Tzu Chi University
Housing Application for
International Exchange Visitors/Exchange Students/Special Event Participants

Applicant _____ **Office of** _____ **Date** _____

Purpose _____

Staff in charge: Name _____ Phone # _____

Contact person: Name_____ Student ID# _____

Phone# _____ Dorm# _____

1. All applications must comply with the University Regulations of Short-term Group Accommodation & Management.
2. The University housing staff and the other administrative office should assign contact persons to assist international exchange visitors/exchange students regarding dormitory residence.
3. Rooms and beds are assigned by the Life Guidance Section.
4. **Important Notices:**
   A. Checking in/out
      - The residents should check in and out of the dormitory on schedule and comply with the University Housing Policy.
      - **Check-in time** is 10 a.m. on the first day of approved residence period
      - **Check-out time** is 10 a.m. on the next day of the approved residence period
      - Residents must return the room keys to the dorm duty office when checking out.

   B. Curfew
      - The dorm gates are closed from 11 p.m. to 6 a.m. daily.
      - The applicant office should list the residents who choose NOT to stay in the dorm any day during the curfew hours, and inform the Life Guidance Section of the same. Otherwise, residents must observe the curfew.
      - If, under special circumstances, the residents have to leave the dorm after 11 p.m., prior permission should be gained from the dorm duty office.

   C. Dorm Safety
      - The total power consumption of appliances for each resident in the dorm room shall not exceed 250W
      - Cooking outside the pantry units is prohibited.
      - High-heat appliances (e.g. heater, fridge, electric stove) are prohibited.
      - Illegal substances and flammable objects are prohibited.
      - No guests or any unauthorized people are allowed to stay overnight in the dorm.

   D. University Housing Policy
      - Smoking, gambling, alcohol, and illegal drugs are strictly prohibited on campus and in the dorms.
      - Residents who are liable for damaged University properties will be billed accordingly.
      - No pets are allowed in the dorm.
      - The residents should reduce and recycle wastes as per Student Dormitory Association Notice.
      - Conserve energy by turning off lights and water whenever it is not needed. Hot-water hours for each room: 6 p.m. to 1 a.m. Every dorm building has a 24-hour running water heater available. For questions concerning hot water supply, contact the dorm duty office.

   E. Exchange students, instead of filling in student ID, please write the reference number of their exchange program or project.

   F. For any questions, contact the Life Guidance Section, ext. 1228 and 1202.

Guest List

No.	Student ID	Name	Gender	Move-in/out Dates	Total Days	Room/ Bed No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Signstures:

Administrative Office _____ Date _____

Dept. Chair/Institute Director _____ Date _____

Life Guidance Section _____ Date _____

University Cashier _____ Date _____