



數位學生證補換發申請表 Student Card Replacement Application Form

申請日期 Application Date : 年(Y) 月(M) 日(D)

學號 Student ID No.		系所 Department	
姓名 Student name		聯絡電話 Phone No.	
補換發原因 Reason	☐ 遺失 Card Lost ☐ 毀損 Card Damaged ☐ 更名 Change name 原名是 Original Name : _____ , 我已填送學籍資料更改申請表並完成系統更名。 ☒ 轉系 Department Transfer ➤ 如學生證毀損、更名或轉系須繳回學生證，請加填「  一卡通數位學生證票卡處理申請單」。 Such as student ID card damage, change of name or transfer to be returned student ID card, please write the Student Card Ticket Processing Single Form, too.		
照片 Personal picture	☐ 不更換照片 Do not need to change personal picture. ☐ 更換照片 Need to change personal picture. (附上 2 吋大頭照或電子檔 A 2-inch headshot or an electronic file of headshot included.)		
餘額退費 Refund	☐ 不須辦理一卡通餘額退費 ☐ 需退一卡通餘額退費，另外填寫退費申請單。 ➤ 如需辦理學生證內儲值費用退費，請加填「  一卡通數位學生證票卡退費處理申請單」。 If you need to refund the money that you added in the card, please write the Student Card Refund Application Form, too.		
取件地點 Pickup location	行政大樓 1 樓 ☐ 教務處(日間 08:10-17:00) ☐ 進修部(夜間 17:00-20:00) ➤ 學生申請及領取學生證時，均應檢具相關有照證件。Please present the applicant's for verification.		

申請費用 : 新台幣 200 元 Application fee 【NT\$200】

作業時間 : 5 個工作天 Work days 【5 Day】(會以校務資訊系統通知學生領取)

Students will be notified by the school information system for replacement "Student Card"

申請手續 : 填寫申請表→至行政大樓 1 樓教務處外「自動繳費機」繳納工本費(若機器故障可至總務處出納組繳費)→繳費後將申請聯釘於申請表左上角(存根聯自行留存)→將申請表繳至教務處註冊課務組櫃檯辦理。

Procedures : Please fill out the application form. → Pay at the vending machine (If the machine is out of order, Please pay to the cashier at the General Affairs Office) → Please submit it to the Academic Affairs Office.

➤ 畢業生或退學生，學生證遺失得不重做。The applicant who is processing the procedure of graduation or withdrawal without reissuing the student ID Card.

➤ 表格各項欄位均請填寫清楚，請先繳費後，再至教務處註冊課務組辦理。Please fill out each column clearly. Pay the fee of NT\$200, Then turn in the application form back to the Registration and Curriculum Division.

☐ 已繳費 ☐ 已製卡 ☐ 已通知取件

承辦人：

☐ 領取數位學生證(有關學生證功能說明，請參閱本校數位學生證使用須知)

領取人簽名
Receiver's signature :