

**Student Development Services**  
**Physical Education Section**  
**Application for Using Physical Fitness Room**

**1. Taking Courses Conducted by the PE Section, CityU**

- 1.1. Successfully completed the PED1305 Physical Fitness-Elementary Course (PE Courses that registered through AIMS during Add/Drop period) for all **Full-time Students**
- 1.2. Successfully completed the Physical Fitness Room User Training Workshops (registered by email or fax after the course announcement by CAP) for all **Part-time Students, Full-time Staff, Spouse and Dependents**

**2. Direct Application for the Eligibility of Using the Physical Fitness Room:**

- 2.1. Successfully completed the Physical Fitness Room Induction Course provided by LCSD with proof\*
- 2.2. Successfully completed the Physical Fitness Course provided by other local and non-local Colleges / Universities with proof\*
- 2.3. Present a true/certified true copy of the valid document of being a qualified user of the Physical Fitness Room in their physical fitness clubs
- 2.4. Qualified Personal Trainer with valid certificate

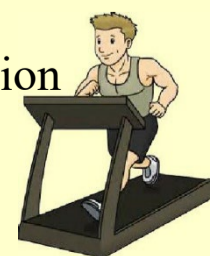
**\*Types of valid proof and evidence**

- Letter/Certificate (with the name and address of the universities/colleges/gym which is signed by an authorized person-in-charge and with the official chop on it, and all the information as specified in the below **standard letter sample**) together with the website of the issuing bodies (with url address indicated) showing the physical fitness induction/training course attended for the using of the gym equipment
- Academic transcript or any written document showing the physical fitness course attended in respective colleges/universities



**Remarks:**

1. Application can only be made in-person with the both **original copy and photocopy** of the valid CityU ID Card together with the **both true/ certified true copy and photocopy** of the valid document listed above at the General Office of PE Section, 6/F, Block 1, To Yuen Building.
2. Booking of the Room can be made within **3 working days** after the submission of Application Form with all proven document.



## Sample of Proven Letter

### Official Address

S.C. ENJOY CLUB S.R.L.  
Tg. Mures, str. Liviu Rebreanu, nr.29A, jud. Mures  
Tel. 0752092295, e-mail: enjoysportsclub@yahoo.com,  
www.enjoysportsclub.ro

Nr. Registrul Comertului: J26/1349/2005, CUI:17818943

### Official Header



### Qualification Obtained

Dear Sir or Madam,

I confirm that *[Name]* is able to use every gym equipment and has at least three years of workout experience.

With best regards,

### Official Chop

Manager

Gotea Cosmin Felician

A handwritten signature in black ink, appearing to read "Gotea", written over a horizontal line.



### Signature & Title of Official

08.09.2018