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

※補發證書類別 中文學位證書 / 英文學位證書
Applying for Chinese Diploma / English Diploma

| | | | | | |
|--|---|-----------------------|-------------------------|---|-------------------------------------|
| 中文姓名 Chinese Name | | | 英文姓名 English Name | (需與護照一致、申請中文證書者不需填寫此欄位 Same as Passport、For applying Chinese Diploma, there's no need to fill this blank) | |
| 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 | | 入學年月 Date Enrolled | | |
| <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 | | 畢業年月 Graduation Date | | |
| 畢業院系所 Department/ Graduate Institute | | | | | |
| 身分證或護照/居留證號(境外生) National ID No./ Passport/ ARC No. | | | | 證書字號 Serial Number of the Issued Certificate | |
| 連絡電話或手機號碼 Contact Phone Number | | | | | (忘記可免填 Please specify if available) |
| 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)_____ | | | | |
| 申請人簽章： Application's Signature | 日期： (Date: | | 年 year | 月 month | 日 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) 學位證明書工本費一份 100 元 (檢付現金或已繳費收據)。(95 年 1 月 1 日起實施) Cash or a payment receipt for a processing fee of NT\$100 for each. (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 page). | | | | | |
| 二、通信申請：請附 A4 回郵信封並貼妥 43 元郵票，並填上收件人住址及姓名。 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 an A4 self-addressed stamped (postage of NT\$43) registered envelope to the Registrar's Division, National Cheng Kung University at No.1, University Road, Tainan City, 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. Upon issuing a replacement, the original certificate will be "cancelled". Please make sure you need to do this. | | | | | |
| 四、畢業後如曾更名者，請另附戶籍謄本正本一份或居留證影本(境外生)。 If you changed your named after you graduated from NCKU, please also provide an original copy of household certificate or a photocopy of ARC. | | | | | |
| 五、學位證明書係管制文件，中/英文學位證明書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 / English diploma is five days (excluding receiving day, Saturdays, Sundays and national holidays). | | | | | |