

# 2023 年春季班來校國際交換生

住宿相關注意事項及作業時程

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

Ver.: 2022.11

說明	Instruction
<b>一、 簽署住宿契約</b>	<b>I. Signing the Housing Contract Online</b>
<p>1. 簽署時間: <b>2022 年 12 月 07 日 10 AM – 2023 年 01 月 04 日 10 AM (GMT+8)</b></p> <p>2. 簽署網址: <a href="http://dorm.osa.ncku.edu.tw/index_lic.php?m=10">http://dorm.osa.ncku.edu.tw/index_lic.php?m=10</a>            ※未於 <b>2023 年 01 月 04 日 10 AM (GMT+8)</b> 前至 <b>此指定網址</b> 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: <a href="http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125">http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125</a>            ※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: <a href="mailto:nckuservice@prince.com.tw">nckuservice@prince.com.tw</a>。</p>	<p>1. Time: <b>10 AM, December 07, 2022 – 10 AM, January 04, 2023 (GMT+8)</b></p> <p>2. System: <a href="http://dorm.osa.ncku.edu.tw/index_lic.php?m=10">http://dorm.osa.ncku.edu.tw/index_lic.php?m=10</a>            ※Applicants who fail to sign the housing contract via this designated link by 10 AM, <b>January 04</b>, (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: <a href="http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125">http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125</a>            ※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:  <b>TEL: +886-6-208-7166, EMAIL ADDRESS : <a href="mailto:nckuservice@prince.com.tw">nckuservice@prince.com.tw</a>.</b></p>
<b>二、 寄發成功申請住宿確認 EMAIL</b>	<b>II. Notification Email Sent to Students Who Have Signed the Designated Contract</b>
<p>已簽契約書、成功申請住宿者將於 <b>2023 年 01 月 11 日 18:00 (GMT+8)</b> 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 <b>18:00, January 11 (GMT+8)</b>.</p>
<b>三、 住宿棟別安排開放查詢</b>	<b>III. Dorm Building Arrangement Open for Inquiry</b>
<p>時間: <b>2023 年 01 月 18 日 18:00 (GMT+8)</b> 起</p> <p>查詢網址: <a href="https://housing-osa.ncku.edu.tw/index.php?Lang=en">https://housing-osa.ncku.edu.tw/index.php?Lang=en</a></p>	<p>Time: From <b>18:00, January 18 (GMT+8)</b>.</p> <p><a href="https://housing-osa.ncku.edu.tw/index.php?Lang=en">https://housing-osa.ncku.edu.tw/index.php?Lang=en</a></p>
<b>四、 放棄住宿及其計費方式</b>	<b>IV. Cancellation Policy &amp; Charge</b>
<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: <a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a>            Email 來信範例:            信件主旨: 取消住宿-RA8118023(學號)-霍大衛(姓名)            信件內文:            ➢ 學號: RA8118023            ➢ 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 <b>2023 年 01 月 17 日</b> 止: 尚未公告住宿安排，不須繳費。            (2) <b>2023 年 01 月 18 日-2023 年 02 月 09 日</b>: 須繳交 250 元行政手續費。</p>	<p>1. <b>How to cancel your application:</b> Please contact Ms. Lin via email.            Email Address: <a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a></p> <p>Email template:  <b>Subject:</b> Accommodation Cancellation-RA8118023 (Std. No.)-David Hoffman(Name)  <b>Content:</b>            ➢ Std. No.: RA8118023            ➢ Name: David Hoffman            ➢ Reason for cancellation: I have reserved a space in the Prince Dorm.</p> <p>2. <b>Charge Standard for Cancellation:</b>            (1) By <b>January 17</b>: Free of charge.            (2) <b>January 18-February 09</b>: A handling fee of NT\$ 250 will be charged.            (3) From <b>February 10</b>: 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) <b>2023 年 02 月 10 日</b>起: 因已預留住宿床位，除 250 元行政手續費外，另加計自 <b>2023 年 02 月 10 日</b>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><b>五、 提前進住申請</b></p>	<p><b>V. Application for Early Check-in</b></p>
<p>1. 洽詢及申請時間:<b>2023 年 01 月 30 日 10 AM ~ 2023 年 02 月 06 日 10 AM</b>(GMT+8)。</p> <p>2. 申請方式: 請 EMAIL 洽承辦人林小姐(<a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a>)進行申請。來信內容須包含: 學號、姓名、預計抵校日期及時間。</p> <p>3. 可申請入住日: <b>2023 年 02 月 06 日-02 月 09 日</b>。</p> <p>※來校國際交換生於 <b>2023 年 02 月 10 日 09 AM</b>(GMT+8)起開放入住</p> <p>※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. 繳費地點:</p> <p>(1) 勝利校區—勝一舍外、D-24 討論室外之自動繳費機</p> <p>(2) 光復校區—光二舍外之自動繳費機</p> <p>(3) 敬業校區—敬三舍外之自動繳費機</p> <p>6. 備註:</p> <p>(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)。</p> <p>(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 <b>Email</b> 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: <b>10 AM, January 30 ~ 10 AM, February 06</b>(GMT+8)</p> <p>2. <b>How to apply:</b> 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 <a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a>.</p> <p>3. <b>Dates available for early check-in: February 06- February 09.</b>          ※For incoming international exchange students, student dormitories are open for check-in from <b>09 AM, February 10</b>(GMT+8).          ※Rooms' availability cannot be guaranteed. Applicants need to check with Ms. Lin directly via email for details.</p> <p>4. <b>Charge standard:</b> NT\$150/day. Electricity will be charged separately.</p> <p>5. <b>Pay the fee for early check-in via payment machines:</b>          (1) Sheng-Li Campus—Sheng-Li Dorm 1, D-24 Discussion Room          (2) Kuang-Fu Campus—Kuang-Fu Dorm 2          (3) Ching-Yeh Campus— Ching-Yeh Dorm 3.</p> <p>6. <b>Remarks:</b>          (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) <b>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.</b></p>
<p><b>六、 統一開放入住時間&amp;入住手續辦理地點</b></p>	<p><b>VI. Time &amp; Location for Check-in Procedures</b></p>
<p>1. 時間:</p> <p>(1) <b>2023 年 02 月 10 日、2023 年 02 月 12 日</b> 09:00-12:00、13:00-17:00(GMT+8)</p> <p>(2) <b>2023 年 02 月 13 日</b>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:</p> <p>(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。  <a href="http://dorm.osa.ncku.edu.tw/index_prof.php?lang=zh">http://dorm.osa.ncku.edu.tw/index_prof.php?lang=zh</a></p> <p>(2) 附照片之證件或錄取通知</p> <p>(3) 住宿費繳交證明</p>	<p>1. Time:</p> <p>(1) 09:00-12:00 &amp; 13:00-17:00 of <b>February 10</b> and <b>February 12</b> (GMT+8)</p> <p>(2) 09:00-12:00 &amp; 13:00-17:00 of working days from <b>February 13</b>(GMT+8)</p> <p>2. Location: The dorm manager's office, 1F of Ching-Yeh Dorm 3.</p> <p>3. Items required:</p> <p>(1) Resident Information Card. Please login the system, fill out the information required, print out a copy, and submit it when checking in.  <a href="http://dorm.osa.ncku.edu.tw/index_prof.php?lang=en">http://dorm.osa.ncku.edu.tw/index_prof.php?lang=en</a></p> <p>(2) Admission letter or passport.</p> <p>(3) Receipt for dorm fee payment.</p>
<p><b>七、 住宿費繳交方式、繳費時間</b></p>	<p><b>VII. Dorm Fee Payment</b></p>
<p>1. 金額: 新臺幣 <b>15,730</b> 元</p> <p>2. 繳費單下載: 請於 <b>2023 年 01 月 18 日 18:00 起</b>至台銀學雜費入口網下載繳費單  <a href="https://school.bot.com.tw/twbank.net/index.aspx?pgid=3">https://school.bot.com.tw/twbank.net/index.aspx?pgid=3</a>          請注意:</p>	<p>1. Amount: NT\$ <b>15,730</b></p> <p>2. <b>How to download your bill:</b> You may download your bill from the website of Bank of Taiwan: <a href="https://school.bot.com.tw/twbank.net/index.aspx?pgid=3">https://school.bot.com.tw/twbank.net/index.aspx?pgid=3</a> from 18:00, <b>January 18.</b>          Please note that:</p> <p>(1) The default value of the column“身分證字號” for incoming students in the first semester is their <b>student ID No.</b> If the student ID No. does not work, please try either the <b>passport No.</b> or</p>

<p>(1) "身分證號"欄位預設為學號。此欄位如輸入<b>學號</b>仍無法登入，請再試試<b>護照號碼</b></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: <a href="http://tinyurl.com/print-ur-dorm-fee-bill">http://tinyurl.com/print-ur-dorm-fee-bill</a></p> <p>(4) 如無法登入，請 EMAIL 洽住服組承辦人. (<a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a>)</p> <p><b>3. 繳費時間: 2023 年 01 月 18 日-2023 年 02 月 09 日</b></p> <p><b>4. 繳費方式:</b> 可至超商繳交，或以 ATM 轉帳、至臺銀臨櫃繳交。</p>	<p><b>ARC No.</b></p> <p>(2) Date of birth shall be transferred to a 7-digit number of Taiwan calendar.</p> <p>(3) Instruction: <a href="http://tinyurl.com/print-ur-dorm-fee-bill">http://tinyurl.com/print-ur-dorm-fee-bill</a></p> <p>(4) If you have difficulty downloading your bill, please contact Ms. Lin at <a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a>.</p> <p><b>3. Time for payment: January 18~ February 09</b></p> <p><b>4. Methods for payment:</b> Convenience stores, ATM transactions, and Bank of Taiwan.</p>
<p><b>八、 非上班時間抵校之入住手續代辦方式</b></p>	<p><b>VIII. Check in during non-office hours</b></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><b>九、 2023 年春季班來校國際交換生學期住宿截止時間</b></p>	<p><b>IX. End of Accommodation Term of 2023 Spring Semester</b></p>
<p><b>2023 年 06 月 17 日中午 12:00 (GMT+8)</b></p>	<p><b>Noon, June 17, 2023 (GMT+8)</b></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.**