

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 Applying for

紙本中文學位證書 Chinese Diploma 紙本英文學位證書 English Diploma

數位中文學位證書 Digital Chinese Diploma 數位英文學位證書 Digital English Diploma

(重要提醒：申請學位證書如有紙本及數位版需求，請同時申請，避免爾後紙本與數位版證書不一致。It is strongly recommended to apply for a paper and a digital-version diploma at the same time.)

現場申請 Apply at the office 通信申請 Apply by mail 線上申請 Apply by the online system

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		畢業年月 Graduation Date			
<input type="checkbox"/> 在職專班 Executive Master <input type="checkbox"/> 博士班 Doctor					
畢業院系所 Department/ Graduate Institute			證書字號 Serial Number of the Issued Certificate		(忘記可免填 Please specify if available)
身分證或護照/居留證號(境外生) National ID No./ Passport/ ARC No.					
連絡電話或手機號碼 Contact Phone Number					
通信地址 Mailing Address	□□□□-□□□□ 郵遞區號 Postcode				
取件方式 Method of Gathering Documents	<input type="checkbox"/> 郵寄 Post Mail (NT\$65) <input type="checkbox"/> 自取 Self-pickup <input type="checkbox"/> 信箱 Email				
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 yyyy	月 mm	日 dd)
請記得檢附身分證正反面影本、健保卡(需有相片)影本或護照影本(身份頁)一份。					
註冊組 承辦人			註冊組 組長		
領取人簽收 Signature of Recipient			領取日期 (年/月/日) Date(yyyy/mm/dd)		

*相關說明請詳見附註(見下頁) For more information, please see the next page.

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 (檢付現金或郵政匯票)、65元郵票，若為線上申請者，請於學生證件申請系統付款。

Cash or a payment receipt for a processing fee of NT\$100 each.

(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、通信申請者，請寄至：701 台南市大學路 1 號 國立成功大學 註冊組收(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 "canceled". 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 name after you graduated from NCKU, please also provide an original copy of the 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三個工作天。

The processing time of reissuing a Chinese / English diploma is three working days (excluding receiving day, Saturdays, Sundays and national holidays).