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　　期 Date:　　年 Year　　月 month　　日 day