**NSRRC User Service Request Form**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>User ID</th>
<th>Date</th>
<th>Contact phone no.</th>
<th>E-mail</th>
<th>Mobile phone no.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Affiliation/Dept.**

**Status**

- [ ] P. I.
- [ ] General user (P. I.’s name)
- [ ] Outside vendor/supplier

**User service items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Form</th>
<th>Submit</th>
<th>UAO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-office hours service</td>
<td>(Normal day: Office hours Mon.-Fri. 8:30-16:30)</td>
<td>U16e</td>
<td>Expected arrival date:</td>
<td>/</td>
</tr>
</tbody>
</table>

- [ ] Apply:
  - [ ] Apply online
  - [ ] Safety training
  - [ ] Join project
  - [ ] Photo

- [ ] New proposal
- [ ] Continuation proposal
- [ ] Other:
  - [ ] Neutron
  - [ ] Nano

- [ ] Experiment Investigator Authorization Letter
- [ ] Online submission before experiment starts

- [ ] Subvention application during experiment period
  - [ ] For PEC proposals: max. of 4 persons; for non-PEC proposals or reserved beamlines: max. of 20 days/person/cycle
  - [ ] Student
  - [ ] Assistant
  - [ ] Post-Doc.

- [ ] Intermittent user
  - [ ] Pick up (Visiting NSRRC for experiment)
  - [ ] Return (When leaving NSRRC, please return user card to User Administration Office for management purpose)

- [ ] Monthly paid photocopy application (Approval from P. I. is needed; charges incurred will be paid by the applicant)

- [ ] Free safety training booklet and CD request (Request quantity: ____)
  - [ ] Apply online

- [ ] User’s parking permit for cars and motorcycles (2 working days)
  - [ ] NT$500 (Deposit)
  - [ ] Photocopy of valid driver’s license and car registration

- [ ] Borrow bicycle
  - (From ____ / ____ to ____ / ____)

- [ ] Borrow Internet cable
  - (From ____ / ____ to ____ / ____)

- [ ] Borrow spare parts/ Machine shop, beamline support
  - [ ] Mr. Jwei-Ming Juang, Room: E277/E176, Ext.7216/7214

- [ ] User’s parking permit for cars and motorcycles (2 working days)
  - [ ] NT$500 (Deposit)
  - [ ] Photocopy of valid driver’s license and car registration

- [ ] Safety training
- [ ] Join project
- [ ] Photo

- [ ] P. I. will not pick up user card
  - [ ] Submit date: |

- [ ] Experiment Safety Approval Form
  - [ ] Online submission before experiment starts

- [ ] Short term public office application
  - [ ] For professor/visiting scholars/P.I., Room E362 and E364
  - [ ] Online submission before experiment starts

- [ ] User public office (E267, E357, E359, and E361)

- [ ] Storage ring E113 user mailbox application
  - [ ] For users who expect to stay at NSRRC for a long period of time

- [ ] Storage ring office/lab telephone service request
  - [ ] Approval from P. I. is needed; charges incurred will be paid by the applicant

**User card**

- [ ] Pick up: Passport required
  - (If all the necessary documents are ready before 16:00, user card can be picked up on the same day; otherwise, user card can be picked up the next day before noon)

- [ ] Lost: Passport required
  - (If all the necessary documents are ready before 16:00, user card can be picked up on the same day; otherwise, user card can be picked up the next day before noon)

- [ ] Pick up date: /
- [ ] Return date: /

**Guesthouse**

- [ ] Guesthouse reservation
  - [ ] Cancellation/Refund (1 day before actual check in date; however for discount room rate, 7 days in advance is required)

- [ ] Adjustment/Refund (due to NSRRC’s factors)

- [ ] Payment

- [ ] Check in (between 2 p.m. and 4:30 p.m. on check in date)

- [ ] Guesthouse reservation
  - [ ] Cancellation/Refund (1 day before actual check in date; however for discount room rate, 7 days in advance is required)

- [ ] Adjustment/Refund (due to NSRRC’s factors)

- [ ] Payment

- [ ] Check in (between 2 p.m. and 4:30 p.m. on check in date)

**Date format: mm/dd**

Date created: 03/31/2006