

I-SHOU UNIVERSITY

Application Form for Telephone Extensions at Teaching-oriented Laboratories

(For adding or changing telephone extensions)

Applicant		Application Date:	(M)	(D)	(Y)
Applying Unit		Tel./Mobile			
<input type="checkbox"/> Add an extension	Location (Laboratory No.): Room No. of Building				
	Laboratory Name:				
	Person-in-charge:				
<input type="checkbox"/> Change the person-in-charge	Laboratory Name:				
	Original Laboratory Name:				
	New Laboratory Name:				
	Reason for Change:				
<input type="checkbox"/> Change the purpose or suspend the extension	Laboratory Name:				
	Person-in-charge:				
	Original Purpose of the Laboratory:				
	New Purpose of the Laboratory:				
Applying Unit			Office of General Affairs		
Applicant	Department Chair	Dean	General Affairs Section	Construction and Maintenance Section	Dean

1. Qualifications: Laboratories of I-Shou University.
2. Application process: The person-in-charge of the laboratory should complete this application form and submit it to the Office of General Affairs for further processing after the form has been approved and signed by the heads of the unit.

3. Use: The telephone extension is only for internal use. Users are not allowed to dial external calls or receive any reverse charge calls. The applicant should be held liable for any charges incurred if the telephone is used by others without permission.
4. Suspension:
 - a. Please fill in and submit this form for further processing when the person-in-charge is changed.
 - b. The extension will be suspended if the laboratory is no longer a teaching-oriented laboratory. Please fill in and submit this form for further processing to avoid any controversy concerning liabilities.
5. Please submit this form along with the course schedule of the laboratory.
6. This application form is applicable to non-teaching-oriented laboratories as well provided that a photocopy of special consent is submitted together with this application form.