**中南大学国际学生校内宿舍异动申请表**

**Application Form of Dormitory Changing in CSU**

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| --- | --- | --- | --- |
| 中文名  Chinese Name |  | 英文名  English Name |  |
| 学号  Student NO. |  | 护照号码  Passport NO. |  |
| 国籍  Nationality |  | 手机Telephone NO. |  |
| 性别Gender |  | 宗教Religion |  |
| 学院School |  | 专业Major |  |
| 学生类别  Program | ( )本科生/Bachelor Degree students( )硕士研究生/Master Degree students  ( )博士研究生/Doctor Degree students ( )进修生/Course study students  ( )汉语生/Chinese Language students ( )交换生/Exchange students | | |
| 经费类别Financial Support | ( )CSC奖学金/CSC Scholarship ( )CSU全额奖学金/CSU full Scholarship  ( )CSU部分奖学金/CSU partial Scholarship( )自费/self-support ( )其他/others | | |
| 原宿舍Original Room NO. | 宿舍楼Building\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_房间号Room\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 拟搬入宿舍  New Room NO. | 宿舍楼Building\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_房间号Room\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 申请原因  Reasons for Application | 申请人签名Applicant signature：  申请日期Date： 年 月 日 | | |
| 拟搬入宿舍同学意见  Opinions of new Roommate | 拟搬入宿舍学生签名：  New Roommate Signature: | | |
| 国际学生管理办公室意见Permission of International Students Office：  签名Signature：  申请日期Date： 年 月 日 | | | |
| 物业管理中心意见Permission of Property Management Center:  签名Signature：  申请日期Date： 年 月 日 | | | |
| 宿舍调整办理情况  Status of Changing Procedures | 原宿舍退宿手续办理情况Check-out Procedures for the Original Room：  管理员签字Signature of Dormitory Staff:  日期Date： 年 月 日 | | |
| 新宿舍入住手续办理情况Check-in Procedures for the New Room：  管理员签字Signature of Dormitory Staff:  日期Date： 年 月 日 | | |

**备注Notes**：

1、无充分正当理由者一律不予宿舍调整。

Without sufficient justification students shall not apply for dormitory changing.

2、学生退出原宿舍时应核实是否交清住宿费，并确保宿舍内财产完好无损，如有损坏，照价赔偿，所有手续办理完毕后将宿舍钥匙交还管理员。

Property Management Center will verify whether a student has paid off accommodation fee before he or she moves out from the original dormitory. If something is broken, compensate according to the cost. After all the procedures, all the keys of the original dormitory must be returned to the front desk.

3、此表一式两份，国际学生管理办公室一份，物业管理中心一份。

This form is in duplicate, one forInternational Students Office and the other forProperty Management Center.