

國立臺灣師範大學修業證明申請書

National Taiwan Normal University Course Completion Certificate Application Form

學號 Student ID No.		系所 Department /Institute	
學生姓名 Name	(中文) (Chinese)	學制 Degree Level	<input type="checkbox"/> 學士班 Undergraduate <input type="checkbox"/> 碩士班 Master's
	(英文) (English)		<input type="checkbox"/> 博士班 Doctoral <input type="checkbox"/> 碩士在職專班 Continuing Education/In-service Master's Program
手機 Cellphone No.		Email	
肄業學年 Semester of Withdrawal	_____學年度 Academic Year 第__學期 1 st /2 nd Semester	肄業年月 Date of Withdrawal	_____年 Year_____月 Month
取件方式 Delivery	<input type="checkbox"/> 現場取件 Pick up <input type="checkbox"/> 代為郵寄 (請附已貼掛號郵資之回郵信封) By Mail (Please attach a self-addressed envelope with postage by registered mail)		
<p>學生經依學校規定辦妥退學離校手續，請同意核發修業證明。</p> <p>After the procedures for my withdrawal from NTNU have been completed in accordance with this university's regulations, I agree to the issuing of a certificate of course completion.</p>			
學生簽章 Student Signature : _____ 日期 (年/月/日) Date (yyyy/mm/dd) : _____			
承辦人 Case Clerk	組長 Division Head	教務長 Vice President of Academic Affairs	
附註 Note	<ol style="list-style-type: none"> 1. 請於完成退學離校手續後，填妥本申請書，送交校本部註冊組/公館教務組提出申請，隔日起算3個工作天後至原窗口領取。 Please first complete the necessary procedures for withdrawal from school before submitting this form. Submit this form to either NTNU's Registry Division or the Gongguan Branch Academic Affairs Division. Please pick up your certificate at the same division window after three working days. 2. 證明書申請以一份為原則，申請加發者，每份酌收工本費 20 元。 Only one copy of the certificate shall be issued. A NT\$20 fee shall be charged for each additional copy. 3. 委託他人申辦或領取者，須另附委託書辦理。 If a person other than the student is to handle the application or pick-up the certificate, a power of attorney form must be also be submitted. 		

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

日期 (年/月/日) Date (yyyy/mm/dd) : _____