

國立中興大學校本部汽車隔夜停車申請表

National Chung Hsing University Main Campus Overnight Parking Application

申請人： Applicant 學號： Student ID	指導教授 請簽章： Supervisor Please sign _____		
就讀系所： Attending Department	系所主管 請簽章： Department Head Please sign _____		
申請車號： Vehicle License Plate Number E-MAIL：	聯絡電話(手機)： Contact number(Mobile)		
隔夜事由： Overnight reason			
停放日期： Parking date	<p style="text-align: center;">*每次申請隔夜停車最長不得超過壹週(7日)* Each application for overnight parking shall not exceed one week per time.(7 days)</p> <p style="text-align: center;">__年__月__日至__年__月__日，共__日。 Year/Month/Day/ to Year/Month/Day/ total days</p>		
停放地點： Parking location	<p style="text-align: center;">請詳述停放路段(或相對系館位置) Please specify the parking location</p>		
事務組(駐警隊) Business Section(Campus Security)		總務處 Office of General Affairs	
承辦人 Undertaker	單位主管 Section Supervisor	校長 President	

備註 Remark	<p>1. 本申請表僅供持有本校有效汽車識別證之在校生使用。 This application form is for current students holding a valid university vehicle identification card only.</p> <p>2. 汽車隔夜停車請於週一至週五上班時間提出，國定例假日恕不受理申請作業；申請夜留時間最長不得超過壹週（7日）。 Overnight parking requests should be submitted during office hours from Monday to Friday. Requests will not be processed on national holidays. The maximum duration for overnight parking is one week (7 days).</p> <p>3. 申請汽車夜留之流程如下(3天內與4-7天，最長不超過一週)： The process for requesting overnight parking is as follows (within 3 days and 4-7 days)</p> <p>(1) 3天內：①填妥申請表→②送駐警隊核章→③陳事務組核章→④隔夜當日下午五時前送達駐警隊留存。 Within 3 days: ①Fill out the application form →②Obtain approval stamp from the Campus Security →③Obtain approval stamp from Business Section →④Submit to the campus security team before 5:00 PM on the day of overnight parking.</p> <p>(2) 4-7天：①填妥申請表→②送駐警隊核章→③陳事務組核章→④陳總務處核章→⑤夜留日一週前送達駐警隊留存。 4-7 days: ①Fill out the application form → ②Obtain approval stamp from the Campus Security → ③Obtain approval stamp from the administrative affairs office → ④Obtain approval stamp from the Office of General Affairs → ⑤Submit to the campus security team one week before the overnight parking date.</p> <p>4. 申請流程請務必配合提早作業，特殊狀況如處理緊急事務則不在此限。 Please ensure early submission of the application process. Emergency situations exempt from this requirement.</p> <p>5. 資料填妥後請紙本送至駐警隊辦理，申請人請去電承辦人或 Email 確認。 駐警隊承辦人 Email：cwhsu@nchu.edu.tw After completing the form, submit the hard copy to the campus security team. Applicants are advised to contact the responsible person by phone or email for confirmation. Email of the Undertaker at the Campus Security：cwhsu@nchu.edu.tw</p> <p>5. 申請人於申請完成後，汽車可於夜間停放於校內各停車場（格），申請時間結束後則依校內交通相關規定辦理。 Upon approval, vehicles may be parked overnight in designated campus parking spaces. After the approved period, please adhere to campus traffic regulations.</p> <p>6. 如有填寫疑問，請電洽駐警隊（分機286、288），謝謝。 For any inquiries or assistance with filling out the form, please contact the campus security team at extension 286 or 288. Thank you.</p>
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