

現場申請 Apply at the office

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國立成功大學中文學位證書補發申請書
National Cheng Kung University
Application Form for Re-issuance of Chinese Diploma

畢業生姓名 Name of Applicant	學號 Student ID No. (忘記可免填 Please specify if available)	性別 Gender	出生日期 Date of Birth
<input type="checkbox"/> 夜間部 Evening School <input type="checkbox"/> 進修學士班 Continuing Education <input type="checkbox"/> 學士班 Bachelor Degree Program <input type="checkbox"/> 碩士班 Master <input type="checkbox"/> 在職專班 Executive Master Program <input type="checkbox"/> 博士班 Doctor		入學年月 Date Enrolled	
畢業院系所 Department/ Graduate Institute		畢業年月 Graduation Date	
身分證或護照/居留證號碼(外籍生) National ID No./Passport/ARC No.		證書字號 Serial Number of the issued Certificate	(忘記可免填 Please specify if available)
連絡電話或手機號碼 Contact Phone Number			
通信地址 Mailing Address			
取件方式 Method of Gathering Documents	<input type="checkbox"/> 郵寄限掛 Prompt registered mail (NT\$43) <input type="checkbox"/> 自取 Self-pickup		
申請原因 Application Reason	<input type="checkbox"/> 遺失(Lost) / <input type="checkbox"/> 其他(Other Reasons) _____		

請浮貼
二吋相片二張

Please loosely
attach two
2-inch photos
here

申請人簽章：
Applicant's Signature

日期： 年 月 日
(Date: year month date)

附註：

Note:

一、申請補發學位證明書檢附證件如下：

This completed application form shall be submitted with the following items:

(一) 學位證明書工本費 100 元 (檢附現金或已繳費收據)。(95 年 1 月 1 日起實施)

Cash or a payment receipt for a processing fee of NT\$100. (Effective since January 1, 2006)

(二) 身分證正反面影本、健保卡(需有相片)影本或護照影本(身份頁)一份。

A photocopy of your national ID card (front and back sides), NHI card (with photo) or passport (identity pages).

(三) 二吋正面半身照片二張浮貼於申請表指定位置。

Two 2-inch passport photos loosely attached to the designated positions on this form.

二、通信申請：請附 A4 回郵信封並貼妥 43 元郵票，填寫收件人住址及姓名。

郵寄地址：701 台南市大學路 1 號國立成功大學註冊組收『註明：補發學位證明書』

Please enclose a A4 self-addressed stamped (postage of NT\$43) registered envelope addressed to the Registrar's Division, National Cheng Kung University at No.1, University Road, Tainan City 701, Taiwan (R.O.C.)

三、如曾更名者，請另附戶籍謄本正本一份或居留證影本。

If you have changed your name since you were enrolled at NCKU, please also provide an original copy of household certificate or a photocopy of ARC.

四、學位證明書係管制文件，補發作業時間為五天(不包含收件日及例假日)。

The processing time of reissuing a Chinese diploma is five days (excluding receiving date, Saturdays, Sundays and national holidays).