





# Taipei Medical University Unit Job Description and Procedures

Unit: Office of Physical Education Affairs

Job Description: Swimming pool membership registration

Date: MM DD YY

Procedures	Explanation	Notes
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">1</span> <span>Opening hours</span> </div> </div> <div style="text-align: center; margin: 5px 0;">  </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">2</span> <span>Confirm identity</span> </div> </div> <div style="text-align: center; margin: 5px 0;">  </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">3</span> <span>Collect payment and take photos</span> </div> </div> <div style="text-align: center; margin: 5px 0;">  </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">4</span> <span>Receive receipt or invoice</span> </div> </div> <div style="text-align: center; margin: 5px 0;">  </div> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 24px; font-weight: bold;">5</span> <span>Collect membership cards</span> </div> </div>	<ol style="list-style-type: none"> <li>1. Fill out the membership application form at the service desk or go to the Office on the 2nd floor for application during the business hours.</li> <li>2. Memberships: Foreign guest, faculty and staff, family members of faculty and staff, alumni, student, resident of local neighborhoods (for other special status, please bring the relevant forms of identification).</li> <li>3. Pay the membership fee based on the ID status and submit photos, or take photos at the service desk.</li> </ol>	

4. After making payment, please be sure to pick up your receipt or invoice. If you need to scan your mobile device or request for putting in an uniform invoice number, please notify the staff first.

5. After submitting the application form, the membership card will be available for pickup after one to three business days.