

STUDENT VEHICLE PERMIT APPLICATION

Campus Access & Parking Management Guide | Academic Year

Annual Renewal Required

Permits update every Aug 1. Students must re-apply & pay the fee every academic year.

Permit Validity

Valid from activation date until **September 30** of the following academic year.

License Plate Recognition

Automated campus gate access for both cars and motorcycles upon activation.

APPLICATION PROCESS WORKFLOW

1



Safety Training

Complete certification via 1 of 4 approved methods.

2



Apply Online

Log into SSO System & upload required documents.

3



Pay Fee

Pay at Payment Machine & bring receipt to Center.

4



Auto Activation

Access turns active once all 3 conditions are met.

5



Pick Up Permit

Collect decal at Student Security & Assistance Center.

◇ 1. Traffic Safety Training Certification

Complete **ANY ONE** of the following 4 methods for the current academic year:

- Watch the current academic year's Traffic Safety Training video on Moodle and pass the Traffic Safety Training quiz on Moodle.
- Attend a Traffic Safety Training session held periodically by the Student Security & Assistance Center and pass the quiz on Moodle.
- Attend the Traffic Safety Lecture for new students during September orientation and pass the quiz on Moodle.
- Enrolled in the university's general education course *Traffic Regulations and Traffic Safety* during the current academic year.

 Please allow 1–3 working days for system processing after completion.

☐ 2. Online Vehicle Permit Application

Log in to **School Information System (SSO)**:

Left Menu → I01 Student Vehicle Management → Vehicle Permit Application → Add New

Upload clear photos of required documents:

- The student's own driver's license
- Vehicle registration certificate
- Compulsory automobile liability insurance certificate

☑ 3. Pay Vehicle Management Fee

Pay at Automatic Payment Machines located at: **1F Library** or **1F Administration Building**. Select: *Student Car/Motorcycle Vehicle Management Fee*.

 **After payment, bring receipt to Student Security & Assistance Center to update payment status to "Paid".**

Vehicle Type	Full Academic Year	Half Academic Year
	(Payment by Jan. 31)	(Payment from Feb. 1)
Motorcycle	NT\$ 300	NT\$ 150
Car	NT\$ 700	NT\$ 350

☑ Vehicle Access Activation Conditions

The system will automatically activate campus entry/exit access when ALL 3 conditions are met:

1. Application
APPROVED

2. Payment
PAID

3. Safety Training
CERTIFIED