

Tamkang University Application Form for Reissuance of Chinese 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			
Student ID No.	Department/ Graduate Institute			
Date of Birth <small>y y y y / m m / d d</small>	National ID No./ Passport/ ARC No.		Gender	
Minors	Double Major			
Graduation Date <small>y y y y / m m</small>	Application Reason (Please select)	<input type="checkbox"/> Change of Chinese Name (See Notice 3.) <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. ※For online system applicants, no additional prepaid envelope is required.			
Applicant's Name	Date of Application <small>y y y y / m m / d d</small>			
Applicant's Address	Contact Phone Number			
Notices	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 Application Form for Renewal of Personal Information (From No.: ATRX-Q03-001-FM012) and required supporting documents as well as the original diploma. ; If applying for the reissue of a Chinese degree certificate due to Chinese name changed, both the old and new names will be displayed on the reissued Chinese degree certificate. 4. 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." ※ Need photocopies with remark Certified Copy stamp. Official Seal <input type="checkbox"/> YES / <input type="checkbox"/> NO 5. 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 25130L, Taiwan (R.O.C.)			

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

決行權責編號 (Decision Authority No.) :

原領證書字號 (Original No.)	() <input type="checkbox"/> 博 <input type="checkbox"/> 碩 <input type="checkbox"/> 大、 <input type="checkbox"/> 英專字 第 號	畢業名冊編號 (Graduation register No.)	
補發證號 (Reissued No.)	淡 () <input type="checkbox"/> 博 <input type="checkbox"/> 碩 <input type="checkbox"/> 大補字 第 號	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-FM079-01