**國立中央大學學生更改個人資料申請表**

**NCU Application Form for the Change of Personal Information**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 學生姓名Name | (更改姓名者請填原姓名) | 學號Student ID No. |  | 系所Department/Institute |  | 年級Grade |  |
| 更改項目Items to Be Changed | * 姓名

Name | 1.檢附戶籍謄本(現戶個人記事)A copy of your household certificate is required.2.在校生：For a current student1. 檢附學生證For a current student: Your student ID card is required.
2. 新證類別Please choose the one you want to apply.

□悠遊卡學生證工本費NT$**200**元整Student ID card (with EasyCard function)Charges **200** NT $□ Mifare學生證(不具悠遊卡功能)工本費NT$**100**元整Mifare Student ID Card (Without EasyCard function) Charges **100** NT $3.畢業生：For a graduate: □檢附中文學位證書正本Presenting the original copy of your Chinese diploma is required.□英文畢業證書若需更改姓名，可申請補發英文學位證明書(參看說明2)For changing your name on your English diploma, please apply for reissuing the English diploma (please refer to Instruction 2). |
| * 出生日期

Date of Birth | 1.檢附戶籍謄本(現戶個人記事)A copy of your household certificate is required.2.畢業生: For a graduate:□檢附中文學位證書正本Presenting the original copy of your Chinese diploma is required.□英文畢業證書若需更改出生日期，可申請補發英文學位證明書(參看說明2) For changing your date of birth on your English diploma, please apply for reissuing the English diploma (please refer to Instruction 2). |
| * 身分證字號

ID Number | 1.檢附戶籍謄本(現戶個人記事)或居留證影本A copy of the household certificate or your ARC card is required.2.民國101年3月前畢業生檢附中文學位證書正本For students who graduated by March 2012, presenting the original copy of your Chinese diploma is required. |
| * 戶籍地址

Permanent Address | 1.限在校生For current students only2.檢附身分證影本A copy of your ID/ARC card (front and back sides) is required.3.通訊地址為本校與學生書信暨公文往來之聯絡地址，如有更改，請務必至學籍系統更新。The permanent address is the contact address for students to receive official documents from NCU. If there is any alternation done to the address, please update the change at NCU Portal. |
| 變更前Before Alteration |  |
| 變更後After Alteration |  |
| 申請人簽章Applicant’s Signature |  | 領取人簽章Receiver’s Signature | □原有學生證換發新卡Receiving a reissued new student ID card□領回中文學位證書正本Receiving the original copy of the Chinese diploma |
| 更改姓名者繳費Payment(for the application of name change) | 註冊組經辦Division of Registrar | 註冊組組長(或授權人)Chief of the Division of Registrar(or Deputy)  | 更改姓名者後會課務組Division of Curriculum(for the application of name change) |
|  |  |  | * 僅研究所在學生須辦理

For current postgraduates only |

簽核順序：註冊組經辦→註冊組組長(或授權人)

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

說明：

1. 依據學則第六十九條規定辦理。
2. 英文畢業證書若需更改姓名或出生日期，可申請補發英文學位證明書，請至教務處網頁下載2-07 成績/證（明）書申請，需另付工本費100元。

Instructions:

1. The procedure was established in accordance with Article 69 of the School Constitution of NCU.
2. If you need to change your name or your date of birth on your English diploma, you can apply for reissuing the English diploma. Please download Application Form 2-07 for English/Chinese Transcript and Degree Certificate at the website of the Office of Academic Affairs. An administration fee of NTD 100 is required for the application.

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