

電子資訊研究大樓「門禁臨時卡」申請表
The Application for a Temporary MIRC Swipe Card

申請日期/Date	申請單位/Lab. Information		
	實驗室編號/Lab. Room Number () 實驗室名稱/Lab. Name _____		
填表人/filled by		電話/Tel	
申請原因/ Application Reason	☐ 新生未領到學生證 (使用期限至 9/30) a freshman without a student ID card yet (valid until Sept. 30) ☐ 續卡/Renewal _____ ☐ 其它/Other _____		單位負責人 (請簽章) / Lab. Supervisor's Signature
卡片用途/ The card is for: (please check)	☐ 一樓大門 (需要者請打勾)/the entrances of the first floor ☐ 實驗室門號/Lab. Room No. _____		

PS：臨時卡只提供沒有教職員工/學生證者短期借用。The temporary cards are only for people who don't have staff or student ID cards yet for a show-term usage.

借用人姓名/ Applicant Name	臨時卡卡號/ Temporary Card No.	請註明借用期限 (兩星期起至一年為限) Please put the duration (between 2 weeks and 1 year)
	第一次辦理/ First-timer's：由承辦人員填寫 /will be filled by the case officer	
	續卡卡號/ Renewer's：請務必填寫(勿潦草) /Required (please print clearly or type the number)	

(表格可自行延伸 If there are multiple applicants, please add more rows.)

注意事項/Notes：

- 使用期限到期後請記得將卡片歸還電資中心，以免影響貴實驗室下次借用權益。
Please return the temporary card before it's valid, otherwise your lab. will be put on a blacklist.
- 新生領到學生證之後，歸還臨時卡並填「門禁開通」申請單辦理學生證開通。
A freshman will need to return the temporary card after getting his student ID card and apply for functioning it as a swipe card.
- 如果要續借請再填單辦理，謝謝。
If you need to renew your card, please fill out the application. Thanks.