

Qingdao City Construction Investment Group

International Education Park

Campus Key Card Replacement Process

1. If you lost or damaged your key card, the cardholder should submit 《Key Card Application》 immediately to Key Card Management Center. After reporting the loss, the original card will not be used. All losses before Campus Key Card Management Center received 《Key Card Application》 will borne by the cardholder.
2. 《Return receipt》 will be issued by the center staff after the 《Key Card Application》 being accepted.
3. Please come to the Key Card Management Center to get your new card after 2 working days. Receipt is required.
4. The cost of first replacement card is ¥50 for each card. The cost of second replacement card is ¥100 for each card.