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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 RemittanceEasycard 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 mailPrompt registered mailT-cat elivery | | | | | | | | | | | **Email** | |  | | | | | | | | |
| 國外： 航空掛號 郵局國際快捷DHL順豐快遞  International:  Registered air mail EMSDHLSF 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**](mailto: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 signature  Email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.