國立中央大學學生修業證明申請表

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

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| --- | --- | --- | --- | --- | --- |
| 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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