國立臺灣科技大學學生宿舍床位調整申請單
NTUST APPLICATION FORM FOR CHANGE OF DORM ROOM

調整方式	☐ 換至空床 Change to Vacant Bed ☐ 互換床位 Beds Exchange	
姓名 Name		
學號 Student ID Number		
手機 Cellphone Number		
原房號 - 床號 **Original Dorm** Room NO. - Bed NO.		
新房號 - 床號 **New Dorm** Room NO. - Bed NO.		

注意事項 (ATTENTION)

1. 請於申請時間內持**學生證**與**申請單**至學務處10或11號櫃台辦理；蓋章並完成換床後請將本申請單繳交至宿舍1F 管理中心。Within the application period, please go to counter 10 & 11 at the OSA with your student ID card and this filled-out application form. Then after you finish bed changing, please hand in the application form to the Dorm Management Center (1F).

2. 請於 ＿＿年＿＿月＿＿日＿＿時前（最晚兩天內）辦理入住新寢室，將原寢室床位、衣櫃及書桌抽屜清潔乾淨後，請宿舍管理中心人員至原寢室床位檢查，檢查不合格或未依規定檢查將扣住宿保證金。Please move to your new dorm room within two days (deadline as above). After cleaning up your original dorm bed, wardrobe, desk, and drawers, please ask the dorm staff to examine what you have cleaned. Those who fail the examination or don't apply for examination CANNOT have their dorm deposit back.

☐ 換至空床，請宿管人員檢查原床位。

☐ 互換床位，雙人互換請同學自行檢查，宿管人員不須檢查寢室。

學務處承辦人：＿＿＿＿＿＿＿＿＿＿＿＿＿.

(Case Officer at the Office of Student Affairs)