

113 學年度東二門、東三門「機車專用停車場」停車識別證

申請方式及說明

各位師長、同仁及學生大家好：

為有效管理東二門、東三門機車專用停車場，並保障本校教職員工生停放權益，依「國立中興大學機車停車場管理要點」，開放受理申請 113 學年度停車識別證，識別證採學年制申請，整年度僅開放受理以下時段申辦，逾期恕不受理，其細則請參閱注意事項。

Hello everyone, teachers, colleagues, and students:

To effectively manage the motorcycle exclusive parking lots at East Gate 2 and East Gate 3, and to ensure the parking rights of faculty, staff, and students of our university, we will be accepting applications for parking identification cards for the 113th academic year in accordance with the "Management Regulations for Motorcycle Parking Lots of National Chung Hsing University." The identification cards are applied for on an academic year basis. Applications will only be accepted during the following periods throughout the academic year, and late applications will not be processed. For detailed regulations, please refer to the guidelines provided.

A. 重要日程表 Important Schedule

步驟	身分別	日期	專用停車場通行期限	備註
壹	登記	5/6(一)~5/10(五)	整年度：113/09/01~114/08/31 半學期：113/09/01~114/02/28	1.請檢附行照(限本人/配偶/直系親屬)。 2.校內通行與專用停車場僅能擇一辦理。 3.事務組臨櫃辦理， <u>額滿為止</u> 。
貳	繳費	申請期間臨櫃繳費 09:30-11:30/13:30-16:30		請至出納組繳費。
參	領證	9/09 (一) 起		請至事務組自行領取。
Application steps	Identity	Acceptance Period	Exclusive parking lot access period	Remarks
1	Faculty and Staff	5/6(Mon.)~5/10(Fri.)	Full Academic Year: 113/09/01~114/08/31 Half Academic Year: 113/09/01~114/02/28	1. Please attach your passport (limited to yourself/spouse/immediate family members). 2. You can only choose between on-campus access and dedicated parking lot. 3. The service team handles the matter at the counter.Until the quota is full.
2		Service Period 09:30-11:30/13:30-16:30		Please go to the cashier to pay.
3		9/09 (Mon.)		By yourself to get a pass at Business Engagement Office .

步驟	身分別	日期	專用停車場通行期限	備註	
壹	登記	①在校生	5/6(一)~5/10(五)	整年度：113/09/01~114/08/31 半學期：113/09/01~114/02/28	1.請備妥清晰且正面的車牌照片。 2.申請半學期者，到期後恕無法申請延長。 3.線上登記 https://forms.gle/xN6uREkHcKZ1GRsf7
		②在校生/新生	8/26(一)~8/30(五)	整年度：113/09/23~114/08/31 半學期：113/09/23~114/02/28	
		③轉學生	9/9(一)~9/13(五)		
貳	公告	①在校生	5/27(一) 10:00	事務組官網 https://oga.nchu.edu.tw/unit-news/mid/29	
		②在校生/新生	9/9(一) 10:00		
參	繳費	①在校生	5/27(一) 10:00~5/31(五)12:00	1. ATM轉帳 2.銀行臨櫃辦理 3.繳費憑證請留存備查，並依期限完成繳費，逾期恕不受理。	
		②在校生/新生	9/9(一) 10:00~9/13(五)12:00		
		③轉學生	申請期間臨櫃繳費 09:30-11:30/13:30-16:30		請至出納組繳費
肆	領證	①在校生	9/09(一)起	系所統一領回	
		②在校生/新生	9/23(一)起		
		③轉學生	9/23(一)起	請至事務組自行領取	

Application steps	Identity	Acceptance Period	Exclusive parking lot access period	Remarks	
1	Register	①Current Students	5/6(Mon.)~5/10(Fri.)	Full Academic Year: 113/09/01~114/08/31 Half Academic Year: 113/09/01~114/02/28	1. Please prepare a clear and front-facing photo of the license plate. 2. For those who apply for half-semester, extension requests cannot be accommodated after the expiration. 3. Only on line https://forms.gle/xN6uREkHcKZ1GRsf7
		②Students (Includes new students)	8/26(Mon.)~8/30(Fri.)	Full Academic Year: 113/09/23~114/08/31 Half Academic Year: 113/09/23~114/02/28	
		③Transfer Students	9/9 (Mon.)~9/13 (Fri.)		
2	Announcement	①Current Students	Expected to be announced after 10:00 on May 27 (Monday).	Announcement Website https://oga.nchu.edu.tw/unit-news/mid/29	
		②Students (Includes new students)	Expected to be announced after 10:00 on September 9 (Monday).		
3	Pay the fees	①Current Students	5/27(Mon.) 10:00~5/31(Fri.)12:00	1. Through (Internet) ATM transfers 2. Go to the First Bank counter to handle it. 3. Please keep the payment receipt for future reference and complete the payment within the deadline. Late payments will not be accepted.	
		②Students (Includes new students)	9/9(Mon.) 10:00~9/13(Fri.)12:00		
		③Transfer Students	Service Period 09:30-11:30/13:30-16:30		Please go to the cashier to pay.
4	Get a pass	①Current Students	9/09 (Mon.)~	Collected by the department.	
		②Students (Includes new students)	9/23 (Mon.)~		
		③Transfer Students	9/23 (Mon.)~	By yourself to get a pass at Business Engagement Office.	

B、參加抽籤登記資格 Eligibility for lottery registration

1、申請對象：具本校學籍且本學期已辦理註冊之在學學生身分。

Applicants: Students currently enrolled at our university who have completed registration for the current semester.

2、若為本學期入學者，**113年8月26日**後方可上網參加登記。

For students who enrolled in the current semester, they may participate in the registration online after August 26, 113th year.

C、登記期間及方式 Registration Period and Method

1、依不同開放時段自行上網登錄並上傳正確資料（車牌清晰的正面照）。

During different designated time slots, applicants can log in online and upload the correct information (clear front-facing photo of the license plate) by themselves.

2、Google 表單登記 <https://forms.gle/xN6uREkHcKZ1GRsf7>

Only on line <https://forms.gle/xN6uREkHcKZ1GRsf7>

3、登錄後若有資料須修改，請將相關證件 E-MAIL 至事務組信箱 (bussinessdivision@dragon.nchu.edu.tw) 辦理變更。

After registration, if there is any information that needs to be modified, please email the relevant documents to the Administrative Division mailbox (bussinessdivision@dragon.nchu.edu.tw) for processing changes.

D、公告錄取名單 Announcement of Accepted Applicants

1、公告時間 **Announcement**：

◆ 在校生：預計 5/27(一) 10:00 後公告。

Current Students: Expected to be announced after 10:00 on May 27 (Monday).

◆ 在校生/新生：預計 9/9(一) 10:00 後公告。

Current Students/New Students: Expected to be announced after 10:00 on September 9 (Monday).

2、公告網址：事務組官網/最新消息。 <http://oga.nchu.edu.tw/unit-news/mid/29>

Announcement Website: Business Engagement Division Website/Latest News.

<http://oga.nchu.edu.tw/unit-news/mid/29>

E、繳費方式 Payment Methods

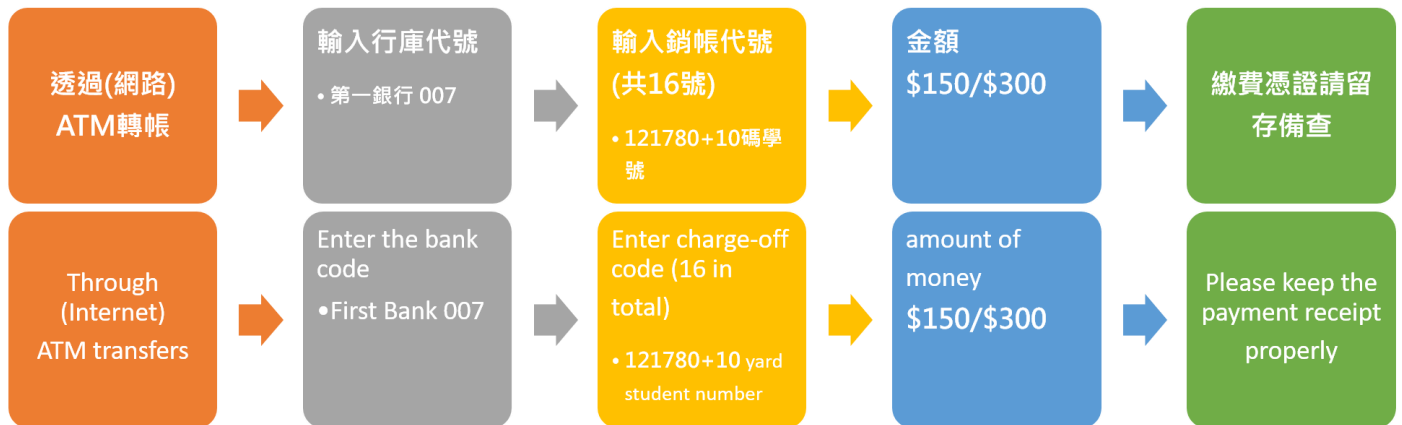
1、公告錄取名單後，方可繳費，其途徑如下：

After the announcement of the accepted applicant list, payment can be made through the following methods:

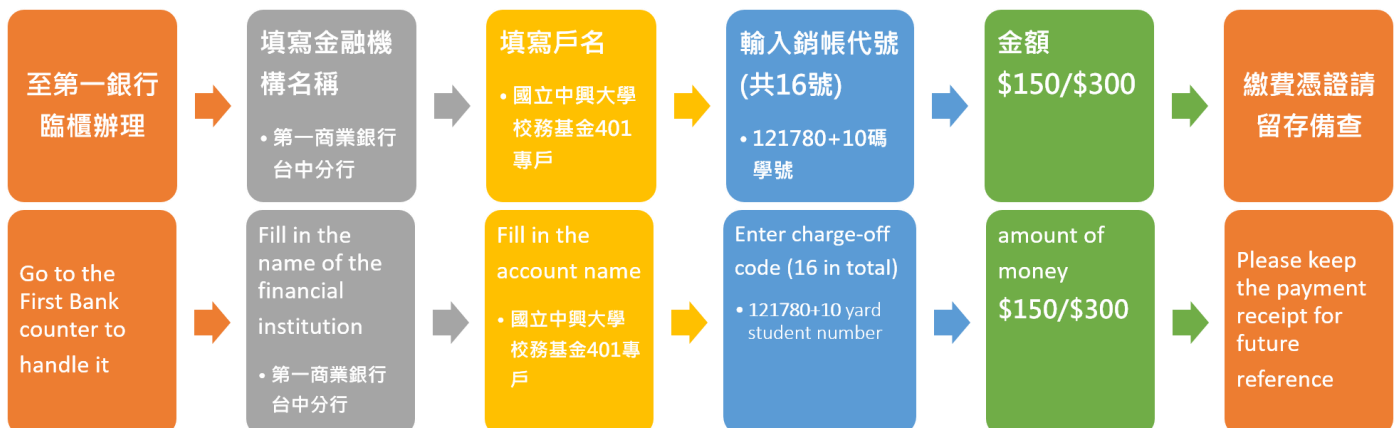
◆ 自動櫃員機轉帳(ATM)或網路 ATM 繳款。(非第一銀行用戶需支付跨行手續費 15 元)。

Transfer via Automatic Teller Machine (ATM) or Internet ATM payment.

(Non-First Bank users need to pay an interbank handling fee of 15 yuan).



◆ 到第一銀行臨櫃繳款。Go to the First Bank counter to handle it



2、為確保繳費銷帳資料正確性，繳費後務必妥善保留繳費憑證，若有疑義時可出示繳費憑證。

To ensure the accuracy of payment records, it is imperative to keep the payment receipt safe after payment. In case of any doubts, the payment receipt can be presented as proof.

3、核發之機車停車識別證，將統一由各系所領回代發。(教職員及轉學生除外)

The issued motorcycle parking identification cards will be uniformly distributed for pickup by each department. (Excluding faculty, staff, and transfer students).

F、管理辦法 Management Measures

1、每人限辦 1 張 (已辦理校內機車識別證者不得重複申請)，機車從屬關係放寬，不受本法第七條限制(教職員除外)。

Each individual is limited to one card (those who have already obtained an on-campus motorcycle identification card are not eligible to reapply). The affiliation requirement for motorcycles is relaxed and not subject to the restrictions of Article 7 of these regulations (excluding faculty and staff).

G、停車證之有效期間、費用、門禁設定與效力

Validity Period, Fees, Access Control Settings, and Effectiveness of Parking Permit

1、每學年每車新台幣 300 元(不足半年以 150 元計)。申辦後除不可抗力因素，概不退費。

The fee for each vehicle per academic year is NT\$300 (calculated as NT\$150 for less than half a year). Once applied, fees will not be refunded except for circumstances beyond control.

2、專用停車場通行證有效期限，請詳見重要日程表。

Exclusive parking pass validity period, please refer to the important schedule for details

H、其他重要注意事項 Other Important Notices

1、領取車證前，請務必確認車籍資料及停放時間，證經製發完成後，因故需變更任一資料者，可至事務組申請補(換)發，當年度得免費換證 1 次，第二次後每次酌收工本費 200 元整。

Before collecting the parking permit, please ensure to verify the vehicle registration information and parking duration. If there is a need to modify any information after the permit is issued, such as due to unforeseen circumstances, applicants can apply for a replacement or amendment at the Business Engagement Division. One free replacement per academic year is allowed. A fee of NT\$200 will be charged for each replacement thereafter.

2、辦理車證須同意個人資料作為本組業務範圍內運用，本組將遵守個人資料保護法相關規定，絕不將資料提供未經授權之第三方使用，以保障您的個人資料。

Applicants must agree to allow their personal information to be used within the scope of the Administrative Division's operations when applying for the parking permit. The Administrative Division will comply with relevant regulations of the Personal Data Protection Act and will not provide data to unauthorized third parties to ensure the protection of personal information.

3、如對辦證業務有任何疑問，可於上班時間逕洽總務處事務組陳小姐(04-22840260#23)。

If there are any questions regarding the application process, please contact Ms. Chen at the Business Engagement Division, General Affairs Office during office hours (04-22840260#23).

4、如有未詳盡事宜，依本校校本部校園交通管理要點及其他相關法令規定處理。

Any matters not explicitly mentioned herein shall be handled in accordance with the Campus Traffic Management Regulations of our university and other relevant laws and regulations.

5、專用機車停車場證辦期程倘有異動，以事務組網頁公告內容為準。

In the event of any changes to the procedures for obtaining the motorcycle parking permit, please refer to the announcements on the Business Engagement Division's webpage for the most accurate information.