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

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| Chinese Name | |  | | | | 🞏 Doctoral Program 🞏 Master's Program🞏 Executive Master's Program  🞏 Undergraduate🞏 The Bachelor Program of Extension Education | | | | | | | | | | | | |
| English Name | |  | | | | | Department/  Graduate Institute | | | | | |  | | | | | |
| Student ID No. | |  | | | | | National ID No./ Passport/ ARC No. | | | | | |  | | | | | |
| Date of Birth | | yyyy/mm/dd | | | | |
| Minors |  | | Double Major |  | | | | | Minor Specialty | |  | | | Second  Major | | |  | |
| Graduation Date | | yyyy/mm/dd | | | Application Reason (Please select) | | | | | 🞏 Change of Chinese Name (See Notice 3)  🞏 Change of English Name spelling  🞏 Lost | | | | | | Fee | | NT$200 |
| Type of Collection (Please select) | | 🞏 Pick-up at Tamsui Campus (TEL：02-2621-5656# 122)  🞏 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 | | | yyyy/mm/dd | | | | 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.** (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.”  **※Need photocopies with remark Certified Copy stamp. Official Seal □ YES / □ NO**  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, Yingzhuan Rd., Tamsui Dist., New Taipei City 251301, 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.)：

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| 原領畢業證號(Original No.) | 補發證號(Reissued No.) | | 流水號(Serial No.) | | 核發數位證書(Digital Degree Certificate Issued):   * 是(YES) □ 否(NO)   寄件日期(Transmission Date): | |
|  |  | |  | |
| 承辦人  (Person in Charge) | | 複核  (Review) | | 主任  (Director of Center for Registration-Curriculum Development | | 教務長  (Dean of Academic Affairs) |
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＊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-FM078-03**