

Soochow University Library

Graduation Yearbook Access Application Form

1. Please abide by the provisions of the Personal Data Protection Act. You will be held accountable for any violations.
2. SCU teachers and students should bring their student ID or service card to the service counter to fill out the following application form. Internal school departments will be required to affix the department's seal in the respective space.
3. Non-alumni and outsiders are not allowed to apply for access; alumni should first head to the Alumni Service and Resource Development Center or Office of Academic Affairs to obtain a confirmatory seal.
4. Only two yearbooks can be accessed at any one time.
5. Individuals are only allowed access inside the library, while departments are allowed to borrow the yearbook out of the library, on the condition that they are duly returned the day itself within the library's opening hours.

** I (The department) fully understand(s) the above regulations and agree to abide by them. * *

Signature (Personal/ Department) : _____

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|--------------------------------|--|---------------------------|---|
| Personal Application | Name | Identification No. | Alumni Service and Resource Development Center or Office of Academic Affairs |
| | | | |
| Department Application | Name of Department | Contact Person | Department Stamp |
| | | Ext. | |
| Contact Number | | | |
| E-Mail | | | |
| Rason for application | | | |
| Application Date | <div style="display: flex; justify-content: space-between; align-items: center;"> _____ YY _____ MM _____ DD </div> | | |
| Yarbook Accessed (Year) | | | |
| Handling Librarian | | | |