**中国药科大学留学生退宿申请表**

**Application Form for Checking out On-campus Dormitory**

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| **学生填写Filled by Student** | | | | | | |
| 中文名  CN. Name |  | | 校区  Campus | |  | |
| 楼  Building |  | | 房间号  Room No. | |  | |
| 退宿原因Reason for checking out | □ 走读To live off-campus | | | | □ 休学或退学  Suspension of study | |
| 补充材料Supplement Materials | A.租房合同Contract  B.与租房合同地址对应的临时住宿登记表 Temporary Residence Form from local police, address shall be same as contract | | | |  | |
| 须知  Must-know | 第一年不得搬出校外。Student shall not live off-campus during their first year at CPU.  学生须清空所有个人物品并交还钥匙给门卫。  Student must clear all personal belongings and return key to doorkeeper  学校提供的公物如丢失或损坏将在押金里扣除。  Loss or damage to utilities provided by CPU will result in deduction of room deposit.  退宿之后，房间内遗留的任何个人物品视为无主物品并由物业回收。  Any personal belonging left in the room after checking out is seen as ownerless property and will be reclaimed by Property Manager. | | | | | |
| 预计退宿日期Anticipated date of checking out | □ March 1st  □ September 1st | 学生本人签名Student Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | 申请日期Application Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **双人间室友填写To be filled by Roommate (double room only)** | | | | | | |
| □在我的室友搬走后，我接受办公室安排。在找不到新室友填满空缺床位的情况下，我愿意支付单间费用。After my roommate checks out, I accept new room or roommate arrangement by the office. I agree to pay for the difference fees if there is no one to fill the vacancy.  签名Signature 联系方式Contact 日期Date | | | | | | |
| **研究生导师填写To be Filled by Supervisor (Master’s or Ph.D. only)** | | | | | | |
| 意见Approval or Not 签名Signature 联系方式Contact 日期Date | | | | | | |
| **物业管理站填写Filled by Property Manager** | | | | | | |
| 钥匙已交还给门卫？ □是Yes □否No  Key returned to doorkeeper? | | | | | | |
| 房间公物丢失或损坏？Any loss or damage to CPU-owned room utilities? □有Yes □无No  若有，列出物品List missing or damaged items： | | | | | | |
| 经办人签名Signature | | | | 实际退宿日期Actual Date of Checking Out | | |