



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 Note:

- 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
- 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
- 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。
- All paid rent is non-refundable and transferable. 已付的房租不可退還及轉讓
- 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

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

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:	

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)	
<input type="checkbox"/>	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
<input type="checkbox"/>	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) / 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