

National Cheng Kung University

Department of Environmental Engineering

Access Control Card Application Form

Applicant Information	Name	
	ID No./ ARC No.	
	Faculty/Staff or Student ID Number	
	Emergency Contact Number	
Application Count		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 7
Application Category (Please select one and attach the required documentation.)	<input type="checkbox"/> Full-time / Part-time Faculty Member <input type="checkbox"/> Student (Attach a photocopy of Student ID) <input type="checkbox"/> Full-time Research Assistant / Postdoctoral Fellow (Attach a copy of employment documents) <p style="font-size: small;">Applicants must hold valid proof of employment issued by the university or the NCKU Research and Development Foundation, or provide a renewed employment certification issued by a faculty member. Those involved in inter-institutional projects must submit proof that the project overhead includes allocation to this department. If the employment contract expires and is not renewed, access rights will be revoked, and the card must be returned.</p> <p style="font-size: small;">✳ Full-time assistants not meeting the above criteria must present a certification issued by a faculty member specifying the employment period and must pay a deposit of NT\$500. The deposit will be refunded upon return of the card after resignation.</p> <p style="font-size: small;">Card validity period: from _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD)</p> <input type="checkbox"/> Other (Attach relevant supporting documents) <p style="font-size: small;">Card validity period: from _____ (YYYY/MM/DD) to _____ (YYYY/MM/DD)</p>	
Faculty Approval Section		

Card Number :	
<input type="checkbox"/> Reviewed <input type="checkbox"/> Approved by Department Chair	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Cardholder's Signature</div>

