

學生證遺失補發申請作業

Application for Replacement of Student ID Card

主辦單位：教務處註冊組 Sponsor: Registrar's Office

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

辦理時間：辦公時間內 Processing Time: Business Hours

注意事項 Notes：

一、 學生證掛失/復卡作業 Lost Student ID Card Inactivation/Reactivation：

(1) 申請卡片掛失流程Inactivation Process：

請至中大首頁(<http://www.ncu.edu.tw/>) →Portal入口 → 掛失系統，點選申請卡片掛失，經確認掛失程序後，校內已連線之館舍門禁功能將立即失效，並將EMAIL通知校內相關單位(如圖書館)關閉使用權限。

Go to NCU official website (<http://www.ncu.edu.tw/>), enter into Portal and click Inactivate My Student ID Card at the Loss Reporting System. After the report is confirmed, the system will automatically nullify the wired access to student dormitory, and notify other relevant on-campus divisions (ex. library) to shut down the access permissions too.

(2) 申請復卡流程Reactivation Process：

請至中大首頁(<http://www.ncu.edu.tw/>) →Portal入口 → 掛失系統，點選申請復卡，經確認復卡程序後，系統將回復卡片為啟用狀態。

Go to NCU official website (<http://www.ncu.edu.tw/>), enter into Portal and click Reactivate My Student ID Card at the Loss Reporting System. After the reactivation is confirmed, the system will mark the card as available.

※ 同一張卡片只能申請復卡三次，超過可復卡次數，須親自攜帶卡片至註冊組重新設定。Application for card reactivation is limited to 3 times for each card, or you will have to personally bring your Student ID Card to Registrar's Office to renew your setup after you reach the quota limit.

※ 復卡後，館舍門禁及圖書館使用權限之回復，須親自攜帶學生證至該館舍門禁管理單位及圖書館辦理。When the reactivation is done, you will have to bring the card to student dormitory curator and library in order to have the access permissions granted to you again.

二、 悠遊卡學生證退費作業Refund Policy for Student EasyCard：

(1) 若持有悠遊卡學生證並已儲值者，可申請悠遊卡退費。

請至中大首頁(<http://www.ncu.edu.tw/>) →Portal入口 → 掛失系統，點選申請悠遊卡退費，系統提供Email申請及傳真申請兩種退費方式。

If value has been added to the card, application for refund is available.

Please go to NCU official website (<http://www.ncu.edu.tw/>), enter into Portal and click Refund a Student EasyCard at the Loss Reporting System. The system offers two modes of refund: Email and fax.

選擇Email退費：請輸入持卡人身分證字號（僅於系統中驗證身分用），

並填具個人退費匯款帳戶相關資料並確認申請後，將由系統發送一封確認Mail到持卡人校內電子信箱，須再點選確認信後，系統才會正式將退費申請資料傳送至悠遊卡公司。

In an E-mail: Enter card holder's ID number (for identity verification use only), and fill in the deposit account information. After this on-line application is confirmed, the system will send a confirmation mail to your campus email inbox, check the inbox and click on link to activate the system to officially send the refund request to EasyCard Corporation.

選擇傳真退費：請輸入持卡人身分證字號（僅於系統中驗證身分用），確認申請後，請印出申請單紙本並填具個人退費帳戶資料，送註冊組查驗並傳真至悠遊卡公司辦理掛失退費申請。

Through the fax: Enter card holder's ID number (for identity verification use only). After this on-line application is confirmed, please print the application form and fill in the deposit account information. The form should be submitted to Registrar's Office for verification and then fax it to EasyCard Corporation for refund request.

- (2) 提出悠遊卡退費申請後，將無法回復悠遊卡功能，但仍具學生身分識別及校內門禁功能。因悠遊卡為非線上即時交易，申請人須承擔自辦理掛失確認後六小時內之損失。When application of refund is done, the EasyCard function cannot be resumed; however, the card still works for student status verification and student dormitory check-in. The EasyCard Corporation does not provide instant approval response to refund request; thus, the cardholder shall bear the loss within six hours after his/her notification to the EasyCard Corporation.
- (3) 申請人申請掛失退費時，悠遊卡公司退還掛失確認六小時後之卡片剩餘可用金額，持卡人須負擔退費手續費20元及匯款手續費，該費用由可退費餘額中扣除。可退費金額經悠遊卡公司查核後，會將款項退入申請時所填寫之個人帳戶。The balance of disposable value after 6 hours of the refund request to EasyCard Corporation will be returned to you at the time of refund. The cardholder will pay a handling charge of NT\$20 and fees for balance transfer, which can be deducted from the disposable value. The full refundable value will be transferred to your personal deposit account as indicated on your application form.

三、遺失補發作業 Replacement Student ID Card Policy：

請至中大首頁(<http://www.ncu.edu.tw/>) →Portal入口 → 掛失系統，請自系統下載學生證補發申請表，填妥申請表並完成會簽程序及繳交工本費後，送交教務處註冊組。請將申請表投入註冊組「補發學生證申請」專用投遞箱，並於次週星期五上午至註冊組櫃台領取學生證。Please go to NCU official website (<http://www.ncu.edu.tw/>), click on the Portal icon, enter into Loss Reporting System, and download the replacement card application form. The form will have to be completed, countersigned, and be submitted to the Registrar's Office after the administrative charge is paid.

Please submit the application form to the “Student ID Card Reissuance” drop box at the Registration Division, and collect your student ID card at the Registration counter on the following Friday morning.

四、 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.

- 學生證掛失及補卡相關問題，請洽教務處註冊組(03-4227151 校內分機 57115~57118、57122~57125)。Problems related to Student ID Card loss report or replacement; please contact Registrar’s Office (03-4227151, ext. 57115~57118、57122~57125)
- 悠遊卡公司客服資訊 官網：<http://www.easycard.com.tw/>
客服信箱：service@easycard.com.tw
24 小時客服專線：412-8880 轉 7(手機及金馬地區請加 02)。
EasyCard Corporation customer services:
Official website: <http://www.easycard.com.tw/>
E-mail us: service@easycard.com.tw
24hr service hotline: 412-8880, ext. 7 (add prefix 02 if calling from a mobile phone or from Kinmen or Matsu districts)

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