# 中興大學 基因體暨生物資訊學研究所 RFID 門禁申請單

# Graduate Institute of Genomics and Bioinformatics ,National Chung Hsing University RFID Access Application Form

填單日期：____年____月____日　使用者：_____聯絡電話：_____

Date : ____Year____Month____Day　User : _____ Contact Number : _____

持卡人身份：請打✓ □職員 □教師 □博士後研究員 □計畫助理

Cardholder Identity : (Please check one✓) □ Staff □ Faculty □ Postdoctoral Researcher □ Project Assistant

□博士班_____年級 □碩士班_年級 □大學部_____年級

□ Doctoral Student(Year:____) □ Master's Student(Year:____) □ Undergraduate Student(Year:____)

□其他 _____（請自填）

□ Other _____(Please specify)

所屬單位：□ 基資所 □其他：_____院/中心_____系所

Affiliated Unit : □ Institute of Genomics and Bioinformatics

□ Other : _____College/Center_____ Department/Institute

**除本校教職員外，持卡人須經所屬實驗室主持人(指導教師)簽名。**主持人簽名處：_____

For non-faculty users, the application must be signed by the supervisor's(advisor) of the affiliated laboratory. Supervisor's Signature:

**請填寫欲登錄門禁的 RFID 卡序號：(請利用 7F 門禁卡感應器查驗)**

**Please fill in the RFID card serial number for access registration: (Use the 7F access card reader to verify)**

RFID 序號＝___ __ __ __ __ ： __ __ __ __ __ **(RFID Serial Number)**

**本次申請為：□ 新辦理 □ 更換 RFID 卡序號；更換原因：□ 新生領有學生證**

**□ 其他：**

**This application is for: □ New Registration □ Replacement of RFID Card**

**Serial Number; Reason for Replacement:**

**□ New Student with Student ID □ Other:**

**預計使用時間：自____年____月____日 至 ____年____月____日**

**Expected Usage Period: From (YYYY/MM/DD) to (YYYY/MM/DD)**

**請黏貼卡片正面影本**

**Please attach a photocopy of the front side of the card.**

★附註 1. 每人限申請一張門禁卡。

2. 門禁卡禁止借他人使用，否則追究原持有人造成不當事故之連帶責任。
3. 持卡人提前離、調職，請主動通知所辦公室辦理門禁註銷。
4. 遺失門禁卡立刻通知網管清除撤銷原卡號通行資料，否則發生竊失案時，將負嫌疑之責任。
5. 發現電動門或刷卡機故障，請立刻通知所辦公室緊急協助維修。
6. 尚未領有學生證之新生得使用悠遊卡或台灣通卡辦理，但須於入學領有學生證後（9 月 30 日前)辦理換卡。

★ **Notes**

1. Each person is limited to applying for one access card.
2. The access card is strictly prohibited from being lent to others. The original cardholder will be held jointly responsible for any improper incidents caused by misuse.
3. Cardholders who leave or transfer positions early must notify the office to cancel access permissions.
4. In case of a lost access card, immediately notify the network administrator to delete and revoke the original card's access data. Failure to do so may result in the cardholder being held responsible in the event of theft or related incidents.
5. If a malfunction is found in the automatic door or card reader, promptly notify the office for emergency repair assistance.
6. New students without a student ID may use an EasyCard or Taiwan Pass for registration. However, they must replace it with a student ID card by **September 30** upon issuance.

----------（以下由所辦公室填寫）----------

**(For Office Use Only)**

★是否核准：□是 □否 原因：_____

★Approval Status : ☐ Approved ☐ Not Approved Reason: _____

| 所長： | 收件日期章： | 停用日期章： |
|---|---|---|
| Director’s Signature | Date Received | Date Deactivated |

本表單蒐集之個人資料，僅限於特定目的使用，非經當事人同意，絕不轉做其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。

The personal information collected in this form is used solely for specific purposes and will not be used for any other purpose without the consent of the individual. All data is handled in compliance with the university’s data storage and security management policies.