

## 國立中興大學女生宿舍\_\_\_\_學年第一學期更換寢室申請表

Application Form for Room Changing in the Female Dormitory in the First Semester of the \_\_\_\_ Academic Year

申請日期(Application Date) 年(yyyy) 月(mm) 日(dd) 編號(NO.):

申請者 Applicant A	系所 Department		學號 Student ID		寢室號碼 Original Building/Room
	姓名 Name	(請親簽)	電話 Phone No		軒 房 床 (building) (room) (bed)
申請事項 Application Subjects		<input type="checkbox"/> 互換寢室 Room exchange <input type="checkbox"/> 自行指定 Self-designate 至____軒____房____床 <input type="checkbox"/> 服務中心安排 Dormitory service center arranges the room number (____軒____房____床)			
申請事由 Reasons for Application		<input type="checkbox"/> 日常生活作息差異 Differences in Daily Routine and Schedules <input type="checkbox"/> 其他 Other: _____			
<input type="checkbox"/> 互換者 (change)  <input type="checkbox"/> 同住者 (together) (無免填)	系所 Department		學號 Student ID		寢室號碼 Original Building/Room
	姓名 Name	(請親簽)	電話 Phone No		軒 房 床 (building) (room) (bed)
注意事項 Notice		<p>1. 申請變更寢室每學期以一次為限，請於宿舍服務中心公告時間辦理。 Room change applications are limited to once per semester. Please apply during the announced periods by the dormitory service centers.</p> <p>2. 更換寢室者，建議可先行尋找互換者更換寢室，並一同填寫換寢單；或填寫換寢單後，由服務中心視空床位情況辦理（資料欄位務必由本人親自填寫，請勿代填） Applicants for room changing are recommended to find someone to switch with and fill in the application form together. Alternatively, the Service Center will handle the application based on the availability of vacant beds. (Please fill in the information by yourself and do not ask someone else to do it for you)</p> <p>3. 以傳真、郵寄或 E-Mail 辦理者，檢附學生證或身份證影本，並請於服務中心上班時間來電確認是否收到。 Applicants who claim for room changing should fill out the attached form (Change Room Application Form) and submit a photocopy of their student ID or identity card in person, by fax, by mail, or by email to the Service Center. If you are not submitting the form in person, please call to confirm its arrival.</p> <p>4. 申請核可後服務中心將以電話通知（電話三次通知不到改由簡訊通知）同學若未於通知期限內辦理確認者，換寢申請視同無效，將取消其換寢資格。 After the application is approved, the service center will notify you by phone (processed in order received. If three calls go unanswered, a text message notification will be sent instead). If students fail to complete the confirmation process within the notification period, the room change application will be voided and eligibility canceled.</p> <p>5. 更換寢室需先提出申請，經服務中心核可後方得進行換寢程序，如未按規定私自互換床位或更換寢室，依學生宿舍公約處理。 Room changes require approved applications before proceeding. Unauthorized private room/bed switching will be handled per dormitory regulations.</p>			
審核結果 Examination Results		<input type="checkbox"/> 通過 Approved <input type="checkbox"/> 不通過 Disapproved <input type="checkbox"/> 其他 Others	女宿服務中心 Service Center.		