

**National Yang Ming Chiao Tung University**  
**Full-time Staff Dormitory Rental Application Form for the Guangfu, Boai, Liujia Campuses**

Application date	_____ (YYYY/MM/DD)	Department	Title		
Dormitory type	Multiple-room rental (Attach copies of the front and back of your National Identification Card)	HR code	Start of Employment (YYYY/MM/DD)	Salary	Grade level: Pay rate Points of pay
	Single-room rental (Attach copies of the front and back of your National Identification Card)				
Dormitory change (for current residents). Please provide the following information. Currently living in: _____ Living in the dormitory since: _ _ _ _ (YYYY/MM/DD) Reason for dormitory change: _____					
Applicant	Name	Campus extension	Disability level	<input type="checkbox"/> Profound <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Mild (Attach a copy of your disability ID)	
	Date of birth (YYYYMMDD)	cellphone			
	National Identification Card number	email			
Residency	My spouse and I do NOT have a permanent residence address: _____ My spouse and I have a permanent (Please attach a copy of your Household Certificate) resident address: _____			Both my spouse and I work for NYCU	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spouse, children who are minors, parents or adult children with disabilities who depend on and reside with the applicant	Relationship	Name	Date of birth (YYYY/MM/DD)	National Identification Card number	Job and department
			_____ (YYYY/MM/DD)		
			_____ (YYYY/MM/DD)		
			_____ (YYYY/MM/DD)		
			_____ (YYYY/MM/DD)		
Applicant declaration	I confirm that this information is accurate and that before the date of this application, my spouse and I did not purchase, build, or mortgage a residence using government subsidy. I will accept full legal responsibility for any inaccuracies to this information. Applicant: _____ (signature or stamp)				
Supervisor of the application unit	Personnel Office	Division II of Dining and Facilities Management	President or authorizer (Vice president of general affairs)		

Note: If the application for renting a dormitory room is approved, send the official copy of this form to Division II of Dining and Facilities Management. Related fees, such as rent allowances, will be deducted monthly starting from the day on which the applicant moves into the dormitory.

Retention period: 10 years  
 Form number: 340-4-007A-02

**Note:**

The key articles of the National Yang Ming Chiao Tung University Staff Dormitory Rental and Management Guidelines are summarized as follows:  
 Article 5 Criteria for calculating dormitory point distribution and changes  
 (1) One point for every NT\$10 in salary: The management unit calculates dormitory

points by using information obtained from the Personnel Office. If an applicant's information changes, the applicant may submit an application for point adjustment, with documents of proof included, to the management unit.

- (2) Seniority: 1. Seniority (i.e., years of service) will be calculated from the first day of work to the last day of the month before the month when dormitory distribution was announced; employees will be awarded one point for every 3 months of employment. Seniority calculation will begin in the month in which the tenant assumes their current position at the University. 2. For tenants whose seniority is noncontinuous, seniority will be calculated as the total seniority at the University. 3. For joint professors, only the years in which they were paid by the University will count toward their seniority. 4. For visiting professors who continue to work at the University after the duration of their visit, the seniority within the duration of the visit will count toward their seniority points. 5. For people who are on leave without pay, the leave period will not be included in seniority point calculations.
- (3) For applicants living with a spouse, children who are minors, parents (either their own or their spouse's), or adult children with disabilities who rely on the applicants, 3 points will be awarded for each dependent for up to 15 points.
- (4) When both an applicant and their spouse work for the University and are permanent staff, their points may be calculated together, with the higher of the two sets of points used as a basis and 30% of the other set of seniority and salary points added to this basis.
- (5) Applicants are awarded 6 points when neither they nor their spouse, children who are minors, or family members listed on the application form own a residence in Taiwan. Applicants are awarded 4 points when they own a residence in Taiwan but meet the following conditions: 1. They have applied to live in Yang Ming campus dormitories and their own residence is not in Taipei City or New Taipei City. 2. They have applied to live in Chiao Tung campus dormitories and their own residence is not in Hsinchu City, Hsinchu County, Taoyuan City, Taoyuan County, or Miaoli County. When an applicant co-owns a residence and their share of the ownership is 10 ping or less and when they submit a declaration stating that they do not live in that residence or rent out that residence, they are eligible to receive 4 points.
- (6) When an applicant has a disability or their spouse or direct family members have disabilities and live with the applicant, the applicant will receive 1, 2, 3, or 4 points when the level of disability is mild, moderate, severe, or profound, respectively.
- (7) The professorial chair will receive 8 points.
- (8) To facilitate recruitment of talent, when a new teacher applies to live in new-teacher dormitories in accordance with Article 4 and also serves as a first-level or second-level administrative supervisor, they shall receive an additional 10 and 5 points, respectively. When the applicant meets the specifications of subparagraph 6, they must submit a photocopy of the disability ID within the specified period. If they do not submit the document before the deadline, they will not receive the associated points. For applicants of single-room staff dormitories, only the personal points discussed in subparagraphs 1, 2, 5, 6, and 7 will be considered.

Article 6 Staff dormitory distribution and change procedure:

- (1) In May and November of each year, when dormitories are available for rent, the management unit will post an announcement for 20 calendar days. During the announcement period, the management unit will accept distribution or change applications. In February and August of each year, additional announcements may be made depending on whether dormitory rooms have been vacated.
- (2) During the announcement period, applicants should submit an application form, a copy of their personal ID (applicants applying for multiple rooms must also provide their spouse's permanent residency information), and documented proof that they meet the conditions for receiving additional points to the management unit. If the application deadline is on a holiday, the deadline will be extended to the first working day following the holiday.

- (3) For each announcement period, applicants may choose to apply for residence in either single-room or multiple-room staff dormitories, not for both.
- (4) Dormitory rooms will be distributed in accordance with Article 5 of these Guidelines, and renting will be prioritized on the basis of the number of points the applicants have. When applicants have an identical number of points, the applicants with more seniority will be prioritized. When applicants have the same level of seniority, lots will be drawn to determine who is prioritized.
- (5) People who apply to change to dormitory rooms of the same type and people who have moved out of a staff dormitory and have reapplied to live in the same type of dormitory will have a lower priority than first-time applicants. However, applicants who have children who are minors and who apply to live in dormitories with more rooms or who have applied to live in new-teacher dormitories and then applied to live in long-term staff dormitories are not subject to this lower prioritization.
- (6) The list of applicants who are allocated dormitory rooms will first be approved by the first-level supervisor of the general affairs office. These applicants will then be allowed to select a dormitory room according to their level of priority.
- (7) Applicants who are allocated a dormitory room but relinquish the right to live in the dormitory after signing the lease will not be allowed to apply for living in a dormitory for 1 year, starting from the subsequent dormitory distribution period.
- (8) Dormitory vacancies resulting from the applicants who were allocated a room relinquishing their claim to that room or not signing the dormitory contract or completing the notarization process will be filled by the applicant who is next in line with respect to their priority level.

Article 7 Staff dormitory charges, lease signing, hand over, and notarization

- (1) Dormitory management, water and electricity (including those for public areas), and gas fees will be deducted from the renter's salary each month, and tenants should repay rent allowances. Fee calculation begins on the day on which the dormitory room is handed over and continues to the day on which it is returned.
- (2) The management unit will provide the staff member with the keys to the dormitory on the day on which the dormitory is handed over. Tenants will be responsible for taking care of the dormitory room from that day on.
- (3) Dormitory room tenants must be currently working for the University. The following limitation will be applied to the duration of the rental period:
  1. Permanent staff may rent the same type of staff dormitory room for up to 15 years. This 15-year period continues if the staff member changes rooms and moves into the same type of staff dormitory room. The total duration of renting various types of dormitory rooms, including multiple-room and single-room dormitory rooms, may not exceed 25 years. In addition, the University may reserve sections of multiple-room or single-room staff dormitories for new teachers to live in for up to 3 years.
- (4) Upon receiving rental application approval, the tenant must sign a contract within 15 days of receiving notification of this approval from the management unit and must obtain court notarization. The notarization fee must be paid by the tenant. If the contract signing and notarization are not completed within 15 days, the applicant will be assumed to have voluntarily relinquished their claim to renting the dormitory room.

Article 8 The following circumstances will cause an applicant to lose their right to rent a dormitory room; they will not be allowed to sign a contract, or their contract will be immediately terminated. In addition, they will lose the right to apply to live in a staff dormitory for 2 years.

- (1) The applicant relinquished their claim to the room after signing the contract or did not move into the room within 3 months after signing the contract.
- (2) The applicant provided false information in their application that affected the dormitory distribution results.

Article 10 Regulations for applying for changing dormitories:

- (1) The following are applicable when the tenant applies to change dormitories.

1. In cases where the tenant wishes to move from a multiple-room staff dormitory to another multiple-room dormitory, when the original dorm room application was submitted less than 5 years previously, the tenant must pay a NT\$100,000 evacuation and inspection fee. Individuals applying to change dormitories for a second or more times, will be charged NT\$100,000 regardless of how long they have been in the dormitory.
2. In cases where the tenant wishes to move from a single-room staff dormitory to another single-room dormitory, applicants who have not lived in the dormitory for more than 6 months must pay a NT\$10,000 evacuation and inspection fee.
3. In cases where tenants have moved out of a dormitory for less than 6 months, reapplied to live in a dormitory, and had their application approved, the tenants are considered to be applying to change dormitories and must pay an evacuation and inspection fee.

II. For National Yang Ming Chiao Tung University Staff Dormitory Rental and Management Guidelines, please visit

<https://ga.nycu.edu.tw/Uploads/Download/regulation/202205251403528376QKt.pdf>

III. If information provided by the applicant is false, the applicant will accept administrative and legal responsibility.