學生證遺失切結書(離校用)

　　本人學生證因保管不慎而遺失，無法於辦理離校時送交註冊組註記，特填具此切結書以聲明並遵守下列事項：

一、 已確實完成學生證掛失系統之掛失程序。

（至 Portal 入口，進入〝學生證掛失〞）

二、 原持有學生證為悠遊卡者，已確實辦妥悠遊卡註銷/退費，且已知悉日後學生證若尋獲，將無法繼續使用悠遊卡功能。

(無論是否已經儲值，請先至 Portal 入口→學生證掛失→申請悠遊卡註銷/退費→選擇以傳真申請註銷/退費→列印申請單，並裝訂於本切結書之後。

三、 若有尋獲定當自行銷毀，不作為在學證明或其他用途。

四、 如有虛偽不實之情事，具切結書人願負相關法律責任。

此致

　　國立中央大學教務處註冊組

切結人：

學　號：

系　所：

中　華　民　國　　　　年　　　　月　　　　日

Declaration Concerning My Lost Student ID Card

(for the School Leaving Procedure)

My student ID card was lost because I did not keep it properly. Thus, I cannot have it marked as expired at the Division of Registrar when I go through my school leaving procedure. I hereby write this declaration to declare that I will follow the following processes:

I. I have completed the process of reporting the loss my student ID card in the on-line loss registration system (Log in at Portal, and enter "Report Losses").

II. If the lost student ID card is also an EasyCard, make sure the EasyCard function has been deactivated and the money stored in it has been refunded. Moreover, make sure that you have already known that all EasyCard functions will no longer be functioning if the lost card is found in the future.
(Whether money is stored in the EasyCard or not, please log in at Portal→click on Report the Loss of a Student ID Card→apply for EasyCard deactivation/refund→choose to apply for EasyCard deactivation/refund via fax→print out the application form and attach it right after this declaration.)

III. If the lost student ID card is found, it should be destroyed and cannot be used as proof of enrollment or a document for any other uses.

IV. I, the person who sign on this declaration, am willing to bear all legal liabilities concerning my misuse of my student ID card that I declared to be lost. I am also willing to bear all legal liabilities if I did not follow any of the procedures listed above.

Guarantor:

Student ID No.:

Department/Institute:

_____ (Month Date, Year)