國立中央大學學生修業證明申請表
NCU Application Form for Certificate of Course Completion

姓　名 Name		系所 Department/ Institute		學　號 Student ID	
生　日 Birthday	民國　　年　　月　　日 Year　Month　　Day			聯絡電話 Phone No.	

學籍狀態 Student Status	□大學部肄業 Undergraduate □碩士在職專班肄業 In-service Master's Program	□碩士班肄業 Master's Program □博士班肄業 Doctoral Program

退學原因 Reasons for Withdrawal	

工本費 Administration fee	□初次申請免費 The charge for the cost of the first-time application is free. □補發申請一份 50 元 The charge for the cost of the reissue is 50 NTD.

付款方式 Method of Making Payment	□ATM 轉帳 ATM Transfer □悠遊卡或現金(限到校取件) Easycard or cash (limited to in-person pickup)

取件方式 **郵資說明** 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.) □國內：□掛號 44 元 □限時掛號 51 元 □黑貓宅急便 □ Domestic:□Registered mail□Prompt registered mail□T-cat elivery □國外：□航空掛號 □郵局國際快捷□DHL□順豐快遞 □ International: □ Registered air mail □EMS□DHL□SF Express

電子郵件信箱 Email	
通訊地址 Address	

簽准單位(請依序簽核，本表由教務處留存)
Countersignature Units (Please sign in order, the form will be preserved by the Office of Academic Affairs.)

1.繳費(50 元) Payment(NT$50)	2.註冊組經辦 Division of Registrar	3.註冊組組長(或授權人) Chief of the Division of Registrar(or Deputy)

修業證書號碼 Certificate No.	（　）中大轉（修）字第　　　號		
簽 收 人 Receiver's Signature	（領取時簽名） (Please sign your name when Receiving the certificate.)	簽收日期 Receiving Date	年　　月　　日 Year　Month　　Day

1. 簽核順序：註冊組經辦→註冊組組長(或授權人)
   Procedures and Instructions: Division of Registrar → Chief of the Division of Registrar (or Deputy)
2. 工作天數：收到申請件後 3 個工作天
   Processing Period: 3 work days after we receive the form.

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