

2023 年秋季班來校國際交換生

住宿申請行事曆及注意事項

On-Campus Accommodation Application Calendar for Incoming International Exchange Students of 2023 Fall Semester

Ver.: 2023.05

說明	Instruction
一、 簽署住宿契約	I. Signing the Housing Contract Online
<p>1. 簽署時間: 2023 年 07 月 03 日 10 AM – 2023 年 08 月 02 日 10 AM (GMT+8)</p> <p>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。</p> <p>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。</p> <p>※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。</p> <p>※太子學舍聯絡資訊: 電話: +886-6-208-7166、EMAIL ADDRESS: nckuservice@prince.com.tw。</p>	<p>1. Time: 10 AM, July 03, 2023 – 10 AM, August 02, 2023 (GMT+8)</p> <p>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.</p> <p>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.</p> <p>※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.</p>
二、 寄發成功申請住宿確認 EMAIL	II. Notification Email Sent to Students Who Have Signed the Designated Contract
<p>已簽契約書、成功申請住宿者將於 2023 年 08 月 09 日 18:00 (GMT+8) 前收到由住宿服務組寄發之住宿申請相關注意事項提醒 EMAIL。</p>	<p>Students who have signed the designated housing contract and secured their space will receive a notification email by 18:00, August 09 (GMT+8).</p>
三、 住宿棟別安排開放查詢	III. Dorm Building Arrangement Open for Inquiry
<p>時間: 2023 年 08 月 16 日 18:00 (GMT+8) 起</p> <p>查詢網址: https://housing-osa.ncku.edu.tw/index.php?Lang=en</p>	<p>Time: From 18:00, August 16 (GMT+8).</p> <p>https://housing-osa.ncku.edu.tw/index.php?Lang=en</p>
四、 放棄住宿及其計費方式	IV. Cancellation Policy & Charge
<p>1. 申請方式: 請 EMAIL 洽住宿服務組承辦人林小姐申請取消。 Email Address: ysluc@mail.ncku.edu.tw Email 來信範例: 信件主旨: 取消住宿-RA8128023(學號)-霍大衛(姓名) 信件內文: ➢ 學號: RA8128023 ➢ 姓名: 霍大衛 ➢ 取消原因: 已於太子宿舍訂房</p> <p>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) 2023 年 08 月 16 日-2023 年 08 月 31 日: 須繳交 250 元行政手續費。</p>	<p>1. How to cancel your application: Please contact Ms. Lin via email. Email Address: ysluc@mail.ncku.edu.tw</p> <p>Email template: Subject: Accommodation Cancellation-RA8128023 (Std. No.)-David Hoffman(Name) Content: ➢ Std. No.: RA8128023 ➢ Name: David Hoffman ➢ Reason for cancellation: I have reserved a space in the Prince Dorm.</p> <p>2. Charge Standard for Cancellation: (1) By August 15: Free of charge. (2) August 16-August 31: A handling fee of NT\$ 250 will be charged. (3) From September 01: NT\$ 150 per day, including the handling fee of NT\$ 250, will be charged till the day when the cancellation procedure is completed.</p>

<p>(3) 2023 年 09 月 01 日起: 因已預留住宿床位，除 250 元行政手續費外，另加計自 2023 年 09 月 01 日起每日 150 元之短期住宿費至完成床位放棄相關手續止。</p>	
<p>五、 提前進住申請</p>	<p>V. Application for Early Check-in</p>
<p>1. 洽詢及申請時間:2023 年 08 月 21 日 10 AM ~ 2023 年 08 月 29 日 10 AM(GMT+8)。</p> <p>2. 申請方式: 請 EMAIL 洽承辦人林小姐(ysluc@mail.ncku.edu.tw)進行申請。 來信內容須包含: 學號、姓名、預計抵校入住日期及時間。</p> <p>3. 可申請入住日: 2023 年 08 月 30 日-08 月 31 日。 ※來校國際交換生於 2023 年 09 月 01 日 09 AM(GMT+8)起開放入住 ※因交換生床位可空出時間不同，請與承辦人確認安排住宿寢室可提前入住時間及相關手續辦理方式。</p> <p>4. 計費方式: 150 元/日，電費另計。</p> <p>5. 繳費方式: (1) 線上繳費平台: https://pay.ufo.ncku.edu.tw/mobilepay/ (2) 自動繳費機: 勝利校區—勝一舍外、D-24 討論室外之自動繳費機； 光復校區—光二舍外之自動繳費機 敬業校區—敬三舍外之自動繳費機</p> <p>6. 備註: (1) 提前進住須於進住日前 3 個工作天前申請，逾期須繳交行政手續費(NT\$250 元)。 (2) 申請完成後，如已完成住宿安排，則無法變更申請資料，如須異動請以 Email 與承辦人聯絡，須繳交行政手續費(NT\$250 元)。</p>	<p>1. Time for Inquiry and application: 10 AM, August 21 ~ 10 AM, August 29(GMT+8)</p> <p>2. How to apply: The application shall be made by sending email with the information of the applicant's name, NCKU student ID number, and check-in date to Ms. Lin at ysluc@mail.ncku.edu.tw.</p> <p>3. Dates available for early check-in: August 30- August 31. ※For incoming international exchange students, student dormitories are open for check-in from 09 AM, September 01(GMT+8). ※Rooms' availability cannot be guaranteed. Applicants need to check with Ms. Lin directly via email for details.</p> <p>4. Charge standard: NT\$150/day. Electricity will be charged separately.</p> <p>5. Payment Methods for early check-in: (1) Online payment platform: https://pay.ufo.ncku.edu.tw/mobilepay/ (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. Remarks: (1) The application for early check-in shall be done 3 working days before your check-in date. A handling fee of NTD 250 will be charged for late applications. (2) Once the accommodation arrangement is done, the applicant cannot revise the application items. The applicant shall contact Ms. Lin via email, requesting for revision and a handling fee of NT\$ 250 will be charged when the revision request is approved.</p>
<p>六、 統一開放入住時間&入住手續辦理地點</p>	<p>VI. Time & Location for Check-in Procedures</p>
<p>1. 時間: (1) 2023 年 09 月 01 日、2023 年 09 月 03 日 09:00-12:00、13:00-17:00(GMT+8) (2) 2023 年 09 月 04 日起上班日之 09:00-12:00、13:00-17:00 (GMT+8)</p> <p>2. 地點: 敬三舍北棟管理員室</p> <p>3. 所需物品: (1) 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 (2) 附照片之證件或錄取通知 (3) 住宿費繳交證明</p>	<p>1. Time: (1) 09:00-12:00 & 13:00-17:00 of September 01 and September 03 (GMT+8) (2) 09:00-12:00 & 13:00-17:00 of working days from September 04(GMT+8)</p> <p>2. Location: The dorm manager's office, 1F of Ching-Yeh Dorm 3.</p> <p>3. Items required: (1) Resident Information Card. Please login the system, fill out the information required, print out a copy, and submit it when checking in. http://dorm.osa.ncku.edu.tw/index_prof.php?lang=en (2) Admission letter or passport. (3) Receipt for dorm fee payment.</p>
<p>七、 住宿費繳交方式、繳費時間</p>	<p>VII. Dorm Fee Payment</p>
<p>1. 金額: 新臺幣 15,730 元</p> <p>2. 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)</p>	<p>1. Amount: NT\$ 15,730</p> <p>2. 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:</p>

<p>請注意:</p> <p>(1) “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。</p> <p>(2) 生日請轉換為民國年。西元年減去 1911 即為民國年。</p> <p>(3) 住宿繳費單下載、繳費教學: http://tinyurl.com/print-ur-dorm-fee-bill</p> <p>(4) 如無法登入，請 EMAIL 洽住服組承辦人. (ysluc@mail.ncku.edu.tw)</p> <p>3. 繳費截止時間: 辦理入住前。請持繳費收據辦理入住。</p>	<p>(1) The default value of the column“身分證字號” is your student ID No. If the student ID No. does not work, please try the passport No.</p> <p>(2) Date of birth shall be transferred to a 7-digit number of Taiwan calendar.</p> <p>(3) Instruction: http://tinyurl.com/print-ur-dorm-fee-bill</p> <p>(4) If you have difficulty downloading your bill, please contact Ms. Lin at ysluc@mail.ncku.edu.tw.</p> <p>3. Deadline for payment: Upon check in. The payment receipt is required for check-in procedures.</p>
<p>八、 非上班時間抵校之入住手續代辦方式</p>	<p>VIII. Check in during non-office hours</p>
<p>1. 至敬三舍自動繳費機繳交住宿費。</p> <p>2. 持(1)繳費收據及(2)附照片之證件或錄取通知，向保全人員借用備用鑰匙及備用磁卡入住。</p> <p>3. 於次一工作日向管理員繳還備用鑰匙及備用磁卡，領取寢室鑰匙及磁卡，完成入住相關手續。</p> <p>4. 進住所需物品:</p> <p>(1) 住宿資料卡、</p> <p>(2) 附照片之證件或錄取通知、</p> <p>(3) 住宿費繳費證明。</p>	<p>1. Pay your dorm fee via auto-payment machines upon arrival.</p> <p>2. Present (1) payment receipt and (2) admission letter or any ID with your photo to borrow the spare key and access card from the security guard.</p> <p>3. Complete check-in procedures with the dorm manager next working day.</p> <p>4. Items required for check-in:</p> <p>(1) Resident Information Card.</p> <p>(2) Admission letter or any ID with your photo.</p> <p>(3) Payment receipt.</p>
<p>九、 2023 年秋季班來校國際交換生學期住宿截止時間</p>	<p>IX. End of Accommodation Term of 2023 Fall Semester</p>
<p>2024 年 01 月 06 日中午 12:00 (GMT+8)</p>	<p>Noon, January 06, 2024 (GMT+8)</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.