**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**

收 件 日 期 ：

Receipt Date of Application

年 月 日

**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  系 Department 所 Graduate Institute 學位學程 Degree Program  College |
| 系 所 學位學程 | | | | 系 所 學位學程  系 所 學位學程  系 所 學位學程  系 所 學位學程  系 所 學位學程 |
| 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. | | | | | | | | | | |