Application Form for Room Changing in the Male Dormitory and Xing-Da 2nd Village

Applicant A						
Student ID		Name		Department		
Email		Phone No.			iginal iilding/Room	
		Applicant B	(Only for Roo	•		
Student ID		Name			epartment	
Email		Phone No.			iginal iilding/Room	
			Reason		,	
		1	Options			
□ Room S	wap	□ Self-Assign to Room		□Adjusted by the Service Center		
Notice	 Students could claim for room changing once per semester. Please apply during the announcement period at the dormitory service center. 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.) ° 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. ° 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. 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. 					
Remarks						
Result	New Room Number			Stamp of Approval		
	Applicant A : Applicant B (Onl	ly for Room Swap)	: (S	tamp of A	pproval)	
		been approved, they cation will be expire	-	e the proc	edure before the	e designated date

Records for Room Changing Procedure					
Note	 % Please follow the above steps: 6. Go to the Service Center to take the application form with stamp of approval with your personal identification. 7. Borrow a temporary key with personal identification, move your belongings to the new room, and clean your original room. 8. Please make a reservation with your floor manager to check your original room with this file, and record the number on water meters or electricity meters of your original and new room. 9. For those who change to Second Village dormitory, please go to the service center of Xing-Da 2nd Village with this form and Form of room checking to change the key. For those who live in Male dormitory, please go to visit the floor manager of your original room. 10. Then you finished all the procedure. 				
Step 1	Applicant A				
	**Please contact the floor manager or the service center to: Check the original room (Please fill in the forms for room checking.) Original Room Degrees of Water Meter (); Degrees of Electricity Meter() (Date :) Degrees of Electricity Meter ();				
	Person in Charge :				
	Applicant B (Only for Room Swap)				
	*Please contact the floor manager or the service center to: Check the original room (Please fill in the forms for room checking.) Original Room Degrees of Water Meter (); Degrees of Electricity Meter() (Date :) Degrees of Electricity Meter ();				
		Person in Charge :			
Step 2	Applicant A	Applicant B (Only for Room Swap)			
	Person in Charge :				
	Applicant A	Applicant B (Only for Room Swap)			
Step 3	Get a key of the new room	Get a key of the new room			
	Signature :	Signature :			
		Person in Charge :			
Step 4	$\Box \rightarrow \text{End of Room Changing Procedure:}$				
	Person in Charge : Date :				