**淡江大學學程學分證明書補發申請表**

**（Tamkang University Application Form for Reissuance of Program Credit Certificate）**

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| 中文姓名  （Chinese Name） |  | 修讀  學分學程  名稱  (Name of the Credit Program Enrolled) | ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿學程(Program) | | | |
| 學號  （Student ID No.） |  |
| 英文姓名  (English Name) |  | | 修讀  學分數  (Credits Earned) |  | 修畢  學年度  學期  (Academic Year and Semester of Completion) | 學年度(Academic Year)  第 學期  (Semester) |
| 生日  (Birthday) | 年 月 日  (Year) (Month) (Day) | 身分證  字號  (ID No.) |  | | 申請費用  (Application Fee) | **NT$１**００ |
|  |  |  |  | |  |  |
| 申請人  姓名  (Applicant  Name) |  | 申請人  電話  (Contact Phone No.) |  | | 申請  日期  (Date of Application) | 年 月 日  (Year) (Month) (Date) |
| 申請人  地址  (Address) |  | | | | | |
| 申請人  注意事項  (Notice) | 1.請向原修讀之學分學程設置單位申請。  (Please apply to the unit that administers the credit program you originally enrolled in.)  2.英文姓名務請依護照上之姓名正楷詳實填寫；無護照者，限以羅馬拼音(參考網址：http://www.boca.gov.tw/)，如繕誤並經印製完成，除原證繳回作廢外，得重新繳  費製作。(The English name must be filled out accurately in block letters as per the name on your  passport. For those without a passport, Romanization should be used (refer to: <http://www.boca.gov.tw/>).  If an error occurs after printing, the original certificate must be returned and invalidated. A new fee is  required for reissuance.)  3.檢附資料(Required documents)：  (1)身分證正、反面影本。(A copy of both sides of the ID card.)  (2)成績單正本。(Original transcript.)  (3)申請費收據。(Receipt of application fee payment.)  4.申請之證明書僅發給1份。(Only one copy of the certificate will be issued per application.)  5. 自收件日起，約7個工作天至原修讀之學分學程設置單位取件。  (It takes approximately 7 working days from the date of receipt to pick up the certificate at the original  program administration unit.) | | | | | |

(**以下由相關承辦人填寫The following is to be completed by the Staff in Charge**)

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| --- | --- | --- | --- | --- | --- |
| 補發證號 | 淡學程補字第 號 流水號： | | | | |
| 學程設置單位 | | | 註冊課務發展中心 | | 教務長  批示 |
| 承辦人 | | 主管 | 承辦人 | 單位主管 |
|  | |  |  |  |  |

＊依本校個人資料管理規範，本表單各項個人資料僅作為業務處理使用，並於保存期限屆滿後，逕行銷毀。In accordance with the university's personal data management regulations, all personal information provided on 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：ATRX-Q03-001-FM056-05**