

委託書
Letter of Authorization

本人(申請人)_____茲委託_____，代為辦理下列項目：

I (the application), _____, hereby authorize _____ to submit the following application(s) on my behalf.

please check the box that applies

休學、退學及修改學籍資料等(學籍相關)

Suspension or withdrawal of studies. Personal information Change/Correction.

成績單及名次證明申請(成績相關)

Application for transcripts or class ranking certificates.

學位證明及在學證明等(學籍證明)

Application for degree certificates or enrollment certificates.

離校手續並領取學位證書

Graduation procedures and receiving the diploma.

其他 Other applications : _____

此致 submitted to

教務處教學組 Division of Curriculum and instruction , Office of Academic Affairs

申請人簽名 Applicant's Signature _____ 學號 Student ID no. _____

身分證號後 4 碼 The last 4 digits of your ARC number _____

聯絡電話 Phone number _____ 日期：____/____/____(年/月/日)(yyyy/mm/dd)

受託人簽名 Signature of the authorized representative _____

學號 Student ID no. _____ 身分證號後 4 碼 The last 4 digits of your ARC number _____

聯絡電話 Phone number _____ 日期：____/____/____(年/月/日)(yyyy/mm/dd)

說明 Additional Remarks :

1. 請檢附申請人本人之身分證件(國民身分證、駕照、健保卡、有效護照或居留證)影本，受託人則須攜有照片之有效證件供查驗。

Please attach a copy of the applicant's ID document (ID card, driver's license, ARC, or passport). The photo ID of the authorized representative must be presented.

2. 若有未經合法授權或資料有冒偽情事，受託人應自負一切法律責任。

The authorized representative shall bear all legal responsibilities if there is any unauthorized or false information in this letter of authorization.