國立暨南國際大學

英文學位證書申請單(通訊申請用)

National Chi Nan University

Application for Certificate of Diploma in English (For contact)

Date: / /

Student ID No			Issue certificate serial number **(Fill in by Registration Section)**	
Name	Chinese			
	English			
Department				
Enrollment date		From: year/ month/ day To: year/ month/ day		
Signature of Applicant				
Notes	1. **Name in English must be same as shown in passport please,** Kindly fill in the correct information. If the name is different with passport after the certificate is issued, please attach the original certificate of diploma, one copy of passport and handling charge NTD 100 for reissued. 2. Each person is limited to one application only.			

Registration Section Staff	Chief of Registration Section	Dean of Academic Affair

1. Charge: Application fee is free for the first time apply. If the English name is incorrect, reissued fee will be NTD 100 + NTD 15 (transfer payment fee) total NTD 115
2. Application procedure: Fill in the form > Pay at the Post office (reissued) > Mail the application form, dual identifies card copies, envelope self-address stamped and reissued payment receipt to the Registration Section. Registration Section will mail out the certificate after 7 days working after received.
3. Dual identifies card: Copy of residence permit(ARC) front and back pages + copy of passport (license or health ID card can be replace)
4. Reissued payment: Please attend to the post office, at the back should notice down student ID Number, name and application of Certificate of Diploma in English.
   Account: 21772861 **Name: National Chi Nan University**
5. Please prepare self-address stamped envelope which size bigger than A4 size to ensure the certificate, and NTD 36 postage stamped.