

2023 年秋季班外籍與大陸學位新生住宿申請行事曆及注意事項

On-Campus Accommodation Application Calendar for Incoming International & Mainland China Degree Students of 2023 Fall Semester

Ver. 2023.05

作業事項及說明	Events & Instructions
一、 簽署住宿契約 1. 簽署時間: 2023 年 07 月 03 日 10 AM – 2023 年 08 月 02 日 10 AM (GMT+8) 2. 簽署網址: http://dorm.osa.ncku.edu.tw/index_lic.php?m=10 ※未於 2023 年 08 月 02 日 10 AM (GMT+8) 前至 此指定網址 簽署線上契約書，視同無校內住宿需求，不安排住宿床位。 3. 契約簽署狀況: http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125 ※完成簽署後，請務必查詢您的契約狀況。 ※如欲申請太子學舍，請勿簽署線上契約書！太子學舍床位獨立分配，請逕檢附學號、姓名、性別等資料，向太子學舍確認床位狀況、申請住宿。 ※太子學舍聯絡資訊: 電話: +886-6-208-7166、EMAIL ADDRESS: nckuservice@prince.com.tw 。	I. Signing the Housing Contract Online 1. Time: 10 AM, July 03, 2023 – 10 AM, August 02, 2023 (GMT+8) 2. System: http://dorm.osa.ncku.edu.tw/index_lic.php?m=10 ※Applicants who fail to sign the housing contract via this designated link by 10 AM, August 02 , (GMT+8), are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room. 3. Contract status: http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125 ※Please make sure to check your contract status after signing the contract. ※Students applying for the Prince Dorm do not need to sign this housing contract. Please contact the Prince Dorm and apply. ※Contact information of the Prince Dorm: TEL: +886-6-208-7166, EMAIL ADDRESS: nckuservice@prince.com.tw.
二、 寄發成功申請住宿確認 EMAIL 2023 年 08 月 09 日 18:00(GMT+8) 前	II. Notification Email Sent to Students Who Have Signed the Designated Contract By 18:00, August 09, 2023 (GMT+8).
三、 宿舍棟別安排開放查詢 2023 年 08 月 16 日 18:00(GMT+8) 開放於住宿服務組英文首頁查詢。 https://housing-osa.ncku.edu.tw/index.php?Lang=en	III. Dorm Building Arrangement Open for Inquiry Time: From 18:00 (GMT+8), August 16, 2023 https://housing-osa.ncku.edu.tw/index.php?Lang=en
四、 住宿床位放棄及其計費方式 1. 辦理方式: 請 EMAIL 洽住宿服務組承辦人林小姐申請取消(ysluc@mail.ncku.edu.tw) Email 來信範例: 信件主旨: 取消住宿-RA8127023(學號)-霍大衛(姓名) 信件內文: ➤ 學號: RA8127023 ➤ 姓名: 霍大衛 ➤ 取消原因: 已於太子宿舍訂房 2. 辦理時間及計費方式: (1) 申請後至 2023 年 08 月 15 日 止: 尚未公告住宿安排，不須繳費。 (2) 08 月 16 日-08 月 24 日 須繳交 250 元行政手續費。 (3) 08 月 25 日 起: 除 250 元行政手續費外，另加計每日 150 元之短期住宿費至完成床位放棄相關手續止。	IV. Cancellation Policy & Charge Standard 1. How to cancel your application: Please contact Ms. Lin at ysluc@mail.ncku.edu.tw Email template: Subject: Accommodation Cancellation-RA8127023 (Std. No.)-David Hoffman(Name) Content: ➤ Std. No.: RA8127023 ➤ Name: David Hoffman ➤ Reason for cancellation: I have reserved a space in the Prince Dorm. 2. Charge Standard for Cancellation: (1) By August 15 : Free of charge. (2) August 16-August 24 : A handling fee of NT\$ 250 will be charged. (3) From August 25 : NT\$ 150 per day, including the handling fee of NT\$ 250, will be charged to the day when the cancelation procedure is completed.

五、 提前進住申請 (暫定!如有調整，以最新公告為準)	V. Application for Early Check-in (Tentative! The latest announcement shall prevail.)
<p>1. 申請系統開放時間: 2023 年 08 月 16 日 10 AM –2023 年 08 月 23 日 09 AM (GMT+8)</p> <p>2. 申請網址: http://dorm.osa.ncku.edu.tw/index_overseas.php</p> <p>3. 可提前入住日: 2023 年 08 月 24 日-2023 年 08 月 24 日。新生於 2023 年 08 月 25 日 09 AM (GMT+8)起開放入住 ※各舍辦理方式略有差異，請詳閱宿舍輔導員 EMAIL 寄發之通知信件，依信件說明辦理。</p> <p>4. 計費方式:</p> <p>(1) 150 元/日。</p> <p>(2) 提前入住期間電費另計。</p> <p>(3) 須於進住日 3 個工作天前申請，逾期須繳交行政手續費(NT\$250 元)</p> <p>5. 繳費方式:</p> <p>(1) 線上繳費平台: https://pay.ufo.ncku.edu.tw/mobilepay/</p> <p>(2) 自動繳費機:</p> <p>勝利校區—勝一舍外、D-24 討論室外之自動繳費機；</p> <p>光復校區—光二舍外之自動繳費機</p> <p>敬業校區—敬三舍外之自動繳費機</p> <p>6. 取消申請之辦理方式及計費方式:</p> <p>(1) 申請後至通知住宿安排前: 尚未通知住宿安排，不需繳費。</p> <p>(2) 通知住宿安排後:需繳交 250 元行政手續費。</p> <p>(3) 申請入住日起:除 250 元行政手續費外，另加計申請入住日起每日 150 元之短期住宿費至完成取消之相關手續止。</p> <p>7. 注意事項:</p> <p>(1) 因故須於開放入住日前抵校而有住宿需求者，應依公告說明事先完成提前入住申請。</p> <p>(2) 未事先申請提前入住者應自行安排提前抵校期間之住宿。</p>	<p>1. Application available: 10 AM, August 16 ~ 09 AM, August 23 (GMT+8)</p> <p>2. Application system: http://dorm.osa.ncku.edu.tw/index_overseas.php</p> <p>3. Dates open for early check-in: August 24-August 24. ※For incoming international students, student dormitories are open for check-in from 09 AM, August 25(GMT+8). ※The check-in procedure varies by dorms. The applicant shall read and follow the instructions sent by the resident counselor via email carefully for details.</p> <p>4. Charge standard:</p> <p>(1) NT\$150 per day.</p> <p>(2) Electricity will be charged separately.</p> <p>(3) The application shall be done 3 working days before your check-in date. A handling fee of NTD 250 will be charged for late application.</p> <p>5. Payment methods:</p> <p>(1) Online payment platform: https://pay.ufo.ncku.edu.tw/mobilepay/</p> <p>(2) Auto-payment machines: Sheng-Li Campus—Sheng-Li Dorm 1, D-24 Discussion Room Kuang-Fu Campus—Kuang-Fu Dorm 2 Ching-Yeh Campus— Ching-Yeh Dorm 3.</p> <p>6. Charge Standard for Cancellation:</p> <p>(1) Before the applicant is informed of the arrangement: Free of charge.</p> <p>(2) Once the applicant is informed of the arrangement: A handling fee of NT\$ 250 will be charged.</p> <p>(3) Room the appointed date of check-in: NT\$ 150 per day, including the handling fee of NT\$ 250, will be charged to the day when the cancelation procedure is completed.</p> <p>7. Remarks:</p> <p>(1) Students who would like to apply for early check-in shall apply in advance and their applications are valid only when approved by the resident counselors.</p> <p>(2) Those who fail to do so shall be responsible for their accommodation arrangement during their early arrival.</p>
六、 開放入住時間&入住手續辦理地點	VI. Time & Location for Check-in Procedures
<p>1. 時間:</p> <p>(1) 2023 年 08 月 25 日、2023 年 08 月 27 日之 09:00-12:00、13:00-17:00 (GMT+8)</p> <p>(2) 2023 年 08 月 28 日起上班日之 09:00-12:00、13:00-17:00 (GMT+8)</p> <p>2. 地點: 各宿舍服務站</p> <p>3. 所需物品:</p> <p>(1) 住宿費繳費證明</p> <p>(2) 附照片之證件或錄取通知</p> <p>(3) 住宿資料卡紙本。請先於線上系統填寫住宿資料卡後，印出紙本，於入住時繳交。 http://dorm.osa.ncku.edu.tw/index_prof.php?lang=zh</p> <p>4. 請參閱以下連結之資訊，了解各時段入住手續辦理方式:</p>	<p>1. Time:</p> <p>(1) 09:00-12:00 & 13:00-17:00 of August 25 & August 27 (GMT+8)</p> <p>(2) 09:00-12:00 & 13:00-17:00 of working days from August 28 (GMT+8)</p> <p>2. Location: Dorm manager's office.</p> <p>3. Items required:</p> <p>(1) Receipt for dorm fee payment,</p> <p>(2) Admission letter or passport,</p> <p>(3) Resident Information Card. Please login the system, fill out the information required, print out a copy, and submit it when checking in.</p>

<p>http://tinyurl.com/NCKU-dorm-check-in-calendar (2023 年 08 月 16 日起生效)</p>	<p>http://dorm.osa.ncku.edu.tw/index_prof.php?lang=en</p> <p>4. Please visit the following link to obtain detailed information on check-in service: http://tinyurl.com/NCKU-dorm-check-in-calendar (Valid from August 16)</p>
<p>七、 住宿費繳費單領取&繳交方式、繳費時間</p>	<p>VII. Dorm Fee Payment</p>
<p>1. 繳費單下載: 請於 2023 年 08 月 16 日起至台銀學雜費入口網下載繳費單 (https://school.bot.com.tw/twbank.net/index.aspx?pgid=3) 請注意: (1) 新生第一學期之"身分證號"欄位皆預設為學號。此欄位如輸入學號仍無法登入，請再試試護照號碼 或居留證號碼。 (2) 生日請轉換為民國年。西元年減去 1911 即為民國年。 (3) 住宿繳費單下載、繳費教學: http://tinyurl.com/print-ur-dorm-fee-bill (4) 如無法登入，請 EMAIL 洽住服組承辦人. (ysluc@mail.ncku.edu.tw)</p> <p>2. 繳費時間與繳費方式: (1) 2023 年 08 月 16 日-2023 年 08 月 24 日: 可至超商繳交，或以 ATM 轉帳、至臺銀臨櫃繳交。 (2) 2023 年 08 月 25 日起: 請 ATM 轉帳或至臺銀臨櫃繳交。逾期帳單無法於超商繳費。</p>	<p>1. How to download your bill: You may download your bill from the website of Bank of Taiwan: (https://school.bot.com.tw/twbank.net/index.aspx?pgid=3) from August 16. Please note that: (1) The default value of the column"身分證字號" for incoming students in the first semester is their student ID No. If the student ID No. does not work, please try either the passport No. or ARC No. (2) Date of birth shall be transferred to a 7-digit number of Taiwan calendar. (3) Instruction: http://tinyurl.com/print-ur-dorm-fee-bill (4) If you have difficulty downloading your bill, please contact Ms. Lin at ysluc@mail.ncku.edu.tw.</p> <p>2. Time & methods for payment: (1) August 16~ August 24: Convenience stores, ATM transactions, and Bank of Taiwan. (2) From August 25: ATM transactions and Bank of Taiwan. Convenience stores can NOT process overdue bills.</p>
<p>八、 宿網登錄時間、方式</p>	<p>VIII. Registration for Dorm Internet</p>
<p>進住後確認寢室即可以"一般住宿"身分進行登錄。 登錄網址: http://dorm.cc.ncku.edu.tw/</p>	<p>After the check-in procedure is completed, you may register with your NCKU student ID No. Register here: http://dorm.cc.ncku.edu.tw/</p>

註: 本表所列各項時程如有異動，以本組公告為準。THIS APPLICATION CALENDAR IS SUBJECT TO CHANGE.