

國立高雄大學校園 I C 卡校友證換發申請表 Application Form for Recertification of NUK Alumni IC Card

(粗線框內由申請人親自填寫，本表內容如有修改請加蓋查驗人員職章)
(Please write all the items in the bold line. Any changes shall be sealed by the examiner.)

申請日期： 年 月 日
Application Date : (YYYY/MM/DD)

申請人姓名 Name				照片浮貼處 Attach Photo
學 號 Student ID		身分證號碼 ID Number		(照片欄) 浮貼二吋正面半身脫帽光面照片乙張，背面寫上姓名、身份證號、系所名稱；未貼照片者恕不收件。 Attach a 2-inch frontal view photo without hats. Mark name, ID number, and department on the back. No photo is not allowed.
系所名稱 (請填完整名稱) Department (in full name)		畢業年度 Graduation Year	民國_____年 Year_____ (ROC Calendar)	
		學 制 School System		
性 別 Gender	<input type="checkbox"/> 男 <input type="checkbox"/> 女 <input type="checkbox"/> Male <input type="checkbox"/> Female		電子郵件: E-mail Address:	
聯絡電話 Tel.	手機：Cell phone： 市話：Home：			
申請原因 Reason for Application	<input type="checkbox"/> 遺失 <input type="checkbox"/> 損壞 <input type="checkbox"/> 更改姓名 <input type="checkbox"/> 更改照片 <input type="checkbox"/> Loss <input type="checkbox"/> Damage <input type="checkbox"/> Alteration of Name <input type="checkbox"/> Alteration of Photo			
請依序號順序至各單位辦理 Please go to the following divisions in order.	送件查驗及完工品管欄 (請查驗人員務必簽章並註記日期) Columns to Deliveries Checked and Quality Management (The examiner should sign the name and write the date.)		備 註 Notes	
	送件手續查驗核章 Seals to Procedure Delivery	查驗項目或特別註記 Checked Items or Particular Notes		
學務處畢輔組 (行政南棟二樓) University Career Services (UCS) in Division of student affairs (southern administration building 2F)	1	畢輔組查核校友身分 UCS check identity of alumni	請攜帶 畢業證書正本 與 身分證正本 ，查核後立即退還。 Please bring original Certification of Degree and ID card . Returning back immediately after checking.	

<p>總務處出納組 (行政南棟一樓) Cashiering Section in Division of General Affairs(DGA) (southern administration building 1F)</p>	2		<p>製卡費用：NT\$ 150 元整 收據編號：_____</p> <p>Card fee : NT\$ 150 receipt numbers :</p>	
<p>學務處畢輔組 (行政南棟二樓) University Career Services (UCS) in Division of student affairs (southern administration building 2F)</p>	3		<p>收件日期： ____年____月____日</p> <p>Receipt date : Y ____ M ____ D ____</p>	<p>請於收件隔日起第 5 個工作天後 至畢輔組領卡。 Please come to UCS to receive the card the sixth day after receipt date.</p>
<p>總務處事務組 中控室 (行政南棟一樓) Central control room of General Affairs Section in Division of General Affairs (DGA) (southern administration building 1F)</p>	4		<p>畢輔組轉交中控室製卡 UCS passes the application card to Central control room to produce the card</p>	<p>請中控室於收到製卡申請後， 於第 3 個工作天下午 5 時前 將本表與新卡送回畢輔處。 Central control room sends this form and new card back to UCS before 5 p.m. in the third day after receiving the application form.</p>
<p>學務處畢輔組 (行政南棟二樓) University Career Services (UCS) in Division of student affairs (southern administration building 2F)</p>	5		<p>製卡完成後中控室品質查驗 Central control room checks the quality of the card after producing.</p>	
<p>學務處畢輔組 (行政南棟二樓) University Career Services (UCS) in Division of student affairs (southern administration building 2F)</p>	6		<p>點收中控室送回之新卡與申 請表 Check the new card and application form sent from Central control room</p>	
<p>教務處註冊組 (行政北棟二樓) Registration Section in Division of academic affairs (northern administration building 2F)</p>	7		<p>核蓋「畢業」字樣 Stamp the word "Graduated"</p>	

備註：1.表格請至學務處畢輔組或總務處事務組網頁下載。

2.其他相關卡片異動、領取使用及申辦流程注意事項，請參閱下頁說明。

- Notes : 1. Please download the form from the websites of UCS in Division of student affairs or General Affairs Section in DGA.
2. Please refer to explanation in the following page to know notices of procedure for applying, receiving, and changing IC card.
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親領。 Collect the card in person

掛號寄送，需附郵資 25 元。

郵遞區號與地址：

Registered post for delivery. Pay NT\$25 for stamps.

Postal Code and Address：

領取人簽章：_____

領取日期：____年____月____日

Signature：

Date： (yyyy/mm/dd)

【注意事項】【Notice】

1. 校園 IC 卡新辦或異動之申辦流程如下圖所示，其**申請表請至學務處畢輔組** (<http://www.sa.nuk.edu.tw/page/graduate/index.htm>) 或**總務處事務組** (http://nft01.nuk.edu.tw/gen/images/affair/first_page.htm) 網頁下載，申請表填寫完後請按表上流程單位，依序前往查驗，請各單位承辦人於表上加蓋職章，並加註日期以示通過查核。

See procedure for applying or changing IC card below. Please download the application form on the UCS Website (<http://www.sa.nuk.edu.tw/page/graduate/index.htm>) or General Affairs Section in DGA Website (http://nft01.nuk.edu.tw/gen/images/affair/first_page.htm). Fill in the application form, follow the procedure, and get the stamps from the required sections.

2. 若需借書，須另向圖資館申請並繳交保證金。有申請借書權限者，若遺失須先行向圖資館報失以便凍結借書權限，待辦理補發後逕向圖資館申請恢復借書權限。借閱書籍或借用場地事宜請依各管理單位之規範辦理。

You must apply and pay deposit to Library if you need to borrow books. Please inform Library if you lose your IC card, then we can help you to terminate it. You can borrow books again after you get the new IC card. Any affairs about borrowing books or applying for spaces, please follow the rules of the management sections.

3. 領取校園 IC 卡時請務必核對卡片與申請表資料是否正確相符，再行簽名領用。領用卡片後 30 天內為使用測試期，請於測試期內試用卡片所有通行權限及功能。測試期內如有卡片故障、無法感應情事發生時，於卡片外觀完好無損之情形下始得免費更換卡片(請逕至中控室辦理)，於 30 天後發生問題者，請重新繳費辦理。

Please check your personal information before you sign to get your IC card. There are 30 days for trial period after you get your IC card. Check every access and functions in the trial period. If there are any errors or malfunctions in your IC card, make sure the previous card is in good condition of exterior, and then you can change a new card for free. (Please check Central Control Room.) You are required to pay for the new IC card after 30 days trial period.

4. 本校校園通行卡系列卡片使用 Mifare 晶片製作，請注意下列行為以減少卡片故障發生：
 - (1) 請勿與同類型卡片重疊並進行判讀。
 - (2) 請勿彎折損傷卡片本體。
 - (3) 請勿存放於 40 度 C 以上高溫處。

The campus access card is implanted in Mifare wafer. Please notice the maintenance:

- (1) Keep it away from other wafer card.
- (2) Do not blend it.
- (3) Do not put it in the place which temperature is over 40°C.

※校友證限本人使用，非本人使用，將停止進出圖資館(含自修室)一年權限。

※Alumni IC card is for our alumni in person only. The fraudulent will be terminated the access to Library (including Study Room) for one year.

【送件申辦流程】【Procedure for Applying IC Cards】

