

訪客登記程序

訪客可分為三類

A) 現就讀樹仁大學及持有有效樹仁大學學生證之訪客

- 宿生及教職員住客出示有效之學生證或職員證予地下大堂保安。
- 電腦系統會根據學生證或職員證確認其住客身份，然後給予最多三名的訪客名額。
- 樹仁大學學生必須提供學生證予保安核對身份，其學生證將會成為「臨時入閘證」進入宿舍；
- 訪客使用已登記之學生證，通過閘機進入宿舍。
- 當探訪完畢，訪客必須使用已登記之學生證，通過閘機離開宿舍。

B) 現受聘於樹仁大學之教職員及持有有效樹仁大學教職員證之訪客

- 宿生及教職員住客出示有效之學生證或教職員證或職員證予地下大堂保安。
- 電腦系統會根據學生證或職員證確認其住客身份，然後給予最多三名的訪客名額。
- 教職員訪客必須提供教職員證予保安核對身份，其教職員證將會成為「臨時入閘證」進入宿舍；
- 訪客使用已登記之教職員證，通過閘機進入宿舍。
- 當探訪完畢，訪客必須使用已登記之教職員證，通過閘機離開宿舍；

C) 其他訪客

- 宿生及教職員住客出示有效之學生證或職員證予地下大堂保安。
- 電腦系統會根據學生證或職員證確認其住客身份，然後給予最多三名的訪客名額。
- 如訪客為非學生，必須提供身份證明文件予保安及填寫資料(如姓名、身份證號碼及探訪房間號碼)，核對身份後保安員會向訪客提供「臨時入閘證」予訪客進入宿舍。離開時、訪客必須立刻歸還臨時入閘證予保安員；延遲歸還臨時入閘證一律當作遺失處理；敬希留意。

如訪客遺失臨時入閘證，有關宿生或教職員住客必須負責賠償港幣 \$50。

Visitors Registration Procedure

Visitors' categories are shown as follow:

- A) Shue Yan University with valid student card (currently registered SYU full time student)
- Hall resident presents his/her valid hall resident card to the on-duty security guard & begin the registration process
 - System will recognize this hall resident's identity and "open" maximum three visitor spots for this resident.
 - Visitor will present his/her valid student ID card to the same smart card reader; his/her student card will become a temporary pass.
 - Visitor proceeds to the turnstile and use his/her registered student ID card to pass through the turnstile.
 - Visitor needs to use the registered student ID card to pass through the turnstile in order to leave hall
- B) Shue Yan University's staffs and instructors/professors (currently being employed by SYU)
- Hall resident presents his/her valid hall resident card to the on-duty security guard & begin the registration process
 - System will recognize this hall resident's identity and "open" maximum three visitor spots for this resident.
 - Visitor will present his/her valid staff ID card to the same smart card reader; his/her student card will become a temporary pass.
 - Visitor proceeds to the turnstile and use his/her registered staff ID card to pass through the turnstile.
 - Visitor needs to use the registered staff ID card to pass through the turnstile in order to leave hall.
- C) Others
- Hall resident presents his/her valid hall resident card to the on-duty security guard & begin the registration process
 - System will recognize this hall resident's identity and "open" maximum three visitor spots for this residence.
 - Visitor needs to write down information at security counter (i.e. name, HK ID card number, visiting resident information). Security guard will give a temporary pass to the visitor in order to pass through the turnstile. When the visitor leaves, he/she needs to return the temporary pass to security guard immediately. **Any delay return of temporary pass will consider as "CARD LOSS".**

If the temporary pass is lost, respected hall residence will be responsible to pay a replacement fee of HK\$50.