

主旨：修正本校博士班、碩士在職專班、進修學士班學生申請汽機車通行證程序。

說明：將啟用校本部汽機車線上申請系統，旨在提升車輛管理的效率，方便汽機車通行證的申請與管理。

一、申請對象：具本校博士班、碩士在職專班、進修學士班學籍的學生。

二、申請方式：至【國立中興大學校本部汽機車通行證線上申請系統】申請當年度汽機車通行證。

(可通行期限至當年 12 月 31 日止。)



三、申請程序：

一、帳號申請

1. 註冊：首次申請者需先綁定帳號，然後才能申請通行證。
2. 帳戶綁定：請填入身分證字號，系統將會自動比對身分，並核對個人資料（姓名及身分別）。
3. 資料填寫：請填入有效且可收到信件的電子郵件及手機號碼。
4. 設定密碼：設置帳戶密碼，並完成電子郵件驗證，方可順利登入系統。

二、通行證申請

1. 申請通行證：填寫並確認申請者的個人資料，閱讀相關注意事項。
2. 選擇車種：根據個人需求選擇欲申請的車種及起始月份。
3. 上傳文件：上傳行車執照及相關佐證資料。
4. 閱讀規範：請詳閱國立中興大學校本部車輛管理辦法。
5. 完成申請：完成申請後，請等候審核通知（電子郵件通知），可於“申請紀錄”中查閱申請資料及狀態。

三、繳費

請透過轉帳或匯款方式繳交需支付金額至系統自動生成的虛擬帳號。使用者需自行負擔轉帳或匯款手續費。

四、通行與領證

1. 通行：校內所有汽機車皆有車牌辨識系統，申請狀態為已開通者，可透過已啟用辨識的校門進出校園。請進出校門時放慢速度。
2. 領取通行證：事務組將於次月第一週寄送上月申請通行證清單，請各系所派員至行政大樓一樓事務組領取實體車證。領取時間為平日週一至週五 9:00-12:00 及 13:30-17:00。

五、常見問題

1. 忘記帳號或密碼：返回首頁重新輸入帳號及新密碼，系統將自動導入修改資料頁面。
2. 修改個人資料：請至系統內進行修改。
3. 修改車號：申請狀態為“待審核”時，可重新編輯車號。
4. 取消申請：請於系統內進行取消操作。

請依照以上步驟完成汽機車通行證的申請，若有任何疑問，請洽事務組承辦人 260#23。

事務組 敬啟

Subject: Revision of Application Procedures for Vehicle Passes for Doctoral, In-Service Master's, and Continuing Education Bachelor's Program Students

Description: The Online Application System for Campus Vehicles will be launched to improve vehicle management efficiency and facilitate the application and management of vehicle passes.

1. **Eligible Applicants:** Students enrolled in the doctoral, in-service master's, and continuing education bachelor's programs at our university.
2. **Application Method:** Apply for the current year's vehicle pass through the "National Chung Hsing University Campus Vehicle Pass Online Application System". (The valid period for the pass is until December 31 of the current year.)

Application Procedures:

I. Account Application

1. **Registration:** First-time applicants need to bind their account before applying for a pass.
2. **Account Binding:** Please enter your ID number. The system will automatically verify your identity and check your personal information (name and identity status).
3. **Information Entry:** Please enter a valid email and mobile number to receive messages.
4. **Set Password:** Set your account password and complete the email verification to successfully log in to the system.

II. Pass Application

1. **Apply for Pass:** Fill in and confirm the applicant's personal information and read the related instructions.
2. **Select Vehicle Type:** Choose the type of vehicle and the starting month according to your needs.
3. **Upload Documents:** Upload the vehicle registration and relevant supporting documents.

4. **Read Regulations:** Please read the Vehicle Management Regulations of the National Chung Hsing University campus.
5. **Complete Application:** After completing the application, wait for the review notification (email notification). You can view the application data and status in the "Application Records".

III. Payment

Please pay the required amount via transfer or remittance to the system-generated virtual account. Users need to bear the transfer or remittance fees themselves.

IV. Passage and Certificate Collection

1. **Passage:** All vehicles on campus are identified by a license plate recognition system. If the application status is active, you can enter and exit the campus through gates with enabled recognition. Please slow down when passing through the gates.
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 Administration Section (first floor of the Administration Building) to collect the physical vehicle pass. Collection time: Monday to Friday, 9:00-12:00 and 13:30-17:00.

V. Frequently Asked Questions

1. **Forgot Account or Password:** Return to the homepage and re-enter your account and new password. The system will automatically direct you to the modification page.
2. **Modify Personal Information:** Please modify it within the system.
3. **Modify Vehicle Number:** Can only be edited when the application status is "Under Review".
4. **Cancel Application:** Please cancel within the system.

Please follow the above steps to complete the application for the vehicle pass. If you have any questions, please contact the responsible person in the **Business Engagement Division** at 260#23.

Business Engagement Division