**College of Management, National Sun Yat-sen University**

□Research Lab/□ Lease Application

(Year Page ).

Application Date: / /

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lab Room/ |  |  |
|  | Use  (Purpose of Visit)  (Course/Activity Name) |  |  |
|  | User (Visiting Scholar)  Please attach personal information of visiting scholar |  |  |
|  | Lease Period | From (yyyy/mm/dd) to (yyyy/mm/dd) |  |
|  | Lease Unit |  |  |
|  | Applicant |  |  |
|  | Signature of Applicant’s Direct Unit Supervisor |  |  |
|  | Case Officer |  |  |
|  | College Dean (Signature) |  |  |
|  |  | | |
|  | Note | Key Pickup Date: / / Signature:  Key Return Date: / / Signature:  Note: Please be responsible for safekeeping and proper maintenance of borrowed college property; if damaged, the borrower shall be responsible for restoration or compensation according to price. |  |
|  |  | | |

Note: please have the case officer submit the present form to the college dean after documentation

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