研究生與大學生組寢（同住）申請操作手冊

Graduate and Undergraduate Student Roommate Grouping (Shared Accommodation) Application User Guide

重要說明 Important Information

1 **研究生與大學生取得相同宿舍房型住宿者，可申請組寢。**

Graduate and undergraduate students who have been assigned beds in the same dormitory and room type may apply for roommate grouping.



2 **惟考量床位運用效益，研究生與大學生規劃組寢時，組寢人數須等於房型床位數，始得進行同住組寢申請。**

However, to ensure efficient use of dormitory beds, **the number of students in the group must equal the room's bed capacity** before they can apply to share a room.



3 **住宿生針對主題住宿區域、組寢、研究生與大學生組寢（同住）等選項，只能擇一申請。**

Students may apply for only one of the following options: Themed Housing Area, Roommate Grouping, or Graduate and Undergraduate Student Roommate Grouping (Shared Accommodation).

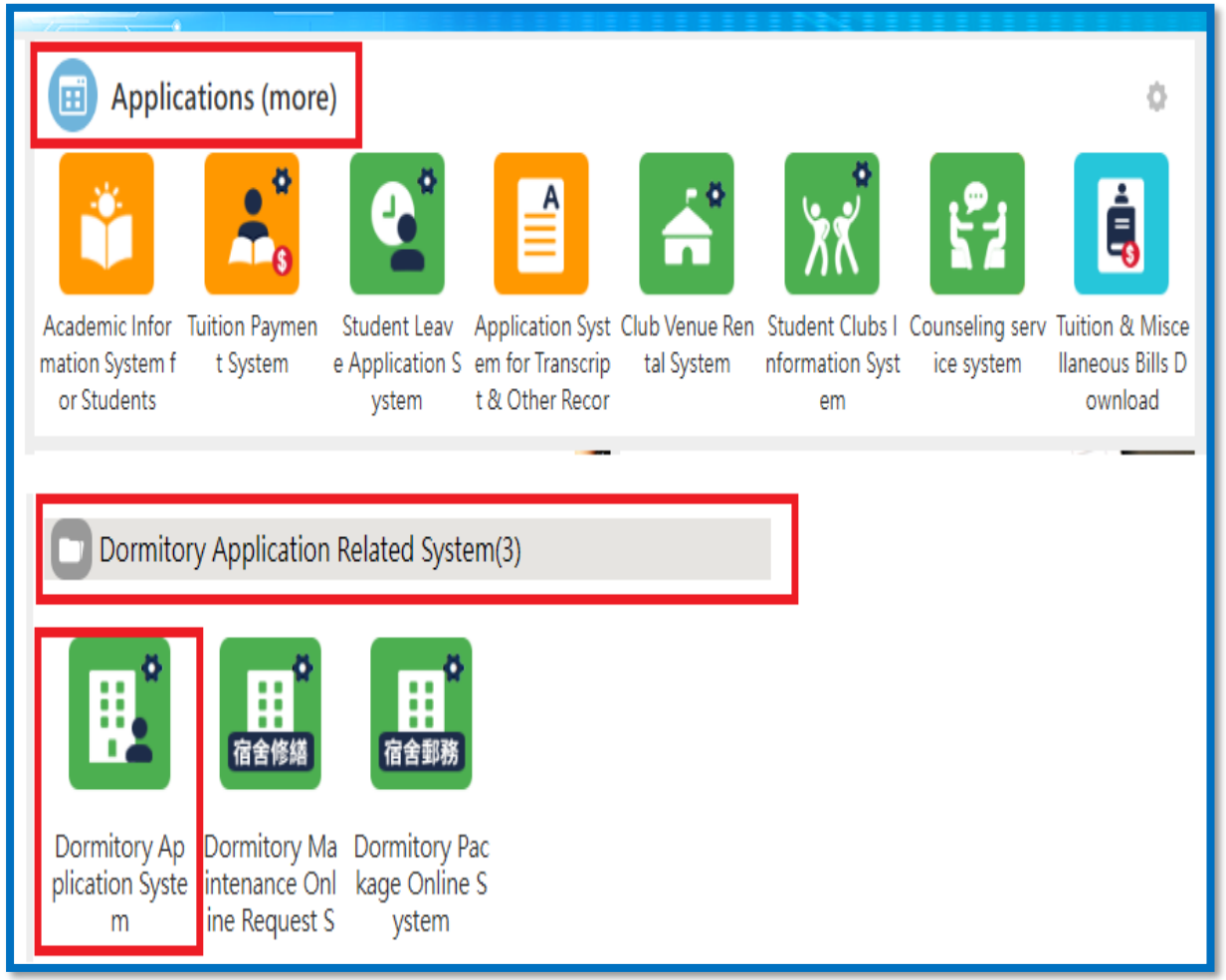


STEP 01 登入校務行政入口 Log in to the NTNU Administration Portal

中文介面 Chinese interface



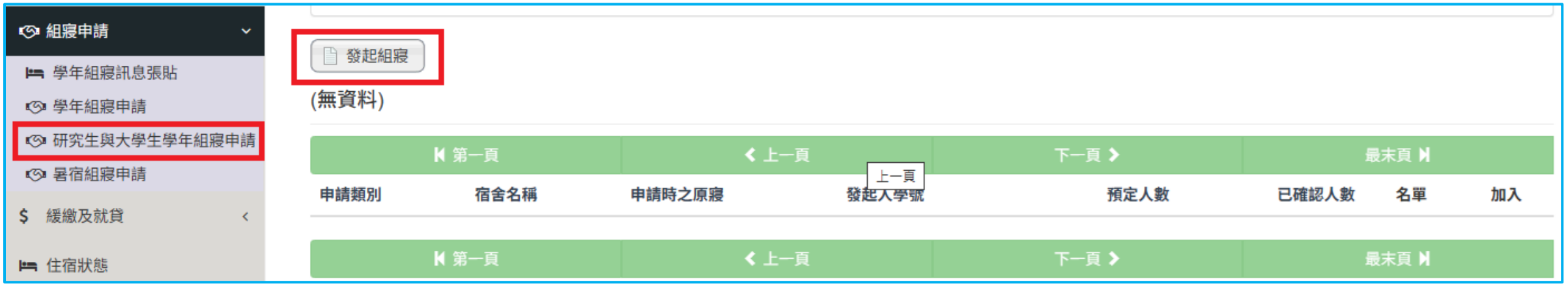
英文介面 English interface



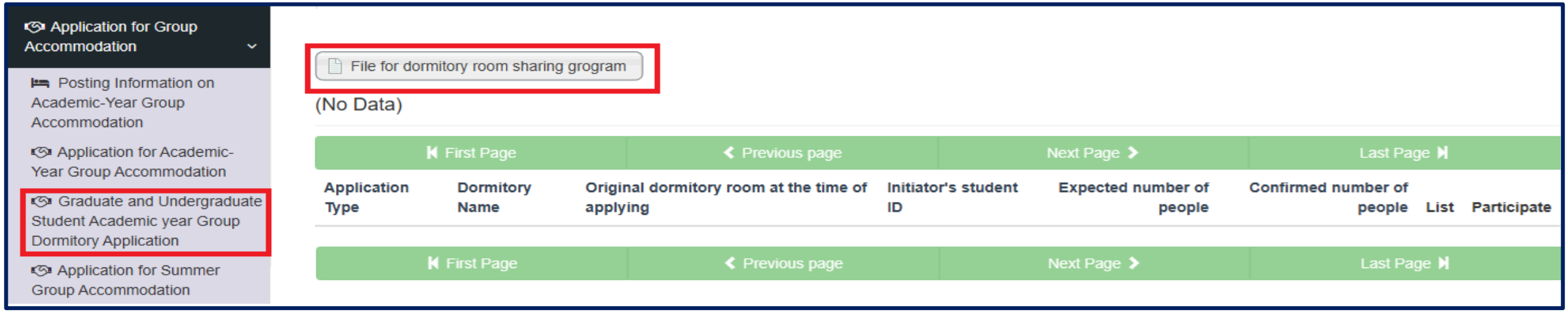
STEP 02 點選研究生與大學生組寢（同住）申請

Click "Graduate and Undergraduate Student Academic year Group Dormitory Application."

中文介面 Chinese interface



英文介面 English interface

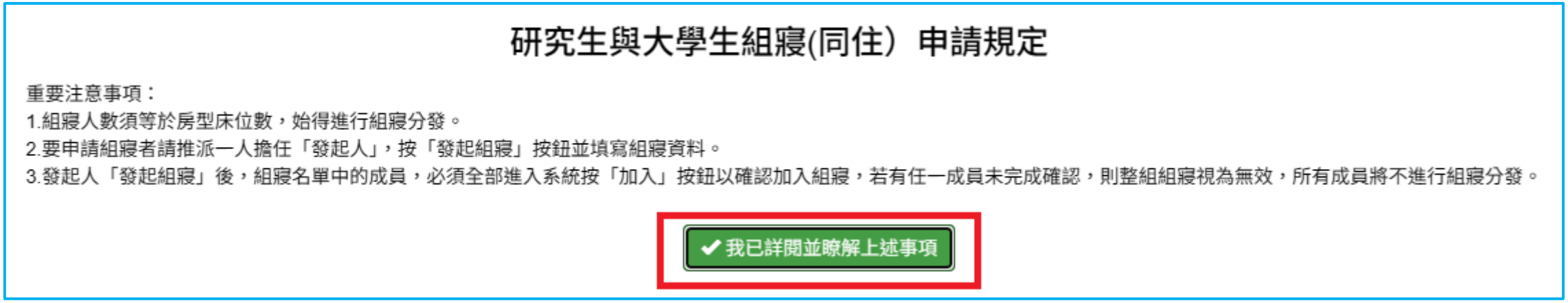


STEP 03

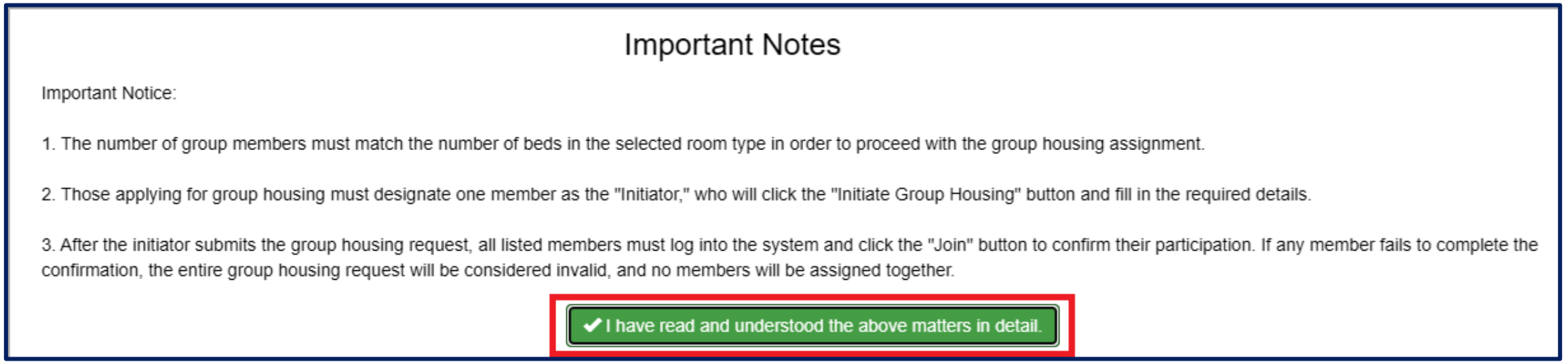
同意研究生與大學生組寢（同住）申請規定

Read and agree to the Terms and Conditions for the Graduate and Undergraduate Student Academic year Group Dormitory Application

中文介面 Chinese interface



英文介面 English interface



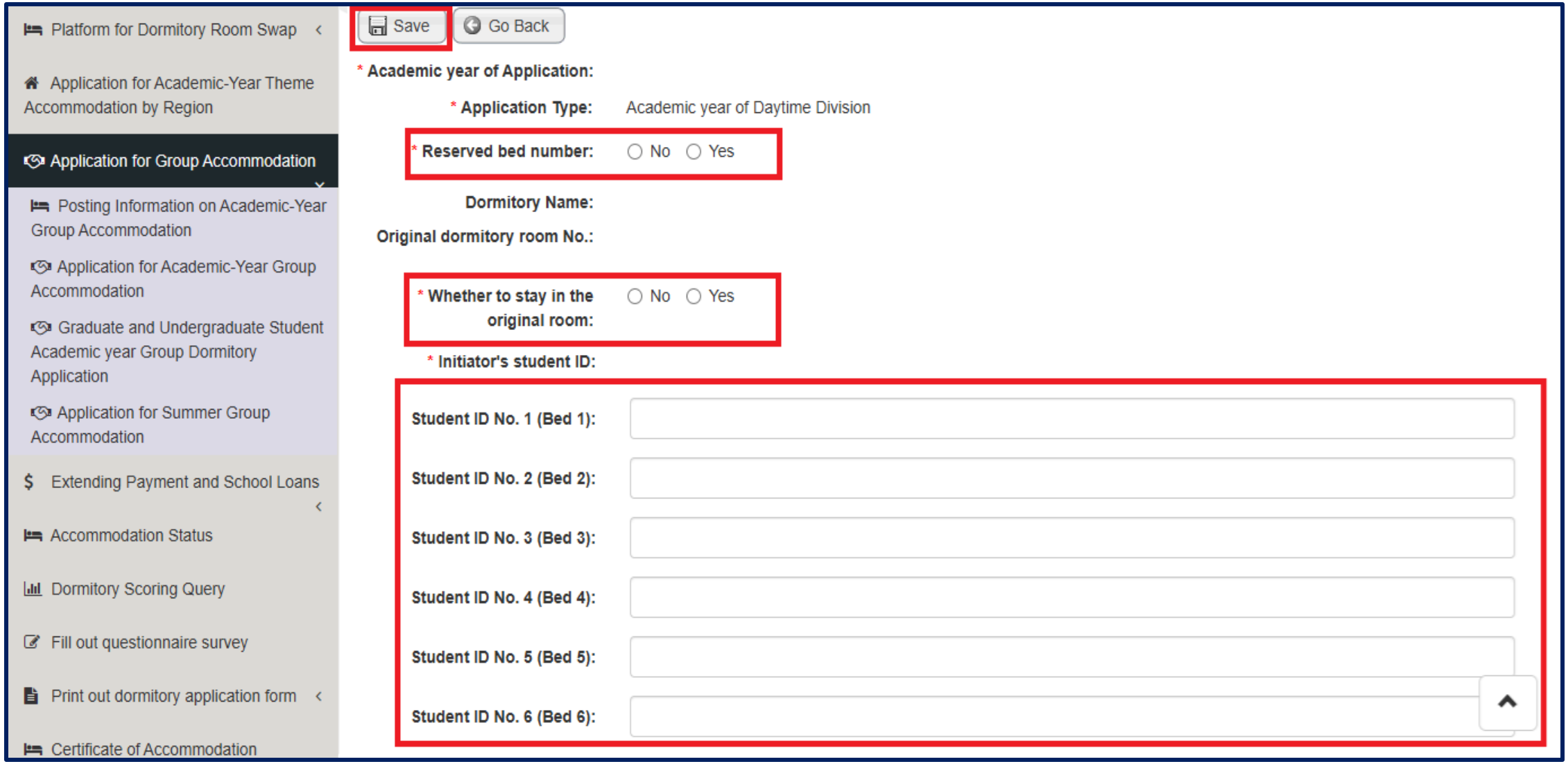
STEP 04 填寫資料並儲存訊息

中文介面 Chinese interface



STEP 04 Enter the Required Information and Click "Save."

英文介面 English interface



STEP 05 查看申請資料 View Application Details

中文介面 Chinese interface



英文介面 English interface

