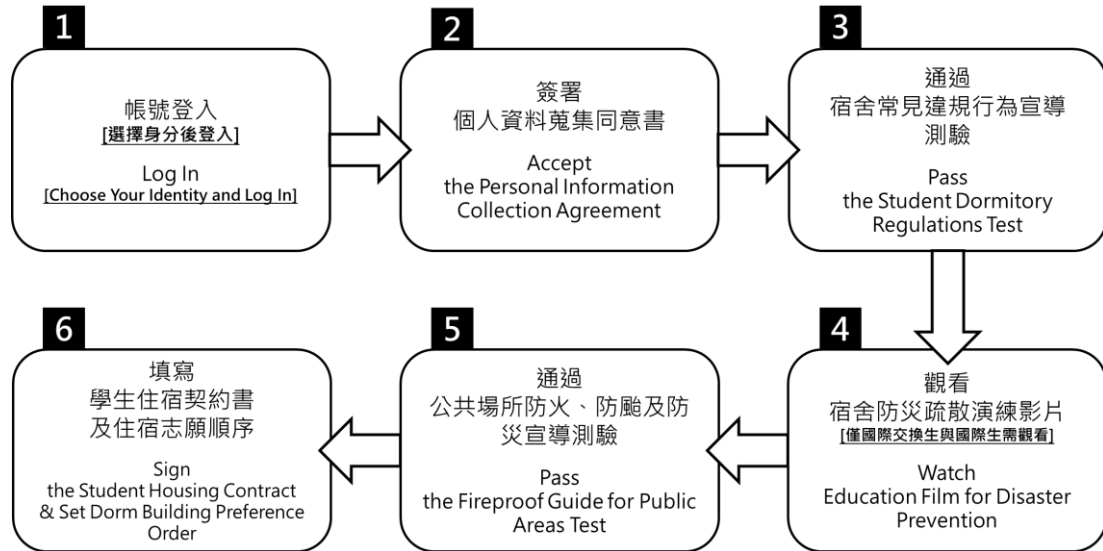


學生宿舍床位抽籤申請流程教學

The Lot Drawing Registration Guide



1 帳號登入(Log In)

The screenshot shows the top navigation bar with four options: 大學部舊生, 碩士班新/舊生, 大學部新生, and 博士班新/舊生. A red box highlights these four options. Below the navigation bar is a blue button labeled 登入申請(log in). Below the button is a login form with two input fields: 學號Student ID No: and 密碼Password:. Below the form is a blue button labeled 登入 Sign in. Below the button is a note: 第一次登入此新版成功入口請使用預設密碼:身分證後四碼+生日月日四碼. Below the note are two bullet points: 外籍生:學生證後四碼+生日月日四碼(mmdd) and 非第一次登入可使用忘記密碼進行密碼修改.

1.1 首先在系統頁面上方選擇自己的身分。

First Choose your identity above this page.

1.2 接著點選下方的「登入」進入到登入頁面後，輸入學生 ID 和密碼登入系統。

Then, click “log in” below the page, and enter your Student ID and Password to log in the system (the password is the same as it in Cheng-Kung Portal (<https://i.ncku.edu.tw/en>)).

2 簽署個人資料蒐集同意書

(Accept the Personal Information Collection Agreement)

中文版本：閱讀後勾選同意內容

五、準據法與管轄法院

本網頁內容之解釋與適用，以及相關之爭議，均應依照中華民國法律予以處理，並以臺灣法院。

我已閱讀並接受上述同意書內容。

English Version : Read and check the box below

Note: The contents of this agreement were translated from the original Chinese. In the event of a discrepancy between the two versions, the Chinese always takes precedence.

**This agreement is enacted in Chinese, which shall prevail in case of any discrepancy between the English version and the Chinese original.*

Please tick the box to indicate your consent to this agreement.

I have read, understood and accepted the contents set forth in this agreement.

在此步驟請詳閱個人資料蒐集合約內的所有內容，閱讀完畢後勾選同意並進行下一步。

In this step, you should read the Personal Information Collection Agreement, and check the box below this page.

3 通過宿舍常見違規行為宣導測驗

(Pass the Student Dormitory Regulations Test)

3.1 此部分會對同學宿舍一些常見違規行為進行檢測，每題為單選題，必須全部答對才能進行下一步。在作答時如下圖所示，勾選後會有提示，當提示顯示為正確時才是正確答案。

In this part, every student should do the test for the Student Dormitory Regulations. Each one is multiple selection questions. The student will go on next step only he/she corrects all the questions. Like the image below, each checkbox would show the note under the answer. The note shows “Correct”, which means the correct answer.



問題9：小宇的好朋友住在勝一舍，小杰的好朋友住在敬一舍，兩個人的好朋友都住在對方的宿舍，所以他們兩個想要直接互換彼此的宿舍，這樣可以怎麼做呢？
Jason lives in Ching-Yeh Dorm 1, and has a good friend in Sheng-Li Dorm 1, while the reverse is true for Jay. They want to exchange their bed spaces. What should they do?

A. 到住宿服務組辦理轉換宿手續並雙方繳交行政手續費。
They should go to the Housing Division to apply for the exchange of their bed spaces, and also pay a fee to cover the administrative costs.

B. 直接互換就好啦！彼此都有共識選等什麼。
They can exchange their bed spaces by themselves.
【互換床位，依宿舍管理規則要退宿，雙方並依本校學生獎懲要點處置。Exchanging bed spaces will result in residence cancellation according to the NCKU Student Dormitory Regulations, and both violators will be further disciplined according to the NCKU Rules for Student Rewards and Penalties.】



問題9：小宇的好朋友住在勝一舍，小杰的好朋友住在敬一舍，兩個人的好朋友都住在對方的宿舍，所以他們兩個想要直接互換彼此的宿舍，這樣可以怎麼做呢？
Jason lives in Ching-Yeh Dorm 1, and has a good friend in Sheng-Li Dorm 1, while the reverse is true for Jay. They want to exchange their bed spaces. What should they do?

A. 到住宿服務組辦理轉換宿手續並雙方繳交行政手續費。
They should go to the Housing Division to apply for the exchange of their bed spaces, and also pay a fee to cover the administrative costs.
【正確答案Correct】

B. 直接互換就好啦！彼此都有共識選等什麼。
They can exchange their bed spaces by themselves.

3.2 作答完畢後先點選「送出填寫資料」，確定所有題目都作答完畢且正確後(若有錯誤或沒做答的題目必須完成後才能繼續)，再按「請繼續下一個步驟」至下一階段。

After finishing the test, click “Click to submit your answer”. If the system shows some answers are wrong or missing answer, please check all the answer and click that button again. Then click “Next” to the next step.

1

送出填寫資料/Click to submit your answer

測驗到此結束，請按下方按鈕進行下個步驟。

2

End of the test. Please click the button below to start your application.

請繼續進行下個步驟(NEXT) >>>

4 觀看宿舍防災疏散演練影片 [僅國際交換生及國際學位生須觀看]

Watch Education Film for Disaster Prevention

此階段僅有選擇「國際交換生及國際學位生」的同學需要觀看，觀看後點選下一步進行測驗。

In this step, students will watch an education film for disaster prevention. The film talks about some fire and disaster prevention skills and knowledge, you should watch carefully because there will be a test according to this film. Then Click “Next True-False Test”.



5 通過公共場所防火、防颱及防災宣導測驗

Pass the Fireproof Guide for Public Areas Test

在此測驗中所有題目皆為是非題，需要答對總題數 80% 才能進行下一步（沒通過則需要重新測驗）。再填寫完畢後點選「送出填寫資料」，確認通過後再點選「請繼續進行下個步驟」。

In this test, all questions are True-False test. According to the video in the last step, choose the right answer and click “Click to submit your answer”. If the score is below 80%, you should do it again.

After passing the test, click “Next” to sign the contract.



測驗到此結束，請按下方按鈕進行下個步驟。



6 填寫學生住宿契約書及住宿志願順序

Sign the Student Housing Contract & Set Dorm Building Preference Order

6.1 首先閱讀所有合約內容，並注意第 6、7、8、9、11 條需勾選「我了解」。

First, read the contract. And there have some checkboxes in the 6-th, 7-th, 8-th, 9-th, and 11-th one, don't forget to check "I understand".

第十一條 其他特約事項 | Article 11 Other Matters

- 同一寢室之承租人，對於無法認定違約者之違約事項，如無法查明時，與同一寢室的其他租用人共同分擔。(Residents in the same bedroom shall share the responsibility for a violation when the violator cannot be identified.)
- 契約期間乙方未於學校公告期限內辦理各項行政手續而補辦者或辦後因故取消者，每次酌收手續費新臺幣貳佰伍拾元整。(During the period of the contract, Party B who applies for the completion of an overdue administrative process shall be charged with a processing fee of NT\$ 250.)
- 我了解(I understand)
- 乙方需於宿舍進住時填寫學生住宿資料卡並核對寢室財產資料，如有不符，需於進住當天逕洽宿舍管理員更正，否則視為寢室財物一切正常。(Upon entry into the dormitory, Party B is required to complete the dormitory student information card and check the list of bedroom property. In case of any discrepancy, Party B should check with the dormitory manager for rectification on the date of entry. Otherwise, the list of bedroom property will assumed to be complete and in good condition.)
- 借用磁卡、鑰匙、宿舍公物，因故遺失、損壞或未按時歸還者，除依實際費用賠償外，另酌收手續費新臺幣貳佰伍拾元。(A dormitory student who has lost or damaged the temporary access card keys or public items borrowed from the dormitory, or who has failed to have them returned as scheduled, will be charged with a processing fee of NT\$ 250.)
- 我了解(I understand)
- 本契約終止時，乙方應將寢室回復原狀，無法回復依個案實際費用賠償。(The bedroom should be restored back to its original state upon the termination of the contract. The compensation payment for any damage to the bedroom shall be decided on a case-by-case basis.)

6.2 接著在頁面最下方填寫自己的信箱與聯絡電話，並勾選「我同意」並送出申請。

Then at the page below, enter your email and mobile phone No., and click "I agree with, understand, and willing to obey National Cheng Kung University Student Housing Contract". Finally click "Submit Application".

甲方(Party A) : 國立成功大學 National Cheng Kung University	乙方(Party B) :
代表人(Representative) : 校長 President	身份證字號 :
代理人(Acting Representative) : 住宿服務組組長 Chief of Housing Service Division	*Email : <input type="text"/>
	考慮您的權益，建議您使用學校信箱，若您使用yahoo或hotmail信箱請注意強信問題。 Courtesy Reminder: Yahoo and Hotmail usually take the notification email from NCKU as junk mail, so it is suggested to use NCKU email to receive the latest information from Housing Service Division.
	*電話(Mobil phone No or dorm ext. No) : <input type="text"/>
中華民國 107 年 12 月 3 日	

我同意、了解，且願意遵守『國立成功大學 學生住宿契約書』之規範。
I agree with, understand, and am willing to obey National Cheng Kung University Student Housing Contract.

我不同意『國立成功大學 學生住宿契約書』之規範。
I do not agree with National Cheng Kung University Student Housing Contract.

6.3 最後進入志願選填的部分，如下圖你將對各宿舍進行志願排序，並得到一組授權碼(新生無此項目，e.g. 3619)，請將此授權碼牢記，之後在床位選填時會使用到。在送出表單之後整個床位申請的流程算是完成。

(注意：若送出之後需要修改，請於系統開放時間內重新登入操作)

The last part is to set your preferences order for the dorm buildings. Like the figure below, you should choose the first fourth preferences of the dorm buildings; also, you would get a verified code, like 3619, which is used room registration. Please keep this number in mind! After sending this form, the registration is done.

(Notice : If you need to modify the preferences order after sending its, please log in again during the system opening time.)

床位抽籤設定 | Set your dorm building preference order

志願一
Preference 1 =請選擇= 舍

志願二
Preference 2 =請選擇= 舍

志願三
Preference 3 =請選擇= 舍

志願四
Preference 4 =請選擇= 舍

床位登記授權碼
Verification Code 3619
(請指定 4 位數字, 4 digit) *請注意：授權碼為中籤同學床位選填登記之用務請牢記。
The verification code is required for room registration when you win a space via the lot drawing.