

Ming Chi University of Technology Dormitory Application Guidelines for Sophomore Students

Student Affairs – Guidance Section

April 1, 2026 (R.O.C. Year 115)

I. General Principles

These guidelines outline the dormitory application procedures and off-campus housing options for students entering their sophomore year in the 115 academic year.

II. Eligibility

Students entering their sophomore year in the 115 academic year (currently first-year students).

III. Application Categories, Stages, and Timeline

(1) On-Campus Dormitory Application

Sophomore students (currently first-year students).

Students already admitted to the Dormitory Committee do not need to apply; dormitory rooms will be assigned directly by the university.

(2) On-Campus Dormitory Application Procedure

Applications are submitted online

(please refer to the system operation manual).

1. Phase 1 — Accommodation Registration

System Open: April 8, 115 (2026), 08:00

System Close: April 13, 115 (2026), 11:00

(Applications will not be accepted after the deadline.)

Below are instructions for completing Phase 1 (Accommodation Registration) after logging into the system:

Applicant Information & Contact Details:

Confirm that your student ID and name are correct.

Eligibility Category:

Select one applicable category.

Application Rules:

After confirming the information, check “I agree to abide by the above rules.”

Bulletin Board:

Important dormitory application notices will be displayed here.

Document Upload Section:

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

Application Review:

Applications will be reviewed according to regulations.

2. System Lottery & Lottery Result Inquiry

The system will conduct the lottery on:

April 13, 115 (2026), 12:00

3. Phase 2 — Bed Selection Registration

System Open: April 13, 115 (2026), 13:00

System Close: April 20, 115 (2026), 12:00

Below are instructions for completing Phase 2 (Bed Selection):

Dormitory Check-in Guidelines:

After reviewing the content, check “I have read and will follow the guidelines.”

Confirm Academic Information:

Ensure your department, year, class, student ID, and name are correct.

Bed Selection (Very Important — Please Read Carefully)

a. First choose your group (Male: group M / Female: group F), then select your bed

(Male beds 1–4 / Female beds 1–6).

b. Students who wish to be roommates must select beds within the same group number (e.g., group M1).

c. During selection, the system will display remaining beds and the student IDs of selected roommates.

d. Bed selection corresponds to your future dorm room and bed. Choose carefully.

e. After selecting and saving, your room number and bed number will appear under “Selected Room” and “Selected Bed.” You may change your selection at any time within the system’s open period.

f. To avoid disputes, all admitted students must complete bed selection.

Students who do not select a bed will be regarded as having forfeited their dormitory placement.

4. Dormitory Room & Bed Assignment Announcement

Final assignments will be posted on the Guidance Section website before the start of the 115 academic year in September.

IV. Housing Period

The housing contract covers one academic year.

Dormitory fees are charged each semester (payment schedules will be announced by the Guidance Section).

Actual move-in and move-out dates will be announced separately according to the official school calendar.

V. General Application Regulations

Application dates and instructions follow announcements by the Guidance Section.

Applications submitted late or outside the specified period will not be accepted.

Applicants must provide accurate information.

Any false information will result in disqualification, determined by the Guidance Section.

VI. Special Provisions

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

Any matters not covered here will follow the latest announcements of the Guidance Section.

VII. Additional Information

Details can be found on the MCUT website:

Administrative Units → Office of Student Affairs → Guidance Section →
Dormitory Information

VIII. Contact Information

Male Dormitory (Coordinator):

Mr. Tang — tang@mail.mcut.edu.tw

Tel: 02-2908-9899 ext. 2312

Female Dormitory (Coordinator):

Ms. Lin — liw@mail.mcut.edu.tw

Tel: 02-2908-9899 ext. 2318