

學士班新生宿舍登記 操作提醒

國立東華大學學務處生活輔導組

我是新生，甚麼時候可以申請宿舍？

- ▶ 不要擔心，本校【學士班新生】宿舍申請採「統一線上系統申請」方式，可以申請的作業時段，皆可於八月初本校教務處提供『新生註冊須知』內可查詢，系統申請作業期程，以及床位公告查詢日期，都可在內查詢的到。

學生宿舍住宿申請系統操作簡易說明

學生宿舍申請系統

- ▶ 學生宿舍申請系統，於不同住宿期間有不同申請系統(網址)，新生進行學生宿舍申請作業請，請點選下列網址(非申請期間，系統皆為關閉狀態)<https://sys.ndhu.edu.tw/SA/dorm/Login.aspx>



登入畫面

1. 帳號欄位輸入您的【學號】
2. 密碼為本校教務處設定的預設值為同學【西元年生日】
3. 以上欄位輸入完畢，請【登入】

學生登入 Student Login

EMAIL帳號
E-Mail Account

密碼
Password

忘記密碼 Forgot Password?

新生(含新入學的轉學生)的Email密碼預設為
西元生日YYYY.MM.DD(如1991.11.28)
New students' (including new transfer students) Email password
is your Date of birth YYYY.MM.DD (eg:1991.11.28)

登入 Login

【申請住宿】

個人申請(不綁定室友)

成功登入系統【需申請住宿】

113學年度新生住宿申請 Student Dormitory Application.

申請開放時間 Application time : 2024-07-02 12:30 ~ 2024-08-08 12:00

申請結果查詢 opening time to check the result of dormitory : 2024-08-28 12:00

一定要給它點下去

住宿申請
Apply for a Dormitory

申請狀態查詢
Application status inquiry

放棄本次申請
Abandon this application

- ▶ 成功登入系統前，請同學詳細參閱說明一、說明二與說明三，皆以閱讀完成後。系統將會出現住宿申請畫面(如上圖)，如您【需申請住宿】者，請點選【住宿申請】

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 陳一二

1 我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

一定要給它點下去，
沒有點，就沒有宿舍

返回『住宿申請』頁面
Return the page Dormitory Application

申請宿舍【個人】

1. 當您點選【住宿申請】，畫面就會進入申請登記頁。
2. 您可以自行申請，也可以與您未來【同班】新生同學綁定室友進行申請，但於綁定室友有人數限制，僅能1人(自己)、或2人(含自己)與4人(含自己)，無法採3人(含自己)進行綁定室友申請作業。
3. 如您自行申請無綁定室友，請一定要按【我要申請】之欄位，確定後頁面即會出現該2.的文字方塊，表示您參加申請。

2.

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sys.ndhu.edu.tw 顯示

已參加申請床位，請於床位公告日自行上申請系統查詢。
You have applied for the room, please check it on Dormitory Application System by yourself on announcement date.

確定

怎麼知道我成功【申請住宿】？

113學年度新生住宿申請 Student Dormitory Application.

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1.請點它

住宿申請 Apply for a Dormitory

申請狀態查詢 Application status inquiry

放棄本次申請 Abandon this application

2.成功申請會出現的文字方塊

sys.ndhu.edu.tw 顯示

已完成「住宿申請」
You have completed the dormitory application.

確定

- ▶ 當您已完成申請頁面之功能，建議同學請自行確認【申請狀態查詢】按鈕；如有成功申請，則會出現文字方塊『已完成「住宿申請」』，表示您以成功申請。
- ▶ 麻煩同學靜待本校宿舍床位公告日(註冊須知內可查詢)，自行登入同系統進行床位號查詢。

【申請住宿】

我，想與未來新生同學(同系)同寢

要同寢的前提，是都需要完成申請

如要申請綁定室友，不論是誰作為申請代表，每個人都需要在系統上完成住宿申請的步驟，若無申請資料，是無法綁定室友。

例：

陳一二同學(學號4113111111)與林三四同學(學號4113333333)，申請綁定室友

113學年度新生住宿申請 Student Dormitory Application.

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一定要給它點下去

住宿申請
Apply for a Dormitory

申請狀態查詢
Application status inquiry

放棄本次申請
Abandon this application

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。
The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請，
Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 陳一二

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

返回『住宿申請』頁面
Return the page Dormitory Application

sys.ndhu.edu.tw 顯示

4113333333 尚未完成新生住宿申請。

Freshman dormitory application has not been completed.

確定

如果我要申請綁定室友，但「他/她」未完成申請作業時？

如：陳一二同學(學號4113111111)作為綁定室友的「申請代表」，申請林三四同學(學號(4113333333)為綁定室友。

如林三四同學未先進行系統申請作業，陳一二同學在進行綁定室友操作時，則會出現右側畫面。

範例：陳一二同學與林三四同學，申請綁定室友

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

411311111 陳一二

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

返回『住宿申請』頁面
Return the page Dormitory Application

- ▶ 以陳一二同學作為綁定室友之「代表人」，陳同學需等候林同學完成申請後，再次登入系統端，進行【登記室友】選項作業，畫面會跳轉到右側畫面
- ▶ 出現該畫面時，請點選【登記室友】選項

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

411311111 陳一二

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

室友查詢 Check current Group Selection

(室友代表學號 Group Administrator ID Num. : 411283037)

學號	姓名
411311111	陳一二

返回『住宿申請』頁面
Return the page Dormitory Application

※凡作為暑假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 陳一二

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

※新生床位由學校依同系所集中安排為原則，若登記室友須皆為同學系且已完成大學部新生宿舍申請者。

The room number is arranged by school according to the department, if the roommates who you want to live together, he or she must be in the same department and has completed the freshman dormitory application.

※大學部登記室友名額以 4 人、2 人為單位 (包含申請人)。

You may only individually, or in groups of 2 or 4 people.

※若已登記室友，則無法被加入其他人的室友名單；如果想被其他人加入室友名單，請「解除室友」。

If you have registered a roommate, you cannot be added to the room list of other people. If you want to be added to the roommate list by others, please "remove roommates".

※室友名單異動後(暫時新增、暫時刪除)，請一定要按「儲存室友名單」按鍵，將室友名單儲存。

After the roommate list changes (temporarily added, temporarily deleted), please be sure to press the "Storage Roommates List" button to store the roommate list.

※登記室友完成請務必「查詢登記的室友」，確認已完成登記。

Please be sure to check the registered roommates to complete the registration.

如何登記室友?

點選【登記室友】後會出現下列表單頁面

並在

步驟1.室友學號欄位輸入對方的學號→暫時新增(例:林三四同學，學號411333333)後，

表單就會出現林三四同學的資料→

步驟2.並請點選【儲存室友名單】按鈕

步驟1.

室友學號 Roommate's Student ID :

暫時新增 Add

室友學號 Roommate's Student ID	室友姓名	刪除 delete
4113111111	陳一二	室友代表 Group Admin
4113333333	林三四	暫時清除 Delete
		暫時清除 Delete
		暫時清除 Delete

步驟2.

儲存室友名單 Save Group

返回「住宿申請」頁面

Return to the Dormitory Application Page

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 陳一二

我要申請 I want to apply	登記室友 Create a group	查詢登記的室友 Check current Group Selection	解除室友 Delete Group
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室友查詢 Check current Group Selection

(室友代表學號 Group Administrator ID Num. : 4113111111)

學號	姓名
4113111111	陳一二
4113333333	林三四

返回『住宿申請』頁面
Return the page Dormitory Application

怎麼確認，綁定室友已成功?

如您要再次確認，綁定室友是否已成功，請點選【查詢登記的室友】按鈕，表單就會顯示出綁定的室友名單資料



sys.ndhu.edu.tw 顯示

不開放三人登記室友。

Groups of 3 is not allowed.

確定

若您申請登記綁定室友為3人

如您於綁定室友的操作為3人時，進行【儲存室友名單】時，您的系統頁面會出現上列文字方塊圖。並表示您於本次的綁定室友操作未成功。

無學生宿舍住宿需求，但已繳納住宿費

本校學生宿舍住宿費，皆採統一繳費製單作業，如無住宿需求同學，但卻無在學生宿舍申請系統端申請【放棄本次申請】，您的學雜費繳費單仍會有住宿費項目，建議同學在宿舍申請作業階段，確定無住宿需求，請於期限內至系統申請放棄，屆時申請截止後，將會進行【放棄本次申請】之新生，協請臺灣銀行進行繳費單修正(刪除住宿費金額)。

但如同學無申請住宿且也無住宿需求，而住宿費用已繳納，請同學務必於開學【第一周】內，攜帶您的【繳費單收據】，至本組申請退費作業，記得一定要開學第一周辦理。

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放棄住宿完成，請查詢申請狀態確認。

請至校內外住宿狀況調查(學生)填寫相關資料

住宿申請
Apply for a Dormitory

申請狀態查詢
Application status inquiry

放棄本次申請
Abandon this application



無住宿需求，仍要登入系統進行放棄作業



安全 · 共融 · 培力 · 陽光

safe · inclusive · empowering · sunny

國立東華大學學務處生活輔導組關心您

Reminder for Undergraduate Freshmen Dormitory Registration Operations

Student Living Services Division, Office of Student Affairs, National Dong Hwa University

When can I apply for a dormitory as a new student?

- ▶ Don't worry, our university's dormitory application for undergraduate freshmen is conducted through a “unified online system application.” The application period and other relevant details can be found in the “New student registration guide” provided by the Office of Student Affairs at the beginning of August. The guide includes the system application period and the dates for bed assignment announcements.

Brief Instructions for the Student Dormitory Application System

Student Dormitory Application System

- ▶ The student dormitory application system has different application portals (URLs) for different accommodation periods. Freshmen applying for student dormitories should use the following link (the system is closed outside of application periods):

<https://sys.ndhu.edu.tw/SA/dorm/Login.aspx>



Login Screen

1. Enter your student ID in the “ E-Mail Account “ field.
2. Use your birthday in YYYYMMDD format (e.g., 20011231) as the default set by the Student Affairs Office.
3. Once both fields are filled out, click on “Login” to proceed

學生登入 Student Login

EMAIL帳號
E-Mail Account

密碼
Password

忘記密碼 Forgot Password?

新生(含新入學的轉學生)的Email密碼預設為
西元生日YYYY.MM.DD(如1991.11.28)
New students' (including new transfer students) Email password
is your Date of birth YYYY.MM.DD (eg:1991.11.28)

登入 Login

【Apply for accommodation】

Individual application (not binding with roommates)

Successfully Logged In

【Applying for accommodation is mandatory】

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Must click it

住宿申請
Apply for a Dormitory

申請狀態查詢
Application status inquiry

放棄本次申請
Abandon this application

- ▶ Before successfully logging into the system, please carefully read Instructions 1, 2, and 3. Once you have finished reading them, the accommodation application screen (as shown above) will appear. If you need to apply for accommodation, please click on 【 Apply for a Dormitory 】 .

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 Chen

1

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

You must click it;
if you don't, you won't have a dormitory.

返回『住宿申請』頁面
Return the page Dormitory Application

Apply for Dormitory 【Individual】

1. When you click on 【Apply for a Dormitory】 , the screen will move to the application registration page.
2. You can apply individually or bind with your 【future classmates】 as roommates. However, there is a limit on the number of roommates you can bind with: only 1 person (yourself), 2 people (including yourself), or 4 people (including yourself). You cannot apply with 3 people (including yourself) as bound roommates.
3. If you are applying individually without binding roommates, please make sure to click on the 【I want to apply】 field. Once confirmed, a text box from point 2 will appear on the page, indicating that you have joined the application.

2.

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sys.ndhu.edu.tw 顯示

已參加申請床位，請於床位公告日自行上申請系統查詢。
You have applied for the room, please check it on Dormitory Application System by yourself on announcement date.

確定

How to Know if I Have Successfully 【Applied for Accommodation】?

113學年度新生住宿申請 Student Dormitory Application.

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1.Click

住宿申請
Apply for a Dormitory

申請狀態查詢
Application status inquiry

放棄本次申請
Abandon this application

2. Text box will appear for successful applicants

sys.ndhu.edu.tw 顯示

已完成「住宿申請」
You have completed the dormitory application.

確定

- ▶ Once you have completed the application page, we recommend that you check the 【Application status inquiry】 button. If the application is successful, a text box stating “You have completed the dormitory application ” will appear, indicating that you have successfully applied.
- ▶ Please wait for the dormitory bed assignment announcement date (can be found in the registration instructions) and log in to the same system to check your bed number.

【 Apply for accommodation 】

I want a room with future freshmen classmates (same department)

To room together, both parties need to complete the application.

If you want to apply to be roommates, regardless of who acts as the representative applicant, each person must complete the accommodation application process in the system. Without the application data, it's not possible to bind roommates.

Example:

Student Chen (Student ID 4113111111) and Student Lin (Student ID 4113333333) apply to be roommates.

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You must click it

住宿申請
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Application status inquiry

放棄本次申請
Abandon this application

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。
The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請，
Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 Chen

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

返回『住宿申請』頁面
Return the page Dormitory Application

sys.ndhu.edu.tw 顯示

4113333333 尚未完成新生住宿申請。

Freshman dormitory application has not been completed.

確定

If I want to apply to bind a roommate, but he/she has not completed the application process, what should I do?

If student Chen (Student ID: 4113111111) acts as the "application representative" for binding roommates and applies for Lin (Student ID: 4113333333) as the bound roommate, but Lin has not yet completed the system application, then when Chen attempts to bind the roommate, the screen on the right will appear.

Example: Student Chen and Student Lin apply to be roommates

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 Chen

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

返回『住宿申請』頁面
Return the page Dormitory Application

- ▶ If student Chen acts as the “representative” for binding roommates, Chen needs to wait for Lin to complete the application. After Lin has applied, Chen should log back into the system and proceed with the “Create a group” option. The screen will then transition to the one on the right.
- ▶ When this screen appears, please select the “Create a group” option.

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 Chen

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

室友查詢 Check current Group Selection
(室友代表學號 Group Administrator ID Num. : 411283037)

學號	姓名
4113111111	Chen

返回『住宿申請』頁面
Return the page Dormitory Application

How to Register a Roommate

After selecting “Create a group”, the form page on the right will appear.

In Step 1, enter the other student's student ID in the Roommate's ID field (e.g., Lin's student ID: 411333333) and click “Add”. The form will then display Lin's information.

In Step 2, click “Save Group”.

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下「我要申請」按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 Chen

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

※新生床位由學校依同系所集中安排為原則，若登記室友須皆為同學系且已完成大學部新生宿舍申請者。

The room number is arranged by school according to the department, if the roommates who you want to live together, he or she must be in the same department and has completed the freshman dormitory application.

※大學部登記室友名額以 4 人、2 人為單位 (包含申請人)。

You may only individually, or in groups of 2 or 4 people.

※若已登記室友，則無法被加入其他人的室友名單；如果想被其他人加入室友名單，請「解除室友」。

If you have registered a roommate, you cannot be added to the room list of other people. If you want to be added to the roommate list by others, please "remove roommates".

※室友名單異動後(暫時新增、暫時刪除)，請一定要按「儲存室友名單」按鍵，將室友名單儲存。

After the roommate list changes (temporarily added, temporarily deleted), please be sure to press the "Storage Roommates List" button to store the roommate list.

※登記室友完成請務必「查詢登記的室友」，確認已完成登記。

Please be sure to check the registered roommates to complete the registration.

Step 1.

室友學號 Roommate's Student ID : 暫時新增 Add

室友學號 Roommate's Student ID	室友姓名	刪除 delete
4113111111	Chen	室友代表 Group Admin
4113333333	Lin	暫時清除 Delete
		暫時清除 Delete
		暫時清除 Delete

Step 2.

儲存室友名單 Save Group

返回「住宿申請」頁面

Return to the Dormitory Application Page

※凡作為寒假住宿使用之樓層，住宿生需於上學期宿舍關閉日前淨空房間。

The dormitory that will be used during the Winter Vacation is Dormitory V. Make sure to comply with the respective dormitory regulations.

※按下『我要申請』按鍵後將儲存您的住宿申請。

Your dormitory application will be saved by pressing the "I want to apply" button.

4113111111 Chen

我要申請
I want to apply

登記室友
Create a group

查詢登記的室友
Check current Group Selection

解除室友
Delete Group

室友查詢 Check current Group Selection

(室友代表學號 Group Administrator ID Num. : 4113111111

學號	姓名
4113111111	Chen
4113333333	Lin

返回『住宿申請』頁面
Return the page Dormitory Application

How to confirm if the roommate binding is successful?

If you want to confirm again whether the roommate binding is successful, please click "Check current Group Selection". The form will display the list of bound roommates.



sys.ndhu.edu.tw 顯示

不開放三人登記室友。

Groups of 3 is not allowed.

確定

If you apply to register for binding with 3 roommates,

If you attempt to bind with 3 roommates and proceed to save the roommate list, a text box as shown above will appear on your system screen, indicating that your operation to bind roommates this time was unsuccessful.

No need for accommodation in the student dormitories while the accommodation fee has already been paid

Our university's dormitory accommodation fees are processed uniformly through payment forms. If you do not need accommodation but have inadvertently paid the accommodation fee without cancelling your application through the dormitory application system, the accommodation fee item will still appear on your student fee payment form. We recommend that students who are certain they do not need accommodation should apply to abandon their dormitory application through the system within the specified period. After the application deadline, students who have indicated they do not need accommodation will have their payment forms adjusted by Bank of Taiwan (removal of the accommodation fee).

If you have already paid the accommodation fee but do not require accommodation and did not apply to abandon it, it's crucial to bring your payment receipt to our office during the first week of the school year for the refund process. Please ensure this is done within the first week of classes.

113學年度新生住宿申請 Student Dormitory Application.

申請開放時間 Application time : 2024-07-02 12:30 ~ 2024-08-08 12:00

申請結果查詢 opening time to check the result of dormitory : 2024-08-28 12:00

放棄住宿完成，請查詢申請狀態確認。

請至校外住宿狀況調查(學生)填寫相關資料

住宿申請
Apply for a Dormitory

申請狀態查詢
Application status inquiry

放棄本次申請
Abandon this application



If you do not require accommodation, you still need to log into the system to complete the procedure for abandoning your dormitory application.



安全 · 共融 · 培力 · 陽光

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Your safety, OSA's delight