

Guidelines Governing Application Procedures for the Replacement of Lost Student ID Cards at National Central University

Amended and approved by a meeting of the Academic Affairs Committee on June 7, 1996
Amended and approved by a meeting of the Academic Affairs Committee on June 20, 2003

- Article 1 Any University student whose student ID card has been lost, stolen, or damaged may apply for a replacement card.
- Article 2 The application procedures are as follows:
1. Complete an application form.
 2. Present yourself in person at the Student Conduct and Housing Service Office, the library, and any other campus unit where your student ID is required to obtain services to have your application certified and your entry password changed.
 3. Pay a fee of NT\$100 at the Cashier Division.
 4. Submit the application to the Office of Academic Affairs for approval.
 5. The replacement ID card should be available in three working days.
- Article 3 Students who have completed their coursework but have not officially graduated should also follow these steps when applying for a replacement card.
- Article 4 These guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.