

文藻外語大學 115 學年度日間部學生汽機車停車申請通知

一、適用對象：日間部學生

二、申請時間：自 115 年 6 月 1 日(一)起，115 年 8 月 1 日起即開始管制。(114-2 學年度有買車位之學生，可停放至 115 年 7 月 31 日止)

三、新制措施：為能減化作業程序，自本學年度起，將試辦改為一學年申請一次停車位。

四、辦理類別：

(一) 汽車停車：費用每學年 2,000 元，因停車位有限，僅開放碩士生申請，限定名額 15 位，採先繳費先領證，額滿為止。(停放地點為鼎中路汽車停車場)

(二) 大型重型機車：費用每學年 2,000 元，限定名額 12 位，採先繳費入帳後開通，額滿為止。(停放地點為學生機車停車場，重機專屬停車區)

(三) 機車停車：(含微型電動二輪車)費用每學年 400 元，限定名額 1,200 位，採繳費入帳後開通，額滿為止。(停車場已改為車牌辨識系統，不用再領取停車證)

(四) 腳踏車：請直接至事務組(行政大樓二樓)領取，毋需費用。

五、申請步驟：

(一) 申請：校務資訊系統 (<https://sso.wzu.edu.tw/Portal/login.htm>) → 申請 → 停車證申請作業。

(二) 填表：填入個人停車資訊，再將駕照及行照上傳雲端後送出。

(三) 驗照：初次申請者適用，續申請者毋需再驗照。(由軍訓室教官審查)

(四) 審核：驗照通過後，由事務組審核並產生繳費畫面。

(五) 繳費：同申請畫面，分二種，網路轉帳(5分鐘入帳)超商繳費(3天後入帳)。

(六) 領證：汽車至事務組領取停車證，機車(含大型重機)毋需領證。

六、填寫說明：

(一) 車牌號碼：英文字一律大寫，車號中間不須一橫槓，例如：CAT1234。

(二) 駕照號碼：即身分證字號。

(三) 車型：例如 PGO Ur1 125cc 或山葉 LSF125Y LED 頭燈…等。

(四) 志願：填 1。若因資料登錄錯誤或不完整者，相關法律責任須自行負責。

(五) 騎乘免駕照微型電動二輪車者，自 113 年 11 月前需完成掛牌。

七、退費標準：

(一) 休退學之學生，退費標準依休退學退費規定辦理。

(二) 其他原因申請退費，需於開學第一週辦理完成，第二週開始即不受理退費。

八、其他：

(一) 學生每學期可同時申請汽車及機車停車，但不可 1 人申請 2 台汽車或機車停車。

(二) 若有未盡事宜，再請參閱總務處網頁最新公告。

總務處事務組 敬啟

115 年 5 月 25 日



Notice on Application for Motorcycle and Car Parking for Daytime Students, Academic Year 115 Wenzao Ursuline University of Languages

Issued by: General Affairs Office, Property Management Section

Date: May 25, Year 2026

1. Eligible applicants

Daytime division students.

2. Application period

From Monday, June 1, Year 115. Parking control will be enforced starting August 1, Year 115. (Students who purchased parking permits in Academic Year 114-2 may continue to park until July 31, Year 115.)

3. New policy measures

To simplify administrative procedures, starting this academic year, parking permits will be applied for once per academic year on a trial basis.

4. Application categories

1. Car parking

- Fee: NT\$2,000 per academic year
- Due to limited spaces, only master's students may apply
- Limited to 15 spots
- First come, first paid basis until full
- Parking location: Dingzhong Road parking lot

2. Heavy motorcycle (large displacement motorcycles)

- Fee: NT\$2,000 per academic year
- Limited to 12 spots
- Activated after payment is received
- First come, first served until full
- Parking location: Student motorcycle parking lot (dedicated heavy motorcycle area)

3. Motorcycles (including micro electric two-wheel vehicles)

- Fee: NT\$400 per academic year
- Limited to 1,200 spots
- Activated after payment is confirmed
- First come, first served until full
- The parking lot now uses license plate recognition system; no parking permit is required

4. Bicycles

- Please collect directly from the General Affairs Section (2nd floor, Administration Building)
- No fee required

5. Application procedure

1. Apply via the school system:

<https://sso.wzu.edu.tw/Portal/login.htm> → Application → Parking Permit Application

2. Fill in personal parking information and upload driver's license and vehicle registration to the cloud system.

3. Document verification:

First-time applicants must undergo verification; returning applicants are exempt. (Reviewed by Military Training Office officers)

4. Approval:

After verification, the General Affairs Office will review and generate a payment page.

5. Payment:

Two methods:

- Online transfer (credited within 5 minutes)
- Convenience store payment (credited within 3 days)

6. Permit issuance:

- Cars: collect parking permit from the General Affairs Office
- Motorcycles (including heavy motorcycles): no physical permit required

6. Filing instructions

1. License plate number: uppercase English letters only; no hyphens (e.g., CAT1234).
2. Driver's license number: same as national ID number.
3. Vehicle type: e.g., PGO Ur1 125cc or Yamaha LSF125Y LED headlight, etc.
4. Preference: enter "1". Applicants are responsible for any legal liability caused by incorrect or incomplete information.
5. Users of license-exempt micro electric two-wheel vehicles must complete registration before November of Year 113.

7. Refund policy

1. Students who withdraw or suspend studies will follow the school's official refund regulations.
2. For other refund requests, applications must be completed within the first week of the semester; refunds will not be accepted starting from the second week.

8. Other notes

1. Students may apply for both car and motorcycle parking in the same semester, but may not apply for two car permits or two motorcycle permits.
2. For matters not covered, please refer to the latest announcements on the General Affairs Office website.