**淡江大學中文修業證明申請表**

**(Tamkang University Application Form for Chinese Study Certificate)**

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名(Chinese Name) |  | 系年級(離校時)Department and Grade(at the time of leaving) | 🞏博士班(Doctoral Program)🞏碩士班(Master’s Program)🞏碩專班(Executive Master’s Program)🞏日間學制學士班(Undergraduate)🞏進學班(The Bachelor Program of Extension education)🞏二年制(Two-Year Program) 系/所 (Department/Institute) 組(Division) 年級(Grade) |
| 學號(Student ID No. ) |  |
| 出生年月日(Date of Birth) |  年 月 日 (Year) (Month) (Day) |
| 肄業年月(Incomplete Studies Date) |  年(Year) 月(Month) |
| 申請原因(請勾選)Reason for Application (Please Select) | 🞏 轉學(Transfer to another school) 🞏 遺失補發(Reissue due to loss) 🞏 其他(Other): 🞏 成績退學(Dismissed due to academic performance)🞏 操行退學(Dismissed due to conduct issues)🞏 逾休學年限退學(Exceeded leave of absence period)🞏 逾修業年限退學(Exceeded maximum study duration) |
| 取件地點(請勾選)Document Collection Location (Please Select) | 🞏淡水校園領取，電話：2621-5656轉2366、2367、2368、2732、2907、2203、2210（Pick up at Tamsui Campus，Phone: 2621-5656 ext. 2366, 2367, 2368, 2732, 2907, 2210)🞏郵寄：附上A4大小之回郵信封，請填妥收信人姓名及地址並貼足掛號郵資。 (By mail：Attach a self-addressed A4-sized return envelope with the recipient's name, address  and sufficient postage for registered mail.) |
| 申請人注意事項(Notice) | 1.收件日起約3個工作天取件。(The document will be available for pick-up approximately 3 business days after receipt of the application.)2.請附身分證正反面影本1份。(Please attach a photocopy of both sides of your ID card.)3.**申請費用10元**，申請之證明書僅核發1份，如須多份，請自行影印後連同正本交註冊課務發展中心蓋印。(The application fee is NT$10. Only one copy of the certificate will be issued. If additional copies are required, please make photocopies of the original and submit them to the Registration and Curriculum Development Center for certification.) |
| 申請人(Applicant) |  | 申請人電話(Tel.) |  | 申請日期(Date of Application) |  年 月 日 Year/Month/Day |

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

決行權責編號：

|  |  |
| --- | --- |
| 證明字號 | （ ）□校教 □校教進 □校教研 修字第 號 流水號：  修業學期數：  |
| 入學文號 |  年 月 日台（　）高字第 號 |
| （ ）淡校 □教新□教轉 字第 號 |
| 承辦人 | 複核 | 單位主管 | 教務長批示 |
|  |  |  |  |

＊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-FM006-11**

**表單編號：ATRX-Q03-001-FM006-11**