



Application for BME Visitor Card

Personal Particulars	
Name:	Date of Visit: From _____ To _____
Email:	Lab Location:
Contact No.:	Purpose of Visit:

Key Points to NUS Visitors Issued Temporary Visitor Cards
<p>1. \$20 Refundable Deposit</p> <ul style="list-style-type: none"> A \$20 refundable deposit is required for the issuance of the visitor card. The deposit will be refunded upon return of the card in good condition at the end of the visit. <p>2. Card Usage & Validity</p> <ul style="list-style-type: none"> The visitor card is strictly for personal use and is non-transferable. The card must be visibly worn at all times while on campus. The card is only valid for the duration and locations specified during issuance. <p>3. Access Control</p> <ul style="list-style-type: none"> The card grants access only to authorized areas as indicated by the host department. Visitors must not attempt to enter restricted or unauthorized areas. <p>4. Security & Safety Protocols</p> <ul style="list-style-type: none"> Report any suspicious activity, unattended items, or security incidents immediately to NUS security or the host department. Follow all emergency procedures (e.g. fire alarm, evacuation), and comply with instructions from security personnel. <p>5. Card Return Policy</p> <ul style="list-style-type: none"> The visitor card must be returned to the issuing office or security post upon exiting campus or after the visit ends to receive the refund of the \$20 deposit. <p>6. Prohibited Actions</p> <ul style="list-style-type: none"> Do not lend, duplicate, or misuse the visitor card. Do not allow tailgating (unauthorized person entering behind you). <p>7. Other Administrative Matters</p> <ul style="list-style-type: none"> Please contact card administrator for access requirement to offices and laboratories.

Acknowledgement and Approval	
Acknowledged by: (name & signature of visitor)	Date:
Approval by: (name & signature of PI)	Date:

Card Issued by:	
Name:	Date:
Card Number Issued:	<input type="radio"/> \$20 refundable deposit collected

Card Return, collected by:	
Name:	Date:
	<input type="radio"/> \$20 refundable deposit returned