

Ming Chi University of Technology Dormitory Application Procedures for 4th-Year Students — Academic Year 115

Student Life Guidance Section • February 4, 115**

1. General Principles

These procedures outline the regulations for 4th-year students in the 115 academic year regarding on-campus dormitory application, returning home accommodation, and independently choosing off-campus housing.

2. Eligibility

Male and female students entering their 4th year in the 115 academic year.

3. Dormitory Application Categories, Stages, and Timeline

(1) Regular On-Campus Dormitory Quota

Male: 264 beds (Dormitory Building 1)

Female: 150 beds (Dormitory Building 6)

(2) Application Procedures: **Online Application System**

Application is completed through the Student Dormitory Online Selection System.

Login Path:

Ming Chi University Campus Portal → Student Information System → System Management → Student Dormitory Online Selection System

Stage 1 — Dormitory Registration

Open from 08:00 on February 4, 115 to 17:00 on February 24, 115.

(Late applications will not be accepted)

Below are instructions for Stage 1 (after logging into the system):

(1) Applicant Information

Confirm student ID number and name are correct.

(2) Eligibility Category

Seven selectable categories (Category 7 requires entering registered residence):

Low-income or lower-middle-income households; children of active-duty military personnel

Students with disability certification or Guidance and Counselling Committee verification

Students who served as student council members, dormitory committee members, or held positions in Lizhe College or Huixin College during their 2nd year

Indigenous students

International students

Students whose household registration was established before January 31, 114 in:

Hsinchu and areas south of it (inclusive), Yilan, Hualien, Taitung, and offshore islands

Others (lottery order arranged by administrative office location via Google Maps walking distance)

A detailed ranked list of administrative regions (1–44) is provided (same order as original).

(3) Agreement

After confirming all information, tick “I agree to comply with the above content.”

(4) Bulletin Board

Displays important dormitory application announcements.

(5) Uploading Required Documents (IMPORTANT)

a. Household Registration Transcript

Required for: Category 6 and Category 7

File format: PDF

Transcript must show remarks and proof of residence registration before January 31, 114.

Must be issued after November 1, 114.

Old-style household registration books, unclear photos, or transcripts older than 3 months will not be accepted.

b. Additional Document 1

Required for: Category 1–5

File format: PDF

Required documents per category:

Category 1:

Low-income or lower-middle-income certificate issued in the current year

Children of active-duty military: parent's employment certificate + new household registration book or full household transcript (with remarks)

Category 2: Disability certificate or relevant documents

Category 3: Proof of holding positions in student organizations or colleges

Category 4: Indigenous identity proof (e.g., ID card front and back)

Category 5: Proof for international students (e.g., passport copy)

c. Additional Document 2

Required for: Category 1–7

File format: PDF

Upload the completed Dormitory Application Affidavit for Academic Year 115 (Attachment 3)

(6) Save Data

After confirming correct uploads (Select file → Upload), remember to click Save.

(7) Review Process

The school will review all submissions.

Students whose documents fail review must correct and re-upload them.

Approved applicants wait for the lottery results.

Lottery Process & Results

System lottery: March 5, 115 at 12:00

Results available: March 5, 115 at 13:00

Stage 2 — Bed Selection

Open from March 6, 115 at 08:00 to March 19, 115 at 17:00

Only students who are selected (正取) may enter the system.

Stage 2 instructions:

(1) Dormitory Regulations

Read and tick “I understand and will comply with the regulations.”

(2) Confirm Personal Information

Department / Year / Class / Student ID / Name

(3) Bed Selection (IMPORTANT)

- a. Select group first (Male: M / Female: F), then select bed (Male beds 1–4; Female beds 1–6)
- b. Students wishing to room together must select the same group number (e.g., group M1)
- c. Remaining beds and selected roommates’ student IDs will be displayed
- d. Bed choice corresponds to actual future bed assignment

e. After saving, selections appear under “Selected Room Number” and “Selected Bed”

Changes allowed during system opening period

f. Students who do not select a bed are considered to have forfeited their dormitory placement

Dormitory Room Assignment Announcement

Published on the Student Life Guidance Section website before the start of the semester in September, 115.

Room Waiting List Application

Processed gradually after school begins in September 115.

4. Duration of Stay

Accommodation lasts one academic year.

Dormitory fees are collected per semester together with tuition.

Actual move-in and move-out dates will be announced separately.

5. Lottery Priority Order

(All 4th-year students may apply; priority is determined by category)

Low-income & lower-middle-income households; children of active-duty military

Students with disability certification

Students who held student leadership positions in 2nd year

Indigenous students

International students

Students registered before Jan 31, 114 in Hsinchu or areas south, Yilan, Hualien, Taitung, offshore islands

Others (Category 7): lottery based on ranked administrative district list via Google Maps walking distance

False documents result in disqualification.

Students must read all regulations carefully; violations may result in penalties including expulsion from dormitory.

(District priority list identical to the one provided in Chinese.)

6. General Rules

Application dates and methods follow announcements from the Student Life Guidance Section. Late applications are not accepted.

If the number of applicants exceeds the available beds, the lottery method will be used.

All information must be accurate; false information leads to loss of eligibility.

7. Amendments

If the procedures cannot be executed due to special circumstances, the office may cancel, extend, modify, or suspend the process. The latest announcements prevail.

8. Further Information

Ming Chi University Website → Administrative Units → Office of Student Affairs → Student Life Guidance Section → Dormitory Information

9. Contact Information

Male Dormitory Officer: Mr. Tang

Email: tang@mail.mcut.edu.tw / Tel: 02-29089899 ext. 2312

Female Dormitory Officer: Ms. Lin

Email: liw@mail.mcut.edu.tw / Tel: 02-29089899 ext. 2318