 **THE CHINESE UNIVERSITY OF HONG KONG 香港中文大學**

 **UNIVERSITY GUEST HOUSE SYSTEM 大學賓館系統**

 RESERVATION APPLICATION 訂房申請表

Application Note:

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 paid rent is non-refundable and transferable. 已付的房租不可退還及轉讓。
5. The personal information provided by the applicant is only used for the room reservation. 客人所提供的個人資料只限申請客房用途。

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| PART I 第一部份: Particulars of Guest 住客資料 |
| Title 稱謂: | (Please circle 請圈出) | Prof. 教授 / Dr. | 博士 / Mr. 先生 / Ms. 女士 |  |  |
| Name 姓名 1: | English 英文 | Chinese (if applicable) 中文 (如適用) |
| Name 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: |  / /  | Check-out Date退房日期: |   |  | / /  |
| d | d mm yyyy |  | dd | mm | yyyy |
|  Other Requests (if applicable) 其他要求(如適用) |   | People of stay 入住人數: |  |

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| PART II 第二部份: Applicant 申請人 |
|  (Please circle 請圈出) 職員 Staff / 學生 Student / 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 : |  |

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| 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賬表格  |
| ⬜ 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 ) |

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|  | Applicant’s Signature with Department Chop |  | Date |  |

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| FOR OFFICE USE ONLY 供大學賓館填寫 |
| Result: | Booking Approved  | By: |  |
| Period: |  | Room reserved: |  |
| Rate: | Daily rate : $ x night(s) / Monthly rate (30 nights) :  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 Internet 網址: [www.cuhk.edu.hk/ugh](http://www.cuhk.edu.hk/ugh)