

Guidelines for the Application for Reissue or Replacement of Lost or Damaged Student ID Cards

- I. If the student has lost the student ID card or if the ID card has been damaged for any particular reason, the student may request the reissue or replacement of the ID card at the Undergraduate Academic Affairs Section, Academic Affairs Division or the Graduate Academic Affairs Section, the Branch Office of Academic Affairs in the College of Social Sciences, the Branch Office of Academic Affairs in the College of Medicine or the Academic Affairs Section of the Division of Continuing Education and Professional Development.
- II. Application procedures:
 - (1) Pay the fee of NT\$150 at the automatic transaction machine or at the Cashier.
 - (2) Provide a 2"x2" picture of the upper body and the receipt of the fee payment to the administrative unit for application procedure.
- III. If a graduating student has lost the student ID card or whose student ID card has been damaged when he or she processes the permanent leave procedure, he or she shall go through the same application procedure and provide the application form and payment receipt in order to receive the certificate of graduation.
- IV. These guidelines are to be implemented after having been approved by the 1906th Administrative Affairs meeting on March 7, 1995.