

中文標題：台北校區 113 學年度汽、機車停車證申請說明

英文標題：2024-25 AY Taipei Campus Vehicle (Cars and Motorcycles) Parking Permit Application Procedure

1、 台北校區 113 學年度汽、機車停車證於即日起開放申請(線上登錄資料)。8/1 開始辦停車證。為縮短辦證等待時間，請師長配合依【身份類別】選擇申請表填寫資料，並上傳【駕照】及【汽(機)車行照正本】(汽車需為本人、直系血親或配偶所有)，事務組將於 3 個工作天製作車證，工作天不包含假日(“當天”亦無法列計於工作天內)，請師長於文件申請機繳費後，持申辦聯至事務組換取停車證。

2024-25 AY Taipei Campus Vehicle (Cars and Motorcycles) Parking Permit Application period is now open (Please complete your application online). The Operations Section of General Affairs Division will process the permits on August 1st (Thursday). In order to reduce the wait time for processing, we kindly ask faculty and staff to select the appropriate application form based on their "identity category" and provide the required information. Please upload applicant's driver's license and the original vehicle registration certificate (cars should be owned by the applicant, their immediate family member, or spouse). The Operations Section of General Affairs Division will process the permit within three working days, excluding holidays (date of application submission not included). Please make the payment using the Automated Document Machine, and once completed, present the application receipt to the Operations Section to obtain the parking permit.

《汽車》 Car

【行政主管 Administrators】 <https://forms.gle/L68ZF1EcTiVeshd4A>

【專任教師 Full-time Faculty Members】 <https://forms.gle/Q6JyyjhRtF6iWvmx7>

【行政人員 Administration Staff Members】 <https://forms.gle/ujXDgEmsUPGyguhG7>

【兼任老師 Part-time Faculty Members】 <https://forms.gle/tbnvBcasaPMGpiJEA>

【社團老師 Student Club Advisors】 <https://forms.gle/TDmLVMwj2cSpZAc67>

【廠商 Outside Vendors】 <https://forms.gle/EuhSU4QV3WyuVP3A8>

《機車》 Motorcycle

【教職員&廠商 Faculty and Staff Members and Outside Vendors】

<https://forms.gle/EPdNseh7sLBkfei78>

2、 台北校區因車位限制，凡行政人員(主管除外)及工友，每週固定 2 日不得開車進入校區。桃園及基河校區行政人員比照辦理(星期一、四不得駛入校區)。

Due to limited parking availability on Taipei campus, two days per week are designated for all administrative staff (excluding MCU directors) and general labors, on which they are not allowed to drive into the campus. Staff members at Taoyuan campus and Jihe campus are to follow the same regulation (may not drive onto Taipei campus on Mondays and Thursdays).

3、 停車證費用：

Fees for parking permits:

1. 專任教師及行政主管汽車：2000 元/一學年。

Car parking permit for full-time faculty and administrative directors: 2000NTD/per academic year

2. 行政人員汽車：1000 元/一學年。

Car parking permit for administrative staff members: 1000NTD/ per academic year

3. 廠商汽車：2000 元/一學年。

Car parking permit for outside vendors: 2000NTD/per academic year

4. 廠商臨時汽車：1000 元/一學年。

Temporary car parking permit for outside vendors: 1000NTD/per academic year

5. 兼任老師及社團老師汽車：500 元/一學年。

Car parking permit for part-time faculty and student club advisors: 500NTD/per academic year

6. 機車：200 元/一學年。

Motorcycle parking permit: 200NTD/per academic year

四、 聯絡人：李俊彥 (分機：2681)

Contact person: Mr. Lee, Chun Yen (ext.2681)

總務處事務組：李俊彥 敬上

The Operations Section of General Affairs Division  
Lee, Chun Yen