

# 國立勤益科技大學中文學位證明書申請表

## National Chin-Yi University of Technology

### Application Form For Issue of Chinese Diploma

#### Certificate

以下各欄由申請人填寫

申請日期： 年 月 日

The following columns shall be filled out by the applicant.

Application Date: YY/MM/DD

姓名 Name		學 號 Student No.	
出生年月日 Date of Birth	年 月 日 YY/MM/DD	身分證字號 ID No.	
部別 Degree	<input type="checkbox"/> 研究所 Graduate Institute <input type="checkbox"/> 四技 Four-Year College <input type="checkbox"/> 二技 Two-Year College <input type="checkbox"/> 二專 Two-Year Junior College <input type="checkbox"/> 高中部 Senior High School	畢業年月 Graduation Date	民國 年 月 YY/MM
畢業系所 ( 組 ) 別 Graduation Department	系(所) 組 Department	原學位證書 字 號 The Original Diploma No.	( ) 字 第 號 No.
申請補發原因 Reason for Reissuance	<input type="checkbox"/> 遺失 Lost <input type="checkbox"/> 損毀 Damaged		2吋照片 黏貼處 Attach a 2-inch photo here.
本人_____，原學位證書或補發之學位證書，因遺失或損毀申請補發，倘有不實情事，願負一切法律責任，特此切結。 具切結人：                      (簽章) I, _____, would like to apply to reissue my diploma as it was lost or damaged and shall take all legal liabilities for any untruthful statement. Undertaken by: (Signature)			
通訊地址 Address	□□□		
聯絡電話 Telephone		行動電話 Mobile	

身分證影本(正面) Photocopy of the ID (Front)

身分證影本(反面) Photocopy of the ID (Back)

說明：

- 一、學位證明書補發份數以一份為限，且一經補發，原證書或原補發之證書立即作廢。
- 二、請至自動繳費機(或至出納組)繳交100元工本費，再持本申請表、申請人身分證正本及繳費單收據，至所屬教務單位辦理；無爭議個案之作業流程約三個工作天。
- 三、若委託他人代辦，應另繳驗代辦人身分證件。
- 四、若原畢業之學院、系所或學位名稱已改變，仍以原學位證書授予當時之院、系所與學位名稱辦理。

Notes:

1. The reissuance of a diploma is limited to one copy only. Once it is reissued, the original or the previously reissued diploma is immediately invalid.
2. Please pay the NT\$100 application fee at the automatic payment machine (or at the Cashier Section). Then bring the application form, the applicant's ID card and the payment receipt to the affiliated academic office for submission. Approval to reissue a diploma shall take three working days.
3. If the applicant entrusts others to make application on their behalf, the agent's ID card must also be submitted.
4. If the name of the college, department or degree the applicant has changed, the reissued diploma shall contain the original name of the college, department and degree as when the applicant graduated.

承辦單位 Undertaking Unit	註冊組承辦人 Registration Section Undertaker		
	註冊組組長 Registration Section Chief		文書組用印 Stamped by Documentation Section
	教務長 Dean of Academic Affairs		(文書組用印欄由註冊組親送) (Documentation Section Stamping Column will be delivered directly by the Registration Section).

補發之證號 Reissued Diploma No.	( ) 勤益科大補字第 號 NCUT No. The column is filled out by the undertaker.
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取件人簽章：                      取件日期：                      郵寄日期：

Document collected by:                      Document collection date:                      Document delivery date: