國立高雄餐旅大學在校生文件申請表
Enrolled Student Document Application Form

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

姓名 Name			學號 Student ID Number	
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 排名 Ranking □是 yes □否 no 身份證字號 National ID Number □顯示 display □隱藏 hide	20 元			英文歷年成績單 English transcript of grades from all previous years 排名 Ranking □是 yes □否 no		20 元		
				在學證明書 Proof of Enrollment □中文 Chinese □英文 English		10 元		
修業證明書(含歷年成績單)(限退學生申請) Academic credentials certificate (including transcript of grades from all previous years) (limited to students applying for academic withdrawal)	20 元			學期成績單 Semester transcript □中文 Chinese □英文 English	學年 □上 1st □下 2nd	10 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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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、修業證明書須辦妥離校手續後始得申辦。
Applications for a Certificate of Study Completion may be submitted only after all withdrawal/clearance procedures have been completed.

四、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.

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	