

INTERNATIONAL CAMPUS SERVICE INFORMATION FORM

Compiler: August PAN

Department: CDM

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Service	Campus Motor Vehicle Pass Application Procedure			
Targeted	Students, teachers and administrative staff and logistics service staff			
Theme	Logistics Service			
Related Regulations	<p>a. <i>Specification re Intelligent Management on Motor Vehicle Pass of ZJU, DOCUMENT No. 4, issued by President's Office of ZJU in 2017;</i></p> <p>b. <i>Notice re Motor Vehicle Pass Application of International Campus</i></p>			
Application Documents	No.	Targeted	Required Documents	Requirements
	1	Teachers and administrative staff	<ol style="list-style-type: none"> 1. Campus Motor Vehicle Pass Application; 2. Campus Card (original and copy) 3. Vehicle Travel License and Driving License (original and copy) 	<ol style="list-style-type: none"> 1. one vehicle, one pass; relative documents (marriage certificate and residency booklet) both in original and copy necessary if applying for spouse, parents or children; 2. application subject to the list provided by Office of Human Recourses
	2	Logistics Service Staff	<ol style="list-style-type: none"> 1. Campus Motor Vehicle Pass Application; 2. Labor contract (original and copy); 3. Vehicle Travel License and Driving License (original and copy) 	<ol style="list-style-type: none"> 1. one vehicle, one pass; relative documents (marriage certificate and residency booklet) both in original and copy necessary if applying for spouse, parents or children; 2. application subject to the list provided by Campus Logistics Group
	3	Full-time students	<ol style="list-style-type: none"> 1. Campus Motor Vehicle Pass Application (full-time students); 2. Student ID card or Campus card; 3. Vehicle Travel License and Driving License (original and copy) 	<ol style="list-style-type: none"> 1. Hangzhou or Jiaxing license plate allowed, and Vehicle Travel License and Driving License owned by students' own; 2. one vehicle, one pass
	4	Campus lessees	<ol style="list-style-type: none"> 1. Campus Motor Vehicle Pass Application; 2. lease contract (original and copy); 3. Vehicle Travel License and Driving License (original and copy) 	<ol style="list-style-type: none"> 1. Vehicle Travel License and Driving License owned by the lessee 2. one contract, one vehicle

Procedure	Go to Campus Service Hub with all required documents
Form Acquisition	Campus Motor Vehicle Pass Application Campus Motor Vehicle Pass Application (full-time students) http://coc.intl.zju.edu.cn/zh-hans/content/860035
Service Place	Campus Service Hub
Service Time	Workday 8:30-12:00 13:00-17:00
Consultation Contact	(0571)0573-87572227
Acceptance Dept.	Campus Development and Management (CDM)
Approval Dept.	Campus Development and Management (CDM)
Pre-acceptance Dept.	
Follow-up Dept.	Campus Development and Management (CDM)
Seal Type	NO
Service Response	Prompt
Commitment Time	NO
Rates	NO
Charge Base	NO
Service Type	Public Service
Monitoring Phone	(0571)0573-87572229
Position (or Responsible Personnel)	August Pan

Audit Dept.: