



國立中央大學學生證補發申請表

NCU Application for the Reissuing of the Student I.D. Card

注意：本校學生證為「中央大學學生」身份之表徵，請尊重自己的身分，善用並妥善保管您的學生證。
The NCU student ID card certifies your student status in NCU. Please use and safeguard your student ID card properly.

姓名 Name			系所 Department	
學號 Student Number			電話/手機 Phone	
補發原因 Reasons	<input type="checkbox"/> 遺失 Missing	<input type="checkbox"/> 毀損 (請將毀損之學生證繳回) Damaged Please return the damaged Student ID card.		
新證類別 Please choose the one you want to apply.	<input type="checkbox"/> 悠遊卡學生證工本費 NT\$200 元整 Student ID card (with EasyCard function) Charges 200 NT \$			
	<input type="checkbox"/> Mifare 學生證(不具悠遊卡功能)工本費 NT\$100 元整 Mifare Student ID Card (Without EasyCard function) Charges 100 NT \$			
<p>原持有學生證為悠遊卡者，無論是否已經儲值，請先至 Portal 入口，進入「學生證掛失」，點選「申請悠遊卡註銷/退費」，選擇以 E-mail 或傳真申請註銷/退費。</p> <p>If you already have a Student ID Card (with EasyCard function), whether you add value to EasyCard or not, please enter your Portal account, and click on the 「學生證掛失」 (Reporting Missing Student ID) section, and choose 「申請悠遊卡註銷/退費」 (Apply for Refund) section, and choose whether you want to apply for e-mail application for reissuing/refund or use fax to apply and print out the form and attach it with this application.</p>				
註銷/退費方式 Way to get Reissue/Refund	<input type="checkbox"/> 已完成 E-mail 申請註銷/退費 Already filled the e-mail application for refund		<input type="checkbox"/> 傳真申請註銷/退費 (列出「數位學生證退費申請單」，並裝訂於本表後) Use Fax application (Please print the form out and attach it with this form).	
<p style="text-align: center;">切結書 Declaration</p> <p>本人確實如「補發原因」欄所示，遺失學校所發之學生證，並非重複申請備用或其他不合法原因而申請補發。如申請補發後尋獲舊證，一律繳回註銷組銷毀，不得繼續使用，若有不法行為而使用學生證，願受校規處分，並負相關法律責任，決無異議。</p> <p>This is to certify that I have lost my student card as stated above. I am applying for a new student ID card, neither as a spare on nor for other illegal purposes. I am willing to return and nullify the original student ID card to the Section of Registry in case it is found after the application. If I am found using this new student ID card against the University regulations. I am subject to punishment enforced by the University, and will surely take all the responsibility if any.</p> <p>此致 To whom it may concern</p> <p>國立中央大學教務處註冊組 At the Section of Registry of Affairs Office</p> <p style="text-align: right;">立書人簽章 Agreed by : _____ (簽章 signature/seal)</p> <p style="text-align: right;">日期 Date : ____年 Year ____月 Month ____日 Day</p>				
申請程序 Application Procedures				
繳費 Payment	生活輔導組宿舍服務中心 Office of Student Dormitory Service	圖書館 Library	系所辦公室 Department Office	
附上自動化服務系統(投幣機)繳費收據 或蓋有出納組繳費證明章 You could choose to use the automatic machine at 1F or go to the Cashier office and pay then attach the receipt with this form.	地點：國際學舍 1 樓 Location: International student dormitory 1F			
領取人簽名 Student's Signature			日期 Date	

申請流程 Procedures :

1. 填具本申請表。Fill out the application form.
2. 請至行政大樓一樓自動化服務系統(投幣機)或出納組繳交工本費。You could choose to use the automatic machine at 1F or go to the 出納組(Cashier Division) office and pay then attach the receipt with this form.
3. 會簽生活輔導組宿舍服務中心、圖書館及系所辦公室。Countersign at the Office of Student Dormitory Service, Library and Department Office.
4. 請將申請表投入註冊組補發學生證投遞箱中。Put the application form in the box of the Section of Registry.
5. 三個工作天後領取新證。Receive the new student I.D. card at the Section of Registry after three working days.