

# 委 託 書

## Letter of Authorization

此致 To

國立高雄餐旅大學教務處 Office of Academic Affairs, NKUHT

本人（姓名：\_\_\_\_\_ 學號：\_\_\_\_\_）因有要事，無法親至貴處：特委託  
\_\_\_\_\_（請寫明姓名）為本人全權辦理並由本人自負全責，絕無異議。

I (Name: \_\_\_\_\_ Student ID: \_\_\_\_\_) am not able to go to the office in person and thus I authorize \_\_\_\_\_ (please note the name) to help me process the following matter, and I will take full responsibility with no objections.)

一、申請 Apply for or 領取 Pick up

請勾選下列文件 the following document (please check):

畢業證書 Graduation Certificate

學生證 Student ID card

其他(請註明文件名稱)Other (please note the name of the document): \_\_\_\_\_

二、辦理 Handle

休學申請 Application for leave of absence

退學申請 Application to withdraw from studies

復學申請 Application to reapply for studies

其他（請註明名稱） Other (please note the name of the document): \_\_\_\_\_

立委託書人 Applicant: \_\_\_\_\_ (本人簽章 Signature)

聯絡電話 Telephone: \_\_\_\_\_

手機號碼 Cellphone: \_\_\_\_\_

系級班別 Department/grade/class: \_\_\_\_\_

學號 Student ID: \_\_\_\_\_

受委託人 Agent: \_\_\_\_\_ (本人簽章 Signature)

身份證字號或護照號碼(請出示身份證明文件): \_\_\_\_\_

ROC ID card Number or Passport Number (Please present ID): \_\_\_\_\_

聯絡電話 Telephone: \_\_\_\_\_

手機號碼 Cellphone: \_\_\_\_\_

與委託人關係 Relationship: \_\_\_\_\_

日 Date: \_\_\_\_\_ 年 Year \_\_\_\_\_ 月 month \_\_\_\_\_ 日 day \_\_\_\_\_