



THE CHINESE UNIVERSITY OF HONG KONG

UNIVERSITY GUEST HOUSE SYSTEM

香港中文大學
大學賓館系統

RESERVATION APPLICATION 訂房申請表

Application Terms & Conditions:

1. Please read the service directory under our website before submitting the application form. 在填寫申請表時請先細閱本網頁的服務指南。
2. Only accept bookings for CUHK staff, students, alumni and departments/units for their official visitors. 只接受中文大學的教職員、學生、校友及部門的到訪學者。
3. Room rates may vary and additional charges shall be applied during peak seasons and public holidays. 房租會因應市場需求及公眾假期而作出調整。
4. All payments made are non-refundable and non-transferable. 所有已付款項均不予退還，亦不可轉讓。
5. Personal information provided by the applicant will be used exclusively for processing this room reservation. The guest's name must match the name on the application form. 申請人提供的個人資料僅用於處理本次房間預訂事宜。實際入住客人之姓名必須與本申請表所填寫之姓名相符。

PART I 第一部份: Particulars of Guest 住客資料			
Title 稱謂:	☐ Prof. 教授 ☐ Dr. 博士 ☐ Mr. 先生 ☐ Ms. 女士		
Passport Name 護照姓名 1:	English 英文	Chinese (if applicable) 中文 (如適用)	
Passport Name 護照姓名 2:	English 英文	Chinese (if applicable) 中文 (如適用)	
University/Institution 所屬學府或機構:	Nationality 國籍:		
Purpose of Visit 訪校目的:			
Check-in Date 入住日期:	DD / MM / YY	Check-out Date 退房日期:	DD / MM / YY
		People of stay 入住人數:	

PART II 第二部份: Applicant 申請人			
☐ 職員 Staff ☐ 學生 Student ☐ 部門 Department ☐ 校友 Alumni			
Name 姓名:		Post 職位:	
Department/Unit 學系/部門:		Email 電郵:	
Phone No. 聯絡電話:		Staff/Student/Alumni ID 職員/學生/校友 證件號碼:	

PART III 第三部份: Payment method 付款方式	
(Remarks 備註: Room will only be officially reserved after settlement 付款後房間方會確實預留)	
☐ By inter-departmental transfer, the applicant needs to fill in the form 部門轉帳付款, 申請人需填寫部門轉帳表格	
☐ Pay by guest (Credit Card/UnionPay / WeChat Pay / Alipay) 客人自行付款 (接受信用卡 / 銀聯卡 / 微信支付 / 支付寶)	

Applicant's Signature with Department Chop

Date

FOR OFFICE USE ONLY 供大學賓館填寫			
Result:	Booking Approved	By:	
Period:		Room reserved:	
Rate:	Daily Rate: \$ x night(s) / Long Stay Rate :		
	Total: HKD:		

Telephone 電話: 3943-8138; Fax 傳真: 2713-1844;

Address 地址: University Guest House System, The Chinese University of Hong Kong, Shatin, N.T. 新界沙田香港中文大學保健路曙光樓大學賓館系統

Email 電郵: guest-house@cuhk.edu.hk

Website 網址: www.cuhk.edu.hk/ugh