

湖州师范学院留学生公寓调房申请表

Huzhou University International Student Dormitory Room Adjustment Application Form

姓 名 : Passport Name:		性别: Gender:		护照号: Passport No.:	
国 籍 : Nationality:		联系电话: Phone No.:			
原住房间号: Original Room No.		拟调换房间号: New Room No.			
预计住宿时间: Accommodation Time	to	年Y 月M 日D 年Y 月M 日D			
申请调换原因 Reason for Room Adjustment	申请人签字与手印Signature and fingerprint of Applicant:_____ ____年Y____月M____日D				
电费中心意见 Power Center	(原房间是否已缴清所有水电费) 经办人签字(盖章) Signature (stamp):_____ ____年Y____月M____日D				
本人保证原房间_____所有家具及设备完好无损, 并上交原房间所有钥匙。I assure that all the furniture and equipment in Room_____are well kept, and I will give the key back to the Dorm-administrator. 申请人签字Signature and fingerprint of Applicant:_____ 原室友签字Signature and fingerprint of the original roommate:_____ ____年Y____月M____日D					
班主任/辅导员意见 Head teacher Opinion	经办人签字(盖章) Signature (stamp):_____ ____年Y____月M____日D				
国际教育学院意见 International College Opinion	经办人签字(盖章) Signature (stamp):_____ ____年Y____月M____日D				
本人已收到该生原房间_____钥匙: 宿管签字Signature of dorm supervisor:_____ ____年Y____月M____日D 已将新房间_____钥匙交给申请学生。 宿管签字Signature of dorm supervisor:_____ ____年Y____月M____日D					

备注: 1、原房间押金转移接续至新房间, 此押金在退房时凭押金收据退还。
The original room' s deposit will be transferred to the new room' s. The deposit should be returned to the guest and the guest should return the deposit receipt to the Reception when the guest check out.
2、宾客退出时应结清原房间相关杂费, 所有手续办理完毕后将原房间钥匙交至宿管员后再领取新钥匙。
The guest should pay for all the cost of the original room and return the original room card to the dormitory administrator before getting the new room card.
3、此表一式二份, 办公室、宿管员各一份。
This form is in duplicate. One is for the IC Office and the other one is for the dorm- administrator .