

National Taiwan University

Request to Reissue Degree Diploma

Please complete the following sections:

Student Number		English Name	
Reason for Application			
Alien ID Number		Email	
Date of Birth	(Month/Day/Year)	Date of Graduation	(Month/Year)
Major			
Second Major		Minor	
Applicant's (or Representative's) Telephone Number		Date of Application	

I, _____, hereby request a replacement Degree Diploma to replace the original or replacement diploma which has been lost or destroyed. I will bear full legal responsibility for any false claims.

Signature:

Notice:

1. Only one replacement diploma will be issued; once issued, the original or replacement diploma will be null and void.
2. Please pay the reissue fee of NT \$100 at a self-serve kiosk or at the Cashier Division, then submit this application form along with the applicant's ID card and payment receipt to the applicant's respective Academic Affairs Division.
3. If a representative is applying on the applicant's behalf, the representative must also bring his or her ID card.
4. If the name of the applicant's school, college, or department has changed since graduation, the replacement copy will bear the name of the original school, college, or department, and the signature of the President at the time of application.

The following section is for official use only:

	Procedures	Signature
Processing Officer	<ol style="list-style-type: none"> 1. Verify personal information on the applicant's original ID card or passport with information in student's academic file. 2. If the information does not match, confirm the differences and update accordingly before printing. 3. Affix school seal, place in protective cover, and issue the replacement copy. 	 Reissue Number (NTU Reissue Number B)

Signature of Applicant (or Representative) acknowledging receipt: _____

(ID number of Representative: _____)

Form number: A402000-3-005A-01