

## Tamkang University Application Form for Reissuance of Chinese Degree Certificate (Lost/ Change of Name)

Chinese Name	<input type="checkbox"/> Doctoral Program <input type="checkbox"/> Master's Program <input type="checkbox"/> Executive Master's Program <input type="checkbox"/> Undergraduate <input type="checkbox"/> The Bachelor Program of Extension Education				
Student ID No.	Department/ Graduate Institute				
Date of Birth	y y y y / m m / d d		National ID No./ Passport/ ARC No.		
Minors		Double Major		Minor Specialty	Second Major
Graduation Date	yyyy/mm/dd		Application Reason (Please select)	<input type="checkbox"/> Change of Chinese Name (See Notice 3) <input type="checkbox"/> Lost	Fee NT\$200
Type of Collection (Please select)	<input type="checkbox"/> Pick-up at Tamsui Campus (TEL : 02-2621-5656# 122) <input type="checkbox"/> Post Mail : Please attach an A4-sized prepaid envelope with sufficient postage and include the recipient's name and address. <b>※For online system applicants, no additional prepaid envelope is required.</b>				
Applicant's Name	Date of Application		yyyy/mm/dd	Contact Phone Number	
N o t i c e s	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 <b><u>Application Form for Renewal of Personal Information (From No.: ATRX-Q03-001-FM012) and required supporting documents as well as the original diploma.</u></b> ; If applying for the reissue of a Chinese degree certificate due to Chinese name changed, both the old and new names will be displayed on the reissued Chinese degree certificate. 4. 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." <b>※ Need photocopies with remark Certified Copy stamp. Official Seal <input type="checkbox"/> YES / <input type="checkbox"/> NO</b> 5. 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.) :

原領證書字號 (Original No.)	( ) <input type="checkbox"/> 博 <input type="checkbox"/> 碩 <input type="checkbox"/> 大 <input type="checkbox"/> 英專 字第 _____ 號	畢業名冊編號 (Graduation register No.)	核發數位證書 (Digital Degree Certificate Issued) <input type="checkbox"/> 是 <input type="checkbox"/> 否 寄件日期(Transmission Date)
補發證號 (Reissued No.)	淡( ) <input type="checkbox"/> 博 <input type="checkbox"/> 碩 <input type="checkbox"/> 大 補字第 _____ 號	流水號: (Serial No.)	
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)

\*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-FM079-03