

Application Form for Entry/Exit During Access Control Hours (Unlimited Counts) (_____ Semester)

Bedroom: _____ Department/Grade: _____ Student ID: _____ Name: _____
 Bedroom Ext. No.: _____ Tel. No. (Mobile): _____ (Home Address) _____

1. Statement:

- (1) **Club Activity:** For a large-scale club activity, claim the application form from the dormitory supervisor and complete the application within one (1) week prior to the activity; effective only after the application procedure is completed. The application based on the club's meetings and routine practicing is held invalid. Return to the dormitory late without prior application will be counted pursuant to the relevant requirements.
- (2) **Cram school:** At the beginning of each semester, submit the photocopy of the class attendance card, timetable, parent's certificate, and notes to the number of days for the cram school per week (limited to one semester).
- (3) **Master program/doctoral program students:** Subject to the application, submit the relevant certificates, thesis advisor's signature/seal, certification by the department office, and notes to the duration for the application.
- (4) **Discussion with the advisor about the studies:** Please ask the advisor to issue a certificate identifying the specific time. The certificate may be held valid only if it is submitted on the same day. Except in said circumstances, in which the counts of application may be unlimited, no application for the other circumstances will be permitted.

2. Management regulations:

- (1) In order to care the students and ensure their safety, where any students have entered/exited the dormitory in the course of access control for more than five (5) times (exclusive) (entry for once and exit for once are counted as the entry/exit for twice) in a month, those less than 20 years old (exclusive) shall be reported to the department military instructor and their parents to help the school's care for them, while those more than 20 years old (inclusive) shall be reported to their parents or be imposed the loss of points (loss of 0.5 point if more than once, and accumulated calculation allowed) alternatively. Notwithstanding, this shall not apply to the entry/exit on Fridays and Saturdays.
- (2) The graduate students, or students of any programs or design projects may file the application for unlimited counts after have the application form signed by the faculty and certified by the department office.

Causes	Date
<input type="checkbox"/> Club (Certification by Extracurricular Activities Division and signature/seal by the club tutor)	____MM/DD/YY (no more than one week)
<input type="checkbox"/> Experiment (signature/seal by the advisor and certification by the department office) applicable on the same day only	____MM/____DD/____YY
<input type="checkbox"/> Cram school (class attendance card, timetable and parent's certificate)	◎ ____MM/____DD/YY ~ ____MM/____DD/____YY ◎ Weekly _____
<input type="checkbox"/> Master Program/Doctoral Program Student (signature/seal by the advisor and certification by the department office)	◎ ____MM/____DD/YY ~ ____MM/____DD/____YY ◎ Weekly _____

Statement:

Certificates (to be pasted or fixed on the reverse side)

Signature/seal by Faculty (Date)		Certification by Department/Institute: Faculty's Tel. No.:
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