
國立中央大學

National Central University



Dormitory Service Desk



**Dormitory Eastern
Service Desk (G14)**

**Dormitory Western
Service Desk (G1-4)**

**Dormitory Southern
Service Desk (B6)**

**Dormitory Northern
Service Desk (BM)**

EXT.

57291

57292

57293

57294

24hr Line

0919-019-864

0919-019-964

0919-019-564

0919-019-714

**Area in
Charge**

GM 、 GFM 、 B11 、
G14 、 B5

G1-G4 、 B3

B6 、 B7 、 B13

BM 、 B9 、 B12

We Offer

1. Information of the dormitory./Check in/out.
2. Dorm, visitors and safety precautions.
3. Providing basic medicine.
4. Easy repair. Repair System
5. Helps you go to hospital at night in case of emergency.
6. Annunciate important information.
7. Barrowing items, key, trolley and fitness equipment for example.
8. Apply to view the surveillance camera footage.



Student Housing Service Division

If you have any problem related to dorm, please contact us. Please keep a eye on our website for latest news.



住宿服務組

Student Housing Service Division





Kitchen (8:00 - 23:00)



Every kitchen has a refrigerator, a rice cooker, an oven and a microwave.



Common Room(07:00-23:00)



- 1. Each floor has a common room.**
- 2. If your friends come, meet them in the common room.**



Important Reminder - Laundry

There are water fountains, washing machines (10NTD) and dryers (10NTD) on each floor. If it does not work, please report to the dormitory service desk, we will fix it ASAP.





Important Reminder

Hot water supply(summer) : 16:00 ~ 00:00

Hot water supply(winter) : 15:00 ~ 01:00

(If you need a hot shower at other times,
please use the bathrooms with the electric heaters.)



- It is not recommended to drink the tap water in Taiwan. Please make use of drinking fountains.

Facilities



Arts space in G14 dorm.



Rhythmic dance room in G3 dorm.

PS. Group Application only.....



Important Reminder- Garbage

No littering and make sure you sort your garbage.

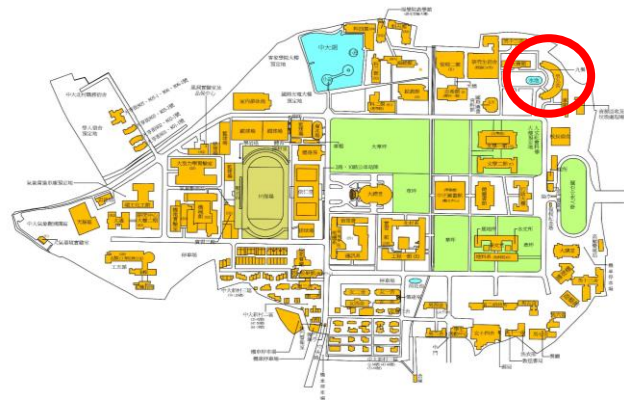


Garbage Truck :

18:16 on Mon. ~ Fri. (BM)

18:44 on Mon. ~ Fri. (International dorm 、 G14 、 GM)

There's a dump behind B9 if you miss it.



Important Reminder –Security and Internet

- Make sure to lock the door and bring the key when leaving the dorm.
- Please return the temporary card when you get your own student card.



INTERNET : Please purchase the Certification code at Cashier Division.
each costs NT800.

Before October 5th, you can get the startup code for free. After September 30, if you want to use the dormitory network, you must buy the startup code.

Important Reminder – Dorm Rules

- If you need to let your friends enter your dorm, please apply.
- Please do not exchange your rooms on your own, or give your keys to others. (We have an announcement of exchange room.) (Around the third week of beginning of the semester.) <https://in.ncu.edu.tw/~ncu7221/OSDS/>
- If you are injured or require special care, you may apply to the students housing service division for an "extra care room."

會客人員進入寢室申請單 108.08.1 版

Application Form for Visitors Entering the Rooms of the Dormitory

申請日期 Application Date: 年 YY 月 MM 日 DD

受訪者簽名 Signed by the Visited	系級 Department and Grade	學號 Student Number	
連絡手機 Mobile Phone	宿舍 Dormitory	寢室 Room	

提醒：會客人員入舍須獲得室友同意，是否已徵求同意？是 否 原因：
We would like to remind you that visitors to the room shall be approved by the roommates. Is the visit approved by your roommates? Yes No Reasons:

訪客姓名 Name of the Visitor	訪客手機 Visitor's Mobile Phone	與受訪者關係 Relation with the Visited
申請人舍詳細事由 Reasons for the Visit		

此處由審核單位填寫

審核人員簽核 Ratified by Auditors	
進入寢室時間(值班管理員填寫) Entering the room at (time)	離開寢室時間(值班管理員填寫) Leaving the room at (time)
年 YY 月 MM 日 DD 時 HH 分 MM	年 YY 月 MM 日 DD 時 HH 分 MM
值班管理員簽章 Dormitory Staff	值班管理員簽章 Dormitory Staff

申請流程：

1. 上班時間請至住宿服務組(國際學舍 1F)填寫「會客人員進入寢室申請單」，並審核蓋章。
2. 下班時間及假日請至單到室(舊圖 1F)申請。深學生簽表請持雙旁身份證；由受訪住宿生簽領。至宿舍傳達室向管理登記申請進入即可。

↓

1. 持入舍申請單至各宿舍傳達室登記核對。
2. 請住宿生親自帶領會客人員進入寢室，入舍時間限時 1 小時。

↓ 驗印 ↓

1. 至各宿舍傳達室辦理會客人員入舍條件。
2. 宿舍管理員填寫驗印時間，入舍申請單留存備查。

備註：

1. 此表供申請進入宿舍寢室用，請依上述申請流程辦理。
2. 依據本校「學生宿舍管理辦法」第廿九條第六款規定，進入寢室當組務處住宿服務組(上班時間)或單到室(下班及假日時間)同意始准進入。
3. 為保障其他住宿生之休息時間，進入寢室當組務處及之同意，且申請入舍時間為每日上午 9 時至下午 17 時止，最晚離舍時間為每日 18 時。申請進入寢室時間以 1 小時為限，超過 1 小時需再次提出申請。
4. 未經核准同意而擅自進入寢室者，將依「學生宿舍管理辦法」第廿一條規定及「學生宿舍管理辦法」第廿九條規定懲處。

Certificate of In-Campus Dormitory

Fill out the application form.
Download and print out the application form.
Bring the hard-copy application form yourself to the office of students housing service division.

[Apply](#)

住宿證明申請 (Certificate of In-Campus Dormitory)

- 填寫申請資料
(To fill out the application form.)
- 下載併列印證明文件
(To download and print out the application form.)
- 攜帶列印好的文件前往宿舍服務中心查驗並蓋章。
(To bring the hard-copy application form to the office of student dormitory office.)

住宿證明申請表 Certificate of In-Campus Dormitory Application Form			
申請日期 Date	2017-09-03	學號 Student ID	<input type="text"/>
姓名 Name	姓 Last Name 名 First Name	<input type="text"/>	<input type="text"/>
系所 Department 請選擇 (Select...)			
護照號碼 Passport No.	<input type="text"/>	居留證號碼 ARC No. <small>(第一次申請 居留證者可不填)</small>	<input type="text"/>
宿舍 Dorm	請選擇	房間 Room	<input type="text"/>
<input type="button" value="Submit"/>			

Check-out

- Use QR code to apply
- Clean the room
- Find staff to do the check out
- Only as you finish the process, then you can



Emergency Contact TEL.

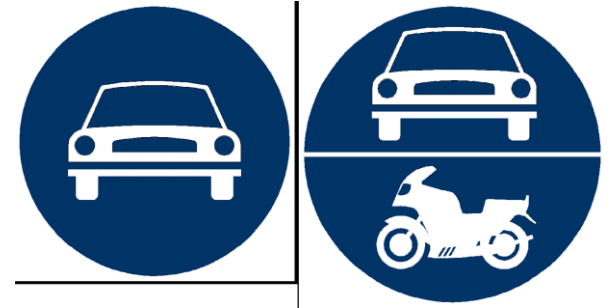
- ◆ Campus Life Assistance Division Ext. Number 57212
24hr. On Duty Line: **0911-949-630**/(03)280-5666
- ◆ Health Center Ext. Number 57270(08:00-17:00)



Any question living off-campus



Loss of personal belongings



Traffic safety

Muslim Praying Room

