

# 國立中央大學學生宿舍住宿申請表 109.10.28 版

## National Central University Application Form for Student Dormitory

申請日期 Date		學號 Student ID		姓名 Name		<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
身分別 Identity	<input type="checkbox"/> 碩博士 PHD/ Master <input type="checkbox"/> 大學部 Undergraduate		聯絡電話 Phone No	Email		
本人帳戶 Account (2 擇 1)	郵局局帳號 Post-office Account					
	銀行 _____ 分行，帳號 _____					
*因宿舍押金為學校自行作業，故請同學於申請時提供帳戶資訊，作為日後宿舍押金退款用。						
住宿類別 Application classification	<input type="checkbox"/> 上學期 First semester <input type="checkbox"/> 下學期 Second semester <input type="checkbox"/> 暑假宿舍 Summer vocation (大學部、研一新生 For undergraduate& master) <input type="checkbox"/> 寒假宿舍 Winter vocation (大學部 For undergraduate only)					
申請宿舍 Application Dorm	<input type="checkbox"/> 大學部男舍 Male Dorm for Undergraduate <input type="checkbox"/> 大學部女舍 Female Dorm for Undergraduate <input type="checkbox"/> 研究生宿舍 Dorm for PHD/ Master					
委託書 Commission(Student who applies for this application in person does not need to fill these blanks.) ※本人因故無法親自辦理，委託 _____ 代為申請，日後若因此發生任何問題，後果本人自行負責。I, who cannot apply for this application in person due to some causes, authorizing _____, to take full charge of this application. If any problem occurs after on the cause of this action, I will pay all responsibility voluntarily. 申請人簽名 Signature of the applicant : _____						
※本人對「學生宿舍管理辦法」全部相關規範(重要法規列如背面)均已充分了解並願遵守。I fully realize the 「Regulation of Student Dormitory」 and its related regulations and I will stand to these rules willingly. 申請人簽名 Signature of the applicant : _____						

(粗框為住宿服務組審核，請勿填寫)

住宿服務組 Student Housing Service Division	出納組繳費
<input type="checkbox"/> 上學期 <input type="checkbox"/> 下學期 <input type="checkbox"/> 暑假宿舍 <input type="checkbox"/> 寒假宿舍 ※應繳費用： 住宿費 Residing fee _____ 元\$NT 本款項請入住宿費，流水號 ___ C0101_01  承辦人簽章：	備註 Remark：  分配宿舍-寢室： _____ 舍 Dorm    _____ 寢 Room  繳費驗證：
宿舍傳達室 Dormitory Service Desk	申請人 Applicant
<input type="checkbox"/> 繳費收據驗證(收據號碼： <input type="checkbox"/> 登入紙本住宿名冊 <input type="checkbox"/> 寢室鑰匙發放 <input type="checkbox"/> 門禁系統資料登錄 <input type="checkbox"/> 門禁卡發放(無學籍者適用)卡號 _____ 宿舍管理員簽章/日期：	<input type="checkbox"/> 鑰匙領取 Receive room key <input type="checkbox"/> 寢室財產確認 Check of room property <input type="checkbox"/> 門禁卡 Receive access card 申請人簽名 Sign:

註 1：繳費期限為申請後 3 日內(不含假日)。 註 2：申請單及繳費收據請妥善保管。 本表請雙面列印  
 \*本表單蒐集之個人資料，僅限於個人資料相關服務使用，非經當事人同意，絕不轉作其他用途，亦不會公佈任何資訊，並遵循本校個人資料保護管理制度資料保存與安全控管辦理。105.11.18

**※於住宿期間應遵守下列各項行為(節錄學生宿舍管理辦法)The boarders have to follow the matters listed as follows during the period of lodging :**

1. 不得在宿舍及寢室內炊爨、焚燒物品、烤肉、燃放煙火、私接電力線路及存放任何危害公共安全之物品。Cooking with fire, burning materials, having barbecues, setting off fireworks, stealing power with private electric wires, and storing materials that endanger public safety are forbidden in dormitories.
2. 寢室不得有獨佔、擅自佔用及拒絕室友進住之行為。Monopolizing one whole room, trading or selling rooms or beds, occupying other boarders' rooms or beds, or refusing roommates' moving in the rooms are forbidden.
3. 夜間十一時至上午七時，不得留宿他人。Accommodating guests in dormitories from 23:00 PM to 7:00 AM is forbidden.
4. 不得於宿舍及寢室內有酗酒、賭博、毆鬥、吸菸、嚼食檳榔、打麻將、使用違禁藥品等行為，或其它妨害宿舍安全與安寧之任何情事，並不得以宿舍資源及設施進行營利行為。Drinking alcohol, gambling, fighting, smoking, eating betel nuts, playing mahjong, using illegal drugs, and all other behaviors that hinder the safety and peace of the dormitories are forbidden in the dormitories.
5. 宿舍及寢室內除檯燈、吹風機、電扇、收錄音機、電鬚刀、充電器、電腦及必要之周邊產品外，其餘電器不得使用。由學校提供或核可之電器不在此限。Desk lamps, hair dryers, fans, radios, electric razors, computers and other electric appliances approved by NCU administration are allowed for boarders to use. Other electric appliances are forbidden. Those provided or approved by NCU are allowed.
6. 住宿生會客，應於上午七時至夜間十一時於交誼廳或其它公告場所辦理會客。進入寢室需經學務處住宿服務組(上班時間)或生活輔導組(下班及假日時間)同意始准進入。Boarders should meet guests in living rooms or in other designated spaces in dormitories from 7:00 AM to 23:00 PM. Guests entering boarders' rooms should gain permission from the Student Services and Dormitory Division (during office hours) or the Military Education and Student Safety Division (before and after office hours, and on holidays and on weekends).
7. 寢室床位編定後，不得私自互調；住宿異動，須經學務處住宿服務組核准並於期限內完成搬遷。After rooms in dormitories have been assigned and distributed, transferring rooms privately without permission is not allowed. Changing and transferring rooms should gain permission from the Office of Student Guidance.
8. 不得在宿舍或寢室內停放機車、腳踏車或飼養動物。Parking motorcycles and bicycles and keeping pets in dormitories or in the rooms are forbidden.
9. 宿舍及寢室內不得有妨害他人自修與睡眠之行為。Hindering other boarders' studying and sleeping in the dormitories and rooms is forbidden.
10. 不得於宿舍內進行商業行為。Conducting business activities in the dormitories is forbidden.
11. 住宿生應維持宿舍環境整潔，不得於陽臺或公共區域擺(堆)放個人物品。Boarders should keep the dormitory environment clean. Placing and storing personal belongings on the terrace or in public areas in the dormitories are forbidden.
12. 不得擅自變更宿舍原有設施及器材，如有損壞或遺失，應照價賠償。Altering the original facilities and equipment in the dormitories is forbidden. Anyone who breaks or loses the original facilities and equipment must pay for the damage or loss according to their prices.
13. 不得私自佔用宿舍公用物品及設施。Appropriating public property and facilities in dormitories is forbidden.

※繳費流程：至行政大樓 1F 出納組完成繳費，再至住宿服務組驗證繳費，再至傳達室辦理入住手續

Go to Cashier Section in Administration Building and pay the fee → Carry your receipt and go to Student Housing Service Division for a check → Receive your room key in dormitory service desk

**\* 以下為各宿舍傳達室位置及所負責宿舍區域Here's the place where dormitory service desk located:**

傳達室位置 Location	東區傳達室 East area dorm service desk	西區傳達室 West area dorm service desk	南區傳達室 South area dorm service desk	北區傳達室 North area dorm service desk
分機 Ext.	57291	57292	57293	57294
手機 Cell Tel.	<b>0919-019864</b>	<b>0919-019964</b>	<b>0919-019564</b>	<b>0919-019714</b>
管理宿舍區域 Management Area	G14.B11.G6(B5). 國際學舍 International student dormitory	G1.G2.G3.G4.G5.B3	B6. B7.B13	B9A.B9B.B12.BM