

Request for Overnight Stay
in Women's Dormitory (1)

Room number		Date of overnight stay	
Name of resident		Name of guest	
Guest's relation to resident		Phone number of guest	
Guest's address			
Signature of all roommates			
Teacher on duty			

(Office copy)

Notes:

1. Only mothers and sisters of residents are permitted to stay overnight in women's dormitories.
2. The completed form must be signed by all fellow residents in the same room to indicate they consent to the guest's overnight stay.
3. Overnight stay must be requested in advance and submitted to the dormitory office no later than 16:00 of the same day.
4. Guests must check-in at the front desk with a valid ID when entering the dormitory and check-out when leaving the dormitory.
5. Each request for overnight stay is valid for two days. Guests are prohibited from staying overnight if the application process is incomplete.
6. If overnight stay is approved by the office, please respect curfew when entering or leaving the dormitory. If you are unable to make curfew, please arrange for other accommodations.

Request for Overnight Stay
in Women's Dormitory (2)

Room number		Date of overnight stay	
Name of resident		Name of guest	
Guest's relation to resident		Phone number of guest	
Guest's address			
Signature of all roommates			
Teacher on duty			

(Front desk copy)

Notes:

1. Only mothers and sisters of residents are permitted to stay overnight in women's dormitories.
2. The completed form must be signed by all fellow residents in the same room to indicate they consent to the guest's overnight stay.
3. Overnight stay must be requested in advance and submitted to the dormitory office no later than 16:00 of the same day.
4. Guests must check-in at the front desk with a valid ID when entering the dormitory and check-out when leaving the dormitory.
5. Each request for overnight stay is valid for two days. Guests are prohibited from staying overnight if the application process is incomplete.
6. If overnight stay is approved by the office, please respect curfew when entering or leaving the dormitory. If you are unable to make curfew, please arrange for other accommodations.

Request for Overnight Stay
in Women's Dormitory (3)

Date of overnight stay	
Room number	
Name of resident	
Signature of all roommates	
Teacher on duty	

(Student copy)

Notes:

1. The request must be approved by the dormitory office or teacher on duty to be valid.
2. Violations shall be handled in accordance with university regulations.