

**HONG KONG BAPTIST UNIVERSITY
ESTATES OFFICE**

Application for Overstay in Campus

Date(s) From _____ To _____

Time From _____ am* pm* To _____ am* pm*

Venue _____

Reason for Overstay _____

Name of Applicant _____ Staff / Student I.D. Card No. _____

Department / Office _____ Contact Tel No. _____

Details of Person(s) Full Name Staff / Student I.D. Card No.
Accompanying, if any

Recommended by Course Teacher(s) _____

Signed and/or Chopped by Department Head	Endorsed by Estates Office
_____	_____

Notes:

- 1) Applicant must have the form endorsed by the course teacher and/or department head.
- 2) Application for overstay must get the approval of Estates Office at least 24 hours in advance.
- 3) Application for overstay must be in triplicate - two copies retained by E.O. and the third copy retained by the applicant for showing to security guard(s) when required.

* Delete where inappropriate