國立中興大學男生宿舍、興大二村更換寢室申請表

學年度第一學期　　申請日期:　　年　　月　　日 編號：_____

申請者				互換者(無互換者免填)			
姓名		電話		姓名		電話	
學號		系所		學號		系所	
寢號				寢號			
E-mail				E-mail			

申請事項	□ 互換寢室 □ 自行指定至_____ □ 宿舍服務中心安排寢號_____
申請事由	□ 日常生活作息差異 □ 其他_____
注意事項	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。 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）。 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。 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。 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。
審核結果	□ 同意　□ 不同意　□ 其他_____；更換後寢室_____
處理結果	□ 已通知　（　　月　　日）經手人簽名:_____ □ 確認放棄（　　月　　日）經手人簽名:_____ □ 系統更正（　　月　　日）經手人簽名:_____ 備註：
以下欄位經審核通過後確認簽署	
確認簽名	申請者：_____（　月　日）　互換者：_____（　月　日） 寢　號：　　寢　號： *提醒:五月二十日後獲得床位(含候補)者，如欲放棄床位，應於確認床位後十日(含)內辦理退宿。

Application Form for Room Changing in the Male and Second Village Dormitory

Application Date： / / (yyyy/mm/dd) Number：_____

Applicant A				Applicant B			
Name		Phone No.		Name		Phone No.	
Student ID		Department		Student ID		Department	
Original Building/Room				Original Building/Room			
E-mail				E-mail			

Application Subjects	□ Room exchange □ Self-designate_____ □ Dormitory service center arranges the room number_____
Reasons for Application	□ Differences in Daily Routine and Schedules □ Other_____
Notice	1. Students could claim for room changing once per semester. Please apply during the announcement period at the dormitory service center. 2. 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）. 3. 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. 4. After the application is approved, the Service Center will notify the applicant by phone (if the Service Center cannot reach the applicant by phone for three times, a text message will be sent). If the applicant fails to confirm within the specified deadline, the application will be considered invalid, and the applicant's qualification to change rooms will be cancelled. 5. Applicants must obtain approval before changing rooms. If someone changes rooms or beds without following the regulations, they will be dealt with according to the dormitory regulations.
Examination Results	Examination Results □ Approved □ Disapproved □ Others_____; New Room Number:_____
Final Results	□ Already notified （Date: / ） Signature _____ □ To cancel (Date: /) Signature _____ □ System adjustment（Date:/ ） Signature _____ Note：

The following fields shall be reviewed and approved prior to signature

Confirm signature	Applicant A：_____(mm/dd) Applicant B：_____(mm/dd) New Room Number:_____ New Room Number:_____ *Note: Those who are given a bed space after May 20 (including those on the waitlist) but want to relinquish their bed space shall apply for check-out within 10 days (inclusive) upon confirming their bed space.