks	09:00-12:00 and 13:00-17:00, from the third working days after vacancy registration is done.
		10:30 AM on working days between Aug. 31 & Sep. 11	Announced day: 11:00-12:00 & 13:00-17:00, Next Working day of announced day: 08:00-10:00	on weekly basis	Students who wish to check in earlier than the said time above shall apply for early check in two working days before checking in and the charge is NT\$ 150 per day. Late application will be charged a handling fee of NT\$ 250.
	Identity	Announced Dates of Serial Numbers Open for Registration	Vacancy Registration Time	Charge* Standard	Open for Check-in*
B. International incoming degree students of graduate program		10:30 AM, Aug. 17	Aug. 17 : 13:00-17:00 & Aug. 18 : 09:00-12:00 & 13:00-17:00	19 weeks	Aug. 25 09:00-12:00 、 13:00-17:00, Aug. 27 09:00-12:00 、 13:00-17:00 & 09:00-12:00 and 13:00-17:00 of working days starting from Aug. 28
		10:30 AM, Aug. 21	Aug. 21: 11:00-12:00 & 13:00-17:00, Aug. 22: 09:00-10:00	19 weeks	
		10:30 AM, Aug. 24**	Aug. 24: 11:00-12:00 & 13:00-17:00, Aug. 25: 09:00-10:00	19 weeks	Aug. 27 09:00-12:00 、 13:00-17:00 & 09:00-12:00 and 13:00-17:00 of working days starting from Aug. 28
	10:30 AM on working days between Aug. 25 & Aug. 30		Announced day: 11:00-12:00 & 13:00-17:00, Next Working day of announced day: 08:00-10:00	18 weeks	Sep. 01: 09:00-12:00, 13:00-17:00 & Sep. 03: 09:00-12:00 ; 09:00-12:00 and 13:00-17:00 of working days starting from Sep. 04. Students who wish to check in by Sep .01 shall apply for short-term stay two working days before checking in and the charge is NT\$ 150 per day. Late application will be charged a handling fee of NT\$ 250.
		10:30 AM on working days between Aug. 31 and Sep. 11	Announced day: 11:00-12:00 & 13:00-17:00, Next Working day of announced day: 08:00-10:00	on weekly basis	09:00-12:00 and 13:00-17:00, from the third working days after vacancy registration is done. Students who wish to check in earlier than the said time above shall apply for early check in two working days before checking in and the charge is NT\$ 150 per day. Late application will be charged a handling fee of NT\$ 250.
	Identity	Announced Dates of Serial Numbers Open for Registration	Vacancy Registration Time	Charge* Standard	Open for Check-in*

* Please refer to **Attachment 2**

** In line with the check-out procedures of summer stay, there will be no serial numbers registration on Aug. 22 & Aug. 23, 2023.

SUBJECT TO CHANGE

Attachment 2. Check-in Date & Charge Standard for Degree Students of **Graduate Program**

A. Returning degree students	A1. Full-term boarders of 2023 summer	Registration Date	8/17	8/18	8/21	8/22	8/24	8/25	8/28	8/29	8/30	8/31	9/01	9/04	9/05	9/06	9/07	9/08	9/11	9/12	
		Room arrangement open for inquiry & Dorm fee bill open for download	8/18 From 6 PM	8/21 From 6 PM	8/22 From 6 PM	8/22 From 6 PM	8/25 From 6 PM	8/28 From 6 PM	8/29 From 6 PM	8/30 From 6 PM	8/31 From 6 PM	9/01 From 6 PM	9/04 From 6 PM	9/05 From 6 PM	9/06 From 6 PM	9/07 From 6 PM	9/08 From 6 PM	9/11 From 6 PM	9/12 From 6 PM	9/13 From 6 PM	
		Open for Check-In *	8/22 09:00-12:00, 13:00-17:00 & 8/23 09:00-12:00		8/23 09:00-12:00		Sep. 01 & Sep.03					9/04	9/05	9/07	9/08	9/11	9/12	9/13	9/14	9/15	
		Charge	18 weeks												17 weeks					16 weeks	
		Registration Date	8/17	8/18	8/21	8/22	8/24	8/25	8/28	8/29	8/30	8/31	9/01	9/04	9/05	9/06	9/07	9/08	9/11	9/12	
	A2. Short-term boarders of 2023 summer & A3. Non-boarders of 2023 summer	Room arrangement open for inquiry & Dorm fee bill open for download	8/18 From 6 PM	8/21 From 6 PM	8/22 From 6 PM	8/22 From 6 PM	8/25 From 6 PM	8/28 From 6 PM	8/29 From 6 PM	8/30 From 6 PM	8/31 From 6 PM	9/01 From 6 PM	9/04 From 6 PM	9/05 From 6 PM	9/06 From 6 PM	9/07 From 6 PM	9/08 From 6 PM	9/11 From 6 PM	9/12 From 6 PM	9/13 From 6 PM	
		Open for Check-In *	Sep. 01 & Sep.03										9/04	9/05	9/07	9/08	9/11	9/12	9/13	9/14	9/15
		Charge	18 weeks												17 weeks					16 weeks	
		Registration Date	8/17	8/18	8/21	8/22	8/24	8/25	8/28	8/29	8/30	8/31	9/01	9/04	9/05	9/06	9/07	9/08	9/11	9/12	
		Room arrangement open for inquiry & Dorm fee bill open for download	8/18 From 6 PM	8/21 From 6 PM	8/22 From 6 PM	8/22 From 6 PM	8/25 From 6 PM		8/29 From 6 PM	8/30 From 6 PM	8/31 From 6 PM	9/01 From 6 PM	9/04 From 6 PM	9/05 From 6 PM	9/06 From 6 PM	9/07 From 6 PM	9/08 From 6 PM	9/11 From 6 PM	9/12 From 6 PM	9/13 From 6 PM	
B. Incoming degree students of the 2023 fall semester	Open for Check-In *	Aug. 25 & Aug. 27				Aug. 27		Sep .01 & Sep. 03			9/04	9/05	9/07	9/08	9/11	9/12	9/13	9/14	9/15		
	Charge	19 weeks					18 weeks			17 weeks					16 weeks						
	Room arrangement inquiry:	https://dorm.osa.ncku.edu.tw/index_stu.php																			
	Resident information card	https://dorm.osa.ncku.edu.tw/index_prof.php?lang=en																			
Useful links	Download dorm fee bill	https://school.bot.com.tw/newTwbank/StudentLogin.aspx Convenience stores can not process overdue bills. Please pay via ATM transaction or branches of Bank of Taiwan .																			
	Charge standard	https://housing-osa.ncku.edu.tw/p/412-1052-17026.php?Lang=en																			

* Residents should complete their check-in procedures during office hours between **09:00-12:00** and **13:00-17:00** unless the check-in time is specifically regulated. After completing the check-in procedures, residents can finish moving at their convenience. The check-in procedures include:

- A. presenting the dorm fee receipt & the resident's ID,
- B. submitting a copy of the information card, and
- C. claiming the room key.