

香港中文大學
各類游泳證申請辦法

(一) 學生

學生可憑有效之學生證入場。

(二) 全日制學生家屬

全日制學生可為其直系家屬申請「學生家屬證」（只限夫婦及子女）。申請之全日制學生請帶備有效學生證影印本、與直系家屬之身份證明文件（如為配偶申請，請出示結婚證明文件影印本；如為三歲或以上子女申請，則請出示子女出生證明文件影印本）、各直系家屬之半身近照一張，並填妥「學生配偶子女適用」申請表格乙份，前往位於[香港中文大學范克廉樓一樓之學生事務處行政及設施組接待處](#)辦理。

(三) 教職員

教職員可憑有效之教職員證入場。

(四) 全職教職員之家屬

全職教職員可為其直系家屬申請「教職員家屬證」（只限父母、夫婦及子女），請帶備有效教職員證影印本、與直系家屬之身份證明文件（如為父母申請，請出示申請人出生證明文件影印本；如為配偶申請，請出示結婚證明文件影印本；如為三歲或以上子女申請，則請出示子女出生證明文件影印本）、各直系家屬之半身近照一張、並填妥「教職員及直系家屬適用」申請表格乙份，前往位於[香港中文大學范克廉樓一樓之學生事務處行政及設施組接待處](#)辦理。

(五) 合約教職員及其家屬

在校內短期工作之合約教職員，如沒有教職員證，請帶備人事處簽發之聘用書(Letter of Appointment)影印本、半身近照一張、並填妥「教職員及直系家屬適用」申請表格乙份辦理臨時游泳證。合約教職員亦可為其直系家屬申請臨時「教職員家屬證」（只限父母、夫婦及子女），申請辦法與本章（四）申請「教職員之家屬」手續無異。

(六) 臨時學生／臨時教職員／臨時嘉賓

任何人士被邀請到本校從事訪問、教學、研究、學習、演講或參與研討會而欲到本校游泳池游泳，本處為確定其身份及留校日期，申請者須由被邀請之學院或部門主任填妥「申請臨時游泳證」表格乙份及由部門主任批核並簽署以辦理游泳證。

(七) 校友

請參閱「校友游泳證申請辦法」。

(八) 合資格退休僱員

請參閱「合資格退休僱員游泳證申請辦法」。

*凡親身前往[學生事務處行政及設施組接待處](#)辦理游泳證，如遇上申請人身份未能即時核實或其他特殊情況，本處將酌情要求申請人稍後再臨領取游泳證或由本辦事處另外郵寄予申請人。

香港中文大學學生事務處
謹啟

二零二四年三月

The Chinese University of Hong Kong
Guideline for Application of Swimming Pool Admission Card

- 1. Students**
Students can be admitted with their valid student I.D. card.
- 2. Dependants of Full-time Students**
Full-time students can apply for admission card(s) for their dependants (only applicable to student's spouse and children). Please bring along (1) photocopy of student I.D. card, (2) photocopy of Marriage Certificate for the application of spouse's permit and/or Birth Certificate for the application of children aged over 3, (3) one recent photo of each dependent and (4) a completed form of "University Swimming Pool Application Form for Admission Card(s) – Full-time Student Spouse & Children Only" to the *Reception of Administration and Amenities Section, Office of Student Affairs (OSA) at 1/F, Benjamin Franklin Centre, CUHK*.
- 3. Staff Members**
Staff members can be admitted with their valid staff I.D. card.
- 4. Dependants of Full-time Staff Members**
Full-time staff members can apply for admission card(s) for their dependants (only applicable to staff's parents, spouse and children). Please bring along (1) photocopy of staff I.D. card, (2) photocopy of staff's Birth Certificate for the application of parents, Marriage Certificate for the application of spouse's permit, and/or Birth Certificate for the application of children aged over 3, (3) one recent photo and (4) completed form of "University Swimming Pool Application Form for Admission Card(s) – Full-time Staff & Dependants Only" to the *Reception of Administration and Amenities Section, Office of Student Affairs (OSA) at 1/F, Benjamin Franklin Centre, CUHK*.
- 5. Contract Staff Members & Their Dependants**
For short-term employed staff members without staff I.D. card, please bring along the photocopy of the Letter of Appointment issued by the Personnel Office and one recent photo and complete the "University Swimming Pool Application Form for Admission Card(s) – Full-time Staff & Dependants Only". Contract staff members can also apply for admission card(s) for their dependants (only applicable to staff's parents, spouse and children). Please refer to Section 4 "Dependants of Full-time Staff Members" for application details.
- 6. Temporary Students / Temporary Staff / Temporary Guests**
For any visitors who are invited to the University for events such as visiting, teaching/research, learning, speech delivery or seminar/conference would like to use the swimming pool, to validate the identity and the usage period, application should be done by the host faculty/department by completing the "Application for Temporary Swimming Admission Card" with the approval from the department head.
- 7. Alumni**
Please refer to the "Guideline for Application of Swimming Pool Admission Card – Alumni".
- 8. Eligible Retirees**
Please refer to the "Guideline for Application of Swimming Pool Admission Card – Eligible Retirees".

* For application in person, in case the identity of the applicants could not be immediately verified or under other special situations, the University Swimming Pool Office would request the applicants to pick up the admission card(s) later or issue the admission card(s) to the applicant by post.

Office of Student Affairs
The Chinese University of Hong Kong