

NCNU Application for changing the room in student dormitory within two weeks of the start of the semester

Name:_____ Department:_____ Grade:_____

Student ID:_____ Original room number:_____

Reason for changing room_____ (state the reason)

After careful consideration, I decided to apply for a room change to:_____ (New room number), Name of swapping room_____ (If this column is adjusted to a vacant bed, fill in "X"); The roommates who have coordinated with the new dormitory can live in harmony with the new dormitory roommates and will not be exchanged for any reason during this semester.

Notes on changing room :

1. Complete the application for room change within two weeks of the start of the semester.
2. Make sure the room is vacant.
3. Individuals may not be individually exchanged to the entire vacant dormitory.
4. Please keep the receipt.
5. The procedure must be approved by the administrator.

Date:_____ Administrator's signature: _____

Item	Get new key	Complete the room change	Update the roster	Maintenance system	Make up/refund the difference
Hit V for confirmation					
Administrator's signature					
Completion Date					

Receipt for changing room(Please keep it properly)

Applicant's signature:_____

Agreed to switch to:_____ (New room number)

Administrator's signature:_____