# 學生宿舍單日住宿申請系統
# 操作手冊

**Student Dormitory Single Day Accommodation Application System**
**Operational Manual**

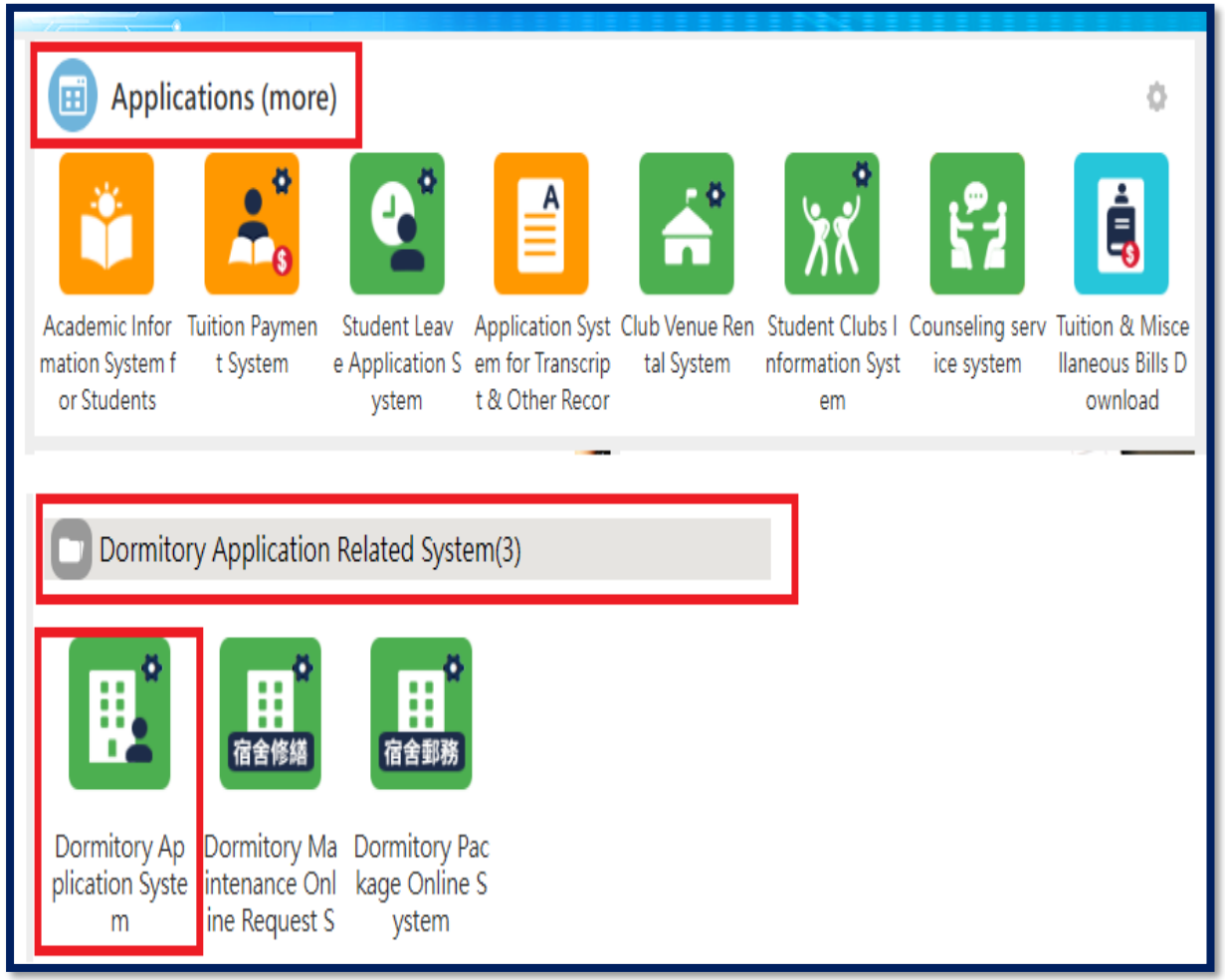


# 1 登入校務行政入口 *Log in to the NTNU Administration Portal*

## 中文介面 Chinese interface




## 英文介面 English interface



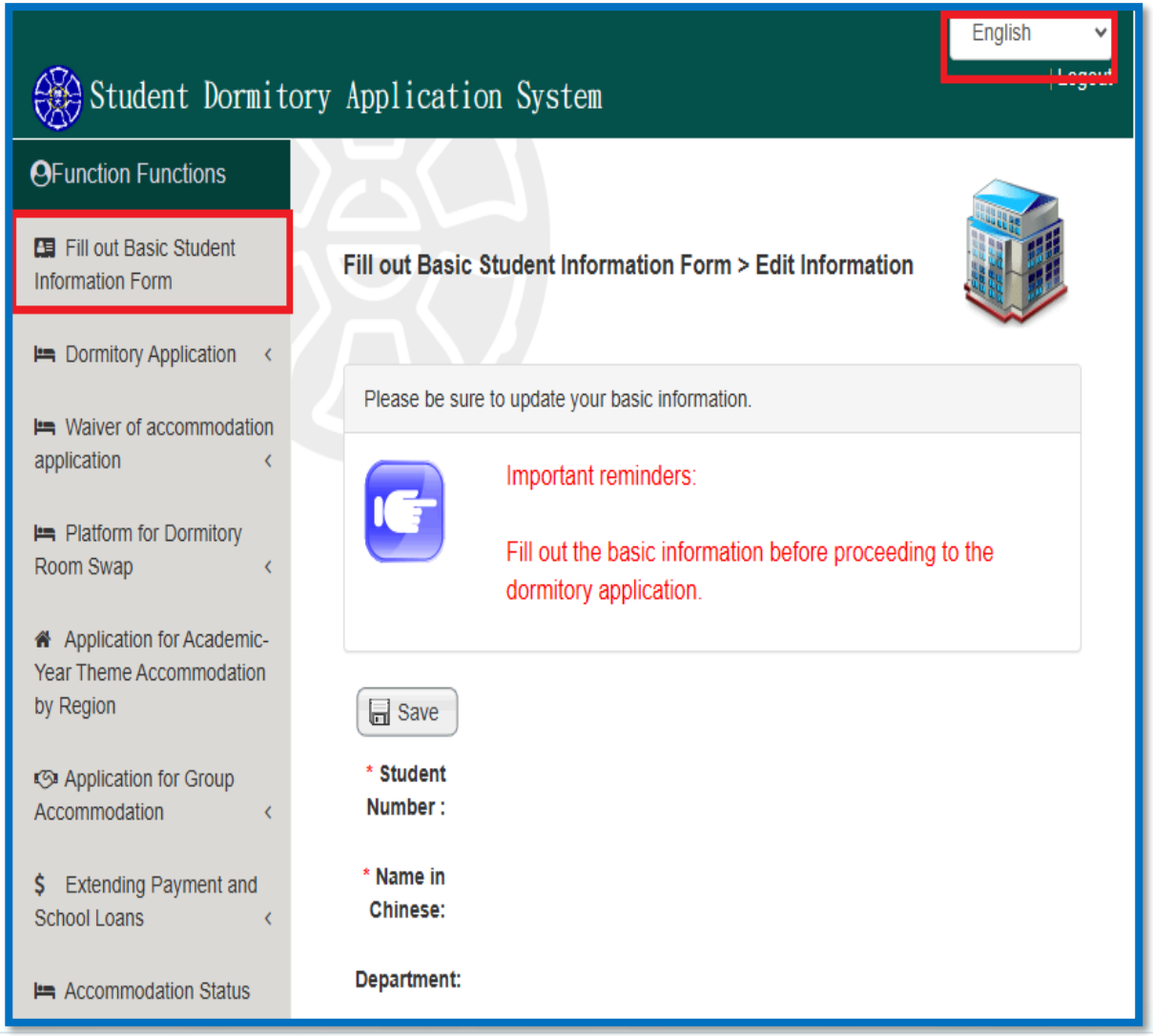
# 2 先完成基本資料填寫，再進行宿舍申請

*Fill out the basic information and apply for a dormitory*

## 中文介面 Chinese interface




## 英文介面 English interface



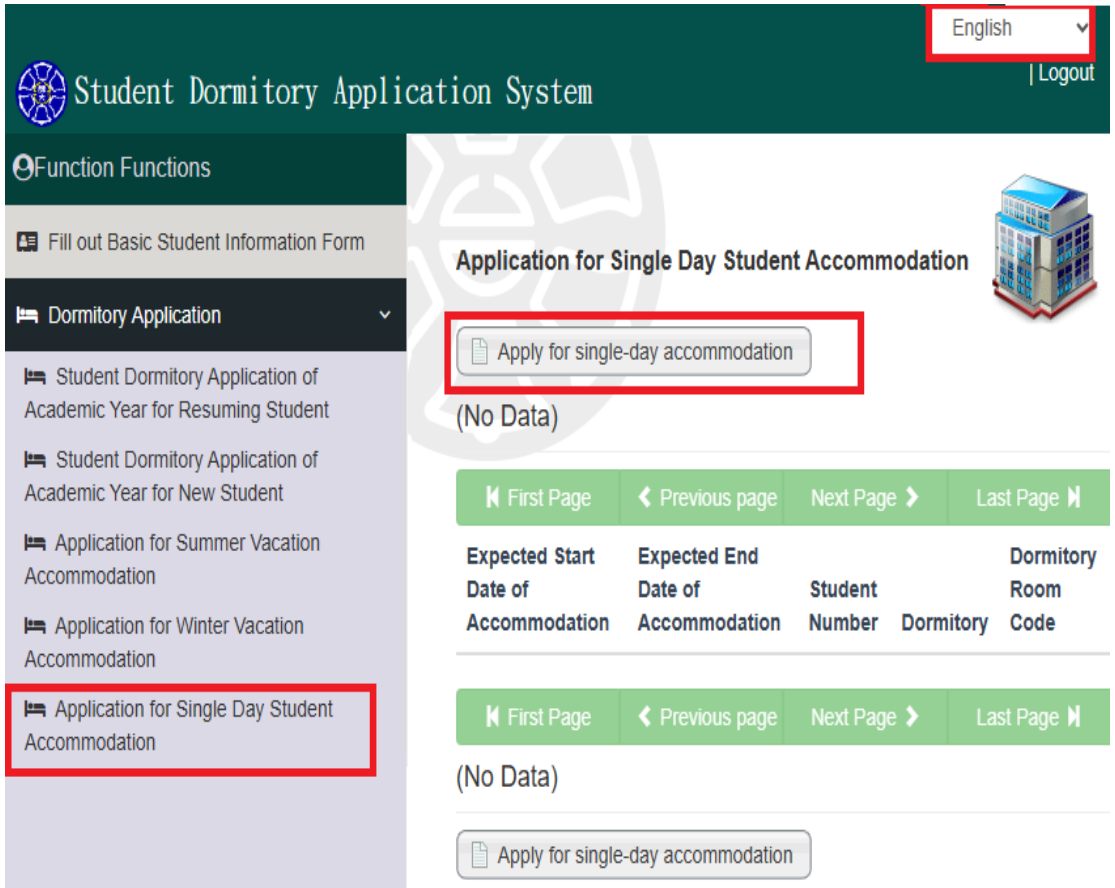
# 3 點選單日住宿申請

*Click the application for Single Day Accommodation*

## 中文介面 Chinese interface




## 英文介面 English interface



# 4 閱讀並同意住宿事項

*Read the guidelines and agree before proceeding*

## 中文介面 Chinese interface

**申請單日住宿，請先詳閱以下注意事項：**

國立臺灣師範大學學生住宿服務中心單日住宿作業要點

一、申請資格：本校在學學生(住宿生除外)。

二、申請方式：於入宿前7天(不含住宿日當日)，自行登入校務行政系統-學生宿舍申請系統填寫單日住宿申請單。

三、申請結果：視床位整體狀況，學生住宿服務中心於三個工作天內信件通知申請結果。

四、收費標準：每日每床350元，如需借用寢具每組400元。

五、繳費方式：依學生住宿服務中心信件通知，於期限內完成繳費。

六、住宿期間：當日 15:00 起至翌日 11:00 止。

七、住宿手續：憑學生證及繳費收據至宿舍服務櫃檯辦理進住及退宿。

八、借用之寢具含床墊、枕頭及棉被；個人盥洗用具請自行準備；寢室不提供有線網路。

九、每位學生每學期申請以5日為原則，如申請後未住，仍計入累計日數；欲增加住宿日者，可於進住日前10日內申請所餘之空床，得連續申請住宿日，但每次以3日2夜為限。

十、學生宿舍大門於每晚11時關門，次晨6時開啟；宿舍大門關門後進出者，持臨時卡刷卡感應進出。

✔ 我已詳閱並瞭解上述事項

## 英文介面 English interface

National Taiwan Normal University
Student Housing Directives for Single Day Student Accommodation

1.Qualifications for filing an application: All students except for the boarding students of NTNU.

2.Application method: Students should log in to the Student Dormitory Application System of theUniversity Administration System and fill out the single-day accommodation application form seven 7 days before moving in (excluding the day of accommodation).

3.Application result: The Student Housing will have the applicants notified about the application result inwriting within three working days, depending on the overall dormitory beds situation.

4.Charges: NT$350 per bed per day; NT$400 per set for bedding rental.

5.Payment method: Please pay the fees within the deadline as notified by the Student Housing.

6.Accommodation period: From 15:00 on the accommodation day to 11:00 on the next day.

7.Check-in Procedures: Check in and check out at the dormitory service counter with your student ID and payment receipt presented.

8.The rental bedding includes mattresses, pillows, and quilts. Please prepare your own toiletries. The dormitory does not provide wired Internet access.

9.In principle, each student can apply for 5 days of accommodation per semester. If a student does not stay after applying for the accommodation, it will still be counted in the aforementioned 5-day per semester limit. The student who wishes to increase the 5-day per semester limit may apply for the available beds within 10 days before the move-in date. The application for accommodation days may be made consecutively, but each application is limited to 3 days and 2 nights.

10.The main door of the student dormitory closes at 11:00 p.m. every night and opens at 6:00 a.m. the next morning. The boarding students may tap a temporary card to enter or exit after the main door is closed.

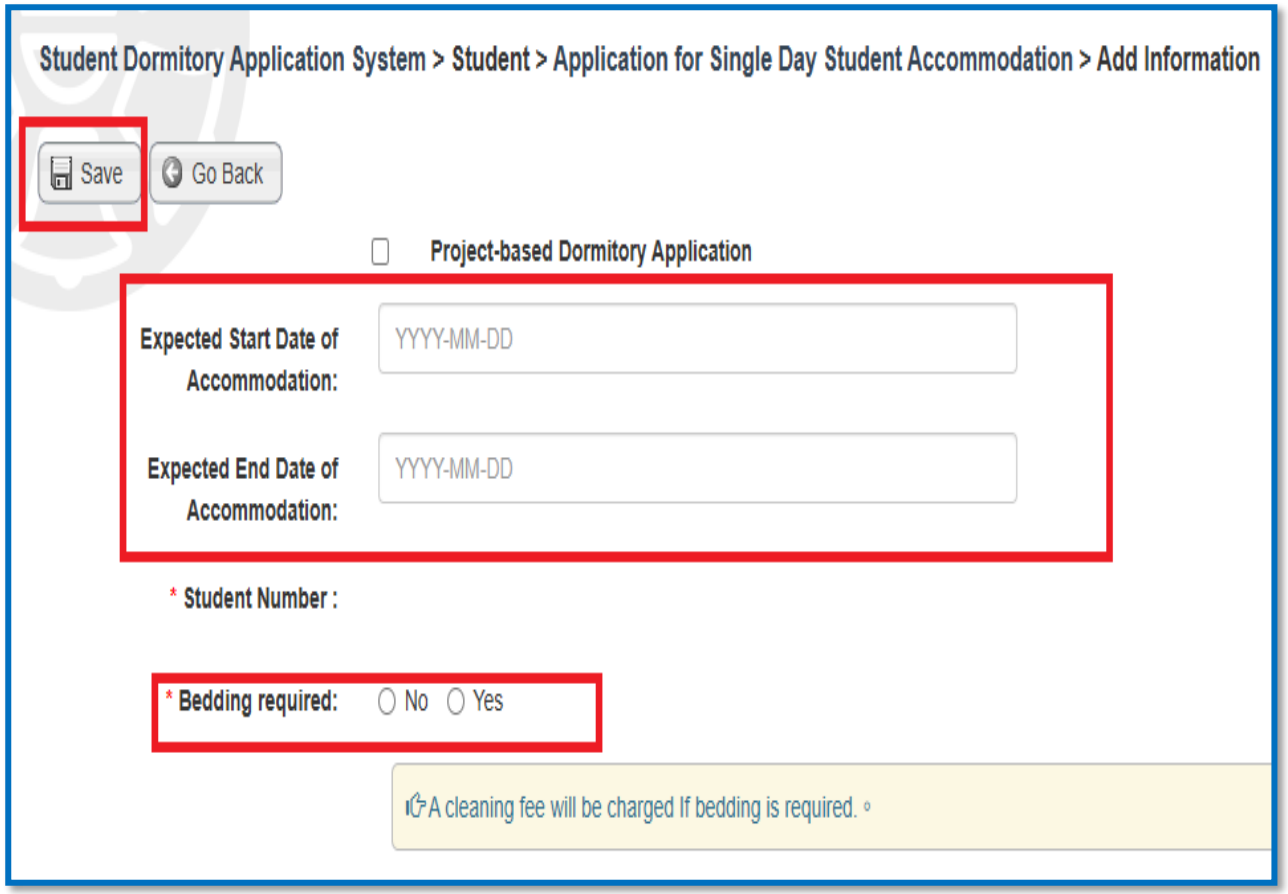
✔ I have read and understood the above matters in detail.

# 5 填寫住宿日期並儲存
## *Enter the accommodation dates, select bedding, and save*

### 中文介面 Chinese interface




### 英文介面 English interface

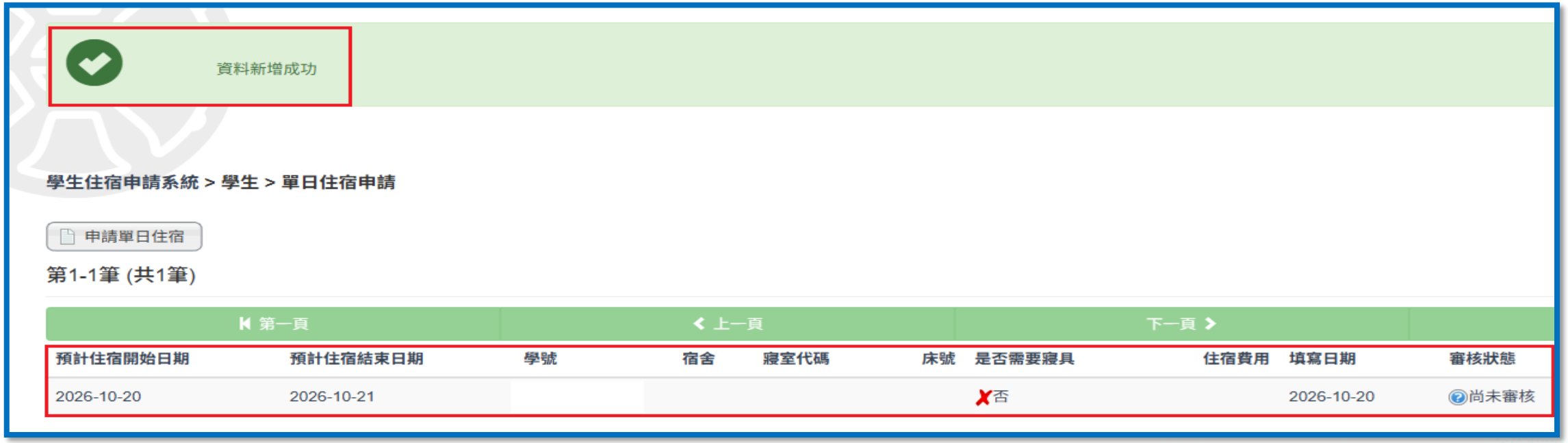


# 6 送出申請與查詢結果

中文介面 Chinese interface

（1）申請完畢後，會由承辦人分配寢室床號及核算應繳交費用，申請結果會由系統自動發信通知 (亦可於三天後登入系統查詢)，請依信件通知期限內完成繳費。

（2）繳費後，請於核定住宿當日下午 3 點至晚上 8 點，憑學生證及繳費收據至男一舍服務檯辦理進住手續，若有借用寢具請於退宿時一併將寢具攜帶至男一舍櫃檯，以利送洗。



# 6 Application submitted | Check your application status

## 英文介面 English interface

(1) *After completing the application, the person in charge will assign the dorm room and calculate the fees payable. The application results will be automatically issued a letter of notice by the system (students can also log in the system to check 3 days after the application). Please complete the payment according to the deadline specified by the letter of notice.*

(2) *After making the payment, please present the student ID and payment receipt to the Information Center of Male Dormitory No. 1 between 3:00 PM and 8:00 PM on the day of approved accommodation, to check in. Students borrowing bedding shall bring the bedding to the Information Center of Male Dormitory No.1upon check-out for cleaning services.*

