國立中央大學學生修業證明申請表

**NCU Application Form for Certificate of Course Completion**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名  Name |  | | 系所  Department/  Institute | |  | | 學 號  Student ID | | |  |
| 生 日  Birthday | 民國 年 月 日  Year Month Day | | | | | | 聯絡電話  Phone No. | | |  |
| 學籍狀態  Student Status | □大學部肄業Undergraduate  □碩士在職專班肄業In-service Master’s Program | | | | | | □碩士班肄業Master’s Program  □博士班肄業Doctoral Program | | | |
| 退學原因  Reasons for Withdrawal |  | | | | | | | | | |
| 工本費  Administration fee | ☐初次申請免費 The charge for the cost of the first-time application is free.  ☐補發申請一份50元 The charge for the cost of the reissue is 50 NTD. | | | | | | | | | |
| [**付款方式**](https://pdc.adm.ncu.edu.tw/Form/form/form02-07-1f.pdf)  Method of Making Payment | ☐ATM轉帳 ATM Transfer  ☐悠遊卡或現金(限到校取件) Easycard or cash (limited to in-person pickup) | | | | | | | | | |
| **取件方式**  [**郵資說明**](https://pdc.adm.ncu.edu.tw/Form/form/form02-07-1f.pdf)  Preferred Way to Receive the Certificate | ☐自取： 月 日 時 到校取件付款  ☐Pickup in person: At (o’clock) on \_\_\_\_\_\_\_\_(month/date).  I will pick documents up in person and pay at counter.  ☐代領人： （代領人請出示身份證件）  ☐ Through an appointed proxy: Mr. or Ms. .(The proxy’s ID documentation is required.) | | | | | | | | | |
| ☐國內： ☐掛號44元 ☐限時掛號51元 ☐黑貓宅急便  ☐ Domestic:☐Registered mail☐Prompt registered mail☐T-cat elivery | | | | | | | | | |
| ☐國外： ☐航空掛號 ☐郵局國際快捷☐DHL☐順豐快遞  ☐ International: ☐ Registered air mail ☐EMS☐DHL☐SF Express | | | | | | | | | |
| 電子郵件信箱  Email |  | | | | | | | | | |
| 通訊地址  Address |  | | | | | | | | | |
| 簽准單位(請依序簽核，本表由教務處留存)  Countersignature Units (Please sign in order, the form will be preserved by the Office of Academic Affairs.) | | | | | | | | | | |
| 1.繳費(50元)  Payment( NT$50) | | | | 2.註冊組經辦  Division of Registrar | | | | 3.註冊組組長(或授權人)  Chief of the  Division of Registrar(or Deputy) | | |
|  | | | |  | | | |  | | |
| 修業證書號碼  Certificate No. | | （ ）中大轉（修）字第 號 | | | | | | | | |
| 簽 收 人  Receiver’s Signature | | （領取時簽名）  (Please sign your name when Receiving the certificate.) | | | | 簽收日期  Receiving Date | | | 年 月 日  Year Month Day | |

1. 簽核順序：註冊組經辦→註冊組組長(或授權人)

Procedures and Instructions: Division of Registrar → Chief of the Division of Registrar (or Deputy)

1. 工作天數：收到申請件後3個工作天

Processing Period: 3 work days after we receive the form.

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