國立臺灣師範大學補發學位證明書申請表
National Taiwan Normal University Application Form for Reissuance of Diploma

申請日期(年/月/日)Application Date(yyyy/mm/dd)：＿＿＿＿＿＿

中文姓名 Name		學　　號 Student ID No.	
英文姓名 English Name	需與護照相同或以中文姓名翻譯為準 Must be name found on passport	出生日期 Birthdate	年/月/日 yyyy/mm/dd
地　　址 Address	(臨櫃領取者免填 Not required for in-person pick up) □□□		
聯絡電話 Phone No.		畢業年月 Date of Graduation	年/月 yyyy/mm
畢業學院 College of Graduation		畢業系所/組別 Department/ Division	
學制 Degree Level	□學士班Undergraduate □碩士班Master's　□博士班Doctoral □碩士在職專班Continuing Education / In-service Master's Program	學位名稱 Degree	學士 Undergraduate/碩士 Master's/博士 PhD
輔系名稱 Minors		雙主修名稱 Double Major in	
申請類別 Diploma Type	□**中英文合印版(250 元/限申請 1 份)**Bilingual Chinese & English Diploma (NT$250/ Only one copy may be issued) 　• 申請原因：□遺失　□毀損　□更改個人資料 Reason for Reissuance: □ Diploma Lost □ Diploma Damaged □Changes in Personal Information 　• 因毀損、更改資料申請補發者，應於申請時將原證繳回截角作廢 If applying for reasons of damage to diploma or changes in personal information, the original diploma must also be submitted for cancelation. □英文版 English Diploma: 　□**精美版英文學位證明書(250 元/限申請 1 份)** 　　Degree Conferral Certificate in English (NT$250/ Only one copy may be issued) 　　＊限畢業證書非中英文合印版學生申請(96 學年度(含)以前畢業) 　　Only for those students whose original graduation diploma was **not** in both English and Chinese (those who graduated 2007 or earlier) 　□**英文學位證明(20 元/1 份) ，共申請＿＿＿＿份** 　　Degree Conferral Certificate in English (NT$20 per copy). Applying for ____copies.		
承辦人 Division Clerk		組　長 Division Head	
校對人 Authenticating Clerk		教務長 Vice President of Academic Affairs	

	1. 請填妥本申請表各項資料並檢附身分證正、反面影本及工本費收據，送交校本部註冊組/公館教務組收件，隔日起算第 3 個工作天後至原窗口領取。
	Please fill in the relevant fields in this application form. You should attach a copy of your ID (front and back) and the handling fee payment receipt. Please submit these materials to the NTNU Registry Division/Gongguan Branch Academic Affairs Division. Allow three (3) working days for your diploma to be processed after which you may pick it up at the same window.
說　明 Remarks	2. 如因升學、就業需繳交多份學歷證明者，請至投幣機繳費(證書影本驗證費用 1 份 10 元)，持收據及證書正本交由校本部註冊組/公館教務組協助複印並加蓋鋼印及【核與正本相符】章戳。
	If you need to submit more than one academic diploma for reasons of applying for higher education or employment, please go to the E-card Kiosks to pay (each copy is NT$10). Take your receipt and original diploma to the NTNU Registry Division/Gongguan Branch Academic Affairs Division where they will make photocopies of your diploma and stamp the copies with the remark "Certified Copy."
	3. 委託他人申辦或領取者，請另附委託書一份。
	If any person other than the student is to apply for or pick up the diploma, a power of attorney form must be completed.

證明書領取人簽收 Signature of Recipient：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

日期（年/月/日）Date (yyyy/mm/dd)：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿