換舍平台操作手冊

Dormitory Room Change Platform User Guide

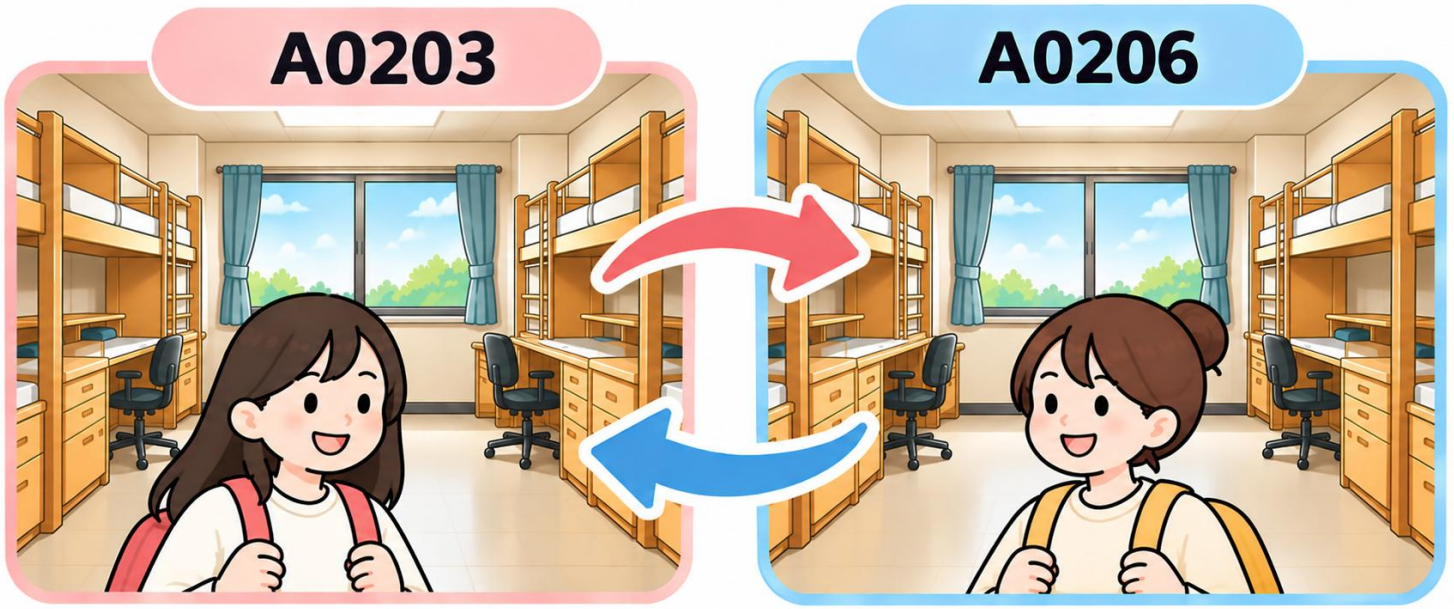
重要說明　Important Information

1.換舍(寢)每人每學年度(含寒假及暑期)，合計限申請 1 次。
2.住宿費退、補費用依學生住宿輔導辦法辦理；補繳費用完成後，始能辦理進住。
3.原寢室應負擔之電費等相關費用，會由宿舍經理結算。
4.換寢成功將以 E-mail 通知(住宿申請系統所留之 E-mail)。
5.搬遷進住期間僅受理收件，俟搬遷進住期間結束再統一作業。
6.學士班新、舊生床位不能互換；學士班與碩博士班床位亦不能互換。
7.雙人換舍申請限「相同宿舍別與房型」之住宿生辦理。
8.若需更換至「不同宿舍或不同房型」，請透過「單人換舍」申請，宿舍會以同學之「電腦抽籤序號」順序做空床位的核配，並依序安排換舍。

1.Each student is allowed to apply for a dormitory (room) change only once per academic year, including winter and summer breaks.
2. Refunds or additional charges for dormitory fees will be processed in accordance with the National Taiwan Normal University Regulations for Student Dormitory Counseling. Students must complete any additional payments before moving into the new room.
3. Any outstanding charges for the original room, including electricity fees, will be settled by the dormitory manager.
4. Students will be notified of the successful room change via email (sent to the email address registered in the dormitory application system).
5. During the move-in period, room change applications will only be accepted for processing at a later date. All applications will be processed after the move-in period ends.
6. Dormitory beds for undergraduate freshmen and upperclassmen cannot be exchanged. Likewise, beds for undergraduate and graduate students cannot be exchanged.
7. Double room swaps are only allowed between students assigned to the same dormitory and room type.
8. If you wish to change to a different dormitory or a different room type, please apply for a single room change. Bed allocation will be arranged according to the student's lottery number, and available beds will be assigned in order.

相同房型申請互換寢室床位

Apply to exchange dormitory beds with another student in the same room type

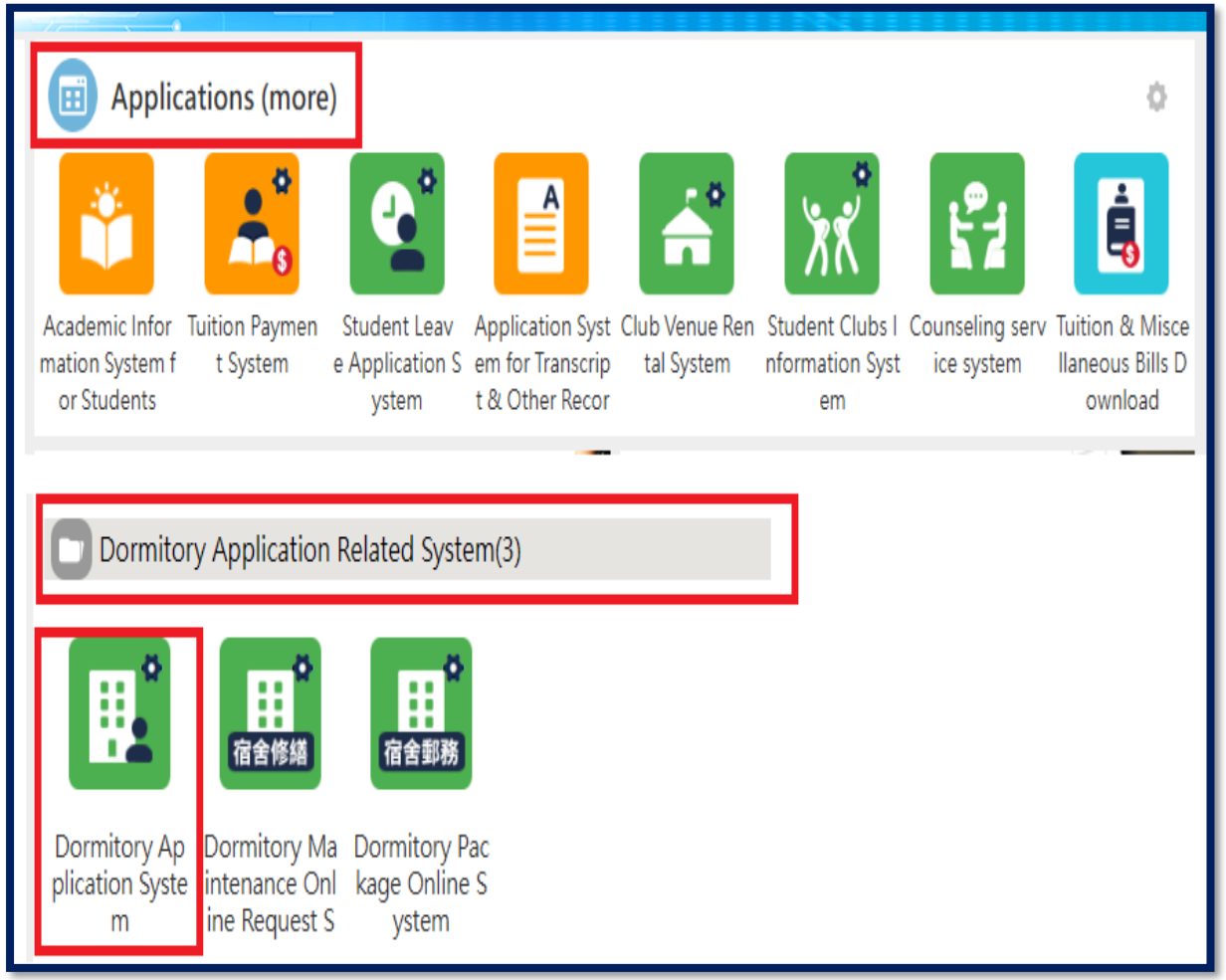


STEP 01 登入校務行政入口 *Log in to the NTNU Administration Portal*

中文介面 Chinese interface



英文介面 English interface

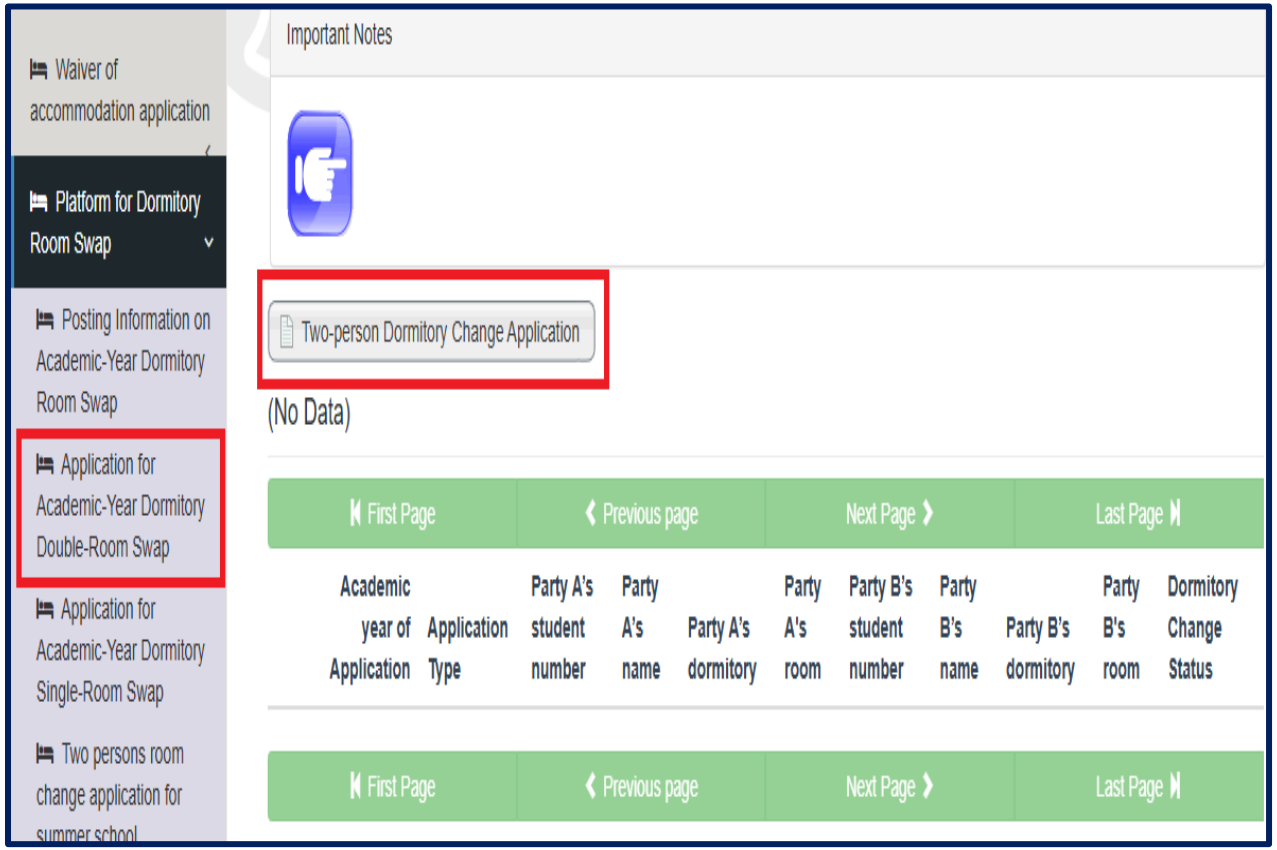


STEP 02 點選學年雙人換舍申請 Click "Academic Year Two-Person Room Change Application."

中文介面 Chinese interface



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STEP 03

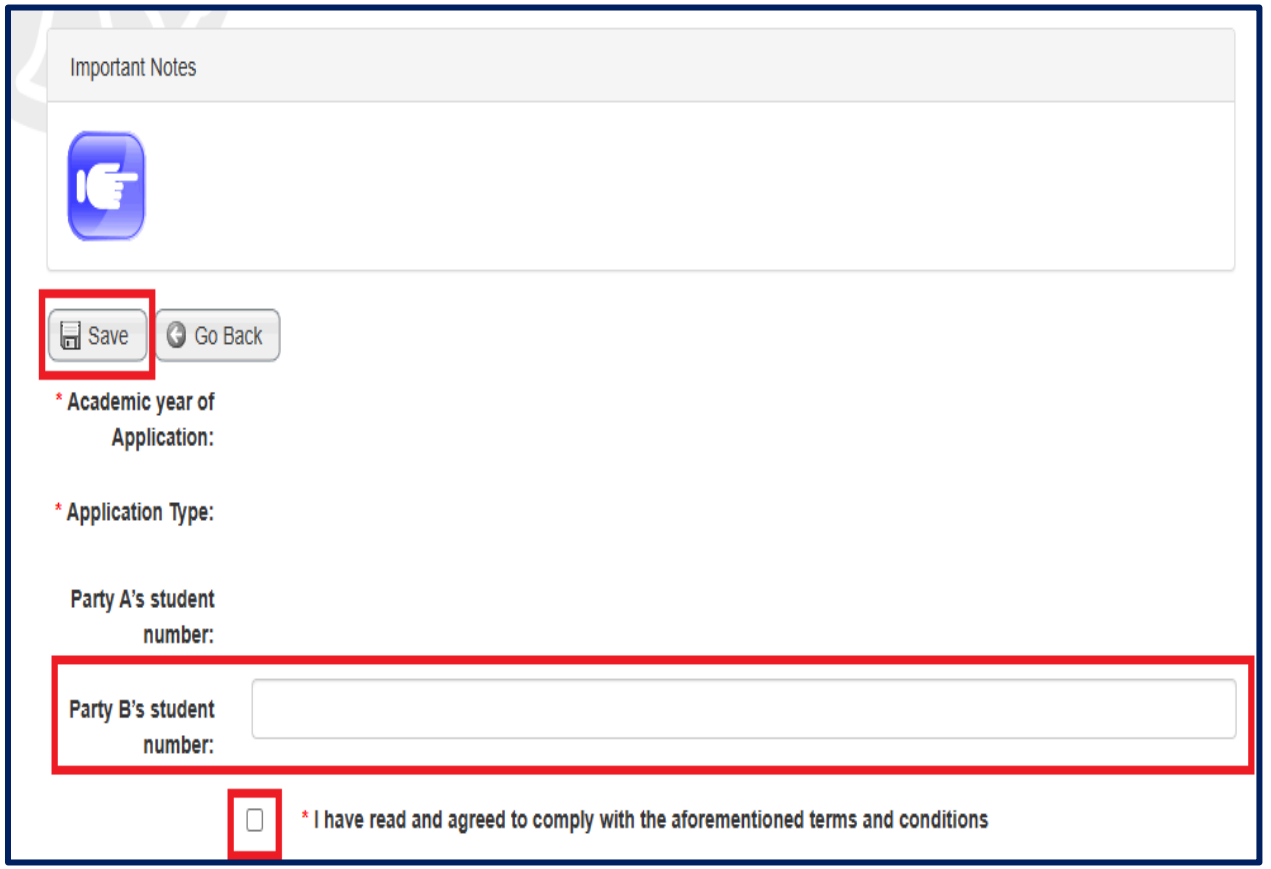
輸入同意換舍同學學號（乙方）並勾選遵守注意事項後儲存

Enter the student ID of the student who agrees to exchange rooms with you (Party B), check the box to agree to the terms and conditions, and click "Save."

中文介面 Chinese interface



英文介面 English interface

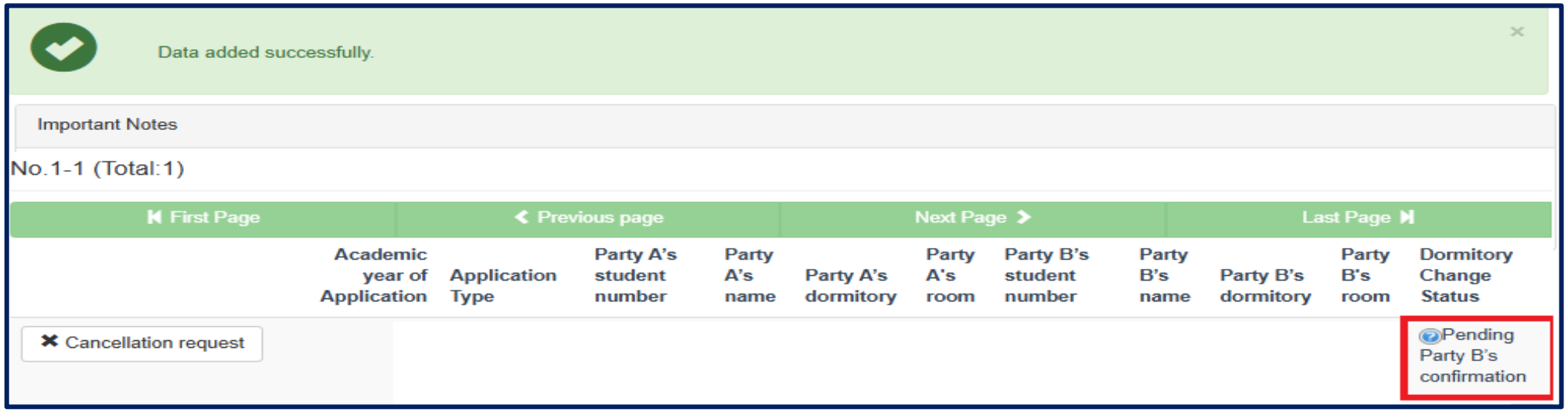


STEP 04 等待乙方同意雙人換宿 Wait for Party B to agree to the two-person room exchange

中文介面 Chinese interface



英文介面 English interface

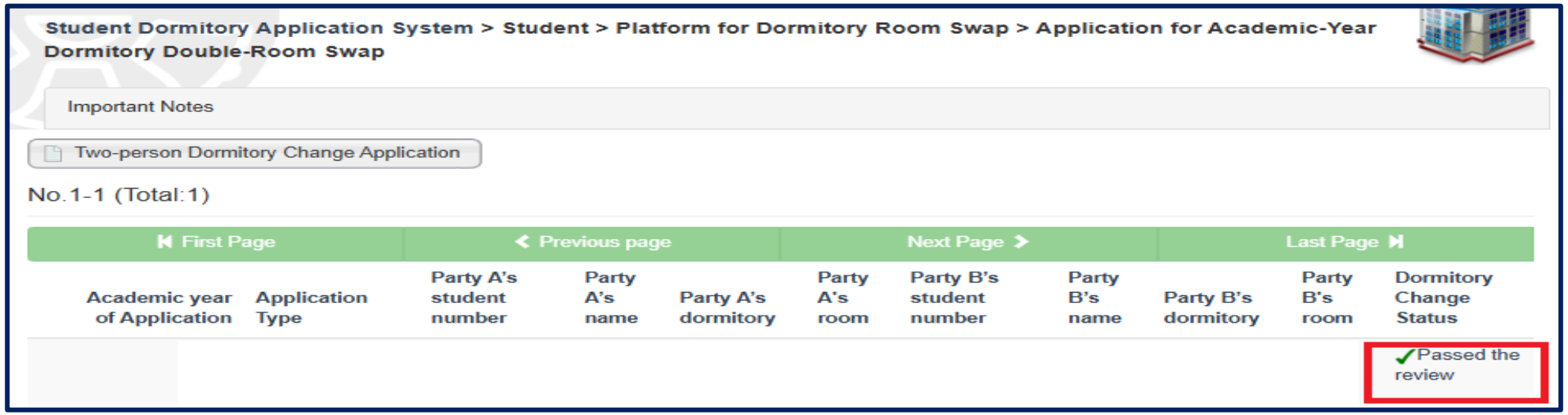


STEP 05 雙人換舍申請審核通過 Two-Person Room Change Application Approved

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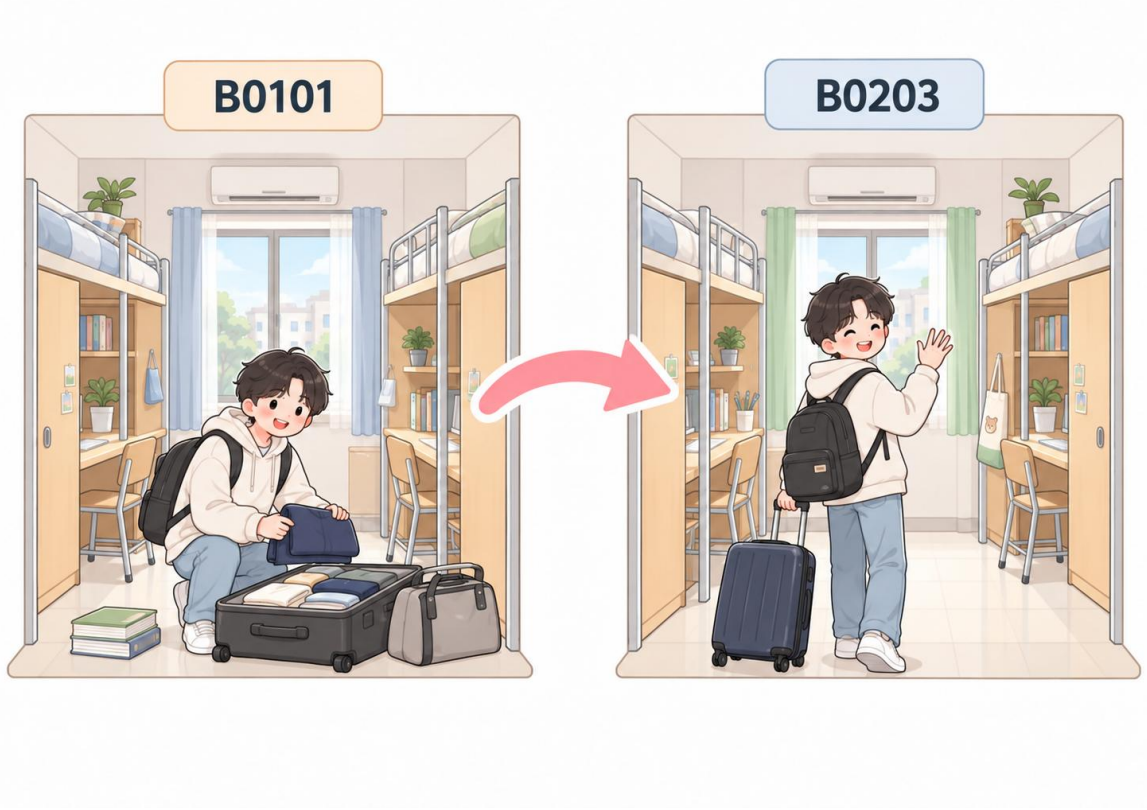


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單人申請換舍

Application for Academic-Year Dormitory Single-Room Swap

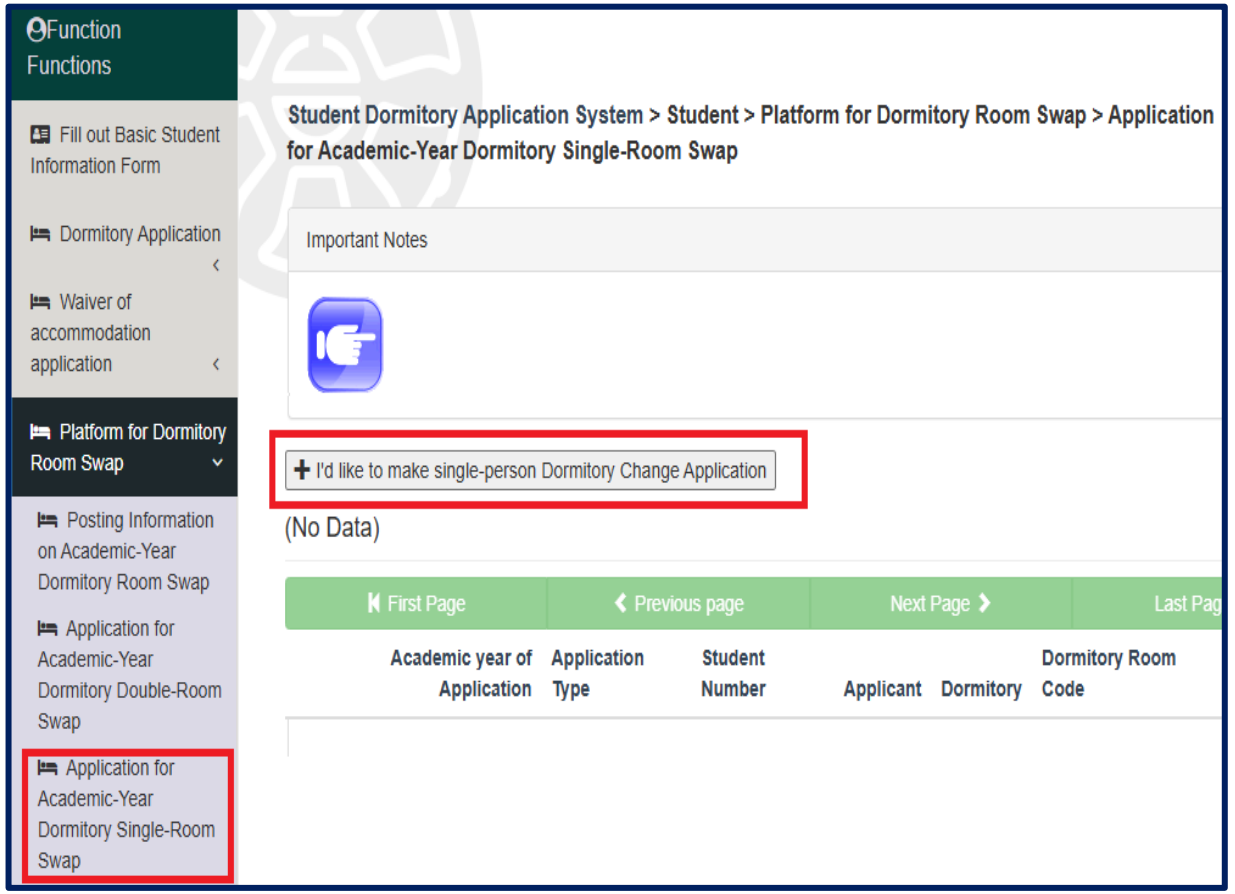


STEP 01 點選申請單人換宿 Click "Application for Academic-Year Dormitory Single-Room Swap."

中文介面 Chinese interface



英文介面 English interface



STEP 02 填寫欲更換宿舍別、換舍方式並同意遵守注意事項後儲存

Select your preferred dormitory and room change method, agree to the terms and conditions, and click "Save."

中文介面 Chinese interface



英文介面 English interface

