

# 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  <b>(正面 Front)</b>	
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.