

# Announcement about check-in of SanXia campus Dormitory, NTPU in fall semester, 2021

## I. Check-in period

- For according to the circular from MOE (Sept. 8), remote learning will be adopted for the first two weeks in NTPU. Due to that, the schedule of check-in of fall semester will change as follow:
  - ✧ Check-in procedure is acceptable from Sept. 18 (Sat.) to 26 (Sun.); office hour is 9am-12am, 1pm-4pm.
  - ✧ 12am-1pm is out of service for rest hour to staff.
- If resident who can't check-in during period as above, please to fill the form [【110-1 學期延後入住申請 Application of dormitory's delay check-in of 2021 Fall Semester】](#) in LMS for apply check-in delay. (The form will open at 1pm, Sept. 16 (Thu.)) The bed would be cancelled unless who applied on time.

## II. The detail of check-in

### i. **Booking at booking system**

1. Due to epidemic of COVID-19, the check-in of dormitory will be executing by diversion. There will have number limit for every day. The check-in is not acceptable unless who booked in booking system.

**2. [The booking system will open at 1pm, Sept. 16 \(Thu.\)](#).**

### ii. Procedure of check-in

#### 1. Measure temperature

Please to the measure temperature zone for measure your temperature. Check-in is not acceptable if who's temperature is not normal. Whose forehead temperature  $\geq 37.5^{\circ}\text{C}$  or ear temperature  $\geq 38^{\circ}\text{C}$  will be arranging to rest area for 10 min. rest before re-measure.

#### 2. Check-in

To check-in counter for check-in. Please check your Student ID and your bed number and prepare your ID (ARC, passport, NHI card or driver license etc.)

##### (1) Document for check

Procedure personal	Identity verification	Receipt check
New resident (Oversea student)	ARC or passport	Receipt of Accommodation fee, deposit and Internet fee.
Old resident	Student ID	Receipt of Accommodation fee and internet fee.

(2) Receiving (A) Room key, (B) White card, (C) Handbook for residents.

(3) Carry luggage to the bed arranged. **DO NOT CHANGE BED WITHOUT PERMISSION.**

### iii. Something you need to know

1. Due to the epidemic of COVID-19, please according to epidemic prevention measures in the period of check-in as follow:

- (1) Please fill in [Self Health Care Form] (in the booking system) carefully.
- (2) Always wear your mask during check-in.**
- (3) Due to it still under level-II alert, the visitor is unacceptable. **But, for check-in procedure, it can be register 1 visitor as helper for a resident if necessary.** Visitor's temperature need been measure and not allowed into dormitory unless forehead temperature < 37.5°C or ear temperature < 38°C. Visitor need to submit documents for pledge (return when who leave) and register by real-name. **Time limit of visitor is 30 min. and leave before 4pm.**

2. [Transport to Sanxia Campus](#) & [Map of the SanXia campus](#)

**III. Room Equipment & luggage's suggest:**

- i. Providing a bed (Please refer to [What is the size of bed?](#)), a desk and a closet; please prepare mattress, bedding and daily commodities by yourselves. The refrigerator and kitchen are provided at the public area.
- ii. Suggest list of daily supplies for new resident

Toiletries, hygiene and cleaning products		Bedding, personal and life (computer) supplies	
Wash basin	Toilet paper	Personal clothing	Mattress
Toothbrush	Small trash can	Personal medicine	Pillow
Toothpaste	Broom dustpan	Thermometer	Quilt
Facial cleanser	Rag	Mask	Cup
Body Wash	Garbage bag	Wallet	Hanger
Shampoo	Detergent	Certificate	Charger
Laundry detergent	Alcohol for disinfection	Cell phone	Living things
Laundry basket	bleach	Network route	Extension cord (with safety switch)

✧ [Map of the stores and supermarkets near the campus.](#)

- iii. Due to the safety of electricity use in the dormitory, it is prohibited to own or use electrical appliances other than the following: shaver, hairdresser, desk lamp, charger, electric fan, small radio and tape recorder, computer (including necessary peripheral equipment), mosquito repellent, hair dryer. **Those who violate the regulations will deduct 11-15 points in accordance with Article 15-2 of the dormitory rule of rewards and punishments. (Resident who deduct to totally 30 points during living in dormitory will be expelled from dormitory.)**
- iv. Public refrigerators are provided in public areas. Please refer to the instructions on the refrigerator for the precautions for use. You can apply for and prepare a small refrigerator in the bedroom with the consent of the whole room. If necessary, please refer P. 28 of "[Handbook for resident](#)" and contact Student Housing Section.

**IV. Others You Need To Know**

- (1) According to article 11 of "[National Taipei University Student Dormitory Management Regulations](#)", if the accommodation is cancelled before the lodging date, residents can receive full refund of the dormitory fee; however, the deposit will not be refunded.

- (2) Residents have to attend the training of “The Dormitory Fire-Drill Practice” (all resident) and “Regulation Orientation” (New resident). **Detail please see the [latest NEWS on the SHS’s homepage](#).**
- (3) Please pay attention to the latest notification for related information on [the website of Student Housing Section](#).
- (4) Resident could download” [Handbook for resident](#)” for life information around dormitory.
- (5) Please read the [rule of dormitory](#) before you check-in.
- (6) If you have packet to receive, please see “[About receiving mail/package in dormitory](#)”. SHS can receive package to resident from Sept. 16 (Thur.). Due to tiny space in SHS office, each resident can mail up to 5 packages to SHS. Please come and receive your package ASAP.
- (7) The procedure would be changed for follow announcement by CECC and Epidemic Prevention Team of NTPU. Please follow homepage of SHS for latest information.**