

2024 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 2024 Fall Semester

Ver.: 2024.05

說明				Instruction			
一、 住宿申請				I. Application			
<p>1. 申請時間: 2024 年 07 月 02 日 10 AM – 2024 年 07 月 30 日 10 AM (GMT+8)</p> <p>2. 申請系統: https://dorm.osa.ncku.edu.tw/index_bd.php?md=6&lang=zh ※未於 2024 年 07 月 30 日 10 AM (GMT+8) 前完成申請者，視同無校內住宿需求，不安排住宿床位。</p> <p>3. 申請時須設定住宿棟別志願序，住宿棟別將以電腦抽籤方式分配。開放申請棟別及床位數將依實際床位狀況更新。</p> <p>4. 完成申請後，請務必再次登入申請系統，確認申請狀況。 交換生開放申請之宿舍簡介: https://tinyurl.com/NCKUDORM-EXCHANGE</p> <p>※太子學舍床位獨立分配，如欲申請太子學舍，請逕檢附學號、姓名、性別等資料，向太子學舍洽詢。 ※太子學舍聯絡資訊: 電話: +886-6-208-7166、EMAIL ADDRESS: nckuserice@prince.com.tw。</p>				<p>1. Time: 10 AM, July 02, 2024 – 10 AM, July 30, 2024 (GMT+8)</p> <p>2. System: https://dorm.osa.ncku.edu.tw/index_bd.php?md=6&lang=en ※Applicants who fail to apply by 10 AM, July 30, (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. The applicant shall rank the dorm buildings in order of preference. The dorm building is assigned by a random drawing. Dorm buildings and the number of vacancies open for application depend on the vacancies available in each dorm.</p> <p>4. The applicant may check his or her application status by logging in to the application system again. Brief on dorms open for application: https://tinyurl.com/NCKUDORM-EXCHANGE ※ Students applying for the Prince Dorm do not need to complete this application. Please contact the Prince Dorm and apply. ※Contact information of the Prince Dorm: TEL: +886-6-208-7166, EMAIL ADDRESS: nckuserice@prince.com.tw.</p>			
二、 住宿棟別開放查詢				II. Dorm Building Arrangement Inquiry			
<p>時間: 2024 年 08 月 07 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 07 (GMT+8).</p> <p>https://housing-osa.ncku.edu.tw/index.php?Lang=en</p>			
三、 放棄住宿及其計費方式				III. Cancellation Policy & Charge			
	辦理時間	計費方式	辦理方式		Application date	Charge	Procedures
1	07 月 02 日 10 AM – 07 月 30 日 10 AM	不須繳費	請再次登入申請系統，刪除申請資料即可 https://dorm.osa.ncku.edu.tw/index_bd.php?md=6&lang=zh		10 AM, July 02-10 AM, July 30	Free of charge.	Please login to the application system and delete your application. https://dorm.osa.ncku.edu.tw/index_bd.php?md=6&lang=en
2	07 月 30 日 10 AM-08 月 06 日 止	不須繳費	EMAIL 洽住宿服務組承辦人林小姐申請。 Email Address: ysluc@mail.ncku.edu.tw Email 來信範例: 信件主旨: 取消住宿-學號-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	1	10 AM, July 30-August 06	Free of charge.	Please contact Ms. Lin via email. Email Address: ysluc@mail.ncku.edu.tw Email template: Subject: Accommodation Cancellation-Std. No-Name Content: Std. No.: RA8128023 Name: David Hoffman Reason for cancellation: I have reserved a space in the Prince Dorm.
3	08 月 07 日-09 月 04 日	行政手續費 250 元		2	August 07-September 04	Handling fee of NT\$ 250 will be charged.	
4	09 月 05 日起	行政手續費 250 元+	請洽所屬宿舍輔導員填寫申請表辦理: https://housing-osa.ncku.edu.tw/p/412-1052-9830.php?Lang=zh-tw	3	From September 05	Handling fee of NT\$ 250+ Daily accommodation fee	Please apply with your resident counselor and fill out the required documents: https://housing-

		2024 年 09 月 05 日起每日 短期住宿費至完成床位放棄 相關手續止。			day, charged from September 05 to the day when the cancelation procedure is completed.	osa.ncku.edu.tw/p/412-1052-17024.php?Lang=en
四、 提前進住申請				IV. Application for Early Check-in		
1. 洽詢及申請時間: 08 月 20 日 10 AM ~ 08 月 28 日 10 AM(GMT+8) 。 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。 3. 可申請入住日: 09 月 03 日-09 月 04 日 。 ※來校國際交換生於 09 月 05 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。 4. 計費方式: 以日計費, 電費及非上班時段入住之服務費用另計。 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 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)。				1. Time for Inquiry and application: 10 AM, August 20 ~ 10 AM, August 28(GMT+8) 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 & time to Ms. Lin at ysluc@mail.ncku.edu.tw . 3. Dates available for early check-in: September 03- September 04. ※For incoming international exchange students, student dormitories are open for check-in from 09 AM, September 05 (GMT+8). ※ Room availability cannot be guaranteed. Applicants need to check with Ms. Lin via email for details. 4. Charge standard: Charged on daily basis. Electricity and service charge for check-in during non-office hours will be charged separately. 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. 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.		
五、 統一開放入住時間&入住手續辦理地點				V. Time & Location for Check-in Procedures		
1. 時間: (1) 09 月 05 日、09 月 06 日、09 月 08 日 09:00-12:00、13:00-17:00(GMT+8) (2) 09 月 09 日 起上班日之 09:00-12:00、13:00-17:00 (GMT+8) 2. 地點: 各棟宿舍管理員室 3. 所需物品: (1) 住宿資料紙本。請先於線上系統填寫住宿資料後, 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				1. Time: (1) 09:00-12:00 & 13:00-17:00 of September 05, September 06, and September 08 (GMT+8) (2) 09:00-12:00 & 13:00-17:00 of working days from September 09 (GMT+8) 2. Location: The dorm manager's office. 3. Items required: (1) Resident Information Sheet. 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.		
六、 住宿費繳交方式、繳費時間				VI. Dorm Fee Payment		
1. 繳費方式: (1) 線上繳費平台: https://pay.ufo.ncku.edu.tw/mobilepay/ (2) 自動繳費機:				1. Payment Methods: (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		

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 2. 繳費截止時間： 辦理入住前。請持繳費收據辦理入住。	Ching-Yeh Campus— Ching-Yeh Dorm 3. 2. Deadline for payment: Upon check in. The payment receipt is required for check-in procedures.
七、 非上班時間抵校之入住手續辦理方式	VII. Check in during non-office hours
1. 請出示以下文件，向保全人員借用備用鑰匙及備用磁卡入住： A. 住宿資料表、 B. 附照片之證件或錄取通知、 C. 住宿費繳費證明。 2. 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。	1. Present the following documents to borrow the spare key and access card from the security guard: A. Resident Information Sheet. B. Admission letter or any ID with your photo. C. Payment receipt. 2. Complete check-in procedures with the dorm manager next working day.
八、 2024 年秋季班來校國際交換生學期住宿截止時間	VIII. End of Accommodation Term of 2024 Fall Semester
2025 年 01 月 13 日 中午 12:00 (GMT+8)	Noon, January 13, 2025 (GMT+8)

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.