

委 託 書

Letter of Attorney For Student Information

姓名(Name) _____

學號 Student No. : _____

系所組 Department : _____ 學系
 所 _____ 組 _____ 班

因不克至校 I, the client, am unable to present the application in person for

補發 領取中文畢業證明書(Graduation Certificate in Chinese)

申請 領取英文畢業證明書(Graduation Certificate in English)

申請 領取中英文成績證明(Academic Result in English)

辦理休學手續(Non-Academic Leave) 辦理退學手續(Academic Leave)

補發(領取)修業證書(Certificate of Attendance)

其它事務(Other) _____

特委託 _____ 代為辦理(領取)，有關責任均由本人自負，絕不異議。

This person had been commissioned as my agent to deliver the application with his/her and my original I.D. certificates to your agency.

此致 This letter to

中國文化大學教務處教務組 Academic Affairs Department

委託人身分證或駕照影印本 Applicant's ARC/Passport Copy (正面 Front)	
委託人簽章： Applicant's signature :	聯絡電話： Applicant's phone No. :

代理人請出示身分證、駕照、居留證或護照等身分證明文件(Please show your ID, driver's license, ARC, or passport.)

代理人簽章(Agent's signature) : _____

代理人電話(Agent's phone No.) : _____

代理人身分證字號或居留證號碼前 6 碼 :

(The first 6 digits of your ID or ARC (including the letter and number))

_____ 年 YYYY _____ 月 MM _____ 日 DD

※本委託書僅於本校行政作業使用，依各項辦理業務資料保存期間保留。

※ This letter of attorney is used only for administrative work and will be kept in the school during the retention period.