

# 亞洲大學學生宿舍寢室床位異動申請單

## Asia University Dormitory Room & Bed Change Application Form

編號：

提出異動申請前務必詳閱以下說明：

※異動申請期間為學期第 3~16 週。

※須於學校上班日提出申請，當日 17 點前須將此申請單送回宿服組進行系統更新才完成異動流程，請確定可行再提出申請。

※若原寢室因異動而只剩一人，則須全寢進行異動。

※僅提供三人以上住宿生申請異動至空房間。

※申請及異動時所有人都必須到場。

※系統更新後宿舍網路須重新註冊。

※異動方式：

A. 「不同」宿舍床位互換：持申請單至「兩棟」宿舍櫃檯蓋章及異動。

B. 同宿舍床位互換：持申請單至宿舍櫃檯蓋章及異動。

C. 欲換至空床位：持申請單至宿服組詢問空床位，取得空床位才可至宿舍櫃檯蓋章及異動。

Read the following instructions before applying：

※The application period is from 3rd~16th week of the semester.

※Applications must be submitted on school working days. This form must be returned to the Housing Services Section before 17:00 on the application date to complete the change process, please ensure this is possible before submitting your application.

※If only one person is left in the room, everyone must move.

※Empty room only available for three or more people to request changes.

※All persons must be present at the time of application and exchange.

※Dormitory network must be re-registered after system update.

※Change tatus：

A. Change in different dormitory：Go to the counters of the two dormitories directly for stamping and exchange.

B. Change in same dormitory：Go to the dormitory counter directly for stamping and exchange.

C. Change to empty bed：Go to the Housing Services Section to enquire about empty beds, then go to the dormitory counter.

申請日期 Application Date：年(Y) 月(M) 日(D)

序號 No.	異動前寢室 Old Room no.	床號 Bed	異動後寢室 New Room no.	床號 Bed	姓名 (本人簽章) Name (Signature)	學號 Student ID	備註 Note
1							
2							
3							
4							
5							
6							
7							
8							

### 申請流程(以下由宿服組填寫) Application Process (written by staff)

宿舍櫃檯 Dormitory Counter (Dormitory 1F)	宿服組 Housing Services Section
<input type="checkbox"/> 所有人到場 All persons present at the same time. <input type="checkbox"/> 交(更)換床位&鑰匙 Exchange bed & key. <input type="checkbox"/> 舊寢室清潔&設備正常 Room cleaning & integrity.	<input type="checkbox"/> 所有人到場 All people present at the same time. <input type="checkbox"/> 空床位 Confirmation of empty beds. _____ <input type="checkbox"/> F07 <input type="checkbox"/> F12 <input type="checkbox"/> 門禁
服務人員簽章(押日期)	服務人員簽章(押日期) 簽章(押日期)

備註：亞洲大學基於「學生住宿安全管理」之目的，自住宿生取得姓名、電話等個資，作為學生住宿期間及地區內的必要聯繫之用。您可依法行使請求查詢、閱覽、補充、更正；請求提供複製本；請求停止處理、利用；請求刪除個人資料等權利，請使用「亞大學生信箱」來信本校書院與住宿服務組 ([dss@asia.edu.tw](mailto:dss@asia.edu.tw))。Based on the purpose of "student dormitory safety", the Housing Services Section need obtain the data of resident's names, phone numbers for the purpose of emergency uses. But a student has the right to inquiry, reading, supplementation and correction, or request to stop processing, usage or delete personal data etc., according to law. Please contact the residential colleges and housing services section ([dss@asia.edu.tw](mailto:dss@asia.edu.tw)) with Asia University student mailbox.