

# INTERNATIONAL CAMPUS SERVICE INFORMATION FORM

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Department: CDM

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<b>Service</b>	Outside Group Visit Reservation Procedure
<b>Targeted</b>	Outside groups
<b>Theme</b>	Logistics Service
<b>Related Regulations</b>	a. <i>Regulations of Outside Group Visit at Zhejiang University (Trial)</i> , document No.1, issued by Security Department of ZJU in 2018; b. <i>Campus Order Management Regulations of International Campus, ZJU</i>
<b>Application Documents</b>	<i>Outside Group Visit Reservation Application of International Campus, ZJU</i> stamped with applicant's official seal and approved by the Office of Campus Development and Management(CDM)
<b>Procedure</b>	a. log in COC website ( <a href="http://coc.intl.zju.edu.cn/zh-hans">http://coc.intl.zju.edu.cn/zh-hans</a> ) to download the <i>Outside Group Visit Reservation Application of International Campus, ZJU</i> b. fill in the application stamped with applicant's official seal and signed by applicant's leadership; c. send a scanned application to CDM for registration and approval; d. bring ID and a copied application during your visit.
<b>Form Acquisition</b>	<i>Outside Group Visit Reservation Application of International Campus, ZJU</i> <a href="http://coc.intl.zju.edu.cn/zh-hans/content/868752">http://coc.intl.zju.edu.cn/zh-hans/content/868752</a>
<b>Service Place</b>	Campus Service Hub
<b>Service Time</b>	Workday 8:30-12:00 13:00-17:00
<b>Consultation Contact</b>	Phone: (0571)0573-87572114 E-mail: <a href="mailto:cdm@intl.zju.edu.cn">cdm@intl.zju.edu.cn</a>
<b>Acceptance Dept.</b>	Campus Development and Management (CDM)
<b>Approval Dept.</b>	Campus Development and Management (CDM)
<b>Pre-acceptance Dept.</b>	Outside groups
<b>Follow-up Dept.</b>	Campus Service Center
<b>Seal Type</b>	NO
<b>Service Response</b>	prompt
<b>Commitment Time</b>	NO
<b>Rates</b>	NO
<b>Charge Base</b>	NO

<b>Service Type</b>	Public Service
<b>Monitoring Phone</b>	(0571)0573-87572229
<b>Position (or Responsible Personnel)</b>	August Pan
Audit Dept.:	