

114 學年度第二學期學生宿舍換寢申請作業

一、申請時間（逾期、非服務時間不予受理）：

114 年 12 月 15 日（一）早上九點起 至 115 年 02 月 04 日（三）下午五點止。

二、申請資格：114 學年度第二學期住宿生。

三、申請方式：

1. 欲辦理換寢(含同住)者，敬請填寫換寢單(請見住輔組網站公告附件)後，以親送、傳真、郵寄或 E-MAIL 方式(換寢單以現場送件優先受理)送達至欲申請更換之舍區服務中心辦理(例：南棟住宿生欲換至仁齋，填單後請送至原男宿服務中心；女生宿舍填單後請送女宿服務中心)。

2. 資料欄位務必由本人親自填寫，請勿代填(送件時須出示本人身份證件或學生證)。

四、注意事項：

1. 欲換寢者，建議可先行尋找互換者(無互換者由服務中心協助尋找空床位)。

2. 欲同住者，請填寫換寢單後送至服務中心，由服務中心視空床位情況辦理。

3. 申請核可後，服務中心將以電話通知(以服務中心受理換寢單後依序辦理，若電話三次通知不到，改由簡訊通知)，同學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。

4. 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。

5. 更換寢室需先申請通過後方可進行換寢程序，如未按規定私自互換床位或更換寢室，依宿舍公約處理。

6. 如有任何問題歡迎來電洽詢

男生宿舍服務中心 電話 04-22840473/傳真 04-22875692/E-MAIL：maledormitory@dragon.nchu.edu.tw/地址：台中市南區興大路 145 號

興大二村服務中心 電話 04-22840166/傳真 04-22856002/E-MAIL：second-village@nchu.edu.tw/地址：台中市南區國光路 329 號

女宿服務中心電話 04-22840612/傳真 04-22873583/E-MAIL：femaledormitory@dragon.nchu.edu.tw /地址：台中市南區國光路 295 號

宿舍服務中心 敬啟 114/11/17

Application for Changing Rooms in the Student Dormitory in the Second Semester of the 114th Academic Year

1. **Application Period (Late or non-service hour applications will not be accepted):** From 09:00 on December 15, 2025 to 17:00 on February 04, 2026.

2. **Eligibility:**

Students who resided in dormitories for the Second semester of the 114th academic year.

3. **Application Method:**

(1) Those who wish to change dorm rooms (Including those who want to live together), please fill out the change-request form (refer to attachment on Student Housing Service Division website) and submit it in person, by fax, mail, or email to the service center of the desired dorm area (Priority is given to the submission of documents in person.) (e.g. residents of the South Building wishing to move to Ren Zhai should fill out the form and submit to the Male Dormitory Service Center).

(2) Information fields must be completed by the applicant themselves. Do not have others fill it out for you. (You must present your identity document or student ID card when submitting your application.)

4. **Important Notes:**

(1) **For those who want to change beds**, it is recommended to find a swapper first (if there is no swapper, the service center will help to find a vacant bed).

(2) **If you want to live together**, please fill out a bed exchange form and send it to the service center, and the service center will handle it depending on the availability of beds.

(3) **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.**

(4) Room change applications are limited to once per semester. Please apply during the announced periods by the dormitory service centers.

(5) Room changes require approved applications before proceeding. Unauthorized private room/bed switching will be handled per dormitory regulations.

(6) Please feel free to contact us if you have any questions.

Male dormitory : TEL: 04-22840473/FAX: 04-22875692/E-Mail: maledormitory@dragon.nchu.edu.tw / Address : No. 145, Xingda Road, South District, Taichung City 402, Taiwan

Second-village : TEL: 04-22840166/FAX: 04-22856002/E-Mail: second-village@nchu.edu.tw / Address : No. 329, Guoguang Road, South District, Taichung, Taiwan

Femaledormitory : TEL: 04-22840612/FAX: 04-22873583/E-Mail: femaledormitory@dragon.nchu.edu.tw / Address : No. 295, Guoguang Road, South District, Taichung, Taiwan

Dormitory Service Center 17.11.2025