**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 or withdrawal |
| 补充材料Supplement Materials | A.租房合同或房产证扉页Contract (no sub-leasing) or the first page of Property DeedB.房东身份证复印件1 Photocopy of Chinese citizen ID of House Owner |
| 须知Must-know | 第一年不得搬出校外。Student shall not live off-campus during their first year of program. 学生须清空所有个人物品并交还钥匙/门卡给门卫。Student must clear all personal belongings and return key/door card to doorkeeper学校提供的公物如丢失或损坏将要求学生赔偿。Loss or damage to utilities provided by CPU will result in compensation charges. 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. **搬家24小时之内学生须微信向南京公安登记新地址Student shall register their latest address via WeChat to Nanjing Police within 24 hours of moving.** |
| 学生本人签名Student Signature |  | 联系电话（必填）Mobile Number (Must) | 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，与其他落单学生拼住。After my roommate checks out, I accept re-accommodation arrangements by the office and agree to move other students’ rooms or let others move in. 护照名Passport Name 签名Roommate Signature 联系方式Contact  |
| **研究生导师填写To be Filled by Supervisor (Master’s or Ph.D.)****本科生辅导员填写To be Filled by Guidance Counselor (Undergrad.)** |
| 累计出勤率Accumulative attendance Rate □>80% □<=80%意见Approval or Not 联系方式Contact 签名Signature 日期Date |
| **物业填写Filled by Property Manager** |
| 钥匙/房卡已交还给门卫？Key returned to doorkeeper? □是Yes □否No房间公物丢失或损坏？Any loss or damage to CPU-owned room utilities? □有Yes □无No  |
| 经办人签名Signature | 实际退宿日期Actual Date of Checking Out |

\*所有相关项填写完成、相关人员签字后交至G11-103办公室，视为退宿手续完成。Fill all the necessary items and collect signatures from all persons concerned, submit the form to G11-103 to complete the checking-out formalities.