

## 退宿授权书 Letter of Authorization – for checking out of dormitory

学号 Student ID \_\_\_\_\_ 中文名 CN.Name \_\_\_\_\_

退宿原因 Reason for checking out:

毕业 Graduation  结业 Completion of study  退学 Dropping-out  休学 Suspension

学号 Student ID: \_\_\_\_\_ 护照号 Passport No.: \_\_\_\_\_

中文名 CN.Name: \_\_\_\_\_ 护照名 Passport Name: \_\_\_\_\_

宿舍楼和房间号 Dormitory Building  玄武门 XWM  江宁 Jiangning G11  江宁 Jiangning H1

物品 Item	数量 Number	位置 Location	描述 Description

我声明以上物品为我个人所有，如物品为与他人共享则已取得共享人同意。

I declare the items above are my own personal belongings or have obtained consent of other owner(s) if the items are shared.

因本人不能前往，现委托以下在校生将物品

Because I cannot come back, I authorize the following student on-campus to:

被授权人中文名 Trustee's CN.Name \_\_\_\_\_ 学号 Student ID \_\_\_\_\_

打包、邮寄，承诺遵守中国海关法律法规;

...to pack up and mail the items, and promise to abide by Chinese customs laws;

将不能邮寄的物品存放于除未经允许的公共区域和原宿舍外的其他地点;

to store non-mailable items somewhere other than the dormitory and disapproved public area;

将不能邮寄和存放的物品丢弃、回收 to dispose or recycle the rest of items;

将《离校流程表》送物业签字 and to collect signature on School Leaving Form at the doorkeeper;

以上费用自理 I will be solely responsible for the expenses;

我同意：7月15日之后宿舍及公共区域未清空物品视为无人认领，本人放弃所有权，由后勤统一回收。I agree to give up possession of all personal belongings left in the dormitory or public spaces after July 15, which will be deemed as unclaimed belonging and will be recycled.

自学校收到此表签字照片/扫描件之日起视为委托成立，之后如被委托人不履行承诺，或与委托人发生民事纠纷，与学校无关。The authorization takes effect since the date of reception of the photo/scan copy of the signed form. If the authorized individual/enterprise does not perform the duties, or have any civil lawsuit with the student, the University will not be responsible.

学生本人签名 Student Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_年 Year \_\_\_\_\_月 Month \_\_\_\_\_日 Day

此表签字扫描件发 1720210036@cpu.edu.cn 备案，被委托人携带纸质版交物业。After completion and signing, student should send scan copy to [1720210036@cpu.edu.cn](mailto:1720210036@cpu.edu.cn) and the trustee should take a hard copy to property manager.