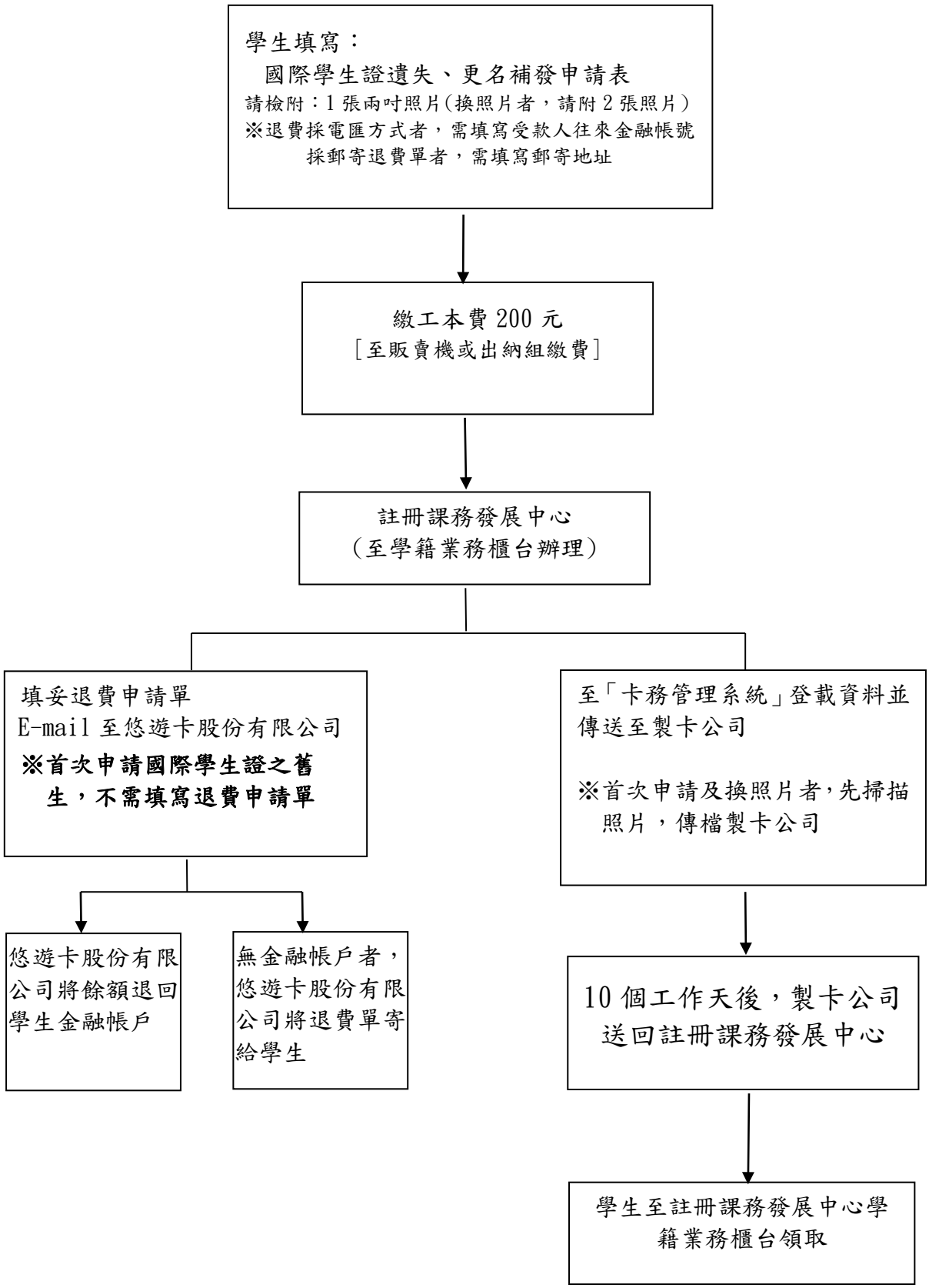國際學生證遺失、更名補發作業流程：