

## Dormitory Check-in Form

Most of CGU staff does not speak fluent English. In order to check into the dorm and collect the keys upon your arrival, you may show this form to the security and dormitory supervisor. They will be able to guide you.

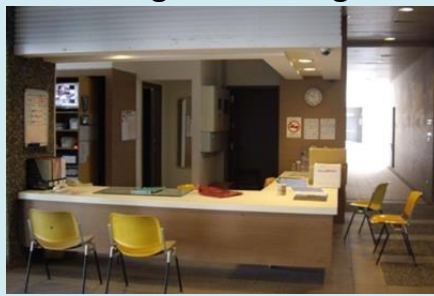
Dormitory supervisors' offices are located on the ground floor of [Ju De Building](#), [Ming De Building](#) or [Yun De Building](#). They are open 24 hours a day & 7 days a week; you can collect the keys any time after you arrive. For students in [Yi De Building & Chong De Building](#), please pick up the keys from the dorm supervisor's office of Yun De Building.

### Photos of dormitory supervisors' offices:

Ju De Building



Ming De Building



Yun De Building



### For the security at CGU main entrance

您好，我是外國新生，要到長庚大學學生宿舍，敬請指引方向。

宿舍棟別 Please check your dorm building:

- 崇德樓 Chong De    益德樓 Yi De    據德樓 Ju De  
 明德樓 Ming De    蘊德樓 Yun De

### For the dormitory supervisor (Chinese PinYin: she jian)

舍監您好，我是外國新生，我要辦理宿舍進住手續，並領取鑰匙。

我的基本資料為Please fill out the below info by yourself:

姓名 Name:

學號 Student ID Number(if any):

我分配到的住宿為Please check your dorm building & room number:

- 崇德樓 Chong De, 寢室號碼 Room no. :  
 益德樓 Yi De, 寢室號碼 Room no. :  
 據德樓 Ju De, 寢室號碼 Room no. :  
 明德樓 Ming De, 寢室號碼 Room no. :  
 蘊德樓 Yun De, 寢室號碼 Room no. :