收　件　日　期　：　　年　　月　　日
Receipt Date of Application

國立臺灣大學教務處暨共同教育中心教學助理各式證明書申請表

Application Form for Certificate of Teaching Assistant, by Center for General Education & Office of Academic Affairs

姓　　名 Name		國民身分證統一編號(統一證號) ID Card Number/ARC No.	
學　　號 Student ID		就讀學院系所 Enrollment Information	學院 College 系 Department 所 Graduate Institute 學位學程 Degree Program
連絡電話 Phone Number		電子信箱 E-mail	
證書格式 Type of Certificate	☐中文離職證明書 Certificate of Employment Termination (Chinese) ☐中文服務(在職)證明書 Certificate of Teaching Assistantship (Chinese) ☐英文服務(在職)證明書 Certificate of Teaching Assistantship (English) 英文姓名 English Name：＿＿＿＿＿＿，＿＿＿＿＿＿ (Last name, First Name) 曾領有護照者英文姓名應與護照一致(姓在前，名在後) The full names of applicants who have been issued passports shall be filled in as they appear therein (last name before first name).		
用　　途 Purpose	☐身分證明 Identity Certification　☐應徵工作 Job Application ☐出國就學 **Application for Foreign Academic Institutions**　☐其他 Others＿＿＿＿＿＿		
申請人/代辦人簽名 Signature of Applicant /Agent			

申　請　人　＿＿＿＿＿＿(本人簽名)同意委託代辦人　＿＿＿＿＿＿辦理本次證明書申請。
The applicant ＿＿＿＿＿＿(signature) agrees to entrust ＿＿＿＿＿＿(the agent's signature) with the application of the above-specified certificate.

代辦人國民身分證統一編號(統一證號)：＿＿＿＿＿＿與申請人關係：＿＿＿＿＿＿。
Agent's ID Card Number　Relationship with Applicant

申請人如為本人本欄無須填寫。This section shall only be filled if the applicant entrusts the application to an agent.

業務單位審核 (Verification by Unit in Charge)

承　辦　人 Signature of Handler		單位主管 Signature of Unit Head	

領取證明書 (Collection of Certificate)

申請人/代辦人簽收 Signature of Applicant/ Agent upon Receipt		日　期 Date	年　　月　　日

備註：申請人於繳交本申請表及領取證明書時，請出示身分證件以利查驗。如委託他人代辦，請代辦人除攜帶個人身分證件外，另請檢附申請人身分證件影本。
Note: When submitting application forms and collecting certificates, applicants shall show identification for examination, while agents shall provide not only their own but copies of the applicants' identification.