



## 團體訪客入校申請表 Campus Visit Application Form - Group Visitors

團體訪客 Visiting Group (由團體/大學部門填寫 To be completed by Group/CUHK Unit)			
<b>(甲) 基本資料 (A) General Information</b>			
團體名稱 Name of Group			訪客人數 No. of Visitors
入校日期及時段 Campus Visit Date & Duration	日期 Date	時段 Duration	
		至 to	
入校原因 Purpose(s) of visit			
到訪地點 Location(s) to be visited			
團體聯絡人 Group Contact Person	姓名 Name	電話 Phone	團體/部門蓋印 Group/CUHK Unit Chop
隨團負責人 Group Escort In-charge	姓名 Name	手提電話 Mobile Phone	
團體入校方式 (# 註) Transportation Mode (# Note)	<input type="checkbox"/> 公共交通工具 (請使用連接大學站 A 出口的人口進入校園) 請選一項 Choose One Public Transport (Please use entrance near University Stn Exit A) <input type="checkbox"/> 團體專車 (請填寫乙部) Group Vehicle (Please complete Part B)		
<b>(乙) 團體車輛資料 (B) Group Vehicle Information</b>			
入校團體車輛 Campus Visit Vehicle(s)	旅遊巴/小巴 Tourist Coach/Light Bus	數目 No.	車牌 Vehicle Registration No.
車輛入校閘口 Vehicle(s) Entrance Gate	請選一項 Choose One <input type="checkbox"/> 大學正門 Main Gate (大埔道 Tai Po Road) <input type="checkbox"/> 大學東閘 East Gate (科學園路 Science Park Road)		
<b>大學處理部門 CUHK Handling Unit (由大學部門填寫 To be completed by CUHK Unit)</b>			
大學部門名稱 Name of CUHK Unit			檔案編號 Ref. No.
處理申請職員 Application Handling Staff	姓名 Name	電話 Phone	部門蓋印 Unit Chop
接待職員 (如有) Receiving Staff (If any)	姓名 Name	手提電話 Mobile Phone	
「入校申請表」簽發日期 Campus Visit Application Form Issue Date			

## 入校須知 Notes for Campus Visit

### 團體入校方式：公共交通工具 (請使用連接大學站 A 出口的入口進入校園)

- 團體訪客在校園入口外集合，由隨團負責人於「訪客登記處」，將獲簽發的「入校申請表」列印本交付保安人員，及出示其身分證明文件作登記之用，手續完成方可帶領團體入校。

### 團體入校方式：團體專車 (大學正門/大學東閘)

- 專車進校時，須依從閘口保安人員指示，駛至「訪客車輛登記處」，由隨團負責人將獲簽發的「入校申請表」列印本交付保安人員，及出示其身分證明文件作登記之用，手續完成方可帶領團體前往校園目的地。
- 所有團體專車須在落客後駛離校園，不准在校園內停泊或等候。專車可於稍後返回校園接載乘客，在閘口經保安人員核對車牌無誤後，方可再次進入校園。
- 違反上述規定或在校園造成交通阻塞的車輛，或會被禁止進入校園。

### 其他事項

- 團體進入校園須於五個工作天前向相關部門遞交「入校申請表」，如申請獲接納，大學處理/接待部門會將獲簽發的「入校申請表」電郵/傳真予申請團體，並將副本電郵予大學保安處存檔。
- 獲簽發的「入校申請表」只可於指定日期使用，及不可轉讓予其他團體或人士。
- 如資料與紀錄不符，大學有權拒絕該團體及其車輛進入校園。
- 大學校巴只供中大職員及學生使用，訪客在校內請自行安排交通工具或步行前往目的地。
- 到訪校園的訪客/車輛，須遵守大學校園守則，大學有權要求違反守則的訪客/車輛離開校園。

### Transportation Mode: Public Transport (Please use entrance near University Station Exit A)

- **Group visitors shall assemble outside the campus entrance. The Group Escort In-charge shall submit a printed copy of the issued [Campus Visit Application Form] at the [Visitor Registration Counter] and produce his/her identity document for registration. Upon completion of the registration, the Group may enter the campus.**

### Transportation Mode: Group Vehicles (Main Gate/East Gate)

- **Group vehicles shall follow the instruction of the Security Guard(s) at the Gate to proceed to the [Visitor Vehicle Registration Location]. The Group Escort In-charge shall submit a printed copy of the issued [Campus Visit Application Form] and produce his/her identity document for registration. Upon completion of the registration, the Group may proceed to their destination.**
- Group vehicles have to leave campus after dropping off passengers at destination. No parking or waiting on campus is allowed. Group vehicles may re-enter the campus to pick up passengers upon verification of their vehicle registration numbers at the Gate.
- Any vehicles violating the above provisions or causing traffic obstruction on campus will be prohibited from entering the campus again.

### Other Remarks

- Visiting Groups shall submit a [Campus Visit Application Form] to relevant CUHK Unit(s) **no less than five working days** in advance. If application is accepted, the relevant CUHK Unit will email/facsimile the issued [Campus Visit Application Form] to the Visiting Group with a copy emailed to University Security Office for record purpose.
- The issued [Campus Visit Application Form] can only be used on the specified date and is not transferrable to other Groups or people.
- In case the information provided does not match the records, the University reserves the right to refuse entry into campus by the Visiting Group and its vehicle(s).
- The University's school buses are for exclusive use by CUHK staff and students. Visitors shall arrange their own transport or travel on foot to their destinations on campus.
- All visitors/vehicles must observe relevant Campus Regulations and the University reserves the right to demand any visitors/vehicles to leave the campus.