電子與資訊研究大樓「**門禁臨時卡**」申請
Application for Temporary Access Card - MIRC Building

申請日期/Date	申請單位/Lab. Information		
	實驗室編號/Lab. Room Number (　　　　) 實驗室名稱/Lab. Name＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿		
填表人/filled by		電 話/Tel	
申請原因/ Reason for Application	☐ 新生未領到學生證 (使用期限至 9/30) 　 a freshman without a student ID card yet 　 (valid until Sept. 30) ☐ 續卡/Renewal＿＿＿＿＿＿＿＿＿ ☐ 其它/Other＿＿＿＿＿＿＿＿＿＿＿	單位負責人（請簽章）/ Lab. Supervisor's Signature	
卡片用途/ Access Area Requested (please check)	☐ 一樓大門 (需要者請打勾)/ First Floor 　 Entrances ☐ 實驗室門號/Lab. Room No.＿＿＿＿＿		

PS： 臨時卡只提供沒有教職員工/學生證者短期借用。Temporary access cards are issued only for short-term use by individuals who do not yet have staff or student ID cards.

借用人姓名/ Applicant Name	臨時卡卡號/ Temporary Card No.		請註明借用期限 (兩星期起至一年為限) Please note the duration (between 2 weeks and 1 year)
	第一次辦理/ First-time Application：由承辦人員填寫/to be filled by the case officer		
	續卡卡號/ Renewal：請務必填寫(勿潦草) /Card number required (please print clearly or type)		

(表格可自行延伸 If there are multiple applicants, please add more rows as needed.)

注意事項/Notes ：
1. 使用期限到期後請記得將卡片歸還電資中心，以免影響貴實驗室下次借用權益。
   Please return the temporary card to the MIRC office upon expiration to avoid affecting future borrowing privileges.
2. 新生領到學生證之後，請歸還臨時卡並填「門禁開通」申請單辦理學生證開通。
   After receiving the student ID card, a freshman must return the temporary card and submit an "Application for Access Activation (Tap Card) - MIRC Building" to enable card access.
3. 如需續借，請再填單辦理，謝謝。
   If an extension is required, **please submit a new application**. Thanks.