

## Tamkang University Application Form for Reissuance of English Degree Certificate (Lost/ Change of Name)

Chinese Name	<input type="checkbox"/> Doctoral Program <input type="checkbox"/> Master's Program <input type="checkbox"/> Executive Master's Program <input type="checkbox"/> Undergraduate <input type="checkbox"/> The Bachelor Program of Extension Education			
English Name	Department/ Graduate Institute			
Student ID No.	National ID No./ Passport/ ARC No.		Gender	
Date of Birth	y y y y / m m / d d			
Minors	Double Major			
Graduation Date	Application Reason (Please select)		<input type="checkbox"/> Change of Chinese Name (See Notice 3.) <input type="checkbox"/> Change of English Name spelling <input type="checkbox"/> Lost	Fee NT\$200
Type of Collection (Please select)	<input type="checkbox"/> Pick-up at Tamsui Campus (TEL : 02-2621-5656#2210、2366、2367、2368、2732、2907) <input type="checkbox"/> Post Mail : Please attach an A4-sized prepaid envelope with sufficient postage and include the recipient's name and address. <b>※For online system applicants, no additional prepaid envelope is required.</b>			
Applicant's Name	Date of Application		y y y y / m m / d d	
Applicant's Address	Contact Phone Number			
N o t i c e s	1. The application is approximately processed within 4 working days. (weekends & holidays excluded). 2. Application form shall be submitted with a photocopy of national ID card (front and back sides). 3. For individuals who have had their Chinese name changed, please attach <b><u>Application Form for Renewal of Personal Information (From No.: ATRX-Q03-001-FM012) and required supporting documents as well as the original diploma.</u></b> (No need to submit an application form if only the English name spelling is changed, and the original Chinese name remains unchanged.) 4. Please fill in your English name in block letters to match your passport. If there are errors in the name on the English degree certificate after issuance, the certificate must be canceled, and you'll need to reapply at your own expense. 5. The application certificate will be issued in one copy only. If more than one copy is required, please take your original degree certificate and photocopies to the Tamkang University Center for Registration-Curriculum Development to stamp the photocopies with the remark "Certified Copy." <b>※ Need _____ photocopies with remark Certified Copy stamp. Official Seal <input type="checkbox"/> YES / <input type="checkbox"/> NO</b> 6. Apply reissuance of degree certificate through post office, please use "postal order" to pay the procedure fee NT 200 for each application. Be sure to write "淡江大學註冊課務發展中心" on the title. Please enclose application form and requirements to Center for Registration-Curriculum Development, Tamkang University at No.151, Yingzhuang Rd., Tamsui Dist., New Taipei City			

( The following fields should be filled out by the person in charge )

決行權責編號 (Decision Authority No.) :

原領畢業證號(Original No.)	補發證號(Reissued No.)	流水號(Serial No.)
承辦人 (Person in Charge)	複核 (Review)	主任 (Chief of Center for Registration-Curriculum Development)
		教務長 (Dean of Academic Affairs)

\* In accordance with the Tamkang University Personal Information Management regulations, the personal data collected in this form will be used solely for business processing purposes and will be destroyed upon the expiration of the retention period.

表單編號(From No.) : ATRX-Q03-001-FM078-01