

## 國際研究生宿舍\_\_短期交換學生申請住宿說明

TIGP student dormitory 主要是提供 TIGP 學生住宿，但為協助 TIGP faculty 解決交換學生之住宿問題，宿舍每年保留 4 間空房，開放給 **TIGP faculty** 申請。由於間數有限，此類短期住宿，原則上以 3 個月為限，已便更多的 faculty 能輪流使用到這項服務。

### 說明

1. 申請資格：院內的國際研究生學程 faculty，同一年度每位 faculty 可申請一人次（一期 3 個月），之後若無人申請該房，得以續約一期，單一學生住宿期限以 6 個月為上限。
2. 有意申請者請上國際研究生宿舍網站下載申請表 ([http://tigp.sinica.edu.tw/formsEtPubs/tigpStudentDorm/AppForm\(v\)\\_2009.doc](http://tigp.sinica.edu.tw/formsEtPubs/tigpStudentDorm/AppForm(v)_2009.doc))，房間分配作業依收件順序處理。 (<http://tigp.sinica.edu.tw/housing.html>)
3. 住宿費用：
  - (1) **押金**：NTD 5,500（相當於一個月租金，退宿時，如無毀損公物將全數退還），押金若退至國外帳戶，期間產生的手續費用將由學生承擔。因此我們建議押金能由院內 sponsor 先墊付，並附上兩造簽名的同意書(參考附件)，學生退宿後，再將押金退回老師的本地帳號。
  - (2) **租金**：需一次以現金繳清（每月 NTD 5,500，不足一個月部份，按日計算）。若於簽約期間提前解約，將不按日退還已付之房租。
4. 填寫申請表格時請詳列正確之入住 / 退宿日期，以便事先計算住宿費用並製作繳費單。房租費用與押金須於入住前一次繳清，憑繳費收據辦理入住。

### **宿舍連絡方式：**

宿舍管理員：王蓓玲 (Fiona Wang)

TEL: 886-2-2651-0277#1109

Email: [tigpdorm@gate.sinica.edu.tw](mailto:tigpdorm@gate.sinica.edu.tw)

Address: No.19, Alley 2, Lane 61, Academia Road, Sec. 2, Nankang, 115, Taipei, Taiwan

台北市南港區研究院路 2 段 61 巷 2 弄 19 號

### **Office Hour:**

Mon., Tue., Thur., Fri.: 08:30 - 12:00;

Wed. : 18:30 - 22:00

Guidelines for the Application of Short-term Visitors  
(TIGP Student Dormitory)

The TIGP student dormitory provides residency, mainly, for TIGP students. However, 4 rooms are reserved as guest rooms to accommodate TIGP-affiliated exchange students, which are open for the application from TIGP Faculty. To maximize the usage of these rooms and benefit more TIGP faculty members, the period of occupation is restricted to 3 months, which under special circumstances and depending on availability, can be extended to 6 months.

Guidelines for application:

1. Eligibility : Exchange students invited by TIGP-affiliated faculty members should fill out the application and submit it through the sponsoring faculty.
2. Application online : Please download the application form posted at the following website:  
([http://tigp.sinica.edu.tw/formsEtPubs/tigpStudentDorm/AppForm\(v\)\\_2009.doc](http://tigp.sinica.edu.tw/formsEtPubs/tigpStudentDorm/AppForm(v)_2009.doc)).  
Assignment of residency is based on a first come first served basis.
3. Residential Fees :
  - (1) Deposit : The amount of security deposit is equivalent to one month's rent (NT5,500). The deposit, after deduction of repair charges/surcharges when applicable, will be refunded at the end of the residency. The refunded deposit can be transferred into an oversea bank account, nevertheless, the charges for transferring the refund will be deducted before the transfer. It is highly recommended that the sponsoring faculty pays for the deposit and co-signs the attached refund request form, which authorizes AS accounting office to refund the pre-paid deposit to the sponsoring faculty's local bank account.
  - (2) Rent : NTD5,500/ month. The residency less than a month will be charged by day.
4. To facilitate the issue of a payment invoice, please specify the dates of checking-in and checking-out while filling out the application form. The payment should be cleared before checking in. The receipt should be handed to the dorm staff (manger) as part of the checking-in procedure. The pre-paid rent is non-refundable.

**Contact Information :**

Dorm Manager : Fiona Wang

TEL: 886-2-2651-0277#1109

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