

Application for Visit to IC

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

Important Notes

1. Student visitors shall be of **Secondary 4 or above** and shall be accompanied by school/college teacher/staff.
2. Application shall be made to the IC 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.
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. IC reserves the right to cancel any pre-arranged visit with advanced notice given.
6. Normally visit to IC will not be arranged in summer term due to IC's heavy loading of teaching and hands-on learning activities in this period.
7. To reduce waste and protect our environment, please do not offer souvenir to us.
8. The information you provide in this form and subsequently in the event of this form being either processed or given further effect will be used for the purposes of visit application and arrangement.

Particulars of Applicant	
Name of organization:	
Nature of organization: (please tick)	<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 <input type="checkbox"/> NGO <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)	
Particulars of Visit	
Date of visit*:	_____ (1st choice) _____ (2nd choice)
Time of visit*:	From _____ To _____
No. of visitors:	<input type="checkbox"/> student Level of study: _____ <input type="checkbox"/> non-student (please provide name, title & post of all non-student visitors using page 2 of this form)
Area(s) of interest [^] : (please tick)	<input type="checkbox"/> 3D Scanning 三維掃描 <input type="checkbox"/> 3D Printing 三維打印 <input type="checkbox"/> Building & Construction 建築 <input type="checkbox"/> CAM 電腦輔助製造 <input type="checkbox"/> Fibre Composites 纖維複合材料 <input type="checkbox"/> Design Realization 設計實現 <input type="checkbox"/> Electrical & Building Services 電機及屋宇設備 <input type="checkbox"/> Electronics 電子 <input type="checkbox"/> Intelligent Automation 智能自動化 <input type="checkbox"/> Sheet Metal & Welding 鈹金及焊接 <input type="checkbox"/> Surface Finishing & Photochemical Machining 表面處理及光蝕刻 <input type="checkbox"/> Others (please specify) _____
Medium of Instruction: (please tick)	<input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua
Purpose of Visit:	
Special Request / Remark:	
Accompanying staff: (please tick)	<input type="checkbox"/> same as contact person <input type="checkbox"/> Other(s) (please specify) _____
<p><i>*Visit to IC is available from Monday to Friday, 0900 to 1200 and 1400 to 1730. IC closes on Saturday, Sunday and public holidays. Visit to IC is normally not arranged in summer term.</i></p> <p><i>[^]Subject to availability</i></p>	



Particulars of Visitors (Non-student visitor only)			
No.	Name & title of Visitor	Post	Organization#
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

#Please denote if the visitor belongs to different organization.