**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) withthe 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. |