

會客人員進入寢室申請單

108.08.1 版

Application Form for Visitors Entering the Rooms of the Dormitory

申請日期 Application Date : 年 YY 月 MM 日 DD

受訪者簽名 Signed by the Visited		系級 Department and Grade		學號 Student Number	
連絡手機 Mobile Phone		宿舍 Dormitory		寢室 Room	

提醒，會客人員入舍須徵得室友同意，是否已徵求同意？是 否 原因：

We would like to remind you that visitors to the room shall be approved by the roommates. Is the visit approved by your roommates? Yes No Reasons:

訪客姓名 Name of the Visitor		訪客手機 Visitor's Mobile Phone		與受訪者關係 Relation with the Visited	
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申請入舍詳細事由 Reasons for the Visit	
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此處由審核單位填寫

審核人員簽核 Ratified by Auditors			
進入寢室時間(值班管理員填寫) Entering the room at (time)		離開寢室時間(值班管理員填寫) Leaving the room at (time)	
____年 YY ____月 MM ____日 DD ____時 HH ____分 MM		____年 YY ____月 MM ____日 DD ____時 HH ____分 MM	
值班管理員簽章 Dormitory Staff		值班管理員簽章 Dormitory Staff	

申請流程：

1. 上班時間請至住宿服務組(國際學舍 1F)填寫「會客人員進入寢室申請單」，並審核蓋章。
2. 下班時間及假日請至生輔組(舊圖 1F)申請。
*學生家長請持雙方身份證，由受訪住宿生帶領，至宿舍傳達室向管理登記申請進入即可。



1. 持入舍申請單至各宿舍傳達室登記並換證。
2. 請住宿生親自帶領會客人員進入寢室，入舍時間限時 1 小時。

離宿 ↓

1. 至各宿舍傳達室歸還會客人員入舍證件。
2. 宿舍管理員填寫離宿時間，入舍申請單留存備查。

備註：

1. 此表供申請進入宿舍寢室用，請依上述申請流程辦理。
2. 依據本校「學生宿舍管理辦法」第廿九條第六款規定，進入寢室需經學務處住宿服務組(上班時間)或生輔組(下班及假日時間)同意始准進入。
3. 為保障其他住宿生之休憩時間，進入寢室需經取得室友之同意，且申請入舍時間為每日上午 9 時至下午 17 時止，最晚離舍時間為每日 18 時。申請進入寢室時間以 1 小時為限，超過 1 小時需再次提出申請。
4. 未經核准同意而擅自進入寢室者，將依「學生宿舍管理辦法」第卅一條規定及「學生獎懲辦法」第八、九條規定懲處。

資料相關服務使用，非經當事人同意，絕不轉作其他用途，亦不會公佈任何資訊，並遵循本校個人資料保護管理制度資料保存與安全控管辦理。108.7.31

Application Procedure

1. Please fill out Application Form for Visitors Entering the Rooms of the Dormitory during working hours at Office of Student Housing Service Division (1F of International Student Dormitory) and have the Form ratified and stamped.
 2. During closing hours and holidays, the application shall be made at Military Education Office (1F of the Old Library).
- * Boarders' parents may enter the rooms after registering for entering the rooms at the dormitory reception room with their and the boarders' ID and accompanied by the boarders.
1. Please register at the dormitory reception room with the application form and exchange a dormitory access ID with your ID.
 2. The boarders shall usher the visitors into the room in person. The visit is limited to 1 hour.

Leaving the room

1. Please return the dormitory access ID with your ID at the dormitory reception room.
2. The dormitory staff will record the leaving time. The application form will be preserved for future reference.

Notes :

1. The Form is for visitors entering the rooms of the dormitories. Please make application according to the abovementioned procedure.
2. According to Article 29-6 of Regulations for Students' Dormitories Management, visitors to the rooms of the dormitories shall be permitted by Student Housing Service Division, Office of Student Affairs (working hours) or Military Education Office (closing hours and holidays).
3. To avoid disturbing other boarders' resting, visitors to the rooms shall be approved by the roommates. The visit time is from 9:00 am to 5:00 pm every day. The visitors shall leave the rooms before 18:00. The visit shall be less than 1 hour. The visitors shall make application again if the visit is more than 1 hour.
4. Those entering the rooms without permission will be punished in accordance with Article 31 of Regulations for Students' Dormitories Management and Article 8, 9 of Regulations for Student Rewards and Punishments.