# 輔仁大學宿舍服務中心
# 115 學年度新生住宿申請須知

115.07.16 更新

## 一、申請須知與檢附文件

1. 依據輔仁大學學生宿舍管理辦法第九條規定，辦理抽籤優先順位如下，中籤者由學校安排床位，無志願選填，結果依實際為準。

(1) 身心障礙生（檢附身心障礙手冊）。
(2) 低收入戶子女（檢附政府核發之低收入戶證明）。
(3) 僑生、陸生、駐外子女、外籍生、交換生。
(4) 離島生、現役軍人子女（檢附軍人身分證、父母與子女戶籍謄本或身分證）。
(5) 戶籍地為台北、新北、桃園及基隆地區以外之遠道生。
(6) 戶籍地為北部偏遠生，由桃園復興區、新屋區、龍潭區、楊梅區、觀音區，新北貢寮區、雙溪區、石門區、萬里區、金山區、瑞芳區、基隆，依序遞補。
(7) 其他非上述之身分。

※上述(1)、(2)、(4)之身分者，請將證明電子檔寄至中心電子信箱[註1]審核。

※如戶籍資料與原始資料不符者，請檢附戶籍謄本（為確認設籍 1 年以上，其記事欄不可省略），掃描檔寄至中心電子信箱[註1]審核。

2. 有關「大專校院學生校內住宿補貼方案」，具有本國籍住宿學生，學期住宿費繳費單得預扣「行政院補貼校內住宿費」：一般生（含雙重國籍）5,000 元、經濟弱勢者（低收、中低收入戶）7,000 元、現役軍人子女 7,000 元。

※經濟弱勢者（低收、中低收入戶），請將證明電子檔寄至中心信箱[註1]審核。

※特別提醒：請住民切勿同時申請校內、外租屋補助，重複請領政府補貼，此舉會遭內政部系統勾稽致生追繳情形。

3. 如有未盡事宜，本中心保留修改及補充之權利，並以宿舍服務中心網站公告為依據。

## 二、時程表

| 日期 | 項目 | 說明 |
|---|---|---|
| 07.15（三）08:00 至<br>08.19（三）16:00 | **新生<br>住宿申請** | 須以單一帳號（LDAP）至以下兩項系統完成登錄，**逾期不予受理**：<br>1. 輔仁大學學生資訊入口網[註2]→校內系統選單→學生資訊管理系統→登入後，請確認基本資料表正確無誤，未填寫**學生行動電話**欄位將無法申請。<br>2. 輔仁大學宿舍服務資訊網[註3]→住宿申請作業→申請住宿登記。 |
| 08.24（一）16:00 | **床位公告** | 宿舍服務資訊網或宿舍服務中心網站[註4]公告中籤名單。請至宿舍服務資訊網登入後，查詢床位。 |
| 08.25（二）至<br>08.31（一） | **繳住宿費** | 1. 繳費單至台新銀行學雜費入口網[註5]下載。<br>2. 逾期未繳款者，即取消床位，不再另行通知。<br>3. 辦理**住宿貸款**[註6]或**校內宿舍住宿費低收入戶補助**[註7]，須於繳費截止 8.31（一）前繳納**保證金**，以保留床位。 |
| 09.05（六）至<br>09.07（一）<br>每日 9：00~17：00 | **新生<br>入住作業** | ◆須備妥並繳交予各宿舍櫃台：<br>1. 已繳費之住宿繳費單憑證<br>2. 個人電匯授權同意書（至宿舍服務資訊網設定退費帳號後下載）<br>3. 學生本人之郵局存摺封面（含帳號那面）影本（請勿提供金融卡影本）<br>4. 用作門禁使用之學生證（新生暫無學生證，請自備悠遊卡）<br>◆因境外新生之特殊性，**僑生、陸生、外籍生、交換生**辦理入住後，請於三個工作日內完成繳納住宿費用，並繳交繳費憑證。<br>◆**僑生、陸生、外籍生**辦理入住後，請至郵局辦理開立帳戶，並繳交上述 1、2、3 資料。 |

註 1 宿舍服務中心電子信箱：dsc20201020@gmail.com

註 2 學生資訊入口網，網址：
https://portal.fju.edu.tw/student/

註 3 輔仁大學宿舍服務資訊網，網址：
https://dorm.fju.edu.tw/dormstu/#/home

註 4 宿舍服務中心網站，網址：
https://dsc.fju.edu.tw

註 5 台新銀行學雜費入口網，網址：
https://school.taishinbank.com.tw/PORTAL/Auth/Login.aspx

註 6 **新生申請住宿貸款**，對保後請將貸款資料及宿舍費繳費單（不含保證金）交至**學務處生輔組**辦理暫免繳費。相關網址：http://life.dsa.fju.edu.tw/resource.jsp?labelID=40

註 7 **低收入戶生申請校內宿舍住宿費補助**，請 **9/30** 前，備申請資料交至宿舍服務中心，若有差額須繳清。表件下載網址：https://dsc.fju.edu.tw/resource.jsp?labelID=13

## 三、【外籍新生、交換生新生申請住宿事宜】

**外籍生新生、交換生新生** 115 學年度第一學期由**國際學生中心**協助統一申請宿舍。第一學期住宿申請先聯絡**國際學生中心**（**學位生: idsa@mail.fju.edu.tw ；來校交換生：sepin@mail.fju.edu.tw**），由國際學生中心統一提出名單供宿舍服務中心安排床位。學校住宿由宿舍服務中心安排，惟因本校床位有限，宿舍與房號由校方分配，並未開放新生選擇宿舍以及房號。宿舍介紹及收費標準，請見宿舍服務中心網站。

# Fu Jen Catholic University Dormitory Service Center
# Guidelines for New Student Dormitory Application-Fall Semester 2026

07.16.2026

## I. Application Instructions and Required Documents

1. According to Article 9 of the Fu Jen Catholic University Student Dormitory Regulations, the priority order for the dormitory lottery is as follows. Dormitory beds will be assigned by the university without preference selection, and the results are subject to actual arrangements.

   (1) Students with physical or mental disabilities (must possess a valid Disability Identification Booklet).
   (2) Children from low-income households (must provide documentary proof issued by relevant government authorities).
   (3) Overseas Chinese students, students from Mainland China, children of overseas personnel, international students, and exchange students.
   (4) Students from offshore islands and children of active-duty military personnel (must provide military ID and proof of parent-child relationship).
   (5) Students whose household registration is outside Taipei City, New Taipei City, Taoyuan City, and Keelung City (i.e. long-distance students).
   (6) Students from remote areas in northern Taiwan, including Fuxing District, Xinwu District, Longtan District, Yangmei District, and Guanyin District in Taoyuan; Gongliao District, Shuangxi District, Shimen District, Wanli District, Jinshan District, and Ruifang District in New Taipei; and Keelung City. Admission will follow this order as vacancies arise.
   (7) Students not included in the above categories.

   ※Students under categories (1), (2), and (4) should email supporting documents to the Dormitory Service Center[1] for verification.

   ※If your household registration information differs from your original data, please submit a household registration transcript (including the remarks section to confirm registration for over one year) and email a scanned copy to the Dormitory Service Center[1] for verification.

2. According to the "On-campus Housing Subsidy Program for College Students," students with ROC nationality are eligible for pre-deduction of the Executive Yuan housing subsidy from their dormitory fee bill each semester: NT$5,000 for general students (including dual nationality), and NT$7,000 for economically disadvantaged students (low-income and lower-middle-income households) / children of active-duty military personnel.

   ※Special Reminder: Residents must not apply for both on-campus and off-campus rental subsidies simultaneously. Duplicate subsidy claims will be detected by the Ministry of the Interior system and are subject to repayment.

3. The center reserves the right to amend or supplement these guidelines. Please refer to the center's website for the latest announcements.

## II. Schedule

| Date | Item | Description |
|---|---|---|
| 07.15(Wed) 08:00 - 08.19(Wed) 16:00 | **New Student Dormitory Application** | Students Use LDAP account to log into the following two systems: **Late registration will not be accepted.**<br>1. **FJCU Student Portal**[2]→ System Menu → Student Information Management System→ After logging in, please confirm that your basic information is correct. Applications will not be accepted if the student's Mobile Phone Number is not filled in.<br>2. **FJCU Dormitory Service website**[3] → Dormitory Application Progress → Apply for Dormitory Registration. |
| 08.24(Mon) 16:00 | **Bed Assignment Announcement** | Students can check the FJCU Dormitory Service website[3] or the FJCU Dormitory Service Center website[4]. Please log in to the FJCU Dormitory Service website to check your assigned bed. |
| 08.25(Tue)- 08.31(Mon) | **Dormitory Fee Payment** | 1. Download the payment slip from the **Taishin Tuition Payment Portal**[5].<br>2. Failure to pay by the deadline will result in cancellation of the assigned bed without further notice.<br>3. Students applying for **dormitory loan**[6] or **on-campus dormitory fee subsidies for low-income households**[7] must pay the **deposit** before the payment deadline (August 31, Mon) to retain their bed. |
| 09.05(Sat)– 09.07(Mon) Daily 09:00–17:00 | **New Student Check-In Procedures** | ◆ Please prepare and submit the following to your dormitory front desk:<br>1. Proof of payment for the dormitory fee.<br>2. Personal Remittance Authorization Consent Form (download after setting up your refund account in the Dormitory Service Information System).<br>3. Photocopy of the front page of your postal savings passbook (including account number page; do not provide a copy of your ATM card).<br>4. Student ID card for access control (New student who have not yet received a student ID should bring an EasyCard.)<br>◆ Due to the special status of international students, Overseas Chinese students, Mainland Chinese students, Foreign students, and Exchange students have to pay their dormitory fees and submit a payment receipt within three working days after checking in.<br>◆ After checking in, Overseas Chinese students, Mainland Chinese students, and Foreign students have to go to the post office to open an account and submit the documents listed in items 1, 2, and 3 above. |

Note 1. Dormitory Service Center Email:dsc20201020@gmail.com

Note 2. Fu Jen Catholic University Student Portal website: https://portal.fju.edu.tw/student/

Note 3. Fu Jen Catholic University Dormitory Service website: https://dorm.fju.edu.tw/dormstu/#/home

Note 4. Fu Jen Catholic University Dormitory Service Center website: https://dsc.fju.edu.tw

Note 5. Taishin Tuition Payment portal: https://school.taishinbank.com.tw/PORTAL/Auth/Login.aspx

## III. 【Dormitory Applications for New International and Exchange Students】

All newly admitted **international students and exchange students** for the Fall Semester of Academic Year 115 (2026-2027) will have their dormitory applications submitted collectively by the **International Student Center**.

For Fall Semester accommodation, newly admitted international students should first contact the **International Student Center ( Degree Student: idsa@mail.fju.edu.tw; Inbound Exchange student: sepin@mail.fju.edu.tw)**, which will submit a consolidated list of applicants to the Dormitory Service Center for bed assignment. All dormitory accommodations are assigned by the Dormitory Service Center. As dormitory space is limited, dormitory buildings and room types are assigned by the University, and newly admitted students may not choose their dormitory or room type.

For dormitory information and accommodation fees, please visit the Dormitory Service Center website.