

**國立中央大學學生學籍與成績業務申辦委託書**  
**Letter of Authorization for the Submission of Registration  
and Achievement business Applications**

本人 \_\_\_\_\_ 茲委託 \_\_\_\_\_ 先生/小姐，代為辦理下列項目：

This letter is issued by \_\_\_\_\_, and I hereby authorize \_\_\_\_\_ to submit the following application(s) on my behalf (please check the box that applies).

- 休學、退學及修改學籍資料等(學籍相關)  
Suspension or termination of studies, graduation, or modification of enrollment status
- 成績單及名次證明申請(成績相關)  
Application for report cards and class ranking certificates
- 學位證明及在學證明等(學籍證明)  
Application for degree certificates or enrollment certificates
- 離校手續並領取學位證書  
Clearance Procedures for Undergraduates And Getting The Diploma
- 其他 Other: \_\_\_\_\_

此致

國立中央大學教務處註冊組

This letter shall be submitted to the NCU Register Division of the Office of Academic Affairs.

委託人 Signature (Consigner) : \_\_\_\_\_ (委託人親簽)

聯絡電話 Phone number : \_\_\_\_\_

身分證號後四碼 the last 4 number of your ARC : \_\_\_\_\_

受託人 Signature (Consignee) : \_\_\_\_\_ (受託人親簽)

聯絡電話 Phone number : \_\_\_\_\_

身分證號後四碼 the last 4 number of your ARC : \_\_\_\_\_

年 月 日  
Year month day

說明 Additional Remarks :

1. 受託人應附身分證明文件(國民身分證、駕照、健保卡、有效護照或有效居留證)正面影本以備查驗；學校於必要時，得向委託人進行委託事實查證。Please attach a copy of the ID document of the applicant in the space below (ID card, driver's license, health insurance card, ARC, or passport) as proof of identity.
2. 若有未經合法授權或資料有冒偽情事，受託人應自負一切法律責任。The consignee shall bear all legal responsibilities if there is any unauthorized or false information.