中文學位證書遺失補發作業

Diploma Replacement

主辦單位：教務處註冊組 Sponsor: Section of Registry

聯絡電話：Campus Phone 03-4227151 分機 Ext. 57115~57118、57122~57125

辦理時間：辦公時間內 Application Date：Business hours

工作天數：收到補發申請件後 3 個工作天
Processing Times: 3 business days from the time of receipt of the form

檢附文件 Documents Required：

1. 身分證正、反面影本 A copy of ID both card front and back
2. 需繳工本費 100 元 NT$100 for procedure fee

   A. 填妥申請表，將身分證正反面影印本貼妥，並檢附工本費與貼妥 60 元郵票之回郵信封（如親自取件則免附），送交教務處註冊組辦理。Fill out the application form, paste the copy of both front and back of the personal ID card, attach the procedure fee and self-addressed stamped envelope of NT$60＇s worth (personal pickup is exempted), and submit it to the Office of Academic Affairs.

   B. 以 Email 申請者，申請表填寫後存檔 email 至 ncu57121@g.ncu.edu.tw。本組收到申請件後，於【一個工作天內】(不含假日)以電子郵件通知您繳款帳號。For applications submitted via email, please complete the application form, save the file, and send it to ncu7121@ncu.edu.tw. Upon receiving your application, the Register Division will notify you of the payment account via email within one business day (excluding holidays).

   C. 現場繳費者，請先到本校【教研大樓一樓羅家倫講堂旁】【自動化服務系統】（投幣機）繳費（在校生以學號＋身份證後四碼；畢業生以身份證號＋出生年月日進入系統），或行政大樓一樓【出納組】填單繳費 For those who want to pay on site for the procedure fee, please use the "Automation System and Services" near by Luo Jia-Lun Hall on the"1st floor of Teaching & Research Building". To enter the system, students with enrollment status should input the student ID No. and last four digits of personal ID No.; graduates should input the personal ID No. and birth date. Or, one can fill out the payment form at the "Cashier Office" at the 1st floor of Administrative Building.

   D. 委託他人須附上 1-01 學籍與成績業務申辦委託書，受託人須出示身分證明文件以備查驗。Entrust others to go to the counter of the school to apply, please fill out the application form and attach the power of attorney(**1-01 Letter of Authorization for the Submission of Registration and Achievement business Applications**). The trustee must show the proof of identity document for inspection.