

各位同學您好： 以下為 109 學年度汽、機車停車證辦理注意事項  
Notices about 2020-21 AY Parking Permits for Cars and Motorcycles

### 重型機車：Heavyweight motorbike:

1、本次開放申請名額為 7 位，申請時間 9/21 中午 12：00～9/25 中午 12：00 至桃園行政處總務組登記，9/25 中午 12：30 於總務組櫃檯抽出中簽名單，繳費期限至 9/30 下午 16：00 截止。

There are 7 spaces available, please register at General Affairs Section by submitting an application from 12:00 noon on September 21 to 12:00 noon on September 25, 2020.

The parking permit roster will be drawn at the General Affairs Section at 12:30 on September 25; those who receive the parking permits must pay the fee before 16:00 on September 30, 2020.

費用：

- 1.)大學部一年級至三年級、碩士班一年級、博士班一年級至三年級：2400 元整/學年(含上、下學期)。
- 2.)大學部四年級、碩士班二年級、博士班四年級、大學部及碩、博士班之延修生：2000 元整/學年(含上、下學期)。

Fee：

1.) First-year to third-year undergraduate students, first-year master program students, and first-year to third-year doctoral program students: NTD 2,400 / Academic Year (including the first and second semesters).

2.) Fourth-year undergraduate students, second-year master program students, fourth-year doctoral program students, and students in extended study period of undergraduate, masters' and Ph.D programs: NTD 2,000 / Academic Year (including the first and second semesters).

2、停車期限：車證辦理完成至 110 年 7 月 31 日止。

Parking Permit Period: Will start from the date of the completion of the application through July 31, 2021.

### 機車：Motorcycle:

1、本次開放申請名額為 2600 位，請至學生資訊系統-個人常用資料-桃園汽機車申請登記(無開放紙本申請)，申請時間 9/21 中午 12：00～9/25 中午 12：00，額滿為止，逾期恕不接受辦理。

There are 2,600 spaces available; please register online through Student Information System using Taoyuan Parking Permits for Cars and Motorcycles Application under My Info (online applications only). The application period is from 12:00 noon on September 21 to 12:00 noon on September 25, 2020. The parking spaces are available until all are filled. Late applications will not be processed.

2、費用：

- 1.)大學部一年級至三年級、碩士班一年級、博士班一年級至三年級：1200 元整/學年(含上、下學期)。
- 2.)大學部四年級、碩士班二年級、博士班四年級、大學部及碩、博士班之延修生：1000 元整/學年(含上、下學期)。

Fee：

1) First-year to third-year undergraduate students, first-year master program students, and first-year to third-year doctoral program students: 1,200 NTD/academic year (including the first and second semesters).

2) Fourth-year undergraduate students, second-year master program students, fourth-year doctoral program students, and students in extended study period of bachelor, masters' and Ph. D programs: 1,000 NTD/academic year (both first and second semesters).

3、停車期限：車證辦理完成至 110 年 7 月 31 日止。

Parking Permit Period: Will start from the date of the completion of the application through July 31, 2021.

4、系統關閉後，申請者可自行進入學生資訊系統查詢，前 2600 位申請者請列印申請表(貼上行、駕照影本，行照請印有車主資料面)與費用交給班代，以班為單位統一收齊後，請班代按照編號順序將資料填於機車停車證登記表，即可交回桃園總務組出納櫃台辦理繳費事宜，惟繳費期間至 9/30 下

午 16 : 00 截止。

After the system is closed, applicants may check results on the Student Information System. Applicants with the first 2600 serial numbers, please print out the application form (Attach a copy of your driver's license (the page with owner's information) and vehicle registration.) and fee statement, and then give it to your class representative along with the fee. Each class representative is to please fill in applicants' information in order of the serial numbers and submit the list as a class to the Bursar, Taoyuan General Affairs Section. Payment should be completed by 16:00 on September 30, 2020.

- 5、未在時間內完成繳費者，將取消資格，欲辦證請於候補時間重新上網申請辦理。本組開放 100 位候補名額，申請時間為 10/12 上午 10 : 00 ~ 10/16 下午 14 : 00，學生可自行上網申請並列印申請單（貼上行、駕照影本，行照請印有車主資料面）於 10/16 下午 16 : 00 前至桃園總務組出納櫃台完成繳費事宜。

Students who don't pay the fee by the deadline will be disqualified. If you wish to obtain a parking permit, please reapply online to be placed on the waiting list. 100 positions on the waiting list will be available from 10:00, October 12 to 14:00, October 16, 2020. Students are allowed to apply for the parking permits online, print out the application form (Attach a copy of your driver's license with the owner information and vehicle registration.) and pay the fee before 16:00 on October 16, 2020.

- 6、9/30 以後，本組將加強取締未辦證機車，敬請同學配合。

The General Affairs Section will begin checking for parking permits after September 30. Please cooperate.

- 7、學生機車證申請完後請記得按右上角儲存檔案圖示（如下圖）。

Remember to save your data after completing your application for motorcycle parking permit by clicking the save icon in the upright corner (as shown below).

- 8、機車若換車，請列印新車行照影本(有車主資料那一面)交至總務組後，方可騎新車進入機車停車場停放，違者視同未辦證。Applicants who acquire a new motorcycle are required to photocopy the motorcycle license (the page with owner's information) and submit to General Affairs Section before parking the new motorcycle in the parking lot. Those who fail to do so will be deemed as not having a parking permit.

#### 汽車：Car:

- 1、本次中籤名額為 60 位正取，10 位備取，申請時間 9/21 中午 12 : 00 ~ 9/25 中午 12 : 00，請欲辦理同學上網填寫申請表，再由系統統一抽籤處理。

There are 60 spaces available, with 10 on the waiting list. The application period is from 12:00 noon September 21 to 12:00 noon, September 25, 2020. Please fill in the application online. The system will then draw the lots.

- 2、汽車停車證費用：一律 4000 元整 / 學年(含上、下學期)

Fee for car parking permit: 4,000 NTD/academic year (including the first and second semesters).

- 3、停車期限：車證辦理完成至 110 年 7 月 31 日止。

Parking Permit Period: Will start from the date of the completion of the application through July 31, 2021.

- 4、系統 9/25 中午 12 : 00 分關閉後，將於同日中午 12 : 30 分，由系統統一抽出正取及備取名單。

The system will be closed at 12:00 noon on September 25, 2020. On the same day at 12:30, the

system will draw lots for who can have a parking space and who will be on the waiting list.

- 5、9/25 下午 14：00 後進入學生資訊系統查詢是否中籤，請中籤之同學列印繳費單並附上行駕照影本，於 9/30 下午 16：00 前至總務組繳費辦理。

Students may check on the Student Information System after 14:00 on September 25, 2020 to see if they obtain a parking space. Those obtaining spaces, please print out the fee statement, attach a copy of your driver's license and **make the payment before 16:00 on September 30, 2020 at Taoyuan General Affairs Section.**

- 6、未在時間內完成繳費者，將取消資格，由總務組通知備取名單進行後續申請及繳費事宜。9/30 以後，本組將加強取締未辦證汽車，敬請同學配合。

Students who don't pay the fee by the deadline will be disqualified, then Taoyuan General Affairs Section will inform the students on the waiting list to complete the application and payment process. If you wish to obtain a parking permit, please reapply online to be placed on the waiting list. The General Affairs Section will begin checking for parking permits after September 30.

Please cooperate.

- 7、同一車牌號碼、同一人不得重複申請，違者即喪失資格。

Multiple applications for the same vehicle plate number or same owner will not be accepted.

- 8、車證申請採公平、公正、公開原則，每人限申請乙次且勿私下轉讓，經察覺同一部車多人共同申請或個人運用多部車號同時申請者，一律取消申請資格；另申請車證車輛限本人、配偶或直系親屬所有，車主非前述身分者，依規定取消申請資格。

Application for parking permits is to be conducted in a fair, just and open manner. Every individual and each motorcycle or vehicle may apply only once, no under table transfer is prohibited. Those individuals who are found to have applied with multiple IDs, or multiple license numbers will be disqualified. Moreover, the car or motorcycle must be owned by the applicant, applicant's spouse or a direct blood relative. The applicant will be disqualified if the car or motorcycle is not owned by any of the above.

- 9、學生汽車證申請抽籤確認通過後請記得按右上角儲存檔案圖示(如下圖)。

Remember to save your data after receiving confirmation of obtaining a parking permit by clicking the save icon in the upright corner (as shown below).

- 10、若有換車，請攜帶**新車行照影本(有車主資料那一面)**至**總務組辦理**，未申辦完成請勿停入校區，違者視同未辦證。

Applicants who acquire a new vehicle **are required to submit 100NTD materials fee and a copy of the vehicle license (the page with owner's information) to General Affairs Section to apply for a replacement parking permit.** Those who fail to do so cannot park on campus and will be deemed as not having a parking permit.

桃園行政處總務組：羅啟綸啟 分機:3193

General Affairs Section of Taoyuan Campus Administration Luo, Chi-Lun Ext: 3193

Please click the save icon after completing the application form.

銘傳大學 學生申請停車證收據

編號：

銘傳大學 學生停車證申請表				<input checked="" type="checkbox"/> 機車	
學年		申請人		學號	
科系		車牌號碼		手機號碼	
班級		車子顏色		車主	
費用：		元 整		※ 確認已申請	