

朝陽科技大學 112 學年度第 2 學期應屆畢業生
英文畢業證書申請單【限預計可畢業申請】
Application Form for Graduation Certificate in English for
the 2nd Semester Graduates of 2023 Academic Year
(for the applicants who will graduate only)

Chaoyang University of Technology

113.4.24

姓名(Chinese Name)：		學號(Student ID Number)：			
英文名字(English Name)： (attach photocopy of passport)					
申請項目 (請勾選) Application Item (Please Tick the Following Box)	每份工本費 Cost/Per Copy	份數 Number. of Copy	金額 Amount	金額小計 Subtotal Amount	
<input checked="" type="checkbox"/>	1. 英文畢業證書，附贈 2 份影本 Graduation Certificate in English, including 2 free photocopies	新台幣 100 元 NT\$100	限 1 份 One Copy Only	新台幣 100 元 NT\$100	
<input type="checkbox"/>	2. 英文畢業證書影本 Photocopy of Graduation Certificate in English	新台幣 10 元 NT\$10			

- 註：1. 請攜帶護照電子檔或影本（有英文名字那頁），驗後將歸還，無護照者切勿申請。
Please bring a passport electronic file or photocopy (the page with the English name). After the inspection will be returned. Not the passport holders can not apply.
2. 若需成績單或排名者，可至〔行政大樓或管理大樓或第一宿舍〕1 樓自動化繳費機列印。
You can print transcripts or ranking at the automated payment machine located at 1F of Administration Building or Management Building.
3. 請班代或代表至〔行政大樓或管理大樓或第一宿舍〕1 樓自動化繳費機繳費（選取『其他教務文件繳費』，輸入全部應繳金額），並於 **5 月 24 日(星期五)**前將本申請單擲回【行政大樓 2 樓註冊組】辦理。
Please pay the fee (at the automated payment machine located at 1F of Administration Building or Management Building), select ("other payment" and enter the total amount should be paid). Please submit this form before **May 24th (Friday)** 【at the Registration Section at 2F of Administration Building】for processing.
4. 本申請單申請項目，將連同中文畢業證書一起送予系辦；畢業證書於畢業典禮當日可至系辦領取；若有修習低年級課程且關係到畢業資格者，於 7 月 17 日始得領取。
The Graduation Certificate in English will be given together with the Graduation Certificate in Chinese. Graduation certificate can be picked on the graduation day at your department. If you have attended the courses of lower-level-class that might affect the eligibility of graduation, you will be able to get the certificate from July 5th.
5. 未於本次統一辦理者，可於畢業後自行至註冊組網頁中之「校友申請文件系統」申請。
For those who do not apply this time, please go to the Registration Section website 「Academic Certificate Application System」 to apply.
6. 本校為辦理申請證書之目的，蒐集之個人資料(C001 辨識個人者、C003 政府資料中之辨識者)及護照影本，於提出申請至完成期間，於本校僅供學籍及確認身分之用，若未提供正確完整之資料，將無法完成申請。你得依個人資料保護法第 3 條行使查閱、更正個資等當事人權利，行使方式請洽本校(04)23323000 註冊組(轉 4012-4018)。

註冊組填寫

◎本次計_____人申請，合計金額_____元

A total of _____ students have applied this time.

Total Amount：_____

收據號碼 Receipt Number.