致 ：學生事務處行政及設施組

To ：Administration and Amenities Section, Office of Student Affairs

由 ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ 部門主管 □ 系主任

From ：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Unit Head □ Department Head

**申請臨時游泳入場許可**

# Application for Temporary Swimming Permit

茲證明\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_教授／先生／女士於二零\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日至二零\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日期間，將會從事以下活動：

This is to certify that Prof./Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be visiting the department / unit from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He / She will participate in the following events:

□ 學習 Learning

□ 教學／研究Teaching / Research

□ 訪問／研討會／會議／演講 Visiting/Attending Seminar/Conference/ Giving Speech

□ 其他，請註明 Others, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

請發予上述人士：

Please issue swimming permit to the above mentioned person:

□ 臨時學生入埸許可 (每次入場收費五元)

Temporary Student Swimming Permit (HK$5.00 for each admission)

□ 臨時職員入埸許可 (每次入場收費十元)

Temporary Staff Swimming Permit (HK$10.00 for each admission)

□ 臨時嘉賓入埸許可 (每次入場收費三十元)

Temporary Guest Swimming Permit (HK$30.00 for each admission)

部門／學系Name of Department / Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

部門／學系聯絡人及辦公室地址# Contact person and office address of Department / Unit#

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 部門／學系負責人簽署及蓋印  Signature of Department / Unit Head and Chop:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 日期  Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 備註: | 請將填妥之申請表格逕寄香港中文大學范克廉樓1樓101室學生事務處行政及設施組。臨時游泳入埸許可的批核需時**最少五個工作天**。查詢請電3943 7216。由於泳池於每年12月起關閉維修，臨時游泳入埸許可的有效期只會直至每年11月30日。 |
| Note: | Please send the completed form to the Administration and Amenities Section of Office of Student Affairs at 1/F, Benjamin Franklin Centre, CUHK. A**t least 5 working days** is needed for the processing of temporary swimming permit. For inquiries, please call at 3943 7216. Temporary Swimming Permit will only be effective until 30 November since the swimming pool closes starting December every year. |

#以收取臨時入埸許可之用To receive the approved temporary Swimming Permit

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| 部門／學系：  Name of Department / Unit: |  |

**請在以下表格填寫所有申請人的中或英文全名及類別**

**Please input Chinese/English full name and category of all applicants**

|  |  |  |
| --- | --- | --- |
| 類別  Cat. | 姓名 Name | ***辦事處用Office use only*** |
|  |  | 入場費用Admission fee  01 學生Student $5.00 □  02 教職員Staff $10.0 □  03 嘉賓Guest $30.0 □ |
| *Eg. 01* | *CHAN Man Yee* |  |
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\*如不夠空間請自行加行Please add row for more applicants

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***辦事處用Office use only***

* **如上述申請成功，申請人須於入場時出示與上述表格所列明相同之身份證明文件(例如身分證/學生證/信用卡)。**
* **If application is successful, applicant should present personal identity document which shows the same name as stated in the above table.**
* **有效期 \_\_\_\_\_\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日至\_\_\_\_\_\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日**
* **Valid period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 簽發Issued by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 日期Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |