

National Yang Ming Chiao Tung University Application for Short-term Stays in Guest Houses on Yangming Campus

Date: _____(MM/DD/YYYY)

Applying unit	Unit name		Guest	Affiliated unit	
	Applicant			Title (or student identification number)	
	Contact number			Name	
	Signature of unit supervisor			Contact number	
				Email	
Purpose of stay				Sex	<input type="checkbox"/> Male , <input type="checkbox"/> Female
				Required documentation	<input type="checkbox"/> Photocopy of the national identification card or alumnus card of the guest <input type="checkbox"/> Documents certifying
Period of stay		From _____(MM/DD/YYYY) to _____(MM/DD/YYYY) , totaling _____ days			
<p>1. The renter (guest) has thoroughly read the regulations of the guest house and agreed to comply with all regulations, including the accommodation rules and fee payment regulations are held liable by the University as per relevant laws.</p> <p>2. The University must collect the data of the applicant and guest for the management and application review. If the applicant provides incomplete information, the management unit may not be able to process the application. The applicant and guest may submit requests for inquiry, browsing, supplementation, correction, and copies of their personal information as well as termination of data storage and deletion of data. The applicant and guest have fully received aforesaid notification and given the University permission to collect, process, and utilize their personal information.</p> <p>3. COVID-19 pandemic prevention: During the period of accommodation, will the guest become a target of home isolation, home quarantine, or self-health management as announced by the Central Epidemic Command Center? <input type="checkbox"/> Yes (the guest is an aforesaid target) <input type="checkbox"/> No (the guest is not an aforesaid target).</p> <p>If the guest is an aforesaid target, the applicant or guest must voluntarily notify the management</p>					

prior to their arrival. If the management unit identifies a false report of the situation, it will report the offender to relevant authorities as per the pandemic prevention regulations. The offender will pay a disinfection fee and is prohibited from using the guest house for 1 year. A management fee for the original accommodation is also applicable. **Reenter's Signature** _____ **National Identification Number:** _____

4. Please complete this form if the length of stay is less than or equal to 1 year. A special review and approval procedure must be completed in advance if the length of stay exceeds 1 year.
5. **Guests with a parking need shall provide their license plate number:** Car Motorcycle; **license plate number:** _____. A parking fee applies (NT\$100 and NT\$30 per night for cars and motorcycles, respectively).
6. The University retains the rights to reject any application. Please contact the 1st Division of Property and Business Management (ext.) for more information on guest house reservation.

To be completed by the management unit

Accommodation Fee	Room Number: Daily/monthly rate: NTD Total fee: NTD		
Case officer	Head of the 1st Division of Property and Business Management	The 1st Division of General Affairs	Dean of General Affairs
		Please assist with entering the license plate number into the license plate identification system	