

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)

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 0 0

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)	<p>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.)</p> <p>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.)</p> <p>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.)</p> <p>4. 申請之證明書僅發給 1 份。(Only one copy of the certificate will be issued per application.)</p> <p>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.)</p>				

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

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 示 批
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.