**日間部 補(換)發學生證 申請書**

**Application Form for Student Identity Card Re-issuance**

申請日期(Application Date): **(Y)**/ **(M)**/ **(D)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 系(所)  Dep./Ins. |  | | 系  (Department) 研究所  (Institute) | | | □二專/□五專(Associate)  □四技/□二技(Bachelor)  □碩士班(Master) | | | 狀態  (Status) | | | 限在校生申請  For at School Only | |
| 姓名(Name) | 請簽名(sign your name) | | | | 學號  (Student ID) | |  | | 聯絡電話  (Contact Number) | | |  | |
| 中文  Chinese |  | | |  | |
| 英文  English |  | | |
| 本校學生證為「環球科技大學學生」身分之表徵，請維護自身權益，不借予他人使用，並請妥善保管。  The TWU Student Identity Card certifies your student status in TWU. Please use and safeguard your Student Identity Card properly. | | | | | | | | | | | | | |
| 補(換)發原因Reason of Re-issuance | | | | | | | | | | | | | |
| 請務必詳細填寫，否則不予補(換)發：Please specify the reason for this application. | | | | | | | | | | | | | |
| 本人確實如『補(換)發原因』欄所填，遺失本校學生證，並非重複申請備用或其他不合法原因而申請補(換)發，若有重複申請或不法行為而使用學生證，願受校規處分，絕無異議。  This is to certify that I have lost my student card as is stated above. I am applying for a new student ID card, neither as a spare one nor for other illegal purposes. If I am found using this new student ID card against the University regulations. I am subject to punishment enforced by the University.  此致 環球科技大學  立切結書人： (簽名/sign your name)日期： 年 月 日  Applicant’s Signature | | | | | | | | | | | | | |
| 申請類別  Transcript/Certificate Categories | | | | | | | | 份數  Copies | | | 每份工本費  Charge | | 金額  Total |
| **補(換)發學生證**  English Degree Certificate Student Identity Card Re-issuance  請繳交證件照電子檔(限用jpg格式)  Attack passport photo (jpg Only) | | | | | | | | 1 | | | NT$200 | |  |
| 櫃檯辦理者請先至出納組繳費後，再持收據至註冊組辦理：Paid Stamp of Cashier Office & Receipt. | | | | 註冊組承辦人：  (Received) | | | | | | 領件者簽名：(sign)  領取日期： 　年　　月 　日 | | | |

※以上填寫之個人資料，僅限於本表單申請目的所需之必要範圍內處理及利用。除非在符合法律規定情況下，不作為其他目的的利用。若有任何疑問，歡迎隨時與本單位聯絡。