

銘傳大學(基河校區)各學年度研究所在職專班學生 上課汽車通行證申請規定

Ming Chuan University (Jihe Complex) Vehicle Access Card

Registration Regulations for Executive Master's Program

Students for each Academic Year

- 一、本校區為方便研究所在職專班學生上課，特提供地下(B3)停車位劃分使用，礙於車位有限請盡量搭乘大眾運輸交通工具。

The Jihe Complex provides parking spaces on level B3 to better facilitate parking for Executive Master's Program Students on school days. It is still recommended to take public transportation due to limited parking availability.

- 二、凡欲申請通行證者，請依下列規定辦理：

Individuals who wish to apply for vehicle access cards are kindly requested to follow the instructions listed below：

- (1) 自各學年度開學起(週一)至(週五)，每日 8:30~21:30 時至基

河行政處庶務組服務櫃檯申請(J320)。

As each academic year begins, Jihe Complex vehicle parking permits are open for application at General Affairs Section service counter (J320) in Jihe Complex from Monday thru Friday (8:30~21:30).

- (2) 申辦表單請至基河行政處網頁逕行下載，填妥相關資料並攜帶學生證或個人課表(新生)及汽車行照正本(須為本人、配偶、直系血親或公務配車等所有)，至本校區三樓聯合服務櫃檯查驗，並當場歸還(免附影本節約紙張響應環保)。

Please download the "Parking Permit Application form" from the Jihe Administration Division website and complete the form, then bring it along with your Student ID or class schedule (First-year students) and vehicle registration (The vehicle must be owned by the applicant, a direct blood relative, spouses or MCU.) to the service counter

located on 3rd floor of Jihe Complex for processing. All the required documentation will be returned to you immediately after review (No photocopies are required to better reduce paper waste.).

- (3) 本停車證僅限週一～週五晚間及週六.日至本校區上課之研究所在職專班學生申請，所核發之車證僅供來校上課使用，非上課時間請勿停放佔用，一經查獲本校得以取消停車資格並沒收停車證。

Applications for these parking permits are only open to MCU Executive Master's Program Students who have evening classes from Monday thru Friday and/or weekend classes on Saturday and Sunday. Moreover, the parking permit can only be used during class hours; do not park your vehicles during non-class hours. If violation is committed and verified by investigation conducted by MCU, violators' parking permits will be invalidated; moreover, their current parking permit will be confiscated.

- (4) 每一學號、車牌僅限一人次(車主)登記，其餘共乘者(如夫妻、親屬、同事、...等)均不得提出，若經審查發現重複申請，既予剔除該車領證資格，不得異議。

The applicant (car owner) can only register one student ID to one car license plate. Others (such as spouse, relatives, co-workers, etc.) are not allowed to apply for registration. If double user registration is committed and verified by investigation, violators' parking permits will be invalidated; no objections will be accepted.

- (5) 本汽車停車證有效期限為核發申請之該學年度止(是年8月至次年7月)，酌收停車管理及清潔費:伍仟元整。

Parking permits are valid from the issuing date to end of that academic year (from August of one year to July of the following year). Parking space management and cleaning fees are 5000 NTD.

- 三、請確實遵照本校汽車通行證各項規定使用。

Please comply with all MCU parking permit-related regulations.

銘傳大學 基河行政處 敬啟

Ming Chuan University Jihe Complex Administration Division