



**RESIDENTIAL HALL CHECK-IN FORM
(ON CAMPUS ACCOMMODATION)**

FORM/SAA-ASSD-03/02 - Updated: 02-02-2018 Rev 02
Tel: 603-91018880 / Fax: 603-91023606 / Email: rhall@ucsiuniversity.edu.my

NAME			
STUDENT ID NO		RESIDENTIAL HALL	KL CAMPUS
CONTACT NO			<input type="checkbox"/> Block D <input type="checkbox"/> Block L <input type="checkbox"/> Block E
EMAIL		ROOM NO	L / R

Note:

If any of the items listed below is incorrect or incomplete, please notify the Accommodation Officer / Warden immediately. Failure to do so would indicate that the items were in good condition when you first assume responsibility for them.

NO	ITEM(S)	CHECK
1	One Room Key (Room Number: _____ L / R)	<input type="checkbox"/>
2	One set of Drawer and/or Wardrobe Keys	<input type="checkbox"/>
3	One Wardrobe	<input type="checkbox"/>
4	One Bed & Mattress	<input type="checkbox"/>
5	One Study Desk & Chair	<input type="checkbox"/>
6	One Wastebasket / Sanitary Bin (Shared)	<input type="checkbox"/>
7	RH Temporary Card (if applicable) (Serial #: _____)	<input type="checkbox"/>
8	One AC Remote (if applicable) (Serial #: _____)	<input type="checkbox"/>
9		<input type="checkbox"/>
Comment / Remark		

I, the undersigned, hereby acknowledge receipt of the following items and verify that they are in good working condition. I further affirm that, I have been given a copy of the **Welcome Notice** with the **Guidelines to UCSI University On-Campus Accommodation Handbook**. I have read the Rules and Regulations and agree to abide to all the stipulated rules and regulations stated therein. Shall I violate any rules and regulations, the University reserves the right to forfeit my refundable deposit.

Name

Signature

Date

For Office Use Only:

CHECK-IN ACKNOWLEDGEMENT			
Staff / RA / FL		Date	
Deposit Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment / Remark	
Rental Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Acknowledgement Slip: (For Resident's Future Reference)

CHECK-IN ACKNOWLEDGEMENT			
Staff / RA / FL		Date	
Deposit Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment / Remark	
Rental Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No		
UCSI University On-Campus Accommodation Handbook https://www.ucsiuniversity.edu.my/sites/default/files/on-campus_accommodation_handbook_v11.pdf			