



國立中興大學
NATIONAL CHUNG HSING UNIVERSITY

Online Application System for Campus Vehicles

Organizing Unit: Business Engagement Division



Presentation Outline

I. Account Application

II. Pass Application

III. Payment

IV. Certificate Collection

V. Frequently Asked Questions

I. Account Application

1.1 Registration

First-time applicants need to bind their account before applying for a pass.

The screenshot shows the login interface for the 'Application for Motor Vehicle and Motorcycle Pass Permit' system. The page features the ASK NCHU logo and navigation links for 'ASU Home Page' and 'ASU Services'. The main heading is '汽機車通行證 線上申請系統' (Motor Vehicle and Motorcycle Pass Permit Online Application System). The login form includes fields for '身份證號 / ID NUMBER' and '密碼 / Password', with a 'Forgot?' link. There is a checkbox for '我不是機器人' (I am not a robot) and a '確認送出 Submit' button. A section for '初次申請者' (First-time applicants) states that users must bind their accounts before applying for a pass and provides a '開始綁定 / Start' link. The footer contains the ASU logo, copyright information, and contact details for the ASU Office of Information Technology.

1.2 Account Binding

Please enter your ID number. The system will automatically verify your identity. Please check your personal information (name and identity status).

本線上申請系統，目前僅受理博士班、碩專班及進修學士班學生申請，

其餘身分別請依原申請方式辦理。如申請上有任何問題可撥打 [04-22840260#23](tel:04-22840260#23) 聯繫專責人員

The online application system currently only accepts applications from doctoral, master's, and associate degree students. For other types of applicants, please follow the original application process. If you encounter any issues during the application process, please contact the designated personnel at [04-22840260#23](tel:04-22840260#23).



I. Account Application

1.3 Enter a valid email and mobile number to receive messages.

本線上申請系統，目前僅受理博士班、碩專班及進修學士班學生申請，其餘身分別請依原申請方式辦理。如申請上有任何問題可撥打 [04-22840260#23](tel:04-22840260#23) 聯繫專責人員

The online application system currently only accepts applications from doctoral, master's, and associate degree students. For other types of applicants, please follow the original application process. If you encounter any issues during the application process, please contact the designated personnel at [04-22840260#23](tel:04-22840260#23).



確認送出之後，系統會寄出驗證電子信箱通知信，請收信以完成驗證步驟。

After submission, the system will send a verification email notification. Please check your inbox to complete the verification process.

✉ Email

✉ Phone

確認送出 **Submit** ↗

I. Account Application

1.4 Set your account password.

本線上申請系統，目前僅受理博士班、碩專班及進修學士班學生申請，其餘身分別請依原申請方式辦理。如申請上有任何問題可撥打 04-22840260#23 聯繫專責人員

The online application system currently only accepts applications from doctoral, master's, and associate degree students. For other types of applicants, please follow the original application process. If you encounter any issues during the application process, please contact the designated personnel at 04-22840260#23.

1 STEP 1 填寫資訊

2 STEP 2 確認身份

3 STEP 3 驗證信箱

4 STEP 4 完成綁定

綁定完成 • 請設定密碼
Binding completed! Please set a new password

密碼規則：長度需介於8 - 16位、至少包含一大寫英文字母、至少包含一小寫英文字母、至少包含一數字、符合上述所有規則，且不可包含任何特殊符號。

New password

Confirm new password

確認送出 Submit

1.5 Remember to verify your email to successfully log in to the system.

email驗證信 - 國立中興大學汽機車通行證線上申請系統 收件匣 x

businessdivision@dragon.nchu.edu.tw <businessdivision@dragon.nchu.edu.tw>
寄給 businessdivision

請點擊以下連結，進行驗證email的流程。

https://myunchupass.nchu.edu.tw/signup_validate_email.php?KHUjMcM5jDqGSEWadl4VonF5fjmoZSDK9oY2VKQh91oxkObf772jfU7svwOV5AONVx7p-WWJG_YEcQ2JSSG1rKNPeRcgV89n_rF-JkGk



II. Pass Application

2.1 Apply for a Pass

申請通行證 APPLICATION ↗

汽車 / Car

本年度申請張數
No. of apps this
year

0 / 1

明年度申請張數
No. of apps
next year

0 / 1

機車 / Scooter

本年度申請張數
No. of apps this
year

0 / 1

明年度申請張數
No. of apps
next year

0 / 1

II. Pass Application

2.2 Confirm personal information and read the instructions.

姓名 / Name [REDACTED]	身份別 / Identity 進修學士班	
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※ 若身份別有誤或需要更新，請撥打專線 04-22840260#23 聯繫專責人員。

If there are errors in your identity or updates needed, please call the hotline at 04-22840260#23 to contact the responsible personnel.

本校博士班、碩專班及進修學士班學生申請汽機車通行證注意事項：

- 一、博士、碩專、進修學士班學生，每人限可申請汽、機車通行證各一台。
- 二、申請人須符合下列條件：

- 1 有效之行車執照。申請之車輛為本人、配偶、直系親屬所有。
- 2 申請時請上傳證件影本，如非本人請檢附相關證明文件。

三、汽機車通行證請黏貼於擋風玻璃右上角透明顯眼處，機車通行證請黏貼於機車右把手前方右上角明顯處，於進出校門時應主動出示通行證以供查驗，如未黏貼導致系統無法辨識出場則比違臨停車繳費後方可離場。

四、通行證請勿借給他人使用或偽造，若經查獲，取消通行證使用資格，且當期不再核發。

五、當年度通行證使用期限為當年12月31日止。新證起用後，舊證自動作廢。

若有不明之處，請洽詢事務組曾小姐（分機260轉23）。

[閱讀更少](#) ^

II. Pass Application

2.3 Select the type of vehicle and starting month according to your needs.

請先選擇欲申請的車種 [① 費用說明 / Fee details](#)

Please select the type of vehicle you wish to apply for.

<input checked="" type="checkbox"/>  汽車 Car 100元 / 月	<input type="checkbox"/>  機車 Scooter 50元 / 月
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車牌 / License plate



通行期間 / Period of validity

當年度 / This year

9月



~ 訖日固定為 12/31

需支付金額 / Payment amount

NT \$400

II. Pass Application

2.4 Upload the vehicle registration and relevant supporting documents.

提醒:車輛所有人是申請者本人,「身份證正面、身份證反面、佐證資料」不需上傳;若非本人,請上傳相關資料

上傳行照正面 / Upload front of driver's license
(必填)



上傳身份證正面 / Upload front of ID card
(選填)



上傳身份證反面 / Upload back of ID card
(選填)



佐證資料 / Upload supporting documents
(選填)



II. Pass Application

2.5 Please read the Vehicle Management Regulations of the National Chung Hsing University campus.

第一章 總則

第一條 國立中興大學(以下簡稱本校)為維護校園安寧、交通安全、環境景觀及停車秩序，特訂定本校園車輛管理辦法(以下簡稱本辦法)，本辦法未規定者，適用其他有關法令之規定。

第二條 本辦法所稱之車輛包括進入本校本部之汽、機車(含電動機車)及腳踏車等車輛。本法適用於校本部非屬各大樓管理會管理之停車空間，校本部外各停車場由駐在單位之管理委員會另定法規管理之。

第三條 本辦法適用對象包括本校教職員工(包括約聘僱人員及專任研究助理)、學生(含大學部、碩士班及博士班)、空大教職員工、來賓、校友及入校工作人員等。

第四條 本辦法分章規定汽機車通行、汽機車管理及腳踏車管理、罰則。

我已閱讀並同意遵守規定

I have read and agree to abide by the rules.

確認送出 **Submit** ↗

II. Pass Application

2.6 Complete the application and wait for the review notification (email notification).

Click on "Application Records" to view your application data and status.

申請單已經送出

您的申請單填寫已經完成，請您等候審核通知。

Application completed!

Your application form has been completed, please wait for the review notification.

[申請紀錄 View record](#) →

申請通行證 APPLICATION ↗

汽車 / Car		機車 / Scooter	
本年度申請張數 No. of apps this year	明年度申請張數 No. of apps next year	本年度申請張數 No. of apps this year	明年度申請張數 No. of apps next year
0 / 1	0 / 1	1 / 1	0 / 1

申請通行證 APPLICATION ↗

汽車 / Car		機車 / Scooter	
本年度申請張數 No. of apps this year	明年度申請張數 No. of apps next year	本年度申請張數 No. of apps this year	明年度申請張數 No. of apps next year
1 / 1	0 / 1	0 / 1	0 / 1

車牌 / License plate

編輯 / Edit

機車通行證
Pending review
待審核

通行期間：2024-11-01 ~ 2024-12-31
申請日期：2024-07-16

需支付金額 / Payment amount
NT\$ 100

取消申請 ↗

車牌 / License plate

汽車通行證
Approved
審核通過

通行期間：2024-12-01 ~ 2024-12-31
申請日期：2024-07-16

需支付金額 / Payment amount
NT\$ 100

繳費資訊

- 銀行代碼：第一銀行 007
- 繳費帳號：[REDACTED]
- 繳費金額：NT\$100
- 繳費期限：2024-07-30 13:48:10

III. Payment

3.1 Pay the required amount via transfer or remittance to the virtual account (the system will automatically generate a virtual account, follow the system's display).

Reminder: Users need to bear the transfer or remittance fees.

完成繳費通知信 - 國立中興大學汽機車通行證線上申請系統 

businessdivision@dragon.nchu.edu.tw <businessdivision@dragon.nchu.edu.tw>

寄給 businessdivision ▾

完成繳費通知信 - 國立中興大學汽機車通行證線上申請系統

██████ 您好：已經收到您的繳費。

車牌號碼：██████

開始日期：2024-12-01

結束日期：2024-12-31

- 銀行代碼：第一銀行 007
- 繳費帳號：██████████
- 繳費金額：NT\$100
- 交易序號：0000065378M
- 交易日期：2024年07月16日

汽車 / Car

本年度申請張數
No. of apps this year

1 / 1

明年度申請張數
No. of apps next year

0 / 1

機車 / Scooter

本年度申請張數
No. of apps this year

0 / 1

明年度申請張數
No. of apps next year

0 / 1

車牌 / License plate

通行期間：2024-12-01 ~ 2024-12-31

申請日期：2024-07-16

汽車通行證

The payment has arrived.

已收費

繳費結果

- 銀行代碼：第一銀行 007
- 繳費帳號：██████████
- 繳費金額：NT\$100
- 交易序號：0000065378M
- 交易日期：2024年07月16日

IV. Passage and Certificate Collection

4.1 Passage: Both cars and motorcycles on campus are identified by license plate recognition systems. If the application status is active, you can enter and exit the campus through gates with enabled recognition.

Reminder: Please slow down when passing through the gates.

Vehicle Type	Gates with License Plate Recognition	
	Main Gate	West Gate
Car	✓	✓
Motorcycle	✗	✓

4.2 Collecting the Physical Pass: The Administration Section will send the pass list of the previous month in the first week of each month. Departments should send personnel to the Business Engagement Division (first floor of the Administration Building) to collect the physical vehicle pass.

[申請通行證 APPLICATION](#)

汽車 / Car		機車 / Scooter	
本年度申請張數 No. of apps this year	明年度申請張數 No. of apps next year	本年度申請張數 No. of apps this year	明年度申請張數 No. of apps next year
1 / 1	0 / 1	0 / 1	0 / 1

車牌 / License plate

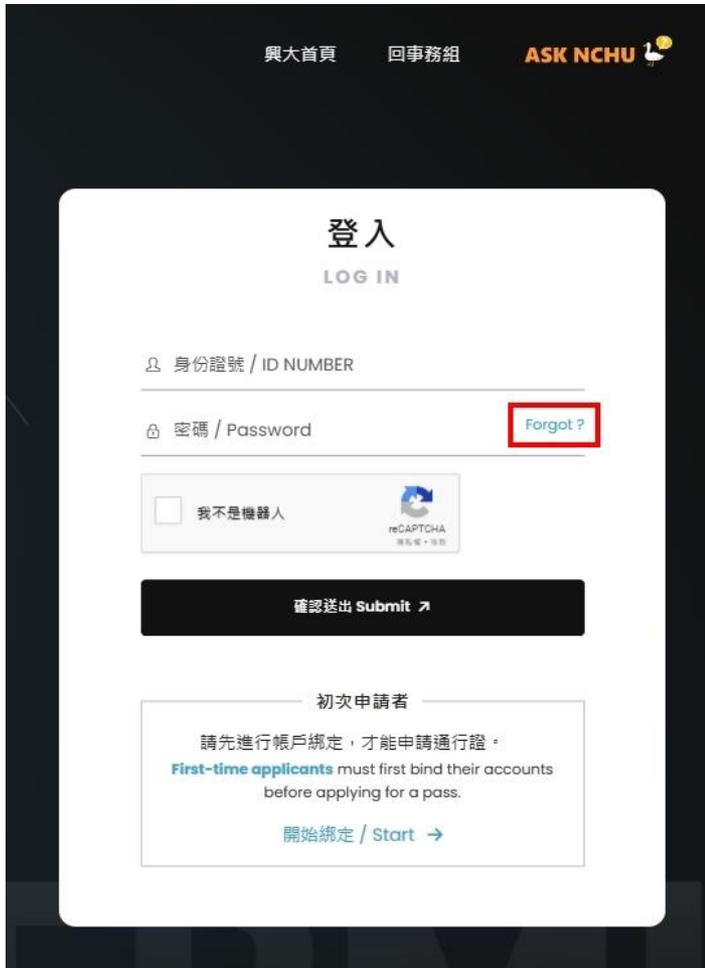
汽車通行證
Transferred
已開通

通行期間: 2024-12-01 ~ 2024-12-31
申請日期: 2024-07-16

★ Collection time: Monday to Friday, 9:00-12:00 and 13:30-17:00

V. Frequently Asked Questions

Q1: Forgot Password



興大首頁 回申務組 ASK NCHU

登入 LOG IN

👤 身份證號 / ID NUMBER

🔑 密碼 / Password [Forgot ?](#)

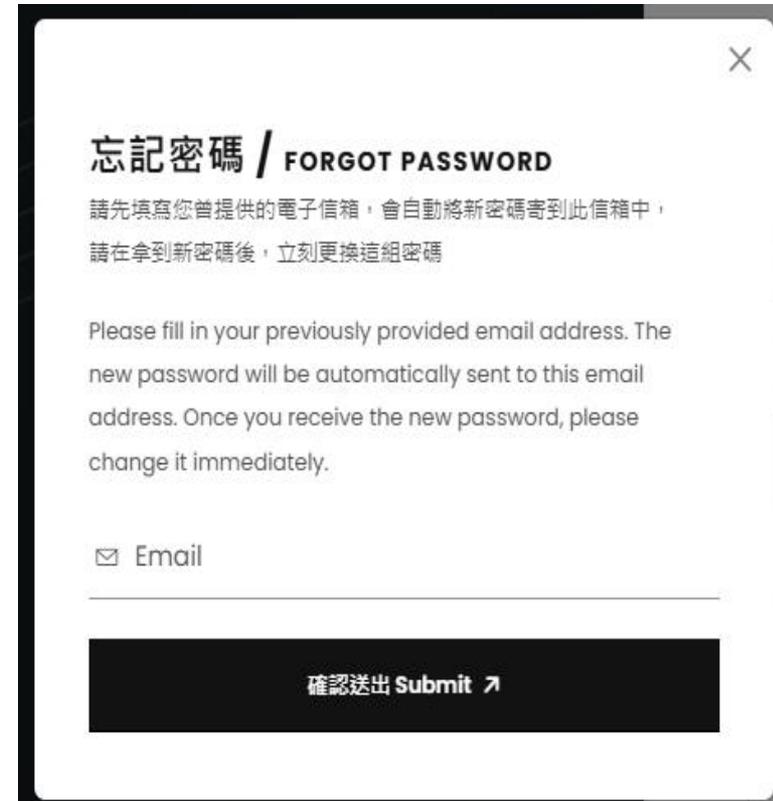
我不是機器人 

確認送出 Submit ↗

初次申請者

請先進行帳戶綁定，才能申請通行證。
First-time applicants must first bind their accounts before applying for a pass.

[開始綁定 / Start →](#)



忘記密碼 / FORGOT PASSWORD

請先填寫您曾提供的電子信箱，會自動將新密碼寄到此信箱中，請在拿到新密碼後，立刻更換這組密碼

Please fill in your previously provided email address. The new password will be automatically sent to this email address. Once you receive the new password, please change it immediately.

✉ Email

確認送出 Submit ↗

V. Frequently Asked Questions

Q1: Forgot Password

Return to the homepage and re-enter your account and new password.
The system will automatically direct you to the modification page.

新密碼通知信 - 國立中興大學汽機車通行證線上申請

businessdivision@dragon.nchu.edu.tw <businessdivision@dragon.nchu.edu.tw>

寄給 businessdivision ▾

以下是您的新密碼：

QGGAgmpy6863

<https://mynchupass.nchu.edu.tw>

姓名 / Name	身份別 / Identity
[REDACTED]	進修學士班

※ 若身份別有誤或需要更新，請撥打專線 04-22840260#23 聯繫專責人員。

If there are errors in your identity or updates needed, please call the hotline at 04-22840260#23 to contact the responsible personnel.

編輯信箱 CHANGE EMAIL ADDRESS

信箱 / Email

✉ 請輸入信箱 / Email

如果您需要變更電子信箱，請收信以完成驗證步驟
If you need to change your email, please check your inbox to complete the verification process.

更新密碼 CHANGE PASSWORD

新密碼 / New password

🔒 請輸入新密碼

確認新密碼 / Confirm new password

🔒 請輸入確認新密碼

※ 若不更新密碼則不需填寫

No need to fill out if not updating password.

※ 密碼變更時，不可以與前三次使用過之密碼相同
When changing password, it cannot be the same as the last three passwords used.

密碼規則：長度需介於8~16位、至少包含一大寫英文字母、至少包含一小寫英文字母、至少包含一數字、符合上述所有規則，且不可包含任何特殊符號。

V. Frequently Asked Questions

Q2: Modify personal information

The screenshot shows the ASK NCHU user interface. At the top right, a dropdown menu titled '我的資料' (My Information) is open, listing options: '申請進行證', '申請紀錄', '修改資料', and '登出'. The '修改資料' (Modify Information) option is highlighted with a red box. Below the navigation bar, the user's profile information is displayed, including '姓名 / Name' (redacted) and '身份別 / Identity' (進修學士班). A note below the profile information states: '※ 若身份別有誤或需要更新，請撥打專線 04-22840260#23 聯繫專責人員。' (If there are errors in your identity or updates needed, please call the hotline at 04-22840260#23 to contact the responsible personnel.)

The main content area is divided into two columns. The left column is titled '編輯信箱' (CHANGE EMAIL ADDRESS) and contains a form for '信箱 / Email' with a note: '如果您需要變更電子信箱，請收信以完成驗證步驟。' (If you need to change your email, please check your inbox to complete the verification process.) The right column is titled '更新密碼' (CHANGE PASSWORD) and contains a form for '新密碼 / New password' and '確認新密碼 / Confirm new password'. Below the forms, there are instructions: '※ 若不更新密碼則不需填寫' (No need to fill out if not updating password.) and '※ 密碼變更時，不可以與前三次使用過之密碼相同' (When changing password, it cannot be the same as the last three passwords used.) The password rules are: '密碼規則：長度需介於8-16位、至少包含一大寫英文字母、至少包含一小寫英文字母、至少包含一數字、符合上述所有規則，且不可包含任何特殊符號。' (Password rules: length must be between 8-16 characters, must contain at least one uppercase English letter, at least one lowercase English letter, at least one digit, and must comply with all the above rules, and cannot contain any special characters.)

V. Frequently Asked Questions

Q3: Modify vehicle number - can only be edited when the application status is "Under Review".

The screenshot displays the application management interface. At the top, a black button labeled "申請通行證 APPLICATION" is visible. Below it, two main sections are shown: "汽車 / Car" and "機車 / Scooter". Each section contains two boxes for application counts: "本年度申請張數 / No. of apps this year" and "明年度申請張數 / No. of apps next year". For the Car section, both counts are 0/1. For the Scooter section, the current year count is 1/1 and the next year count is 0/1.

Below these sections is a detailed application card for a scooter. The card includes the following information:

- 車牌 / License plate:** A blacked-out license plate with an "編輯 / Edit" button next to it.
- 通行期間 / Validity period:** 2024-11-01 ~ 2024-12-31
- 申請日期 / Application date:** 2024-07-16
- 需支付金額 / Payment amount:** NT\$ 100
- 狀態 / Status:** 機車通行證 / Pending review / 待審核 (This status is highlighted with a red box).
- 取消申請 / Cancel application:** A button with a right-pointing arrow.

V. Frequently Asked Questions

Q4: Cancel application

申請通行證 APPLICATION ↗

汽車 / Car		機車 / Scooter	
本年度申請張數 No. of apps this year	明年度申請張數 No. of apps next year	本年度申請張數 No. of apps this year	明年度申請張數 No. of apps next year
0 / 1	0 / 1	1 / 1	0 / 1

機車通行證
Pending review
待審核

車牌 / License plate
[Redacted] [編輯 / Edit](#)

通行期間：2024-11-01 ~ 2024-12-31
申請日期：2024-07-16

需支付金額 / Payment amount
NT\$ 100

[取消申請 ↗](#)

申請通行證 APPLICATION ↗

汽車 / Car	機車 / Scooter
本年度申請張數 No. of apps this year	本年度申請張數 No. of apps this year
0 / 1	0 / 1

確定要取消申請車牌 [Redacted] 的申請？

[確定](#) [取消](#)

機車通行證
Pending review
待審核

車牌 / License plate
[Redacted] [編輯 / Edit](#)

通行期間：2024-11-01 ~ 2024-12-31
申請日期：2024-07-16

需支付金額 / Payment amount
NT\$ 100

[取消申請 ↗](#)