**APPLICANT INFORMATION**

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport/ID number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Gender Smoking or not

Current Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Arrival Date

Email Address& Phone number

**HOUSING PREFERENCE** （Please note the suite type you prefer）

Jinzhu Jiayuan (金竹嘉园) (suite type: )

Xin Tian Yuan (新田园) (suite type: )

Li’ou Jinyuan (丽欧锦园) (suite type: )

Santalum Apartment (丽檀山居) (suite type: )

Employees are NOT guaranteed the housing preferences they’ve selected. The university will try to accommodate all employees’ needs in the order of the applications received and the size of the household.

If you have spouses, or immediate family members who will live with you, please indicate relationship and name(s) below.

(1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

***Bedding reservation*** (optional)

|  |  |  |
| --- | --- | --- |
| **Items** | **Price** | Check box if wish to purchase |
| Bedlinen(2 pillowcases, 1 sheet, 1 comfortercase) | 175 RMB (for off-campus housing)  265 RMB (for on-campus housing) | □  □ |
| Comforter(1) | 135 RMB（for Summer）  180RMB（for Winter） | □  □ |
| Pillows (2) | 100 RMB | □ |

*Your purchase will be available in your apartment upon your arrival.*

All employees will be reimbursed $1,000.00 USD for expenses incurred during relocation. This reimbursement is awarded one time only. Reimbursement request claims must be submitted in accordance with Wenzhou-Kean University established guidelines. Reimbursable costs include expenses incurred in obtaining the Chinese Visa, extra baggage fees, shipping costs, etc. Please save all receipts to submit for reimbursement.