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| --- | --- | --- | --- | --- | --- |
| **姓名****Name** |  | **學號****Student ID No.** |  | 學位別Degree | [ ] 學士BA[ ] 碩士MA[ ] 博士PhD |
| **院系班組別****Major** |  | 學院College |  | 系/所Dept./Inst. |  | 組Division |  | 班Class |
| **取得雙主修****Double Major**  |  | 系/所Dept./Inst. |  | 組Division | **取得輔系****Minor** |  | 系/所Dept./Inst. |  | 組Division |
| **取得第二專長****Second Professional Specialty** |  |
| **畢業學期****Semester and Year of Graduation** | 第 學年度 第 學期First/Second semester of academic year | **證書證號****Certificate Number** | ( )中 | 大碩博 |  字第 號 |
| [**付款方式**](https://pdc.adm.ncu.edu.tw/Form/form/form02-07-1f.pdf)Method of Making Payment | [ ] ATM轉帳 [ ] 郵政劃撥[ ] 悠遊卡或現金(限到校取件) [ ] 匯票(限**郵寄申請**；匯票抬頭：國立中央大學401專戶)[ ] ATM Transfer [ ]  Postal Remittance[ ] 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.)  | **收件地址 Address** |  |
| [ ] 國內： [ ] 掛號60元 [ ] 限時掛號67元 [ ] 黑貓宅急便[ ]  Domestic:[ ] Registered mail[ ] Prompt registered mail[ ] T-cat elivery | **Email** |  |
| [ ] 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 | **聯絡電話****Phone No.** |  |  |
| **應繳附件： 1.身份證正、反面影本（張貼下方）2.繳交工本費100元3.郵資依取件方式另計。**Documents and Fees Required:1. A copy the front and back sides of your ID/ARC card (to be pasted below)2. NT$100 for processing fee.3. Postage varies with the way you pick up the mail. |
| ★如為Email申請，身份證正反面影本得以附加檔案方式提供，★身分證正面影本張貼處Paste the front side of your ID/ARC Card.【身分證字號應清晰可辨】【出生年月日應清晰可辨】(The ID/ARC number and the date of birth should be distinct and identifiable.) | 身分證反面影本張貼處Paste the back side of your ID/ARC Card. |
| **請閱讀下列事項，務必勾選身份別與填寫申請人資料：(資料不全恕無法受理)**[ ] **我是本人** [ ] **我是代辦人**（委託代辦者另須檢附[委託書](https://pdc.adm.ncu.edu.tw/Form/form/form01-01.pdf)，紙本簽名或手機拍照或掃描再email至ncu7121@ncu.edu.tw）* 本表係依「個人資料保護法」相關規定辦理，申請人若非學生本人(委託代辦人申請)，須檢附「[委託書](https://pdc.adm.ncu.edu.tw/Form/form/form01-01.pdf)」並確實經委託人(學生)授權向國立中央大學教務處註冊組代為辦理/領取下列相關程序與文件，如有虛偽不實或用於不正當用途而申請者，概由「申請人」承擔相關法律責任。
* **Email申請：****此份申請表填寫後存檔email至ncu7121@ncu.edu.tw****。**
 |
| **申請人****Applicant** | (親自簽名)Your signatureEmail申請免簽 | **申請日期****Date of Application** |  年yyyy 月mm 日dd |
| 簽准單位 Ratification Units |
| **1.繳費(100元)**Payment( NT$100) | **2.註冊組**Division of Registrar |
| 檢附投幣機所附收據或出納組之繳費證明章Get a receipt from the service machine or pay at the Division of Cashiers. |  |

1. 簽核順序：繳費→註冊組

Ratification Process: Pay the fee→ Division of Registrar

1. 工作天數：收到補發申請件後3個工作天Processing Period: Three business days after we receive the application form.