國立臺灣大學國際學院 學生研究室申請表
National Taiwan University International College Student Study Room Application Form

一、申請須知 Notice for Application

1. 申請時間:開學後兩周開放申請,請於週一至週五的上班時間 9:00-12:00; 13:30-17:00 至辦公室提交資料。

   Application time: Applications are open two weeks after the start of the academic year. Please submit your documents to the office from Monday to Friday during office hours (9:00-12:00 and 13:30-17:00).

2. 申請資格: 需為本院在學學生,優先安排未有指導教師實驗室空間之學生;每學年皆需重新申請。

   Applicants must be current International College students, with priority given to students without assigned laboratory spaces. Reapplication is required each academic year.

3. 申請文件 Required documents:

   (1) 申請表 Application form

   (2) 使用切結書 Declaration form

   (3) 學生證影本乙份 A copy of the student ID

   (4) 押金台幣 500 元 (畢業前經辦公室確認無誤後退還)

   Deposit of 500 NTD (It will be returned after the office checks before graduation.)

4. 研究室所在地點: 國立臺灣大學生物技術研究中心五樓,507 教室。

   Location: Room 507, 5th Floor, Biotechnology Building, National Taiwan University.

5. 本院研究室僅供申請人本人使用,並且不得轉借他人。

   The assigned seats and tables are strictly for the personal use of the applicant and cannot be lent to others.

6. 分配結果公告: 申請通過者將以信件通知,並須於信件寄出的兩周內至院辦辦理後續事宜。

   Allocation Results Announcement: Successful applicants will be notified by mail and are required to proceed with further arrangements at the administrative office within two weeks of the mailing date.

7. 獲分配座位/置物櫃但因故無法辦理後續事宜者,需於信件寄出的兩周內先知會院辦,否則將取消座位分配及日後申請資格。

   Individuals who have been allocated seating/lockers but are unable to proceed with further arrangements due to unforeseen circumstances are required to notify the administrative office within two weeks of the mailing date. Failure to do so will result in the cancellation of the seat/locker allocation and may affect future application eligibility.

二、請填寫下方申請表並簽名,於申請時間內攜帶學生證繳交至學院辦公室。

Please fill out the application form below and submit it with your student ID to the IC office during the designated application period.

國立臺灣大學國際學院碩士生研究室(置物櫃)申請單

National Taiwan University International College Student Research Laboratory/Lockers Application Form

學程 Program	☐ Global ATGS ☐ MPB ☐ Smart MHI ☐ MDR[3]	
申請日期 Apply Date		
學號 Student No.		
姓名 Name		
連絡電話 Tel.		
申請者簽名 Applicant's Signature:		
指導教授簽名 Advisor's Signature:	學程主任簽名 Program Director's Signature:	
以下由院辦承辦人填寫 This section will be filled by office staffs		
桌號/櫃號 Desk/Locker No.		備註 Note:
押金 Deposit	☐ 已繳 Paid ☐ 未繳 Unpaid	