

# Instruction to the Student Dormitory Application System

1. Log in the website <http://www3.ntnu.edu.tw/static.php?id=student> via your NTNU ID and password.




The image shows a login form titled 登入校務行政入口 (Login to School Administrative System). It contains two input fields: 帳號 (Account) and 密碼 (Password), followed by a GO button. The entire form is enclosed in a red rectangular box.





## 2. Please update your basic information before dorm application.


◆ Notice: Please provide correct E-mail address and cell phone numbers.


 Student Dormitory Application System


Function Functions


 Fill out Basic Student Information Form


 Dormitory Application <


 Waiver of accommodation application <


 Platform for Dormitory Room Swap <


 Application for Academic-Year Theme Accommodation by Region


 Application for Group Accommodation <

 Extending Payment and School Loans <

 Accommodation Status


 Dormitory Scoring Query

 Fill out questionnaire survey

 Print out dormitory application form <

Student Dormitory Application System > Student > Fill out Basic Student Information Form > Edit Information

Please be sure to update your basic information.

 Save

\* Student Number :

\* Name in Chinese:

Department:

\* Sex:


\* Academic Program:

\* Identification Number:

ARC Number of Overseas Chinese Student and International Student:

3. Select the application term, read the dorm application agreement, and press “I agree.” before starting your application.

◆Notice:Fall/spring housing application is separated from Summer housing application.

 Student Dormitory Application System

Function Functions

Fill out Basic Student Information Form

Dormitory Application

Student Dormitory Application of Academic Year for Resuming Student

Student Dormitory Application of Academic Year for New Student

Application for Summer Vacation Accommodation

Application for Winter Vacation Accommodation

Application for Single Day Student Accommodation

## Important Notes

I hereby apply for dormitory accommodation and during my stay, I will strictly abide by the Regulations for Student Dormitory Counseling, the school's policies, and agree to the Student Dormitory Non-Smoking Health Declaration. I will also cooperate with the Student Housing's announcements and procedures, maintaining the dormitory's peace and safety, as well as ensuring cleanliness to create a positive living environment. In the event of any violations, I agree to accept the penalties stipulated by the Regulations for Student Dormitory Counseling and the school's policies.

The Regulations for Student Dormitory Counseling are listed as follows:

National Taiwan Normal University  
Regulations for Student Dormitory Counseling

Approved at the 2nd General Affairs Meeting of the 2016 Academic Year on May 3, 2017  
Revised and approved at the 1st General Affairs Meeting of the 2017 Academic Year on October 11, 2017  
Revised and approved at the 2nd General Affairs Meeting of 2017 Academic Year on May 9, 2018  
Revised and approved at the 2nd General Affairs Meeting of the 2018 Academic Year on May 1, 2019  
Revised and approved at the 2nd General Affairs Meeting of the 2020 Academic Year on May 5, 2021  
Revised and approved at the 2nd General Affairs Meeting of the 2022 Academic Year on May 3, 2023  
Revised and approved at the 1st General Affairs Meeting of the 2023 Academic Year on November 15, 2023  
Revised and approved at the 1st Student Affairs Council of the 2024 Academic Year on October 9, 2024

Article 12. These Regulations shall be implemented after approval by the Student Affairs Council and approval by the President. The same shall apply to any amendments.

(This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.)

National Taiwan Normal University  
Student Dormitory Non-Smoking Health Declaration

By residing in the student dormitory of National Taiwan Normal University (hereinafter referred to as the "University"), I acknowledge that smoking is strictly prohibited in all indoor and outdoor areas of the University (including conventional cigarettes, e-cigarettes, heated tobacco products, etc.), as well as the disposal of cigarette butts. All faculty, staff, and students of the University are obligated to discourage smoking and the improper disposal of cigarette butts on campus.


For the health and comfort of oneself and the surrounding community, smoking and the disposal of cigarette butts are prohibited in both public and private areas within the student dormitory. If a violation is reported, the dormitory's smoking violation reporting team, while respecting students' privacy rights, will seek consent to enter the dormitory or the reported area for investigation.

✕ I do not agree with the aforementioned terms and conditions

✓ I have read and agreed to comply with the aforementioned terms and conditions

4. Select your priority and dorm preference (at least two different preferences must be filled in) and press “Save” as you finish your application.

◆Notice: Please remember to press “Save” or you might not apply the dorm.

 Student Dormitory Application System

Function Functions

Fill out Basic Student Information Form

Dormitory Application

Student Dormitory Application of Academic Year for Resuming Student

Student Dormitory Application of Academic Year for New Student

Application for Summer Vacation Accommodation

Application for Winter Vacation Accommodation

Application for Single Day Student Accommodation

Waiver of accommodation application

Platform for Dormitory Room

Student Dormitory Application System > Student > Academic Year Dormitory Application > 填寫學年住宿申請資料

Important Notes

Save

Go Back

\* Academic year of Application:

\* Application Type:

\* Type of Student:

\* Student Number :

Department:

\* Priority:

\* First choice:

Second choice:

Third choice:

Fourth choice:

舍 別	Dormitory
女一分舍 4 人房	Female Students Dormitory No. 1 Branch 4-bed room
學七舍	Dormitory No.7
男、女二舍 4 人房	Dormitory No.2 4-bed room
男二舍加大床位 3 人房	Dormitory No.2 Male Students King Size 3-bed room
男、女二舍 2 人房	Dormitory No.2 2-bed room
男一舍	Male Students Dormitory No.1
女一舍	Female Students Dormitory No.1
女一分舍	Female Students Dormitory No. 1 Branch

Save

Go Back

優先身分別	Priority
其他身份者(含非偏遠之大台北地區)	Other status holders (including non-remote Greater Taipei area)
學校運動代表隊	School sports teams.
僑生、外籍生(五年級及以上)	Foreign students and overseas Chinese students in the fifth years of bachelor's degree programs.
外縣市：凡全戶設籍並實際居住於臺北市、新北市（三芝、石門、金山、萬里、瑞芳、貢寮、雙溪、平溪、坪林、烏來、石碇等11區除外）以外之縣市1年以上	Those who have a household registration and have actually resided in a county or city other than Taipei City and New Taipei City (except for the 11 districts of Sanzhi, Shimen, Jinshan, Wanli, Ruifang, Gongliao, Shuangxi, Pingxi, Pinglin, Wulai, and Shidin) for at least one year.
原住民學生，設籍於原鄉部落1年以上者	Indigenous students who have been domiciled in their native tribes for more than one year.
離島學生，設籍於臺灣本島以外1年以上者	Outlying island students who have been domiciled outside of Taiwan for more than one year.
宿舍相關法規獎勵之學生(運動績優生)	Students who are rewarded in accordance with dormitory related regulations(Athletic Achievers).
宿舍相關法規獎勵之學生	Students who are rewarded in accordance with dormitory related regulations
領有縣市政府核發低收入戶或中低收入戶證明者，或前一學年經教育部核定為弱勢學生助學計畫助學金第一級者	Students who hold a low-income household certificate or low-and middleincome household certificate issued by the county and city government, or students who were approved by the Ministry of Education in the previous academic year as the first level of the scholarship program for disadvantaged students.
身心障礙學生	Students with disabilities
僑生、外籍生(一至四年級)	Foreign students and overseas Chinese students in the first to fourth years of bachelor's degree programs.
僑生、外籍生(新生)、一年級僑生、外籍生	Foreign students and overseas Chinese students (new students) in the first year of the master's or Ph.D. program

5. You can change your priority or dorm preference if your application status is not approved.

If the status shows “approved” , you cannot change anymore. You need to contact our staff for any change.

Student Dormitory Application of Academic Year for Resuming Student

Student Dormitory Application of Academic Year for New Student

Application for Summer Vacation Accommodation

Application for Winter Vacation Accommodation

Application for Single Day Student Accommodation

Waiver of accommodation application

Platform for Dormitory Room Swap

Application for Academic-Year Theme Accommodation by Region


Application for Group Accommodation

Extending Payment and School Loans

Accommodation Status

✓

Important Notes



★ Notifications regarding dormitory approval and related matters will primarily be sent via email. In special cases, both email and SMS notifications will be used. Please ensure that your email address and cell phone number in Taiwan are correct.

★ Every year, some students miss the dormitory lottery due to forgetting to save their application. To avoid such issues, please remember to click “Save.”

★ If transgender students apply for dormitory accommodations, their housing arrangements will not be based solely on their biological sex but will be handled on a case-by-case basis. For dormitory placement inquiries, please contact the undergraduate dormitory undertaker.



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Edit Dormitory Application	Academic year of Application	Application Type	Student Number	Priority	Review Process
 Edit	114	Academic year of Daytime Division			 To be confirmed



6. Your application is submitted and please log in the system before the application deadline to make sure your application status is “confirmed” .

- Student Dormitory Application of Academic Year for New Student
- Application for Summer Vacation Accommodation
- Application for Winter Vacation Accommodation
- Application for Single Day Student Accommodation
- Waiver of accommodation application
- Platform for Dormitory Room Swap
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Edit Dormitory Application	Academic year of Application	Application Type	Student Number	Priority	Review Process		
	114	Academic year of Daytime Division			✔ Confirmed		