國立中央大學學生證補、換發申請辦法

Guidelines Governing Application Procedures for the Reissuance and Replacement of Student ID Cards at National Central University

85.06.07 教務會議修正通過
92.06.20 教務會議修正通過
101.01.11 教務會議修正通過
112.01.11 教務會議修正通過

Amended and approved by the Academic Affairs Committee on June 7, 1996
Amended and approved by the Academic Affairs Committee on June 20, 2003
Amended and approved by the Academic Affairs Committee on January 11, 2012
Amended and approved by the Academic Affairs Committee on January 11, 2023

第一條　本校具正式學籍之新生，於入學時，由教務處核發每人一張悠遊卡學生證。

Article 1　Each newly-admitted student with official student status of National Central University (hereinafter referred to as the University or NCU) will be given one student ID card with EasyCard functions by the Office of Academic Affairs.

第二條　本校學生所持學生證，如有遺失、毀損、更改姓名等，得申請補、換發為悠遊卡學生證或不具悠遊卡功能之 Mifare 卡學生證。

Article 2　Any NCU student may apply for reissuing or replacing a student ID card if his or her previous student ID card was lost or damaged, or if his or her name was changed. The reissued student ID card or the replacement of a previous student ID card could be a student ID card with EasyCard functions or a Mifare student ID card without EasyCard functions.

第三條　申請手續：

一、上網辦理掛失。

二、填妥申請書，並完成相關會簽程序。

三、繳納手續費：悠遊卡學生證每張貳佰元、Mifare 卡學生證每張壹佰元整。

四、送請教務處核定後補發。

五、三個工作天後領取新證。

Article 3　The application procedures are as follows:

1. Report a missing student ID card online.
2. Fill out an application form and complete the countersigning procedure.
3. Pay the processing fee: NTD 200 per student ID card with EasyCard functions; NTD 100 per Mifare student ID card.
4. Submit the application to the Office of Academic Affairs for approval. The office will reissue a student ID card to the applicant once the application is approved by the office.
5. A new student ID card is available after three workdays.

第四條　學生離校（如畢業或退學等）需繳驗學生證，其證件經註冊組註記離校後發還，不得再做為驗證學生身份使用，惟悠遊卡學生證之消費功能仍可繼續。

學生證遺失者，應上網辦理掛失並於離校時繳交「學生證遺失辦理離校切結書」。

Article 4　Students leaving school due to graduation or termination of schooling shall submit their student ID cards to the Division of Registrar. The division will mark the students' status as "left school" and then return the cards to the students. A student ID card with the mark of "left school" should no longer be used to identify its owner's status as a student; however, its EasyCard functions may continue to work.

Students who have lost their student ID cards shall report online the loss of their student ID cards and submit the Affidavit for Leaving School While Missing a Student ID Card.

第五條　本辦法經教務會議通過後公布施行，修正時亦同。

Article 5　These guidelines shall be announced and implemented upon approval by the Academic Affairs Committee. The same procedure applies to any future amendment to these guidelines.