

INTERNATIONAL CAMPUS SERVICE INFORMATION FORM

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Department: CDM

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Service	Serviced Apartment Check-in and Relet
Targeted	Faculty and Staff
Theme	Apartment Service
Regulations	a. <i>Regulations re Staff Apartment Management of ZJU</i> ; b. <i>Regulations re Staff Apartment Management of International Campus, ZJU</i>
Application Documents	
Procedure	a. download and fill in the application form. b. get approved from applicant's department c. get approval from Office of Human Resources d. get approval from the duty director of Campus Operation Center e. sign a accommodation contract and pay deposit
Form Acquisition	http://www.intl.zju.edu.cn/sites/default/files/zhe_jiang_da_xue_guo_ji_lian_he_xue_yuan_hai_ning_guo_ji_xiao_qu_jiao_shi_gong_yu_zu_zhu_shen_qing_biao.docx
Service Place	Office of Human Resources: AS 525; Campus Service Hub
Service Time	Workday 8:30-12:00 13:00-17:00
Consultation Contact	(0571)0573-87572114
Acceptance Dept.	Office of Human Resources
Approval Dept.	Office of Human Resources
Pre-acceptance Dept.	Office of Human Resources
Follow-up Dept.	Campus Service Center
Seal Type	NO
Service Response	Prompt
Commitment Time	NO
Rates	500RMB/single room, 2000RMB/suit, renting charging in charge base
Charge Base	Decision of Price Management Team ZJU [2017] No.14 website:(www.intl.zju.edu.cn/sites/default/files/decision_of_price_management_team_zju_2017_no14.pdf)
Service Type	Public Service

Monitoring Phone	(0571)0573-87572225
Position	Wendy Ma
Audit Dept.:	