

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

Applicant A				
Student ID		Name		Department
Email		Phone No.		Original Building/Room
Applicant B (Only for Room Swap)				
Student ID		Name		Department
Email		Phone No.		Original Building/Room
Reason				
Options				
<input type="checkbox"/> Room Swap		<input type="checkbox"/> Self-Assign to Room _____		<input type="checkbox"/> Adjusted by the Service Center
Notice	<ol style="list-style-type: none"> 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. 			
Remarks				
Result	New Room Number	Stamp of Approval		
	Applicant A : Applicant B (Only for Room Swap) :	(Stamp of Approval)		
For those who have been approved, they should complete the procedure before the designated date (__ / __), or the application will be expired.				

