

2024 年春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 Spring Semester

Ver.: 2023.11

說明	Instruction
<p>一、 住宿申請</p> <p>1. 申請時間: 2023 年 12 月 19 日 10 AM – 2024 年 01 月 16 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 01 月 16 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. 完成申請後，請務必再次登入申請系統，確認您的申請狀況。</p> <p>4. 住宿棟別以電腦抽籤方式分配。</p> <p>※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。</p> <p>※太子學舍聯絡資訊: 電話: +886-6-208-7166、EMAIL ADDRESS: nckuserice@prince.com.tw。</p>	<p>I. Complete the application</p> <p>1. Time: 10 AM, December 19, 2023 – 10 AM, January 16, 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, January 16, (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. Please make sure to check your application status by logging in to the application system again.</p> <p>4. The dorm building is assigned by a random drawing.</p> <p>※ Brief on dorms open for application: https://tinyurl.com/NCKUDORM-EXCHANGE</p> <p>※ Students applying for the Prince Dorm do not need to complete this application. Please contact the Prince Dorm and apply.</p> <p>※Contact information of the Prince Dorm: TEL: +886-6-208-7166, EMAIL ADDRESS : nckuserice@prince.com.tw.</p>
<p>二、 住宿棟別開放查詢</p> <p>時間: 2024 年 01 月 23 日 18:00(GMT+8)起</p> <p>查詢網址: https://housing-osa.ncku.edu.tw/index.php?Lang=en</p>	<p>II. Dorm Building Arrangement Open for Inquiry</p> <p>Time: From 18:00, January 23(GMT+8).</p> <p>https://housing-osa.ncku.edu.tw/index.php?Lang=en</p>
<p>三、 放棄住宿及其計費方式</p> <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 2024 年 01 月 22 日止: 尚未公告住宿安排，不須繳費。 (2) 2024 年 01 月 23 日-2024 年 02 月 15 日: 須繳交 250 元行政手續費。 (3) 2024 年 02 月 16 日起: 因已預留住宿床位，除 250 元行政手續費外，另加計自 2024 年 02 月 16 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>III. Cancellation Policy & Charge</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 January 22: Free of charge. (2) January 23-February 15: A handling fee of NT\$ 250 will be charged. (3) From February 16: 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>四、 提前進住申請</p>	<p>IV. Application for Early Check-in</p>

<p>1. 洽詢及申請時間: 2024年01月23日 10 AM ~ 2024年02月02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: 2024年02月05日、02月06日、02月07日、02月15日。 ※來校國際交換生於 2024年02月16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, 電費及非上班時段入住之服務費用另計。</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, January 23 ~ 10 AM, February 02(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 & time to Ms. Lin at ysluc@mail.ncku.edu.tw.</p> <p>3. Dates available for early check-in: February 05 ~ February 07 and February 15. ※Student dormitories are open for check-in from 09 AM, February 16(GMT+8). ※Room availability cannot be guaranteed. Applicants need to check with Ms. Lin via email for details.</p> <p>4. Charge standard: NT\$150 per day. Electricity and service charge for check-in during non-office hours 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 three 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. 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>五、 統一開放入住時間&入住手續辦理地點</p>	<p>V. Time & Location for Check-in Procedures</p>
<p>1. 時間: (1) 2024年02月16日~2024年02月18日 09:00-12:00、13:00-17:00(GMT+8) (2) 2024年02月19日起上班日之 09:00-12:00、13:00-17:00 (GMT+8)</p> <p>2. 地點: 各棟宿舍管理員室</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 February 16 ~ February 18 (GMT+8) (2) 09:00-12:00 & 13:00-17:00 of working days from February 19(GMT+8)</p> <p>2. Location: The dorm manager's office.</p> <p>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.</p>
<p>六、 住宿費繳交方式、繳費時間</p>	<p>VI. Dorm Fee Payment</p>
<p>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: 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>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 Ching-Yeh Campus— Ching-Yeh Dorm 3.</p> <p>2. Deadline for payment: Upon check in. The payment receipt is required for check-in procedures.</p>

<p>2. 繳費截止時間: 辦理入住前。請持繳費收據辦理入住。</p>	
<p>七、 非上班時間抵校之入住手續辦理方式</p>	<p>VII. Check in during non-office hours</p>
<p>1. 請持以下文件，向保全人員借用備用鑰匙及備用磁卡入住:</p> <ul style="list-style-type: none"> A. 住宿資料卡、 B. 附照片之證件或錄取通知、 C. 住宿費繳費證明。 <p>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。</p>	<p>1. Present the following documents to borrow the spare key and access card from the security guard:</p> <ul style="list-style-type: none"> A. Resident Information Card. B. Admission letter or any ID with your photo. C. Payment receipt. <p>2. Complete check-in procedures with the dorm manager next working day.</p>
<p>八、 2024 年春季班來校國際交換生學期住宿截止時間</p>	<p>VIII. End of Accommodation Term of 2024 Spring Semester</p>
<p>2024 年 06 月 24 日 中午 12:00 (GMT+8)</p>	<p>Noon, June 24, 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.