國立政治大學國際學生會館住宿申請操作手冊

NCCU iHouse Students' Area Housing Application Guide



NCCU OIC | Office of International Cooperation
國立政治大學國際合作事務處

目錄
Contents

申請方式 Application Method	在校生 Current Students	01-07
申請方式 Application Method	新生 New Students	08-09
申請狀態及結果 Application Status & Result	在校生 Current Students	10-17
申請狀態及結果 Application Status & Result	新生 New Students	18-24
住宿確認 Housing Confirmation	正取生 Selected Students	25-33
住宿確認 Housing Confirmation	備取生 Waitlised Students	34
常見問題 Freqnuently Asked Questions	申請人 All Applicants	35-44

住宿申請方式
Housing Application

在校生
Current Students

一、至國際學生會館網站(https://ihouse.nccu.edu.tw/)。
Visit NCCU-iHouse Students' Area Website.



住宿申請方式
Housing Application

在校生
Current Students

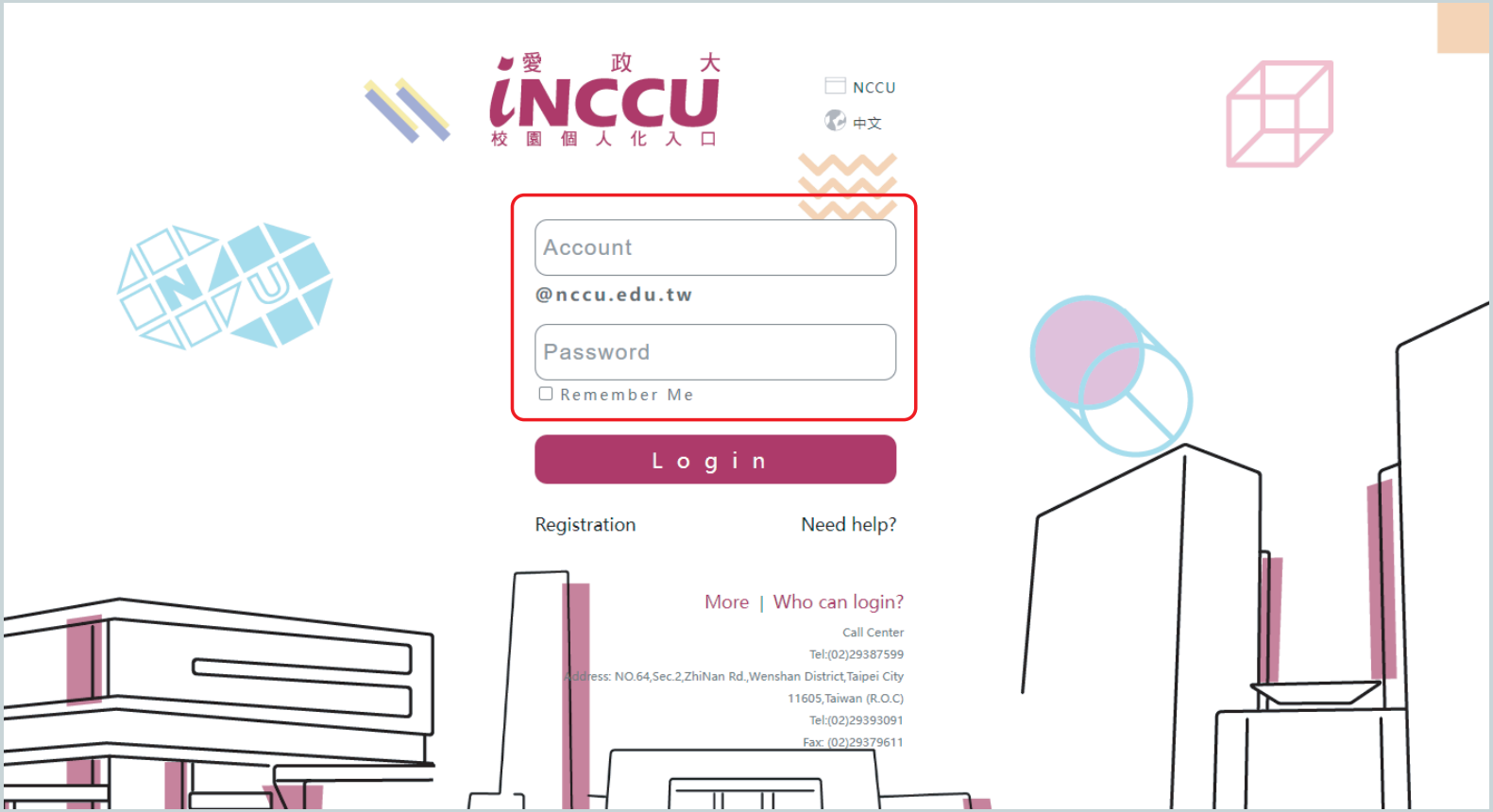
二、點選右上角的「LOGIN」。
Click “LOGIN” at the top right corner.



住宿申請方式
Housing Application

在校生
Current Students

三、登入iNCCU帳號。
Enter your iNCCU account and login.



住宿申請方式
Housing Application

在校生
Current Students

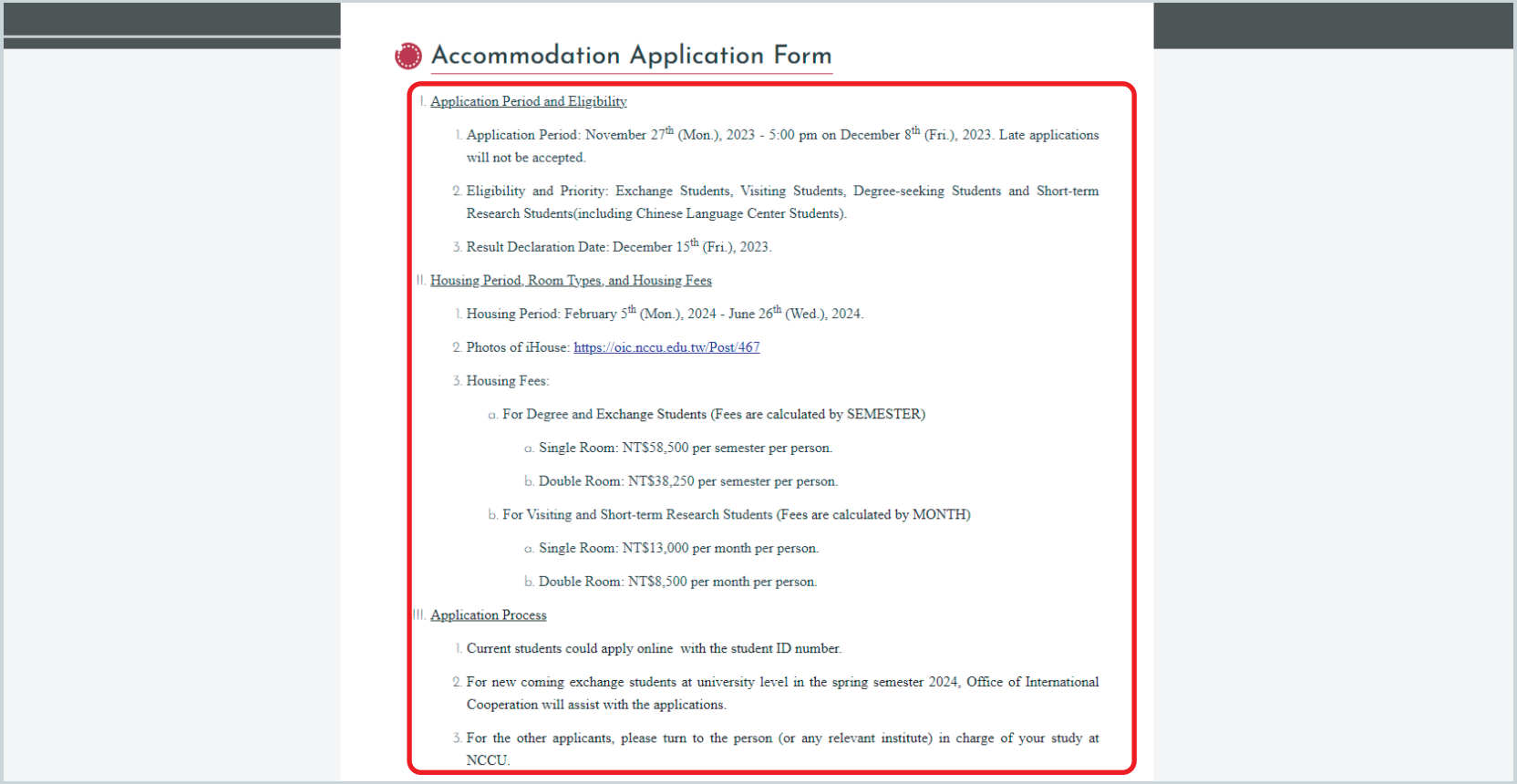
四、回到首頁後，點選「APPLICATION FORM」。
After returning to the homepage, click “APPLICATION FORM”.



住宿申請方式
Housing Application

在校生
Current Students

五、進入住宿申請表後，請先詳閱住宿申請須知。
After accessing to the application form, please read the notice carefully.



Accommodation Application Form

I. Application Period and Eligibility

1. Application Period: November 27th (Mon.), 2023 - 5:00 pm on December 8th (Fri.), 2023. Late applications will not be accepted.
2. Eligibility and Priority: Exchange Students, Visiting Students, Degree-seeking Students and Short-term Research Students(including Chinese Language Center Students).
3. Result Declaration Date: December 15th (Fri.), 2023.

II. Housing Period, Room Types, and Housing Fees

1. Housing Period: February 5th (Mon.), 2024 - June 26th (Wed.), 2024.
2. Photos of iHouse: https://oic.nccu.edu.tw/Post/467
3. Housing Fees:
   a. For Degree and Exchange Students (Fees are calculated by SEMESTER)
      a. Single Room: NT$58,500 per semester per person.
      b. Double Room: NT$38,250 per semester per person.
   b. For Visiting and Short-term Research Students (Fees are calculated by MONTH)
      a. Single Room: NT$13,000 per month per person.
      b. Double Room: NT$8,500 per month per person.

III. Application Process

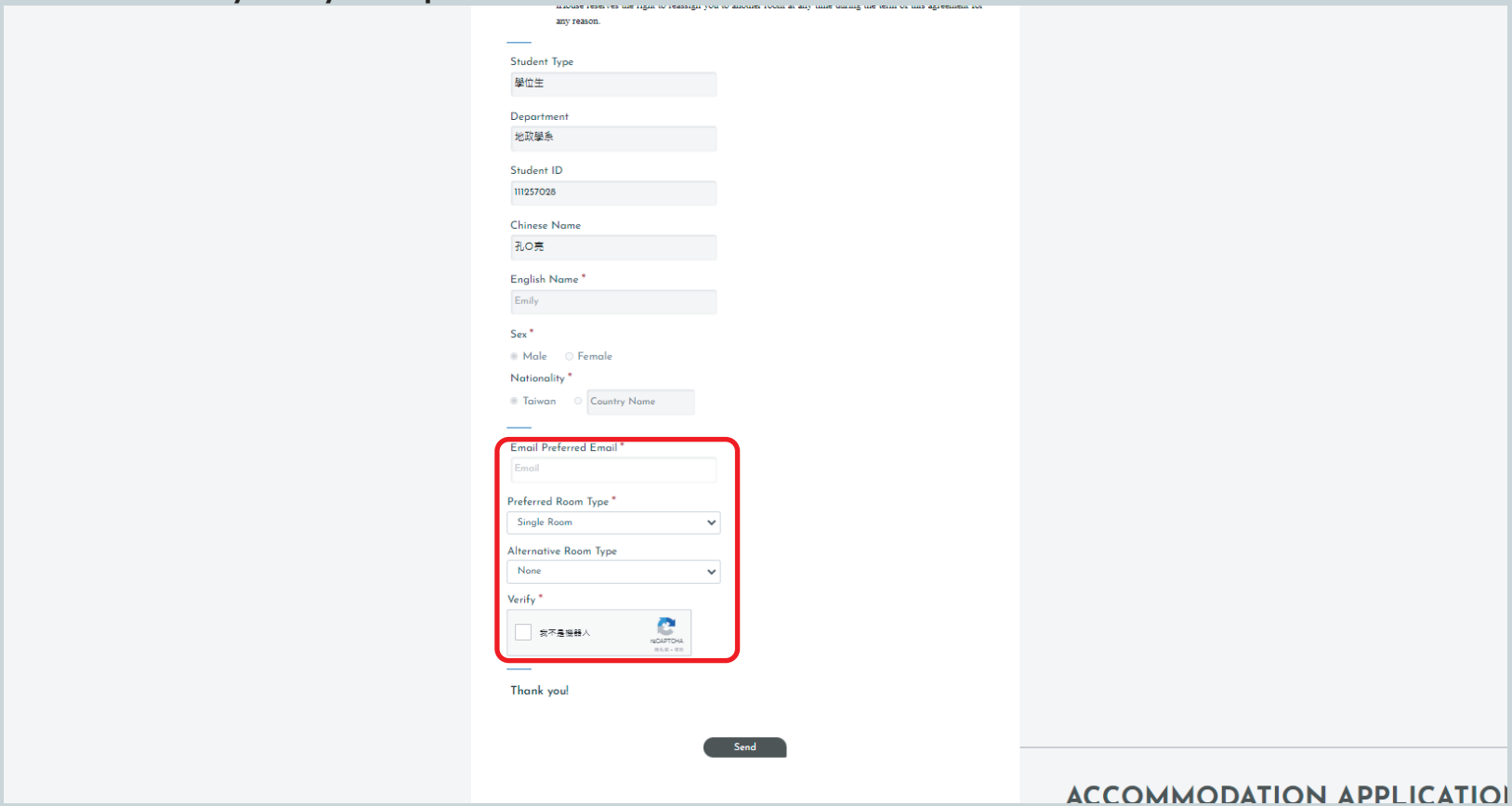
1. Current students could apply online with the student ID number.
2. For new coming exchange students at university level in the spring semester 2024, Office of International Cooperation will assist with the applications.
3. For the other applicants, please turn to the person (or any relevant institute) in charge of your study at NCCU.

住宿申請方式
Housing Application

在校生
Current Students

六、下拉填寫您的電子信箱以及選擇住宿房型，並檢查個人資訊是否正確。

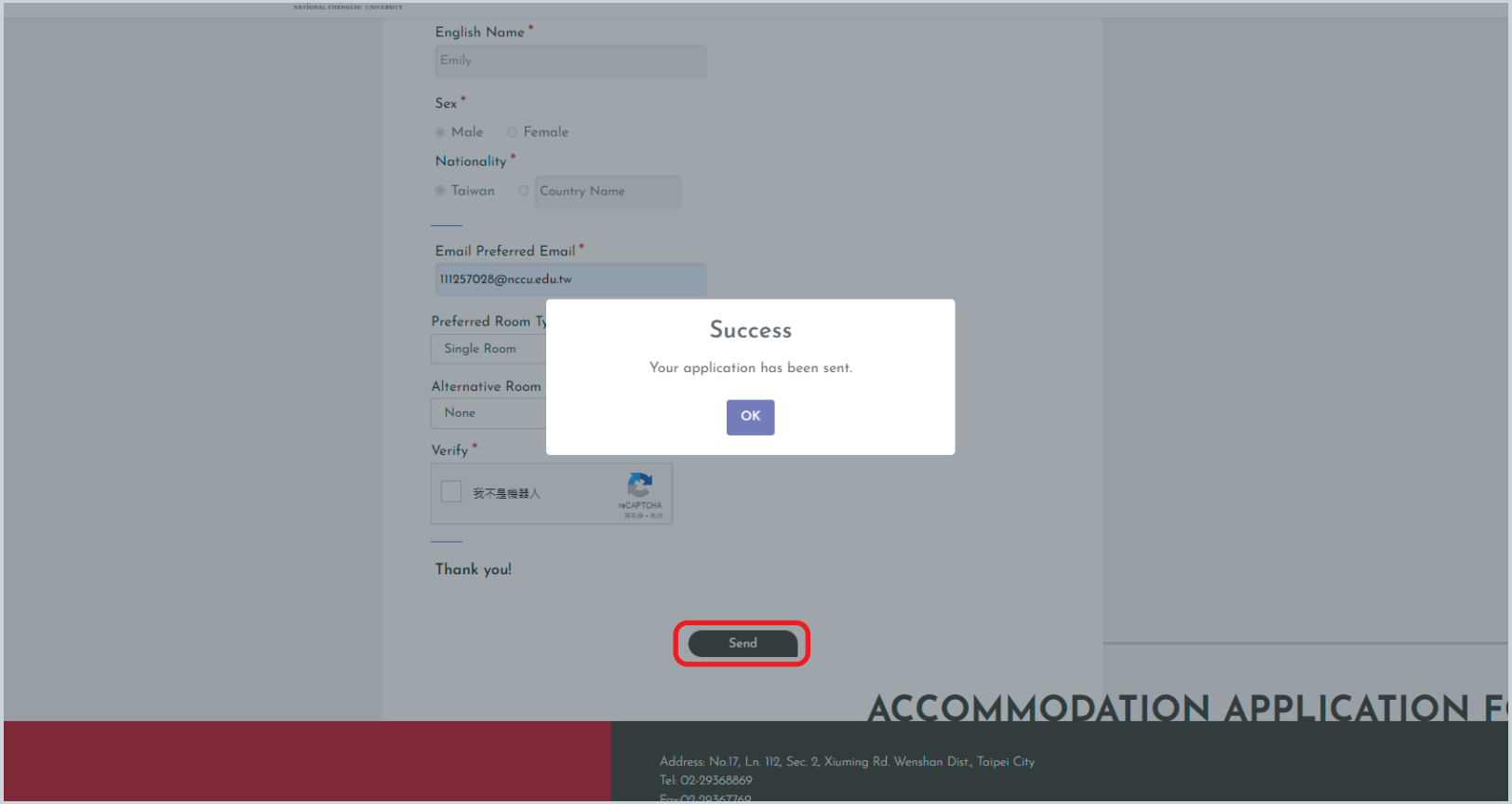
Scroll down to enter your email address and select your preferred room type. Also check the accuracy of your personal information.



住宿申請方式
Housing Application

在校生
Current Students

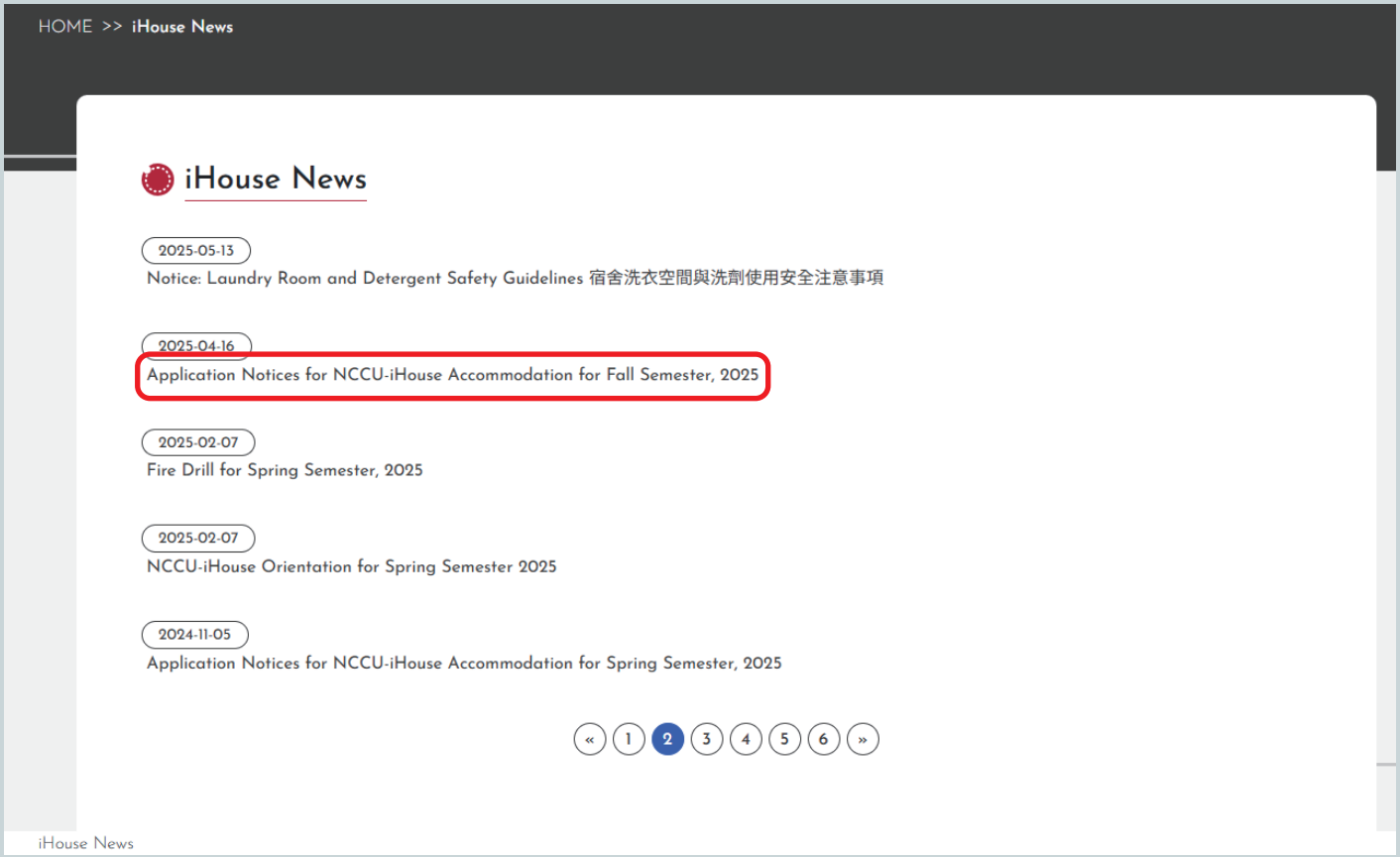
七、點選「Send」，送出您的住宿申請。
Click “Send” to submit your applcation.



住宿申請方式
Housing Application

新生
New Students

一、依照當期公告方式申請。
Apply according to the procedure announced for the current term.



住宿申請方式
Housing Application

新生
New Students

二、不論申請方式爲何，申請前須詳閱住宿申請須知。

No matter what the procedure is, it is suggested that you read the notice carefully before submitting your application.

- 申請結果公告時間：**114年5月26日（一）**，請至國合處及NCCU-iHouse官網公告欄查詢。
- Please visit the OIC and the NCCU-iHouse website on **May 26 (Mon.), 2025** for the application result.
- 重要事項
- Important Notice
  - 申請人若同時獲准入住校內宿舍及NCCU-iHouse，僅可擇一入住。
  - If applications for NCCU-iHouse and campus dorm are both approved, applicants can only choose one to stay.
  - NCCU-iHouse保留調整住宿生床位的權利，住宿生務必配合NCCU-iHouse住宿安排。
  - NCCU-iHouse reserves the right to reassign you to another room at any time during the term of this agreement for any reason.
- 詳細資料請參考附件，如有疑問請洽本案聯絡人藍小姐 (email: tzushu@g.nccu.edu.tw；分機：62503)。
- For more information, please see the attachments or contact Sue (email: tzushu@g.nccu.edu.tw; tel: +886-2-2939-3091 ext.62503).
  - 如有系統操作問題，來信時請務必提供螢幕截圖。
  - If you encounter any system operation issues, please make sure to attach a screenshot in your email.

附件下載

ATT1 114-1住宿申請須知.pdf

ATT2 Guidelines for NCCU-iHouse Application for Fall Semester, 2025.pdf

ATT3 Application Instruction for NCCU-iHouse Students' Area.pdf

住宿申請狀態及結果
Housing Application Status and Result

因床位有限，申請不代表錄取。您的申請結果係由抽籤決定，申請結果有三：正取、備取及未錄取。
As spots are limited, submitting an application does not guarantee accommodation. Results will be decided by lottery: selected, waitlisted, or not selected.

所有申請人都可透過以下方式確認住宿申請結果：
All applicants can check their accommodation application results through the following methods:

一、住宿申請結果通知信件。
Notification email of the application result.
二、網頁公告(爲維護隱私，公告名單隱碼處理)。
Website announcement (names are partially masked to protect privacy).
三、網頁查詢。
Online inquiry on the website.

以下將說明網頁查詢申請結果方式。
The following explains how to check your application result on the website.

住宿申請狀態及結果
Housing Application Status and Result

在校生
Current Students

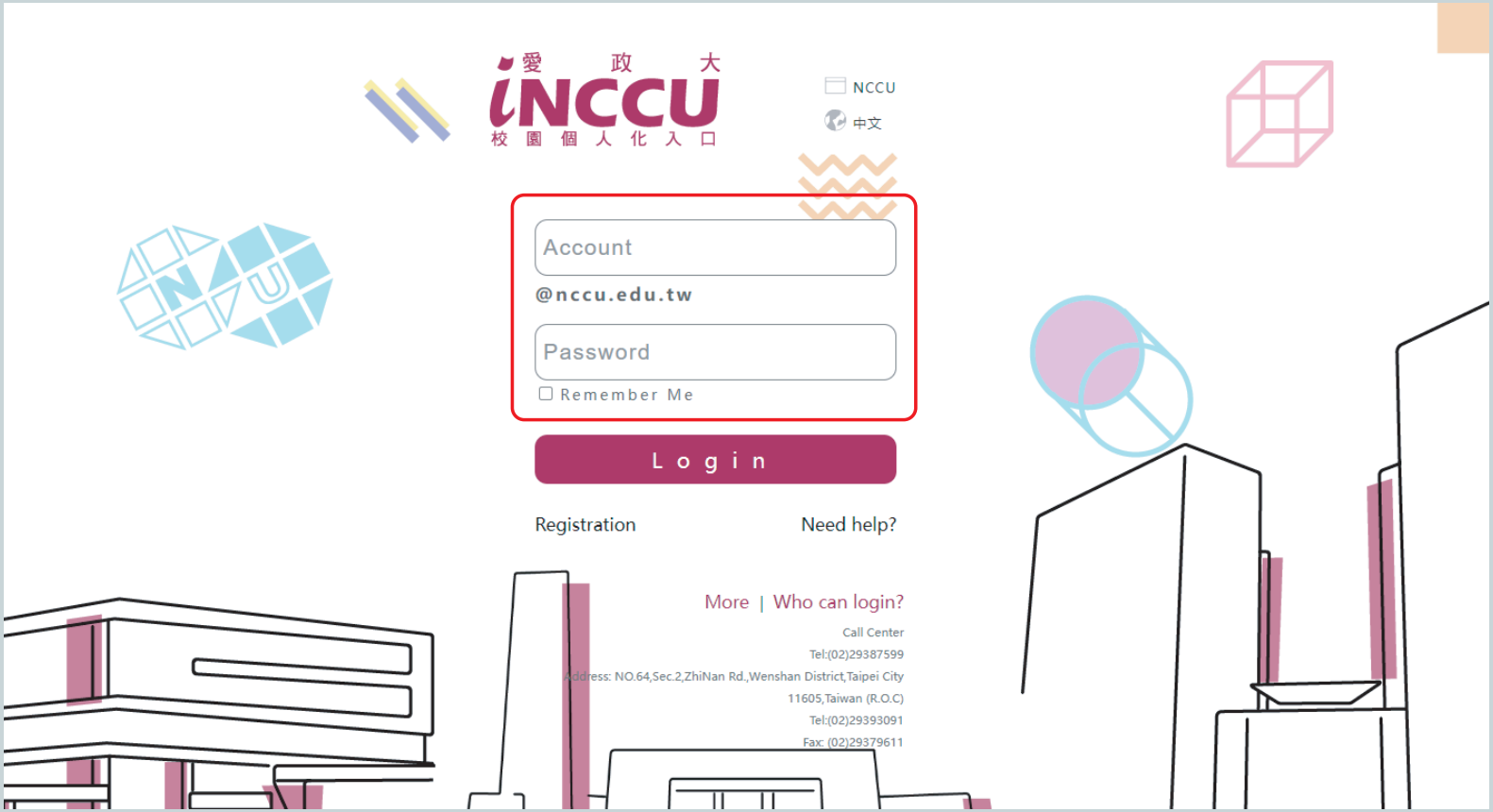
一、點選右上角的「LOGIN」。
Click “LOGIN” at the top right corner.



住宿申請狀態及結果
Housing Application Status and Result

在校生
Current Students

二、登入iNCCU帳號。
Enter your iNCCU account and login.



住宿申請狀態及結果
Housing Application Status and Result

在校生
Current Students

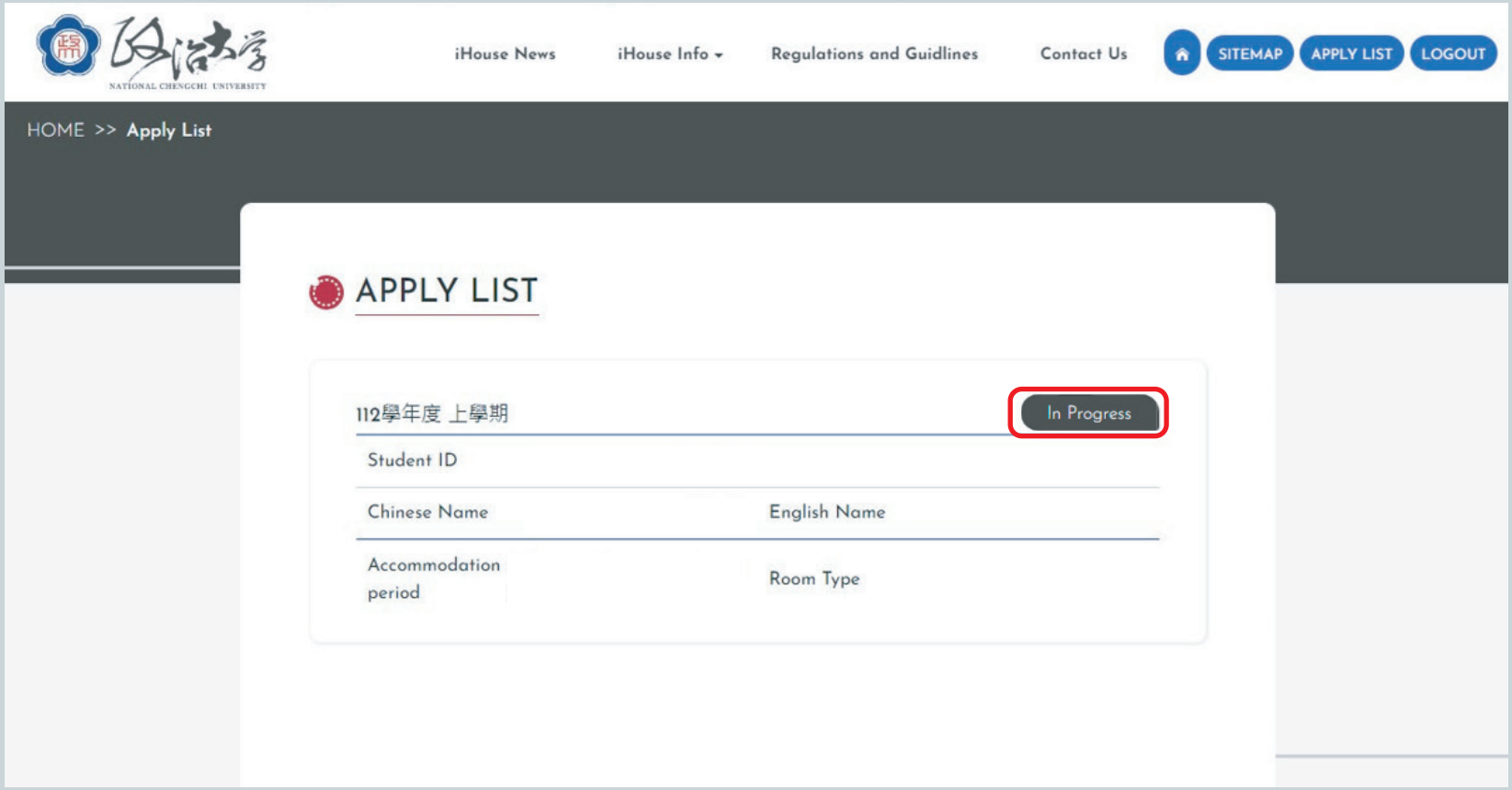
三、回到首頁後，點選「APPLY LIST」。
After returning to the homepage, click “APPLY LIST”.



住宿申請狀態及結果
Housing Application Status and Result

在校生
Current Students

四、若右上角顯示「In Progress」，表示仍在申請階段。
"In Progress" displayed at the top right means the application is still in process.

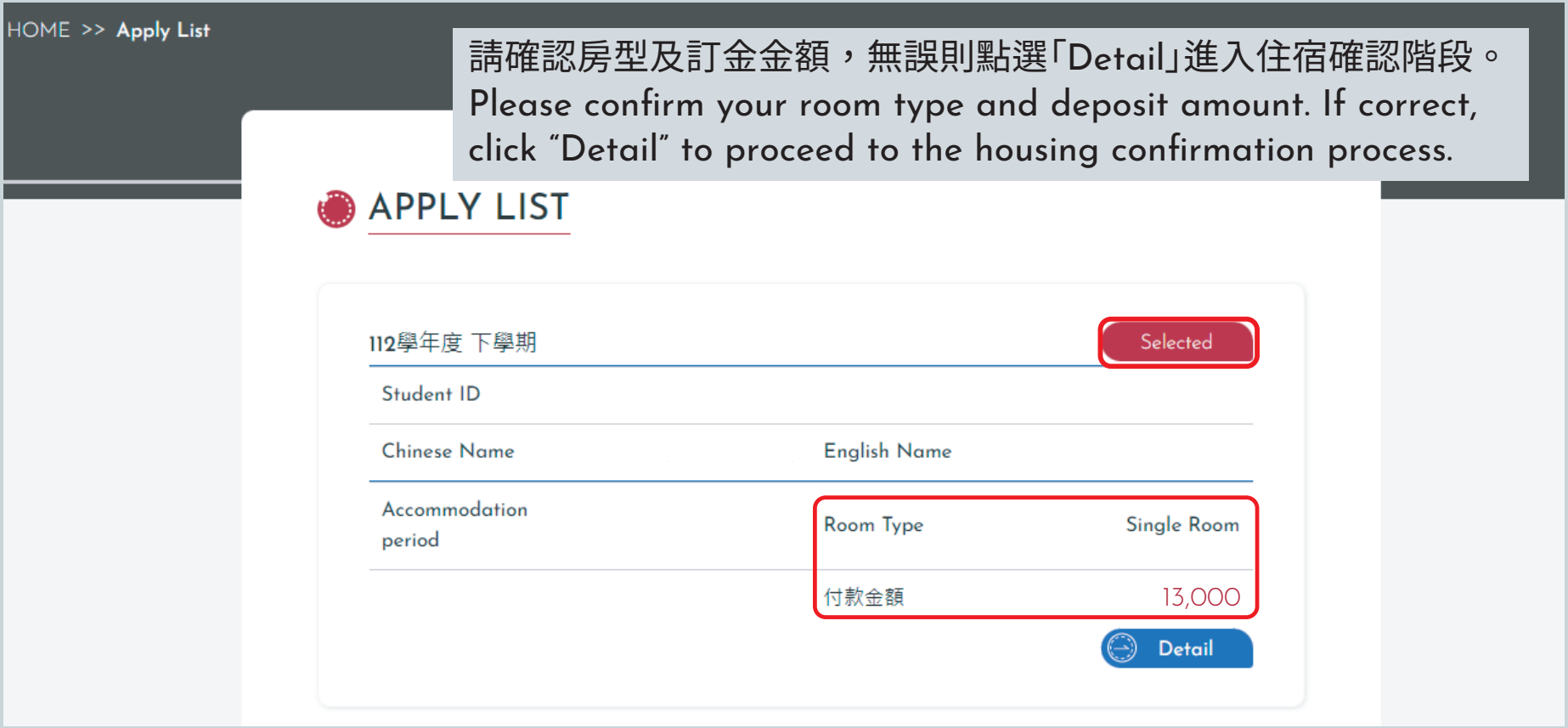


住宿申請狀態及結果
Housing Application Status and Result

在校生
Current Students

五-1、申請結果公告後，右上角顯示申請結果：正取、備取及未錄取。

Once the results are announced, the top right will show: selected, waitlisted, or not selected.

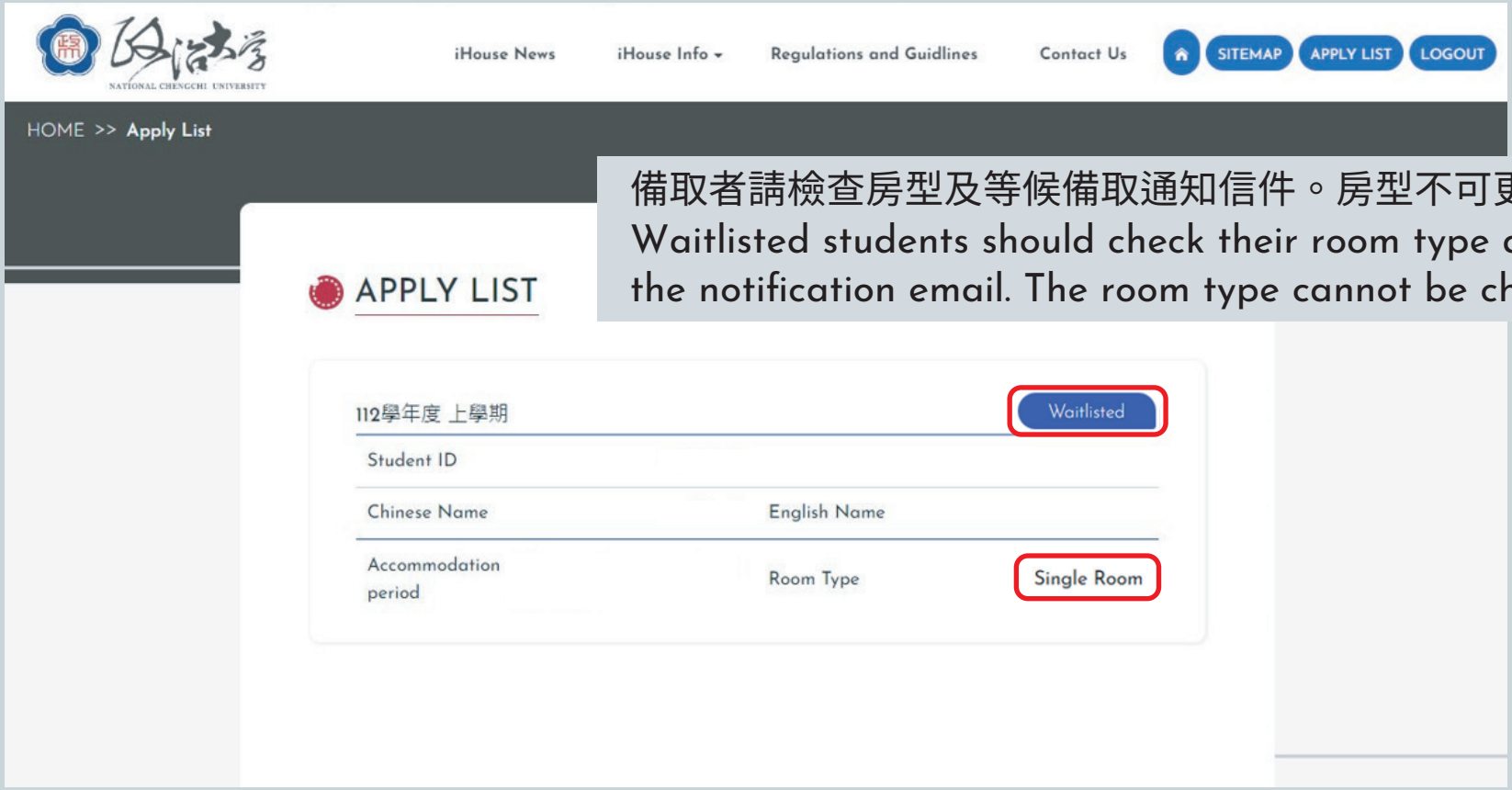


住宿申請狀態及結果
Housing Application Status and Result

在校生
Current Students

五-2、申請結果公告後，右上角顯示申請結果：正取、備取及未錄取。

Once the results are announced, the top right will show: selected, waitlisted, or not selected.



備取者請檢查房型及等候備取通知信件。房型不可更改。

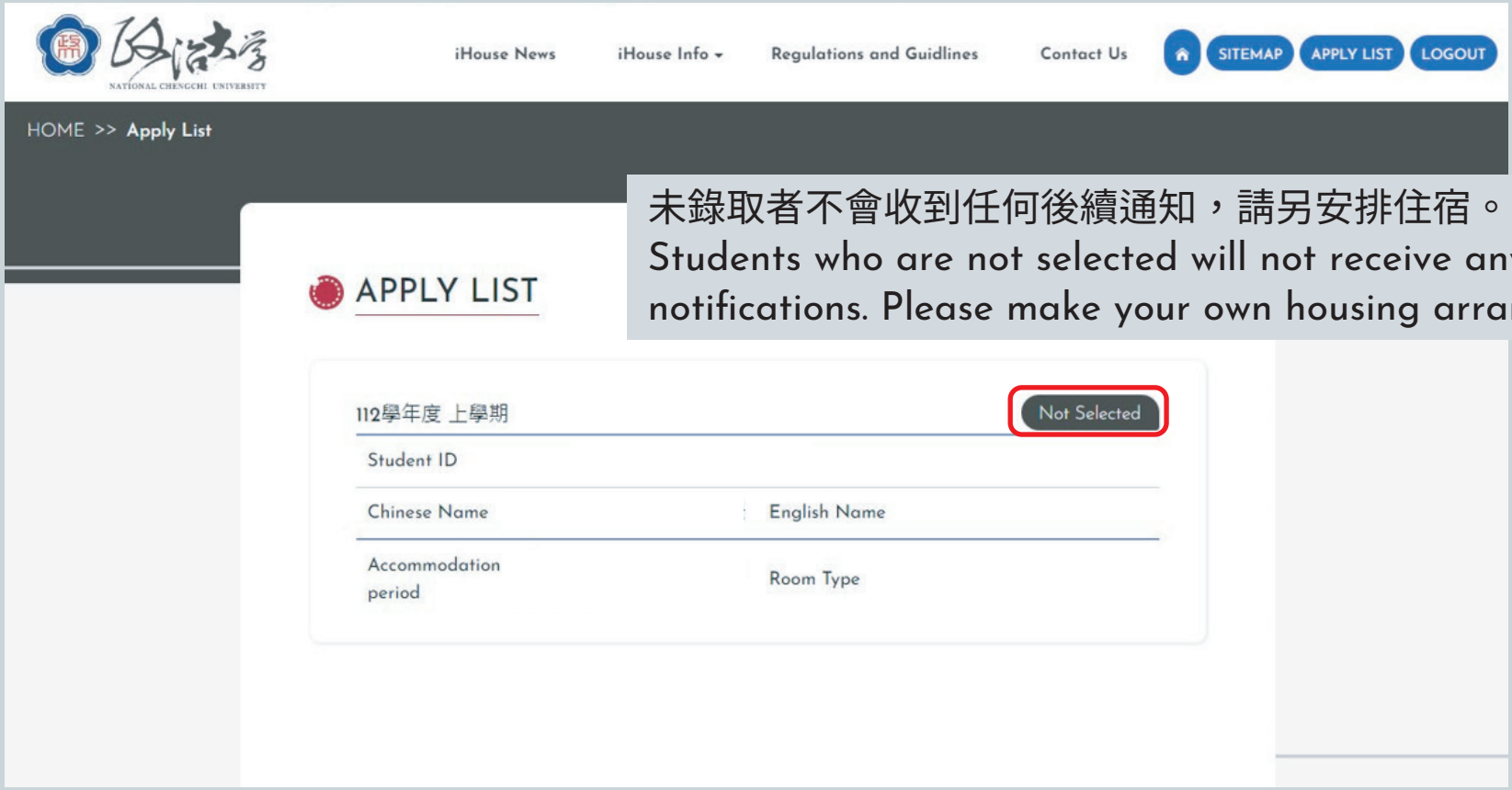
Waitlisted students should check their room type and wait for the notification email. The room type cannot be changed.

住宿申請狀態及結果
Housing Application Status and Result

在校生
Current Students

五-3、申請結果公告後，右上角顯示申請結果：正取、備取及未錄取。

Once the results are announced, the top right will show: selected, waitlisted, or not selected.



未錄取者不會收到任何後續通知，請另安排住宿。

Students who are not selected will not receive any further notifications. Please make your own housing arrangements.

住宿申請狀態及結果
Housing Application Status and Result

新生
New Students

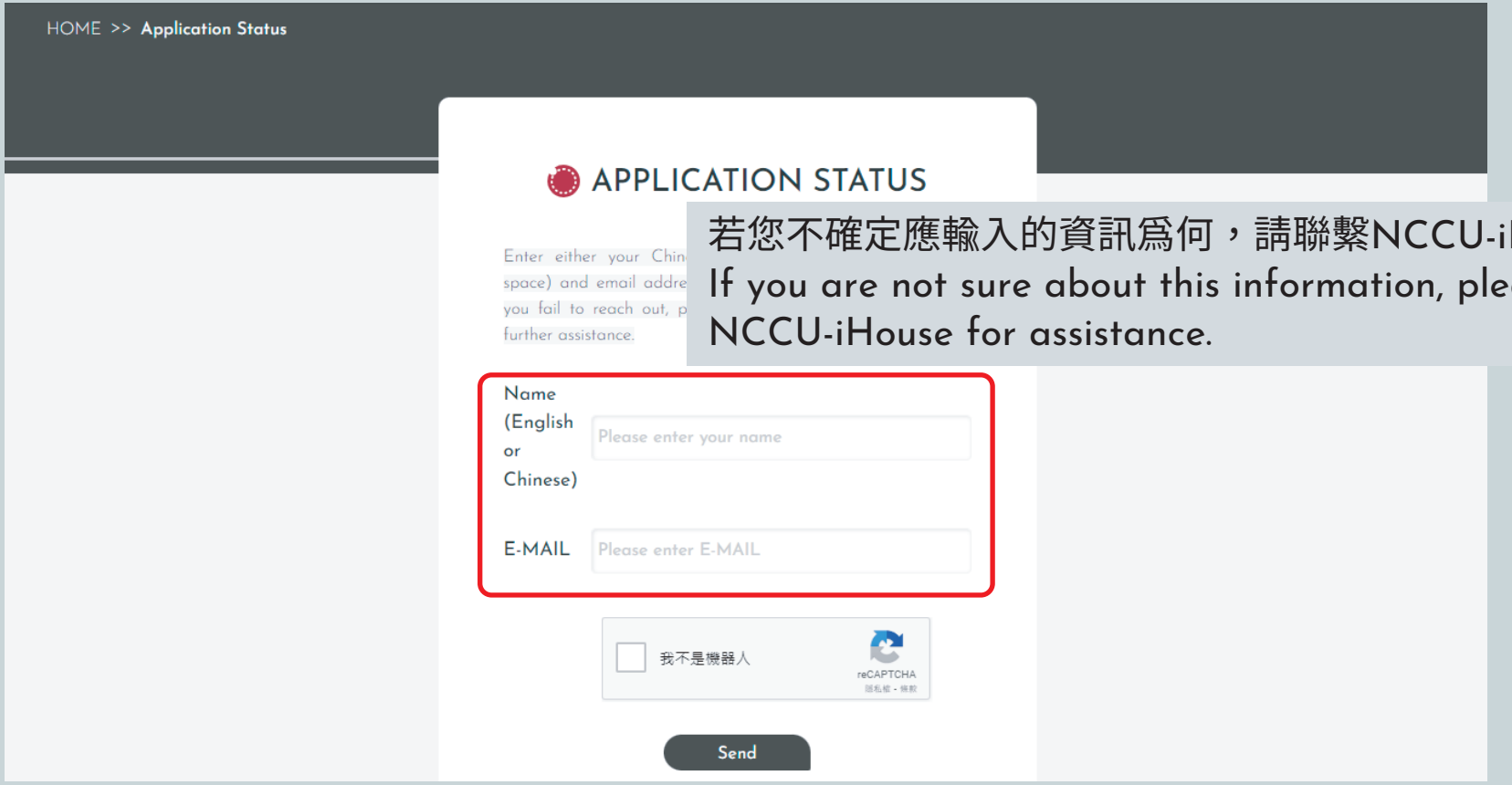
一、至首頁點選「APPLICATION STATUS」。
Visit the homepage and click “APPLICATION STATUS”.



住宿申請狀態及結果
Housing Application Status and Result

新生
New Students

二、輸入您的姓名(中英文皆可)及電子信箱，完成下方驗證後，點選「Send」。
Enter your name (in Chinese or English) and email address. Complete the verification below and click “Send.”



若您不確定應輸入的資訊爲何，請聯繫NCCU-iHouse。
If you are not sure about this information, please contact NCCU-iHouse for assistance.

住宿申請狀態及結果
Housing Application Status and Result

新生
New Students

三、此視窗表示您輸入的姓名或電子信箱有誤，請重試一次。
This window indicates that the name or email address you entered is incorrect. Please try again.

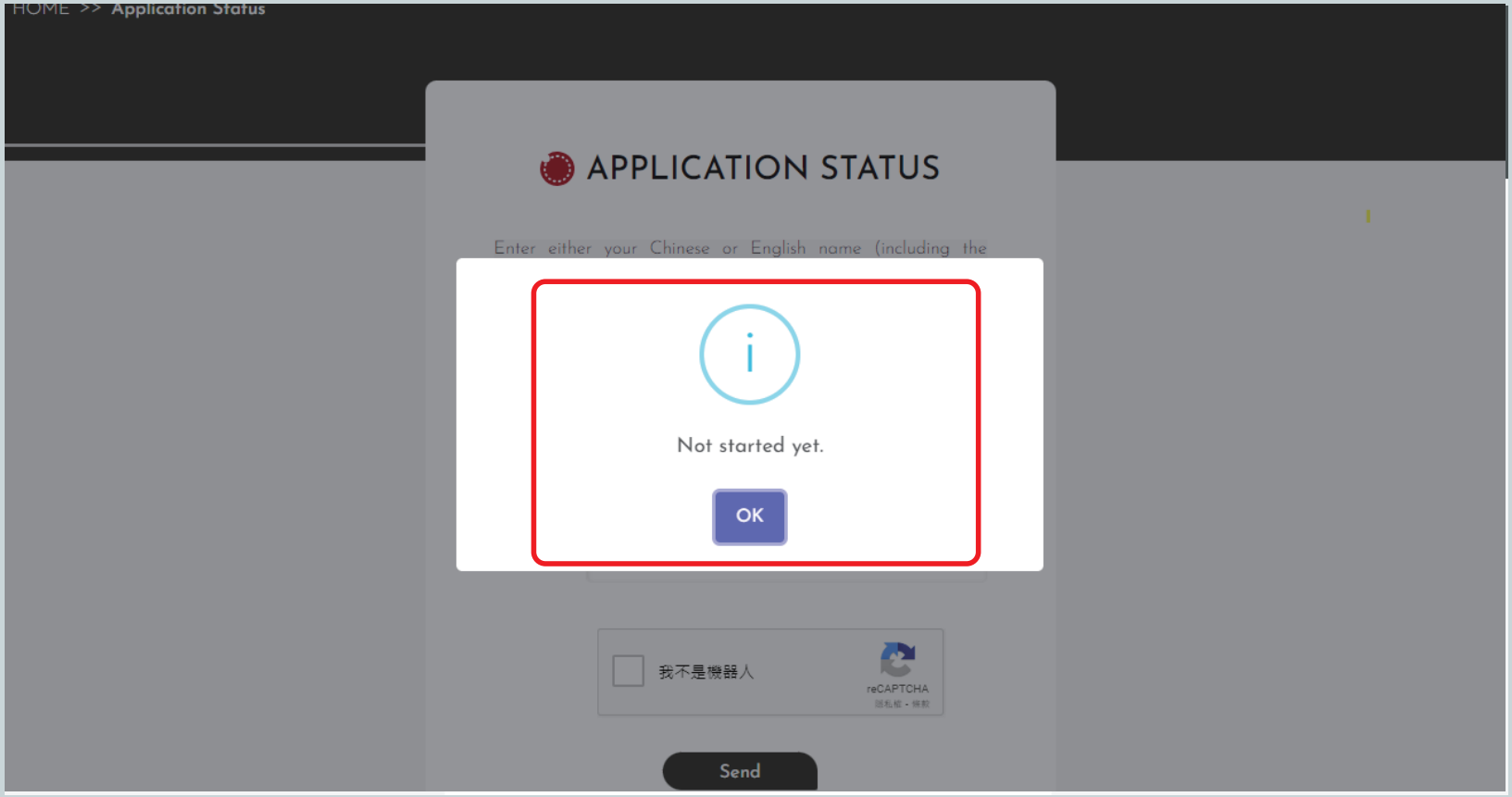


若我們未收到您的申請，您輸入任何資料也是顯示此畫面。
If we have not received your application, this page will appear regardless of the information you enter.

住宿申請狀態及結果
Housing Application Status and Result

新生
New Students

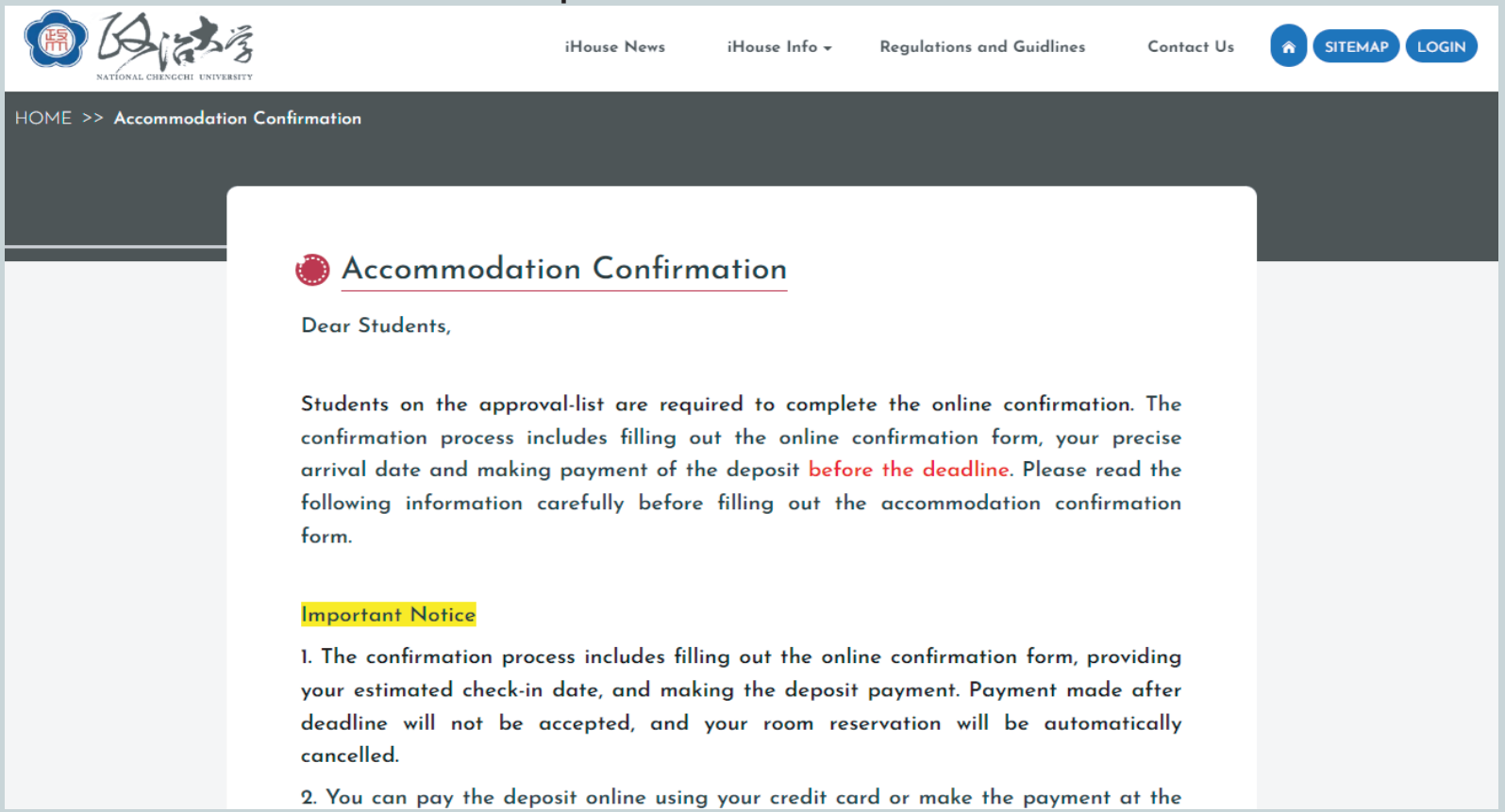
四、此視窗表示仍在申請階段，但我們已收到您的申請。
This window indicates that your application is still in process, but we have received it.



住宿申請狀態及結果
Housing Application Status and Result

新生
New Students

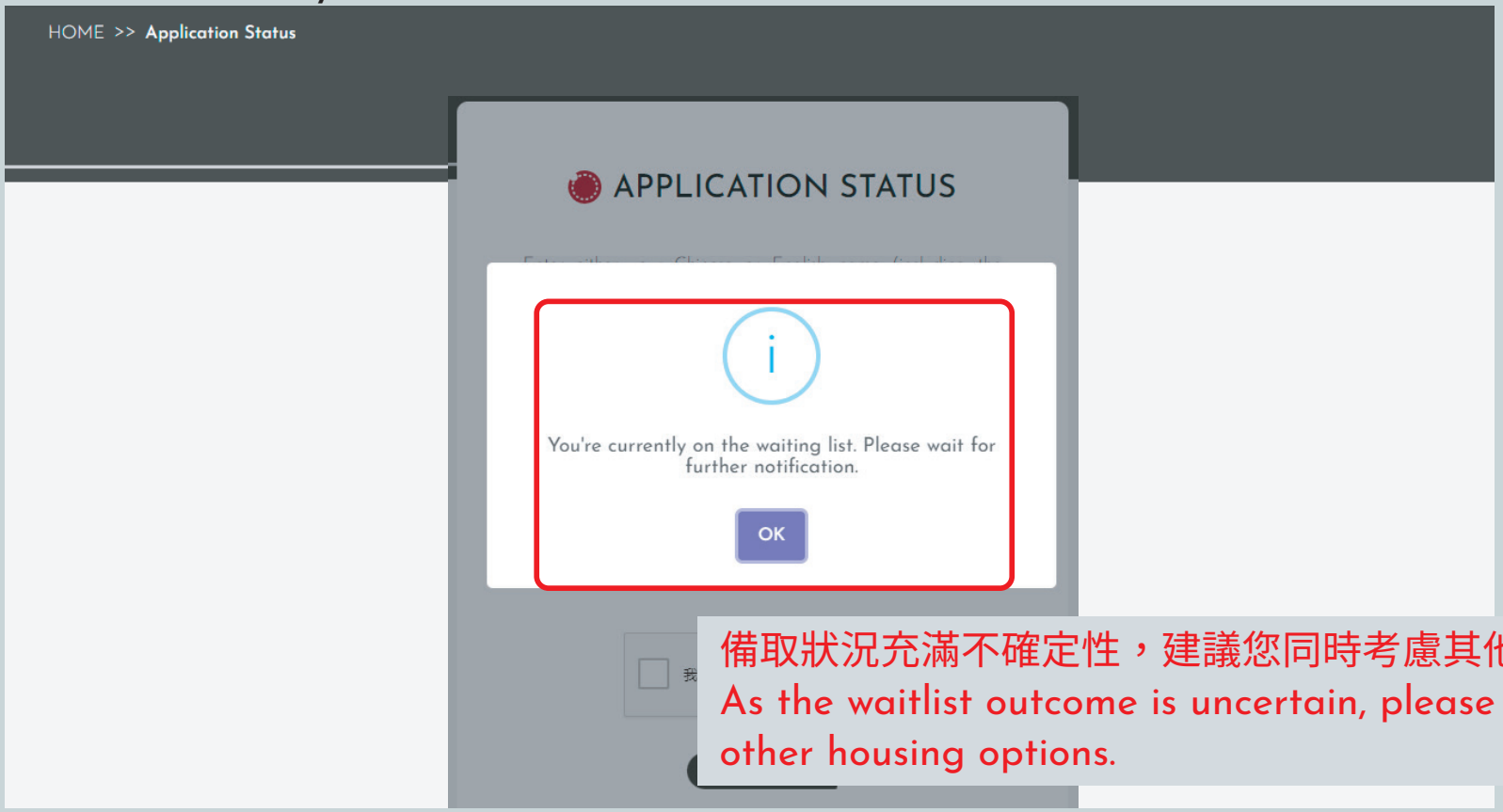
五-1、正取者將進入住宿確認頁面，詳細操作請參考下一章節。
Students who are admitted will be directed to the housing confirmation page. For detailed instructions, please refer to the next section.



住宿申請狀態及結果
Housing Application Status and Result

新生
New Students

五-2、此視窗表示申請狀態爲備取，備取信件寄出時間將公告於網站。
This window indicates that your application status is "waitlisted." The notification email delivery time will be announced on the website.



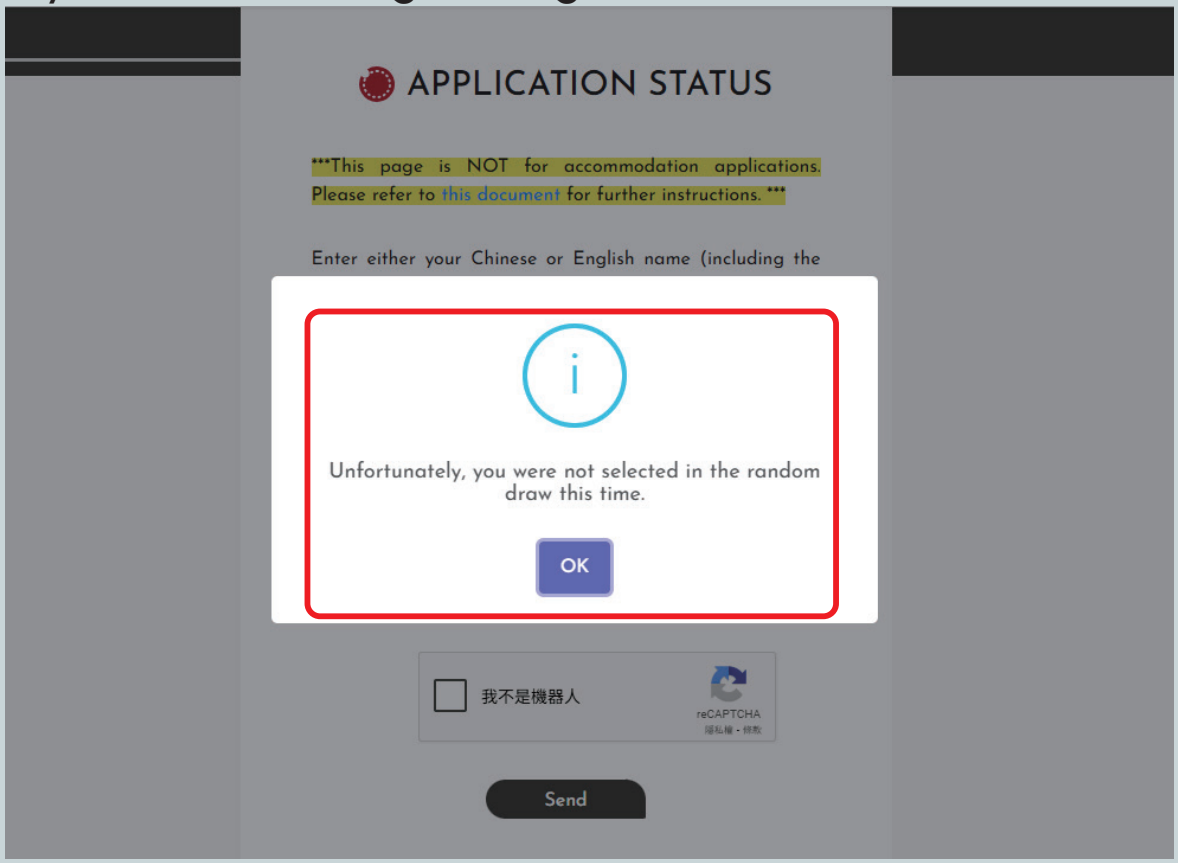
備取狀況充滿不確定性，建議您同時考慮其他住宿選項。
As the waitlist outcome is uncertain, please also consider other housing options.

住宿申請狀態及結果
Housing Application Status and Result

新生
New Students

五-3、此視窗表示申請狀態爲未錄取，請另安排住宿事宜。

This window indicates that your application status is “not selected.” Please make your own housing arrangements.



住宿確認
Housing Confirmation

正取者須在規定時間內完成住宿確認流程，方可保留床位。
Selected students must complete housing confirmation process by the deadline to secure their spot.

住宿確認流程包含填寫線上**住宿確認表單**以及**支付訂金**。
The housing confirmation process includes **filling out the online confirmation form** and **paying the deposit**.

未於期限內完成者，不予保留床位，該床位釋出於候補者。請自行安排住宿。
Failure to do so will result in forfeiture of your spot, which will then be released to a student on the waiting list. Please make your own housing arrangements.

請留意，訂金繳交後，一概不退還。
Please note that the deposit is non-refundable once the confirmation process is completed.

以下將說明住宿確認流程。
The following explains the housing comfirmation process.

住宿確認
Housing Confirmation

正取生
Selected Students

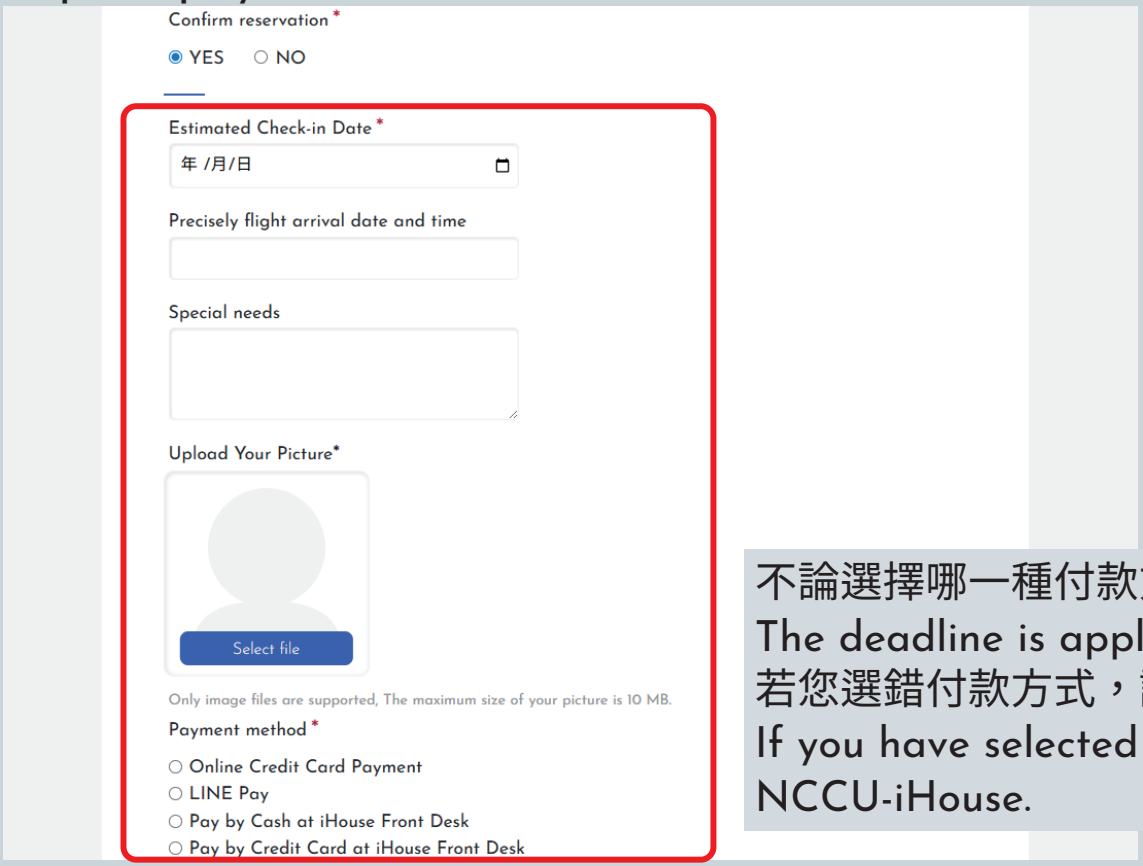
一、確認頁面下拉查閱各項資訊。若確認住宿，於「Confirm reservation」選「YES」。
Scroll down the confirmation page to review all information. To confirm your housing at NCCU-iHouse, select "YES" under "Confirm reservation".



住宿確認
Housing Confirmation

正取生
Selected Students

二、請填寫您的預計入住日、上傳照片以及選擇訂金付款方式。
Please fill in your estimated check-in date, upload your picture and select the deposit payment method.



不論選擇哪一種付款方式，付款期限都是一樣的。
The deadline is applicable to these four payment methods.
若您選錯付款方式，請聯絡NCCU-iHouse。
If you have selected the wrong one, please contact NCCU-iHouse.

住宿確認
Housing Confirmation

正取生
Selected Students

三-1、線上刷卡者，會跳轉至付款頁面。付款金額爲訂金。剩餘宿費將在入住時收取。

Selecting online credit card payment will redirect you to the payment page. This is the deposit; the remaining balance will be collected at check-in.



住宿確認
Housing Confirmation

正取生
Selected Students

三-2、選擇Line Pay後會顯示QR code。請掃描支付訂金。剩餘宿費將在入住時收取。
Selecting Line Pay will display a QR code. Please scan it to pay the deposit; the remaining balance will be collected at check-in.



住宿確認
Housing Confirmation

正取生
Selected Students

三-3、選擇臨櫃付現或刷卡者，都須在付款期限前自行至NCCU-iHouse櫃台繳費。
Selecting online credit card payment will redirect you to the payment page. This is the deposit; the remaining balance will be collected at check-in.





若您無法於付款期限前抵達NCCU-iHouse，我們建議您選擇線上刷卡支付訂金。
If you are unable to arrive at NCCU-iHouse before the payment deadline, we recommend choosing online credit card payment to pay the deposit.

住宿確認
Housing Confirmation

正取生
Selected Students

四、成功付款後，「Payment Status」欄位會顯示「Already paid」，您已完成住宿確認。
After successfully paying the deposit, the "Payment Status" will show "Already paid," indicating that you have completed the housing confirmation.

Assigned room type
Single Room

Deposit NT$ 13,000

Confirmation deadline (UTC+8)
00:00 09/20/2025

Accommodation period
August 22, 2025 to December 29, 2025

Payment Status
Already paid.

Confirm reservation *
YES



住宿確認
Housing Confirmation

正取生
Selected Students

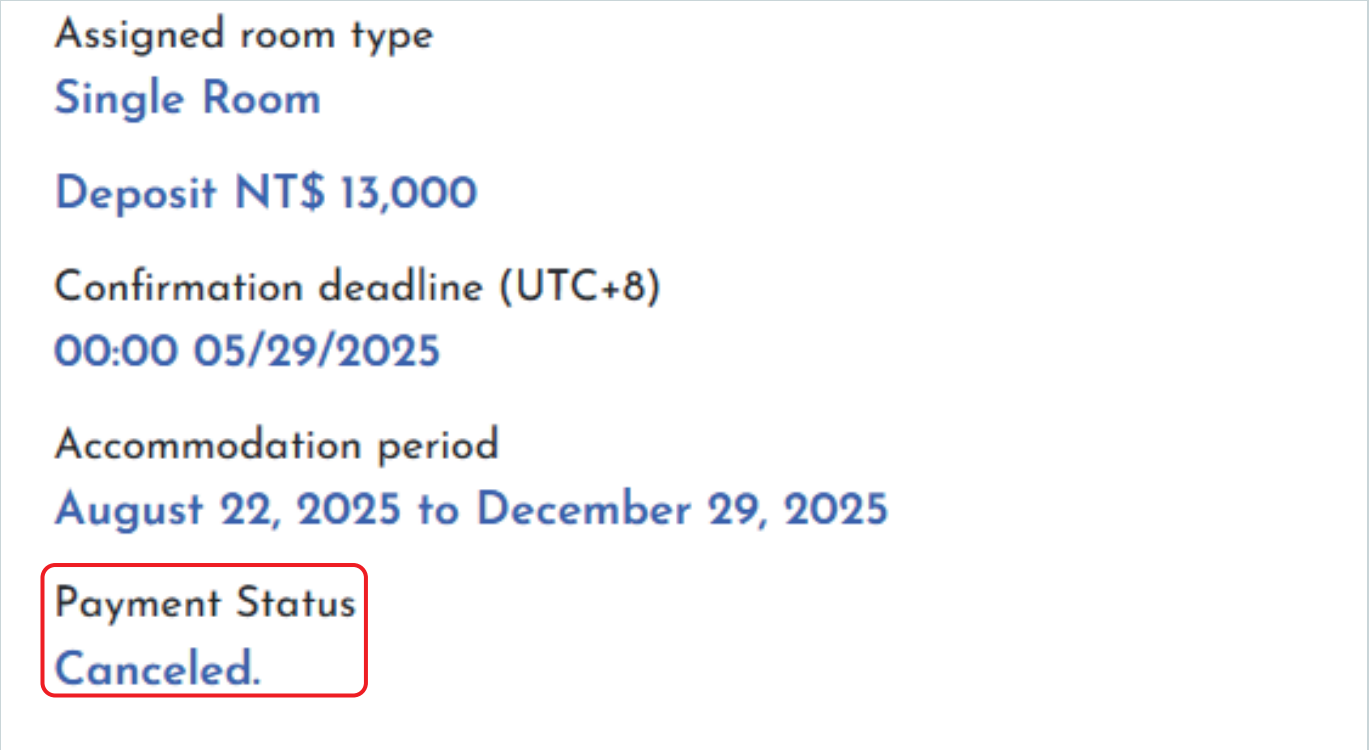
五、若「Payment Status」顯示「Pending」，這表示您還未完成訂金付款，請盡快完成。
If the “Payment Status” shows “Pending,” it indicates that you have not yet completed the deposit payment. Please do so as soon as possible.



住宿確認
Housing Confirmation

正取生
Selected Students

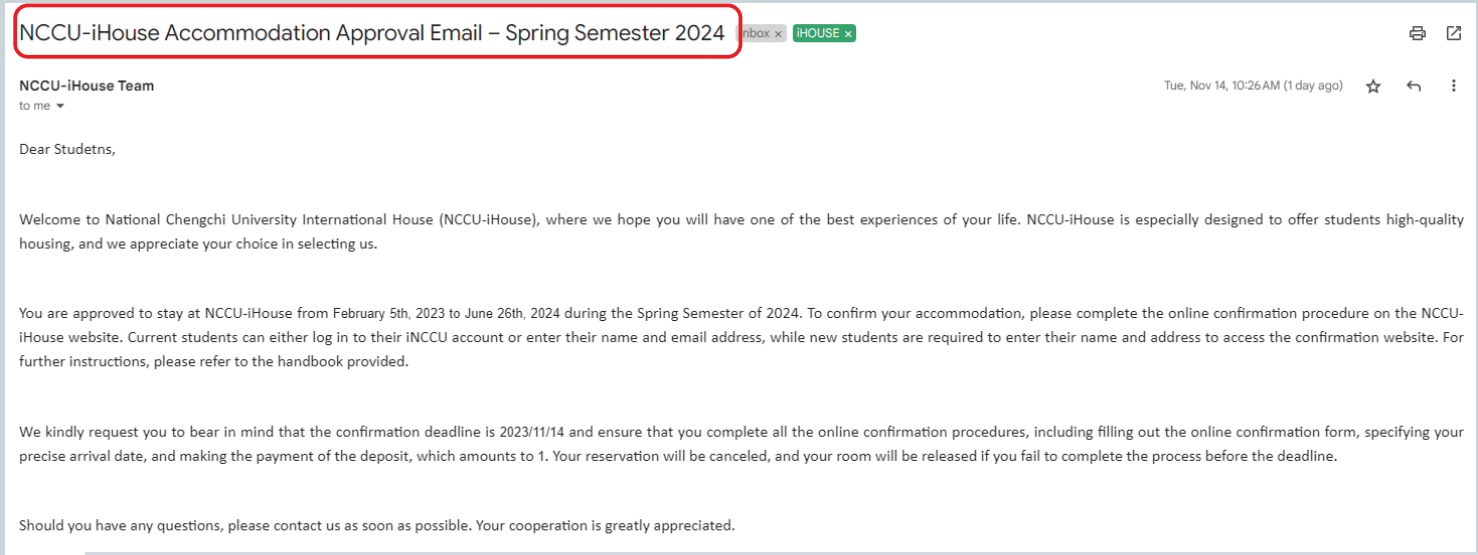
六、若「Payment Status」顯示「Canceled」，表示住宿確認逾期未完成，床位不予保留。
If the "Payment Status" shows "Canceled," it means you did not complete the housing confirmation on time, and your spot will not be reserved.



住宿確認
Housing Confirmation

備取生
Waitlised Students

收到備取通知信件後，請依照前述步驟完成住宿確認；未收到則表示您仍爲後補狀態。
Please confirm your housing as instructed after receiving the approval email. If you do not receive it, your status remains waitlisted.



NCCU-iHouse Accommodation Approval Email – Spring Semester 2024 Inbox × iHOUSE ×

NCCU-iHouse Team
to me

Tue, Nov 14, 10:26 AM (1 day ago)

Dear Studetns,

Welcome to National Chengchi University International House (NCCU-iHouse), where we hope you will have one of the best experiences of your life. NCCU-iHouse is especially designed to offer students high-quality housing, and we appreciate your choice in selecting us.

You are approved to stay at NCCU-iHouse from February 5th, 2023 to June 26th, 2024 during the Spring Semester of 2024. To confirm your accommodation, please complete the online confirmation procedure on the NCCU-iHouse website. Current students can either log in to their iNCCU account or enter their name and email address, while new students are required to enter their name and address to access the confirmation website. For further instructions, please refer to the handbook provided.

We kindly request you to bear in mind that the confirmation deadline is 2023/11/14 and ensure that you complete all the online confirmation procedures, including filling out the online confirmation form, specifying your precise arrival date, and making the payment of the deposit, which amounts to 1. Your reservation will be canceled, and your room will be released if you fail to complete the process before the deadline.

Should you have any questions, please contact us as soon as possible. Your cooperation is greatly appreciated.

我們會於網站公告備取通知信件寄出日期，您亦可登入確認您的申請狀態是否從備取更新爲正取。
We will announce on the website when approval emails are sent. You may also log in to check if your status has changed from waitlisted to selected.

常見問題
Frequently Asked Questions

Q 我沒有收到申請結果通知信件。
I have not received the application result email.

請檢查您的垃圾信件匣是否有NCCU-iHouse寄出的信件。
Please check your spam folder to see if the email from NCCU-iHouse was misdirected.

您亦可至NCCU-iHouse網站查詢您的申請結果，請參閱本手冊第10至24頁。
You may also check your application status on the NCCU-iHouse website. Please refer to pages 10 to 24 of this handbook.



常見問題
Frequently Asked Questions

Q 我的申請結果是「未錄取」，可以把我加進備取名單嗎？
My application result is “not selected”. Can you add me to the waiting list?

不可以。因床位有限，申請結果是抽籤決定。
No. Due to limited availability, application results are determined by lottery.

爲維持公平性，申請結果不得更改。未錄取者無法進入備取名單，請自行安排住宿。
To ensure fairness, results cannot be changed. Applicants who are not selected cannot be added to the waiting list and should make their own housing arrangements.



常見問題
Frequently Asked Questions

Q 我的申請結果是「備取」，我現在需要做什麼？
My application result is “waitlisted”. What should I do now?

備取者在正取者進行住宿確認時，僅能等候備取通知信件。
Waitlisted students can only await confirmation as selected students complete the process.

若第一輪住宿確認結束後仍有床位，備取者會收到備取通知信件。如果沒有多餘的床位，就不會再通知備取者。
If there are available spots after the initial round, waitlisted individuals will receive an approval email. If all spots are confirmed, no further approval emails will be sent.



常見問題
Frequently Asked Questions

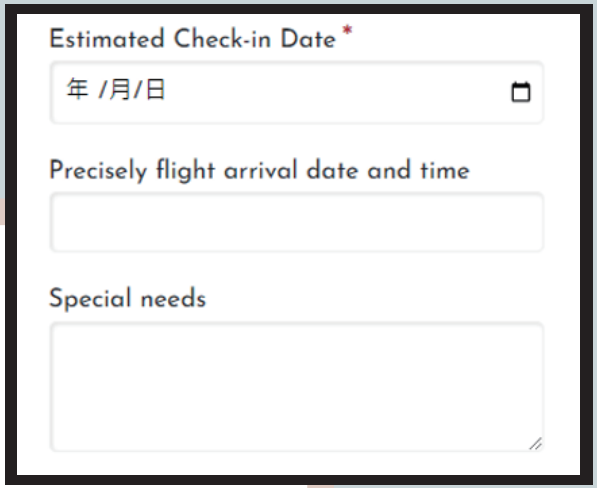
Q 我想了解房間設備及公用設施。
I would like to know about the room amenities and shared facilities.

請參考NCCU-iHouse網站。
Please refer to the NCCU-iHouse webstie.



常見問題
Frequently Asked Questions

Q 我還不確定我的入住日。
I am not sure about my precious arrival date



選擇您的「預計」入住日即可。
Simply select your “estimated” arrival date.

如您後續已確定您的行程，請通知修改。
Please email NCCU-iHouse if your plan has been updated.



常見問題
Frequently Asked Questions

Q 我填完資料也選好付款方式，送出後卻顯示錯誤視窗。
After submitting my information and payment method, an error appears.

請嘗試以下步驟：
Please try the following:

一、使用另一張檔案大小低於5 MB的照片。
Use another picture with a size less than 5 MB.
二、清除瀏覽器快取。
Clear the browser's cookies.
三、使用另一台不同網域的電子裝置。
Use another device with a different IP.





常見問題
Frequently Asked Questions

Q 線上刷卡支援哪些種類的卡片？
Which types of cards are accepted for online credit card payments?

除了銀聯卡之外，其餘種類的卡片皆可，例如：Visa卡、萬事達卡和JCB卡。
All types of cards are accepted except UnionPay cards. For example, Visa, MasterCard, and JCB.

簽帳金融卡亦可。
Debit cards are also accepted.



常見問題
Frequently Asked Questions

Q 選擇線上付款，但出現警告視窗。
I received a warning message when paying online.

這個圖片僅爲提醒要留意可能的詐騙。
This image is just a reminder about possible spam.

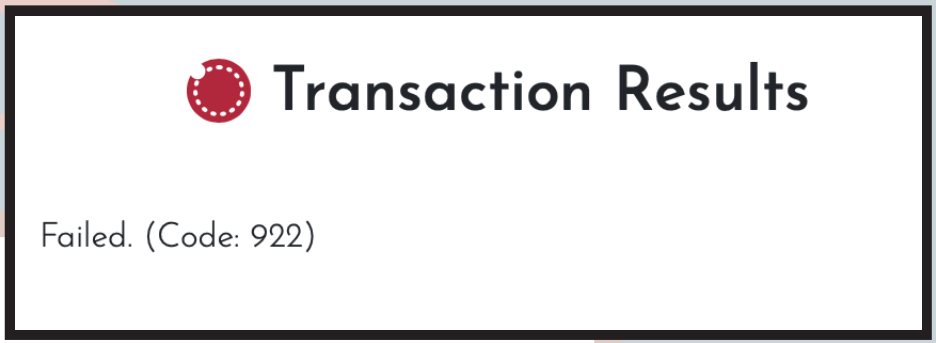
您可點選下方的按鍵將其關閉，此視窗與付款流程無關。
You can click the button below to close it. It is not related to anything else.





常見問題
Frequently Asked Questions

Q 線上付款顯示交易失敗。
Online credit card payment failed.



常見錯誤代碼爲922和919。
The most common error codes are Code 922 and 919.

錯誤代碼922是指線上交易時3D驗證失敗；919則表示交易過程有連線問題。
Code 922 indicates that the 3-D Secure authentication failed during the online transaction process, while Code 919 suggests there may have been a connection issue during the credit card transaction.

下頁接續
Continued on the next page



常見問題
Frequently Asked Questions

Q 線上付款顯示交易失敗。
Online credit card payment failed.

若您是因錯誤代碼922或919導致交易失敗，請聯繫您的銀行協助處理，或者是使用另外一張卡。
If the transaction fails due to either of Code 922 or 919, please contact your bank for assistance, then try again or use a different card.

然而，若您碰到了其他錯誤代碼，請將包含錯誤代碼的螢幕畫面截圖並提供給我們。
However, if you encounter a different error code, please send us a screenshot that includes the error number.



常見問題
Frequently Asked Questions

Q 我已付完訂金，我需要申請住宿證明。
I have paid the deposit and need to apply for a proof of housing.

您入住後才可申請住宿證明。
The proof of housing is available only after you check in.

若您需文件證明您的住宿安排，我們可提供其他證明文件。
If you need a document to confirm your stay, we can issue other documents.

如有需要，請聯絡NCCU-iHouse(ihouse@nccu.edu.tw)。
Please contact NCCU-iHouse at ihouse@nccu.edu.tw if needed.



常見問題
Frequently Asked Questions

Q 我和我的朋友都是雙人房正取，我們想要一起住。
My friend and I have been assigned double rooms and wish to stay together.

您和您的朋友可於「Special needs」提出此要求。
Both you and your friend may indicate this in the “Special needs” section.

然而，室友的安排仍依照NCCU-iHouse規劃爲主。
However, NCCU-iHouse reserves the right to assign roommates.

