National Central University
Center for Space and Remote Sensing Research
Application Form for the Entrance Permit

☐ New Application ☐ Application for Disable Permission

☐ Application for Extension(For old students to apply, please confirm that the registration has been completed by the department office and have the staff stamp HERE. _____)

Version：112091301

Name		Application Date	(YY/MM/DD)
Status	☐ Faculty ☐ Staff ☐ Project Assistant ☐ Postdoc. ☐ Student (PhD/MA) ☐ Other:_____		
Institute/Department	☐ CSRSR ☐ NLT ☐ CHST ☐ Other:_____		
Study Room No.	R2-_____ R3-_____	Extension	

(R2)研究大樓一期館—衛星接收站	(R3)研究大樓二期館—太遙中心、通訊、軟體中心
一樓側邊門 R2-Gate ☐	一樓側邊門 R3-Gate ☐
二樓機房(R2-219) ☐	二樓教師休息室(R3-223) ☐
三樓機房(R2-317) ☐	三樓研究生室(R3-325) ☐
R2 貨梯(Elevator for people with disabilities) ☐	三樓研究生室(R3-326) ☐

＊ **Entry access permission can only be set up on Student ID card/staff ID card. The applicant's registration status needs to be confirmed by the CSRSR office before getting the advisor's signature.**

1. I hereby confirm that I will obey the Entrance Permit regulations: The card should not be lent to others, and should immediately be reported to the CSRSR office if it is lost or stolen. I understand and agree **to undertake relative legal obligation and liabilities** of the card loss or a breach of the regulation. If the permit is expired, please apply for extension.
2. Personal information is provided by you as an applicant through the completion of application forms designated for the entrance permit. The applicant may inquire and request for a review, to make duplications, to supplement or correct, to delete, discontinue processing or using your personal information.
3. The application service hours: Mon.-Fri., 9:00-12:00, 14:00-16:00. Please wait or come again later if the administrator is out of the office. (The application procedure may take 2 to 3 working days.)
4. Expiration date of entry access permission: **the end of the academic year for student permission**; the end of a year for staff permission. Please submit a new permission application to extend the validity period once the entry access permission is expired. Please inquire your entry access validity period of the administrator.

＊ **For the temporary entrance card holder, a penalty fee will be charged if lost cards and cards deliberately damaged or damaged through negligence.**

＊ CSRSR reserve the right to evaluate applicant's entrance access privileges.

✓ I have reviewed, understood, and agreed to comply with the above terms and conditions.

☐ Agree ☐ Disagree Applicant's Signature：_____

Effective Date	**From** YY/ MM/ DD **to** YY/ MM/ DD	
Internal applicant (CSRSR)	Approval by advisor (Student only)	Approval by CSRSR
	Advisor's signature:	Director/Professor's signature:
External applicant	Approval by advisor	Approval by the head of unit
	Advisor's signature:	Signature or Stamp:

Contact person: CSRSR / Ms. Kong (R2-215) Email:gbx60398@csrsr.ncu.edu.tw EXT.#57650