

亞洲大學寢室、網路異動申請單

Asia University Bedroom and Internet Change Application Form

申請日期 Application Date : 年(Y) 月(M) 日(D)

序號	異動前 寢室 Change Before	床號 Bed No.	異動後 寢室 Change After	床號 Bed No.	姓名 (本人簽章) Name (Signature)	學號 Student ID No.	系所 Department &Class	備註 (註明原因) Remark
1								
2								
3								
4								
5								
6								
7								
8								

依序至各辦理單位	簽名或蓋章 Signature	備註 Remark
1.宿舍管理員 Dormitory Manager (在一樓櫃檯 At the Counter 1F)		<input type="checkbox"/> 確認繳費 <input type="checkbox"/> 確認床位 <input type="checkbox"/> 確認申請人數共_____人 <input type="checkbox"/> 確認雙方意願是否屬實
2.書院與住宿服務組 Residential Colleges and Housing Services Section (在行政大樓 At the Administration Building)		<input type="checkbox"/> 確認為空床位 <input type="checkbox"/> 修改行政系統 F07

※異動空床位請先到宿服組確認。

※Please confirm with the Residential Colleges and Housing Services Section first to see if the bed is available or not before moving to it.

※學生互換床位時，所有的當事人都必須列印本表單填寫後至宿舍櫃台換 Key。

※Residents who intent to exchange beds need to print this form from website and all parties have to show up and swop keys at the dorm counter..

※請於申請當日完成異動流程，若當日 17:00 前未將本表單繳件至書院與住宿服務組(行政大樓)，當日無法註冊使用網路。

※The transfer process must be completed and submit this form to the College and Residential Services Section before 17:00. Otherwise the internet could not accessed on the same day.

※本單留於宿服組備查。

※This form will be put in file at the Residential Colleges and Housing Services Section.