

**Ming Chi University of Technology Dormitory Application Procedures for
Students Advancing from Sophomore to Junior Year (AY 115)**

Office of Student Life (Life Guidance Section)

April 22, Year 115 (ROC, 2026)

I. Operating Principles

These procedures apply to dormitory applications for students advancing from the second year to the third year in Academic Year 115.

II. Eligible Applicants

Students advancing from sophomore to junior year in Academic Year 115.

III. Application Categories, Stages, and Schedule

(I) On-Campus Dormitory Application

Junior-year students applying for on-campus accommodation.

(II) On-Campus Dormitory Application Process

Applications are conducted online via the dormitory system (please refer to the operation manual).

1. Online Dormitory Selection System — Phase 1 (Dormitory Registration)

Application Period:

April 22, Year 115, 15:00 to April 27, Year 115, 11:00

(Late applications will not be accepted.)

Instructions for Phase 1 (Dormitory Registration) *(Please log in to the system first):*

1. Applicant Information and Contact Details:

Confirm that your student ID number and name are correct.

2. Applicant Category:

Students should select **Category 1**.

3. Application Regulations:

After confirming the content is correct, check “**I agree to comply with the above regulations.**”

4. Bulletin Board:

Displays important dormitory application announcements.

5. Upload Area for Qualification Documents:

(Students are not required to upload any supporting documents. Please directly click “Save.”)

6. Review Results:

Results will be shown after the review process is completed.

2. Online Dormitory Selection System — Lottery Drawing and Result Inquiry

Lottery Drawing Time:

April 27, Year 115, 12:00

(The system will conduct the lottery automatically.)

3. Online Dormitory Selection System — Phase 2 (Bed Registration)

Registration Period:

April 27, Year 115, 13:00 to May 4, Year 115, 12:00

Instructions for Phase 2 (Bed Registration):

1. Dormitory Move-in Notices:

After confirming the content, check “**I have read and will comply with the regulations.**”

2. Confirm Department / Grade / Class / Student ID / Name are correct.

3. Bed Selection (Very Important – Please read carefully):

- a. First select a **group** (Male: Group M / Female: Group F), then select a **bed**
(Male: Beds 1–4 / Female: Beds 1–6).

- b. Students wishing to share a room must choose the **same group and number** (e.g., Group M1).
 - c. **Roommate Information:**
When selecting a bed, the system will display the remaining number of beds in the room and the student ID numbers of roommates who have already selected beds.
 - d. The selected bed corresponds to the actual dormitory bed assignment; please choose carefully.
 - e. After completing and saving group and bed selection, the information will appear under **“Selected Room Number”** and **“Selected Bed.”** Changes can be made freely during the system open period.
 - f. To avoid future disputes, **all students who are officially admitted must log in to the system to register a bed.**
Those who do not register and do not notify the school by email of withdrawal will have beds assigned by the university.
-

4. Announcement of Dormitory Room and Bed Assignments

Announcement Date:

May 28, Year 115

(Available on the Life Guidance Section website.)

IV. Accommodation Period and Fees

- The accommodation period is **one semester**.
- Dormitory fees are charged according to the dormitory type each semester and are collected together with tuition.
- Actual move-in and move-out dates will be announced separately by the Life Guidance Section in accordance with the university academic calendar.

V. General Application Regulations

1. Application dates and methods are subject to announcements issued by the Life Guidance Section at each stage.

Applications not submitted within the specified period will not be accepted.

2. Eligible students must truthfully complete all required information.

If any false information is discovered, eligibility will be revoked by the Life Guidance Section.

VI. Amendments

If these procedures cannot be implemented due to special circumstances, the Life Guidance Section reserves the right to cancel, extend, modify, or suspend them.

Any matters not covered herein shall be subject to the latest announcements issued by the Section.

VII. Further Information

Please visit:

MCUT Website > Administrative Units > Office of Student Affairs > Life Guidance Section > Student Dormitory Information

VIII. Contact Information for Dormitory Inquiries

- **Men's Dormitory Officer:**

Mr. Tang

Email: tang@mail.mcut.edu.tw

Tel: +886-2-2908-9899 ext. 2312

- **Women's Dormitory Officer:**

Ms. Lin

Email: liw@mail.mcut.edu.tw

Tel: +886-2-2908-9899 ext. 2318