

國立中興大學女生宿舍____學年第二學期更換寢室申請表

Application Form for Room Changing in the Female Dormitory in the Second Semester of the ____ Academic Year

編號(NO.):

申請日期(Application Date) 年(yyyy) 月(mm) 日(dd)

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: _____			
互換者 Applicant B	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僅以一次為限，依宿舍服務中心公告時間辦理。 Application for change of dormitory is limited to one time per semester and will be processed according to the announcement of the Residence Halls Service Center.</p> <p>2. 資料欄位請由本人親自填寫，請勿代填。Please fill in the information fields by yourself.</p> <p>3. 更換寢室需先申請過後，始可開始換寢程序，如未按規定私自互換或更換寢室，則依男女生宿舍公約及違規處理要點處理。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.</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.		
審核通過者，請於三日內(年 月 日)完成換寢程序，逾期視同未申請					

換寢程序一 Change room Process 1	申請者原樓層服務委員簽名(確認清空無誤後簽名) Signature of the floor manager of original room (Sign after finishing room check)	
	簽名 Sign :	日期 Date :
	申請者更換後樓層服務委員簽名 Signature of the floor manager of new room	
	簽名 Sign :	日期 Date :
換寢程序二 Change room Process 2	<input type="checkbox"/> 至網管室更換資料(完成請打勾) 網管簽名: _____ Find internet manager room and change your information Signature of the internet manager: _____ <input type="checkbox"/> 至警衛室更換資料(完成請打勾)	
換寢程序三 Change room Process 3	<input type="checkbox"/> 將換寢資料繳回女宿服務中心完成換寢 經手人簽名: _____ Go to the service center and hand in this form Signature of office staff: _____ <input type="checkbox"/> 原寢室鑰匙退回服務中心完成(申請互換免) 經手人簽名: _____ Hand in the original key Signature of office staff: _____	