

**淡江大學休學證明、英文修業證明、畢業證明申請表**  
**(Application Form for Certificate of Suspension、Withdrawal、Graduation)**

申請證明名稱 (Type of Certificate) (請勾選 Please select)		繳驗證件資料 (Requirements)			申請用途 (Purpose of Application) (請勾選 Please select)		
休學證明 (Suspension Certificate) <input type="checkbox"/> 中文(Chinese Version) <input type="checkbox"/> 英文(English Version)		學生證 (Student ID Card)			<input type="checkbox"/> 境外生出入境用 (Use for entry and exit of overseas students)  <input type="checkbox"/> 其他(請述明) The other purpose (please specify): _____		
畢業證明 (Graduation Certificate) <input type="checkbox"/> 中文(Chinese Version) <input type="checkbox"/> 英文(English Version)		身分證或護照 (National ID/Passport)					
<input type="checkbox"/> 英文修業證明書 (Withdrawal Certificate English Version)		身分證或護照 (National ID/Passport)					
中文姓名 (Chinese Name)		學號 (Student ID No.)		性別 (Sex)		電話 (Tel.)	
英文姓名 (English Name)	1. The English name should be the same as on the passport. 2. Only those applying for an English certificate need to fill this out.		出生年月日 (Date of Birth)	年(year) 月(month) 日(day)			
系年班 (Department/Year/Class)	<input type="checkbox"/> 博士班(Doctoral Program) <input type="checkbox"/> 碩士班(Master's Program) <input type="checkbox"/> 碩專班(Executive Master's Program) <input type="checkbox"/> 日間學制學士班(Undergraduate) <input type="checkbox"/> 進學班(The Bachelor Program of Extension Education)						
	_____系/所(Department) _____組(Division) _____年(Year) _____班(Class)						
申請人 (Applicant)		申請日期 (Date of Application)	年(year) 月(month) 日(day)				
申請人 注意事項 (Notice)	申請之證明書僅發給 1 份，如須多份，請自行影印後連同正本交至註冊課務發展中心(A212 辦公室)蓋鋼印。(The certificate issued upon application will be provided in only one original copy. If additional copies are needed, please make photocopies yourself and submit them along with the original to the Center for Registration-Curriculum Development (A212 Room) for embossing with the official seal.)						
承辦人 (Staff in Charge)							

\* 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。

表單編號：ATRX-Q03-001-FM007-06