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國立成功大學英文學位證書補發申請表
National Cheng Kung University
Application Form for Re-issuance of English Diploma

中文姓名 Chinese Name				英文姓名 English Name	(與護照一致 Same as Passport)	
學號 Student ID No.	(忘記可免填 Please specify if available)		出生日期 Date of Birth	性別 Gender		
<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			畢業年月 Graduation Date			
畢業院系所 Department/ Graduate Institute						
申請原因 Application Reason (Please check it)		<input type="checkbox"/> 更名 (Name Changed) / <input type="checkbox"/> 遺失 (Lost) / <input type="checkbox"/> 毀損 (Stained)				
		<input type="checkbox"/> 其他 (Other Reasons) _____				
身分證或護照/居留證號碼(外籍生) National ID No./Passport/ARC No.						
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				
申請人簽章： Applicant's Signature		日期： (Date				
		年 月 日 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)。 Cash or a payment receipt for a processing fee of NT\$100.						
(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).						
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、補發份數以一份為限，且一經補發，原證書或補發之證書立即作廢。 The University may produce a single replacement copy of your award certificate, where your original certificate is lost or stolen. Upon issuing a replacement, the original certificate is "cancelled", so please be sure you need to do this.						
四、申請原因為更名者，請另附戶籍謄本正本一份或居留證/護照影本。 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 / passport (identity pages).						
五、補發作業時間為三天(不包含收件日及例假日)。 The processing time of reissuing an English diploma is three days (excluding receiving date, Saturdays, Sundays and national holidays).						