

**國立成功大學學生學籍與成績業務申辦委託書**  
**Letter of Authorization for the Submission of Student Status Registration**  
**and the Application for Transcripts**

本人\_\_\_\_\_茲委託\_\_\_\_\_先生/小姐，代為辦理下列項目：  
I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to submit the following application(s)  
on my behalf (please check the box that applies).

☐ 休學、退學及修改學籍資料等(學籍相關)

Suspension or withdrawal of studies, graduation, or modification of enrollment status

☐ 成績單及名次證明申請(成績相關)

Application for transcripts and class ranking certificates

☐ 學位證明及在學證明等(學籍證明)

Application for degree certificates or enrollment certificates

☐ 離校手續並領取學位證書

Graduation procedures and receiving the diploma

☐ 其他

Other applications:

此致

國立成功大學教務處註冊組

This letter shall be submitted to the Registrar Division at National Cheng Kung University.

委託人：(親簽)

Consignor (Signature)

身分證號後四碼：

The last four digits of your ARC

聯絡電話：

Phone number

受託人：(親簽)

Consignee (Signature)

身分證號後四碼：

The last four digits of your ARC

聯絡電話：

Phone number

年      月      日  
Year   Month   Day

**說明**

Additional Remarks :

1. 受託人應附身分證證明文件(國民身分證、駕照、健保卡、有效護照或有效居留證)正面影本以備查驗；學校於必要時，得向委託人進行委託事實查證。

Please attach a copy of an ID document (ID card, driver's license, health insurance card, ARC, or passport) of the applicant to the space below as proof of identity. National Cheng Kung University will fact-check the information in this

letter with the consignee if necessary.

2. 若有未經合法授權或資料有冒偽情事，受託人應自負一切法律責任。

The consignee shall bear all legal responsibilities if there is any unauthorized or false information in this letter of authorization.