

Request for Overnight Stay (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:

- This form is strictly to request overnight stay for fathers or brothers of residents; overnight stay for mothers and sisters is permitted in Building 30.
- Overnight stay application process:
 - The completed form must be signed by all fellow residents in the same room to indicate they consent to the guest's overnight stay.
 - Overnight stay must be requested in advance and submitted to the women's dormitory office no later than 21:00 of the same evening.
 - Guests must check-in at the front desk with a valid ID when entering the dormitory and check-out when leaving the dormitory.
 - Each request for overnight stay (by the same resident) is valid for two days. Guests are prohibited from staying overnight if the application

Request for Overnight Stay (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:

- This form is strictly to request overnight stay for fathers or brothers of residents; overnight stay for mothers and sisters is permitted in Building 30.
- Overnight stay application process:
 - The completed form must be signed by all fellow residents in the same room to indicate they consent to the guest's overnight stay.
 - Overnight stay must be requested in advance and submitted to the women's dormitory office no later than 21:00 of the same evening.
 - Guests must check-in at the front desk with a valid ID when entering the dormitory and check-out when leaving the dormitory.
 - Each request for overnight stay (by the same resident) is valid for two days. Guests are prohibited from staying overnight if the application

Request for Overnight Stay (3)

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

(Student copy)

Notes:

- The request must be approved by the dormitory office or teacher on duty to be valid.
- Unapproved guest shall be asked to leave the dormitory immediately.