



Policy of Temporary Campus Card of CUHK-Shenzhen

This policy aims at standardizing the management of temporary campus cards and ensuring the order of temporary campus card business.

1. Purposes and Application Scope of Temporary Campus Cards

The temporary campus card has the consumption, door access control, and identity authentication functions. Cardholders can use the cards in the university cafeteria, convenience store, libraries, and gymnasiums.

2. Objects

- (1) Temporary staff employed by university departments
- (2) Relatives of full-time staff
- (3) Non-regular full-time education and non-academic education students
- (4) People who come to the university for short-time official affairs, training, visits and exchanges
- (5) Visitors who are authorized by university administrative departments

Note: The validity period of the card is set according to the authority level.

3. Approval Process

The related department audits the qualification of the applicant, stamps or signs on the application form, and submits the application form to ITSO. ITSO then approves and signs the application, and submits the application form to the campus card center.

4. Card Cost

The cost of a temporary campus card is RMB 30 yuan, which is



paid to the campus card center.

5. Card Application Process

Step 1: The applicant submits the approved application form and a copy of identity card.

Step 2: The University audits the qualification of the applicant according to "Policy of Temporary Campus Card of The Chinese University of Hong Kong, Shenzhen".

Step 3: The campus card center creates the card based on the applicant's personal information.

Step 4: Enable the consumption function.

Step 5: Enable the related functions and verify the applicant information. Issue the card to the applicant.

Note: The printing function takes effect the next day after Issuance.

6. Recharging

Take the temporary campus card to the campus card center and recharge the card with cash. Each recharge only accepts the 100 RMB bill.

Business hours of the campus card center: 9:00-17:30, from Monday to Friday

7. Card Cancellation

If you do not need the temporary campus card anymore, unregister it timely. Take the cardholder's identity card to the campus card center for card cancellation. Before unregistering the card, use up the remaining electronic money stored in the card. The cardholder is allowed to unregister the card before the validity period expires.

8. Validity Period Extending

To extend the validity period of a temporary campus card, submit the application with cardholder's identity card and



related proof materials before the validity period expires. The extension period can be one year at most. The cardholder can extend the validity period for each card multiple times.

If the validity period is not extended one week after it is expired, the card will be terminated and all functions of the card are disabled. The system will keep the cardholder's information and the card balance, so that the cardholder can reactivate and use the card.

9. Card Use Regulation

- (1) The temporary campus card can only be used by the cardholder, and cannot be lent to others.
- (2) The temporary campus card does not support overdraft. The cardholder should recharge the card with cash, and then use the consumption function. No interest is generated for the card balance.
- (3) The card balance is not refundable. Before unregistering a card with the identity card, the cardholder should use up all the card balance.
- (4) The cards without owners should be submitted to the campus card center.
- (5) The temporary campus card system and facilities are the campus's properties. The units and persons using the system or facilities should properly use and keep them. It is forbidden to forge the cards or steal, tamper, and crack the card data or passwords. The activities of intentionally damaging the system or facilities or harming system security will be investigated for legal responsibility according to law once verified.
- (6) For more information, see "Policy of the Campus Card of The Chinese University of Hong Kong, Shenzhen".