Application for Change of Rooms
(111-2 semester)

DATE	EVENT	INSTRUCTION & REMARKS
10:00A.M., Mar. 07 | 10:00A.M., Mar. 14	Open for Application	**Eligibility**: current tenants **Application system**: https://dorm.osa.ncku.edu.tw/index_pc.php **Application items & processing principles:** 1. **Apply for mutual exchanges:** the system will process the applications only when every applicant involved in the same exchange completes their applications. 2. **Apply for the appointed vacancy:** the system will randomly select one among the applicants when there is more than one applicant applying for the same vacancy. 3. **Apply for the appointed dorm building:** the system will randomly select a vacancy in the appointed dorm for the applicant when there are vacancies available in the appointed dorm building.
18:00, Mar. 16	Application Result open for Inquiry	https://dorm.osa.ncku.edu.tw/index_pc.php
Mar. 17 | Mar. 22	Room transferring	**Steps to Complete Your Room Transferring**: 1. Collect your handling fee bill and Checklist for Room Transferring from the resident counselor of your target dorm. 2. Pay the handling fee and, if any, the fee difference. 3. Follow instructions on the checklist to complete the procedures for room transferring.

Remarks

1. Late submission will not be processed.
2. A handling fee of NTD 250 will be charged for approved application.
3. When there is a fee difference for the approved application, the balances will be paid to either side.
4. The auto-payment machine can only process amounts that are multiples of 5. Thus, the fee difference will be rounded up to the multiple of 5 if it is not. If you disagree with that, please inform Housing Service Division by 17:00, Mar. 17 via email at ysluc@mail.ncku.edu.tw. We will issue the bill for you to pay at the cashier division. We are sorry for the inconvenience. Thank you for your kindly understanding.