

退宿檢查流程

Check-out Application

退宿時程 Check-out schedule

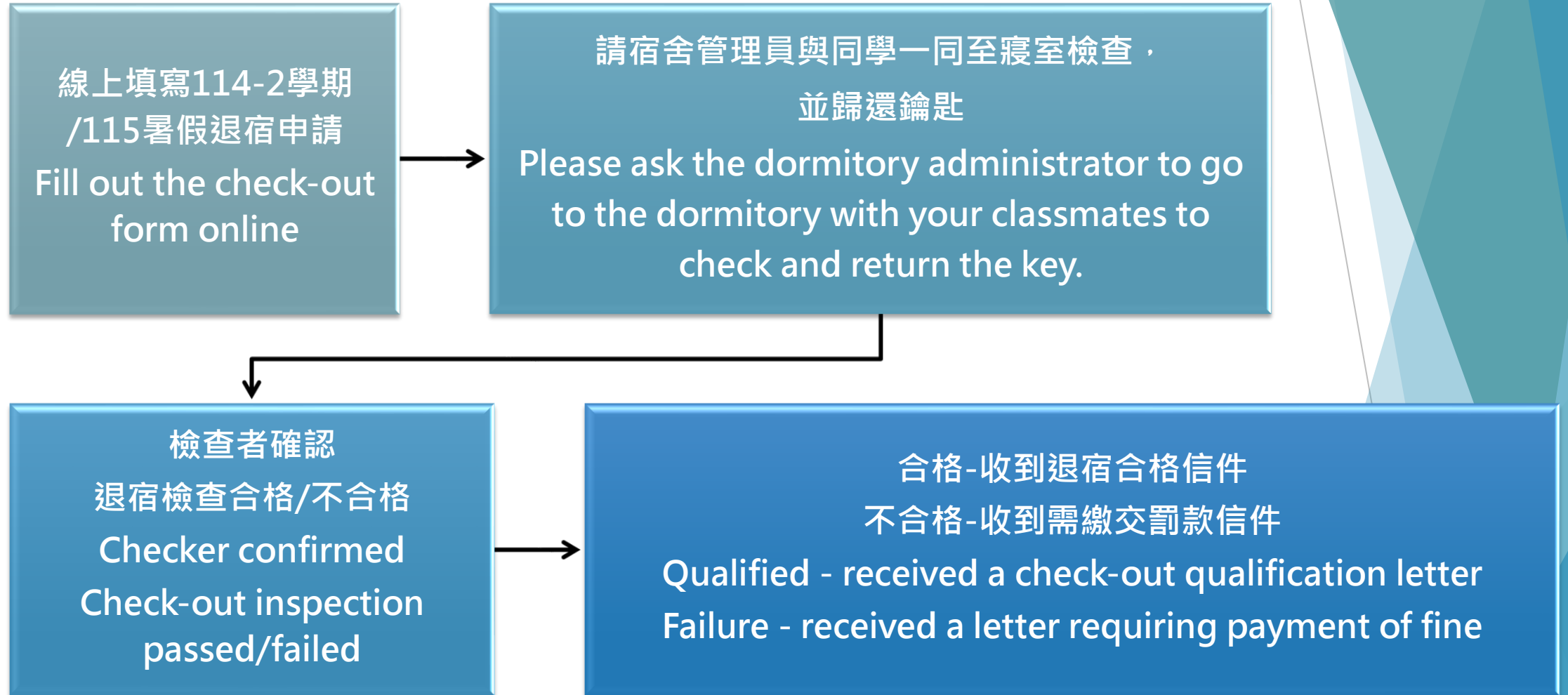
1. 因離校之原因(畢業、休學、退學、轉學)而不續住者，須於離校手續核章前遷離宿舍完成退宿手續，最遲需於8月24日下午1點前遷離宿舍並完成退宿手續。

For graduation, suspension, withdrawal, and transfer of scholars, you must move out of the dormitory to complete the exit procedures before the school exit procedures are verified. No later than 1:00 PM on August 24.

2. 因個人因素(非離校)放棄下學期宿舍者，最遲需於8月24日下午1點前遷離宿舍並完成退宿手續。

Students who choose to give up dormitory for the next semester due to personal reasons (not related to leaving the school) must vacate their dormitories and complete the check-out procedure by 1:00 P.M. on August 24.

退宿檢查流程Check-out process



退宿檢查系統

Check-out Application



線上退宿申請表Fill out the check-out form online

- ▶ Portal登入→服務櫃台(iNCU)→學務專區→宿舍申請/查詢→個人歷年申請資料查詢→114學年第二學期(或115暑假)退宿申請。

Portal login → Service Counter (iNCU) → Academic Affairs Area → Dorm Application/Inquiry → Personal past application information inquiry → Application to withdraw from dormitory in the first semester of the 2026 academic year(or 2026 summer vacation).

宿舍申請/查詢

112 第一學期 研究生 Graduate Students

宿舍結果查詢
Dorm Search

其餘宿舍申請

其他項目 Other Items

個人歷年申請資料查詢 Personal past application information inquiry
歷年住宿資料 | 退宿申請 | 房間資產盤點

學期	申請階段	宿舍	房號	床號	繳費狀態	狀態	管理
114第二學期	研究生 Graduate Students	女14舍	Dorm'		已繳費	入宿中	檢視詳細資料 退宿申請 Check-out application
112 第一學期	研究生 Graduate Students	女14舍	Dorm'	1	已繳費	已退宿	檢視詳細資料
111 第二學期	其他申請入口	女研14舍-女研14舍	Dorm'	1	已繳費	已退宿	檢視詳細資料
111 第一學期	其他申請入口	女研14舍-女研14舍	GM2-(	1	已繳費	已退宿	檢視詳細資料

線上退宿申請表 Fill out the check-out form online

1. 上傳宿舍淨空照片(含公共區域)，公共區域為走廊、浴廁、陽台等空間。 Upload photos of dormitory clearance (including public areas). Public areas include corridors, bathrooms, balconies, etc.
2. 辦理離校的同學，並於八月前退宿者，郵局或銀行擇一填寫 Choose either post office account or bank account
3. 上傳個人存摺照片 Upload a photo of your personal savings passbook
4. 送出後無法修改 The application cannot be modified after it is submitted.

退宿申請 Check-out application	
學期 Semester	114第二學期
姓名 Name	學號 Student ID
宿舍 Dorm	女14舍 Dorm14-9 室1床
上傳寢室清潔後之照片 Upload photos of dormitory clearance (including corridors, bathrooms, balconies, etc)	(僅接受jpg,jpeg,png類型檔案，大小限制為4MB以下) 選擇檔案 未選擇任何檔案 按【+】新增，再選擇照片，照片可以先壓縮，上傳速度較快，最多5張為限，照片需要壓縮到100KB以下較佳，或是拍照後降低解析度 Press [+] to add, and then select photos. Photos can be compressed first for faster upload speed, with a maximum of 5 photos. Photos need to be compressed to less than 100KB, or the resolution should be reduced after taking photos.
退款帳戶 Refund account	辦理離校的同學，並於八月前退宿者擇一填寫 Fill in the form for students who are leaving school and will check out before August. ☐ 郵局帳號 郵局帳戶 ☐ 銀行帳號 金融機構名稱(含分行) 帳戶 xx銀行xx分行
退款帳戶封面 Upload a photo of your personal savings passbook	(僅接受jpg,jpeg,png類型檔案，大小限制為4MB以下) 選擇檔案 未選擇任何檔案
申請	

線上退宿申請表Fill out the check-out form online

- ▶ 送出申請後，請至宿舍傳達室找宿舍管理員確認寢室清潔及歸還寢室鑰匙。
Please go to the dormitory service office and the dormitory administrator to confirm that the dormitory is clean and return the dormitory key.

送出申請後的顯示畫面
The screen displayed after submitting the application

修改完成
Modification completed

退宿申請

學期

114第二學期

學號

姓名

宿舍

女14舍 Dorm卡

上傳寢室清潔後之照片

刪除照片

1

2

3

4

5

6

- ▶ 若需再更改或新增照片，可至" 個人歷年申請資料查詢→114學年第二學期上傳寢室照片"。
If you need to change or add photos, you can go to " Personal past application information inquiry → Upload dormitory photos in the first semester of the 2025 academic year ".

學期	申請階段	宿舍	房號	床號	繳費狀態	狀態	管理
114第二學期	研究生 Graduate Students	女14舍	Dorm14-904	1	已繳費	入宿中	檢視詳細資料 已提出退宿申請 上傳寢室照片
112 第一學期	研究生 Graduate Students	女14舍	Dorm14-904	1	已繳費	已退宿	檢視詳細資料 upload photos

相關說明

1. 各棟宿舍清潔檢查標準 Cleaning inspection standards for each dormitory building
<https://sites.google.com/view/shsd-clea/%E9%A6%96%E9%A0%81?authuser=0>
2. 退宿檢查完後，會收到信件通知(系統會寄發Email至服務櫃台(iNCU)所設定的個人信箱)。
After the check-out inspection is completed, you will receive a notification via email (the system will send an email to the personal inbox set up at the service counter (iNCU)).
若為不合格則須負擔相關費用，請至個人罰款紀錄查詢帳號，或至住服組辦理人工繳費。
If you are unqualified, you will have to pay the relevant fees. Please go to the personal fine record to check the account number, or go to the housing service department to make manual payment.
3. 完成後個人歷年申請資料查詢處，看到114-2學期/115暑假的狀態改成“已退宿”
In the individual historical application data inquiry section, you will see that the status for the 114-2 semester(115 summer vacation) has been updated to “Checked Out”.