# 國立高雄餐旅大學畢業校友證件申請表
## Application Form for Alumni Identification Card

申請日期 Application date_____(M)_____(D)_____(Y)

| 姓名 Name | | 學號 Student ID# | |
|---|---|---|---|
| 班級 Class | 所系科別 Institute / Dept., _____年 year, ____班 class | 聯絡電話 Contact phone | |

| 申請項目 Item Requested | 單價 Unit cost | 份數 Copies | 金額 Total Cost | 申請項目 Item Requested | 單價 Unit cost | 份數 Copies | 金額 Total Cost |
|---|---|---|---|---|---|---|---|
| 中文歷年成績單 Chinese transcript of grades from all previous years<br>排名 Ranking □是 yes □否 no<br>身份證字號 ID card#<br>□顯示 display □隱藏 hide | 20 元 | | | 中文畢業證明書（需3個工作天完成）<br>（檢附資料:1.補換發學位證明書申請書 2.學位郵寄同意書、回郵信封(郵寄者)）<br>Mandarin graduation diploma (which requires 3 working days to complete) [information to include: 1. Degree certificate replacement/reissue application 2. Degree mailing consent letter, stamped return envelope (if choosing to mail)] | 220 元 | | |
| 英文歷年成績單 English transcript of grades from all previous years<br>排名 Ranking □是 yes □否 no | 20 元 | | | | | | |
| 英文學位證明書 English graduation diploma | 100 元 | | | 中英文立案證明 Chinese / English proof of government registration | | | |
| 總計 Total | | | 元 NTD | 出納組收款核章 Cashier Section Receipt Stamp | | | |

第一聯出納組存查 Copy 1: Retained by Cashier Section for Record

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| 姓名 Name | | 學號 Student ID# | | 身份證字號 ID card# | |
|---|---|---|---|---|---|
| 班級 Class | 所系科別 Institute / Dept., _____年 year, ____班 class | | 聯絡電話 Contact phone | | |
| 通訊地址 Mailing address | | | | | |

| 申請項目 Item Requested | 單價 Unit cost | 份數 Copies | 金額 Total Cost | 申請項目 Item Requested | 單價 Unit cost | 份數 Copies | 金額 Total Cost |
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| 英文歷年成績單 English transcript of grades from all previous years<br>排名 Ranking □是 yes □否 no | 20 元 | | | | | | |
| 英文學位證明書 English graduation diploma | 100 元 | | | 中英文立案證明 Chinese / English proof of government registration | | | |

注意事項：Important notes:

一、申請證件敬請一個月內完成取件，逾期本組不負保管之責。
Please collect the requested documents within one month of application. Documents not collected by the deadline will **not be kept** by this office.

二、非當事人申請各項資料，請持當事人簽名之委託書辦理。
When applying for documents on behalf of another person, **a** letter of authorization signed by the applicant concerned must be presented.

三、須郵寄者，請將回郵信封、郵政匯票（抬頭：國立高雄餐旅大學）、申請單寄回註冊課務組。
If mailing is required, please send a self-addressed return envelope, a postal money order (payable to National Kaohsiung University of Hospitality and Tourism), and the application form to the Registrar & Curriculum Section.

四、各學制之 92 學年度前無排名；碩博士生於 108 學年度後無排名。
No ranking is provided for all academic programs prior to Academic Year 2003. Rankings are not provided for master's and doctoral students from Academic Year 2019 onward.

| 總計 Total | 元 NTD | 出納組收款核章 Cashier Section Receipt Stamp | |
|---|---|---|---|

第二聯註冊課務組存查 Copy 2: Retained by the Registrar & Curriculum Section for Record

| 領回申請證件簽章 Verification stamp for collection of documentation issued for this application | | 日期 Date | 年(Y) 月(M) 日(D) | 承辦人核章 Approved by Officer in Charge | |
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