Application for Change of Rooms
(110-2 semester)

DATE	EVENT	INSTRUCTION & REMARKS
10:00A.M., Mar. 08 | 10:00A.M., Mar. 15	Open for Application	**Eligibility**: the following residents: 1. International degree students. 2. International exchange students. **How to Apply**: 1. Download the application form. 2. Discuss with the current residents of the room you choose to move in and let them sign on the application form. 3. Submit the application form to the resident counselor of your building.
18:00, Mar. 17	Application Result open for Inquiry	Check your application result here: http://dorm.osa.ncku.edu.tw/index_pc.php
Mar. 18 | Mar. 24	Room transferring	1. Collect your <u>handling fee bill</u> and <u>Checklist for Room Transferring</u> from the resident counselor of your target dorm. 2. Pay the handling fee and, if any, the fee difference. 3. Follow steps on the checklist to complete the procedures for room transferring.
After moving into the target room	Re-register for Internet Access	1. Computer and Network Center will delete the previous Internet connection registration of the applicants. 2. To resume access to the internet, please register again and renew your accommodation information here: http://www.cc.ncku.edu.tw/dorm/ 3. The registration can only be done in the room the applicant transfers into.
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 cannot process amounts that are not the multiple of 5. Thus, the fee difference will be rounded up to the multiple of 5 if it is not. If you do not agree with that, please inform Housing Service Division by 17:00, Mar. 18 via email (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.

Application Form for Change of Rooms (110-2)

Student Number:	
Chinese Name:	
English Name: (if available)	
Current dorm & room	Dorm: Room:
Preferred dorm & room	Dorm: Room:
Have you communicated with the current residents of your preferred room? □ YES □ NO	
Applicant's signature:	
Signature(s) of student(s) living in the room to be transferred: (optional) Student A: _____ Student B: _____	

======================FOR OFFICE USE ONLY==========================
此區請勿填寫 Please do not fill in the following section.

收件日期: _____ 審查輔導員: _____ 申請換寢:_____→_____ □ 通過 □ 不通過: _____	□手續費 250 元 □搬遷確認日期 □門禁系統資料更新 □鑰匙處理記錄 □資料卡處理記錄 □電費結算 □床位系統更新

擬辦	會辦	決行