

致：住宿輔導組 To: Student Housing Service Section

大學部宿舍 Undergraduate Dormitories 研究部宿舍 Graduate Dormitories

## 宿舍寢室異動申請表 Application Form for Room Transfer

申請人姓名 Full Name	學號 Student ID Number	現住 寢室號碼 Current Dorm Room Number	床位號 Bed Number	新寢室號碼 New Dorm Room Number	床位號 New Bed Number	聯絡電話 手機號碼 Contact number(s)	備註 Remarks

日期(Date): \_\_\_\_\_年(Year) \_\_\_\_\_月(Month) \_\_\_\_\_日(Day) 當事人簽名/Signature: \_\_\_\_\_

## 注意事項：

- 一、寢室床位異動原則限床位與床位交換，並需經當事人同意方得異動。  
In principle, room transfers are allowed only on an "exchange of beds" basis. Thus, both parties transferring need to agree to the transfer before this may be approved.
- 二、本聯住宿組存查。The copy is for Student Housing Service Section.

## 宿舍寢室異動搬遷通知單 Room Transfer Advice

申請人姓名 Full Name	學號 Student ID Number	現住 寢室號碼 Current Dorm Room Number	床位號 Bed Number	新寢室號碼 New Dorm Room Number	床位號 New Bed Number	聯絡電話 手機號碼 Contact number(s)
搬遷手續 Steps	項 目 Procedure			辦理單位 Department		簽 章 Seal / Signature
1	申請寢室異動 Submission of the Application Form for Room Transfer.			住宿輔導組 Student Housing Service Section		
2	A.至新宿舍區服務台領取寢室財產清單或寢室鑰匙、宿舍生活公約，同時遷入新寢室進住。 Proceed to the Service Desk of your new dormitory to obtain your room's Dormitory Property List, your Room Key, the Student Housing Agreement and move into your room. B.核對寢室內財產無誤後填妥財產清單繳回服務台存查。 Confirm the condition of room facilities. Complete the Dormitory Property List and submit to the Service Desk.			宿舍管理員 Dormitory Staff (新宿舍)服務台 (New Dormitory) Service Desk		
3	A.清點原寢室財產並歸還原寢室鑰匙。 Inspection of room and return the room key. B.原寢室鑰匙限二日內歸還 Room key should be returned within 2 calendar days.			宿舍管理員 Dormitory Staff (原宿舍)服務台 (Original Dormitory) Service Desk		
4	搬遷單、新寢室財產清單、(宿舍生活公約)，請於遷入後二日內填妥繳回新宿舍服務台存查。 Please complete the Room Transfer Advice, Dormitory Property List (New Room), and the Student Housing Agreement within 2 calendar days from transfer into new dormitory room and submit this to the Service Desk.			宿舍管理員 Dormitory Staff (新宿舍)服務台 (New Dormitory) Service Desk		

## 注意事項：

- 一、寢室異動經核准後請於二日內搬遷完畢，請宿舍管理員清點原寢室財產物品、依規定繳回原寢鑰匙，如有賠償責任請會同宿舍輔導人員處理。
- 二、持本聯向宿舍服務台辦理異動登記，並交新宿舍區服務台收執存查。

Note: 1.Once the Application for Room Transfer is approved, kindly complete actual transfer within 2 calendar days. The Dormitory Staff shall check the condition of your room facilities, the student should coordinate with the Student Housing Service Section on the settlement should there be items needing repair or replacement as a result of his/her use.

2.This document should be submitted to the Student Housing Service Section for processing. Upon transfer, kindly submit to the Service Desk of your new dormitory for documentations purposes.