

**The Hong Kong Polytechnic University**  
**Application for Visit to Industrial Centre**

Please submit completed application form by fax to (852) 3149-8181 or email to icsally@polyu.edu.hk.  
For visit enquiry please contact our Visit Coordinator at (852) 2766-7581 or icsally@polyu.edu.hk.

**Important Notes**

1. Student visitors shall be of Primary 3 or above and shall be accompanied by school/college teacher/staff.
2. Application shall be made to the Industrial Centre at least 5 working days before the date of visit.
3. Participants shall arrange for their own transportation. Coach parking is not available in the University campus. Limited university car park spaces are available but subject to an hourly parking rate of HK\$40.
4. Visit will be cancelled if Black Rainstorm Warning Signal or Typhoon Signal No. 8 or above is hoisted at 7.00 am on the date of visit.
5. Allocation of visit time slot will be on a first-come-first-served basis.
6. The Industrial Centre reserves the right to cancel any pre-arranged visit with advanced notice given.

<b>Particulars of Applicant</b>			
Name of organization: _____			
Nature of organization: <input type="checkbox"/> School <input type="checkbox"/> College <input type="checkbox"/> University <input type="checkbox"/> Company <input type="checkbox"/> Institution <input type="checkbox"/> Association <input type="checkbox"/> Government (please tick)			
<input type="checkbox"/> Others (please specify) _____			
Contact Person: _____			
Post: _____			
Address: _____ _____			
City/Country: <input type="checkbox"/> Hong Kong <input type="checkbox"/> China <input type="checkbox"/> Others (please specify) _____			
Tel: _____		Email: _____	Website: _____
Date: _____		Signature: (with official chop) _____	
<b>Particulars of Visit</b>			
Date of visit*:		_____ (1st choice)	_____ (2nd choice)
Time of visit*:		From _____	To _____
No. of visitors: _____ (please provide name, title & post of all non-student visitors using page 2 of this form)			
Area(s) of interest: <input type="checkbox"/> Sheet Metal & Welding <input type="checkbox"/> Photochemical Machining <input type="checkbox"/> Surface Finishing <input type="checkbox"/> Electronics (please tick)			
<input type="checkbox"/> Building Services & Electrical <input type="checkbox"/> Rapid Prototyping <input type="checkbox"/> Intelligent Automation <input type="checkbox"/> CNC			
<input type="checkbox"/> Building & Construction <input type="checkbox"/> Intelligent Home <input type="checkbox"/> Others (please specify) _____			
Medium of Instruction: <input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua (please tick)			
Special Request: _____			
Accompanying staff: <input type="checkbox"/> same as contact person <input type="checkbox"/> Other(s) (please specify) _____ (please tick)			
<i>*Visit to the Industrial Centre is available from Monday to Friday, 0900 to 1200 and 1400 to 1730. The Industrial Centre closes on Saturday, Sunday and public holidays.</i>			

**Particulars of Visitors (Non-student visitor only)**

No.	Name & title of Visitor	Post	Organization#
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*#Please denote if the visitor belongs to different organization.*