

National Kaohsiung University of Hospitality and Tourism
Application Form for Student ID Card Reissuance
學生證補發申請單

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	

注意事項 Important notes :

1. 學生證件補發，最快需要 3 個工作天方可取件。
student ID card replacement requires at least 3 business days before the replacement card is available for collection.
2. 請同學親自領取學生證，非本人領取者另繳交委託書。
Student ID cards must be collected in person. A letter of authorization is required for proxy collection.
3. 如需更換照片，請提供 2 吋照片 1 張。
If the photograph needs to be replaced, please provide a 2"×2" photograph
4. 證件敬請一個月內完成取件，逾期本組不負保管之責。
Please collect replacement cards within 1 month after they are issued. The section is not responsible for retaining them after this deadline.
5. 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.
6. 務必完成學生證線上掛失系統程序。
Be sure to complete the Online Student ID Card Loss Reporting System procedure.

補發學生證費用 200 元 The fee for reissuing a student ID card is NT\$200.	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

National Kaohsiung University of Hospitality and Tourism
Application Form for Student ID Card Reissuance
學生證補發申請單

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

姓名 Name		學號 Student ID#	聯絡電話 Contact phone		
出生年月日 Date of Birth	(M) (D) (Y)	班級 Class	所系科別 Institute / Dept., ____年 year, ____班 class		

- | | |
|----------------------|--|
| 英文姓名
English name | <ol style="list-style-type: none"> 1. 請以正楷大寫填寫 Please print in capital letters. 2. 英文姓名必須與護照相同
The English name entered needs to match the applicant's English name in their passport. |
|----------------------|--|

注意事項 Important notes :

1. 學生證件補發，最快需要 3 個工作天方可取件。
student ID card replacement requires at least 3 business days before the replacement card is available for collection.
2. 請同學親自領取學生證，非本人領取者另繳交委託書。
Student ID cards must be collected in person. A letter of authorization is required for proxy collection.
3. 如需更換照片，請提供 2 吋照片 1 張。
If the photograph needs to be replaced, please provide a 2"×2" photograph
4. 證件敬請一個月內完成取件，逾期本組不負保管之責。
Please collect replacement cards within 1 month after they are issued. The section is not responsible for retaining them after this deadline.
5. 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.
6. 務必完成學生證線上掛失系統程序。
Be sure to complete the Online Student ID Card Loss Reporting System procedure.

補發學生證費用 200 元 The fee for reissuing a student ID card is NT\$200.	出納組收款核章 Cashier Section Receipt Stamp	
--	--	--

申請人領取簽章 Applicant's Signature for Receipt		領回日期 Date of collection	____月(M)____日(D)____年(Y)
--	--	----------------------------	--------------------------

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