國立臺北大學 114 學年度三峽校區學生宿舍
新生申請作業時程暨須知

National Taipei University

Schedule and Guidelines for Student Dormitory Application (Sanxia Campus)

Academic Year 2025 (NTPU Academic Year 114)

壹. 前言

I. Introduction

一. 本公告內容係 114 學年度 三峽校區 學生宿舍新生申請事宜；爰本校學生宿舍分為臺北校區與三峽校區兩宿舍區，因床位有限，僅能擇一申請，三峽校區學生宿舍受理申請範圍為『大學部』與『研究生』新生，欲申請臺北校區者，請詳見進修部行政管理組網頁公告。

This announcement pertains to the application process for the **Sanxia Campus student dormitories for newly admitted students** in the 2025 academic year.
NTPU student dormitories are located on both the **Taipei Campus** and the **Sanxia Campus**. Due to limited availability, applicants may only apply for **one** of the two campuses.
The Sanxia Campus dormitories accept applications from **newly admitted undergraduate and graduate students**.
Those wishing to apply for the Taipei Campus dormitory should refer to the announcements on the **Division of Continuing Education's Administrative Services website**.

二. 有關本校學生宿舍各項規定內容，請務必先行詳閱本校【住宿輔導與管理辦法】、【宿舍獎懲實施要點】，申請即視同同意宿舍相關規定且願意配合遵守。

Before applying, please **carefully read** the university's **Dormitory Counseling and Management Regulations** and **Dormitory Rewards and Penalties Guidelines.** Submission of an application indicates that the applicant **agrees to comply** with all dormitory rules and policies.

➤ https://new.ntpu.edu.tw/osa/documents?tag=%E4%BD%8F%E8%BC%94%E7%B5%84

三. 學生宿舍介紹及費用標準請詳見住輔組官網。

For a detailed introduction to the dormitory facilities and the fee schedule, please visit the Student Housing Section website

➤ https://new.ntpu.edu.tw/osa/housing/student-dormitory

四. 宿舍床位申請通過並獲得床位分配者，將正式產生宿費相關繳費單，敬請審慎酌思個人住宿需求，再予提出申請。

Once an application is approved and a dormitory bed is assigned, the student will receive a formal **payment notice for dormitory fees**.
Applicants are advised to carefully evaluate their **actual housing needs** before submitting an application.

貳.申請作業時程
II. Application Timeline

一.申請期程 Application Period

時間 Taiwan Time	內容 Item	注意事項 Notes
臺灣時間 8/19(二) (10:00) │ 8/21(四) (18:00) Taiwan Time August 19 (Tue), 10:00 ~ August 21 (Thu), 18:00	床位申請流程 Dormitory Application Procedure ● 第一步驟：學生資訊系統 請至學生資訊系統維護資料，再登錄宿舍申請系統，方可辨識審核身分別 **Step 1: Student Information System** Log into the Student Information System to update your personal profile. You must complete this step to be identified and verified for application eligibility. ● 第二步驟：宿舍申請系統 https://dorm.ntpu.edu.tw/login **Step 2: Dormitory Application System** Apply via: https://dorm.ntpu.edu.tw/login ● 第三步驟：依限期完成線上申請 申請資料線上送出前請再次確認，資料一旦送出無法修改，且逾期申請將無法受理。 **Step 3: Submit Online Application Before Deadline** Please review your application carefully before submitting. Once submitted, the information **cannot be modified**. Late applications will **not be accepted**. ● 第四步驟：完成申請後，請確認審核結果顯示「審核中」 **Step 4: Confirm Application Status** After submission, ensure the application status shows **"Under Review"**. ■ 逾期者建議申請台北校區學生宿舍。 ※ Applications must be completed online **before 18:00, August 21, 2025**. Late applicants are advised to apply for the Taipei Campus dormitory instead. ■ 床位採申請制，本次申請提供上、下學期住宿，下一學年度續住須重新申請。 ※ This application is for both **fall and spring semesters**. Students must reapply for dormitory accommodation for the next academic year.	宿舍線上申請 QR-Code (Dormitory QR Code Placeholder) ● 線上申請須俟新生學號完成轉出，始能進行登錄；學號相關問題請洽綜合業務組(02-86741111 分機66120)。 ※ Online application is only available after the student ID has been officially issued. For student ID-related issues, please contact the General Affairs Division at +886-2-8674-1111 ext. 66120. ● 宿舍申請系統帳號及密碼請先至學生資訊系統查詢。(http://sss.ntpu.edu.tw/) ※ Check your dormitory system login credentials (account/password) via the Student Information System: http://sss.ntpu.edu.tw/ ● 請同學於「學生資訊系統」->學籍->5.修改個人資料->連絡資料，更新常用之「電子郵件信箱」，以免漏失宿舍重要通知。 ※ Please update your **frequently used email address** in: Student Info System → Student Status → Edit Personal Information → Contact Info, to avoid missing important dormitory notifications.

時間 Time	內容 Item	注意事項 Notes
8/26(二) August 26 (Tue)	**公告宿生入住床位配寢表** Announcement of Room Assignment 114 學年度三峽校區學生宿舍宿生「房號及床位」配寢表，請宿生依照床位分配入住。 Room and bed assignments for Sanxia Campus student dormitories (2025) will be announced. Students should move in according to the assigned bed. ● 請詳見學務處住輔組『最新公告』網頁。 　See the "Latest Announcements" section on the Housing Services Section website.	床位分配依照生活作息志願序，由電腦隨機分配室友，請審慎排序志願序，以提昇室友間相處之和諧。 Roommate assignments are randomly generated by the system based on your **lifestyle preference ranking**, so please rank your preferences carefully to improve compatibility.
8/27(三) ｜ 9/1(一) **August 27 (Wed) ｜ September 1 (Mon)**	**申請延後報到入住** Application for Late Check-In ● 事先完成宿費/宿網費/宿舍保證金繳費後，申請網址將另於 8/27 公告於住輔組網頁。 　Only students who have completed payment of the **dormitory fee**, **internet fee**, and **deposit** are eligible to apply. The application link will be announced on the Housing Services website on **August 27**. ● 未完成繳費者，將視同未申請延後報到入住，並取消住宿資格。 　Failure to complete payment will be considered a forfeiture of the late check-in application, and **housing eligibility will be canceled**.	若無法於開舍期間辦理報到入住，務必申請延後報到入住，以免取消住宿資格。 Students unable to check in during the designated move-in period **must apply for late check-in**, or risk having their bed assignment canceled.
8/26(二) ｜ 9/2(二) **August 26 (Tue) ｜ September 2 (Tue)**	**床位放棄申請** Dormitory Bed Withdrawal ● 請至學務處住輔組網頁「表單」下載「國立臺北大學三峽校區學生宿舍放棄申請表」，填寫及簽名（可電子簽名）後電子郵件郵寄至 dora@gm.ntpu.edu.tw。 　Download the "Dormitory Withdrawal Application Form (Sanxia Campus)" from the Housing Services website under "Forms." Complete and sign (digital signature acceptable), and email to: **dora@gm.ntpu.edu.tw** ● 請規劃轉學或休學之同學盡早告知住輔組，以利盡早通知床位候補者。 　Students planning to transfer or suspend studies should notify the office early to facilitate bed reassignment.	宿舍申請若獲分配床位，將正式產生宿費相關繳費單，住輔組收到床位放棄申請表後，將會請出納組修改繳費單繳費金額。If you are assigned a bed, a **payment notice will be issued**. Upon receiving the withdrawal form, the Student Housing Service Section will request the Cashier Division to revise the payment amount accordingly.

時間 Time	內容 Item	注意事項 Notes
臺灣 時間 8/31(日) ｜ 9/1(一) Taiwan Time August 31 (Sun) ｜ September 1 (Mon)	新生開舍報到作業 Freshmen Dormitory Check-In （每日報到時間為上午 9 時至 11 時 30 分，下午 13 時 30 分至 17 時） (Daily check-in time: 9:00–11:30 / 13:30–17:00) ◎依據本校住宿輔導與管理辦法： According to NTPU Dormitory Counseling and Management Guidelines: ＊第五條第一項 住宿名單公告後且完成入宿手續者，應依宿舍管理單位公告時間及安排床位進住，否則予以取消床位。 Article 5.1: Once the resident list is announced and check-in is completed, students must move in as scheduled or the bed assignment will be canceled. ＊第六條 住宿手續完成要件為： 一、已遵照規定期限提出申請； 二、經審查核准並公告通知； 三、依規定期限完成各項費用繳納及入住報到手續。 Article 6: Completing dormitory check-in requires: 1. Applying within the deadline 2. Being approved and officially notified 3. Completing payment and check-in procedures by the deadline. ◎其他開舍相關事宜，另行公告；9 月 2 日新生常規說明會暨消防演練，相關期程請參閱最新消息公告，請務必參加。 Other check-in details will be announced separately. ※ The **Freshmen Orientation & Fire Drill** will be held on **September 2**. Please refer to the latest announcements and **make sure to attend**.	※繳費單預計於 8 月 28 日（四)產出，可至土銀代收學雜費服務網查詢。 ※ Payment notices will be issued around **August 28 (Thu)**. You can check via the Bank of Taiwan tuition payment platform. 土銀代收學雜費服務網 Tuition and Miscellaneous Fees Area QR-Code ※入住宿舍前，請詳閱宿生手冊。 Before moving in, please **carefully read the Student Dormitory Handbook**. 宿生手冊 **Handbook** QR-Code

參. 重要網頁資訊

III. Important Web Resources

國立臺北大學住宿輔導與管理辦法（Dormitory Counseling and Management Regulations）

國立臺北大學宿舍獎懲實施要點（Dormitory Rewards and Penalties Guidelines）

學生宿舍介紹/收費標準（Dormitory Introduction & Fee Standards）

數位宿生手冊（Digital Dormitory Handbook）

常見問題（Frequently Asked Questions (FAQs)）