Guidelines for the NCCU Graduate Dormitory Application of 2015 Academic Year

I. Targeted Applicants: NCCU graduate students whose registered permanent residences are located in the unrestricted area.

1. Restricted areas for 2015 academic year (applicable to Taiwanese students) include:

(1) Zhonge, Yunghe, Xindian, Shenkeng, Banqiao, Shiding, Sanchong, and Luzhou Districts of New Taipei City.

(2) All Districts of Taipei City

2. Registered permanent residence verification: (applicable to Taiwanese students)

(1) Applicants are required to reside in the unrestricted area for no less than two years prior to July 31, 2015 and should attach a certified copy of their personal household record for reference.

(2) 2015 freshman students and new dorm residents are required to submit their personal household record to the dorm staff. After verification, students who have resided in the unrestricted area for less than the required two years will be denied the right of dorm residence, except for those who relocated with their entire family to the unrestricted area for less than two years and are able to submit their household record including that of their parents or other legal representative for reference.

※ Personal (or entire family) household records are available at any local household registration office. All the household registration offices throughout Taiwan are computerized. Students can bring the original copy of their identity card to any household registration office to apply for their household record.

II. Application:

1. Applicants who reside in the unrestricted area:

(1) 2015 freshmen students: Application should be submitted when filling out the freshmen profile sheet between July 15 and 24, 2015.

(2) Non-freshmen: Please follow the path to apply between July 15 and 24: NCCU Main Page→iNCCU→校園資訊系統→校務系統 Web 版→住宿服務→學生宿舍申請→碩博士班住宿申請

2. Applicants who reside in a restricted area and are applying for the waiting list: Please follow the path to apply for the waiting list between August 11 and 18: NCCU Main Page→iNCCU→校園資訊系統→校務系統 Web 版→住宿服務→學生宿舍申請→碩博士班候補申請

Applicants should check the outcome of the waiting list balloting online after 4:00 p.m. on August 19 (Wed).

III. Bed assignments

1. Dorm areas: Male dormitories are located in Buildings A and C of ZhiCiang Dormitory 10. Female dormitories are located in Buildings B and D of ZhiCiang Dormitory 10. Master’s program students will be assigned to twin-bed rooms and Ph.D. students will be assigned to single rooms. Unoccupied beds in ZhiCiang Dormitory 1, 2 and 3 and JhuangJing Dormitory 9 will also be assigned to qualified individuals.

2. Assignment Method: In accordance with Articles 7 and 9 of the NCCU Residence Hall Counseling and Management Policy.
(1) Applicants who meet the qualifications listed below are entitled to a priority bed assignment.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Where to apply</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Disabled students (Disabled Manual is required)</td>
<td>Student Housing Service Section</td>
<td>Please bring a copy of all required documentation and submit it to the Student Housing Service Section before the deadline.</td>
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<tr>
<td>ii. Students from a low-income family (<em>Low-income card from the Department of Social Welfare from their city or county of permanent residence is required</em>)</td>
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<td>※Low-income card must be issued in 2015.</td>
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<td>iii. Taiwan aboriginal students who have resided in the unrestricted area for no less than two years.</td>
<td>Mainland Chinese students, Overseas Chinese students: Life Guidance and Overseas Chinese Student Advising Division</td>
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<td></td>
<td>Mainland Chinese students: 02-29393091 ext.62227(Mainland Chinese students)</td>
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<td>Overseas Chinese students: 02-29393091 ext.63011(Overseas Chinese students)</td>
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<td>International students: Office of International Cooperation 02-29393091 ext.62058</td>
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(2) Assignment announcement: Please check online after 10:00 a.m. on August 6, 2015. Path: Main Page→iNCCU→校園資訊系統→校務系統WEB版→學生資訊系統→住宿服務→學生住宿申請結果查詢. Applicants who fail to be assigned to a bed will be placed on the waiting list.

(3) Bed Request: applicants on the assignment list are required to indicate their bed preference online between 9:00 a.m. and 4:00 p.m. on August 11 and August 12, 2015. The outcome of roommate pairing will be decided at 6:00 p.m. on both days, e-mailed to the applicants’ school e-mail account and open for online confirmation. Applicants who fail to indicate their bed preference during the designated time period will be assigned to available vacant beds by the computer on August 12.

※Freshman students of the 2015 academic year can move into their dormitory beginning from September 5 (Sat), 2015.

※Visitors are permitted to enter the dormitory between 9:00 a.m. and 5 p.m.
IV. New dorm residents are required to complete a fire-safety training session.

   Time: September 7, 2015. (Details will be announced on the “news” section of the official website of the Student Housing Service Section.)

※Anyone who has not participated in the training session shall bring the Fire Safety Training Certificate Form (downloaded from the official website of Student Housing Service Section) to the Fire Safety Museum of the Taipei City Fire Department in Neihu District of Taipei City to complete the training. The form should be validated and submitted to the Student Housing Service Section before November 9, 2015.

※Dorm residents who do not complete the training should be assigned 8-10 demerits on their permanent record according to the NCCU Residence Hall Counseling and Management Policy. Demerits will accumulate every time a dorm resident fails to complete the training. Dorm residents with more than 10 demerits will be required to move out of the dorm.

V. Other Information

1. Dorm applicants are required to abide by the NCCU Residence Hall Counseling and Management Policy.

2. Restrictions on residence in graduate student dormitories

   (1) Qualified applicants (applicants whose permanent residence is located in the unrestricted area): Master’s program students may reside in the dorm for no more than four semesters while Ph.D. students may reside in the dorm for no more than eight semesters. The period of residence begins when the application is approved for the first time.

   (2) Applicants whose permanent residence is located in the restricted area should apply only for dorm residence for one academic year and re-apply for residence in the following academic year.

3. Dorm residence application is valid for one semester only. Students who wish to extend their stay in the dorms over the summer vacation, and those that would like to continue their stay the following semester need to re-apply online during the period stipulated in the school calendar.

   (1) Applications for extending residence for the following academic year may be submitted between the beginning of May and the beginning of June of each year. Current residents who do not re-apply online during this period will be viewed as having waived their dorm residence privilege for the following academic year.

   (2) Applications for extending residence for the summer vacation may be submitted between the middle of May and the beginning of June of each year. Current residents who do not re-apply online during this period should remove all of their belongings from the dorm, regardless of whether they intend to continue their residence in the following semester or not.

4. Students whose dorm residence application is approved should move into and out of the dorm on the dates set by the university. Moving in earlier or moving out later is not permitted. Otherwise the resident in question will be punished in accordance with the NCCU Residence Hall Counseling and Management Policy.

5. Students who cancel their dorm application must follow the NCCU Dormitory Counseling and Management Policy, the NCCU Residence Hall Counseling and Management Policy and the NCCU Residence Hall Deposit Policy to complete the procedure, so that the tuition bill for the following semester can be updated and the dorm fee/deposit can be refunded. Applicants, who do not complete the moving-out procedure according to these regulations, will not be refunded the deposit. International exchange students should go to their own department office to submit the dormitory deposit refund application.

6. Dorm residents are required to complete a physical examination, or the dorm application will be cancelled and
will not be approved for the entire academic year. Students diagnosed with a communicable disease (as stipulated in Article 3 of the Communicable Disease Prevention Ordinance), or students with a mental illness or other serious condition (excluding physical disabilities and being sight- or hearing-impaired) who need to receive special treatment and will not recover in a short period of time, or need to be kept apart from other students, should not apply to live in a university dormitory. This is to ensure the health and safety of the dormitory environment. However, if a legitimate need is demonstrated, students should prepare an official medical record that will then be sent to the President for consideration. Once approved by the President, the dorm application will be processed. If a student conceals a medical condition and/or provides false information he/she will be evicted from the dormitory and the Reward and Penalty Committee will be notified. If a student does harm to others due to any of the above actions, he/she are liable to full legal responsibility.

7. For school development or special events, students should abide by dormitory arrangements stipulated in the Student Housing Section, and move into approved dormitory rooms during the prescribed period.

8. For more information, please check the following websites:

(1) Newly admitted Student ID number online inquiry: [http://moltke.cc.nccu.edu.tw/newstuqryno_SSO/](http://moltke.cc.nccu.edu.tw/newstuqryno_SSO/)

(2) Students Dormitory Regulations: [http://osa.nccu.edu.tw/tw/%E4%BD%8F%E5%AE%BF%E8%BC%94%E5%B0%8E%E7%B5%84/%E6%B3%95%E8%A6%8F%E8%A1%A8%E5%96%AE/%E5%AE%BF%E8%88%8D%E6%B3%95%E8%A6%8F](http://osa.nccu.edu.tw/tw/%E4%BD%8F%E5%AE%BF%E8%BC%94%E5%B0%8E%E7%B5%84/%E6%B3%95%E8%A6%8F%E8%A1%A8%E5%96%AE/%E5%AE%BF%E8%88%8D%E6%B3%95%E8%A6%8F)

( Path: NCCU Main page→Administration→Office of Student Affairs→Student Housing Service Section→Dormitory Regulations )

Student Housing Service Section, Office of Student Affairs